



SCHOOL HANDBOOK

2017-2018

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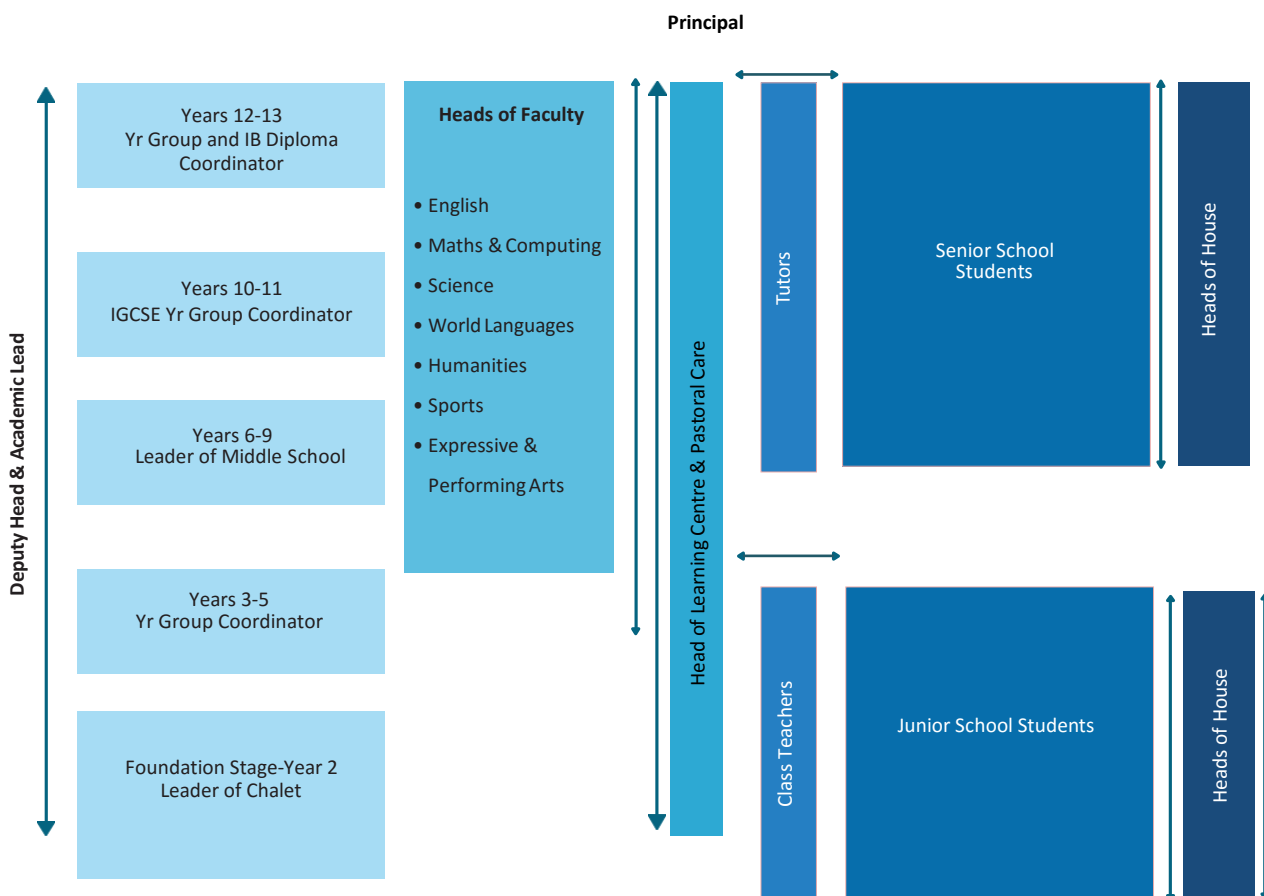


OUR MISSION STATEMENT

Founded in 1927, St. George's International School combines its well-structured, traditional ethos with academic excellence in an international environment. Enjoying a safe location, our whole school community fosters mutual respect and understanding whilst cultivating individual talents and potential.

As stated in our motto, «Levavi Oculos», St. George's International School encourages students to lift their eyes and recognise positive qualities within themselves and others and to nurture a caring and dynamic attitude in today's demanding world.

ACADEMIC & PASTORAL SYSTEM



AGENDA

At the start of the year, each student in the Junior School (up to Yr 5) receives an agenda, a folder and a Reading Journal in which their reading homework is written. These should be kept in good order, free of graffiti.

Parents are asked to listen to their children read aloud on a daily basis and then sign and comment in the child's reading journal. All students write their homework, when it is set, in their agenda. Parents are requested to check their child's agenda daily and sign on a weekly basis.

The Agenda is used for daily communication with class teachers. As an alternative parents can contact a member of staff using the individual staff member's school e-mail.

ATTENDANCE AND PUNCTUALITY

All Students are required to be regular and punctual in attendance. Regular school attendance and being on time to school and each class is important for the academic development of the students. Excessive or unexcused absence from school is harmful to such development.

Parents have a legal duty to ensure that their children attend school unless absence is due to illness or other unavoidable cause.

Please note:

- Any leave of absence from school must always be applied for in writing to the Principal and unauthorized absences are noted in registers and reported to future schools/universities.
- Leave of absence should be requested only in exceptional circumstances.
- All students must respect the beginning and end of term dates.
- St. George's International School observes the Vaud Public Holidays of Jeûne Fédéral, Ascension and Pentecost.
- The School Calendar with details of term and holiday dates is posted on the School website.

REPORTING ABSENCE

- Parents should call (+41 21 964 34 11) or email (office@stgeorges.ch) the school office on each day of absence, before the start of the school day.
- A medical certificate is required for absences of more than 3 days.
- In the event of no contact from parents/guardians, the absences will be marked as unauthorized absence on school reports.

LATENESS

School begins at 08h15. FS children should all arrive by 9h00. All students should arrive at school in time to be in their classroom/tutor room by 08h15. Any student arriving later than this should give a reason for lateness and it should be marked on the register.

A Junior School student (Yrs 3-5) OR a Senior School student (Yrs 6-13) arriving after registration has finished should report initially to the School Office to sign in. Infant children (ELS-Yr 2) go directly to Chalet.

"Lates" are noted on children's reports.

SETTING WORK FOR ABSENT STUDENTS

When a student is absent for a day, it is his or her responsibility to catch up on work missed.

When a student is absent for three days or more, and work is requested by parents, teachers will give work to the Tutor if:

- a) they are at a point in their teaching where this is convenient
- b) they judge it necessary or even advisable.

CAREERS

St. George's International School has a full time University Guidance Counsellor (Mrs. Jane Haesler) who is available to all students and their parents. She is responsible for explaining the university application process and supporting the students.

The University Guidance Counsellor arranges an annual University Fair which take place at St. George's International School in the autumn term with over 50 universities and colleges from around the world attending each year. Throughout the year students and their parents will have the opportunity to meet with university admissions officers who are visiting the school.

The University Guidance Counsellor can advise on admission requirements and application processes to universities and colleges here in Switzerland and elsewhere in mainland Europe, the UK, USA, Canada and others. A list of the University Destinations can be found on the school website's [University Guidance](#) page. Mrs. Haesler can be contacted via jhaesler@stgeorges.ch.

St. George's International School uses The Naviance Platform. Naviance is a college and career readiness platform that helps connect academic achievement to post-secondary goals.

The platform allows students to collaborate with educators to:

- Set personal goals and tasks
- Search for colleges and universities
- Explore careers based on personal skills and interests

In addition, The Naviance Platform offers students from year 10 and upwards access to The Naviance College & Career Readiness Curriculum.

COMMUNICATION

There are many different ways in which information is shared within the St. George's International School community.

Between staff and students

- notice boards and TV screens
- the daily bulletin
- announcements at morning registration
- announcements after lunch
- emails

- ShowMyHomeWork

Between school and parents

Communication between parents and members of staff is encouraged. This may be by pre-arranged meeting, phone, fax or e-mail communication.

In Junior School, Parents and teachers are encouraged to communicate via the student agenda. The classroom teacher or tutor (in Senior School) is the main person to contact in most cases. The Year Group Coordinator and Director of Boarding are in frequent contact with parents.

The **Parent Portal** – accessible through the tab on the school website- is the most up to date source of information. This is a part of our management information system, and here you will find the calendar and daily bulletin, as well as your child's reports. This is password protected and all parents are given login details and an activation code. If you experience problems with this, please contact Ms. Yusupova at lyusupova@stgeorges.ch.

St. George's Facebook page: <https://www.facebook.com/stgeorgesswitzerland> has regular updates on activities within the school.

COMPLAINTS

St. George's International School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with this Procedure.

Stage 1 - Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally.

If parents have an academic complaint they should normally approach their son/daughter's Tutor/class teacher with their complaint in writing. As a matter of course, the Tutor/class teacher will keep Year Group Coordinator/ Head of Faculty fully informed on the discussions and any actions taken. If necessary the Tutor/class teacher will consult with the appropriate personnel. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the Tutor/class teacher cannot resolve the matter in this fashion, it may be necessary for him or her to consult further with the Deputy Head & Academic Lead, Leader of Middle School or Head of Junior School.

In any other matters, the parent should address their complaints, in writing, directly to the Tutor/class teacher/ Year Group Coordinator.

Complaints aired directly to the Deputy Head & Academic Lead, Leader of Middle School or Head of Junior School will usually be referred to the relevant Tutor/class teacher to be dealt with unless the Deputy Head & Academic Lead, Leader of Middle School or Head of Junior School deems it appropriate for him or her to deal with the matter personally.

The Tutor/class teacher or relevant line manager will make a written record of all the complaints made and the date on which they were received. Should the matter not be resolved within an appropriate time (5 working days) or in the event that the Tutor/class teacher or any other member of the leadership team and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.

Stage 2 - Formal Resolution

If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Deputy Head & Academic Lead. The Deputy Head & Academic Lead will decide, after considering the complaint, the appropriate course of action to take.

In most cases, the Deputy Head & Academic Lead will meet/speak to the parents concerned, normally within 1 to 2 working days of receiving the complaint, to discuss the matter.

It may be necessary for the Principal to carry out further investigations.

The Principal will keep written records of all meetings and interviews held in relation to the complaint.

Once the Principal is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Principal will also give reasons for his/her decision.

DISCIPLINE

The school rules are clearly laid out in:

- a) Senior School Rules and Junior School Behaviour Policy
- b) The Rules and Privileges Handbook for Boarders

Copies of these are issued to the students at the start of each year.

All parents and children from Year 3 upwards must sign a Policy and Conduct form valid for their time at St. George's.

Discipline issues arising outside of the official school hours and when children are no longer under the direct supervision of teaching staff should be dealt with by parents.

DRAGONS AND MENTIONS

In the Junior School, students are awarded **Merit Badges, House Points and Dragons**. These rewarding systems celebrate and recognise a pupil's success in a wide variety of areas. In addition to this, Mentions are awarded in recognition of a student's achievement and contribution to the school community.

The Junior School rewards children on a weekly basis using a merit badge system and House Points. The merit badge is awarded for a variety of reasons including social, behavioral and academic. This is awarded to every child at some time during the year. At Junior School Assembly every week the merit Badge winners stand and explain why they were awarded the Badge. The Merit Badge is a positive reward system, used to promote excellence.

In the Senior School, from August 2017, a Praise Points system will be used via Show My Homework. To award a point, teachers will follow the following path: **Log in -> My Classes -> Manage Class -> Kudos**. Praise Points are awarded at the teacher's discretion to reward outstanding behavior/attitude or excellent work.

In addition to this, **Mentions** are awarded in recognition of a student's achievement and contribution to the school community.

DRESS CODE

All students are expected to be appropriately dressed at all times. Students must wear the correct school uniform during class and on certain formal occasions.

Student appearance shall not be disrespectful, indecent, dangerous to the health and welfare of students, or disruptive to the school environment. The school shall be responsible for disseminating dress code information annually in accordance with regulations established by the Principal.

1. Students must be appropriately dressed at all times. Students must wear the correct uniform during class and on certain formal occasions. Students will not be allowed to wear inappropriate clothes, jewellery, or other apparel or personal belongings that advocate violence, alcohol, and other drug use and/or distribution; that represent gang activity and/or membership; that use obscenities; or that reflect adversely on persons due to race, gender or creed.
2. Students who wear revealing attire will be sent home to change.
3. Hats may not be worn in school buildings.
4. Skirts must be worn knee length.
5. Students are expected to be mindful of their personal hygiene and general appearance. Only «natural» hair colour is allowed. For boys long hair, shaved heads and beards are not allowed, nor is the use of hair gel.
6. Visible body-piercing, other than one pair of ear studs for girls, is forbidden.
7. For reasons of health and safety, all students are required to wear appropriate shoes when on school property. Students must wear flat shoes. No student may wear platform or wedge-heeled shoes, high heels, flip-flops or trainers.
8. Valuable jewellery, clothes and other possessions must not be brought to school. Consequently the school cannot accept responsibility for the disappearance of any such items.
9. Students in Yrs 9 and below may not wear make-up. Students in Yrs 10, 11, 12 & 13 may wear discreet make-up. Coloured nail varnish is not permitted.

DRUG TESTING PROCEDURE

1. Over the course of the year, students from Years 7-13 may be selected for drug testing.
2. When a student has been selected to undertake a drug test, either at random or because there is a suspicion, he/she must provide a saliva sample in the container provided.
3. The sample must be immediately handed to the Principal or in his/her absence, the Head of Pastoral Care.
4. The initial test is carried out in the Principal's office in the presence of the Principal or the Deputy Head, the student, his/her Head of Pastoral Care, and a member of the teaching staff nominated by the student.
5. The initial test uses a disposable commercial clinical test strip which gives a result for five drugs (marijuana, cocaine, methamphetamine, opiates and ecstasy) after 10 minutes.

If the result is negative, that is the end of the procedure.

If the result is positive, there are two options:

- If the student admits to taking the indicated substance(s), the procedure is terminated and the student is punished according to the School Rules.
- If the student claims a false positive result, the result of the first test is kept confidential. The sample is sent to the local hospital for further testing for the drug(s) indicated. There are then two possibilities:
 - If the result is negative, it is assumed that the first positive was false and the student is fully exonerated.

- If the result is positive, the student is punished according to the School Rules.

A student who does not provide a sample will be deemed to have refused to provide a sample and the sanction will be the same as for a positive test result.

EARLY BIRDS & LATE OWLS CLUB

In an effort to meet the demands of busy parents, we have an **'Early Birds'** and **'Late Owls' Club**.

- Children must sign up for a whole term and inform the school office directly if they are not staying for any particular reason.
- Children may bring a breakfast/snack to their club. No nuts, please, and remember to wrap up all snacks for hygiene reasons.
- Children will be asked to complete any unfinished homework in their 'Late Owls' Club, before playing, watching an age-appropriate film or drawing etc.

'Late Owls' take place in the Chalet and 'Early Birds' takes in the Junior School Music Room, which can be found on the ground floor of the new building next to the Year 6 classes. Please drop off or pick up your child directly at the classroom. The student entrance of the Secondary Department Building has been fitted with the fingerprint system so you will need to go to the school office and ask to be added to our fingerprint system to be able to access the school.

Please ensure you inform the Late Owls Club if you will not be attending for some reason, via the school office on 021 964 3411 or office@stgeorges.ch or by writing a note in your child's school agenda.

FACILITIES

The school grounds and facilities may not be used outside the normal school hours without the consent of the School Principal. Any accident/damage arising from such use is the sole responsibility of the parents of the children concerned. Day students should be accompanied by their parents when on site out of hours. It is possible for parents to use the school facilities for birthday parties by prior arrangement with the Principal– a nominal charge is made for this.

FIELD TRIPS

During the course of the academic year there are many excursions to destinations within Switzerland as well as residential trips to various places in Switzerland and/or overseas. (Also see Visas). In October all students in the Senior School (Years 6 to 13) are expected to travel on Fieldtrips to various destinations within Switzerland or beyond. One of the highlights of Term II is the residential ski trip to other resorts, where the children can extend their skiing experience.

FOOD

Meals are prepared on site in the modern kitchen in the main school building. The management of the kitchen is entrusted to a professional catering company which has a mandate to provide balanced, nutritional meals and meet with all regulations regarding hygiene.

Any child with food allergies which may require a modified diet must provide a medical certificate from their doctor. The school may not be able to cater for severe allergies. We would like to inform you that the school and its catering suppliers and parents providing food at school events cannot guarantee that the food provided is allergen-free, and that while we will endeavour to remind students about the risk, parents and students must take responsibility for the food they consume on school premises, and the school will not accept responsibility for any allergy-related incidents.

All day students have a hot lunch at school, Monday-Friday. There are two sittings at lunch-time – Junior School and Senior School. The mealtimes form part of a child's education. In the Senior and Junior School, Monday and Friday meals are served to the table by school personnel. Each table of students is supervised by an adult or senior student who eats with them, encourages good table manners and a willingness to try all foods and interaction. Tuesday to Thursday, to give a wider choice of menu, students have the opportunity to select their lunch from the buffet.

All Junior School children may bring a named, reusable water bottle to school. This will remain in class and its cleanliness is the child's responsibility. Swiss tap water is of excellent quality and water coolers and tap water is freely available on site. As we no longer use plastic cups, Senior School students are encouraged to bring in water bottles. The School sells 'Give me Tap' bottles at a subsidised price.

We have a food committee that meets regularly– this is composed of staff, parents, students and management.

GRADUATION AND PRIZE-GIVING

These are held on the final days of Term III.

Juniors: Prize-giving and Leavers' Assembly

Seniors: Prize-giving and Graduation

Dates to be confirmed



Both events are followed by a buffet, after which the term is officially over. Please see the Uniform section for the students' Dress code.

The school invites the Graduates to a Leavers event; this has been on a boat on the lake or a fondue. The Graduates' Dinner is organised by parents.

HOUSE SYSTEM

St. George's International School has a House system, the purpose of which is to provide pastoral care, and to promote moral growth as well as providing a framework for competition and special events within the school.

There are four Houses in St. George's which are named after four figures from Greek and Roman mythology: **Atalanta (Red), Diana (Yellow), Minerva (Blue) and Vesta (Green)**. All students are assigned to one of the Houses when they join the school. Siblings who join the school at a later date can expect to be placed in the same House.

Heads of House	Junior Department	Senior Department
 Atalanta	Miss Ruth Pinkney	Ms Elizabeth Read
 Diana	Mrs Kathy Sedgwick	Mr Rupert Hubert
 Minerva	Mme Céline Niel	Miss Elspeth Dixon
 Vesta	Miss Rachel Reid	Mr Patrick Reilly

INFORMATION TECHNOLOGY AND EDUCATION

Computer Science in the curriculum

Computing is part of the school curriculum. In our Junior School, formal Computing lessons are delivered from Year 1 upwards. In Senior School, all students in Years 6 to 9, Pre-IB and High School Diploma follow a Computer Science course. Computer Science is compulsory for Years 10-11 IGCSE students and offered as a Group 4 subject in Years 12-13 IB Diploma.

Educational Technology

St. George's International School endeavors to provide the highest level of excellence for its students. We encourage our students to learn independently as this will prepare and equip them with the necessary skills required at university level and beyond.

Modern day technology is now integral to everyday life and we wish to build the flexibility these advances have brought into every classroom, and beyond the computer labs.

The school has made a significant investment into our teaching environments. From Interactive Whiteboards to laptops and other devices, the school computing network using wireless technology throughout all areas in school is allowing learning to be more interactive and is enhancing our students' learning. In the Junior School, iPads (Foundation Stage to Year 2) and Chromebooks (Years 3 to 5) are available for student and teacher use. All computers are fitted with monitoring software.

Delivering a coherent IT Strategy allows independence and mobility in and around the school premises while ensuring that its use is appropriate, both in lesson and in free time. Uniformity of device increases reliability when using any software on the network, thus facilitating effective learning.

We believe that by placing trust in our students to use their devices appropriately, we will foster an enhanced learning environment. Giving our students the capability to learn, through the use of technology, whilst also reinforcing the topics delivered within the classroom, through the blended learning methodology, will promote their independence further and enable them to adopt skills quickly and learn effectively.

Compulsory policies will be deployed to every device, so that teachers will have necessary tools to ensure that the device is used appropriately. Strict adherence to all IT policies will always be expected and we will provide sufficient flexibility to make sure our students feel that they can be trusted. More details will follow in due course.

INTERNATIONAL AWARD (IA)

Students may enrol in the IA programme. This is part of the Duke of Edinburgh's Award Programme. It is designed to give students formal recognition of the learning and challenges that they undertake outside the classroom.

There are four sections: developing a skill, service to others, physical recreation and expedition. The award is available to students from Years 9–13 (with an introduction in Years 7-8) and is divided into 3 levels:

- Bronze (from the age of 14)
- Silver (from the age of 15)
- Gold (from the age of 16).

Some of the key ideas behind the award:

It is a non-competitive award that is open to all students regardless of previous experience or abilities. Each award programme is designed by the student and reflects his or her own personal interests and abilities.

The Award is voluntary and students have to take responsibility for completing the awards themselves. Students are asked to nominate their own activities. Over the course of the award students' progress toward goals, receiving rewards for their efforts. The Award aims to recognise a continuous and persistent approach and cannot be completed with a short burst of enthusiasm. This enables students to reap the rewards of long term commitment to a goal, thus acting as a point of personal and social development.

LEARNING CENTRE

Children who are following an **English Language Acquisition programme (ELAP)** benefit from specialised support and programmes offered by staff in the Learning Centre.

Students with reduced timetables due to sporting commitments or other specialised requirements are supported by the Learning Centre personnel along with teachers, tutors and Year Group Coordinators, and may work in the Learning Centre on independent projects or study. The Centre also supports those in need of study skills or curricular support as well as students following IB Pamoja self-taught courses and students needing extension through academic independent research or study projects. Pupils with special educational needs are educated in close association with their peers wherever possible and appropriate. Education plans for such pupils contain differentiation to meet the pupils' individual needs and to encourage them to reach their full potential.

Parents are encouraged to bring any concerns to the notice of the appropriate person in school, initially to the class teacher, or tutor and to take an active part in the education of their children.

Parents are kept informed of their child's progress and parental permission is always sought prior to referrals for additional help being made e.g. to the learning support department, educational psychologist, speech therapist, etc.

Special Educational Needs (SEN) provision for all pupils who require additional support is a matter of strict confidentiality.

The cost of initial and subsequent testing of the child is met by parents/guardians. Please refer to the Learning Centre flyer for more details and fees.

The cost of providing learning support instruction, above and beyond the basic provision, (within or outside the mainstream classes) is charged according to the current fees sheet. Curricular support can also be provided.

LIBRARIES

There are two libraries in the school. Donations of books in good order are welcomed.

Chalet (Foundation Stage to Year 2)

The bilingual library is found on the first floor of the Chalet. It has fiction and non-fiction books for students aged 3-8.

The library is open at all times during the school day. Infant students are accompanied to choose books and Junior Students access on a daily basis under the more general supervision of their class teachers. Infant teachers keep the records for their students.

Main building (Years 3 to 13)

The Library is accessed from the ground floor of the main building. The library has two floors and includes both fiction and reference materials for students in both the Senior School and Years 3- 5 of the Junior School.

There is a variety of titles in the library, including fiction, Easy Reading for ELAP students and material for Years 3-13 levels, dictionaries, and non-fiction titles covering a wide range of subjects. New books are added consistently each month. Reading material is also available in other languages such as French, German, Spanish, Japanese and Russian.

LOCKERS

All students in the Senior School have two lockers, one for books and files and another, in the changing rooms, for sports kit. Juniors in Years 3-5 also have a locker outside their classroom.

Students are advised to keep their locker locked with a padlock- the school will not take responsibility for any losses. All valuables should be handed in to a member of staff or to the school office for safe keeping.

MOBILE PHONES

The school recognises the increasing value of electronic devices and encourages their use for educational purposes.

- Students may only use mobile devices for non-academic purposes at breaktime and lunchtime outside of the building (unless specific permission is given by a member of staff).
- The school cannot take responsibility for the misuse of mobile phones.
- Parents are wholly responsible for any charges incurred.

Any infringement of the rules above will lead to the confiscation of the phones for an indefinite period of time. Repeated infringement will result in mobile phones being returned to parents/guardians.

Pupils in the Junior School must hand in their phones to their class teacher for safekeeping. Phones are not to be used during the day.

OFFICE HOURS

Term-time	Monday–Friday	08h00 – 18h00
School holidays	Monday–Friday	09h00 – 12h00 13h30 – 16h00
Swiss Public Holidays	Closed	

*During term-time, in case of **EMERGENCY ONLY**, the following number can be used: **021 989 21 83**.*

PERFORMING ARTS

At St. George's International School, students are nurtured and inspired through the Performing Arts. Performing Arts allows students to become more confident and self-assured. St. George's has an all-inclusive policy within the performing arts and every student is a valued performer. Students are exposed to all 3 disciplines of Music, Dance and Drama building a holistic understanding of the world of performing arts.

Dance

Students at St. George's learn a variety of dance styles through the projects they undertake. The projects they study will allow them to explore a range of cultures, techniques and skills. All dance classes are taught by a specialist dance teacher. The curriculum is based on the three inter-related processes of performing, composing and appreciating dance. Projects will include studying a range of dance such as Bollywood, Jazz, Contemporary, Street Break, Contact Improvisation, Ballet, Tap and Musical Theatre.

Drama

Studying drama encourages students to be more expressive and develops collaborative skills as well as leadership and organizational skills. Drama is embedded into the curriculum with every class from year 1 having a weekly drama class taught by a specialist drama teacher, as well as offering IGCSE drama as a subject option year 10.

The curriculum includes improvisational skills, characterization, stagecraft, devised and scripted plays.

Students from Years 6-9 are further extended with weekly classes in public speaking.

Music

Students at St. George's begin learning music at Foundation Stage and are taught by a specialist music teacher from this early age. They continue their musical journey all the way to Year 9 at which point they can choose music as an IGCSE option and continue right through to Year 13 should they also choose it as an IB subject.

There are many opportunities throughout the school year to become involved in music clubs such as free music, school band, junior orchestra and our choir programme. There is an excellent peripatetic music programme available at school where students have the opportunity to study a musical instrument. Instruments currently available are saxophone, voice, piano, drums, bass, guitar, ukulele and trumpet.

To enroll for private music lessons, please fill in the [form online](#).

PERFORMANCES

At St George's students are encouraged to perform at every possible opportunity. To facilitate this, the school runs a series of lunchtime concerts throughout the school year for both junior and senior schools. This new initiative has been met with overwhelming response and has had a huge positive impact of the life of the student at St. George's.

The annual school musical takes place in Term I and is performed in a professional theatre. The cast includes students from Year 4 to Year 13. Students also have the opportunity to become involved in all aspects of the production- for example backstage, make up, set and prop design.

There is an annual Christmas concert involving all years.

The Junior School has performances at Christmas and in the spring as well as Junior Prize Giving.

Interhouse competitions that take place throughout the school year also afford the students with the opportunity to perform. These include dance, Interhouse play, battle of the bands and poetry slam.

PREFECTS AND MONITORS

Prefects and Monitors are members of the student body who have been chosen as good role models to others and are willing to help make the school a safer and better environment for all.

Any student in Year 12 or 13 may apply to become a Monitor. A student must have been a Monitor for at least one term before he/she can apply to become a Prefect.

Prefects and Monitors ensure that the rules are being followed and that the school remains tidy and safe. Becoming a Prefect/Monitor is beneficial to the student because they are able to gain experience of being in a position of responsibility and authority, and learning how to better interact with people of all ages. A Head and Deputy Head of School are elected to represent the school each year. All staff, Senior students and children in Year 6 are involved in this election.

This year's Head of School is Yana Sapozhnikova and the Deputy Head of School is Isabela Del Carmen.

PRIVATE LESSONS

It is possible for students to have private lessons in music, tennis, languages etc. For Music private instrumental lesson, this may result in withdrawal from another lesson. Please refer to the "Private Lesson Request Form" or ["Request of private instrumental tuition"](#) for more details.

ST. GEORGE'S PARENTS LIAISON GROUP (PLG)

The **PLG (Parents Liaison Group)** is a voluntary organisation of parents whose role is to encourage closer links between home and school. As well as organising fundraising events they also have a useful social function too and provide an opportunity for parents and staff to get together.

Parents volunteer as Class Reps. There may be more than one Rep for a year group. There is also a Boarders' Rep.

The Welcome Coffee Morning held at the Hotel Suisse Majestic in Montreux at the start of the new school year is an opportunity for parents to meet each other and exchange contact information.

The PLG have created a babysitting list and a list of language support links for new families, and have their own Facebook page.

The PLG committee meets regularly in the School, and the Class Reps communicate matters to the parents in their year group via coffee events.

In Term I, the Family Picnic for all students and the Halloween Party for Junior pupils is organised by the PLG. In Terms II and III, the PLG hosts Social events such as a Cheese and Wine/Quiz night.

The International Week for the Junior School also relies on the PLG for support.

The PLG also organises the termly sale of second hand school uniform. Other help is asked for with some school trips, assistance at events hosted by St. George's, Skiing etc.

Parents' emails contacts are supplied to the Class Reps, unless a parent has asked for this not to be published. This information is solely for use to communicate school information and is not to be reproduced or used in any other way. Parents have given their permission on this understanding. For list of reps, please see appendices (page 34).

SAFETY AND SECURITY

Safety and security are high priorities at St. George's International School. Procedures, rules and regulations are in place in order to minimise the risks to students, staff, buildings and equipment. The school campus is monitored by security cameras, and we have a night security patrol.

All visitors, including parents, must report to Reception for registration, where a visitor's badge will be issued. Please remember to sign out and return the badge upon departure. This is in line with Fire Regulations. Please present yourself at the school office if you need to collect a child for any reason during the school day. The code for the barrier is for Staff only. Please do not ask to be given this code. This is for the security of your children. Similarly, we do not give out the code for the Chalet.

SPORTS, PHYSICAL EDUCATION & SKIING

PHYSICAL EDUCATION

During Terms I & III, all students take Physical Education as a compulsory subject. Throughout these lessons activities are covered to encompass the main elements to Physical Education: Striking & Fielding Activities; Games Based Activities; Outdoor Adventurous Activities (skiing); Gymnastic Activities; Athletic Activities; Racket Sports; Dance and Health Related Fitness

SPORTS

The Sports on offer as part of the extra-curricular programme are designed to complement what is done in the curriculum whilst offering further development and competitive opportunities. These clubs and teams are run by the St. George's staff and supported by external coaches where necessary. Sports teams are entered into competitions, leagues and friendly matches against schools around Switzerland through our memberships with SGIS, ADISR and MLS. All details of fixtures, teams, results and sports news can be found by visiting the school sports website at <http://www.stgeorgessport.com>

EQUIPMENT

All students from Years 1-13 should attend their Physical Education lessons and Sports clubs wearing the appropriate St. George's sports kit (available from the school uniform shop). Students are NOT permitted to wear their own sports kit, including kit from external clubs and replica football shirts. Most activities only require basic St. George's sports kit. However, certain activities require specialist equipment both for lessons and clubs:

Football: shin-pads & long navy blue socks

Rugby: gum guard (for contact)

Swimming: St. George's swim suit & cap available from the school uniform shop, goggles

Skiing: see Ski Equipment on page 18

COMPETITIVE TEAM SELECTION

For competitive matches and tournaments against other schools it is solely the responsibility of the team coach and Sports department to select the team. Team selection is made based on all the information and knowledge about each student who trains in the school club or throughout lessons. Those who attend the school club will have priority

for selection over those who don't. Once team selection is made parents and students must respect the decision. Often students miss out on selection due to limited places in teams and squads. In this scenario, the teacher or coach will do their best to offer reasons for omittance and advice for how to be selected in the future.

SKIING

During Term II, all students from Years 1 to 13 take part in skiing (or snowboarding, Years 11-13) as part of their compulsory Physical Education curriculum. During each ski day the students are taught in groups of 6-10 by a qualified ski instructor from the Ecole Suisse de Ski Montreux Riviera. Students stay in ability appropriate groups, accompanied by the ski instructors for the whole season, allowing for the maximum learning experience.

Years 1-5 ski every week (beginning week 2) for half a day to allow for regular sessions while Years 6-13 ski every 2 weeks for the whole day, allowing for a wider range of resorts to be visited. All year groups however have flexibility of resorts to ensure skiing is possible in most snow conditions. Resorts are confirmed in the week leading up to each ski day. The ski days for each year group are as follows:

Week A:

- Monday – Years 4 & 5
- Tuesday – Years 12
- Wednesday – Years 6, 7 & 8
- Friday – Years 1, 2 & 3

Week B:

- Monday – Years 4 & 5
- Tuesday – Years 11 & 13
- Wednesday – Years 9 & 10
- Friday – Years 1, 2 & 3

Off-piste skiing is not permitted at any point except in some of the higher level groups where the students are required to develop skills which require them to ski on unprepared snow. Instructors qualified to teach at this level may take the competent students into these areas.

If at all possible, it helps enormously for beginners to try skiing before the start of term in January. There are a number of excellent ski schools in the area, including the Ecole Suisse de Ski Montreux Riviera (www.ecoleskimontreux.ch), which can offer lessons.

SKI EQUIPMENT

Students are required to hire or buy equipment and clothing for the season. Parents of day students should arrange this for their children. Please note that skis hired through the school are not insured for loss/theft. The list of compulsory equipment needed is:

- Skis (snowboard for Years 11-13 option)
- School blue ski jacket (can be purchased from the school uniform shop)
- Ski trousers
- Ski socks & boots

- Helmet
- Goggles (ski sunglasses for sunny weather)
- Gloves

iPods / MP3 players / Mobile Phones are not permitted whilst skiing. Mobile phones are not encouraged but can prove useful in an emergency. They should be switched off and only used to contact a member of staff or the school office. Contacting parents or friends back at school impedes emergency communication and can lead to confusion, exaggeration and undue worry. Misuse of a mobile phone will result in it being confiscated. Junior department pupils may not take their phones skiing. These should be handed to a teacher for safe-keeping.

SKI BEHAVIOUR & CONDUCT

Students are grouped by level. Changing ski groups is at the discretion of the ski instructors in consultation with the sports staff. Students may ask to change if they feel they are incorrectly placed, but in the interests of fairness will only be moved if they prove beyond doubt that they are incorrectly placed.

Due to the high risk nature of skiing, it is of paramount importance that all students behave themselves whilst on the slopes. The ski instructors and school staff will remove any student who demonstrates reckless or dangerous behaviour that puts themselves or other skiers at risk. It will then be decided by the school staff if the student should ski again and when.

The **FIS (International Ski Federation)** has established ten rules for the conduct of skiers and snowboarders:

- **Respect:** Do not endanger others.
- **Control:** Adapt the manner and speed of your skiing/snowboarding to your ability and to the general conditions on the mountain.
- **Choice of Route:** The skier/boarder in front has priority. Leave enough space.
- **Overtaking:** Leave plenty of space when overtaking a slower skier/boarder.
- **Entering and Starting:** Look up and down the mountain each time before starting or entering a marked run.
- **Stopping:** Only stop at the edge of the piste or where you can actually be seen. Never stop below the brow of a hill where you are hidden.
- **Climbing:** When climbing up or down, always keep to the side of the piste.
- **Signs:** Obey all signs and markings. They are there for your safety.
- **Assistance:** In case of accidents, mark the incident area with crossed skis or a snowboard stuck in the snow, provide help and alert the rescue service.
- **Identification:** All those involved in an accident, including witnesses, should exchange names and addresses.

Note: Some Ski Patrols reserve the right to confiscate ski passes on the grounds of reckless skiing or snowboarding.

SKI-TRIPS

Towards the end of the Term II, the children in Years 3-13 are taken on a three day residential ski trip. Children remain in Switzerland in the resorts of Crans Montana and Saas Fee. During their visit they are accompanied by their teachers and experienced ski monitors.

Dates and resorts for each year group are as follows (TBC):

Year 3 – Crans Montana, 12th - 14th March 2018

Year 4 – Crans Montana, 14th - 16th March 2018

Year 5 – Crans Montana, 14th - 16th March 2018

Year 6 – Crans Montana, 12th - 14th March 2018

Year 7 – Saas Fee, 12th - 14th March 2018

Year 8 – Saas Fee, 14th - 16th March 2018

Year 9 – Saas Fee, 12th - 14th March 2018

Year 10 – Saas Fee, 14th - 16th March 2018

Year 11 – Crans Montana, 24th - 26th January 2018

Year 12 – Crans Montana, 12th - 14th March 2018

Year 13 – Crans Montana, 24th - 26th January 2018

BAD WEATHER (SKI DAYS/SKI TRIPS)

The safety of the children is paramount and any decision to either go ahead or cancel skiing due to the weather conditions is made after consultation with one or all of the following authorities: the Swiss Ski School; the Bus Company; the Police Routière, the Resort. If parents need confirmation of whether or not their children have gone skiing, they should telephone the information line **021 989 21 89**.

SUMMER CAMP

St. George's International School runs a day and residential Summer Camp in July welcoming students from all over the world.

Mornings are devoted to intensive language study, afternoons to sports or excursions, and evenings to extra-curricular activities.

We also have day Nano Camp for children 3-5 years and Mini Camp for children from 6–8 years.

The students are taken on cultural visits to discover Swiss cities and the countryside; they experience a camping expedition in the Swiss Alps and take part in well supervised outdoor activities such as sailing.

The Summer Camp Monitors are carefully selected for their qualifications, teaching experience and their ability to care for young people away from home.

For further information, please visit www.stgeorgescamp.ch.

SOCIAL GROUPS

The PLG is the main focus for establishing social contact with other families, and they organise groups such as the walking group. Other events for parents that take place at school are a Ladies Netball club on Monday evenings and Dads Soccer on Thursdays.

French classes for Parents are organised during the school day. Parents are also encouraged to have musical tuition in school.

STUDENT ASSESSMENT

The aim of assessment within the school is to continually inform students, teachers and parents of the progress of the student across the curriculum. Assessment is a tool to monitor and reflect on the student's learning and achievement, and thus to ensure that the student has access to the correct learning programme.

The students will receive formative and summative assessments throughout the year. These assessments take place in various forms, allowing students of differing learning styles to apply their knowledge and skills.

Formative assessment Assessment for learning in the classroom is based on the concept that teachers share the learning objectives and the success criteria with students. They provide them with constant feedback using the evidence of the students' learning to inform and adapt their teaching, empowering the students to be responsible and aware of their own learning.

Summative assessments are carried out throughout the year to ascertain the students' level of knowledge, skills and understanding. These summative assessments show the progress over a number of topics and this development is recorded and reported at set times during the year. Assessment is criterion-related and is subject and key stage specific.

From Year 4, students have a designated hour per week when they are tested on a specific subject. The schedule of these Cycle Tests is planned for the entire academic year and is given out to students at the beginning of each term.

St. George's recognises both academic achievement and academic effort.

Academic Achievement key ranges from 1 to 7, 7 being the highest. Academic Effort key ranges from E to A, A being the highest.

Examination Schedule

End November/ December	Years 6 to 10, 11 Pre-IB, Year 12 and HSDP: End-of-term Exams Years 11 and 13: Mock exams I
March	Years 11 and 13: Mock exams II
April	Year 12 IB: Mid-programme exams
May	Years 1 to 10, 11 Pre-IB and HSDP: End-of-year exams Years 11 and 13: Official IGCSE and IB Diploma exams

STUDENT COUNCIL

The Senior School Student Council is an elected group of students which acts as a voice for the opinions and concerns of the student body.

It consists of student representatives from each of the year groups and the Head and Deputy Head of School.

The Student Council meets monthly and discusses issues raised by students, voting on whether or not the matter ought to be referred to the Principal for consideration. Representatives are subsequently required to report back any developments to their respective year groups.

The Junior School Student Council is also an elected group of students which acts as a voice for the opinions and concerns of the student body. It consists of student representatives from each of the year groups and meets monthly and discusses issues raised by students, voting on whether or not the matter ought to be referred to the Head of Junior School for consideration. Representatives are subsequently required to report back any developments to their respective year groups.

SCHEDULE FOR PARENT CONSULTATIONS

See appendix

TENNIS CLUB RULES AND REGULATIONS

Dress Code

Appropriate footwear and clothing must be worn. Sports shoes are obligatory.

Members

All current St. George's students, parents, teachers and support staff will automatically become members of the St. George's Family Weekend Tennis Club (SGISTC).

Access and opening times

Saturday-Sunday 08h30 to 18h00

Public Holidays Closed

We reserve the right to withdraw all or any part of our facilities for short periods of time to carry out routine maintenance and for events. Members will be given advanced warning of these times where possible and you will have an opportunity to re-book at an alternative time.

We reserve the right to make amendments to our times of opening.

We accept no liability for lost or stolen goods whilst on our premises.

Access to the courts is through the north entrance on Avenue des Bosquets de Julie. Cars parked in the car park and all contents in them are your responsibility and we will not accept any liability for loss or damage to them.

We reserve the right to refuse access or ask you to leave the facilities if you act in a way that may cause offence or distress to others, in a way that presents a risk to others' health or your own, or if you fail to use any equipment safely and properly.

All players use the tennis courts at their own risk. Warning: the courts become slippery when wet. In adverse weather conditions, St. George's Tennis Club reserves the right to close the facilities.

Reservation System

- All bookings are made in the name of a specific individual who must be a member of the SGISTC. The reservation system can be accessed through this link: <https://stgeorgesintsh.skedda.com>
- Reservations can be made up to 30 days in advance.
- Any player who wants to practice alone on a court can occupy the court without reservation if the court is free.
- Any free court can be used on a first come first served basis.
- It is not permitted to reserve a court in another member's name.

Cancellation of bookings

For cancellations, please contact: **Mr Jonathan Sheppard- Burgess**, tennis@stgeorges.ch

Conditions of use

- Guests are welcome, but must always be accompanied by a member of the Tennis Club.
- An adult must accompany children under the age of 12 at all times.
- Children between 12 -18 years old, may use the courts unaccompanied, but their parents are responsible for their actions and safety.

- Members must sign in prior to using the court. The sign in sheet can be found at the entrance to the sports hall. The members are requested to stop play 5 minutes before the end of the playing period to prepare the court for the next players.
- Members must comply with conditions of use displayed throughout the facility.
- SGISTC reserves the right to adjust or amend the terms and conditions as necessary without prior notice. Members are requested to adhere to the terms and conditions.
- No glass bottles, tins cans or food (including chewing gum) are allowed on the courts.

Sanctions

Any player who violates the above rules is liable to have their membership temporarily or permanently removed.

TEXTBOOKS AND EQUIPMENT

Textbooks, files and stationery are supplied by the school. A basic writing kit is distributed to new students. Refills of paper, notebooks etc. are also supplied but all other items must be purchased by parents.

Some Course textbooks, which students annotate and keep for reference, will also be billed to parents.

TRAFFIC AND PARKING

A large number of cars pass through the grounds for dropping off and picking up students. For this procedure to run smoothly and safely in the limited space available, please respect the following points:

- A drop-off system operates throughout the day. All cars should enter and exit the School grounds from the Av. Bosquets de Julie (top) entrance and children should be dropped off and picked up from the same location at 15:45 (Junior School) or 16:15 (Senior School). If your child is being picked up after a club, please follow the same procedure.
- Do not park on the sports field.
- The school has several parking areas. A limited number of parking spaces at the top entrance are for families of very young students. Parents are asked not to block these places for too long.
- The courtyard and lower car park is for staff and visitor parking only.
- Large buses used for excursions also use the courtyard for parking and turning.
- For the safety of the students, please remember to drive slowly and carefully on the school property.
- All dogs must be kept inside vehicles.
- Wherever possible, older students should take public transport, be dropped off/picked up from the Maladaire car park next to the school and parents of younger students should arrange to car-pool.

If you are unsure of the location of any of the places mentioned, please contact the school office (+41 21 964 34 11) for clarification.

Please contact the school office if you will be late or you have made arrangements for someone else to pick up your child. If you will be very late, or are habitually late, the Junior School staff may arrange to send your child to wait in the Senior School lounge, without direct supervision.

In the first week of school, traffic is likely to be heavier than normal. Please use extra caution and patience.

TRANSPORT

The minibuses are used to run a service each morning and afternoon to collect and transport a number of students to and from school. For all the other excursions the school uses professional bus companies.

Students travelling in these minibuses or buses must wear seat-belts at all times. Any student who misbehaves and engages in unacceptable or dangerous behaviour may be subject to temporary or permanent suspension from all school organised transportation. Please fill-out the [Transportation Service Form](#) to avail of the school bus service.

UNIFORM

The correct School Uniform must be worn at all times and is available directly from the school uniform shop. Please contact the school office for further details or contact uniform@stgeorges.ch.

School blazers must be worn by all students from Year 6 and including Year 11.

During the winter months, when snow is common, children in the Junior School should bring a change of clothes for outdoor play; snow boots, gloves, hat and snow trousers and jacket. The weather is very changeable throughout the year and all children should have a raincoat at all times and wear a sunhat, sunglasses and sun-cream during the hotter months.

All parents should ensure their children come to school dressed in the correct uniform, looking neat and tidy. All items of clothing should be clearly labelled with the student's name. There is a lost and found box in the cloakrooms of the chalet and all Junior School items found (unnamed) are put in this box. At the end of each term the unclaimed items are given to charity. Senior School students' lost property is placed in the 'pound' and a nominal charge is levied to retrieve items.

JUNIORS	WINTER	SUMMER	SPORT
Foundation Stage	School tracksuit School T-shirt White socks White trainers	School tracksuit or shorts School T-shirt White socks Black or blue sandals or white trainers	School tracksuit or shorts School T-shirt White socks White soled trainers House T-shirt
Years 1 to 5 Boys	Long grey trousers White polo Pullover Grey socks Navy blue or black shoes	Polo shirt Navy pullover Grey trousers or shorts Grey socks Navy blue or black sandals or shoes	School shorts School T-shirt School tracksuit White socks White soled trainers House T-shirt School ski jacket
Years 1 to 5 Girls	School white polo shirt School tartan kilt Navy pullover Navy socks or tights Navy blue or black shoes	School tartan kilt School white polo shirt School navy pullover or blue & white checked summer dress White socks Navy blue or black sandals or shoes	School shorts or skort School T-shirt School leggings or tracksuit White socks White soled trainers House T-shirt School Ski Jacket

All items except for shoes and Year 12/13 trousers should be purchased in the school shop.

SENIORS	ALL YEAR	SPORT
Years 6 to 11 Boys	School blazer Long grey trousers White shirt and school tie School pullover Grey socks Black shoes	School shorts School T-shirt School tracksuit White socks White soled trainers House T-shirt School Ski Jacket
Years 6 to 11 Girls	School Blazer Tartan kilt or navy trousers White blouse and school tie School pullover Navy knee high socks or tights Navy blue or black shoes	School shorts or skort School T-shirt School tracksuit or leggings White socks White soled trainers House T-shirt School Ski Jacket
Years 12 to 13 Informal	School navy polo shirt Beige trousers Navy or black shoes	Schools shorts or skort School T-shirt School tracksuit or leggings White socks White soled trainers House T-shirt

All items except for shoes and Year 12/13 trousers should be purchased in the school shop.

UNIFORM 2017/18

All uniform is supplied by our school shop. The shop is open two mornings each week (days to be confirmed) from 8h40 to 10h30. Appointments can be made on uniform@stgeorges.ch

Foundation Stage



Sports Uniform Year 1 to 13



**Juniors Year 1 to 5
Winter Uniform**



**Optional Summer Uniform
Summer Term until October Half Term**



Seniors Year 6 to 11



Seniors Year 12 to 13



VISAS

There are several trips outside Switzerland during the school year. All students should have a valid visa before the start of each term. The School is able to obtain visas for boarders if enough notice is given. For day students, obtaining a visa is the responsibility of the parents.

WHO'S WHO

Please see appendix for the complete list of staff.

General enquiries

Email: office@stgeorges.ch

Tel: +41 21 964 34 11

If you have any academic or social issues concerning your child, please contact your child's tutor (or class teacher in the Junior School) in the first instance. His/her email details are in your welcome letter.

Other enquiries

Senior School	lbodenmann@stgeorges.ch
Junior School	akaeser@stgeorges.ch
Pastoral care	lkling@stgeorges.ch
School Transport	office@stgeorges.ch
School Shop	uniform@stgeorges.ch
Finance	edisabato@stgeorges.ch
Admissions	admissions@stgeorges.ch
Boarders' travel	dfellay@stgeorges.ch
Boarding	skollias@stgeorges.ch
University Advice and Careers	jhaesler@stgeorges.ch

APPENDIX

FS to Year 2 Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
07h45-08h20	Early birds				
08h20-08h30	Tutor time				
08h30-09h30					
09h30-10h30					
10h30-11h00	Break				
11h00-12h00					
12h00-13h15	Lunch				
13h15-14h15					
14h15-15h00					
15h00-15h15	Break				
15h15-15h45					
15h45-18h00	Games/ Activities followed by Late Owls				

Year 3 to Year 5 Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
07h45-08h20	Early birds				
08h20-08h30	Tutor time				
08h30-09h30					
09h30-10h30					
10h30-11h00	Break				
11h00-12h00					
12h00-13h15	Lunch				
13h15-14h15					
14h15-15h00					
15h00-15h15	Break				
15h15-16h15					
16h15-18h00	Games/ Activities followed by Late Owls				

Year 6 to Year 13 Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
07h45-08h15	Academic support				
08h15-08h30	Tutor time				
08h30-09h30					
09h30-10h30					
10h30-11h00	Break				
11h00-12h00					
12h00-13h00					
13h00-14h15	Lunch				
14h15-15h15					
15h15-16h15					
16h15 -16h30	Break				
16h30-17h00	Academic Support				
16h30-17h45	Clubs and Activities				
17h00-18h30	Prep Session				
18h45-19h30	Supper				
19h45-21h15	Boarders Evening Prep				

Staff List 2017-2018

SENIOR LEADERSHIP TEAM	
Principal	Mrs Jenny Avis
Deputy Head and Academic Lead	Mme Liliana Bodenmann
Head of Junior School	Mrs Anna Kaeser
Leader of Middle School	Mr David Chapuis
Head of Learning Centre and Pastoral Care	Mrs Laura Kling
Director of Boarding	Mr Sotiris Kollias
Head of Finance	Mrs Estelle DiSabato

ADMINISTRATION	
Head of Admissions	Mr Niccolo Martini
Head of Admissions	Miss Tiziana Hu
School Office Secretary	Mrs Noreen Lucas
School Office Secretary	Miss Sabrina Cubbin
Travel Secretary, Permits	Ms Daphné Fellay
Academic and Examinations Officer	Mrs Leysan Yusupova
Accounts	Miss Varinia Hirt
Accounts	Mrs Sophie Meyer
Head of Marketing	Ms Ann Margaret Gepulle
Lab Technician	Mrs Wendy Allsop
Gouvernante Générale	Mrs Dusanka Cairovic
Transportation Coordinator	Mr Yann Giorgianni
Maintenance Manager	Mr Alfredo Da Mota

BOARDING HOUSE TEAM	
Houseparent	Mrs Carmina François
Houseparent	Mr Denis François
Houseparent	Mr Jacques Issler
Houseparent	Mrs Simone Tourkomenis
Nurse	Miss Amalia Bolanou
Graduate Assistant	Miss Alice Davies
Graduate Assistant	Mr Joe Watson
Graduate Assistant	Miss Gabriela Starck

TEACHING STAFF	
Mr Nicholas Arnold	Head of Science, Science, Chemistry and PE
Mrs Corine Bétrix	Music
Mme Ivona Blatti	Foundation Stage Educator
Mrs Liliana Bodenmann	Deputy Head and Academic Lead, French, Spanish
Dr David Brooke	Head of Mathematics and Computing
Mr Nick Broome	Year 1 Class Teacher
Mr David Chapuis	Leader of Middle School (Years 6-9), French
Mme Nina Clergé	French
Mrs Michelle Collier	Head of Performing and Expressive Arts, Drama, Public Speaking
Mrs Jill Cubbin	Floating Educator
Mlle Diana Da Fonseca	ELS Educator
Miss Kirstin Daly	Y3 Teacher, IT and Blended Learning Coordinator Junior School
Ms Jacqueline Devereux	Head of Humanities, History, International Citizenship
Miss Elspeth Dixon	Head of Minerva House Senior School, PE
Miss Catarina Galhardo	French
Mlle Kumba Ghandi	ELS Educator
Mrs Zinaida Garces	Russian
Mme Amélie Gaudin	Spanish and French
Mrs Kirsty Gashi	Teacher of Learning Support
Mr Michael Gillan	Humanities, History
Mr Jonathan Gregg	Mathematics, Computing, IT and Blended Learning Coordinator Senior School
Mr David Griffiths	Science, Biology, Chemistry and Physics, ToK
Mrs Monique Grollimund	French
Mrs Jane Haesler	Careers and Guidance Counsellor, Advice on Tertiary Education
Mr Rupert Hubert	Science, Biology, Head of Diana House Senior School
Mrs Vanessa Jefferiss-Jones	Science, Biology
Mrs Nicola Jupp	Art
Mr Tim Jupp	IB Diploma Coordinator, Year 12 &13 Year Group Coordinator, Geography, Environmental Management, ToK
Mrs Anna Kaeser	Head of Junior School, Year 3, 4 and 5 Year Group Coordinator, Year 4B Class Teacher
Miss Naira Khalid	English, Years 10 and 11 Year Group Coordinator
Mr Jon Katz	Economics, Global Perspectives
Mrs Laura Kling	Head of Learning Centre and Pastoral Care, SENCO
Mr Fabien Lasserre	French, Geography
Mrs Jenny Lachat	Floating Educator
Mr Daniel Leger	Humanities, Geography, History, International Citizenship, PE
Mr Richard Lineham	Science, Physics, Biology, CAS Coordinator, International Award, Environmental Management, Environmental Systems and Societies
Mrs Françoise Marabotto	Year 2 Class Teacher
Mrs Alexandra McKay	Year 6 Tutor, Mathematics
Mr Gordon McKay	Economics, Business Studies, Global Perspectives, CAS
Mlle Alessia Mento	ELS Assistant

Mr Pierre Médard	PE and Sport
Mrs Céline Niel	Humanities in French, French Y3 to 6, Head of Minerva House Junior School
Miss Jemma O'Connor	Head of English
Miss Ruth Pinkney	Dance, PE, Head of Atalanta House Junior School
Mr Thomas Pritty	Mathematics
Mrs Joanna Plocinska	Head of World Languages, German
Mr Paul Porter	Music
Mrs Asha Rani	Computer Science
Ms Elizabeth Read	Head of Atalanta House Senior School, English, CAS
Miss Rachel Reid	Year 4A Class Teacher, Head of Vesta House Junior School
Mr Patrick Reilly	Head of Vesta House Senior School, Science, Physics
Mrs Kate Robert-Charrue	English Language Acquisition Programme
Mrs Yvonne Ross	English Language Acquisition Programme
Mrs Mary Beth Romo	Librarian
Mrs Kathy Sedgwick	Year 5 Class Teacher, Head of Diana House Junior School
Mr Jonathan Sheppard- Burgess	Director of Sport and Co-Curricular Activities
Mrs Jill Schibler	English, English Language Acquisition Programme, ToK
Mrs Margaret Shinde	Foundation Stage, Leader of Chalet
Ms Houaria Smaine	Foundation Stage
Miss Hannah Thomas	Art
Mme Ybeth Vignatti	Head of Early Learning School ELS
Mrs Vanessa Walker	Year 6 Tutor, English
Mr David Ward	Mathematics
Mrs Nia Williams	Teacher of Learning Support

St. George's Parents Liaison Group

EXECUTIVE COMMITTEE		
Chairman	Derwyn Cafferkey	derwyn.cafferkey@gmail.com
Managing Director	Fiona Sherratt	fsherratt@hotmail.co.uk
Deputy Managing Director	Emma Askew	emmaaskew@yahoo.com
Treasurer	Claudine Pelletier	pelletiercb@gmail.com
Secretary	Joanne Horne	joannehorne@me.com

SCHOOL REPRESENTATIVE	Rupert Hubert	rhubert@stgeorges.ch
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CLASS REPRESENTATIVES		
Foundation Stage 1	TBC	
Foundation Stage 2	TBC	
Yr 1	Stine Gudbrandsen	stinegudbrandsen@msn.com
Yr 2	Martintje Fliss	mafliss@gmx.com
	Hanna Ehtash	hannah.ehtash@hotmail.com
Yr 3	Bindiya Dua	bindiya_d@yahoo.co.in
	Anna Weyerhaeuser	annaetmike@me.com
Yr 4	Elizabeth Gare	elizabethgare@yahoo.co.uk
Yr 5	Caroline Fisher	moss_caroline@yahoo.com
	Tine Lorentzen	tinelorentzen68@gmail.com
Yr 6	Debbie Edwards	dnsedwards@yahoo.co.uk
	Martintje Fliss	mafliss@gmx.com
Yr 7	Runa Mukherji	mukherji.runa@gmail.com
Yr 8	Debra Hitti	debra@hittilegal.com
Yr 9	Isabelle Stalker	isabelle.stalker@hotmail.com
	Jo Horne	joannehorne@me.com
Yr 10	Andrea Neuner	gabiuschi@hotmail.com
	Derwyn Cafferkey	derwyn.cafferkey@gmail.com
Yr 11	Gitta Lovstad	gittahlm@gmail.com
Yr 12	Laura Packer	laura.packer@btopenworld.com
	Gillian Gallagher	gillian_crombie@hotmail.com
Yr 13	Jane Hutchful	jane@verbier.ch
	Sole Yazigi	soleyazigi@yahoo.co.uk
	Maria Drury	robert.drury@bluewin.ch
	Andrea Neuner	gabiuschi@hotmail.com

PARENT/TEACHER CONSULTATIONS**KEY DATES 2017-2018**

TERM I		
FS to Year 3	Monday 30 th October to Friday 3 rd November	Parent/Class Teacher Consultation Week
Y4 & 5	Monday 30 th October	Parent/Teacher Consultations 18h00-20h00
Years 6 to 9	Tuesday 31 st October	Parent/Teacher Consultations 18h00-21h00
Year 10	Monday 6 th November	Parent/Teacher Consultations 18h00-21h00
Year 11	Monday 6 th November	Year 11 All Parent/Teacher Consultations 18h00-21h00
Year 12	Monday 6 th November	Parent/Teacher Consultations 18h00-21h00
Year 13	Monday 6 th November	Parent/Teacher Consultations 18h00-21h00

TERM II		
FS to Year 3	Monday 19 th March to Friday 23 rd March	Parent/Class Teacher Consultation Week
Y4 & 5	Monday 19 th March	Parent/Teacher Consultations 18h00-20h00
Years 6,7 & 8	Tuesday 6 th March	Parent/Teacher Consultations 18h00-21h00
Year 9	Wednesday 7 th February	IGCSE Information Evening 18h30
	Thursday 15 th February	IGCSE Options Evening 19h00
Year 11	Monday 22 nd January	Year 11 IGCSE Parent/Teacher Consultations 18h00-20h00
	Wednesday 7 th February	Year 11 All IB Diploma Information Evening 19h00
	Thursday 15 th February	Year 11 All IB Options Evening 19h00
Year 13	Monday 22 nd January	Year 13 IB Parent/Teacher Consultations 18h00-20h00

TERM III		
Year 9	Monday 7 th May	Parent/Teacher Consultations 18h00-21h00
Year 10	Monday 7 th May	Parent/Teacher Consultations 18h00-21h00
Year 11	Monday 7 th May	Year 11 Pre-IB Parent/Teacher Consultations 18h00-21h00
Year 12	Monday 7 th May	Parent/Teacher Consultations 18h00-21h00
Year 1 to Year 12	Monday 11 th June to Friday 15 th June	Parent/Year Group Coordinator End of Year Meeting by Invitation

Publication Dates for School Reports

TERM I		
Junior & Senior School All new students	Tuesday 19 th September	Settling-in Reports
Junior School Year 3-5 All Senior School	Friday 27 th October	Mid-term reports
All Junior & Senior School except Year 11 IGCSE & Year 13 IB	Wednesday 20 th December	End-of-Term Reports
Year 11 IGCSE Year 13 IB	Wednesday 17 th January	End-of-Term Reports

TERM II		
All Junior & Senior School except Year 11 IGCSE & Year 13 IB	Tuesday 3 rd April	End-of-Term Reports
Year 11 IGCSE Year 13 IB	Tuesday 3 rd April	Final Reports

TERM III		
All Junior & Senior School except Year 11 IGCSE & Year 13 IB	Monday 25 th June	Final Reports