



Riverside Parent Handbook 2020/2021

*"Pojď sem, synu, uč se moudrým býti."
"Come here, son, and learn to be wise."*

J. A. Komenský (1592 - 1670)

Contents

Subject Areas

Page

Annual Events	4
School Calendar 2020 - 2021	5
Mission Statement & Purpose Statement	6
The Organisation of Classes	7
The School Day	8
School Hot Lunch	11
Health Matters, Illness and Absence	12
Parking at Riverside	13
School Transport	14
Parent-Teacher Partnership	15
Student Uniforms	16
Riverside School Curriculum	19
Skills for Life, Sport for Life, Learning for Life	24
Physical Activities – Staff Guidelines	25
Pastoral Care, Guidance & Student Welfare	26
Approaches to Teaching and Learning	27
Assessment and Recording	28
Riverside School Board	31
Conduct and Discipline	31
Riverside School Code of Conduct	33
Anti-Bullying Awareness	34
School Policies	34
Procedure for Parental Queries or Complaints	35
Tuition Schedule 2020 - 2021	36
School Contact Information	38

ANNUAL EVENTS

DATES TO BE CONFIRMED

Riverside Firework Night

Early Years Harvest Breakfast

Senior High Musical

Riverside Choir sing in Old Town Square

Santa Comes to Junior High, Bake Sale

Primary Carol Service

Harvest Celebrations

Christmas Concerts

Ski Trips

Burns Night

Easter Egg Hunt

School Shows

Outdoor Activity Weeks

Summer Fayre

High School Graduation

Parents will receive further information on these events nearer the time. All events may be subject to change.



SCHOOL CALENDAR 2020 - 2021

Autumn Term 2020

<i>Friday, 28th August</i>	<i>Orientation Day</i>
<i>Monday, 1st August</i>	<i>First Day of Term</i>
<i>Monday, 28th September</i>	<i>Public Holiday (school closed)</i>
<i>Monday, 26th October</i>	<i>Half-Term Week (school closed)</i>
<i>Friday, 18th December</i>	<i>Last Day of Term (school closes at end of morning session)</i>

Winter Term 2021

<i>Monday, 11th January</i>	<i>First Day of Term</i>
<i>Monday, 15th February</i>	<i>Half-Term Week (school closed)</i>
<i>Friday, 26th March</i>	<i>Last Day of Term (school closes at end of morning session)</i>

Spring Term 2021

<i>Monday, 12th April</i>	<i>First Day of Term</i>
<i>Wed, 5th – Fri, 7th May</i>	<i>Public Holiday, extended weekend (school closed)</i>
<i>Thursday, 24th June</i>	<i>Last Day of Term (school closes at end of morning session)</i>

Autumn Term 2021

<i>Friday, 27th August</i>	<i>Orientation Day</i>
<i>Monday, 30th August</i>	<i>First Day of Term</i>

RIVERSIDE MISSION STATEMENT

Riverside School values the uniqueness of the individual and provides high quality education for students of diverse cultures, within a Christian ethos and supportive family environment.

The staff team is dedicated to building positive relationships with students, preparing them to be accomplished, global citizens.

CORE VALUES

GUIDING STATEMENTS

Riverside School Mission Statement

Riverside School values the uniqueness of the individual and provides high quality education for students of diverse cultures, within a Christian ethos and supportive family environment.

The staff team is dedicated to building positive relationships with students, preparing them to be accomplished, global citizens.

Core Values

The core values for education at Riverside are set out below. These are reflected throughout the curriculum and life of the School.

At Riverside School, we recognise and act to instil the principles so that

Each child is valued and respected; each is unique

Each child is cared for in a protective, secure, family oriented environment

High quality education provides an opportunity for each child to develop their full potential

The School staff are of critical importance to a successful school

Children have positive relationships and attitudes to others

The School, privileged with a diversity of culture, provides social bonding and support

The School makes a positive impact on the wider local community

The education provided at Riverside maintains its distinctive character and upholds these values because Christ is central to the life and work of the School.

ORGANISATION OF CLASSES

Class groups are organised before the start of the school year and reviewed at the end of each academic year.

Ages	UKEquivalent	USEquivalent	Tutor			
Early Years Classes						
3-4 years	Nursery	Pre-Kindergarten	Hannah Armstrong			
4-5 years	Reception	Pre-Kindergarten	Rebekah Jenkins	Catherine Bevan		
Primary Classes						
5-6 years	Year 1	Kindergarten	Lauren Carne	Christine Ojeda	Bekah O'Brien	
6-7 years	Year 2	1 st Grade	Kenny Haig	Andrea Odendaal	Rebecca Mapes	
7-8 years	Year 3	2 nd Grade	Ashley Ross	Hannah Ainslie	Sarah Timmons	
8-9 years	Year 4	3 rd Grade	Joan Whittaker	David Muller	Janet Bouda	
9-10 years	Year 5	4 th Grade	Freya Swain	Tessa Meyer	Nina Hudd	Eiza Stine
10-11 years	Year 6	5 th Grade	Sam Norris	David Fletcher	Laura Kingscott	
Junior High Tutor Groups						
11-12 years	Year 7	6 th Grade	Tim Kidd	Amanda Rokaitis	Anna Marti	
12-13 years	Year 8	7 th Grade	Chris Vergatos	Emily Dignan	Barbora Mullerova	
13-14 years	Year 9	8 th Grade	Kevin Loo	Patricia Callabria	Steve Myers	
Senior High Tutor Groups						
14-15 years	Year 10	9 th Grade	Alena Trtikova	Ted Simpson	Aurelie Gonzalez	
15-16 years	Year 11	10 th Grade	Cal Telfer	Peter Taufer	Charlotte O'Brien	Kate Sellers
16-17 years	Year 12	11 th Grade	Enys Launder			Barbara Zebrowska
17-18 years	Year 13	12 th Grade	Dave Evans			Maxine Telfer

When referring to year groups and grades, we define the school year as running from 1st September to 31st August. September 1st is the dividing line between year groups.

Children may commence schooling on their third birthday, if they are considered ready for the Nursery programme.

Some regrouping may take place in the Primary School to facilitate the organisation of specialist subjects.

In a full class, once notice has been given that a child is leaving, another student may be enrolled to ensure that the place is filled for the remainder of the school year. High School class groups will vary according to the subject and the ability level.

THE SCHOOL DAY

The school day commences at 8.00 a.m. and finishes at 12.00 noon for half-day Nursery children, at 3.00pm for Early Years children, 3.25 pm for Primary School children and 3.15 pm for Junior and High School students.

Early Years

8.00 am – 12.00 pm
8.00 am – 3.00 pm

Half day children
Reception and full time Nursery children

Primary School

8.30 am – 3.25 pm

Junior High & Senior High School

8.15 am – 3.15 pm

The Early Years School Day

Upon arrival (8.00am – 9.00 am) children may enter the Early Years building under the supervision of their guardian. Children in the Nursery and Reception classes may go directly to their classroom from 8.00am.

8.00 – 9.00	drop off & free play activities
9.00	school begins
9.00 – 12.00	indoor and outdoor learning
12.00–12.30	lunch
12.20–13.00	outside play or nap time
12.20–13.00	reception and nursery quiet time
13.30–14.40	topic time
14.40–15.00	snack /story
15.00	end of school day, collection, buses
15.00–15.45	skills for life (after school clubs)
15.00–17.00	extended day

Supervision of Early Years Children After School / Extended Day

The Extended Day Programme is overseen by the Early Years Team and supported by Senior High School students. The programme includes group and individual activities, which emphasise creativity, play and adventure. A snack is provided.

Parents should inform the Early Years Office at morning drop off on the day (or earlier) if they plan for their child to remain at school after 3.00pm. The cost will be 100CZK per hour, which will include a light snack. Children may be picked up any time during the extended day programme.

The Primary School Day

Upon arrival (8.00 am - 8.30 am) children should wait in the school yard. The class teachers will bring children inside at 8.30 am. When the weather is poor all students may enter the building upon arrival.

The playground will be supervised from 8.15 am

8.15 am – 8.30 am	drop off and student arrival
8.30 am	school begins
8.30 am – 10.05 am	classroom and specialist lessons
10.05 am – 10.25 am	outdoor break and snack
10.25 am – 11.55 am	classroom and specialist lessons
11.55 am – 12.55 pm	lunch and outdoor break
12.55 pm – 2.00 pm	classroom and specialist lessons
2.00 pm – 2.20 pm	outdoor break (years 1 & 2 only)
2.20 pm – 3.25 pm	classroom and specialist lessons
3.30 pm – 4.20 pm	skills for life after school clubs (optional)

Parents, who for any reason need to collect children before the end of school (e.g. doctor's appointment) should complete the signing out form at the School Office as they leave. They should also sign in if arriving late to school.

Supervision of Primary Children After School

Once children have been dismissed from school they become the responsibility of their parents.

If a parent is late in collecting their lower school child, the student should return to the classroom and wait, under the supervision of a teacher, until the parent arrives. In normal circumstances, children should be collected from school in good time.

Upper School children who have not been collected will be registered by the teacher on duty.

Parents will be informed if the child has not been collected by 3.45pm.



JUNIOR HIGH SCHEDULE

Tutor Group 8.15 - 8.25

Period 1: 8.30 - 9.10

Period 2: 9.15 - 9.55

Break: 9.55 - 10.05

Period 3: 10.10 - 10.50

Period 4: 10.55 - 11.35

Period 5 / Year 9 Lunch: 11.40 - 12.20

Period 6 / Year 7 & 8 Lunch: 12.20 - 1.00

Period 7: 1.05 - 1.45

Period 8: 1.50 - 2.30

Period 9: 2.35 - 3.15

SENIOR HIGH SCHEDULE

Tutor Group: 8.15 - 8.25

Period 1: 8.30 - 9.10

Period 2: 9.15 - 9.55

Break: 9.55 - 10.05

Period 3: 10.10 - 10.50

Period 4: 10.55 - 11.35

Period 5 / SH Lunch: 11.35 - 12.15

Period 6: 12.20 - 1.00

Period 7: 1.05 - 1.45

Period 8: 1.50 - 2.30

Period 9: 2.35 - 3.15



THE SCHOOL CATERER FOR THIS YEAR IN EACH OF THE SCHOOLS IS FRESH & TASTY, PART OF ZÁTIŠÍ GROUP

PRICE TABLE

EARLY YEARS

soup 100ml
main course 170g

PRIMARY SCHOOL AND JUNIOR HIGH

soup 250ml
main course 300g

1	Main Course with side	79,-	99,-
2	Soup	12,-	16,-
3	Fruit by piece	12,-	15,-
4	Salad	72,-	72,-
5	Sandwich	69,-	69,-

In the Senior High lunch is served as a buffet. Students pay 24 CZK per 100g / surcharge 22 CZK for meat or 32 CZK for fresh fish.

Salads 72 CZK, sandwiches 69 CZK/piece, fruits 15 CZK/item.

A step by step instruction for ordering can be obtained from any school office or from the school website.

Menus can be viewed at www.freshandtasty.cz/riverside/



Phone Policy

Junior High and High School Students may with permission call home using the School Office telephone regarding matters of urgency. In The Primary School a teacher or secretary will make the call. The school telephone should not be used to make social calls.

Junior High: Mobile phones should be turned off completely and in a student's bag throughout the school day.

Senior High: Mobile phones should be turned off completely and in a student's bag during lessons.

Students should seek the permission of the teacher before any phone can be used in the classroom.

Copy Machine

If a Junior High or High School student need to make copies for school assignments, research materials, etc. they should see the school secretary for assistance. Copies will be made at a charge of 2 Kč per copy.

Absence & Punctuality

If your child cannot attend school for some reason please inform his or her class teacher or tutor before 8.30am on the first day of absence by word or letter, or contact the respective School Office by telephone. Authorised absences from school will normally only be given for sickness and health reasons. It is the student's responsibility to make up the work they have missed due to absence.

Planned absences for holidays during term time should be avoided if at all possible. Teachers are not expected to prepare individual work for students who take holidays during term time. Unavoidable absences should be communicated to the Head of Early Years, Primary, Junior High or High School Principals.

Junior High and High School students should be in class and ready to work at the start of the lesson. A student who is late should have good reason. Regular lateness is unacceptable.

Illness

If a child becomes unwell during the day, the school will contact the parent by telephone so that if need be they can be collected from school. Please ensure that the school records regarding your address and telephone number are correct and that the school is informed of any changes as soon as they take effect.

Over-the-counter medications may be administered by the School Nurses or staff upon completion of the parental consent section within the medical form. Students may not hold their medicine or self-medicate at school. Prescribed medicine may be administered by the nurse with a signed parental consent form.

*Please discuss any medical matters with the Principal or the class teacher so that we can be fully informed. The appointed persons for First Aid are the School Nurses: **Nusha Krizova**, **Zohar Nogar**, **Šárka Huys** and **Veronika Taufer**. All staff are trained to treat nose bleeds and minor cuts and bruises. First aid kits are kept in the Nurses' Room, School Offices and the Science Lab.*

Health Matters

*The School Nurses are **Nusha Krizova**, **Zohar Nogar**, **Šárka Huys** and **Veronika Taufer**. They are fully qualified and will respond to accidents and emergencies during the school day. The nurses undertake annual sight and hearing tests on all the children.*

The School Nurses also give advice and first aid training to the school staff, oversee the equipment in first aid boxes and manage the School Medical Records.

The School Nurses are available for parents who have questions or concerns regarding the health and physical welfare of their children.

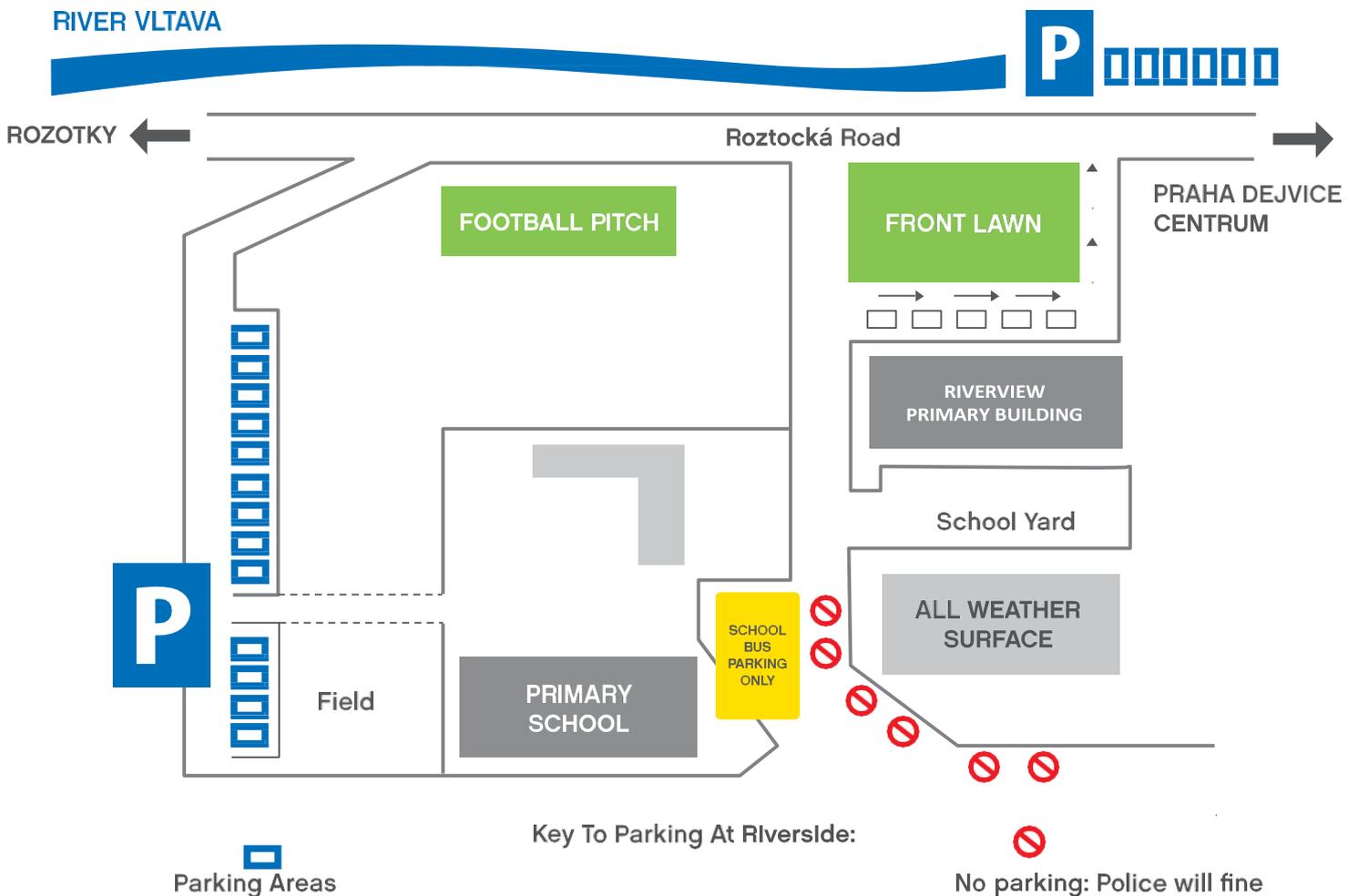
PARKING AT RIVERSIDE

The safety of children, parents and staff is of paramount importance.

Therefore, we would ask you to drive carefully and with consideration in the vicinity of the school. Please see the guide to safe parking and drop off points.

PARKING AT THE PRIMARY SCHOOL, SEDLEC SITE

RIVER VLTAVA



SCHOOL TRANSPORT

RIVERSIDE SHUTTLE SERVICE

We currently operate 3 main bus lines and a shuttle service between schools:

Yellow – Prague 5 (Smíchov)

Green – Prague 1, 2

Red – Horoměřice, Nebušice

A free shuttle to and from the **Hradčanská** metro station, our Early Years School in **Bubeneč** and the Primary School in **Sedlec**.

There is a choice of two afternoon buses, one which departs immediately after school and a second which departs after Skills for Life clubs. An English speaking stewardess will accompany each route.

MORNING PICK UP LOCATIONS:

Hradčanská

The bus leaves from Hradčanská, Pod Valy street at 8:05.

Green Line Stops Prague 1, 2 (Vinohrady)

Nám. Jiřího z Poděbrad

Náměstí Míru

Opletalova

Yellow Line Stops Prague 5 (Smíchov)

Ostrovského

Cafe Savoy

Red Line Stops (Nebušice and Horoměřice)

Požárnická

Na Malé Šárce Roundabout

Please contact a school office or email transport@riversideschool.cz to book a seat for your child. Do not hesitate to contact us should you have any questions or if you would like us to consider an area/stop which is not currently listed.

Riverside School Bus Pass 2020 - 2021

The cost of the bus passes are as follows:

Yellow/Green/Red Lines	Morning Bus Pass	Afternoon Bus Pass	Day Pass
Term 1 (15 weeks)	11 250 Kč	11 250 Kč	22 500 Kč
Term 2 (10 weeks)	7 500 Kč	7 500 Kč	15 000 Kč
Term 3 (11 weeks)	8 250 Kč	8 250 Kč	16 500 Kč

PARENT-TEACHER PARTNERSHIP

At Riverside School we place great emphasis upon the importance of the partnership between home and school. Parental involvement is actively encouraged by staff and we share your interest in your child's intellectual, emotional, physical, spiritual, moral and social development, together with his or her general well-being and happiness at school.

If there is any matter that is causing concern, please speak to your son's or daughter's class teacher or tutor so that we are aware of the situation and are able to address it together promptly.

Parent-teacher consultations or conferences are held each term. This is an opportunity to discuss your son or daughter's progress with his/her class teacher and subject teachers. Reports are written and sent out at the end of each term.

School information is circulated to parents via email and, in the Primary School as hard copies in children's book bags.

Riverside School Parent Teacher Association

The main aim of the School Parent Teacher Associations is to support the work of Riverside School and to enrich the life of the whole school community through parental involvement and special events or projects. Any fund-raising proceeds are used to purchase items and fund events for the benefit of the children, parents and school staff.

All parents and teachers are considered members of the Parent Teacher Association. Parents and teaching staff volunteer to join the organising committee or contribute to the events in practical ways. The PTA exists to serve the school community, to plan and organise PTA events throughout the year and to work together as a team, with the help and support of parents and school staff.

There are a number of annual events which the PTA support. These include the Welcome Picnic, Firework Night, Santa's Grotto, The Carol Service, The Easter Egg Hunt and the Summer Fayre. Parents are invited to get involved as much as they feel able. There are always plenty of opportunities!

School Committees, Associations & Parent Groups

Parents are warmly invited to play an active part in the life of the school. A number of groups and committees are in place, or arise during the school year to develop an area of the school; to provide information or to act as a support network within the classroom or as an interest group between parents.

Some groups are more formal and others arise through parents with similar interests. These groups and associations may change from year to year and are a welcome aspect of Riverside life.

STUDENT UNIFORMS

At Riverside it is expected that each student comes to school appropriately and smartly dressed in order to encourage a positive attitude towards work, a sense of pride and belonging, and to differentiate between school and leisure. Our appearance should reflect our high standards and our commitment to excellence.

We have a smart, colourful and practical uniform, the wearing of which is expected of each student. We are proud of our distinctive corporate image.

Early Years and Primary School Uniform

Most items of school clothing may be ordered and purchased through the School Office.

Boys: Scarlet sweatshirt with School logo
Scarlet or navy blue polo shirt with School logo
Navy blue shorts
Navy blue (not denim) jogging pants / trousers

Girls: Scarlet sweatshirt with School logo
Scarlet or navy blue polo shirt with School logo
Navy blue shorts / cycle shorts
Navy blue jogging pants and/or navy blue pleated skirt
Red/white or blue/white striped summer dress
Navy blue logo pinafore

The above should be worn with red, navy blue or white socks or tights

P.E./Sports lessons:

Blue Riverside Sharks T-shirt
A pair of navy blue Sharks shorts, Sharks jogging pants or Sharks leggings
A pair of sports' trainers.
Swimming kit and swim cap (for the swimming block for Primary and Junior High schools)

Sharks bag packs, Reading Bags and Swim bags are available from the School Office. Riverside Caps and Fleece and Jackets are also available from the School Office.

Junior High School Uniform

At Riverside it is expected that each student comes to school appropriately and smartly dressed in order to encourage a positive attitude towards work, a sense of pride and belonging, and to differentiate between school and leisure. Our appearance should reflect our high standards and our commitment to excellence.

Fleece, Sweat shirts and polo shirts may be ordered and purchased through the School Office.

Boys: Navy blue, white or red Riverside School polo shirt
Navy blue or black shorts
Navy blue or black trousers / pants*
Navy blue Sweatshirt or Fleece with School Logo

Girls: Navy blue, white or red Riverside School polo shirt
Navy blue or black shorts
Navy blue or black trousers / pants*
Navy blue or black skirt or dress
Navy blue Sweatshirt or Fleece with School Logo

***Trousers / Pants**

- must be solid in colour
- navy blue trousers must be no lighter in colour than the school polo shirt
- denim/jeans and athletic trousers/shorts (including jogging pants and leggings designed for exercise) are not suitable.
- stripes and large labels and/or identifiable logos are not suitable.

Sport: Riverside Sharks Sport T-Shirt

A pair of navy blue Sharks shorts, Sharks jogging pants or Sharks leggings
A pair of sports' trainers
Swimming kit and swim cap (for the swimming blocks)

Sport clothing may be ordered and purchased through the School Office.

Senior High School

It is expected that Riverside High School Students will dress up to come to school rather than dress down and have a smart, casual and tasteful appearance.

Students have freedom to choose what they will wear within the following guidelines:

- All clothing should conform to the school colours of blue, white, red, black and grey. Each item should have one predominant colour in addition to white. This includes accessories, scarves and sweaters.
- Shoes should be solid black in colour.
- Trousers should be navy blue or black in colour.
- Tailored shorts and skirts should be navy blue or black in colour and extend to or below the students' fingertips when their arms are held to their sides. Tights or leggings must be accompanied by a fingertip length or longer top, skirt or dress.
- Boys' shirts should have collars and conform to the school colours.
- Girls' shirts should be smart in appearance and conform to the school colours. Sleeveless tops with straps wide enough to cover undergarments are acceptable.

Inappropriate clothing for school:

- Jeans and athletic trousers/shorts.
- Frayed or trousers with holes.
- T-shirts, tank tops, athletic clothing, sweatshirts and hoodies.
- Low cut, see-through and crop tops.
- Shirts with large motifs.
- Jackets, hats and caps are not to be worn inside.

Further Guidelines:

- For health and safety reasons footwear should be worn at all times.
- All clothing should be clean, in good condition and suitable for the activities of the school day.
- Scant clothing and that deemed of a provocative nature is not permitted.
- When students are representing the school at an event or school trip appropriate and smart dress should be worn.
- Jewellery: no studs or rings should be worn apart from in the ears and as religious/cultural identity. All jewellery should be removed for Physical Education and Swimming Club.
- Hair should be near natural in colour. Dyed hair and makeup is at the discretion of the leadership staff.

Clothing conforming to the current guidelines is also appropriate Senior High dress. For example, Riverside School polo shirts may be worn.

Sport: Riverside Sharks Sport T-Shirt

A pair of navy blue Sharks shorts, Sharks jogging pants or Sharks leggings
A pair of clean sports' trainers
Swimming kit and swim cap (for the swimming blocks)

Sport clothing may be ordered and purchased through the School Office.

General Guidelines for All Riverside Students

It is expected that Riverside High School Students will dress up to come to school rather than dress down and have a smart, casual and tasteful appearance.

- *All students should bring to school separate footwear for indoors and outdoors.*
- *For health and safety reasons footwear should be worn at all times.*
- *All items of clothing should be clearly labelled.*
- *No studs or rings should be worn apart from in the ears and as religious/cultural identity.*
- *All jewellery should be removed for Physical Education and Swimming Club.*
- *Dyed hair and makeup is at the discretion of the staff.*
- *Scant clothing and that deemed of a provocative nature is not permitted.*
- *Caps are not to be worn within the school building.*
- *T-shirts or jeans are not appropriate clothing for school.*
- *If for any reason your child is unable to wear an item of school clothing, please inform his or her tutor.*

Students whose dress is deemed inappropriate for school will be advised of the need to be in appropriate wear the next day. Parents will be contacted.

If clearly unsuitable or inappropriate for school, the student may be asked to return home.

Uniforms are to be worn on class trips that take part during the regularly scheduled school day. Students will be informed of when it is appropriate to not wear the school uniform.



SCHOOL CURRICULUM

EARLY YEARS SCHOOL (Nursery and Reception)

The curriculum at Riverside Early Years School is based on the British model, the Early Years Foundation Stage. This model has 4 guiding principles:

- Each child is unique
- Children thrive in positive relationships
- Children learn best in enabling environments
- Children learn in different ways and at different rates

Furthermore, there are seven areas of learning and development that shape the educational programmes at Riverside Early Years School. All areas of learning are important and inter-connected however, three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, to form relationships and thrive.

These are the Prime areas:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

We also support children in four specific areas, through which the three prime areas are strengthened and applied and provide the children with a strong introduction to the academic curriculum they will meet later in their school years.

The Specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

While following the principles of the EYFS, our curriculum is developed to meet the needs of our international student body and is focused on half-term topics which engage and enrich the lives of the students.

PRIMARY SCHOOL (Years 1-6)

The Primary School Curriculum is based on the British National Curriculum. It is adapted to provide a broad, balanced and relevant international curriculum for every child; to enrich their life, and to prepare them for the experiences, opportunities and responsibilities of the future.

The following curriculum areas are taught across the primary age range:

- English
- Science
- Geography
- Art
- Drama
- Religious Education
- Information and Communications Technology
- French and Spanish (for children aged 7-11 years)
- Mathematics
- Design & Technology
- History
- Music
- Physical Education
- Czech

JUNIOR HIGH SCHOOL (Years 7-9)

The Junior High years are the foundation for secondary education. We build on the learning and skills acquired in Primary and Elementary schools and provide a broad curriculum to give students a wide range of knowledge, skills and opportunities for the future.

The Junior High Curriculum structure is based on the British National Curriculum model adapted to meet the needs of an international student body. Individual subjects draw upon comparative resources across the world.

It is important for students to begin thinking about their educational goals at this stage and planning for what they may study in the future.

Curriculum Time

The Junior High timetable is based on a model of 8 lessons each day with each lesson lasting 40 minutes. This gives a total of 40 lessons, including an assembly each week. The subject allocation is made up in the following way and will include single and double periods making it unlikely your child will have 8 subjects in one day.

Learning Area	Subject	Number of Lessons
Visual & Performing Arts	Art	2
	Drama	2
	Music	2
Design & Technology	Design & Technology	2
	Computing	1
English	English	4
Modern Foreign Languages	Students generally choose two languages.	
	Some students may choose not to study two languages and study Creative Arts in place of a second language.	
	Czech / First Language Czech	2 options
	English as an Additional Language	6 lessons
	(Students are assessed upon entry to Riverside and their proficiency of English is tested to determine the level of support required.)	
	French	3 lessons per option
	Latin	
German		
Spanish		
Mathematics	Mathematics	6
Physical Education	Physical Education	2
	Skills for life	2
Science	Science	4
Social Studies	Geography	2
	History	2
	Religious Education	2

SENIOR HIGH SCHOOL (Years 10-13)

The High School Curriculum is based on the British National Curriculum and International Baccalaureate curricular models, adapted to an international student body and designed to prepare students for high school experience in the countries to which they will relocate and also for Higher Education, through Universities or Colleges throughout the world.

Curriculum development is ongoing. We provide courses towards credits for students intending to continue their studies in North America and offer external examinations for students intending to continue their education in other areas of the world. Students sit IGCSE examinations at 16 and International Baccalaureate examinations at 18.

Advanced Placement, PSAT, SAT and ACT examinations as appropriate from 16 to 18.

A wide range of IGCSE subjects are on offer, including:

English Language	Business Studies	Art & Design
English Literature	History	Spanish
English as a Second Language	Geography	French
International Mathematics	Religious Education	German
Co-ordinated Science	Music	First Language Czech
Physical Education	Drama	Economics
		Psychology

A wide range of IB Diploma subjects are on offer, including:

English A1 HL/SL	German B HL/SL	Economics HL/SL	Environmental Sys. and Soc. SL
Czech A1 HL/SL	Spanish ab initio SL	Computer Science HL/SL	Health, Sport and Exercise Science HL/SL
English Language and Literature HL/SL	German ab initio SL	Psychology HL/SL	Mathematics HL/SL
English B HL/SL	Geography HL/SL	Biology HL/SL	Mathematical Studies SL
French B HL/SL	History HL/SL	Physics HL/SL	Visual Arts HL/SL
Spanish B HL/SL	Business and Management HL/SL	Chemistry HL/SL	Music Perf. HL/SL

Theory of Knowledge

Differentiation

Students need to work at a level and pace appropriate to their potential. Students are taught in classes grouped by broad ability and prior attainment or of mixed ability. Whatever the form of grouping the teaching process at Riverside is adjusted according to the learning needs of the students so that all students have the opportunity to reach the levels of attainment of which they are capable.

Special Educational Needs

All students at Riverside School are special and all have special educational needs. Additional provision and/or modifications to the teaching and learning process are implemented where a student has been identified as; having learning difficulties and/or disabilities, or as being exceptionally gifted or talented. We aim to enable each student to progress and be appropriately challenged. Further information about this can be found in the school Special Educational Needs Policy on the school's website.

Every student, identified as having special educational needs will have an individual education plan. These will be written during the first half term then reviewed. During February and June subject staff will be asked to review progress and evaluate targets.

Teaching and Learning

At Riverside School, we believe that learning should be a rewarding and an enjoyable experience for everyone. Through our teaching we equip children with the skills, knowledge and understanding necessary to make informed choices. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives. Further information about this can be found in the school Teaching and Learning Policy on the school's website.

Homework

A variety of home tasks are assigned on a regular basis for all full-day pupils, appropriate to their age group and level of understanding. Homework enables students to consolidate and extend work covered in lessons, to carry out private study and research and to develop good study habits. Further information about this can be found in the school Homework Policy.

Early Years and Primary Homework

- **Nursery & Reception** Story book or information book from the class library
- **Years 1 & 2** Up to 20 minutes per night reading, spelling & curriculum activities
- **Year 3** Up to 30 minutes per night
- **Years 4 & 5** up to 30-45 minutes per night
- **Year 6** up to 50 minutes per night

Parents are requested to provide a durable **homework wallet or folder** to facilitate the safe-keeping and transportation of reading books, worksheets, workbooks or other home tasks to and from home or school. Homework wallets, with the school logo, are available from the school.

Junior High Homework

A student working at an average pace should spend the following time each week on homework:

- Year 7 60 minutes/night
- Year 8 60 minutes/night
- Year 9 90 minutes/night

Senior High Homework

A student working at an average pace should spend the following time each week on homework:

- Years 10 & 11 up to 120 minutes/night
- Years 12 & 13 up to 180 minutes/night

If a student for no legitimate reason fails to complete homework or has not given the work sufficient attention the subject teacher may ask him/her to complete the work again as additional homework either at break or lunchtime or after school or during the evening.

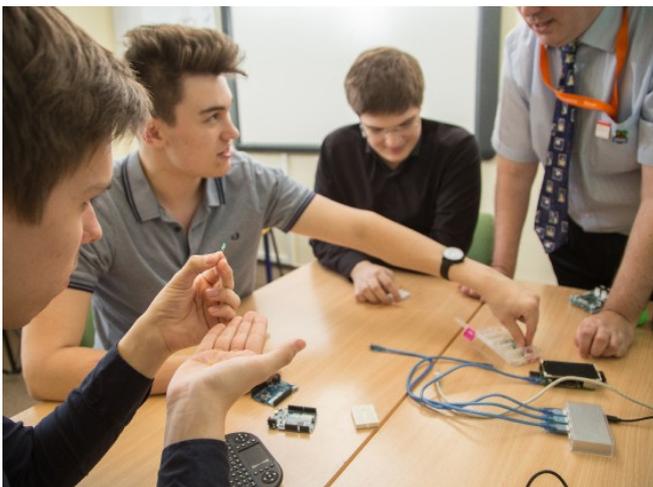
Class and Tutor Teachers - through weekly monitoring of reading records and homework diaries - identify if a student has consistent problems completing homework.

Class and Tutor Teachers may contact parents where students are causing particular concern.

Parents are asked to inform the class or subject teacher where the failure to complete the homework is outside the student's control.

Transition

Teaching programmes are carefully planned to take into account students' previous work and achievements at each Key Stage. This work will be supported by the use of agreed transfer and tracking documentation, including National Curriculum Level information (where appropriate) and other formal and informal contacts between teaching staff at Riverside and at schools where children are transferring from.



EAL (English as an Additional Language)

An EAL programme is available for students who require support with the English language. Students are assessed upon entry to Riverside and their proficiency of English is tested to determine the level of support required.

Gifted and Talented Students

We believe that all children are gifted and talented. This is supported by the following aims:

- The raising of aspirations for all students*
- High expectations of achievement for all students*
- Greater enterprise, self-reliance and independence for all students.*

In order to achieve these aims, we will ensure that all students have opportunities to develop specific skills or talents. Differentiation in class is the model. Students who take part in the Gifted and Talented extension provision are identified through their test scores, teacher nominations, predicted test & examination results and reading ages.

Czech Education Programme (Czech for Czechs)

This programme is for students who have Czech as their first language and who are registered in a Czech school. It enables Czech Students to achieve a good standard of verbal and written Czech and to annually sit the Czech Ministry of Education examinations. Students are required to register in advance for the Czech programme.

P.E./Sports Lessons

Early Years, Primary and Junior High have their Physical Education, apart from swimming, on their school site. Senior High Students may use the Sedlec site or local gymnasia.

When the venue is away from school children, apart from Senior High are taken by public transport or private coach. They leave school at 1.15pm and return at 3.15p.m.

Swimming Lessons

Swimming lessons are provided as part of the Physical Education programme. The lessons take place at the local swimming pools and are taught by qualified instructors.

Extra-Curricular Programme and Skills for Life

A range of optional after-school activities of a musical, artistic, practical or sporting nature is organised by the teachers throughout the school year. Any costs incurred must be met by the participants of that particular activity. Details of the programme are issued at or near the beginning of each term. Spaces may be limited for some activities.

The school works in close cooperation with the International School of Music and Arts in Prague and offers a variety of courses and private tuition. Details are forwarded to parents at the start of the school year.

For further information on the Curriculum please refer to the individual school Curriculum Booklets and the Whole School Curriculum Policy.

SKILLS FOR LIFE – SPORT FOR LIFE – LEARNING FOR LIFE

Riverside introduced a Skills for Life initiative with the view to encouraging students to develop a skillset, which would benefit them in school, outside of school and beyond school.

The school introduced a range of skills including golf, scuba diving, sailing, rock climbing, pony riding and canoeing.

With the development of the Riverside Sports Complex we have added to the Skills Programme individual, team and recreational sports and encourage the students to consider Sport for Life.

We believe these initiatives will support and complement our rich academic programme through which our students are fully engaged in Learning for Life.

Examples of Activities for 2020 – 2021 School Year

Early Years

Baking
Ballet
Build It Club
Creative Arts and
Crafts
Hip Hop
ICT
Kids Yoga
Lego Club
Musical Ateliers
Storytelling
Tennis
Young Film Set

Primary Lower School

Art Club
Ball Games
Ballet
Basketball
Book Club
Book Making
Chess
Computing Club
Craft Club
Football
Gymnastics
Inline Skating
Judo
Let's Dance Club!
Shadow Puppets
Taekwondo
Tennis

Primary Upper School

Art Skills Club
Basketball
Brass Band
Choir
Cross Stitch / Tapestry
Czech Literature and History
Debating
Football
Girls Bible Study
Golf
Guitar
Hip Hop
Inline Hockey
Inline Skating
Judo
Language Club
Lego Robotics
Master Chef
Movie Making Club
Newspaper
Photo + Video Club
Primary Orchestra
Rugby
Skateboarding
Taekwondo
Tennis
Touch Rugby
Vlastiveda
Young Film Set

Junior High

Advanced String Group
Art Club
Bible Study
BOYS Basketball
Choir
Cricket
Czech History Club
Electronics Robotics
Equestrian (After half Term)
Football
GIRLS Basketball
Girls Healthy Lifestyle
Golf
Hip Hop
Inline Hockey Team Training
JH Brass Band
JH Orchestra
LAMDA
Lego Robotics
Master Chef
Model UN
Origami Club
Pottery
Rock Climbing
Showtime
Skateboarding
Speech and Debate
Swimming Club
Taekwondo
Tennis
The Makerspace
Winter Camp Club
Young Film Set

Senior High

Badminton
Boys Basketball Club
Brass Band
Choir
Cricket
Electronic and Robotics
Engineering Club
Film Club
Football Club
GIRLS Basketball Club
Glee Club
Global Choices
Golf
International Award
Kickboxing/Fitness
Mixed Media
Model UN
Music Production
Newspaper Club
Pilates
Praise & Worship
Rock Band
Running Club
Songwriting
Spinning Club (Max 9)
Stan Club
Stock Market Club
Strategy Club
Swimming Club
Taekwondo
The Makerspace
The Theatre Lab
Uni Student Survival Skills
Volleyball Club
Winter Outdoor Club
Young Spectators Club



Staff Guidelines For Physical and Outdoor Activities With Students

The teaching of PE and involvement in outdoor activities takes the teacher and student outside the classroom and into the realm of physical exercise and the development of physical skills. This is a rewarding experience but it can place the teacher in a vulnerable position.

The following guidelines are drawn up to support the teacher and student within the PE and outdoor activity situation and also throughout the school.

- *Teachers should not put themselves in a situation where they are at any time alone with a student.*
- *Activities which take place outside of school hours should be with the knowledge and permission of the Head of Early Years, the Primary, Junior High or High School Principal.*
- *A list of students undertaking the activity should be lodged in advance with the school secretary.*
- *There should be no intentional physical contact between staff and students.*
- *Physical contact between students should be limited to the requirements of the physical activity.*
- *Sports which require muscular stimulation or physical manipulation should be conducted on students by other students of the same sex. The teacher may instruct the students in the technique but should not administer the technique on the student.*
- *All after school activities should be with the permission of the parents, who should be informed fully of the sporting activity.*
- *Should a member of staff find their self in a compromised situation they should seek to remove their self from it immediately and inform the Principals of the Primary or High School at the earliest opportunity.*
- *If any student or staff member is involved in a physical injury it should be recorded as soon as possible in the accident book and, if a student, the parent should be informed of the accident by telephone.*



PASTORAL CARE AND STUDENT WELFARE

We are very interested in each child's personal growth and emotional development and try to ensure that all their needs are being met.

In Early Years and the Primary School, the closest relationship the child has is normally with the Class Teacher with whom they spend most time. Pastoral Care and Student Welfare is overseen by all the staff in Early Years and by Mr Kenny Haig in the Primary School.

If you have any matters to discuss regarding your son or daughter's welfare, please talk in the first instance with the class teacher or tutor. Those of a greater concern or ongoing issues may need further discussion with the School Counsellor.

In the Junior High and High School please consult in the first instance with the student's Tutor.

Pastoral Care, Student Welfare and School Discipline are overseen by the Leadership Team in Junior High and the Head of Guidance in Senior High. Matters of a more serious nature are referred to Senior Management Team.

In all schools, parents and students may also wish to have discussion with the School Nurse regarding matters of health and hygiene.

All discussions of a personal nature are held in confidence.

HIGHER EDUCATION AND CAREERS GUIDANCE

On their entry to the High School, each student, their parents and staff contribute towards a student's academic profile. The student's record of achievement guides the student, their parents and the school to the student's future education and a possible career pathway.

The High School Careers Guidance Counsellor / University Adviser Mrs Paula Russell gives students guidance on careers and higher education irrespective of their destination, including counsel on;

- choosing appropriate IGCSE and IB course,
- getting to 'know themselves' and how their strength, weakness and interests relate to the world of work,
- different careers and opportunities,
- available training, education and occupations beyond high school,
- how to complete application forms for universities,
- completing the UCAS forms,
- how to apply for scholarships, and
- preparation for and entering PSAT and SAT examinations.

The Careers Guidance Counsellor / University Adviser arranges visits from Universities and organizations providing Gap Year programmes. The students are also given the opportunity to attend Career and University Fairs. Where possible, work experience opportunities are arranged through the school.

Form Tutors work closely with the Careers Guidance Counsellor / University Adviser to provide a comprehensive PSHE programme for the students – which includes careers guidance.

APPROACHES TO TEACHING AND LEARNING

Teaching and learning at Riverside School takes place within an atmosphere which is warm, friendly and conducive to learning. The aim is for all students to be challenged and achieve to their full potential. We begin where the child is and identify their strengths and weaknesses. We will build on their strengths and support those areas where they are weakest. This is achieved through a range of teaching methods and approaches. The teacher is the authority within the classroom and provides a learning environment which is non-threatening and in which growth and development can take place. At all stages in the child's development a strong emphasis is placed upon practical work, enquiry and investigative learning.

During the Early Years Foundation Stage emphasis is based upon educational play where a child is able to explore a range of materials such as sand and water. They begin to play individually and alongside others. They begin to socially interact and integrate with the teacher and with each other. The young children develop social skills and become accustomed to patterns, routines and the disciplines of the school day.

As the child moves towards more formal education greater emphasis is placed upon acquiring and developing basic skills in reading, writing, numeracy and practical investigation. Integrated topics or themes provide a focus for learning in all areas of the curriculum. A combination of individual, small group and whole class teaching approaches is adopted.

As children progress through the Primary School the approaches to teaching and learning take on a more rigorous and formal pattern in which individual subjects are taught by subject specialists and linked to other areas of the curriculum.

At Junior High and High School level subjects are taught by specialist teachers and students move during the day to different subject classrooms. The student's class tutor is the first person a parent should speak to about any matters regarding their son or daughter's education. The tutor's role is to bring together the whole picture of the student's education across all areas of school life: academically, socially, emotionally, and spiritually.

Teaching staff keep in mind the eventual integration of each child into a new school most likely in another country. The progress of children who have left Riverside is monitored to help us to achieve a smooth transition.



ASSESSMENT & RECORDING

Early Years & Primary School

*Individual Assessment and Recording are an important aspect of each child's intellectual and academic development at Riverside School. Through Assessment, we monitor progress and achievement. We use the results of our assessments to build **Individual Student Profiles**. These profiles are regularly updated. They are passed on to future teachers and schools as the students' progress and move on through Riverside, or when they move on to future schools, away from Riverside. At Riverside School, we use **Teacher Observation** (informal assessment) and **Standardised Assessments** to show both progress and achievement. All Riverside students, and incoming students, take part in Achievement, Progress and Baseline Assessments. The Baseline Assessment helps complete the Individual Student Profile. It provides information about student strengths and areas for development. It allows Riverside to determine if students are over or under performing to their expected abilities.*

EARLY YEARS

- *An Individual Student Profile is commenced when your child joins Riverside School. This profile reflects all indications of your child's skills, abilities, progress and achievement. It is regularly reviewed and updated.*
- *Assessment occurs through continuous **Teacher Observation**, in each area of the curriculum.*
- *Assessment is recorded using the Foundations Stage Profile.*
- *Evidence is recorded for Early Years Nursery using Tapestry.*
- *Evidence is recorded for Early Years Reception in each student's personal Learning Ladder. This is kept for Reading, Writing and Mathematics. The linear objectives are checked for mastery and are based on the British National Curriculum.*
- *Individual Reading Records are maintained throughout the year.*
- *Letters and Sounds progress is documented throughout the year.*

PRIMARY SCHOOL

- *Assessment occurs through continuous **Teacher Observation/Assessment**, in each area of the curriculum.*
- *Evidence is recorded in each student's personal Learning Ladder. This is kept for Reading, Writing and Mathematics. The linear objectives are checked for mastery and are based on the British National Curriculum.*
- *Individual Reading Records are maintained throughout the year.*
- *Letters and Sounds and Words Their Way assessments are kept throughout the year to monitor phonics and spelling progress.*
- *Writing Portfolios are updated with an assessment each term.*
- *Inquiry grids are used throughout the year to assess and encourage development of thinking and skills in Science and Topic.*
- *A **Standardised Reading Assessment** is administered at the half way point of each school year.*
- ***Standardised Progress Assessments** are administered at the end of each school year in Mathematics, Reading and Writing. The Progress Assessments are based on British National Curriculum Standards and provide each student with a "Scaled Score", which reflects year to year progress and achievement.*

The Progress Assessment Scaled Scores generate a score which compares students to their peers, providing an achievement score, benchmarks for tracking progress and percentile rankings. These scores are reflected from a scale of 1-9. Scale scores of 1-3 are marked as Emerging. Scores of 4-6 are marked as Expected. Scaled Scores of 7-9 are marked as Exceeding.

The Progress Assessments are given each year and marked externally. Results are recorded and included in each student's Individual Student Profile, whereby they are then shared with parents.

Academic Year	Expected Level
Key Stage 1	
Year 1 (Kindergarten)	Level 1
Year 2 (1st Grade)	Level 2
Key Stage 2	
Year 3 (2nd Grade)	Level 3
Year 4 (3rd Grade)	Level 3
Year 5 (4th Grade)	Level 4
Year 6 (5th Grade)	Level 4

N.B. Children spend two academic years working towards and attaining levels 3 and 4 in Key Stage 2

The Year 6 tests are marked externally and are usually returned to school after the end of term. Results are recorded by the school and sent to parents.

Each level of achievement is reached by fulfilling specific criteria referred to as Attainment Targets. The attainment targets provide the framework for the curriculum for each year group.

During the Winter Term of Year 4 and Year 6 children sit the International Schools Assessment. The results indicate a child's knowledge of basic skills compared with their peer group. The test is marked externally and the outcome is shared with parents.

Internal Assessment in the Junior & Senior High School

Students are internally assessed through the following class work:

- homework
- research projects
- assignments
- practical studies
- tests

Assessment for Learning

Assessment for learning involves the use of classroom assessment to improve learning. It differs from assessment of learning, which measures what learners know or can do. The aim is to use day-to-day assessment effectively to improve teaching and learning.

Effective formative assessment is a key factor in raising students' standards of achievement. It is important that formative assessment:

- is embedded in the teaching and learning process of which it is an essential part
- shares learning goals with students
- helps students to understand and recognise the standards to aim for
- provides feedback which helps students to identify what they should do next to improve
- has a commitment that every student can improve
- involves both teacher and students reviewing and reflecting on performance and progress together
- involves students in self-assessment

Awarding Credits and The High School Diploma

In Years 10–13 (Grades 9-12) Students are awarded credits for each subject they take and their end of year Grades are converted to a Grade Point Average. Students who achieve the required number of credits are awarded a High School Diploma. A High School Diploma is a College requirement in North America. The Diploma, combined with the Grade Point Average and S.A.T. Score will determine the appropriate College or University.

For further information please refer to the Primary, Junior High and Senior High School Curriculum Documents or you may wish to visit the UK curriculum website at www.curriculumonline.gov.uk

EXTERNAL ASSESSMENT IN THE HIGH SCHOOL

CAT4 Assessments (Year 9 and students new to Riverside)

The Cognitive Abilities Test (CAT) is a suite of tests that assesses a student's reasoning (thinking) abilities in key areas that support educational development and academic attainment. It is used to measure students' strengths and to ensure teachers plan content aimed at developing the skills of each student in an appropriate way.



Progress Tests in Mathematics and English (Year 7, 8 and 9 / Grades 6, 7 and 8)

Progress Test in Maths and English (PTM and PTE) is a series of age-appropriate tests for teachers to use every year to ensure that pupils are making and maintaining good progress.



Common Entrance Exam (Year 9 / Grade 8)

These are taken in Year 9 in the subjects of English, Maths, Science, Geography, French, Spanish & German.



IGCSE Examinations (Year 11)

These subject based examinations are set by the University of Cambridge and are normally taken at the age of 16 following a one or two year course of study in the subject. Students are graded from A to G.



International Baccalaureate Diploma Examinations (Year 13 / Grade 12)

These examinations are taken in May of the second year of the Diploma Programme. Students must pass all of the IB examinations in order to be awarded the IB Diploma. The grades achieved in these examinations will determine appropriate University Courses and are an entrance requirement for University.



College Board, Advanced Placement Tests

These subject based tests are usually taken at the age of 17 & 18. Success in these will assist entry into US Colleges and Universities and, in the United States, are credited towards College Studies, enabling a student to reduce the number of College Courses studied.



PSAT & SAT Tests

These Tests are taken in the final three years of High School. The scores determine College entrance in the US and enables the student to qualify for a College Fee reduction and Sponsorship.

RIVERSIDE SCHOOL BOARD

The Riverside School Board oversees the work of the school. It ensures the continuing high standard of education through: an ongoing school development programme; the monitoring of educational progress; ensuring the best use of funds and the selection of high quality staff.

A member of the School Board is available for parent consultation 2-3 times each term.

Riverside Board:

<i>Brian Thompson</i>	<i>(Chair and Founder)</i>
<i>Sharon Jackson</i>	<i>(Founder)</i>
<i>Peter Daish</i>	<i>(Director)</i>
<i>Vlado Vovkanic</i>	<i>(Supervisory Board Chair)</i>
<i>Helen Chisholm</i>	<i>(Supervisory Board)</i>
<i>Laurie Barnes</i>	<i>(Supervisory Board)</i>
<i>Lee Ann Thompson</i>	<i>(Child Protection)</i>
<i>Louise Bishop</i>	
<i>Benjamin Jackson</i>	
<i>Spencer Thompson</i>	

Advisors to the Board:

<i>Kelly Pokluda</i>	<i>(Business Manager)</i>
<i>Joe Clarke</i>	<i>(Principal Liaison Officer)</i>
<i>Al Falk</i>	<i>(High School Principal)</i>
<i>Graeme Chisholm</i>	<i>(Primary Principal)</i>
<i>Jenny Evans</i>	<i>(Early Years Principal)</i>

The address to contact the Riverside Board Chair is Roztocka 9, Sedlec, 160 00 Prague 6 Czech Republic

CONDUCT AND DISCIPLINE

At Riverside School high standards of work and behaviour are encouraged and expected. Individual efforts are praised and rewarded, and every child is encouraged to become a responsible member of our school community in which kindness, courtesy, self-control and respect for others are valued and practised. We want to ensure that school life is a challenging, happy and rewarding experience for everyone.

Disciplinary matters are dealt with firmly and fairly by individual teachers and can normally be resolved within this context. However, if we have particular concerns about a child's behaviour we will contact the parents so that together we can resolve the matter.

Should any disciplinary action remain unsuccessful or the School does not receive either the co-operation of the student or the support of the parents, the student may be suspended for a period of time. If there is no improvement in behaviour upon return, the student may be expelled at the discretion of the Director and the School Board. In those circumstances, neither the term's tuition payment nor the deposit is refundable.

RIVERSIDE SCHOOL CODE OF CONDUCT

The code of conduct supports the values and standards that are promoted within school.

Arriving and Leaving:

- *Arrive and leave promptly*
- *Do not enter the building or stay inside without the permission of the teacher on duty.*

In the Classroom:

- *Honour and respect your teacher - he/ she cares, works hard and wants the best for you.*
- *Honour and respect each other - try to put others first; think of others.*
- *Welcome new students.*
- *Keep your work environment / area tidy.*
- *Help to look after school books and equipment.*
- *Work hard! Stay on task!*
- *Try to do your best in everything.*
- *Take pride in your work.*
- *Work quietly and try not to disturb others.*
- *Try not to interrupt others - wait your turn to speak or raise your hand.*
- *No eating except in designated areas. No smoking or chewing gum on the school premises.*
- *Ask for permission to leave the room*

In the Corridor:

- *For safety reasons: walk - never run!*
- *Move about quietly.*
- *Go to the toilet at the beginning or end of break / recess if possible (to minimise disruption) and always pay attention to personal hygiene.*
- *Give way to visitors, parents, teachers and anyone carrying heavy objects.*

In the Cloakroom:

- *Keep your space tidy.*
- *Look after your personal belongings and respect those of others.*
- *If you find something on the floor, pick it up and put it in the right place.*
- *Always change into the correct footwear: indoor or outdoor shoes.*
- *Help the younger children.*
- *Go about things quietly and calmly.*

RIVERSIDE SCHOOL CODE OF CONDUCT

During Break / Recess:

- *Be mindful of the younger children.*
- *Stay within the designated area - never walk out of the school gates or onto the road. If you see a gate open, please report it.*
- *Always put wrappers from snacks in the litter bin.*
- *No fighting, 'play fighting' or rough games - they nearly always end in tears. No throwing sticks, stones or walnuts!*
- *Report incidents or accidents to the teacher on duty.*
- *Primary school students should line up smartly and quietly when the bell rings. High school students should be at their desk ready for class at the end of break.*

Qualities Encouraged at Riverside School:

• **Punctuality:**

Be on time and try to complete assignments on time

• **Politeness/Courtesy:**

*Always use "Please, Thank you, May I. You're welcome!"
Use the person's name when you are referring to someone
Look at the person when you are speaking or listening to them.*

• **Respect for others:**

Your teacher, your parents, fellow students, other people.

• **Kindness:**

*Think of others.
Do acts of kindness towards others whenever the opportunity arises.*

• **Responsibility:**

*Be sensible. Act in a mature way.
Work well on your own or together.
Complete school tasks and homework to the best of your ability.
Be trustworthy.*

• **Self-control:**

*Try to think before you act or speak.
Apply wisdom to all situations.*

• **Excellence:**

*Always try to give of your best.
Aim to improve.*

• **Honesty:**

*Tell the truth.
Be brave enough to admit wrongdoing and apologise. Act with integrity.*

• **Faithfulness:**

Do what you have promised or agreed to do and see it through

Please refer to the Riverside Policy on Good Behaviour, Code of Conduct & Discipline

ANTI-BULLYING AWARENESS

At Riverside School, we recognise and act to instil principles which will ensure that each student is valued and respected, each is unique, and each is cared for in a protective, secure, family oriented environment.

The aim of Riverside's anti-bullying awareness and the school's anti-bullying policy is to ensure that each student is able to learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will each student be able to fully benefit from the opportunities available in our school.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

The four main types of bullying are:

- *physical (hitting, kicking, theft)*
- *verbal (name calling, making fun of, racist remarks)*
- *indirect (spreading rumours, excluding someone from social groups)*
- *cyber (through computer and phone messaging)*

Students are encouraged to report any incidence of bullying.

Riverside teachers hearing about or witnessing any form of bullying will act promptly and firmly against it in accordance with school policy.

They will discuss the incident with the classroom teacher or tutor teacher and the appropriate member of the Student Support Team.

Riverside will attempt to solve the problem through mediation. All relevant parties will be kept informed and where necessary appropriate disciplinary action will be taken.

Please refer to the Riverside Anti Bullying Policy

RIVERSIDE POLICIES

The following policies may be viewed and downloaded from the school website on the For Parents section: www.riversideschool.cz

Admissions, Discipline & Exclusions

Anti Bullying Policy

Child Protection Policy

Code of Conduct and Behaviour

Policy on the Curriculum

Data Protection Policy

English as an Additional Language

Health & Safety

Responding to Complaints

Special Educational Needs

Code of Conduct and Promotion of Good Behaviour

GDPR

Riverside School aims to ensure that all personal data collected about staff, students, parents, board members, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR).

For more information, please refer to our Data Protection Policy and to GDPR Riverside Privacy Notice on the school website

PROCEDURE FOR PARENTAL QUERIES or COMPLAINTS

These guidelines are to facilitate communication with the School by clarifying the appropriate members of staff to gain information or to resolve a problem.

Area:	Persons to Contact:
Admissions and Class Groupings	<i>Early Years Principal, Primary Principal, Junior High Deputy Principals, High School Principal</i>
Administrative Matters	<i>School Secretaries</i>
Financial Matters	<i>School Secretaries Kelly Pokluda, Business Manager</i>
Teaching	<i>Class and Subject Teachers</i>
Curriculum	<i>Early Years: Jenny Evans Primary School: Eliza Stine Junior High: Kevin Maddocks High School: IB - Peter Celosse, IGCSE – Camilla Entwistle</i>
Welfare & Discipline	<i>Early Years: Jenny Evans Primary School: Kenny Haig Junior High: Connie Falk High School: Mike Bevan</i>
Assessment and Records	<i>Early Years: Jenny Evans Primary School: Matt Dagan Junior High: Kevin Maddocks High School: Peter Celosse</i>
Health and Safety	<i>Early Years Principal, Primary Principal, Junior High Deputy Principals, High School Principal</i>
General Parental Concerns	<i>Parent-Board Liaison Representatives</i>

If a query or complaint remains unresolved after discussion with the relevant person, the parent may request the involvement of the Principal or the Director.

As a last resort, a formal letter may be written to the Secretary of the School Board, outlining the issue and what has been done to resolve it. The Board will review the matter and respond to the letter. If appropriate the Board may initiate a meeting with the relevant parties to seek resolution.

For more detailed information, please refer to the Riverside Policy on Responding to Complaints.

TUITION SCHEDULE 2020/2021

	Year (Grade)	Age on Sept. 1st 2020	Discounted Annual Fee	Termly Fee (3x)
Early Years Part Day	Nursery Half Day	3	205 000 CZK	72 000 CZK
Early Years Full Day	Nursery	3	268 000 CZK	94 000 CZK
	Reception	4	362 000 CZK	127 000 CZK
Primary	Years 1-2 (Kindergarten - Grade 1)	5 - 6	396 000 CZK	139 000 CZK
	Years 3-6 (Grades 2-5)	7 - 10	467 500 CZK	150 000 CZK
Junior High	Years 7-9 (Grades 6-8)	11 - 13	486 000 CZK	170 500 CZK
Senior High	Years 10-11 (Grades 9-10)	14 - 15	513 000 CZK	180 000 CZK
	Years 12-13 (Grades 11-12)	16 - 17	534 000 CZK	187 500 CZK
EAL	All	All Ages	52 500 CZK (Discount not applicable)	17 500 CZK

Riverside offers a sibling discount of 3% for the second child, 6% for the third child and 10% for additional siblings.

Application Procedure

Application to Riverside School is through Open Apply and includes the following:

- Attend a pre-admission interview with the Principal
- Complete the online Student Application Form through Open Apply
This will include the:
Medical Release Form
Data Protection Consent Form (GDPR)
Submission of reports or transcripts from the last school.
- Pay the enrolment fee of 10 000 CZK and the deposit of 12 000 CZK
- Pay the first term's tuition by 30th June (or before the start date if entering the school after the academic year has begun).

Admissions

A non-refundable enrolment fee of 10 000 CZK should be submitted with the application. This sum covers the administration of a new student.

To ensure a place for your son or daughter and to enable our forward planning to progress with some degree of certainty, a 12 000 CZK deposit is also required with the application.

Enrolment Fees and Deposits are not refundable in the case of application withdrawal.

Payment of School Fees

School fees may be paid annually or three times each year, before the commencement of each term. A discount applies to those fees which are paid on an annual basis before 30th June.

Riverside Administration assumes that students are committed for an entire school year unless an alternate arrangement has been previously agreed. To confirm this commitment, Riverside may, at times request an annual, non-refundable, payment of school fees.

Invoices will be sent out in June, December, and March. Payment of the fee is on receipt of invoice.

All payments received after the second full week of the school term will be surcharged at a rate of 2.0% per month, 24.0% per annum. Payments not received by the midterm break will result in the suspension of the student until the fee is paid. Parents should make known to school administration any difficulty they may have in making a prompt payment of the tuition fee.

Reduced Tuition Scholarships

Applications for a reduction in tuition costs or financial assistance to attend Riverside School should be made in writing to the Director of Riverside School.

Sibling discounts do not apply to those students granted alternative financial assistance.

Refunds and Deposits

Refunds of tuition and the return of the deposit will be granted if all accounts have been settled in full, all school property returned, and required notice of one full term's notice prior to departure has been given (for example: notice must be received by the last day of Term 2 if the student is not returning the following September). Refunds are also granted to those students refused admission. Deposits are not refundable in the case of application withdrawal.

Partial terms tuition cannot be refunded. Tuition fees which are paid annually are refundable on a prorated basis, based on the number of full terms left in the school year.

Method of Payment

Tuition is denominated in Czech Crowns and may be paid by bank transfer in Czech Crowns, GB Pounds, Euros, or US Dollars. If tuition is paid in Pounds, Euros or Dollars, the amount will be determined by the Czech Crown exchange rate reported by Czech National Bank on the first day of the calendar month in which the payment is received.

Payments may also be made by credit card directly to the school office.

Tuition payments are required by the due date stated on the invoice.

Direct Bank Transfers may be made to:

Československá Obchodní Banka a.s.
Na Poříčí 24
110 00 Praha

Account name: Riverside o.p.s.
SWIFT/BIC: CEKOCZPP

Czech Crown A/c. No.:	576 542 363 / 0300	IBAN:	CZ55 0300 0000 0005 7654 2363
Euro A/c. No.:	183 151 257 / 0300	IBAN:	CZ68 0300 0000 0001 8315 1257
US Dollar A/c. No.:	179 301 347 / 0300	IBAN:	CZ13 0300 0000 0001 7930 1347
GB Pound A/c. No.:	576 542 443 / 0300	IBAN:	CZ29 0300 0000 0005 7654 2443

The IBAN is the International Bank Account Number used within EU.



Contact information

Early Years School	Chittussiho 45/14, 160 00 Praha 6 – Bubeneč Tel: 245 005 095
Primary School	Roztocká 9/43, 160 00 Praha 6 - Sedlec Tel: 224 325 183
Junior High School	Milady Horákové 300/129, 160 00 Praha 6 – Hradčany Tel: 245 005 040
Senior High School	Milady Horákové 116/109 – 3 rd floor, 160 00 Praha 6 – Hradčany Tel: 245 005 045
Riverside Board Chair	Brian Thompson Roztocká 9/43, 160 00 Praha 6 – Sedlec Tel: 224 315 336

School Office Hours: Monday - Friday 8.00am to 5.00pm

www.riversideschool.cz

Director:	Peter Daish	director@riversideschool.cz
Early Years Principal:	Jenny Evans	jennyevans@riversideschool.cz
Primary Principal:	Graeme Chisholm	PSprincipal@riversideschool.cz
Junior and Senior High Principal:	Al Falk	HSprincipal@riversideschool.cz
Business Manager:	Kelly Pokluda	finance@riversideschool.cz
Secretary:		administration@riversideschool.cz
Admissions:		admissions@riversideschool.cz
Recruitment:		recruitment@riversideschool.cz

