



**Welcome to
GIS!**

**2018-2019
AT GIS**

GIS Staff

New and returning staff members have been working hard for the past few days to prepare for the start of another academic year at Gjøvikregionen International School. Please find below a list of our teachers and support staff.

Ms. Sabina Michelotti	Grade 1
Mr. Eric Zarouba	Grade 2
Ms. Kimberley Zemplak	Grade 3 & PYP Coordinator
Ms. Cindy van den Heuvel	Grade 4 & Primary Principal
Mr. Eric Toohey	Grade 5
Ms. Nina Haavi	PYP Norwegian
Mr. Aleš Črnko	PYP PE
Mr. Geir F. Stavsøien	PYP & MYP Music
Mr. Timothy Mills	MYP Individuals and Societies & PE, Grade 6 homeroom teacher
Mr. Paul Venter	MYP Maths & MYP Coordinator, Grade 7 homeroom teacher
Mr. Espen Øye Bjørkvold	MYP Norwegian & German, Grade 8 homeroom teacher

Ms. Annie Termaat	MYP Science & Secondary Principal, Grade 9 homeroom teacher
Ms. Agata Wieczorek	MYP English & Art
Mr. Ragnar Görögh	MYP Design & PYP assistant
Ms. Gwynne Rasen	Library & EAL support
Ms. Miriam Haugen	Learning Support (on maternity leave until December 2018)
Ms. Ingeborg Storaas	Learning Support (cover for maternity leave until December 2018)
Ms. Alice Wanda	Counsellor and Learning Support
Mr. Dennis Wanda	Senior Assistant (Grade 4)
Ms. Anna Kaczor	Teaching assistant (Grade 1)
Ms. Diane Toohey	Teaching assistant (Grade 2)
Ms. Jodi Benson	Teaching assistant (Grade 3)
Ms. Yvette Roberts	Teaching assistant (Grade 5)
Ms. Ida Berger	Teaching assistant
Ms. Marina Shalaginova	Child care (SFO)
Ms. Pernille Amundsen	Apprentice

Meet the teacher

We would like to invite you to an information evening on 23rd August 2018 from 5:00p.m. to 6:30p.m. It is an excellent opportunity to meet your child's teachers and ask any questions you may have. General information on school organization and the new academic year will be presented by the Principal from 5:00 to 5:15 in the auditorium at Fagskole Gjøvik* (Teknologiveien 12, 2815 Gjøvik). Next, homeroom teachers and specialist teachers will provide more detailed information regarding specific classes and their curriculum. This part of the evening will take place from 5:20 to 6:00 in respective classrooms at GIS. Finally, from 6:00 to 6:30, you will have an opportunity to chat with other parents and GIS staff in the school's cafeteria. We look forward to seeing all parents at the event.

* Fagskole Gjøvik is one of our closest neighbours. If you are not sure where it is located, please come to GIS and you will be directed from there.

What to bring to school

- A water bottle (Please ensure it is kept hygienic).
- Lunch that does not require reheating.
- Please provide cutlery if needed.
- Snack.

Please note that basic school stationery, including notebooks, pens, pencils, erasers, etc. will be provided by the school. If students choose to bring their own supplies, please ensure they fit into a pencil case. Students are responsible for the supplies they bring to school.

Arrival

Unless they have been enrolled in SFO, students should arrive between 8.10 and 8.25 in time for the first lesson at 8.30. Please note we cannot guarantee supervision until 8.10 unless your child is enrolled in our pre-school childcare programme (SFO).

Departure

In order to facilitate the dismissal process, please fill out our School Departure Form (attached) and return it to post@gjovikis.no by **Friday this week (17th August 2018)**. If you collect your child in person, please wait for the child to be brought outside by a teacher or teaching assistant at the main entrance. Unfortunately, at this stage, we are not able to invite parents inside until after the dismissal due to the small size of our lobby. We are happy to see you afterwards! Therefore, we would be grateful if you could wait for the children to be dismissed before you enter the school.

Registration and absence

Students are registered at 8.30 by the homeroom teacher. If a student is absent and the school has not been notified in advance, the student's parents will be contacted by phone. If they cannot be reached by phone, an email will be sent. If a child is not fit for school for an unforeseen reason, parents are requested to inform the school by email (post@gjovikis.no) by 8.25.

Visual image consent form

GIS uses images of students (including video footage) in a variety of ways: to document and recognize excellent achievement, advertise school events, inform parents and the local community of school matters and to promote the school. At the same time, we respect the parents' right to decide whether they want their child's image to be used on the school's website, FB, etc. Therefore, please complete and return the attached Visual image consent form to post@gjovikis.no by **Friday this week (17th August 2018)**.

Clothing

It is essential that all students have appropriate clothes and shoes for various school activities and varying weather conditions. Each student should have:

- Indoor non-marking shoes to use in the school building. Please note that slippers, flip-flops, crocs, etc. are inappropriate.
- A spare set of clothes appropriate for the season.
- Waterproof trousers.
- A waterproof jacket.
- A pair of wellingtons/water-proof boots.

- A hat and gloves.
- The PE kit should include:
 - Outdoor sport shoes to use in Physical Education classes outside. These can be the same shoes that children wear to school.
 - Indoor non-marking sport shoes to use in Physical Education classes in Campus Arena. Please note that only non-marking shoes are allowed in Campus Arena. As a result, children wearing other shoes are not able to participate in PE classes.
 - A T-shirt.
 - Track trousers.

NOTE: All belongings need to be labelled for easy identification.

Food

In order to help children establish healthy eating habits, we ask all parents to refrain from providing their child with the following types of food:

- Sodas and fizzy drinks
- Chocolate bars/snacks
- Cakes and assorted sweets
- Sweet pastries
- Other assorted sugar-based candies

Nuts, in particular peanuts or any food containing peanuts, are not allowed at GIS. Please note that peanut products will be confiscated.

Lunch boxes

Upon arrival, students should deposit their snack and lunch boxes as well as water bottles in the designated containers in the classroom. Each box and bottle should

be clearly labelled. As it is not feasible to keep the boxes in a fridge, parents are advised to prepare food that remains fresh in room temperature.

Health and allergies

It is extremely important that we have up-to-date information on each child's health, especially allergies, so that we can ensure a safe environment for every student.

The school does not administer painkillers without getting permission from parents first. PYP students should not have painkillers in their possession at school. MYP students should not have in their possession more than 2 doses of painkillers at school. If painkillers exceeding the above amounts are found, they will be confiscated and parents informed.

Parents are responsible for prescribed medication given to students. We ask parents to administer medication outside of school hours. If a student needs prescribed medication during school hours, an agreement must be made between a member of staff and the parents. The parents must give written permission for the agreed named member of staff to administer the medicine and give instructions on what the medicine is called, how and when it should be administered and any possible side effects. The written agreement must be dated and signed by both the parent and the named member of staff.

All medication on school premises should normally be kept in the office. Prescribed medication that has not been declared by a parent will be confiscated and locked away if found and the parents immediately contacted.

Swimming

We are pleased to continue offering swimming classes to Grade 1 – 5 students this academic year. They will take place on Thursday from 2:00PM to 3:00PM at the

swimming pool in Fjellhallen. Grades 1, 2, 3, 4 and 5 will rotate, each having an equal number of classes in a year. Students will walk to Fjellhallen from GIS after lunch with teaching assistants and return to the school at 3:30PM. If you need to pick your child up at Fjellhallen, please inform Mr. Rangar Görögh in advance at ragnar.gorogh@gjovikis.no

Half day

In order to provide common planning time for teachers in order to meet IB requirements at authorization, one day a week classes end at 12:00PM. Like last year, our half day will fall on Thursday. The reason for this is that the arrangement will allow swimming classes to be scheduled outside our curriculum time. Otherwise, Grades 1-5 would lose 12 afternoons worth of school time each in a year.

Clubs

We are pleased to continue to offer clubs after school. School staff will offer homework clubs for different age groups as well as other clubs on Tuesday and Wednesday from 3:15PM to 4:00PM. However, this academic year, we will also offer clubs run by external providers. They may be scheduled on other days and at different times than the clubs offered by GIS staff. Please let us know if you would like to share your passion through a club or know of someone you could recommend.

Clubs run by GIS staff will be offered in two cycles:

1. Weeks 36-48 (Sept-Nov 2018)
2. Weeks 4-17 (Jan-April 2019)

In each cycle, several clubs will be offered for each age group. In order to provide meaningful and engaging activities, clubs will be capped at 15 participants unless a

different number is indicated in the sign-up form. Like last year, the forms will be available online and parents will be informed by email when the forms are available.

Please note that we will continue to provide the service free of charge unless a club generates a cost (e.g. a cooking club). Clubs offered by external providers will be charged according to specific agreements. Prices will be communicated in advance.

Homework

In PYP (Grades 1-5), homework is assigned once a week. Please note that this year, students will receive homework on Thursday and they should complete it by the following Tuesday. It is up to each family to decide when homework is completed. We recommend that a consistent routine be established.

In MYP (Grades 6-8), students are given a homework timetable to ensure that homework is spread evenly over the week and is manageable.

It is our policy not to assign homework for breaks, e.g. autumn break or Christmas. Similarly, we do not assign homework on a Friday that is due the following Monday. We hope it helps students learn the importance of work-life balance.

Weekly Newsletter

Information from the school is provided on a regular basis through our weekly newsletter. Parents receive it by email on Tuesday evening. If you have not received the newsletter by Wednesday morning, please inform us immediately. Please note that the newsletter is also uploaded to our website.

Bicycle racks

Students coming to school by bike should use the green racks between the school and Campus Arena.

Jewellery

For safety reasons jewellery other than ear studs is forbidden at school.

Toys

Unless it has been approved by a teacher, toys should not be brought to school.

Valuable items

It is inappropriate to bring valuable items to school unless they are to be used in classes and it has been approved by the teacher. Such items should be deposited in the principal's office when the student arrives and collected shortly prior to the child's departure.

Mobile phones

Mobile phones are allowed before and after school. During the day, they should be kept in the school bag and will be confiscated if used without permission. In the

event of an emergency, the school will contact the parents immediately. Similarly, parents should contact the school rather than the child.

Visual Arts and Music in MYP

MYP schools are required to expose students to both visual and performing arts throughout the programme. Originally, we planned to offer Art and Music every other year. However, we realized this year that a year's break from a subject affects the development of skills and makes it difficult to keep up students' enthusiasm for the subject. Therefore, starting in August, Music and Art will alternate every semester, i.e. each MYP class will have a semester of Music and a semester of Art every year.