BSG
BRITISH SCHOOL OF GENEVA

iSP International Schools Partnership

Primary Section Handbook 2026-2027

Contact information

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DEPUTY PRINCIPAL & HEAD OF SIXTH FORM

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Class teachers

RECEPTION
Ms. Emma Ryves

YEAR 1
Ms. Chrysoula Karaiskou

YEAR 2
Ms. Clara Arukawhore

YEAR 3
Ms. Jackie Smith

YEAR 4
Mr. Pau Sanchez

YEAR 5
Ms. Sarah Muir

YEAR 6
Ms. Annabel Keigwin

FRENCH
Mr. Ludovic Auger
Ms. Saskia Dijkstra-Bonnet

PE
Mr. Ludovic Auger

MUSIC
Ms. Simone Trovato

PSHE
Ms. Dara Evans

TEACHING ASSISTANTS
Ms. Jodi Apicella
Ms. Joanne Evans
Ms. Kerry Compton

The primary school day

The school opens for children's arrival at 08:00 and lessons start promptly at 08:15. Children who arrive after this time are asked to report to the school office where their arrival will be registered. Please be aware that late arrival affects your child and the teaching of others, as it leads to the teacher having to dedicate time to repeating what has already been said.

The school day finishes at 15:45, except on Wednesdays when it finishes at 12:00.

We ask for prompt collection of children at the end of the day. Children worry when parents are late, and teachers may have other professional duties to attend to. If you are unexpectedly detained, please call the school to inform us of your expected time of arrival so that we can organise supervision and put your child's mind at ease. In cases of late collection (after 15:45), children will be taken to After School Care (see below) and parents will be invoiced for a full session.

After School Care

BSG proposes an After School Care service, in which children are supervised by older students chosen on their merit for responsibility and care for younger students. This provision operates from the end of the school day until 17:45 each weekday, except Wednesday and any other day when school finishes at lunch time. This service will be charged as described in the After School Care enrolment form available in the "Downloads" section of the school website or obtained from an Administrator.

Lunch service

We are pleased to offer catered lunches for students in all year groups. Our caterer ensures that students are provided with high-quality, healthy meals, with sufficient variety and plentiful portions, as appropriate for their ages. The hot lunch service will be available on all days except Wednesdays and will be served by our own In-house catering team in the school dining room.

If you would like to enrol your child(ren) to the school bus service, please sign up on the online Admin Portal at mybsg.britishschoolgeneva.ch or send us an email at admin@britishschoolgeneva.ch

Students may, of course, bring their own packed lunches. If you opt for your child to bring their lunch, please ensure that meals are low in sugar and do not include fizzy drinks. Owing to some members of our community having serious allergies, please do not send food which may contain nuts or shellfish. Students who bring their lunches should bring their own cutlery, as required.

Snacks

Students should bring a small, healthy snack to school for the morning break and After School Care, if attending. We recommend crudités, such as carrot and cucumber, fruit, cheese and cereal bars. Chocolate, sweets, crisps/chips and any product which may contain nuts are not permitted.

If students wish to celebrate their birthday in school, we would be happy to help them share a cake or, preferably, individual treats with their classmates. Please ensure there is enough for all children in the class.

Transport

BSG operates a bus service on the right bank of Geneva and in neighbouring France. The exact route is determined based on demand. Places will be offered on a first come, first served basis, however, priority will be given to Primary school students and their siblings, and to those who have used our transport service in the past.

If you would like to enrol your child(ren) to the school bus service, please sign up on the online Admin Portal at mybsg.britishschoolgeneva.ch or send us an email at admin@britishschoolgeneva.ch

Absences

In all cases, absences due to illness or medical appointments should be reported by phone or email to school (addressed to admin@britishschoolgeneva.ch, with copy to the appropriate class teacher & head of Primary) before 08:15 on the day of absence.

For any absence of more than three days, a medical certificate is required.

For the benefit of your child's education and progress, absence during term-time is strongly discouraged. If a student must take time off for unavoidable reasons, when possible, the Head of Primary and the class teacher should be advised in advance, in writing, specifying the period of absence and the reason. We encourage you to schedule medical or other appointments during school holidays or on Wednesday afternoons.

Communication

At BSG, we operate an open-door policy, whereby parents are encouraged to stay in touch with teachers. For a quick update, the best time to speak is between 08:00 and 08:15 in the morning, or at 15:45. If you need longer than five minutes, please email the teacher concerned to arrange a mutually-convenient time. During term time, if a teacher has a concern regarding a student, parents will be contacted to set up a meeting to discuss the issue.

The Primary section will create and maintain a class blog, using the Class Dojo online application, to which parents will be invited. This blog will be updated on a regular basis with a summary of each week's activities, photographs and dates for your diary. Class Dojo has a personal messaging facility which may be used for quick, informal communication between teachers and parents.

In the case of our Years 5 and 6 classes, we will also use Google Classroom for teachers to communicate with students and their parents. We will use this forum to outline homework activities, spellings and times-tables to learn, and grades achieved. The information contained in Google Classroom will be specific to your child and should be used as a means of keeping up to date on his or her work and progress.

A presentation will take place near the beginning of the school year, during which we will explain and demonstrate the above applications to parents. At that time, we will also review details of the curriculum and propose carefully selected online resources which can be accessed at home to help support your child's learning.

In October and March, we will hold Parent-Teacher meetings to discuss your child's social and academic development in detail. Further meetings can be arranged as and when required by teachers or parents. You will also receive written reports twice per year, outlining your child's progress and areas for development.

Medical information

It is essential that we have up-to-date medical and emergency contact information for each student on hand, in case of accident or illness. To this end, please ensure that you complete the Emergency and Health Questionnaire which can be found in the "Downloads" section of the school website, and provide a copy to an Administrator in the school office. If your child has any on-going medical issues, including allergies, please bring them to our attention immediately.

If a child feels unwell at school, he or she should advise their class teacher. In case of minor illness, the student will be allowed to rest, then asked to return to class. In the case of more serious illness, parents will be asked to pick up their child from school as soon as possible. Should parents or the people named on the emergency card not be reachable, we will take whatever action is necessary in the interest of the child, including consultation with a doctor on call.

If a child requires daily medical treatment at school, we need an up-to-date prescription and a completed agreement form, which can be provided by an Administrator. Please note that the student is responsible for coming to the school office to request their treatment.

Please note that, in order to prevent/reduce the infection of other children, in cases of gastro/vomiting illnesses, we ask that you keep your child at home for a minimum of 24 hours following the last occurrence. We ask also that, if your child has had a fever, he or she be kept home for a full 48 hours after the fever has passed to ensure full recovery before returning to school.

Curriculum

The British School of Geneva follows the English National Curriculum. Primary classes follow The Foundation Stage (Reception Year) and Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3 to 6). For further information, you may consult www.education.gov.uk.

Assessment

Students are assessed regularly in a variety of ways, both formative and summative, against specific learning objectives. The results of these assessments are used to inform teachers of areas of strength and areas for development, and to help us provide the best possible, individualised education for your child.

Information gathered through assessments will also be shared with you in written reports twice annually.

Through the course of the year, we will contact you regarding particular matters, as and when the need arises. If you have any queries concerning your child, please contact school Administration or the Head of Primary to set up a meeting.

Learning support

Support is available for students with special educational needs, including English as an additional language. During the first few weeks a child is in school, they will be assessed and, in the case of a concern, parents will be notified.

If appropriate, a detailed support plan, along with an indication of cost, will be recommended by our Special Educational Needs Coordinator.

If you have reason to believe that your child has learning issues, please advise their class teacher, or the Head of Primary.

Behaviour

We expect our students to be attentive, polite and caring at all times. Members of the BSG community should treat each other with respect, and students must follow instructions given by those in positions of authority. Bullying in any form will not be tolerated.

We work on a positive discipline ethos, whereby good behaviour and role modelling are praised, rewarded and used as examples in guiding others. This supportive approach results in minimal undesirable behaviour in school. However, when it does occur, it is addressed immediately.

A merit system is in place across all year groups in school, through which individual students, classes or Houses may earn rewards for academic excellence or outstanding behaviour. Merits can be accumulated throughout the year, and prizes will be awarded at the end of each term to students who have achieved Bronze, Silver and Gold point levels. At the end of the school year, the most deserving House will be presented with an award.

Social problems in the classroom or playground are handled, when possible, by the teacher on-hand. If further intervention is required, the Head of Primary, the Head of Pastoral Care, and the Principal may get involved.

Homework

Homework is an integral part of learning and may be used either as a way of introducing new themes, or as a revision tool through which to consolidate prior learning. Students will be given homework regularly throughout the year, touching mainly on reading, spelling, Maths and English. As children get older, the volume of their homework will progressively increase, though we do take into account children's need to play and relax outside of school. We request your assistance in ensuring that homework is completed on time and to the best of your child's abilities.

Please refrain from doing your child's homework for them! The level and quantity of homework set should be achievable by children working independently, or with a bit of guidance to ensure the assigned task is understood. If your child struggles with any homework task, please make the class teacher aware of his or her specific difficulties through a note on the homework itself or via an email.

Internet user policy

The use of information technology is an integral part of teaching in all subjects. Students have internet access in school to be used during class, and will also be issued school email addresses. In order to ensure their safety and to prevent abuse, Key Stage 2 students and their parents will be asked to sign a policy document confirming their commitment to maintaining safe use of computers and the internet. This document will be sent home with children after discussion of the topic in class.

Internet safety is a standard part of our curriculum.

Mobile phones are not permitted to be in students' possession during the school day. If a Primary student needs a mobile for communication with parents after school, this must be handed to the class teacher on arrival.

Students should not bring iPods, MP3 players and other electronic devices to school. We decline responsibility for the safe-keeping of these items. **We ask that children do not bring toys or Pokémon cards from home.**

Extra-curricular activities

The school proposes a variety of extra-curricular options each year, provided on a charged basis, such as sport, theatre, music, cooking and a homework club. A full timetable of activities will be made available prior to the start of the school year, and enrolment takes place through the BSG Parent Portal. In the case of high demand for certain activities, places will be allocated on a first come, first served basis. If your child is enrolled for any extra-curricular activity, please ensure that the school Administration and the activity leader are informed in advance of any absence.

Equipment

Students will be provided with a reading book bag and reading record, workbooks and standard stationery to be used in class.

In addition, please ensure that your child has the following items, each labelled with his or her name, with them in school:

- Packed lunch, if applicable, in a box or bag
- A water bottle to be kept in class
- A healthy morning snack, stored in a small plastic container
- Tissue packs to be kept in a personal tray in class
- A waterproof apron to be used during art lessons
- A pair of indoor shoes – soft-soled, dark-coloured plimsolls, trainers or slippers. To minimise the risk of accidents on stairs, etc., please ensure any slippers have a closed heel
- Sports kit in small, draw-string bag. The PE kit is available for purchase through the School Uniform Shop on the BSG website
- For younger children, an extra set of clothes in case of accidents

Owing to space constraints where they store their belongings, we ask that children bring a small backpack with them to school each day. The use of wheelie bags is discouraged as these are large and cumbersome, and not easily stored way. We suggest that children's sports kit be left at school during the week and taken home each weekend to be washed.

Clothing

Students are expected to wear the BSG school uniform at all times. Full details of the uniforms can be found at the online School Uniform Shop :

School Uniform Shop Online UK | Trutex – Enter code **LEA000128TF** to access our School Uniform.

Uniforms can be delivered directly to the school. If this is the case, we will distribute the packages to the students as soon as we receive them.

Children will need rain jackets and sensible shoes for rainy days, and warm jackets, gloves and a hat for the winter. During warm weather in the summer term, students are expected to have a sun hat and sun lotion. All indoor shoes should be suitable for a school environment.

During Physical Education (PE) lessons, students must wear BSG sports kit, also available through our online Uniform Shop.

Long hair should be tied back, and earrings (other than studs) should be removed. We ask that no additional jewellery be worn in school. We do not permit hair dye or nail varnish unless it is clear.

Educational visits

During the school year, children will be given opportunities to enrich their classroom learning through excursions outside school, in Geneva and further afield. Some lessons, including PE, may be held off-site. You will receive, at the start of the year, a permission form requesting your signed consent for such outings. Please note that we cannot allow a child to participate in an outing without a parent's signed consent.

In line with our Health and Safety Policy, risk assessments are undertaken for all trips. Children will be supervised at all times, and an appropriate staff : pupil ratio will be enforced, according to the ages and needs of the children concerned, and the nature of activities undertaken.

In order to ease the organisational aspects of outings throughout the year, a one-time payment will be requested at the start of the first term to cover the cost of transport and entrance fees for all local visits and activities. However, this will not cover the cost of any residential trips in which your child may participate.

Any visa required for a school trip must be sought directly from the appropriate consulate or mission. We are unable to apply for a visa on behalf of a child, and obtaining travel documents in time for a school trip is solely the parents' responsibility.

Where confidence grows

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