



BRITISH INTERNATIONAL SCHOOL
OF BOSTON
A NORD ANGLIA EDUCATION SCHOOL

EARLY YEARS PARENT HANDBOOK

2024-25



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Welcome from the Head of Lower School

Welcome to the new 2024-25 academic year at BISB! We have an exciting year ahead, and I am very happy to welcome everyone back to school.

I am thrilled to join the BISB team and begin this journey with all of you. We are entering the school year with many positives to build upon and new initiatives to enhance the BISB experience for students and families. We are also delighted to introduce Jo Johnson as our new Head of Early Years. Jo brings a wealth of experience and a passion for early childhood education, and we are confident she will continue to be a tremendous asset to our community. With Jo's leadership, we look forward to continuing our commitment to providing an exceptional early years program that nurtures and inspires our young learners.

The early years are a critical period in a child's development, serving as the foundation for their future academic and personal success. During these formative years, children acquire essential skills in literacy, numeracy, and social interaction that will shape their learning experiences and attitudes towards education. A nurturing and stimulating environment during this time helps foster curiosity, creativity, and a love for learning. It is also a time when children learn to navigate relationships with peers and teachers, building the social and emotional competencies necessary for collaboration and resilience. Recognizing the importance of these early years, our school is committed to providing a supportive and enriching program that caters to the unique needs of each child, ensuring they develop a strong foundation for lifelong learning and well-being.

We believe that parents are essential partners in their child's educational journey, and we are dedicated to fostering a collaborative relationship between home and school. We aim to create a vibrant and inclusive community where parents feel valued and involved. By working together, we can ensure each child receives the support and encouragement they need to thrive, both academically and personally. Your involvement and insights are invaluable in creating a nurturing and effective learning environment for all our students.

I am excited to embark on this journey with all of you, and I am confident we will have an amazing year in Early Years at BISB.

Liam Strachan

Head of Lower School

Welcome from the Head of Early Years

Thank you for choosing BISB's Early Years program!

We're thrilled to embark on this exciting learning journey with your child. Our dedicated team is committed to creating a positive and nurturing environment where your child can thrive. For some, this may be your child's first experience in an educational setting, and we will work hard to ensure that this is a positive one which inspires them and lays the foundation for their future learning.

Your child's class teacher is always the first point of contact should you need any help or have any questions. However, I am always happy to make time to support and connect so please don't hesitate to reach out to me as well.

I am looking forward to meeting you and your children this year!

Jo Johnson

Head of Early Years



VISION, MISSION AND VALUES

At the British International School of Boston (BISB), we're preparing our students to be global citizens, who are equipped with the knowledge, confidence, and skills to be successful in a diverse, globally connected community. As members of the BISB community, the school values of Individual, Inspirational, International should guide our day-to-day interactions, promoting a kind, caring, ethical and inclusive community for all.

NON-DISCRIMINATION POLICY

Under federal and state law, all students have the right to an education that is free from discrimination. BISB expects all members of its community to understand and embrace the importance of equality and diversity and stand against discrimination in any form. Maintaining a safe, secure, orderly, and purposeful environment is among our highest priorities at our school.

EQUITY, DIVERSITY, INCLUSION AND BELONGING

We are committed to providing all students, faculty and staff with the most positive school experience supported by the very best working relationships possible. We are committed to fair and equal treatment with an expectation that all members of our school community understand and embrace diversity and inclusion in all aspects of school life. We commit to treating students and their families, faculty, and staff as individuals regardless of their race, religion and/or belief, age, disability, gender identity or sexual orientation. BISB does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals' dignity or interferes with their ability to learn or work.

NB: The EDIB Committee are developing further guidelines and policy relating to EDIB. These will be published in due course.

INCLUSIVE LANGUAGE

At BISB, we are committed to fostering an inclusive and respectful environment for all members of our community. We believe that the words we choose to use matter and play a significant role in creating a welcoming atmosphere where everyone feels valued and respected.

Inclusive language is a fundamental aspect of our commitment to diversity, equity, inclusion, and belonging. It is essential in acknowledging and honouring the identities and experiences of our students, families, faculty, and staff. By using language that is inclusive, we aim to:

- Promote Respect: Recognize and respect the diverse backgrounds, cultures, and identities of all individuals within our school community.
- Foster Belonging: Ensure that every member of our community feels seen, heard, and valued for who they are.
- Encourage Empathy: Develop a greater understanding and empathy for the experiences and perspectives of others.
- Eliminate Bias: Work to eliminate bias, stereotypes, and discriminatory language from our communication.

ACADEMIC CALENDAR 2024-2025

Fall Term 2024-2025

Staff Induction	Monday, August 12 – Friday, August 23
Start of Fall Term	Monday, August 26
Labor Day – No School	Monday, September 2
Mid-term break and Columbus Day – No School	Monday, October 14 – Friday, October 18
Veteran’s Day – No School	Monday, November 11
Parent Teacher Conferences – No School for Students	Tuesday, November 19
Thanksgiving Holiday – No School	Wednesday, November 27 – Friday, November 29
End of Fall Term	Friday, December 20

Winter Term 2024-2025

Start of Winter Term	Monday, January 6, 2025
Martin Luther King, Jr. Day – No School	Monday, January 20
Mid-term break and Presidents’ Day – No School	Friday, February 14 – Monday, February 17
Spring Break – No School	Monday, March 10 – Friday, March 21
End of Winter Term	Friday, March 7

Spring Term 2024-2025

Start of Spring Term	Monday, March 24
Parent Teacher Conferences – No School for Students	Tuesday, April 8
Patriots’ Day – No School	Monday, April 21
Mid-term break and Memorial Day – No School	Monday, May 26 – Friday, May 30
Juneteenth Federal Holiday - No School	Thursday, June 19
End of Spring Term	Friday, June 27

SCHOOL HOURS

The school day runs 8:20 am – 3:30 pm. Children in Toddlers and Nursery, who are signed up for half days, can be collected at 11:55 am.

Students in the Early Years can be dropped off in their classrooms from 8 am where they will be greeted by a member of the teaching team. All students are expected to be in school at 8:20 am.

It is essential students arrive at their classrooms on time for the beginning of the school day so that they can be properly registered and begin the day with their classmates and teachers. Any students arriving after 8:30 am should be taken directly to the main office. They will then be escorted to their classrooms.

After School clubs will be available to children in Reception and above and will take place from 3:30 until 4:30 pm. Parents will be able to sign-up using SchoolsBuddy. All families will be given information on how to use SchoolsBuddy when they start at BISB.

Aftercare is also available for all students and runs from 3:30 until 6 pm. Toddler, Nursery and Reception students will attend aftercare in the Nursery classrooms. You can sign your child up to aftercare for any days you need on SchoolsBuddy.

Children in Nursery and above, can ride the bus to and from school. We have 5 different bus routes available. Our bus provider is Local Motion, which is clearly marked on both sides of the buses. Please note, you must sign up for the morning and afternoon routes separately in SchoolsBuddy. If there are any changes to your child's afternoon bus schedule, it is essential that you request a schedule change in SchoolsBuddy or contact the main office by phone or email by 1pm to inform them of these changes and to ensure the bus system runs smoothly.

Routes:

- The Wellesley/Needham Bus: Serving Needham, Wellesley, Natick.
- The Newton Bus: Serving Newton, Chestnut Hill.
- The Brookline/Cambridge Bus: Brookline (Brookline Village & Washington Square), Brighton, and Cambridge.
- The Boston Bus: Jamaica Plain, Boston (Back Bay & Beacon Hill).
- The Milton/Dedham Bus: Serving Milton, Dedham, and Walpole.

ARRIVAL AND DEPARTURE PROCEDURES

It is essential that our students are always supervised, for their own security and safety. Therefore, we request that students wait until 8 am before entering the campus, when teaching staff are ready to greet them. Children should arrive by 8:20 am at the latest, and will head straight into their classrooms with the teaching team.

It is important to collect your child punctually. If, for any reason, you have been delayed, please telephone the school so we are aware. Please also notify your class teacher or the main office, if any other adult will be collecting your child. For security reasons, children will only be released to an authorized adult.

DROP-OFF AND PICK-UP POINTS

Drop-off and Pickup points for Toddlers: Parents or helpers may park in the designated 'Toddler parking lot' and then walk their child to the Toddler classroom. At pick-up time, for both half day and full-time students, you will collect your child the same way. To access the Toddler parking lot, please follow the upper ring road around campus. When you arrive at the drop-off line, please enter the left-hand lane, put your hazard lights on and proceed slowly to the Toddler parking lot.

Drop-off and Pickup points for Nursery and Reception: Nursery and Reception parents can park in the lower parking. Once you enter the campus, follow signs for 'BISB drop-off'. You will be able to bypass the drop-off line in front of the main building and park in the lower parking lot on the right hand side. Once parked, you will be able to walk your child to their classroom doors, where they will be greeted by the teaching team.

Half day Nursery students will be walked to the lower parking lot gate by a member of staff, where they will be met by their parents.

Children in Reception and full-time Nursery can be collected at their classroom doors at pick up time.

For families who will be walking to school, there is a designated pathway from Pond Street which extends to our school building.

If, for any reason, you have been delayed, please telephone the school so we are aware and can inform your child to avoid any unnecessary anxiety. If you are unable to collect your child, please inform the school as to who will be collecting your child. For security reasons, teachers will not release a child to an unauthorized person.

Please familiarize yourself with the traffic and parking scheme in the areas around school. Our aim is to provide a safe vehicular traffic system for you and your children.

SCHOOLSBUDDY

BISB uses a system called SchoolsBuddy for all sign-ups and payment for field trips, after school clubs, early and aftercare, and school lunch. The main office staff will help you set up an account at the beginning of the school year. Please reach out to the main office if you have any issues with using SchoolsBuddy.

EARLY AND AFTER CARE

Early care for students in Toddlers to Year 6 will be available in the library from 7:30 am to 8 am. If you would like your child to attend early care, you will need to sign them up via SchoolsBuddy. The daily fee for early care is \$11. At 8 am students will be taken to their respective classrooms/play areas.

Aftercare takes place from 3:30 to 6 pm. Toddlers will be escorted to the Nursery classroom and can be collected any time between 3:30 pm and 6 pm. Nursery and Reception students will also be in the Nursery classrooms. A member of the Reception team will escort the children to the Nursery classroom for aftercare. Children can be collected from the Nursery classroom door, on the playground, anytime between 3.30 pm and 6 pm.

Please sign up for aftercare on SchoolsBuddy.



SCHOOL UNIFORM

Wearing our school uniform is compulsory for all students attending BISB. We believe that wearing the uniform, in a proud and smart manner, promotes positive self-esteem. Therefore, it is an integral part of our school culture. Please ensure your child arrives at school looking smart and ready for the day ahead.

A list of uniform requirements can be viewed here on the school website: [Parent Essentials | British International School of Boston \(nordangliaeducation.com\)](https://www.nordangliaeducation.com/parent-essentials/bisb).

Wearing our school uniform is compulsory for all students attending BISB. We believe that wearing the uniform, in a proud and smart manner, promotes positive self-esteem. Therefore, it is an integral part of our school culture. Please ensure your child arrives at school looking smart and ready for the day ahead. Shirts should be tucked in, and uniform correct for the age group of your child.

All children should have black, Velcro school shoes, unless they can tie their own laces reliably. Children should not wear any jewellery unless for religious reasons.

All students are expected to wear our physical education (PE) uniform on PE days. You will be informed about these days at the beginning of the academic year.

Of course, we understand that children enjoy participating in messy and outdoor play. Many of our students are also still learning the basics of potty training. Therefore, we require all students in the Early Years to bring a spare set of clothes (including socks and shoes). These may remain in their cubbies during the term.

Both indoor and outdoor shoes are required throughout the year and be suitable for the weather conditions. Children can wear fully black sneakers, or black shoes. All footwear must be fully enclosed. Sandals and other open-toed shoes should not be worn. We believe that children benefit a great deal from playing outside and enjoying fresh air, even in winter. It is therefore extremely important that your child has clothes that are suitable for the prevailing weather conditions. Coats, snow pants, hats, and gloves are all encouraged during cold and rainy days, while hats are recommended for bright days.



WHAT TO BRING TO SCHOOL

- ➔ Transparent / translucent leakproof water bottle
 - ➔ Two snacks and lunch (if not ordering school lunch)
 - ➔ Spare clothes - 2 sets of spare clothing, including socks and underwear
 - ➔ Weather appropriate seasonal clothing (hat/rain boots, rain jackets etc.)
 - ➔ Nap bedding
 - ➔ Sunscreen and bug spray
 - ➔ A packet of wet wipes
 - ➔ Diapers (Toddler students only)
 - ➔ Diaper rash cream (optional for Toddlers)
 - ➔ Indoor shoes or slipper shoes with grips on (Toddler students only)
- School bags - Bags should be no greater than 13" x 7" x 16" so that we can store them. Suitable bags are available to purchase from [Pottery Barn](#) (size small) and [LLBean](#) (17L).
 - Spare Clothes - Please bring in a complete set of extra clothing, including underwear and socks in a named Ziplock bag, these should be school colors. Please make sure all clothing is labeled with your child's name. If your child is sent home in their spare clothes, please return a fresh set the next day.
 - Seasonal Items - We try to go outside every day. Please make sure that children are suitably dressed for the weather and that they come to school wearing sunscreen and bug spray on sunny days. Likewise, in the winter they will need snow pants, boots, mittens and hats that will be kept at school. Rain suits work well or you can choose a jacket and pants. In our experience, clothing from the following brands are most durable and waterproof; [Tuffo](#), [HAPIU](#), [Patagonia](#), [REI](#), [Jan and Jul](#) and [Boden](#).
 - Children should come to school with sun protection and bug spray already applied, we will use their school set to top up protection during the day as needed.
 - Sun hat - Each child should bring a school branded cap into class on the first day. These will then remain in class.
 - Sheets and blankets for nap time - Please bring in a crib sized sheet and a blanket for your child to use at nap time (approx. 24 inches by 48inches/61cm by 122cm) or a roll up mat – we recommend the [urban infant](#) brand. Our storage space is limited and we are unable to store large or thick sleeping bags. Bedding will be sent home every Friday, please wash and return this every Monday.
 - Stuffy / Lovey – Children are welcome to bring one small stuffy or lovey to school for nap time, please do not send in toys from home – we have plenty here to play with!
 - Snack and Lunch - The school operates a strict tree nut and peanut aware policy as several children, and staff, in school have life threatening allergies to nuts. This means we cannot have any products that contain nuts in the children's snack or lunch. Please check labels carefully. Children should bring in two snacks; one to have during the morning and the other in the afternoon. We encourage families to send in healthy items such as fruit, cheese or crackers. Chocolate, candy and fizzy drinks are not allowed. These should be packed in containers that they can open with minimal adult support or independently – we recommend [Stasher](#) bags for their snack items and [Bentgo](#) lunchboxes.
 - If your child will be bringing a packed lunch, please provide all utensils (forks, straws, spoons etc.) which they will need to eat their food. School lunches can be ordered, and the main office can help to direct you with how to do this. We do not have facilities to heat or refrigerate food so please use thermos flasks if you wish to provide something warm and ice packs to keep items cool.
 - Water Bottle - Please remember to send in a named water bottle each day for your child. This should be transparent / translucent so teachers can monitor water intake during the day. We recommend [Camelbak](#) brand as it is leakproof.

Please label everything with your child's name – clothes, containers, bags, utensils etc!

We encourage the children to become increasingly independent and we teach them to be responsible for their own clothes and equipment; hats, bags and lunch containers etc. Please help us to reunite items to their owners by naming everything!

SCHOOL LUNCH

Families have the option of either providing their child with a packed lunch from home or signing up for school lunch. Families who wish to pack their child a home lunch are encouraged to send healthy food their child enjoys and can eat with minimal support. We are unable to heat any food in school, so we recommend using thermos flasks for foods that children would prefer to eat warm.

Parents can sign their child up for school lunch via SchoolsBuddy. Our school lunches are provided by Showa Boston. At the start of each month, BISB will send out a menu, so parents can decide if they wish to sign their child up to receive school lunch. There will be a weekly menu that will stay the same for the month. Each day will have one option. The price of the prepared lunch is \$7.50 per day, and you must sign up for the entire month. Drop-in lunches are available at \$12 per day and you must notify the main office by 10am on the day.

SNACKS

Classes in the Early Years will provide time during the morning and afternoon for children to have a small snack, if needed. This should consist of fresh fruit or a wholesome, nutritious snack. BISB discourages sugar-laden foods for health reasons and because they can have a negative effect on concentration and learning. Under no circumstances should snacks be shared amongst students.

Birthdays and Special Treats

We have set up a partnership with Dave Covell, SHOWA's General Catering Manager, who will, with at least one week's notice, be able to create non-allergen treats for your children's class celebrations. From now on, rather than sending in food with your children which may contain food allergies, please email Dave david.covell@sodexo.com to set up your order.

Please note that, due to the potential for serious allergic reactions, nuts are strictly not allowed on campus. BISB is a nut-free zone.



BEHAVIOR

At BISB, we have high expectations of behavior and always encourage children in Lower School, even from a very young age, to make positive choices, start and end every day with kindness, and always try their best. However, we do understand that, from time to time, children sometimes find this challenging. This will always be dealt with in a sensitive way and the child will be reminded of acceptable behavior and how to make good choices. With Lower School children, we facilitate a restorative approach to conflict resolution, reflecting on actions and their impact on others. If a problem persists, you will be notified, and an appointment will be made for teachers and parents to discuss any issues or concerns. Together, we will support your child in making positive choices.

In all Lower School classes, we follow a positive approach to behavior management. We consistently praise the children for their good behavior/efforts and reinforce their motivation to make good choices. This leads to improved learning outcomes. We reward the children for their positive behavior and attitude to learning in a variety of ways, including house points, star of the week awards, and many more.

Children enjoy receiving positive reinforcement from their teachers and head of school, and we celebrate these achievements in weekly, values-based assemblies. All Lower School classrooms celebrate a Star of the Week which is linked to the Personal Goals from the IPC (International Primary Curriculum).

Once your child has been accepted to BISB, they will be allocated a 'house'. Each house has a color associated with it and your child will be able to purchase a gym shirt in this color on the Lands' End website. We award children with house points for academic or personal achievements. Each week, the house with the most points wins the house trophy. Throughout the year, we have a variety of house events, including Sports Day, in which your child will participate and be given lots of opportunities to earn house points and house point awards.

For these events, your child should come to school in their house color t-shirt. You will be notified of your child's house color once your child enters the school. Siblings will be assigned to the same house.



HEALTH AND ABSENCES & HEALTH AND SAFETY

We are keen to support all our families so students have the best possible experience at school and reach their full potential. Excellent attendance is strongly correlated with success in school and with high academic outcomes. When parents, students, and school staff share the expectation of excellent regular attendance in school, academic outcomes are enhanced. Of course, students should not attend school if they are unwell. Parents are asked to notify the school before 8.20am if a student will be absent for any reason.

ABSENCES AND LATENESS

If a families arrive after 8.20 am, they should sign in at the main office where a member of staff will take their child to their lesson. The main office should be notified of any planned lateness, via email, from parents. Being late to school will result in lost learning time. Please make every effort to be punctual.

Option 1: Email main.office@bisboston.org.

Please copy the class teacher and clearly indicate the student's name, year group and reason for absence. The email should also indicate if the student rides the bus or has any extra-curricular activities scheduled for that day.

Option 2: Call 617-522-2261

Call the main school number. Leave a message, clearly indicating the student's name, year group and reason for absence, adding information where relevant if the student rides the bus or has any extra-curricular activities scheduled for that day.

At 8.30 am our registration closes. At this time, emergency registers are printed, and our system generates a list of 'unexplained absences'. Our administrative team will contact parents of students with an unexplained absence by phone and/or email.

ILLNESS

If a student is unwell, they should not come to school. Return to school is permitted following a 24-hour period in which the child has been symptom free without the use of medication.

Students should not come to school if they:

- Have a temperature of 100.1°F or above within the last 24 hours
- Have vomited or had diarrhea within 24 hours
- If they have experienced an unexplained rash, suspected conjunctivitis, skin infections or strep throat - in such circumstances, a doctor's letter is required before returning to school

During certain times of the year, there are often ticks around the school grounds. The school grounds are treated however, some ticks inevitably remain. In the warmer months, we recommend applying insect and tick repellent to your child each morning.

APPOINTMENTS

Whenever possible, we encourage families to make routine appointments, including medical or dental appointments, outside of school hours. If school hours cannot be avoided, parents must notify the school at least 24 hours in advance. Please email notification to main.office@bisboston.org and copy the student's class teachers.

Parents must sign-out their students at the main office prior to departing campus.

HEALTH FORMS PROCEDURES

In accordance with Massachusetts State Laws and BISB policies, the following documents are required to be complete prior to a student's first day of school:

- Medical Paperwork
- Physical Examination / Vaccination Record
- Emergency Contact & Health Form
- Consent for Administration of OTC medication
- Prescribed Medication Order (if applicable)
- Asthma Action Plan (if applicable)
- Allergy & Anaphylaxis Emergency Care Plan (if applicable)

If a student has a life-threatening allergy, asthma, diabetes, or any other medical condition, the School Nurse and class teacher should be informed, in order to create a school safety plan. Students are permitted to self-administer medication, but only with MD and parental permission, the School Nurse is also required to be part of the decision process.

Current physical exam records must be completed by a U.S. healthcare provider and dated no earlier than one year from the student's first day of school at BISB. Physicals must be submitted within 30 days of the student's first day of school, enabling them to participate in sports, physical education and overnight trips.

Please complete all necessary medical paperwork for the school nurse before term starts. Forms are available on the [Parents Essentials](#) area of the school website.

TRIP MEDICAL FORM

All students must have a completed Trip Medical Form prior to the start of term. It is the responsibility of the parent/guardian to provide any updates and submit an amended medical form.

COVID POLICY

We align our policies with the most recent CDC guidance. As mask-wearing will now be a family choice, students and staff will be respected when wearing masks, if this practice is in support of their comfort and feelings of safety.

MEDICATION AT SCHOOL

Medication for students with specific medical needs may be administered by the School Nurse providing the licensed prescriber has completed a prescribed medication order for medicine to be given at school. The form also needs to be co-signed by the parent giving the School Nurse authorisation to give the medication at school. If the parent has not signed the form, medication cannot be given by the School Nurse.

Any medication provided to the school must be in its original packaging with a clear expiration date and the student's name clearly indicated. The medication is stored in a locked cabinet and is monitored by the School Nurse.

SECURITY, EMERGENCIES AND DRILLS (Termly)

Fire Evacuation

When a fire alarm sounds, members of the community should file quietly out of the building via the nearest available exit, students are taught to line up quietly at their assigned muster points. Directions for evacuation are posted in each room.

Any member of the community who is unable to use the stairs, should have a PEEP (personal emergency evaluation plan).

Members of the community are not permitted to re-enter the school buildings until they are deemed safe.

Lockdown Procedures

Students are educated to be prepared for lockdown at age-appropriate levels. Students will be made aware of all possible evacuation routes, including window routes if applicable. Where possible, students and members of the community should evacuate. Students are made aware to not wait for friends, and under extreme circumstances may evacuate and make their own choices about safe routes without waiting for a leading teacher. If evacuation is not possible, students and members of the community should barricade and shelter in place.

PHOTOGRAPHS

Photo Day: An annual event whereby all students and staff are photographed both individually, with siblings, and with their mentor group. A photo 'retake' day is also calendared should a student be absent on the initial photo day. Photos are available for purchase through the vendor.

Heritage Photo Day: Taken annually, this is an opportunity for students to showcase their heritage and join together with other members of the school community. The heritage photos are posted on the noticeboard outside the Admissions Office.

No Photo List: Parents should contact the Marketing and Admissions department should they not wish for their child to be photographed for in-school, or external marketing purposes.

STUDENT SAFETY

All students at BISB have the right to feel safe, free from harassment, free from violence and from abuse both inside and outside of school. As a school we will help all students feel safe and protected.

What to do if a student does not feel safe at school:

Whether concerns relate to the behaviour/actions of another student, a teacher or any other individual in school, it's very important that students tell an adult who they trust, this may be their parents, the Student Services Team, any of the teachers and staff. All staff have the same training and will be able to support.

Additionally, students can always tell our School Guidance Counselors or the Designated Safeguarding Lead.

What to do if a student does not feel safe at home:

Students have the right to be cared for and live in a home where they feel safe. If they are at risk of harm or have been harmed, whether it be physical, emotional, sexual or neglectful they will be supported by school staff. They can tell any teacher/adult in the school, and they will know what to do. If they can't tell somebody in school, they can get help and advice from the following sources:

- National Child Abuse Hotline 1-800-4-A-Child or 1-800-422-4453 <https://www.childhelp.org>
- They can report abuse and get help from the Massachusetts Department of Children and Families by contacting the DCF in the area where the child lives <https://www.mass.gov/orgs/massachusetts-department-of-children-families/locations>
- If a student is in immediate danger, call 911.

What to do if there are concerns about another student:

If a student or parent is concerned about the safety or wellbeing of someone in the community, they should always find a trusted adult at school to share their concerns. If a friend confides that they are unsafe, have been hurt, or are in any danger, it is important not to keep this information secret. It must be reported to a trusted adult at school immediately.

Any member of the school community can complete an anonymous reporting form (to alert the Student Services Team) – located [here](#)

Visitors:

During the school day, BISB is open to students, staff or those who have appointments at the school. Visitors to campus should be approved and must sign in at the main office. All visitors must display a visitor's pass for identification purposes.

SAFEGUARDING

Nord Anglia Education's unique philosophy is to 'Create Your Future', which is underpinned by our belief and commitment that all our students will be supported to realise ambition by learning and thriving in the safest possible environment.

BISB students are empowered to make decisions for themselves and are supported in this by learning through specific elements of the curriculum, aimed at enabling students to be able to keep themselves safe (e.g. through Personal, Social, and Emotional Development).

BISB recognises that having a safeguarding and child protection policy does not mean that any risk to our students is eliminated. Rather, we expect that all BISB staff, including all staff and volunteers in our school and any contractors or partner agency staff used by schools, recognise where a student is at risk of, or is actually being harmed and do all they can to reduce further risk or further harm.

We recognise that our school is particularly important in protecting our students; we are in the best position to identify concerns early and provide or identify help for students as well as helping to prevent these concerns from escalating. Consequently, BISB accepts and adheres to these basic principles:

- A student's welfare is paramount and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of race, religion, ability, gender or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom they work.
- BISB works in partnership with parents/carers and/or other professionals to ensure the protection of students.
- Our guiding principle throughout is 'the best interests of the students'.
- All students have the same equal rights to protection, but we recognise that we need to do more for some students because of their special educational needs, disability, gender, religion or sexual orientation.

THE EARLY YEARS CURRICULUM

Your child's first experience at school is fundamental to their lifelong learning journey. The Early Years setting at BISB is dedicated to nurturing creative, happy, confident, and lifelong learners. Recognizing that each child arrives with unique knowledge, skills, and understanding, personalized learning is central to our approach. We focus on active learning, creative and critical thinking, and playing and exploring to support holistic development and maintain motivation. Our goal is to instill investigative attitudes, positive relationships, and self-belief, encouraging children to embrace challenges, learn from mistakes, and become resilient, independent learners. By providing open-ended opportunities, without right or wrong answers, we foster creative thinking and self-directed learning.

The curriculum is based on the new Early Years Foundation Stage Curriculum incorporated with additional IEYC (International Early Years Curriculum) units to make sure your child is getting the best possible education. We ensure that there is a balance of adult focused and child-initiated learning throughout the day, which take place indoors and outdoors. Your child will experience practical play-based activities to ensure they reach their full potential. It is our priority that all children have the time to learn, play, make friends and grow.

The EYFS is based around 7 areas of learning, each area is of equal importance and is planned to follow the interests of the child. The three prime areas are:

- Personal, Social and Emotional Development – to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; understand appropriate behavior in groups; and to have confidence in their own abilities.
- Physical Development – to develop co-ordination, control and movement. To understand the importance of physical activity and to make healthy choices in relation to food.
- Communication and Language – to develop confidence and skills in expressing themselves and to speak and listen in a range of situations.

The four specific areas are:

- Literacy – to link sounds and letters and to begin to read and write.
- Mathematics – to develop skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.
- Understanding the World – to make sense of the physical world and the community.
- Expressive Arts and Design – to express and explore a wide range of media and materials. To share their thoughts, ideas and feelings through a variety of activities in art, movement, dance, role-play and design and technology.

ROLE OF THE PARENT

At BISB, we acknowledge the importance of involving parents in their child's education and we encourage the support of parents throughout the school. The Parent Association is a fantastic way to get involved in school life. More details of how to join the Parent Association will be distributed once the school year begins.

Each class will have a class communication rep. These class representatives are often involved in supporting school trips or other school events. If you are interested in becoming a class rep, then please feel free to contact your child's class teacher.

In addition to your role within school, we also encourage your support with your child's learning at home. The enjoyment and knowledge young children get from books is invaluable at this age and we encourage parents to read with their child as often as possible at home. Once children are in Reception, they will start to bring reading activities and books home.

General Home Learning for EYFS Students

To help a child develop an active and curious mind, parents can:

- Encourage children to develop independence.
- Share books together and discuss them.
- Use fine motor skills (painting, drawing, cutting, building, etc).
- Encourage children to ask questions and discuss their own ideas.
- Facilitate plenty of free play and exploration.
- Encourage physically active games and exercise.
- Ensure children sleep 10-11 hours per night as a minimum. This is essential to learning!

In Toddlers and Nursery, home learning can promote independence (e.g., encouraging/teaching your child to take off and put on their own shoes and coat and eating by themselves). These are new but important skills to master for a young child. Your child will also bring home a library book to share with you each week. Parents can foster a deeper interest in the topics being covered at school. Any home play, reading or exploration will help develop a healthy sense of curiosity.

In Reception, children will also begin to bring home their own reading books, as well as a self-selected library book. We strongly encourage family reading sessions at home to develop both reading skills and a general love of literature. Any reflective questions or discussions with your child will help achieve this goal. Children may also bring home exercises to practice individual sounds or short words, in order to develop their reading repertoire.

To develop math skills, we encourage you to look for opportunities to count objects, identify shapes, use mathematical language, identify everyday patterns, and develop a strong familiarity with numbers to 10 and beyond.

Home/School Communication:

Teachers in the Early Years classrooms are available, on the door at the beginning and end of each school day, to answer any questions. If you have a question or issue that requires a deeper answer, then please email the class teacher to set up a meeting.

All staff members are available via email. Staff email addresses follow the following format: `firstname.lastname@bisboston.org`. If you email a class teacher, you should expect a response within 24 hours.

Each week, your child's class will send out a newsletter discussing upcoming important dates and learning that will be taking place the following week. The school will also send out a weekly newsletter, so you can have a wider view of what is happening throughout BISB.

IN SUMMARY

We hope this handbook provides an informative introduction to the school. Should you need any further guidance, please feel free to contact us for further advice. We look forward to working in partnership with you this academic year and beyond.





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