



International School of Paris



Primary School Handbook 2020-21

Our Vision

Educating *for* Complexity

Our Mission

As the leading International Baccalaureate World School in France, we prepare our students to engage with and succeed in a complex world.

Our Guiding Statements



Learning for Complexity

We prepare students for the opportunities and challenges of living in a dynamic, interconnected, rapidly evolving world.



Embracing Diversity

We explore and celebrate differences and similarities to create an inclusive culture that can engage globally.



Inquiry, Innovation and Learning

We develop the values, skills and strategies to face complex issues in new and different ways.



Learning to Be Well

We understand the importance of balance in personal development and in building and maintaining safe, positive relationships.



Global Citizenship

We share a responsibility to act individually and collectively to create a fair and sustainable world.



Language Learning

We promote effective communication, the development of identity and the appreciation of other cultures through the learning of languages.



Experiential and Service Learning

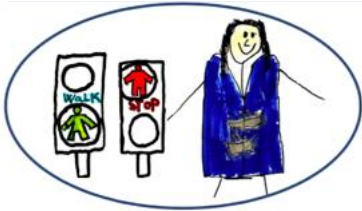
We provide authentic and relevant learning experiences that shape our lives and impact the lives of others.

Our Values

At ISP's Primary School we have a set of core values which were developed together and are in harmony with the IB Learner Profile. They are embedded in our school life and are at the heart of our daily interactions. These values underpin how all students and staff are expected to relate to each other.



We are kind.



We are safe.



We are responsible.

Our Values



We are respectful.



We are aware.



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The School Day

- 8:30: School gates open for G1 to 5
- 8:45: School gates open for Early Learners (Nursery and Pre-K) and Kindergarten
- 9:00: School day starts for all students
- 15:30: School day ends for Early Learners (Nursery and Pre-K)
- 15:45: School day ends for Kindergarten to Grade 5
- 15:55: School gates close and Extended Curriculum Activities begin



School Arrival and Departure

Attendance and Registration

The register is taken twice a day during homeroom. The first at 9.00am and the second at 3.15pm. This information is entered into our database, SIMS, so that we can monitor student attendance.

Absences

If you know that your child will be absent, please inform the school reception by telephone before 9.00am (01 42 24 43 40). If the answering machine is on, please leave your child's name, their class, the reason for absence and the duration of the absence. If your child's absence is to be prolonged, the school should be informed in writing. We require a medical certificate for an absence of more than two days to be presented at the school reception. We request that a family's travel plans respect the school calendar where possible. Parents are encouraged to schedule doctor, dentist and other appointments outside of school hours or during vacations.

Late Arrivals

It is important that students arrive on time for the start of the day. If you are dropping your child off after 9.00am, please ensure that you bring them to reception so they can be registered as present in our system. Students who arrive after 9.10am will officially be registered as late.

Early Dismissals

If you would like for your child to leave school early, an explanatory email should be sent to the homeroom teacher and copied to primary school reception at khodgson@isparis.edu.

Late Afternoon Dismissals

If you are aware that you may be late to collect your child for any reason, please call the Primary School Receptionist, Katarina Hodgson so we are aware and appropriate arrangements can be made. **(01 42 24 43 40)**

Changes in Plans or Routine

If a child is to be picked up by someone other than the normal parent/caregiver, the parent should do the following:

1. Email the primary school reception, khodgson@isparis.edu, and Homeroom teacher, to indicate which person will take your child home.
2. Indicate whether your child normally uses the school bus service.
3. For changes in pick-up regarding Extended Curriculum Activities, email the Sports and ECA Director, Steven Trollope, at strollope@isparis.edu

For last-minute changes of plans or if you are unable to email, please make sure you speak directly to Katarina Hodgson, primary school receptionist or ECA Director, Steven Trollope, in person, or call the school to speak to them on 01 42 24 43 40.

Buses

Bus services are available for Primary School students with stops in the 16th arrondissement and some adjacent areas. Some years we are able to accommodate families living in suburbs close to school, such as Neuilly-sur-Seine or Boulogne. Application for the bus service should be made at the time of registration or before the beginning of the school year. However, if space is available, families may apply for this service during the school year. Bus routes are not published for security reasons. Practice of emergency evacuation is undertaken throughout the year.

Traffic in Paris is very heavy and often congested. There may be times when the buses will not be on time for this reason. Please be patient and wait with your child in the morning until the bus arrives and wait at the bus stop to greet your child after school.

Children wishing to have an occasional ride on the bus (i.e. to visit a friend after school) may do so if space is available and permission has been granted ahead of time. A written request should be made to bus@isparis.edu at least one day in advance.

Bus Guidelines:

- Students should be on time for pick-up in order to respect the school schedule and the other bus riders.
- Students should be in the company of an adult while waiting for the morning bus.
- Students must be met at the bus stop in the afternoon by a parent/guardian.
- In the event that the parent/guardian is not at the bus stop in the afternoon, the student will not get off the bus. The bus driver will finish the route and return to the school with the student, who will wait there to be picked up.
- In the interest of safety, all students must be seated facing forward and wearing seat belts while the bus is moving.
- Food and drink are prohibited on the bus.
- On the school bus, the students are expected to behave in a responsible manner.
- We reserve the right to deny travel on the school bus should a student continually disrespect the guidelines for travel.



During the School Day

Lunch, Break & Drinks

Students have a choice of bringing their own lunch or having a hot lunch supplied (if ordered in advance for the whole term). Information about the hot lunch program is sent out to parents before the beginning of each term. If you have any questions please contact Katarina Hodgson, khodgson@isparis.edu, at the Primary School Reception.

We encourage our students to eat healthy and balanced lunches that should include fruit or vegetables. Please also provide your child with a healthy snack for mid-morning (fruit, vegetables, yoghurt or cheese). Students should also have a refillable water bottle at all times. Water is available from the drinking fountains. Lunch boxes should be as compact as possible and labelled clearly with the student's name and class.

Playtimes

The Early Learners (N and Pre-K), Kindergarten and Grade 1 use the ISP playground during break times. In Grades 2-5, students will use the ISP playground and/or Ranelagh Park for break times. A park duty team supervises the children for this time. We believe that students learn better when they have had regular opportunities to move freely outdoors. Students will have outdoor breaks except in severe weather. Please ensure that your child is suitably dressed for the weather.

Student Dress Code

At ISP, no uniform is required. However, children are required to come to school in appropriate and comfortable clothing and shoes that allow them to move around freely and safely. All students from Early Learners upwards should be encouraged to put coats, gloves, hats and scarves on independently. From Kindergarten upwards, students should be able to dress independently in preparation for swimming classes in Grade 1.

Physical Education Clothes

ISP encourages students from Kindergarten to Grade 5 to wear the standard school PE kit, which can be purchased before school starts. All orders should be made on the provider's dedicated website:

<http://www.2cparisuniform.com/ecoles/international-school-of-paris>

For safety reasons students may not be allowed to take part in lessons if they are not wearing sports appropriate clothing and footwear.

Students in Grade 2 to 5 will walk to nearby stadiums for some of their lessons. It is important that students are appropriately dressed for the weather and have suitable shoes for outdoor sports. The PE staff will communicate more details on appropriate clothing for different aspects of the program.

Curriculum Swimming

All G1-5 students will also need a swimming kit for the term when their grade level is scheduled to go swimming as part of Physical Education. This includes a towel, goggles, swimming hat and a one-piece swimming suit for girls and "speedo" style tight trunks for boys (no shorts please, as they are not permitted in French public swimming pools).

Please dress your child in clothes that enable them to get changed independently. For younger students, we recommend clothes without buttons or fastenings on these days. Spare swimming kits will be provided to those students who forget their kit on a swimming day.

Each Grade will have one term of swimming as a compulsory component of the PE curriculum. In the case of sickness, please provide a doctor's certificate for your child to be excused. In the case of a last-minute illness, the medical decision will be taken by the school nurse.



Curriculum Supplies

For Art, students are asked to bring an adult shirt or oversized T-shirt to protect their clothing. These do not need to be new items. Sleeves and collars can be cut off to fit the child.

For all other subject, students will be supplied with the necessary classroom materials, including workbooks and stationery. Additional supply lists may be sent home by individual teachers during the school year.

Paris as a Classroom and Residential Field Trips

[Field trips](#) are a very important part of the educational program at ISP. Paris as a Classroom has long been our guiding philosophy as it allows our students to benefit from seamless access to the city for field trips and experiential learning opportunities. All trips are led by teachers but, where appropriate or necessary, external professional guides may also be used to provide specialist skills or knowledge. Parent volunteers may be requested to accompany field trips.

Each class will take several field trips over the course of the school year. These are an integral part of the units of inquiry or specialist subjects. Grades 4 and 5 also undertake a 4 day residential field trip. The cost of field trips is included in the school fees.

Participants in school organized trips are representatives of the school at all times. As such they are expected to abide by school agreements. During any out-of-school event, such as an ISP field trip, all specific event procedures, Primary School agreements and expectations of behavior and relevant undertakings accepted on the event-specific permission form, will apply at all times.



Parent Volunteers

We are always looking for parents to come and support us on our Paris as a Classroom trips. However, to ensure we adhere to our safeguarding procedures, parents must attend one of our Parent Safeguarding Training Sessions in order to participate. These will be advertised throughout the year and we encourage any interested parents to attend so they can contribute to these valuable experiential learning opportunities.

Student Leadership

Students in the Primary School are able to participate in various leadership committees, for example, Eco Schools, Sports Ambassadors, Community Ambassadors, Peer Mediators and other projects. These roles will be advertised at the beginning of the year



Extended Curriculum Activities (ECAs) and After School Care



Games



Creativity



Languages



Action



Drama & Music



Sports

The school provides a range of Sports and Extended Curriculum Activities for students in Kindergarten to Grade 5. After School Care runs from 4.00pm to 5.30pm daily and is provided on a fee-paying basis. All information pertaining to the ECAs, After School Care, pricing and registrations can be found on the ECA page of the ISP [Parent Portal](#).

The ECAs offer a variety of experiences for the children across a range of areas. Some of the ECAs offered have been sports teams, physical activity clubs such as social football, Lego, chess and drama. The Grade 4 & 5 Drama leads to a performance that takes place in a professional theatre in Paris where anyone from the ISP community can attend.

Student Wellbeing

Child Protection Policy

ISP is committed to maintaining the highest standards of safeguarding and believe it is the responsibility of everyone who works at ISP. Our [Child Protection Policy](#) addresses the school's and individuals' responsibilities to protect the students in our care. If any member of the community has any questions or concerns about safeguarding or our policy regarding it, they should contact the Vice-Principal for Student Wellbeing or the Principal.

The Primary School Student Wellbeing Team

The Primary School Student Wellbeing Team is led by the Vice Principal for Student Wellbeing, Elisabeth Mailhac and includes the following:

- Marie Le Figuiet - School Nurse
- Maria Larragan - Student Services Coordinator
- Jason Taylor - Primary School Principal

The International School of Paris believes that education encompasses the whole child and their welfare. ISP promotes a collaborative working process and at any time, parents may request a meeting with the Wellbeing Vice-Principal. The Student Wellbeing Team works collaboratively to ensure that students are safe, happy and learning.

Vice Principal for Student Wellbeing

The Vice-Principal (VP) for Student Wellbeing coordinates the Wellbeing Team and will ensure that the needs of both the individual and the community are met and support a positive, harmonious learning environment. The VP and the Wellbeing Team have the choice of pursuing any combination of advisory, mentoring, counselling (including the therapeutic), or community building strategies to support individual student needs and the best interests of the learning community.

Middle Leadership Team & Homeroom/Specialist teachers

In the Primary School, each student has a homeroom teacher who monitors the students' wellbeing, provides a range of general support strategies for everyday concerns (academic or personal/social) and mediates issues. The homeroom teacher should be a parent's first point of contact at the school should they have any concerns or questions. The homeroom teachers work collaboratively with the VP Wellbeing to support all students. In addition, the Primary School has a Middle Leadership team who are responsible for overseeing various subject areas. These contact details can be found on the ISP Parent Portal.

School Nurse and Medication

ISP has a full-time qualified and registered nurse. The nurse is not only available to meet students' immediate medical needs but also to advise the Wellbeing Team on health-related issues. The nurse also liaises with external organizations and ensures that ISP meets all our medical obligations with regard to French law. You can contact our nurses by email at ispnurse@isparis.net.

Parents should inform both the classroom teacher and the nurse of special health information. It is essential for us to know of any allergies, short or long term health problems or medical conditions. If your child needs specific medication during the day, it is important to communicate the administration of medication needs, accompanied by a valid prescription, to the school nurse, class teacher and administrative assistants, who are also First Aiders, in the nurse's absence.

The school will contact you in the case of illness or injury that may require further observation at home. For this reason, it is vital that the school has up-to-date records of telephone numbers and addresses. Please inform Reception immediately of any change in your contact details. You can do this by sending an email to reception@isparis.edu.

Illness

If your child has any contagious illness, please notify our school nurses at ispnurse@isparis.net, as well as Reception at reception@isparis.edu as soon as possible. This includes measles, mumps, scarlet fever and chicken pox. Lice and ringworm are also to be reported.

Head Lice

At ISP, we promote healthy lifestyles, which mean that we value the physical and emotional health of everyone in our school community. When dealing with issues such as head lice we recognize the importance for everyone in our school community to work together. To this end, if you detect your child has a case of head lice, please inform the school by sending an email to ispnurse@isparis.net, so that we, in turn, can then remind families to check regularly and treat effectively. If this is followed school wide, heavy or recurrent lice conditions should not occur.

Parents/caregivers will be notified immediately if a case of head lice affecting their child is detected in school. Whilst children with head lice are not generally sent home from school, cases of recurrent/persistent head lice will be addressed on a case by case basis and may include a decision from the Principal to send a child home until treatment is effective.

Confidentiality

Any individual counseling, health, or Personal and Social Education (PSE) programs initiated by the school or parents will have agreed-upon and clearly understood boundaries of confidentiality. Any information divulged through the counselling and PSE program and required to be addressed by the Wellbeing Team will be treated as confidential within the Team, *except* when a failure to disclose information would be detrimental to that student's welfare and education; or would mean that ISP would be in breach of the law; or that ISP would not meet its responsibility acting *in loco parentis*.



Responsibilities and Rights

All students and members of the community have rights and responsibilities, as follows:

<p style="text-align: center;">Students have a right to</p> <ul style="list-style-type: none"> • Learn and play in a safe and clean environment • Learn and play in a supportive environment • Be respected • Access adequate and appropriate facilities • Express their opinion • Express themselves in an appropriate manner • Privacy • Learning experiences which cater to individual requirements 	<p style="text-align: center;">Students have a responsibility to</p> <ul style="list-style-type: none"> • Actively promote safe and clean practices whilst at school • Participate in school activities to the best of their ability • Respect the rights of others • Care for school facilities in a respectful manner • Tolerate opinions of others • Express themselves in a socially acceptable way • Allow others their privacy • Respect the learning styles of peers • Report perceived bullying
<p style="text-align: center;">Parents have a right to</p> <ul style="list-style-type: none"> • Be respected by staff, students and the wider community • Be welcomed at our school • Have their child’s full potential realized within the limitations of available resources • Meet with staff and discuss issues relating to Primary School policy and procedure, their child’s progress and reports • Have their opinions valued 	<p style="text-align: center;">Parents have a responsibility to</p> <ul style="list-style-type: none"> • Show respect towards staff, students and the wider community • Model appropriate behavior, including language • Be available to discuss their child’s progress • Ensure their child is sent to school prepared to be involved in the formulation and support of Primary School policy • Support programs developed by the Primary School • Express themselves in a socially acceptable way • Allow others their privacy • Respect the learning styles of peers • Report welfare concerns



Safety & Security

Information Technology (IT)

The school aims to foster appropriate use of digital technologies (laptops and iPads for example) and to establish attitudes and behaviour that will protect the students, the ISP community and the school's IT resources. You will be asked to read and agree to the [Acceptable Use of IT Policy](#) before the start of the school year.

Valuables and Lost & Found Items

Students are asked not to bring valuables into school. Occasionally, students may wish to bring valuable items into school as part of a project or other piece of school-related work. Under these circumstances, any valuables (including mobile phones, portable music devices or electronics) should be given to the Primary School Receptionist for safekeeping. Unless items are deposited in reception, the school cannot be held responsible for the loss or theft of valuables.

A lost and found box is kept at reception. We ask that all your child's articles be clearly labelled with their name. At specific times during the school year, any uncollected items are sent to a charitable organization. The school is not able to take responsibility for lost belongings.

Dangerous Items

Students should not come to school in possession of anything that may pose a danger to themselves or others, or that resembles a weapon of any sort.

Road Safety: Bicycles and Scooters

All members of the ISP community are encouraged to wear helmets when coming to school by bicycle, scooter, etc. ISP has designated areas for children to store their bikes and scooters.

Emergency Procedures

Fire drills, evacuation and lockdown exercises are carried out regularly throughout the year. Parents visiting the school should be familiar with the emergency procedures that are clearly posted around the school.

Campus Security

All visitors to the campus are required to report to the security guard at the school gate, where their identity will be checked before admission. They will then be directed to the reception area where they will receive a Visitor's Badge, to be displayed at all times.

- It is important to close the entrance gates behind you at all times to ensure the security of the school.
- Students and parents should not open doors to visitors. They will be allowed in by security guards or administrative assistants who have access to video surveillance.
- The school gate will be opened at 8:30 each morning. Before this time, there will be no teachers on duty and the children will not be allowed to enter the school property for their own safety.
- Please do not leave young children unattended in front of the school.
- Parents are requested to drop off their children at the main gate (gate 2) in the morning.
- At the end of the day, parents are welcome to enter the playground at 3.45pm to collect their children. Early Learners students can be collected by their parents at 3.30pm from their homeroom.
- If you know you are going to be late to pick up your child, please inform the school in advance by calling 01 42 24 43 40.



- Children who need to go home unaccompanied will only be allowed to do so if you have completed a permission form. Please see the administrative assistant at reception in order to do this. Students will then be provided with a badge to show to the teachers on dismissal duty.
- Children will meet Extended Curriculum Activity (ECA) teachers at allocated meeting points at 3.45pm for ECAs.
- After ECAs, the supervising teachers will accompany the children to the front gates where parents can pick them up at 5.30pm.

These guidelines are very important for the safety of all students; your cooperation is greatly appreciated.



Communication

General Information

Good communication between home and school is essential. The school strives to model sustainable development and this means taking active steps to reduce our carbon footprint. Therefore, we have paperless communication whenever possible, and this can be summarized as follows:

- Emails from “ISP NEWS”: The school will email parents with news about specific events, special announcements, field trips, or changes to our normal routine.
- [ISP Parent Portal](#): ISP provides a resource for parents seeking more detailed information about school activities. Parents are strongly encouraged to login to this secure area of school website. The Parent Portal contains an electronic directory of staff contacts, photos of recent events, curricular and school handbooks, learning resources, and much more. The login details will be sent at the beginning of the school year. In case you misplace your login details, you can retrieve a link to change your password by clicking on the Forgot Username or Password link on the login page.
- Weekly newsletter: The ISP newsletter is sent on Sunday evenings at 18:00 and is a summary of upcoming school events. By clicking on the calendar links, you can view details of any upcoming school event. We strongly recommend that you use this resource to keep up with school events and activities.
- [ISP events calendar](#): You can also easily connect the above mentioned ISP event calendars to your mobile device. This feature will synchronize ISP’s calendar with your device’s calendar. You will be able to access all events and information about them directly in your calendar.
- ISP website: The school website (<https://www.isparis.edu/>) provides details of major events, recent news, and up-to-date curricular information.

For further information about ISP's communications systems or to provide feedback or suggestions for improvement, you are welcome to contact our communications team at communications@isparis.edu.

Specific Inquiries

In most cases, the Homeroom teacher/specialist teacher would be the first point of contact for parents with enquiries about their child's academic progress. Should you need to speak with one of your child's teachers, please call the school to schedule an appointment or contact the relevant person via email. All faculty and staff members can be found in the online directory through the ISP Parent Portal.

- Maria Larragan- The Student Services Coordinator, is responsible for English as an Additional Language and Learning Support
- Daniel Barker- The IB Primary Years Programme Coordinator, is responsible for curriculum
- Elisabeth Mailhac- The Vice Principal for Student Wellbeing, is responsible for student wellbeing, child protection and safeguarding
- Jason Taylor- The Primary School Principal, is responsible for ensuring the safety, wellbeing, staffing, and learning

Personal information

It is very important for the school to have complete and up-to-date information about all of the students and people we may need to contact in case of emergency. Please make sure that the school is informed in the case of changes or additions to any of the following details by sending an email to reception@isparis.edu:

- Home address or telephone number
- Parents' and other contact details, especially mobile phone numbers and email addresses
- Medical information including vaccinations, operations, allergies and anything else of relevance. For reasons of health and safety, parents should inform the school of any medication that their child is taking.

Medical information

If students become unwell while at school, they must go to the sickroom. The school nurse, or a nominated member of staff in the case of her unavailability, will evaluate the student's medical condition and make a decision about whether the student should go home. The school will notify the student's parents to come pick up the child. Please note that if a student has a minor complaint, the school nurse may administer medication. The school will notify the student's parents if a decision is made to send a child home.

In the case of a more serious concern, the school will contact the parents and/or the SAMU (emergency medical service). In the case of an emergency, the school will contact the SAMU and will make medical decisions based on the doctor's recommendations, including surgical intervention. Parents will be systematically informed if the school contacts the SAMU about their child's health, but it may not always be possible to do this before we do so. Please note that the school provides medical insurance for all students while they are in our care, although depending on circumstance this insurance may not cover all medical costs.

Parental Absence

Please notify the school if you are planning to take a trip away for more than a day. The school office will require details of appointed guardians and emergency telephone numbers.

Permission Forms

During the year, the school will have the need to send out parental permission forms for a variety of activities. These forms must be signed by a parent or legal guardian before any student will be allowed to participate in any designated activity.

School Closure

Should it be necessary to close the school at short notice (for example, due to severe weather, national emergency or transport strike), the school will notify every parent via email and/or SMS. Should you have any concerns please check your email before calling the school office.

Connecting with Parents

Orientation

There is a comprehensive set of official touch points over the academic year where parents are informed about the school and the progress of their children. In August, a large orientation session is provided for new families to discuss transition into the Primary School. Smaller bespoke versions are offered for families joining throughout the year. In September, once the children have had a chance to settle in to the new school year, a 'Meet the Teachers Evening' is held for parents to connect in a general way with each other and the staff.

Conferences

Each year there are three opportunities for parents to come to school to meet the teachers and discuss progress. There are also two written reports that are sent at the end of each semester.

Volunteer Opportunities

We like to involve our parents in the daily life of the school. Our parent population is extremely rich in experience and culture and we recognize that students benefit greatly from this. We welcome and encourage parents' input. These are just some of the ways in which you can participate:

- Give a presentation about your country
- Demonstrate your special talent in music or crafts
- Chaperone field trips and social events
- Share your career experience or expertise with students
- Help out in the library
- Assist with the work of Special Needs, English as an Additional Language, French and other languages



Parent Teacher Association (PTA)

[The International School of Paris Parent Teacher Association \(PTA\)](#) is a registered non-profit organization. The Purpose of the PTA is to:

- provide support to parents and faculty members
- support school goals through volunteer service, fundraising activities, and enhanced educational opportunities for students
- provide a channel of communication between parents and the school
- provide a forum for discussion of important issues and, where appropriate, inform the School administration and Board of Trustees of the opinions of the members of the association, at the discretion of the PTA Executive Committee

How can you be part of the PTA?

All parents of students enrolled at the International School of Paris are members of the PTA. At the beginning of each school year, you will receive a PTA annual contribution form. Remember that the PTA can thrive only through the contribution of each and every one of you! Checks should be made payable to "The ISP Parents and Teachers Association."

How can you participate?

The PTA welcomes your participation. Parents are encouraged to contribute in any way they can. Your children benefit from your involvement. You will find more information about how to volunteer in the PTA section of the school's newsletter and on the Parent Portal.

Class Contact Details

A list of class contact details, such as email addresses, for parents will be collected and distributed by the PTA at the beginning of each academic year, with your express permission. One of the larger events the PTA support is the Primary School Holiday Bazaar. Children and parents collaborate to make crafts that are then sold and all proceeds go to a charity selected by our Grade 5 students.



Primary School

96bis rue du Ranelagh, 75016 Paris, France
Tel: 01 42 24 43 40

Middle School

45 rue Cortambert, 75016 Paris, France

Main Reception and High School

6 rue Beethoven, 75016 Paris, France
Tel: 01 42 24 09 54



International School of Paris
Educating *for complexity*

