



**English
International
School**

Parents' Handbook 2024/25

**Reviewed and amended by:
Mr. Lee N. Daghish - Head of School
August, 2024**

Welcome to EIS Moscow!

Dear Parents,

My colleagues and I extend a very warm welcome to your family as your child joins EIS Moscow. I want to thank you for the trust you have placed in us and to reaffirm our commitment to doing the best we can to help your child settle and thrive in our school.

We are committed to building a community where everyone – students, parents, teachers and administrators – work together in the best interests of all the children in our school. We are an inclusive school and promote a happy atmosphere around the campus.

Our aim is to provide an environment where students are safe, challenged and happy. We want our students to know that they are coming to a school where:

- the teachers care about them
- they will make friends/have friends to play with
- they are listened to and their opinions are valued
- they will be encouraged to learn, achieve and be confident

This handbook outlines some important information for both parents and students. Please take some time to read the booklet carefully as it will answer many of your questions.

We value open communication with parents and students so if there is anything that my colleagues or I can do to help you, please do not hesitate to get in touch with me.

Mr. Lee N. Daglish - Head of School

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EIS Moscow Guiding Statements

VISION

To provide an excellent British education in an international setting ensuring all students are happy, safe, and challenged in their learning.

MISSION

The English International School offers the best of British education by providing high quality, innovative teaching to an intercultural community. EIS students experience a wide range of opportunities and make excellent progress, whatever their starting points. EIS ensures that every child feels safe, challenged and happy during their learning, preparing them to be confident resilient global citizens.

CORE VALUES

EIS values share our vision and personal approach to learning with our international community:

SAFE

Maintaining a safe and supported environment for all students through a holistic approach to education that nurtures, moral, spiritual, social and cultural well-being.

CHALLENGED

Empowering children with the knowledge, skills and attitudes necessary to challenge themselves and to serve the local and global community through engagement in meaningful learning, now and in the future.

HAPPY

Developing a sense of belonging and a love of learning within a diverse community of confident, resilient students where achievement is acknowledged and celebrated.

What your child needs to bring to school

We provide most of what your child will need in school, but there some items which make sense for each student to have some items.

Please note that children have to take responsibility for everything they bring into school so be mindful if they bring anything which is valuable or precious. We cannot be held liable for any damage to personal possessions, no matter how it occurs.

Please ensure that any personal possessions which are brought into school are clearly named since this will make it easier to return items which are mislaid.

- **A refillable water bottle.** We encourage children to drink water throughout the day; we all understand the importance of hydration, but in order to encourage sustainability if each student has his/her own water bottle which can be refilled from the water dispensers around the school we are making an important environmental statement. Water bottles should be clearly named and can be kept in the classroom during lessons.
- **A school bag.** As children get older, they will be encouraged to take increasing amounts of responsibility for their own organization. Clearly, our youngest students will need considerable help packing their bag, but equally by the time they are in KS2 (Years 3-6) and KS3-5 children should be able to pack their bags without adult assistance.
- **A change of clothes for our younger children (Nursery and Reception).** Accidents happen and it is always useful with our youngest children to have a change of clothes for such occasions.

Please discuss the issue with your class teacher if appropriate.

- **A pencil case** with not only writing pencils but their own colored pencils, rulers, erasers, pencil sharpener. As the children get older and more competent with writing for example, we will expect them to write in pen at times. Of course, we supply lots of the equipment for the children, but there is something rather special about having your own pencil case with your own equipment. Although it is, sadly, inevitable that some items will get lost this is all part of the learning necessary to support independence and organization. Please discuss this with your Class Teacher.
- **A laptop or Tablet** - under the BYOD (Bring your own device) policy students can bring a laptop or tablet into school as long as the BYOD device policy has been read by parents, signed and returned to school.

THE PARENTS' ABC

Absence from School

If your child is absent from school, please ring the school office or send an email by 08.45. If your child is going to be late to school, please ensure that the School Secretary is informed upon arrival so that she can pass on the message to the relevant Class Teacher and register them for our fire and lockdown safety policy.

Absence from school due to a pupil/student being involved in an external club

From time-to-time parents request for their children to be absent from school to attend outside clubs. On these occasions we take into account the number of times there is going to be an absence, the length of the absence and the needs of the pupil/student in terms of whether they can really afford to miss school lessons. Plus, we have to point out that if parents ultimately decide to absent their children from lessons we cannot fully compensate for the missed time in school. We may be able to send a representative selection of appropriate work.

Usually, we do emphasize it would be best for children to take part in the normal schooldays.

Term-Time Holidays

Parents wishing to take their children on a holiday or other such occasion causing their child to miss school are asked to discuss the matter with the Head of School beforehand and/or send in a written request. Children cannot be distant learning during these cases.

Appointments

To make an appointment with any of the teachers or the Head of School, please either email the teacher concerned or call the School Secretary who will make the necessary arrangements.

Birthdays

- Of course, we are happy to help celebrate children's birthdays. However, we ask parents to ensure that they follow these guidelines in order to ensure that everyone taking part enjoys the celebration.
- Firstly, we ask you co-ordinate with the class teacher before making any arrangements.
- Birthday cakes must not contain nuts.
- Cakes may be brought into school either in the morning and handed to the Class Teacher or at the end of the day in time for the afternoon snack, at which time they are welcome to stay for the celebration.
- Drinks may be brought in, but not fizzy drinks; fruit juices and similar are welcome.
- Paper plates, serviettes and disposable cups should be provided – but please no loud poppers or other items which may be more suitable at home.
- Candles, if provided, will be lit under adult supervision.

We do not issue party bags in school to the other children in the class.

Break-times

The School Policy is for children to go outside during break-time unless the weather is particularly cold or it is raining heavily. Children need to move around and get plenty of fresh air if they are to get the most out of their lessons – otherwise they tend to become tired and listless. If your child is unwell and you request they need to stay inside we suggest they do stay at home as we cannot offer supervision for breaks or lunchtimes. If a child has a broken leg or arm or fracture that is different matter and we will be as helpful as possible.

Medication in school

We are sorry but the school cannot allow children to come to school with medication and self- medicate, nor can we lodge medicine with staff or the School Nurse.

Please do not send medicine into school with your children.

Bus Service

Children on the School Buses are accompanied by a Bus Monitor who is responsible for ensuring the safety and good behavior on the bus. Continued unacceptable/dangerous behavior can result in children being denied access to the bus service. Children are required to wear the seatbelts provided. Students are expected to follow the instructions given by the adult in charge. If you have any changes regarding the bus service the School Secretary must be informed in advance. Additional information will be provided at the start of term about how the service operates. (Please refer to the Bus Contract).

Calendar

A yearly calendar is available on the EIS website. Whilst we try to stick to these dates during the course of the year there may need to be some changes and you will be informed of any changes via the weekly newsletter and or additional correspondence when required.

Wider School Community

As a school, we believe in offering parents a multitude of opportunities regarding visiting the school, participating in events and watching performances. We are excited to announce monthly coffee morning performances, where you can watch students perform, as well as liaise with myself and other school staff over coffee/tea and snacks. In addition, we will provide many other events and opportunities which will be announced as the year proceeds. They will include: Halloween exhibitions, Christmas and summer musical performances, winter & summer bazaars, Sports Day, Family Fun Day and many more. Also, expect invites to participate in educational visits to augment learning such as International Day, Topic lessons in Primary and inspirational/educational talks for Secondary students. All participation and considerations in these areas are much appreciated and help grow our already vibrant school community.

Communication and Messages

We believe that good communication with parents is fundamental to making a successful school; in fact, as a rule all form/classroom teachers will send an email to you every Monday morning to update on the week ahead. There are also regular opportunities for parents to meet with their child's teacher, but please do not wait if you want to contact a teacher using their school email address (which can be found in this Parents' book, but will be apparent during weekly contact) as all staff are happy to meet with parents at a mutually convenient time by appointment.

- Staff school email addresses are listed in EIS Contact books
- Weekly newsletters
- Main Office
- Curriculum presentations (Primary and Secondary)

When using email, please try to avoid writing in such away as might cause offence. In my experience a hastily written email can often be cause for regret. Also, please note that teachers may not be able to reply immediately, for once the day has started their classroom commitments may mean that they cannot respond until later. However, we endeavor to reply within 24 hours.

Urgent messages should always be passed on through the school office.

English and native languages

The language of the classroom is English. Obviously, there will be times when some children cannot manage to communicate adequately in English, but aside from these all children are expected to speak in English in class. Students are however, encouraged to speak their native language (if applicable) during social times outside of the classroom and the school also operates a small native language library, for which any book donations are very welcome. As an English school, our spelling will conform to English rules and not American English.

EAL (English as an additional language)

EIS is a very international school. We currently cater for over 30 different nationalities and we accept students with little or no English up to Year 10. The school has an EAL department which provides small-group teaching to help students attain a provision in English that they will need to access the curriculum and operate around the school. Students are referred to the EAL team by teachers if it is felt that they require additional English support and we do not accept parent referrals.

The school also operates a literacy project which provides additional literacy training to teachers throughout the year. All teachers at EIS are teachers of language, particularly English. Teachers are trained to differentiate their lessons to ensure that they provide

additional challenge for those students who are performing well and support for students who require it. We ensure that the environment we provide supports students to perform to the best of their ability.

Parent-Teacher Meetings

As many parents will have been told when they first came to the school, we hold three Parent-Teacher Meetings per academic year – at the end of each term. We ask all parents to attend these occasions to the best of their ability as this partnership between home and school is so important to the children. The meetings offer a chance for the teachers to provide feedback on progress and ways in which that can be bolstered by home support. These meetings will also provide an opportunity for parents to discuss how they view matters at hand and how they can work as a team for continued success. Please note, this is not an opportunity for parents to criticize the professional performance of a teacher or teachers. If you have any concerns in this area then please contact the Head of Primary, Head of Secondary and/or myself.

Health and Safety

We take our responsibilities for Health and Safety very seriously. We will have regular announced and unannounced Fire Drills throughout the year alongside other procedures. It is everyone's responsibility to report any Health and Safety issues and should you have any concerns please let us know so that we can attend to the matter. Urgent issues should be reported to the School Secretary or Security Guard so that the problem can be resolved immediately.

Anti-bullying

EIS Moscow regards bullying as a serious infringement of individual rights and a serious threat to the self-esteem and self-confidence of targeted pupil(s). Therefore, we do not tolerate bullying of any kind.

Every report of bullying is treated seriously and dealt with, having due regard for the wellbeing of the targeted pupil(s) and the perpetrator(s).

The immediate priority, should a bullying incident occur, is ending the bullying, (there by protecting the person(s) being targeted) and resolving the issues and restoring the relationships involved insofar as is practicable using a "Reform, not Blame" approach.

- All pupils are expected to contribute to the creation and maintenance a safe environment in the school.
- On becoming aware of any bullying situation, in or outside the school, involving members of the school community they should notify a trusted responsible adult. Bullying behavior is too serious not to report.

- Pupils' participation in school life in general is encouraged through existing school structures. Awareness of bullying, and willingness to take action to prevent or stop it, is part of this participation.

The school's anti-bullying message is taught to students through our PSHE (Personal, social and health education) program as well as assemblies if need be. We also hold a range of anti-bullying activities during anti-bullying week every November.

Homework/Communication Book

These books are used by students in EYFS- up to and including, Year 11. Students know that they should always take the book home and bring it back to school each day. The book is used to provide a record of homework each night and for parents and teachers to communicate quick notes to each other.

Mobile Technology

Students are permitted to bring their mobile phone, tablet, iPad to school. For Secondary students we ask that they remain in the office for the day unless the classroom teacher gives permission for students to use them for the lesson. They collect them at the end of the day. For Primary, the technology use is often built into Golden Time and other lessons, but the classroom teacher will advise and provide the specifics.

Ultimately, we embrace the potential that all mobile technology can be used as a technological learning tool in the classroom. We encourage teachers to implement the use of mobile technology when appropriate, as mentioned. Also, that mobile phones are needed to order taxis or to contact drivers.

Students will be tutored at the beginning of the year as to what proper mobile technology etiquette is within the confines of the school. Students are expected to turn off their mobile phones, tablets and iPads when entering a classroom unless they are using the equipment for a learning focused activity as directed by their teacher.

Any student who abuses this privilege will have their phone confiscated or asked to leave their phone at home for a nominal period of time. Combined with this, parents will be fully informed of the context of the offence so they can support the school and counsel the student.

In the appendix below is a copy of the EIS Mobile Phone policy. A copy of the E-Safety Policy (which includes information relating to bringing in tablets/laptops) is available on request.

Houses

To embody our mantra of 'safe, challenged and happy' at EIS, we split the children into 4 'Houses'. The names of the houses are Bears, Tigers, Wolves and Eagles. This happens upon school arrival, usually in the first week. Once assigned a House they are kept for

permanently and in line with siblings. For example, a secondary student who has a primary sibling will share the same House.

House Points are awarded for various reasons: good behavior, great academic work, help and consideration of others etc. Our House system provides healthy competition, lots of fun events and competitions and the chance to win awards.

Illnesses/accidents in school

Children who are taken ill during the day or who have an accident will normally be treated in our medical room. The School Nurse will always err on the side of caution and will contact parents if the problem warrants it. We will always tell parents when there is a head injury. If we are concerned about any child, his/her health and safety will always take priority.

International Accreditation and Affiliations

We are an accredited member of the Council of British International Schools (COBIS) which is a worldwide organization of like-minded schools. To join is a rigorous process whereby the school has to submit its documentation www.cobis.org.uk.

We are also an accredited member of the Council of International Schools (CIS) which is a worldwide organization of schools who recognize the importance of maintaining high standards. EIS Moscow successfully completed the CIS accreditation process most recently in 2021-22. www.cois.org

EIS Moscow is registered with LRN which is a UK Examination Board that runs through Dubai. We are set to be a registered exam centre for 2023/24. EIS was the first school to be accredited with LRN in Russia and we continue to sit IGCSE/A Level exam papers on site.

In addition, EIS is an official Eco School as we were accredited with the Green Flag Award in 2022/2023. We have our own Eco Committee with various roles included. We maintain the Award by completing local projects, bringing attention to wider issues and making sure we are as eco-friendly as possible. This includes recycling and having our own light monitors in school.

EIS Moscow is an International Award Centre for the Duke of Edinburgh Award. This makes us the one of only two schools at this time of writing that runs this award. It involves physical tasks, skill development, voluntary work and completing an outdoor adventurous journey that includes overnight camping. We have successfully completed Bronze and Silver Awards and hope to branch out for the final Gold Award at some point in the future.

Meals

In the canteen, students will have their morning and afternoon snacks as well as lunch (except Primary pupils, who have afternoon snacks in the classroom). We will not force children to eat the food, but we will encourage them to try something even if they say they do not like it at first. We will strongly encourage all students to drink water and it is important that you provide your child with a water bottle so that they have access to fluids throughout the school day. We believe that mealtimes are also social occasions and so we will encourage children to talk to each other as well as any adults in the room. However, we have high expectations regarding behavior and appropriate conduct concerning 'table manners'. If we are concerned about a child not eating sufficient regularly, we will contact you.

We have our food delivered on site by a trusted a reputable caterer from Moscow. The menu changes every day and reflects our multi-national student body whether it be breakfast or lunch. Additionally, all of our food is halal in order to cater for our Muslim community.

Newsletter

Each week there is a School Newsletter sent via email from the Head of School. This newsletter outlines achievements, important moments and daily life in the school. It is an opportunity for you to see what is happening throughout the school and in your child's class.

Office Hours

During term-time the School Office is open from 08.00 to 16.30 on school days. There is always someone on site throughout the school holiday period as well so parents can visit, order uniforms or find out pertinent information.

Late Arrivals

In order to ensure the accuracy of our attendance register – which is particularly important in the event of a fire – any child arriving after the start of first lesson will be asked to go first to the School Office to ensure that s/he is marked present. Please support us with this important procedure.

Parent References

I very much hope that you will be so pleased with EIS Moscow that you will want to tell others about the school. From time-to-time parents who are elsewhere in the world may ask the school if they can contact an existing parent to find out more. If you are willing to support the school in this way, please let the Head of School know. Please be assured that we will not publish your contact details anywhere; we will only use what you are prepared to allow us to use to send to a prospective parent who has asked for this information.

Parent Teacher Association (PTA)

A feature of some other schools is an active Parent Teacher Association. This is where parents, friends and teachers work together for the good of the whole school by organizing events, raising funds for treats and helping create a positive school atmosphere. During this school year it is hoped that there will be further and sufficient interest in supporting our PTA, if you would like to volunteer to be part of this group, please let the Head of School know.

Physical Education Lessons

PE is an essential part of the school curriculum and all students are expected to take part. We have a school issue PE dress code (refer to separate EIS Dress Code Guidance). Emphasis is on learning being fun and the acquisition of skills, including learning to be a team player.

If your child is unwell and cannot take part, please ensure that a note is either written in the Homework/Communication Book, send in a letter or an email before the lesson so that his/her teacher can take note. Once a week Year 1-11 will be taken to a local Sports' Hall for their PE lessons. In Primary, Years 1-6 will have swimming lessons usually from October to December (depending on the leisure center availability), that lasts half a term.

We also try and take advantage of external coaching opportunities when they become available which then may be included in the school day or after school.

On PE days students can come to school dressed in their PE kit. Time is given at the end of each lesson for students to change once they are back in school, if they wish to do so.

Punctuality

Obviously, it is understood that sometimes traffic and the weather can cause families to be late for school, but being punctual is a sign of good manners, shows respect and is an important lesson for life. Please encourage your child to understand the importance of punctuality by insisting on his/her punctuality for school and school events. More independent Secondary students may be warranted with a punctuality report if the incidents become more than 25% over the course of half a term.

Pupils/students who are later than 08.45 need to get their registration mark from the main office. Please note, that the school day begins at 08.25am.

If you are going to be late collecting your child at the end of the day, please telephone the School Office so that we can make sure s/he is supervised and not upset whilst waiting for you to arrive.

Reading

Reading should be fun. It is also a vital skill which needs to be mastered and an integral part of the UK curriculum. Throughout the school year you should expect your child to come home with books, to read them and to understand them (usually twice a week in

Primary). Teachers will monitor the books, and we ask that you show an interest in what your child is reading.

To ensure that they can understand as well as pronounce the words, please ask them questions to help discover how deep their understanding is. Very often a child will claim to have finished a book – when in fact all that has happened is that s/he has read the book and can pronounce the words, but has not demonstrated full understanding.

Primary students also have lost access to books on Bug Club, an online tool available through Canvas, the schools virtual learning environment, but which may come back at a later time. Please refer to your classroom teacher and/or Head of Primary for suggestions regarding online reading materials and where to access them.

Reports

Written reports are issued three times a year at the end of each term; the first two (autumn and spring) are target based whereas the final end of year summer reports are more of an evaluation of the year and resembles a classic in-depth record. Please read and share them with your child. No report should come as a surprise to you, teachers are asked to speak to parents in good time if there is likely to be some disappointing news but all of these areas are covered in detail during Parent Teacher Meetings. In this way there is an opportunity to do something about the issues and set the student back on track at the earliest possible opportunity.

School Holidays

The dates of these are published well in advance on the EIS website and reminders are sent out through the school newsletters. Please try to keep to them so that your child's education is not disrupted. All school holidays are listed on the official EIS academic calendar which is issued upon arrival.

School Policies

As a school we ensure that all our policies and procedures are documented. Some of our policies are written specifically for EIS Moscow. Of course, this is a work in progress and policies are continuously reviewed – and the Head of School will ensure that parents are kept informed. If, at any time, you wish to see a policy please go to the school website in the first instance.

School Timings

The school academic day starts at 08.00 and ends at 15.20, with lessons officially starting from 08:40:

- In the morning, we accept children onto the premises from 08.00 when there will be a member of staff on duty inside and outside the building at all times. All teachers are in school no later than 08:00am.

- Depending on the weather and time of year, we will expect children to be outside in the playground at this time. If the weather means that children need to come inside, they will usually wait for school to start in their classroom.
- From an outdoor perspective, each day starts with a short assembly where the Head of School debriefs the student and teaching body about what is noteworthy for the day and beyond. We also celebrate achievements and events such as Head Teacher Awards and birthdays.
- In the afternoon, parents should wait outside the school building to collect students at the end of the day.

Positive reinforcement and acknowledge of pupil and students' achievement

Star of the Week/Term/Year and Headteacher Awards

Each week a child will be selected to receive the class 'Star of the Week' award. Each Class Teacher will decide who has earned the awards and publicly present the award to the successful student so that his/her self-esteem is given a positive boost. Awards can be earned for anything from making good progress in a particular area to working especially hard; from being kind to another child to demonstrating the characteristics in our mission statement. Teachers will also issue a Star of the Term and Star of the Year Award which are incrementally more illustrious and hard-won. In addition, the Head of School can award special certificates (Headteacher Awards) based on many and all aspects that are worth rewarding – they can happen any time and copies are placed on display for the school populace to view.

Uniform

We are proud of our uniform; it also gives a sense of belonging as well as being a great equalizer. The wearing of uniform is compulsory and we ask that parents support us by ensuring that all children wear the correct uniform every day, except where there is a reason not to (e.g. a non- uniform day).

EIS must adhere to Russian law regarding religious practices to ensure the principle of secularism and religious neutrality of the educational activities carried out in order to exclude a conflict of rights and interests of students with different faiths, as well as respect for the pluralism and freedom of other persons who do not profess any religion, or atheists.

EIS ensures the secular nature of education, regardless of the attitude of students to religion and their religious affiliation. The appearance and clothing of students should correspond to the generally accepted norms of business style in secular society and be of a secular nature.

Footwear

We also ask that children wear suitable footwear to school. Unless it is a PE day, all students should wear smart shoes, not trainers (sneakers), as part of their school uniform.

Students are asked to bring indoor shoes and outdoor shoes that they can switch into during transition times.

Trousers/skirts

We also ask that all students wear suitable trousers/skirts to school and not joggers/tracksuit bottoms/leggings (unless for PE, Sports Day etc.). One of the functions of a school is to prepare our young people for life and the world of work. Please help us to do this by ensuring that your child wears the correct uniform.

The school provides branded polo shirts and sweaters/cardigans/fleeces/hoodies for students to wear as part of the uniform.

ESSENTIAL INFORMATION/PROCEDURES

In this section:

- Homework
- Late Arrivals
- If something goes wrong

Homework at EIS Moscow

Homework refers to work or activities which students are asked to do outside lesson time either on their own or with parents/carers. A well-organized, regular program of home-learning helps to develop an understanding of lifelong learning as well as reinforcing the learning which takes place in the classroom.

We believe that the setting of regular homework from Year 1 helps to engender a spirit of enquiry, curiosity and investigation in students. The homework set at EIS is designed to enhance the work we do at school by giving students an opportunity to prepare, research, reflect, learn and complete various tasks. Homework will not normally be used to introduce new concepts or skills (see below).

These following guidelines set out the school's expectations about the amount of time students might reasonably be expected to spend on homework and provide a useful framework for parents. However, the precise amount of time spent on home learning is much less important than the quality of the tasks set and the way in which they are planned to support learning.

Homework is not usually set during weekends or holidays as standard but teachers and parents have flexibility in this area. However, during these periods, as well as in the week children should be encouraged to read regularly as part of their homework or, as they get older, as an additional activity.

Primary

Years 1 and 2

Approximately one hour per week (Excluding reading)

English - Phonics, Spelling, Handwriting,

Maths - Current or recently learned concepts,

Reading - 10 min nightly (minimum)

Years 3 and 4

30 minutes per evening (Excluding reading)

English - Spelling/Handwriting, Grammar, Work based in current learning concepts,

Maths - Current or recently learned concepts,

Topic/Science - Topic/Science based project work,

Reading - 20 min nightly current reading book and (online, if possible, 3 nights' minimum)

Years 5 and 6

45-60 minutes per evening (Excluding reading)

English - Spelling/Handwriting, Grammar, Extended Writing tasks and Comprehension.

Maths - Current or recently learned concepts,

Topic - Extended topic, based project work, normally once per half-term,

Reading - 30 min nightly; current reading book and online, if possible (minimum)

Secondary Homework Policy

Expected average time spent on homework

Years 7 & 8	=	45 - 90 minutes a day
Year 9	=	60 - 120 minutes a day
Years 10 & 11 IGCSE	=	90 - 150 minutes a day
Years 12 & 13 A Level		Key Stage 5 students (Years 12 and 13) are not included in the schedule, but are expected to spend at least one hour on independent study for each hour of contact (lesson) time they have in school, which will include homework and independent study tasks set by their teachers.

When is homework set?

This is decided by each subject. Homework can be:

- Independent learning

- Consolidation of work in class
- Practice - learning by doing

If a student is struggling to complete homework in the time allowed, or does not understand what s/he is expected to do, parents should stop the activity and write a note or send an email to the class/form teacher or subject teacher. The Teacher in question will, obviously, follow-up the matter and ensure each student understands what is required.

We would like students to complete homework themselves, but where they have had help from a parent or carer, we ask that this is noted so the teacher is aware.

Responsibilities:

Teacher	Parents	Students
<ul style="list-style-type: none"> • Provide adequate homework information • Provide timely feedback • Monitor the time taken to complete homework assignments • Select appropriate and meaningful tasks which will support and reinforce classroom learning 	<ul style="list-style-type: none"> • Check your child's homework regularly • Ensure that there is a positive environment for your child to work in • Help your child to set-up a homework routine • Support, but not actively complete, your child's homework tasks • Do not make comparisons with other children as the homework may well be differentiated for each child 	<ul style="list-style-type: none"> • Establish good learning habits which are used at home • Be responsible for your homework and be prepared for your lessons • Be honest about how much support you have received to complete assignments • Make sure you meet the expected deadlines

Late Arrivals

Ultimately, students can, and will, be late on occasion. Sometimes this is agreed upon in advance with parents; for example, they attend a sports club or extra-curricular pursuit outside of school that is of high importance to the student and family.

That aside, we endeavour to minimise being late as much as humanly possible because we know the negative impacts it has upon education and the complications it can cause teaching staff.

We reserve the right to ask students why they are late, based on the aforementioned, and we have protocols in place if it becomes a chronic issue. For instance, we always seek to liaise with parents as a first course of action, but in some rare instances we have placed students on 'punctuality cards' to help alleviate the issue. These were agreed upon by parents and the protocols had a positive impact. We hope we can find solutions well before we get to this stage, and we usually do.

We very much appreciate home support in this area.

On a further note, late arrivals must report to the office for health and safety reasons, for example, in case of a fire. The time they arrive is irrelevant. If they do not and report directly to their classrooms, they will be sent to the office accordingly.

If something goes wrong

Our first commitment is to get things right for the child. If there is a problem, please talk to us. We will investigate the matter objectively. With the evidence from our investigation, we will endeavor to explain what went wrong and how we have resolved/will resolve the issue. We will also aim to ensure that everyone learns from the problem so that it is not repeated. However, we are all human and things will go wrong and mistakes will be made from time to time.

Normally, the best person to sort out a problem concerning your own child in the first instance will be the Class or Form Teacher, or even the subject teacher. However, we recognize that from time to time a parent may prefer to discuss the matter with someone else, rather than their child's teacher. In these circumstances please make an appointment to see

the Head of Primary, Mr. Christopher Marsh chris.marsh@englishedmoscow.com

or the Head of Secondary, Mr. Sagaran Reddy sagaran.reddy@englishedmoscow.com

EIS MOSCOW Mobile Phone Policy

EIS Moscow has established the following Acceptable Use Policy for mobile phones and their use by students and staff so that all members of the school community understand what is considered acceptable use of mobile phones.

The School requests and requires all students and their parents to read, understand and agree to this policy before their child brings a mobile phone to school.

Acceptable Use

Secondary students may bring their personal mobile phones to school but unless there is an educational reason for using them, mobile telephones must be handed into the office. This includes any integral cameras or recording devices. Mobile phones, iPods, iPads and tablets brought into school by students who travel on buses must be declared.

Use of mobile telephones during lesson time will only be allowed with the specific agreement of the class teacher for the explicit purpose of supporting learning. Misuse of this privilege by using the phone for a non-curriculum purpose or any unacceptable use will result in the withdrawal of the privilege and may also result in the confiscation of the phone.

The safety and security of mobile telephones brought into school will be the student's responsibility. Any phone or other valuable items brought into school are brought on the explicit understanding that it is at the student's own risk. The school will not be liable for any loss or damage no matter the cause.

It is the responsibility of students who bring mobile phones to school premises to adhere to the guidelines outlined in this document. The decision to provide a mobile phone to their children should be made by parents or guardians.

Unacceptable use

The school will consider any of the following to be unacceptable use of a mobile phone and a serious breach of the school's behavior policy which may result in sanctions being taken:

- Using messaging, social media or making phone calls during school hours.
- Photographing or filming staff or other students without their knowledge or permission.
- Photographing or filming in any inappropriate area or occasion.

- Bullying, harassing or intimidating any staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
- Refusing to switch a phone off or handing over the phone at the request of a member of staff.
- Using the mobile phone outside school hours to intimidate or upset staff and students will be considered a breach of these guidelines and a breach of school ethics deemed as totally unacceptable.

Where students infringe the guidelines in this policy, the parents will be almost always informed as part of the strategy for modifying unacceptable behavior.