



# EISB Primary Student/Parent Handbook 2025 – 2026

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## Dear EISB Community,

Welcome to the English International School of Bratislava. A holistic learning center which addresses the issue of how to prepare students for a modern world.

As a top academic institution, we understand the demands of world-wide academia and what is required for advancement. At EISB, we do more than prepare students for exams, we prepare learners for future success and happiness by developing the following core competencies:

 Learning how to Learn

 Learning how to Think

 Learning how to Reason

 Learning how to Communicate

These 4 competencies are integrated in everything we do regardless of program. Therefore, we are less concerned with what a student knows, and more focused on what they can accomplish with that knowledge, aiming to help students develop portfolios of experience more than simply grades.

With this approach, learners will find themselves better prepared for whatever the future has in store.

At EISB we believe all are learners and are focused on the development of all community members: students, staff, and families. Therefore, we offer learning opportunities for all.

On the following pages you'll find important information on how to get the most of your EISB experience.

We're very glad you've decided to join us and look forward to getting to know you and your family better.



Jaymes R. Regualos  
Education Director

## **Dear Primary and other EISB parents,**

Welcome to the 2025-26 school year in the EISB Primary. This is a place where our children are learning for the 21st century. We are a project-based transdisciplinary learning community which follows the Primary Years Programme curriculum framework. What differentiates us from most other schools is that our approach enables us to develop independent learners and critical thinkers. These will be the critical skills for our students as they move through the 21st century.

Follow us through our students' work and accomplishments, which will be seen with what your children show and accomplish. We will also be highlighting our work on the school blog, newsletter and on our school social media.

Wishing you a wonderful 2025-26 school year,

Christopher Eley  
Head of Primary



# VISION MISSION

## Mission Statement

International School of Bratislava is an English-speaking, innovative international school which delivers a skills-based, university & professional preparatory education to a diverse, international group of students in an empowering environment of creativity and discovery, which inspires a passion for learning, fosters a sense of wonder and curiosity, and teaches responsible global citizenship.

**Vision:** The vision of English International School of Bratislava is to be universally recognized for its effective and innovative educational programs that foster and demonstrate market-ready skills to be successful at the next level.

## 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.



## STATEMENT ON PRINCIPLES OF FREE EXPRESSION

Because EISB is committed to free and open inquiry in all matters, it guarantees all members of the EISB community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of EISB, EISB fully respects and supports the freedom of all members of the EISB community “to discuss any problem that presents itself.”

Of course, the ideas of different members of the EISB community will often and quite naturally conflict. But it is not the proper role of the EISB to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the EISB greatly values civility, and although all members of the EISB community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The EISB may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the EISB. In addition, the EISB may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the EISB. But these are narrow exceptions to the general principle

of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the EISB’s commitment to a completely free and open discussion of ideas.

In a word, the EISB’s fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the EISB community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the EISB community, not for the EISB as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the EISB community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the EISB’s educational mission.

As a corollary to EISB’s commitment to protect and promote free expression, members of the EISB community must also act in conformity with the principle of free expression. Although members of the EISB community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe.

To this end, the EISB has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

# SCHOOL INFORMATION

## School Hours/Closures and Emergency Procedures

Office hours: M-F 7.30 - 17.00, except National Holidays

### English International School of Bratislava

## 2025-2026

### Academic Year Calendar

| August 25 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| M         | Tu | W  | Th | F  | Sa | Su |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 | 31 |



| September 25 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| M            | Tu | W  | Th | F  | Sa | Su |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 |    |    |    |    |    |

| October 25 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| M          | Tu | W  | Th | F  | Sa | Su |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 | 31 |    |    |

| November 25 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| M           | Tu | W  | Th | F  | Sa | Su |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |

| December 25 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| M           | Tu | W  | Th | F  | Sa | Su |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |

| January 26 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| M          | Tu | W  | Th | F  | Sa | Su |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 | 31 |    |

| February 26 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| M           | Tu | W  | Th | F  | Sa | Su |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 |    |

| March 26 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| M        | Tu | W  | Th | F  | Sa | Su |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| April 26 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| M        | Tu | W  | Th | F  | Sa | Su |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |

| May 26 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| M      | Tu | W  | Th | F  | Sa | Su |
|        |    |    |    | 1  | 2  | 3  |
| 4      | 5  | 6  | 7  | 8  | 9  | 10 |
| 11     | 12 | 13 | 14 | 15 | 16 | 17 |
| 18     | 19 | 20 | 21 | 22 | 23 | 24 |
| 25     | 26 | 27 | 28 | 29 | 30 | 31 |

| June 26 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| M       | Tu | W  | Th | F  | Sa | Su |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 |    |    |    |    |    |

| July 26 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| M       | Tu | W  | Th | F  | Sa | Su |
|         |    | 1  | 2  | 3  | 4  | 5  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 |
| 27      | 28 | 29 | 30 | 31 |    |    |

| August 26 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| M         | Tu | W  | Th | F  | Sa | Su |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        | 31 |    |    |    |    |    |

| September 26 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| M            | Tu | W  | Th | F  | Sa | Su |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 |    |    |    |    |

### Dates to Remember

|  |                 |
|--|-----------------|
|  | Public Holidays |
|  | School Holidays |

|                |                             |
|----------------|-----------------------------|
| 1 sept         | First Day of School         |
| 27-31 Oct      | Fall Break                  |
| 22 Dec - 9 Jan | Christmas Break             |
| 30-Jan         | In-Service Day (no lessons) |
| 16-20 Feb      | Break                       |
| 2-11 Apr       | Easter Break                |
| 26-Jun         | Last Day of School          |

### Events

|           |                           |
|-----------|---------------------------|
| 11-14 Nov | Fall Parent Conferences   |
| 29-Jan    | Recognition Day           |
| 30-Jan    | In Service (No School)    |
| 4-7 May   | Spring Parent Conferences |
| 12-Jun    | Graduation                |
| 26-Jun    | Recognition Day           |

## EMERGENCIES

### Medical Emergency

In case of a medical emergency or illness, the school will contact the parents; students will be in reception or in a first aid room until the parents collect them. In case of an extreme medical emergency, the student will be taken to the nearest hospital normally by ambulance following an emergency service call from the school.

Parents will be kept notified at all times.

### Emergency Closure

If the school must be closed at short notice for any reason, every effort will be made to contact all parents by Edupage.

Please ensure that the school office has your updated contact information so that we can contact all parents quickly in case of emergencies.



## CONTACTS

| Contacts                        |                                             |
|---------------------------------|---------------------------------------------|
| Educational Director            | Jaymes Regualos                             |
| Slovak Director/Riaditel        | Gabriel Kalna                               |
| Marketing Director              | Natália Viteková                            |
| Admissions/Sales Manager        | Ľubica Planková                             |
| Office Staff                    | Adrian Lysak, Jan Bučko,<br>Mária Rešetková |
| Head of Early Years             | Teresa Schlosser                            |
| Head of Primary                 | Chris Eley                                  |
| Head of Middle School           | Thomas Beadle                               |
| Head of High School             | Jacob Ingram                                |
| IB Diploma Coordinator          | Maria Fomitšenko                            |
| MYP Coordinator                 | Roman Liptak                                |
| PYP Coordinator                 | Karolina Bremont                            |
| School Counselor                | Amy Frere                                   |
| Guidance Counselling            | Thomas Beadle                               |
| Head of ARTS Department         | Jana Fecova                                 |
| Head of Science/Math Department | Svetlana Drozda                             |

## TIMETABLES & SCHEDULES

| Primary | Lesson                           | Secondary<br>Middle School/<br>High School |
|---------|----------------------------------|--------------------------------------------|
| 7.30    | <b>Drop Off</b>                  | 7.30                                       |
| 8.00    | <b>School Zone Opens</b>         | 8.00                                       |
| 8.15    | <b>Registration</b>              | 8.15                                       |
| 8.30    | <b>1</b>                         | 8.30                                       |
| 9.15    | <b>2</b>                         | 9.20                                       |
| 10.00   | <b>Break/ 3</b>                  | 10.10                                      |
| 10.25   | <b>3 / Break</b>                 | 10.55                                      |
| 11.15   | <b>4</b>                         | 11.10                                      |
| 12.00   | <b>Primary Lunch /5</b>          | 12.00                                      |
| 12.50   | <b>5/ Middle School Lunch/ 6</b> | 12.50                                      |
| 13.45   | <b>6 / Upper School Lunch</b>    | 13.35                                      |
| 14.30   | <b>7</b>                         | 14.15                                      |
| 15.00   | <b>Clubs</b>                     | 15.00                                      |
| >17.00  | <b>After School Care</b>         |                                            |

Primary students are expected to arrive in time so that they can be in their classroom ready to start Registration by 08:15. Registration is a key part of the school day where class and school matters are discussed. Attendance at Registration is obligatory just as much as regular lessons.

Primary students will be brought to the playground at the front of the school for pick up. Please come onto school grounds to pick up your child rather than waiting for them in your vehicle. Only persons listed on the pick up list for each student will be allowed to pick up a child. If you wish someone else to pick up your child, the class teacher AND the school office must be notified prior to pick up. Students who are not picked up by 3:00 must go to a club. They will remain there until they are picked up. Clubs last until 4:00.

## DEPARTMENTS

| Primary     |                      | IB-Level | Class Teacher                      |
|-------------|----------------------|----------|------------------------------------|
| Early Years | Pre-School<br>Year 1 |          | Nina Kramecova<br>Teresa Schlosser |
| Primary     | Year 2               | PYP 1    | Brooke Weinczyk, Chaitali          |
|             | Year 3               | PYP 2    | Jayson Miller                      |
|             | Year 4               | PYP 3    | Karolina Bremont                   |
|             | Year 5               | PYP 4    | Michael Amzalag, Eva Pregerson     |
|             | Year 6               | PYP 5    | Christopher Eley                   |

### Early Years program

**Pre School - Ages 3-4** Early Childhood development.

EISB Pre-School focuses on school readiness of children developing physical, social, cognitive and language skills in an international English-speaking environment.

### Primary (Years 1-6) IB Primary Years Programme

EISB Primary is a 6-year academic and holistic program with the goal of developing *Independent Learners*.

Taking the benefits of the Information Age, learning has evolved to our skills-based approach of applying knowledge through projects to accomplish goals enabling students to do amazing things.

Over the course of the Primary program, students develop a deeper understanding of information demonstrated by a grasp of EISB's four pillars of Modern Education

The Primary has 2 distinct parts:

Lower Primary – (Year 1- Year 3) is focused on building strong foundations of learning

Upper Primary – (Year 4-6) is focus on the development of Independent Learners.

# ACADEMICS

EISB teaching staff are willing and eager to help all students discover and raise their potential. We truly believe that when students are enabled, amazing things happen.

## To Succeed at EISB, students need to do 3 things:

-  Follow Instructions
-  Ask Questions
-  Turn work in on time.

## To Excel,

-  Give 100%
-  Take risks, and make mistakes
-  Reflect, evaluation and improve.

Your teachers will do the rest.

## Curriculum Overview

In the EISB Primary, we are focused on Project-based Learning, and, as such, our classes will be transdisciplinary to the largest extent possible. As we are an IB school, we follow the Primary Years Programme framework. This is a student-centred approach where you can find more information here: [Primary Years Programme](#) .

Our approach enables our students to be inquirers who are learning to be independent learners and critical thinkers. These are the key skills for our students to be successful in the 21st century.

## Assessment/Grading Policies

In the Primary, our grading is set by the individual class teacher based on the needs of each individual class and student. This will take the form of assessments on small assignments, all the way to large individual and group projects and unit assessments.

The report grades are a reflection of where the student is at that point in time in the particular subject. Hence, they can be viewed as a snapshot view.

## Academic Support Services

Our students whose English needs to improve are enrolled in our Intensive English Programme. They spend several lessons a week with our dedicated teacher. Once their English skills have improved, they move to standard English lessons with their class teachers.

We also have a school psychologist who supports students in their various needs.

## Homework expectations/Policies

Each class teacher will decide on the appropriate amount of homework for their own classes. Homework is expected to be completed within the assigned time and in a thorough manner. If a student does not complete the homework on a regular basis, parents will be contacted to ensure that appropriate measures are taken.

# HONOR CODE AND ACADEMIC INTEGRITY

## Code of Conduct

Key to putting teachers and students in a position to support student development is creating a learning environment that is both empowering and safe. Overall, there is an expectation of respect on 3 levels:

-  Respect the Staff
-  Respect classmates
-  Respect yourself

## Behavior Expectations

Just as our teaching is student-centered, so then are policies that encourage and protect. These policies are set by Classrooms to meet both group and individual developmental goals, then by Departments and finally overall by the School.

Continued failure to meet standards will be a verbal warning to the student, followed by informal communication with Parents on ways to help the student. If the behavior is not corrected, then a formal meeting with Parents will be requested accompanied by an official letter of behavior and recommended Suspension.

For the most part, Suspensions will take place at school in a designated area. Students need to arrive by 8.30 and can leave at the end of their scheduled day. During this time, students will reflect on areas of improvement, meeting with faculty and work on missed assignments. No devices will be allowed. Students can have snack and lunch at the designated times but only in the suspension area. Water bottles are allowed.

More details about behavioral policies in the primary will be shared with students and parents at the beginning of the school year.

## Code of Expectations – Students

In line with our Mission and Core Values, we aim to develop in each student a global outlook that seeks to understand and appreciate the attitudes and values of others. In order to create a learning culture that supports this aim as well as ensuring each student is learning to their full potential, we ask that students are mindful of the expectations we have of them.

-  Students will be courteous and respectful to all members of the school and wider community and will follow the school rules of behavior in the classroom, around and in the vicinity of the school, while on school transport and on educational visits.
-  Students will maintain these levels of courtesy and respect in their dealings with members of the school community both on and off the school campus - whether in person, in writing, by telephone or online.
-  Students will be welcoming and helpful to all fellow students.
-  Students will be present for the full school year and will be punctual to all lessons.
-  Students will seek to achieve the highest level and be up-to-date with their learning at all times.
-  Students will actively seek to understand and appreciate the variety of cultures represented at EISB.
-  Students will participate in all school assignments and acknowledge all sources used to produce these assignments.
-  Students will use information technology at school for purposes of academic work.
-  Students will help to maintain a healthy, clean and safe environment at EISB.

## Code of Expectations - Parents

Parents and teachers have a shared responsibility for the education of our school's students. It is essential that we all work together towards this and that we support each other. To help make this possible, we need to know what we can expect from one another. The points below are our major expectations of you as parents, on which we need your agreement if your child is enrolled at this school.

-  To ensure that students attend for the full school year, without taking unauthorized absences during term time.
-  To provide a suitable place at home for your child to work.
-  To monitor homework
-  To ensure that your child is punctual reaching school.
-  To always submit a written explanation of any absence from school.
-  To avoid taking students out of school in term time unless previously arranged (emergencies, unavoidable domestic reasons such as visa issues, funerals etc). And be sure that missing work is completed on time.
-  To accept and support the school's codes of expectations and its behavior and disciplinary policies.
-  To ensure that your child takes part in all educational visits.
-  To support the extra-curricular programs/events by permitting and encouraging your child to take part.
-  To be involved and interested in your child's assignments, and to support appropriately.
-  To not confront other's children if there is a conflict, rather, contact the Class Teacher or Parent.
-  To make every effort to attend parent-teacher meetings and to keep in touch with the school concerning progress and behavior.

# SCHOOL POLICIES

## Language Policy

EISB campus is an English Language-focused campus. Once inside the gates, students and parents should use English as the language to communicate. Exceptions to this include:

-  Translation needs
-  Academic purposes
-  Communicating with non-English speakers off campus

The language of instruction at EISB is English, however, English is not a barrier to entry in most cases. Therefore, those that need extra support will be placed into English support classes until it is determined unnecessary. In extreme cases, it is recommended that students receive extra language support outside of school. While on English support, students may be exempt from grades for a period. It can happen in extreme cases, that EISB will recommend a different course of study for a student if progress isn't realized in an acceptable amount of time.

## Dress code

Primary – Uniform as is available on the website: <https://www.uniforms-eisb.sk/>

Our faculty has the right and the responsibility to correct students whose interpretations of these rules fall outside of our expectations. Students will be expected to respect the judgment of a teacher who corrects them in matters of dress just as they would in matters of academics.

We expect all clothing and accessories to:

-  be intended for an educational environment
-  be safe
-  fit appropriately
-  not be revealing (i.e: exposed midriffs, ripped trousers, transparent, etc)
-  be clean and well kept
-  be free of any alcohol, drug, and/or tobacco advertising, and any offensive or objectionable words, phrases, pictures, and/ or symbols

Hats/caps or any head covering are not to be worn inside the school building without pre approval.

Make up should be conservative.

When a student's outfit does not meet the dress code standards, options may include having the parent bring a change of clothes to school immediately or sending the student home to change.

## Attendance Policy

At EISB, participation is key to student growth. Regardless if lessons are in class, online or external - independent learning is expected and completing tasks AS DESIGNED is required. This includes: teamwork hours, reading amounts, length of writing, number of sources cited, and so on. Because the focus is on development of learning skills, missing lessons and not completing tasks as assigned works against a student's development potential.

All students receive a **School Chip**, a device for electronically registering their attendance. When entering or exiting the school, all students are required to "Chip" at the reception desk. This will register the student on Edupage and notification will be forwarded to the parent's account.

All registered students are expected to attend every lesson throughout the school year **on time**, adherent to the dress code and with **required materials**. Students who are not in attendance at the start of the lesson will be marked absent. (Parents will be notified through Edupage).

Should a student arrive late, their status will be changed to Late on Edupage

When students are absent from lessons for any reason, parents are asked to notify the school through **Edupage** by submitting an Absence Note. This will inform the school and respective teachers.

Generally, excused absences and tardies are either situations outside the control of students or parents or pre-arranged/ approved events, and they work to that minimum. Unexcused absences and tardies are in control of students/parents and work against the minimum. Frequent unexcused absences may require the student to repeat the course and/or the year.

Examples of excused absences: medical reasons, family emergencies, pre-arranged participation in off-campus events (sport, arts, competitions, etc.), extreme traffic issues.

Examples of unexcused absences: Any absence not covered by an Absence Note in Edupage, sleeping late, extended holiday.

For excused absences, accommodations will be made for the student to complete work, make up tests, etc. Accommodations will not be made for unexcused absences. In both cases, however, it is expected for students to keep up with any missing work.

If a student is out of school with an illness for more than 5 days, a doctor's note is required.

Family trips should be planned to coincide with the EISB School Calendar. Absences during lesson times will be authorized only in exceptional cases. Frequent or prolonged absences will be reviewed, and parents will be asked to meet with school. An unexcused absence is one where there is no approved reason given for the absence.

Absences for early departures and late returns from holidays will not be authorized. Parents should note that all absences – excused or unexcused – are subtracted from the students' attendance.

Should Absences (excused or unexcused) or Late notices become excessive, parents will be asked to come in for a meeting. Should it continue, notification will go into the student's permanent record. The internal affect of absences are included in the student's program guide.

## IT Policy

A key part of learning at EISB is recognizing that we currently live in a knowledge-based society. Students today have more access to more information than ever before and we aim to prepare students to be successful in the information age, which is the basis for the EISB 4 Pillars of Modern Education.

Therefore, students will require access to the internet and have available devices to process and apply the information in productive ways that support learning. Although the school provides such devices for students to use, it is also allowed for students to use their own. It is expected that all Academy Students use their own devices.

That said, devices (computers, tablets, phones, watches, even calculators) are not allowed to be used in school during the day without permission from their teacher. Even with permission, students are only allowed use for the stated purposes allowed.

Violation of this policy will first be a warning. A second warning, the student will lose the privilege and can pick up the device from his/her class teacher at the end of the school day when leaving school. Continued violation of the policy, the student will lose device privileges completely.

Therefore, we kindly ask parents to not contact their children through their devices during the school day. If there is a need for communication, please do so through the class teacher.

The school's Technology Use Policy for more information.

## STUDENT LIFE

### Drop off/Pick up

On school mornings from 7.30 – 8.15 the front gates are open. When possible the second gate along Strukova ul. can also be used as a drop-off point. Parking in front of the gates or along the fence is not allowed except in designated parking areas. **Students must “Chip-in” upon arrival and “Chip-out” when leaving.**

Gates are again opened at 14.15 to pick up students. Again, there is no parking in front of the gate or along the fence except in designated parking areas.

Students who are allowed to leave school without parent supervision must be registered to do so in the office.

### Late Arrival

It is important to note that from 8.15 – 14.30 during lessons the school gates are closed. Late arrivals will need to use the buzzer at the gate to be let in, and should then “chip in” and register at the office.

### Visitors

Only authorized school staff and students are allowed to be in the **School Zone** during school hours, including club times. School visitation is possible by request or invitation by authorized school personnel. All visitors must register at the office and have a Visitor’s Pass and/or escort.



# CAMPUS FACILITIES

## School Zone

The school zone is any area of the school building outside where classes are taking place. It is primarily outside of Reception. This area is dedicated for Staff and Students only. Anyone else who needs access to the school zone, please register beforehand in the front office and wait in reception, from which you'll be escorted to the designated location. Unauthorised or unaccompanied visitors in the school zone will be asked to leave.

## P.E.

Along with school fitness room and outdoor facilities, both Primary and Academy P.E. involve travel off campus. The school uses a Gym(HALLE) about 5 minutes from campus on Domkarska ul. also uses the Slovan training fields 200 m east of campus. Students are shuttled to and from school for these lessons. Primary has External P.E. once/week which includes busing to external facilities for each of their units. If there is a need to communicate or plan pickups with your student during these times we ask that you try to schedule departure after the lesson when the student returns to school. If other accommodations are necessary, please contact the PE or Class teacher to make arrangements.

## Canteen

The school's canteen service provides hot lunches as well as snacks on request. The canteen is managed by an Euphoria Daily and information can be found on their website: [www.euphoriadaily.sk](http://www.euphoriadaily.sk). Schedules, lunch cancellation and payment information can be accessed through the school's Edupage app.

## Healthy Eating Policy

Healthy Eating Policy Students are required to either have a school lunch or bring in a healthy lunch from home. A healthy lunch should optimally consist of a well-balanced meal from a variety of foods. There can be a small snack or dessert, but this should not be the bulk of the meal. Students have a morning break, generally at 10:00. They may bring in a snack from home or purchase a snack from the canteen. Please ensure that the snack is also consistent with healthy eating. Also note that this snack is not a substitute for a proper lunch. For birthdays and other celebrations, parents are also encouraged to bring in healthier choices if they want to bring in food to celebrate.

## Changing Rooms/ Lockers

The changing rooms are for students to change their schools and outdoor clothes.

Primary changing room is on the ground floor A wing. Academy changing room is on the ground floor to the left of the reception desk. Here students can leave their outdoor shoes and coats.

Primary has cubbies for school supplies and book bags in each of the Classrooms.

Middle School has lockers for school supplies on the 2nd floor.

Upper/High School has lockers on 3rd floor.

## SCHOOL EVENTS AND ACTIVITIES

There are multiple school events for students and families throughout the year. Events happen both on and off campus, organised or sponsored by the school. Such activities include:

-  Camps
-  Exhibition Days
-  Recognition Days
-  Back to School Days
-  Culture Weeks
-  Holiday celebrations
-  Dances and other social events

...and many more.

The school is very open to hosting events throughout the year. If there are events you'd like the school to consider or participate in, simply contact your class teacher.

### Extra-Curricular

**Trips** – Throughout the year, the school sponsors off campus trips. Communication, information, and registration for trips will happen via Edupage. Please follow instructions communicated including registration and payment deadlines.

**Clubs/Sports** – EISB's Clubs program offers extra-curricular courses for students to develop skills in specified areas. The range of clubs is determined by the requests of students and parents. Clubs are provided by school staff, external organisations/individuals and EISB parents. Multiple offers for both Primary and Academy students are available including: sports, music, robotics, science, languages, coding, arts, floral design, culture, history, maths, fitness, etc. Clubs can be for groups or individuals based on request.

Registration for Clubs is done directly on Edupage at the beginning of each semester.

### Field Trips and Educational Travel

Field trips and educational travel are organised to extend learning beyond the classroom. These experiences provide students with hands-on learning opportunities, exposure to new environments, and a deeper understanding of the subjects studied in school. Whether visiting local museums, historical sites, or travelling to other cities and countries, students gain valuable insights and real-world knowledge that complement their academic curriculum.

There are multiple opportunities throughout the year. Information, Registration, Permission and Payment will be handled exclusively through Edupage.

## Service Learning

Service learning integrates community service with classroom instruction, emphasizing critical thinking and personal reflection while encouraging a sense of social responsibility. Through these projects, students engage in meaningful activities that address community needs, develop problem-solving skills, and enhance their understanding of societal issues. Service learning fosters civic responsibility and helps students develop a lifelong commitment to community involvement.

Information, Registration, Permission and Payment will be handled through Edupage.

## Student Council and Leadership Opportunities

Student council and leadership opportunities provide students with a platform to develop their leadership skills, participate in decision-making processes, and represent their peers. In these roles, students organize events, lead initiatives, and collaborate with school staff to improve the school community. Participation in student council and other leadership activities helps students build confidence, improve communication skills, and learn the value of teamwork and responsibility.

## School Lunch

The school's canteen offers hot lunch with multiple options which can be chosen daily on Edupage. Snacks are also available. Ordering and payment are done on the Edupage application.



## COUNSELING AND SUPPORT SERVICES

**Psychologist** – EISB has a full-time psychologist to serve the community. The Psychologist will be involved in school activities throughout the day. Counseling is available for students and families by appointment.

**Guidance/Future Planning** – not only does the school prepare students for the future, but also helps plan their future as well. The Office of Future Planning begins working with students/families from Year 10/Grade 9 in planning and preparing post school opportunities. Which University, what to study, etc.



## HEALTH AND SAFETY

At EISB, participation is the key to learning which includes developing independence, taking risks, pushing beyond comfort zones, and especially making mistakes. To accomplish this, requires an environment that supports students' well-being.

Student well-being is an integral part in all aspects of school life and hinges on our understanding of how students learn best in a well-supported and positive environment. The Student Well-Being Policy relates to the way our students engage with their learning, as well as the way our student's behaviour is managed. Our program aims to have clearly defined expectations, recognition and behaviour management processes to allow students to be best supported as individuals.

Student Well-being policy

Child protection Policy



# COMMUNICATION

There are multiple ways that communication happens at EISB including: Edupage, email, newsletters, the website, and social media. To help streamline the process, please adhere to the following:

**Class Teachers** – When issues arise regarding your children, classes, lessons, student activities; the first point of contact is your Class Teacher. If there is a need to speak with someone else or if you are unsure who to contact regarding your issues, your class teacher will inform you who would be the best person to contact. Teachers can be contacted directly through Edupage.

**Edupage** – EISB's primary form of communication will be through Edupage. This includes communication with teachers, homework, absences and sometime soon, lunch. For more information on using Edupage use the following links

[Parents](#)

[Students](#)

**Office** – If you have issues on a more administrative basis (i.e. registration, finances, contracts, updating information etc), then please contact the office. Again, if you have concerns that are not in the competence of the Office staff, they will inform you as to who to contact. Office contact can be by phone, email or in person.

**Marketing** – All other issues can be addressed directly to Marketing via Natalia Vitekova

**Newsletters** – Information about school activities and notices are also available via the school newsletter, which is sent out to all registered email addresses on a regular basis. If you are not receiving newsletters, please contact the office right away.

**Parent-Teacher Conferences** – these formal meetings focused on communicating student progress are offered mid-term, once in the fall and once in the spring. However, parents are welcome to share concerns with teachers outside of these times as well. Appointments with teachers can be made via Edupage.

**Website** – regular updates on School News are posted on the school [WEBSITE](#). Here you'll find Upcoming events, Calendar, posts about student achievement, educational approaches and family news.

**Blogs** – Another form of communication is the school's blog (<http://members.eisbratislava.org>). Here you'll find updated information on what's happening in and around the school regarding student achievement, upcoming and past events, teachers insights, parent news, etc. If you would like help out or participate with School Blogs, please contact Marketing.

**Social Media** – EISB has social media networks on Facebook, Instagram and LinkedIn

# PARENT INVOLVEMENT

## PTA

EISB's Parents Association and PTA are for all community members focused on the continual development of the overall EISB experience not only for students, but also provide support for the whole family. The school encourages family involvement in ways that benefit the entire families' experience as a member of EISB. PTA can be contacted at: [eisb.pa@gmail.com](mailto:eisb.pa@gmail.com)

## Classes for parents

Clubs/seminars for Adults. The classes offered based on the requests that come from the community. If there is a Master-class you'd be interested in but not yet offered, simply share your request with the school.

## Culture Weeks

Culture Weeks is a wonderful program for the whole EISB community which allows each culture an entire week to promote, share, and celebrate various aspects of their culture. How each culture uses a week is up to them. There is no set program. Past activities included: presentations at assemblies, lesson plans, crafts, cooking classes, ethnic food, holiday celebrations, dress-up days for students, traditional dances, school lunches, Musical presentations etc. It is common to involve embassies, culture houses, community groups, restaurants and stores regardless of their affiliation with EISB.