



**AAGE**

**PYP Parents  
Handbook**

**2013 - 2014**

Dear Parents,

This handbook is designed to be helpful to you and your family as a member of the AAGE community. Please use it as a reference as necessary.

We are now in our second year, having opened our doors as an International Baccalaureate candidate school for the Primary Years and Middle Years Programmes on 15<sup>th</sup> August 2012. We are working towards our PYP authorisation in 2014 and our MYP Authorisation in 2015.

We hope that you will find all staff, students and fellow parents wonderfully friendly and supportive to you and will remain friends during the years spent at AAGE and beyond.

I personally welcome you to the school and assure you of our constant support of your child and your family.

I am delighted that you have chosen to send your child to AAGE and look forward to sharing many amazing experiences with you along the way.

Warmest wishes,

Sue Oates

PYP Coordinator

Head of School

## **Contents**

### 1. The School Mission

### 2. The Curriculum

- The Primary Years Programme
- The Middle Years Programme

### 3. Behaviour Expectations

- Behaviour
- Bullying
- Homework
- Plagiarism

### 4. Practical Matters

- The School Day
- Absences
- Visitors
- Birthdays
- Safety and Security
- Use of Technology
- ASA
- Contact guide – Staff
- School Board
- Parents Council

### 5. Communication

# **1. Mission**

## **IB Mission Statement**

**The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.**

**To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.**

**These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.**

## **The School Mission**

**AAGE provides a high quality international education, which enables students to become socially responsible citizens, enthusiastic inquirers and lifelong learners in a challenging and nurturing environment.**

## **Our Values**

**Academic Excellence  
Open-mindedness  
Respect for all cultures**

**One school, one vision, one goal!  
AAGE - The School of a Thousand Hearts!**

## **2. The Curriculum**

### **The International Baccalaureate Programme (IB)**

At AAGE, we encourage all our students to develop, through the learning and inquiry process, those attributes and traits that will enable them to become lifelong learners. These are embodied in the IB Learner Profile.

### **The Primary Years Programme (PYP)**

The PYP combines the best research and practice from a range of national systems with a wealth of knowledge and experience from international schools to create a relevant and engaging educational framework for all children. AAGE's programme places structured inquiry at the heart of a learning process. Teachers integrate the many subjects that connect naturally into units of inquiry, ensuring that students can see both the connection between subjects and the relevance of each subject to their lives. Students learn how to take risks, ask questions, plan investigations, solve problems and find the answers to their questions.

### **Assessment of students' progress through the PYP programme**

School based assessment and feedback techniques will include student/teacher/parent conferences, writing samples, structured observations and performance tasks assessed by teachers and self-assessed by students. Each student's progress through the curriculum is documented through the AAGE portfolio. There will be a report in December and June each year.

(Schools guide to the PYP at [www.ibo.org](http://www.ibo.org))

### **3. Behaviour Expectations**

We believe that everyone at AAGE has a significant role to play in developing the attitudes and behaviour of students. We seek to foster compassionate and tolerant attitudes among our students and to promote honesty, integrity and responsibility. Students are expected to respect the rights, feelings and property of classmates, teachers, and all others; they are expected to exhibit cooperation, industry and good citizenship in the classroom and during all other school related activities and they are expected to demonstrate courtesy, consideration and excellent manners toward all others in the community. Just as we intend to establish a tradition of academic excellence at AAGE, so, too, do we expect student conduct to be based on high ethical standards.

#### **Responses To Unacceptable Behaviour**

In dealing with unacceptable behaviour we will always emphasise to the child that it is the behaviour that is unacceptable, rather than the child. We will explain that it is the behaviour that must therefore be modified and that this will be to the advantage of the child.

#### **Other Types Of Unacceptable Behaviour**

We will take prompt and consistent action for minor or major incidents and we will make the consequences clear to students, as well as providing specific support to help them avoid or modify their behaviour in the future. Positive support in the form of target setting through a behaviour plan may be recommended and parents will be advised accordingly.

**AAGE Values** an environment where:

- Each child feels safe, secure and valued.
- Each child feels confident in contributing without fear of ridicule.
- An attitude of respect, concern and consideration to the needs of others exist.
- Children feel confident in reporting concerns in relation to their needs or needs of others.
- Children recognise their concerns are taken seriously by staff.
- The school community is aware that any form of bullying is unacceptable.

#### **Bullying**

At AAGE the well-being of the students is of paramount concern. Everyone in the school deserves to be treated with respect and to work and play in a safe and nurturing environment. Bullying will not be tolerated.

#### **AAGE's Definition of Bullying**

A repetition of oppressive; psychological or physical behaviour by individual or group upon another:

AAGE recognises bullying in various forms, deliberate and continuous:

- Physical aggression
- Threatening/menacing gestures
- Name calling
- Continued teasing/taunting
- Removal/hiding of belongings
- Ignoring or leaving people out on purpose

**Action:**

Parents will be informed of bullying behaviour.

Reports of bullying will be recorded with the child's and parent's knowledge and appropriate action to be taken outlined.

**Further action:**

- In the event of persistent and/or severe bullying the Head of School will consult all parties in order to discover the details and depth of the problem.
- Parents of the bully(s) and victim(s) will be contacted and consulted.
- Should the Head of School deem it necessary, after consultation, the parents may be asked to a meeting.
- Measures considered appropriate for continued prevention will be clearly outlined, discussed and implemented.

### **Homework**

There are different types of homework:

- Practice assignments reinforce newly acquired skills. Students review and practice what we have learned. These assignments may be differentiated for students working at different levels.
- Preparation assignments help students get ready for learning activities that will take place in class; students may be asked to read something or to carry out some research on the Internet.
- Extension assignments on long-term project that parallel class works. Students must apply previous learning to complete these assignments, which included project and essays.
- Revision of previously learnt content.

At AAGE we seek to avoid any approach to homework that might stifle learning and we think that our hard-working students deserve some time for rest and relaxation with their families when they return home. Early Years students should be encouraged to look at picture books and be read to by you. Students in PYP will be asked to learn spelling, practice their musical instrument, read for enjoyment, solve puzzles and practice number facts.

Students in PYP would not normally be expected to spend more than 45 minutes on their homework, unless they have behaved inconsistently during the day, in which case they might be asked to complete work that should have been completed in class that day.

### **Plagiarism**

Plagiarism – copying or getting someone else to do the work – is a form of cheating. You should take care not to overstep the boundary between helping your child and doing the work for them.

The school will provide students with clear guidance to the effect that they must always:

- Acknowledge their sources, possibly using parentheses to enclose the citations.
- Use quotation marks for all quoted material.
- Revise paraphrased material so that it appears in their own writing style.
- Provide works cited list of every source used.
- Ensure that others do not copy their work.
- Ensure that work they submit is actually their own.

## 4. Practical Matters

Parents are partners with the school in helping students to develop socially, intellectually and physically. Positive attitudes and responsible behaviour contribute to the child's total development.

### Communication from School

Teachers will communicate with you on a regular basis. PYP Homeroom teachers send a weekly email to let you know what your child will be working on in the coming week. Classroom Connections are sent home with each unit of inquiry.

Please do look at the school website regularly as events are updated. [www.aarhusacademy.dk](http://www.aarhusacademy.dk)

NOTE: Please check the fees and terms as there is notice period involved if you are leaving AAGE.

### The School Day

School is open from 7am-5pm Monday to Thursday and from 7am-4pm on Fridays.

The teaching day starts at 8am in the student's Homeroom Class for registration. Please aim to have your child at school **before** 8am as often important information is given out at the beginning of the day and students settle better to learning with a positive start to the day.

- PYP classes finish at 2.30pm Monday to Friday.

Lunch for PYP 1-3 is in the classroom and PYP4-PYP8 will have lunch in the Assembly Hall from 12.05pm-12.35pm.

- PYP 1-3 meet outside the PYP 1/2 classrooms to play prior to 8am.
- PYP 4-8 go to the Assembly Hall where they are supervised until school starts.

See ASA for after school activity details.

### Uniform

All students at AAGE must wear a uniform when attending classes, with the exception of Physical Education. The uniform is purchased online via PMG Retail's website ([pmgretail.co.uk](http://pmgretail.co.uk)). The uniform consists of a white or burgundy polo shirt, with AAGE's logo, and navy blue trousers, or skirt. Students are encouraged to also purchase burgundy sweatshirts or jackets, also with the school logo. Students must wear a top with the school logo, if the polo shirt they can wear a long sleeve plain top underneath. There is no dress code for shoes, but they must be school safe and

appropriate. Trousers and skirts do not necessarily have to be purchased via PMG, but they must be navy blue, excluding denim.

Fridays are designated “Dress Down” days for students and staff.

### **Snack**

Students learn best when they have eaten a healthy breakfast and have healthy snacks with them every day. Indeed, students who do not meet this minimum standard on a regular basis tend to lose focus, are prone to disruptive behaviour and learn less than they are capable of. For this reason, we expect students to only bring ‘healthy’ snacks and items to eat during the school day. This means we do not allow students to bring to school any food or drink items that are relatively high in calorie content and low in nutritional value. This usually includes items that would be typically eaten as a dessert and/or have a relatively high sugar content, including beverages. Reasonable discretion is expected when deciding what is healthy and what is not. Homeroom teachers will contact parents should ongoing concerns develop about a child’s eating habits. Parents are thanked ahead of time for their support and understanding.

Please note: AAGE is a nut free school so please ensure that there are no nuts or nut products in your child’s snack.

### **Absences**

Teachers monitor and record attendance daily.

If your child is sick please call the school and/or email your child’s class teacher.

For all requests for unscheduled absences please contact your child’s teacher and the Head of School in advance. We recognise that some parents may wish to withdraw their children from school during certain religious holidays that are not holidays in AAGE’s calendar. Please inform the school in good time so that account can be taken of the child’s absence in our planning.

### **Visitors**

Visitors are welcome at AGGE. We have teaching students, interested parents or sponsors and prospective students visiting the school at various times during the year. Students who wish to bring a guest to their class must inform the school office two days in advance and obtain permission from the Head of School. Under normal circumstances, a guest may visit for a maximum of two days. Guests are expected to abide by the school rules.

### **Birthdays**

Parents are welcome to help their child/ren celebrate their birthday whilst at school by bringing in cake, etc. However, in the interests of reducing disruption to student learning, such recognition of birthdays needs to be limited to the birthday student’s own classroom only. As well, the amount of time spent for such a celebration will be

of a limited duration as set by the classroom teacher by prior arrangement only.

### **Safety and Security**

The safety of our students is top priority and the school will always work towards the promotion of student safety. To this end, AAGE staff underwent first aid training from the Danish Red Cross in 2012 and 2013.

#### **If a child is hurt**

Staff on duty in the playground or in the classroom will assess the child's injury and treat small knocks and scrapes as appropriate. Incidents involving head injuries will be noted in the Incident book in the Head of School's office and the child's parents contacted.

Parents and/or emergency services will be contacted immediately in the event of a known severe injury/serious illness. Children who are judged to be in serious pain/discomfort will have their parents and/or emergency services contacted immediately.

Emergency procedures are displayed in school and practices for school evacuation are practiced regularly throughout the year. Students are supervised in the classroom and when transitioning between classes. Break and Lunch duties are led by teachers.

*Please note: The school does not have an insurance covering the child per se. In Denmark a child is covered through their parents insurance, this means that we do not cover dental injury, broken glasses, etc.*

### **Head Lice**

Never a pleasant subject but something every school has at some time in the year. It is a good idea to check your child's head if they are scratching a lot. If lice are found get the treatment from the pharmacy and after treating the child keep them home until lice free to avoid spreading them further.

Here is a helpful link on how to check your child:

[http://kidshealth.org/parent/infections/common/head\\_lice.html](http://kidshealth.org/parent/infections/common/head_lice.html)

Treatment for lice can be purchased at your local pharmacy (apotek).

Please can all girls have their hair tied up for school if their hair is shoulder length or longer, as this is more practical and will help minimize the spread.

### **Use of Technology**

We are well provided at the school with Smartboards and iPads. The school subscribes to World Book Online. This resource is available to the AAGE community and we encourage students to use it as the information is written for students and images available through World Book are copyright free.

**Username: aage133 Password: books**

All student users of the AAGE internet will be required to comply with the terms and conditions expressed in an acceptable use policy document. This document, which is signed by all students and parents at the beginning of the year, specifically states the rights and responsibilities of all internet users and requires all users to use their approved devices for appropriate communication, education and research and collaborative work.

### **Library**

Teachers will lead the use of the library with students during lesson times. Parent volunteers can assist in the library at any time of the school day except when a teacher is using the library with students. Students can only sign-out books with the assistance of a teacher or library volunteer. Until an automated system is finalised, books will be signed out in the book provided. Students are financially responsible for lost, stolen, or damaged books that they have personally signed out.

### **Field Trips**

Field Trips are an important part of a student's learning experience. Field trips will always be used to enhance students' understanding of curricular learning targets as well as, on occasion, for social development only. Students will engage in such learning experiences off-campus on a regular basis. Parents will be informed of a field trip with at least one week's notice if students will be travelling off-campus.

### **ASA**

Our After School Activities Program here at AAGE offers a large variety of fun and educational activities for all ages. Here, we help our children expand their knowledge of the world around them and become well-rounded students.

Our ASA begins at 1pm for PYP 1-3 and 2.30pm for PYP 4-8.  
ASA finishes at 5pm Monday through Thursday and 4 pm on Fridays.

Some of the activities we offer include Sports, Arts & Crafts, Dance, Ballet, Music, Group games, Gymnastics, Taekwondo, and team building. We also offer Individual Music Instruction where students can sign up for private lessons in Piano, Violin, and Guitar. AAGE has partnered with AGF, A local sports and recreation club to offer a few activities just for our international students. PYP Gymnastics is offered on Thursdays at Skåde Skole, a short bus ride away. Kindergarten swimming is on Mondays, at Lyseng a quick walk from our campus. Other fun activities include Bonfires, Treasure Hunts, Cooking, Group Games, and Storytime. Contact Zoe Bergeal for further details.

## Contact guide – Staff

AAGE employs well-qualified and experienced teaching staff from a variety of international schools and backgrounds. Regular PYP and MYP training and other professional development is provided for all staff.

Name	Position	Email
Sue Oates	Head of School PYP Coordinator	sro@aarhusacademy.dk
Kathryn Templeman	MYP Coordinator And Music Teacher	kt@aarhusacademy.dk
Nicola Woodvine	PYP 3 Class Teacher and Early Years Coordinator	kg1@aarhusacademy.dk
Faith Kumaraswamy	PYP 2 Class Teacher	Kg2@aarhusacademy.dk
Maru Vincentini	PYP 1 Class Teacher	mv@aarhusacademy
Megan Behnke	PYP 4 Class Teacher	mb@aarhusacademy.dk
Eddie Murray	PYP 5-6	em@aarhusacademy.dk
Jon Bettger	PYP 7-8	jb@aarhusacademy.dk
Gael Reihana	Visual Arts	gr@aarhusacademy.dk
Kate Ferguson	Language A/Drama	kf@aarhusacademy.dk
Charlotte Bye-Jensen	Design Technology	cj@aarhusacademy.dk
Holly Chabowski	PE	hc@aarhusacademy.dk
Tobias Jakobsen	Danish and PE	tj@aarhusacademy.dk
Pia Ottesen	Danish	po@aarhusacademy.dk
Gene Aidam	French	ga@aarhusacdemy.dk
Steffen Clausen	Admin	sc@aarhusacademy.dk
Zoe Bergeal	Admin	asa@aarhusacademy.dk
Cecilie Fink	Admin	c.fink@aarhusacademy.dk

### School Board

The School Board meets monthly and is working continuously on the growth and development of AAGE.

### Karina Boldsen

Supports AAGE in business development and networking.

### Poul Anker Lübker

Supports AAGE in business development and entrepreneurship.

### Flemming Dahl

Supports the board and AAGE in legal matters and in the composition of the school's Articles of Association / vedtægter.

**Søren Adamsen**

Supports the school in matters that concern the school's current and future facilities.

**Erik Hygum**

Supports AAGE in pedagogical and educational matters.

**Anders Østergaard**

Supports AAGE in educational matters and in matters regarding the IB.

**Frank Pedersen**

Supports AAGE in matters regarding authorizations.

**Katherine Panattoni**

Represent the AAGE parents' and supports AAGE in parental matters.

**Peter Post**

Represent the AAGE parents' and supports AAGE in parental matters.

**Parents Council**

The aim of the Parents Council is to build healthy and productive relationships between parents, the school staff and the AAGE board. The Parents Council represents the concerns of parents and organizes school and extracurricular events. The Parents Council also serves as a link between parents and the board.

The 2013-2014 Parent Council members are the following:

Christian Schacht Magnussen

Emilie Geoffray

Peter Post

Katherine Panattoni

Members are elected for a 1 year term at the first parent meeting of each school year, typically in September.

Parents and staff are welcome to contact any member with ideas, suggestions, or concerns. If you wish to receive email updates from the Parents Council, please email [aage.parent@gmail.com](mailto:aage.parent@gmail.com).

## 5. Communication

The Head of School offers an open-door policy and is happy to discuss any issues.

**General Communication Points**

1. Students and parents should make their classroom/homeroom/subject teacher their first point of contact.
2. Parents are encouraged to make maximum use of the sources such as the Parent Handbook, AAGE updates (website), parent information meetings and teacher/student interviews in order to be well informed on school matters.

3. We encourage open dialogue between parents and teachers. As teachers are busy people, we ask that you arrange a time to speak to your child's teacher rather than running the risk of them having to leave for a class or a meeting.

The following plan is based on the understanding that whenever a question, issue or problem arises the solution is first to be solved at its source. In any situation it is best to go to the person directly concerned in order to ensure that you:

- Gain first-hand information
- Get the complete story
- Achieve a quick response
- Support the concept of open sharing of information as an aid to assisting your child's learning.

The following issues should be addressed directly to the following member of staff:

### **Teacher**

- Class equipment and requirements
- Homework
- Student behaviour
- Curriculum information
- Subject course information
- Project or research requirements
- Student progress
- Classroom and school relationships
- Questions about general day-to-day routines and expectations
- Teaching or classroom incidents
- Missing items
- Field trips and excursions
- Sporting trips
- Enrichment activities
- First point of contact for students in relation to class, curriculum or general school issues

### **Early Years Coordinator**

The Early Years Coordinator deals with the issues and the curriculum for the Early Years Programme, PYP 1-3.

### **PYP Coordinator**

The PYP coordinator may be contacted for information regarding the Primary Years Programme and curricular matters, PYP 1-8.

**We know your child will have a wonderful time learning at AAGE!**

