



BRITISH INTERNATIONAL SCHOOL  
OF BOSTON  
A NORD ANGLIA EDUCATION SCHOOL

# LOWER SCHOOL PARENT HANDBOOK 2025-26



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# Welcome from the Head of Lower School

Dear Families,

Welcome to Lower School at the British International School of Boston. Whether your child is just beginning their journey in Early Years or continuing through the primary years, we are delighted to partner with you during this formative stage of their education.

Lower School at BISB spans from Toddlers through Year 6, covering Early Years, Key Stage 1, and Key Stage 2. These are years of rapid growth—socially, emotionally, and academically—and our team is committed to nurturing curiosity, building confidence, and inspiring a lifelong love of learning.

Our approach combines high academic expectations with creativity, exploration, and play. We balance core subjects with specialist teaching in the arts, PE, and languages, encouraging students to think critically, collaborate with others, and develop resilience and independence.

To support this journey, we are proud to have a dedicated leadership team:

- Joanna Johnson, Head of Early Years, oversees Toddlers, Nursery, and Reception, creating a warm and enriching foundation for our youngest learners.
- Anna Vangel, Head of Key Stage 1, leads Years 1 and 2 with a focus on building secure academic and social foundations.
- Ed Jerram, Head of Key Stage 2, supports Years 3 to 6, helping students meet new challenges and prepare for the next phase of school into Middle and High School.
- Oliver Brown, Head of Student Life, Well-Being, and Partnerships, champions student voice and personal, social and emotional development while leading on Global Nord Anglia initiatives and assistant teacher development.

This handbook is designed to give you key information about life in Lower School - routines, curriculum highlights, expectations, and how we communicate and work together. We believe that strong home–school partnerships are key to every child’s success and well-being.

Thank you for being part of the BISB community. We’re excited for the year ahead and look forward to an inspiring and joyful learning experience together.

Liam Strachan

[Liam.Strachan@bisboston.org](mailto:Liam.Strachan@bisboston.org)

# BISB SENIOR LEADERSHIP TEAM



MR PAUL KEACH  
PRINCIPAL



MR LIAM STRACHAN  
HEAD OF LOWER SCHOOL



MISS STEPHANIE MINTO  
HEAD OF MIDDLE & HIGH SCHOOL



MRS LEADA SARRAM  
DIRECTOR OF OPERATIONS &  
INTERIM DIRECTOR OF  
ADMISSIONS



MS SUSAN BURKE  
DIRECTOR OF FINANCE &  
BUSINESS OPERATIONS & HR

# LOWER SCHOOL LEADERSHIP TEAM



MRS JOANNA JOHNSON  
HEAD OF EARLY YEARS



MRS ANNA VANGEL  
HEAD OF KEY STAGE 1



MR ED JERRAM  
HEAD OF KEY STAGE 2



MR OLIVER BROWN  
HEAD OF STUDENT LIFE,  
WELL-BEING &  
PARTNERSHIPS



## VISION, MISSION AND VALUES

At the British International School of Boston (BISB), we aim to nurture lifelong learners and inspire global citizenship within a rigorous and supportive academic environment.

Our Commitments to our parents and students

Our students will:

- Become internationally minded citizens of exceptional character
- Achieve remarkable success through individualized learning.
- Be inspired by extraordinary people and experiences.

## EQUITY, DIVERSITY, INCLUSION AND BELONGING

Our school celebrates diversity and recognizes the richness it brings to our collective experience. We are committed to cultivating a happy and inclusive atmosphere where every individual feels valued, respected, and empowered. We embrace differences, knowing that they strengthen our community and broaden our perspectives. In this friendly and supportive environment, we encourage open dialogue, empathy, and understanding. Within a globally focused environment, we believe in valuing, creating equal opportunities, and treating all staff, students and families the same regardless of their background, age disability, gender identity, marital status, race and/or religion.

NB: The EDIB Committee are developing further guidelines and policy relating to EDIB. These will be published in due course.

## INCLUSIVE LANGUAGE

At BISB, we are committed to fostering an inclusive and respectful environment for all members of our community. We believe that the words we choose to use matter and play a significant role in creating a welcoming atmosphere where everyone feels valued and respected.

Inclusive language is a fundamental aspect of our commitment to diversity, equity, inclusion, and belonging. It is essential in acknowledging and honouring the identities and experiences of our students, families, faculty, and staff. By using language that is inclusive, we aim to:

- Promote Respect: Recognize and respect the diverse backgrounds, cultures, and identities of all individuals within our school community.
- Foster Belonging: Ensure that every member of our community feels seen, heard, and valued for who they are.
- Encourage Empathy: Develop a greater understanding and empathy for the experiences and perspectives of others.
- Eliminate Bias: Work to eliminate bias, stereotypes, and discriminatory language from our communication.

# ACADEMIC CALENDAR 2025-2026

August '25						
Su	M	Tu	W	Th	F	S
					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						
Su	M	Tu	W	Th	F	S
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14	15	16	17	18	19	20
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28	29	30				

October '25						
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November '25						
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23	24	25	26	27	28	29
30						

December '25						
Su	M	Tu	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30	31			

January '26						
Su	M	Tu	W	Th	F	S
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
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8

February '26						
Su	M	Tu	W	Th	F	S
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March '26						
Su	M	Tu	W	Th	F	S
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29	30	31				

April '26						
Su	M	Tu	W	Th	F	S
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May '26						
Su	M	Tu	W	Th	F	S
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24	25	26	27	28	29	30
31						

June '26						
Su	M	Tu	W	Th	F	S
	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						
Su	M	Tu	W	Th	F	S
			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	

- School Days
- Staff Induction (No School)
- School Vacation Days
- Parent-Teacher Conferences (No School)

**School Offices Closed on Underlined Days**



# ACADEMIC TERM DATES 2025-2026

Fall Term 2025-2026	
Staff Induction	Monday, August 11 – Friday, August 22
Start of Fall Term	Monday, August 25
Labor Day – No School	Monday, September 1
Mid-term break and Columbus Day – No School	Monday, October 13 – Friday, October 17
Veteran’s Day – No School	Monday, November 11
Parent Teacher Conferences – No School for Students	Tuesday, November 18
Thanksgiving Holiday – No School	Wednesday, November 26 – Friday, November 28
End of Fall Term	Friday, December 19

Winter Term 2025-2026	
Start of Winter Term	Monday, January 5, 2026
Martin Luther King, Jr. Day – No School	Monday, January 19
Mid-term break and Presidents’ Day – No School	Friday, February 13 – Monday, February 16
Spring Break – No School	Monday, March 9 – Friday, March 20
End of Winter Term	Friday, March 6

Spring Term 2025-2026	
Start of Spring Term	Monday, March 23
Parent Teacher Conferences – No School for Students	Tuesday, April 7
Patriots’ Day – No School	Monday, April 20
Mid-term break and Memorial Day – No School	Monday, May 25 – Friday, May 29
Juneteenth Federal Holiday - No School	Thursday, June 19
End of Spring Term	Friday, June 26

## REQUIRED STUDENT FORMS & AUTHORIZATIONS

All required student forms are now completed online. This system was designed based on constructive feedback from parents who wanted all forms in one place, easily accessible and manageable online.

This form must be completed:

- Before your child’s first day at BISB, and
- At the start of each academic year.

We strongly recommend that you create an account when accessing the form. This allows you to:

- Save your progress and return to it later,
- Easily update information if anything changes during the year, and
- Quickly complete future annual updates without starting from scratch.

**[Please complete the form using this link](#)**

If you have any questions or need assistance, please contact us:

T - [1-617-982-2601](tel:1-617-982-2601)

E - [Main.Office@bisboston.org](mailto:Main.Office@bisboston.org)

# LOWER SCHOOL YEAR GROUPS & US EQUIVALENT GRADES

BISB Year Groups	Key Stage/Phase	Head of Key Stage/Phase	Enrollment Age By August 31:	US Equivalent Grade
Toddlers*	Early Years	Mrs Joanna Johnson (Joanna.Johnson@bisboston.org)	18 months	Pre-School
Nursery*			2.9	Pre-School
Reception			4	Pre-Kindergarten
Year 1	Key Stage 1	Mrs Anna Vangel (Anna.Vangel@bisboston.org)	5	Kindergarten
Year 2			6	1st
Year 3	Lower Key Stage 2	Mr Ed Jerram (Edward.Jerram@bisboston.org)	7	2nd
Year 4			8	3rd
Year 5	Upper Key Stage 2		9	4th
Year 6			10	5th

\*Please note that for some students in Toddlers and Nursery, they will spend two years in one of these classes depending on their age and date of birth. To join Nursery, students must be at least 2 years and 9 months (and potty trained) by August 31<sup>st</sup> of the year they wish to enroll. To enter Reception, students must be 4 by August 31<sup>st</sup> of the year they wish to enroll. We do not accommodate mid-year changes based upon age. If you have any questions about this, please contact our admissions team ([admissions@bisboston.org](mailto:admissions@bisboston.org)) or Mrs Johnson ([Joanna.Johnson@bisboston.org](mailto:Joanna.Johnson@bisboston.org)).

## SCHOOL HOURS

The school day runs from 8:20 am – 3:30 pm. All students should arrive on campus between 8 am and 8:20 am. All students are expected to be in school at 8:20 am, ready to begin their day of learning.

## ARRIVAL PROCEDURES AND LOCATIONS

### Drop-Off Locations - 8 am to 8:20 am

It is essential that our students are always supervised, for their own security and safety. Therefore, we request that students wait until 8am before entering the campus, when staff will be on hand for morning supervision.

Toddlers - Students should be dropped off at the Toddlers entrance where they will be greeted by teaching staff or a member of the Senior Leadership Team.

Nursery, Reception, Key Stage 1 and 2 - Students can be dropped off at the school main entrance or the Lower School parking lot gate where they will be greeted by teaching staff or a member of the Senior Leadership Team.

### Late Arrivals - 8:20 am onwards

Any students arriving after 8:20 am should be dropped off at the main office. They will then be escorted to their classrooms and recorded as late on their attendance record.

## DEPARTURE PROCEDURES AND LOCATIONS

### Pick-Up Locations - 3:30 pm

Toddlers - Students can be picked up at the Toddlers entrance.

Nursery, Reception, Key Stage 1 and 2 - Students can be picked up at the school main entrance or the Lower School parking lot gate.

### Siblings

If Year 3 to 6 students have siblings in Nursery, Reception, Year 1 or Year 2, they will go downstairs to the lower playground where they can be picked up together.

If students have siblings in Toddlers, Middle or High School, they will go upstairs to meet you in either the car line outside the main office entrance.

### Late Pick-Up

If, for any reason, you have been delayed, please telephone the school so we are aware and can inform your child to avoid any unnecessary anxiety.

### New Adult Pick-Up

Please also notify your class teacher or the main office, if any other adult will be collecting your child. For security reasons, children will only be released to an authorized adult.

## EARLY/AFTER CARE

### Early Care- 7:30 am to 8 am

Early care for students in Toddlers to Year 6 will be available in the library from 7:30 am to 8 am.

At 8 am students will be taken to their respective classrooms/play areas.

### After Care - 3:30 pm to 6 pm

Aftercare takes place from 3:30 to 6 pm for students as young as Toddlers.

Children Toddlers to Year 2 will be in the Nursery classrooms and outdoor areas.

Children can be collected from the Nursery classroom door, anytime between 3:30 and 6 pm.

Children in Year 3 to 6 will be in classrooms on the 2<sup>nd</sup> floor and can be picked up from the main entrance by calling 617-435-9989.

## EXTRACURRICULAR CLUBS

Extracurricular clubs will be available to students in Nursery - Year 6. They will take place at the end of each school day from 3:30 – 4:30pm. Students should be picked-up from the Lower School parking lot.

Students who are collected late from clubs will be taken to aftercare and there may be a charge.

## SCHOOL BUS

Children in Lower School can ride the bus to and from school. We have 5 different bus routes available.

Our bus provider is Local Motion, which is clearly marked on both sides of the buses.

Please note that you must sign up for the morning and afternoon routes separately in SchoolsBuddy.

**If there are any changes to your child's afternoon bus schedule, it is essential you request a schedule change in SchoolsBuddy or contact the main office by phone or email by 1pm to inform us of these changes and to ensure the bus system runs smoothly.**

Routes:

- The Wellesley/Needham Bus: Serving Needham, Wellesley, Natick.
- The Newton Bus: Serving Newton, Chestnut Hill.
- The Brookline/Cambridge Bus: Brookline (Brookline Village & Washington Square), Brighton, and Cambridge.
- The Boston Bus: Jamaica Plain, Boston (Back Bay & Beacon Hill).
- The Milton/Dedham Bus: Serving Milton, Dedham, and Walpole.

## Signing Up for Early/After Care, Extracurricular Clubs and Schools Bus

Please sign up for morning care, after care, extracurricular clubs and school busses on SchoolsBuddy.

Please contact the main office if you have any difficulty with logging into or using SchoolsBuddy:

T - 1-617-982-2601

E - Main.Office@bisboston.org



## SCHOOLSBUDDY

BISB uses a system called SchoolsBuddy for sign-up and payment for field trips, morning and after care, extracurricular clubs, and school lunch.

The main office staff will send out an email with your account details before your child joins our school.

Please reach out to the main office if you have any issues with using SchoolsBuddy for sign-ups and payments.

T - [1-617-982-2601](tel:1-617-982-2601)

E - [Main.Office@bisboston.org](mailto:Main.Office@bisboston.org).

## PHOTOGRAPHS

### Photo Day

An annual event whereby all students and staff are photographed both individually, with siblings, and with their class.

A photo 'retake' day is also calendared should a student be absent on the initial photo day. Photos are available for purchase through the vendor.

### No Photo List

Parents should contact [admissions@bisboston.org](mailto:admissions@bisboston.org), should they not wish for their child to be photographed for in-school, or external marketing purposes.



## SCHOOL UNIFORM

Wearing our school uniform is compulsory for all students attending BISB. We believe that wearing the uniform, in a proud and smart manner, promotes positive self-esteem. Therefore, it is an integral part of our school culture. Please ensure your child arrives at school looking smart and ready for the day ahead.

## PHYSICAL EDUCATION UNIFORM

All students are expected to wear our physical education (PE) uniform on PE days. You will be informed about these days at the beginning of the academic year or through your welcome pack if your child is joining mid-year.

## SPIRIT WEAR

At BISB, students love showing their school spirit by wearing their house color t-shirts during special events and spirit days throughout the year. These shirts are part of our spirit wear and help build a sense of belonging and friendly competition. Each child is assigned a house when they join the school, and siblings are always placed in the same house.

## PURCHASING UNIFORM

Our Uniform Guide includes full details of our uniform expectations, along with links to purchase required and optional items. Please refer to it for everything you need to get your child ready for school.



## WEATHER APPROPRIATE CLOTHING

At BISB, we believe that children benefit a great deal from playing outside and enjoying fresh air, even in winter. It is therefore extremely important that your child has clothes suitable for the prevailing weather conditions. Coats, snow pants, hats, and gloves are all encouraged during cold and rainy days, while hats and sunscreen are recommended for warmer days.

We would never encourage children to play outside in extreme or dangerous weather conditions.



# WHAT TO BRING TO SCHOOL

## Water Bottles

- Reusable water bottle
- Please ensure bottles are clearly labelled with names
- Bottles should be returned home daily to be washed
- Only water should be contained in the bottles – no medication, juice, tea, carbonated or flavored drinks
- Water dispensers will be available at school for refills, whenever required

## Weather Appropriate Seasonal Clothing

- In our experience, clothing from the following brands are most durable and waterproof -Tuffo, HAPIU, Patagonia, REI, Jan and Jul and Boden
- Cold and warm weather items - caps, hats, scarves, gloves, jackets, snowsuits etc.

## Sunscreen and Bug Spray

- Roll on and stick sunscreens are easier for young children rather than sprays or lotions so we would recommend these in the first instance

## Spare clothing (Toddlers to Year 2)

- Please send in 2 sets of spare clothing, including socks and underwear in a named Ziplock or reusable dry/wet bag
- Please make sure all clothing is labeled with your child's name
- If your child is sent home in their spare clothes, please return a fresh set the next day

## Early Years (Toddlers, Nursery and Reception) Specific Items

- Nap bedding
  - We recommend the urban infant brand.
  - Children are welcome to bring one small stuffy or lovey to school for quiet time but please do not send in toys from home – we have plenty here to play with!
- A packet of wet wipes
- Diapers (Toddler students only)
- Diaper rash cream (optional for Toddlers)
- Indoor shoes or slipper shoes with grips on (Toddler students only)
- Please note that school bags should be no greater than 13" x 7" x 16" so that we can store them in our cubbies. Suitable bags are available to purchase from Pottery Barn (size small) and LLBean (17L)

# SNACKS AND LUNCH

## Snacks

- Morning snacks should consist of fresh fruit or a wholesome, nutritious snack
- BISB discourages sugar-laden foods for health reasons and because they can have a negative effect on concentration and learning
- Under no circumstances should snacks be shared amongst students
- Students should be able to help with opening and closing their containers independently
- Stasher bags for snack items and Bentgo lunchboxes are child friendly
- Please provide all utensils (forks, straws, spoons etc.)
- Please note that we do not have facilities to heat or refrigerate food so please use thermos flasks if you wish to provide something warm and ice packs to keep items cool

## Lunch

- Families have the option of either providing their child with a packed lunch from home or signing up for school lunch.
- Families who wish to pack their child a home lunch are encouraged to send healthy food that their child enjoys. We are unable to heat any food in school, so we recommend using thermos flasks for foods that children would prefer to eat warm.
- Our school lunches are freshly prepared and provided by SHOWA.
- Parents can sign their child up for school lunch via SchoolsBuddy.

## Birthdays and Special Treats

- All birthday and special celebrations treats can be ordered through SHOWA's General Catering Manager.
- To make an order, please email Dave [david.covell@sodexo.com](mailto:david.covell@sodexo.com) with at least one week's notice. This will allow us to be able to create non-allergen treats for your children's class celebrations.

**BISB is a nut-safe zone!**

**Due to the potential for serious allergic reactions,  
Please ensure all food brought onto campus is nut free.**

## POSITIVE BEHAVIOR FOR LEARNING

At BISB, we have high expectations for behavior and encourage students, right from the start in Toddlers, to make positive choices, show respect and kindness, and always try their best.

We understand that children sometimes struggle with this. When they do, staff support them in sensitive, restorative ways that help them reflect, consider the impact of their actions, and make better choices moving forward.

If behavior concerns persist, we'll contact you to arrange a meeting. Our goal is to work closely with families to support each child's success.

In every Lower School class, we consistently praise positive behavior and effort. This helps drive motivation and improves learning. Students are rewarded through house points, 'Star of the Week' awards, and other forms of recognition, including weekly values-based assemblies.

Every child is assigned to a house when they join BISB, and siblings are placed in the same one. Each house has a color, and students can wear their house shirt on spirit days and events throughout the year, earning points for achievements. The winning house each month receives the house trophy.

## OUR SCHOOL VALUES

At BISB, our school values are shaped by the IB Learner Profile. They run through everything we do, from our 18-month-olds in Toddlers to our graduating Year 13 students.

These values guide how we learn, how we treat others, and how we contribute to our community and the wider world. We introduce and reinforce this language from the very beginning of a child's journey with us.

The ten attributes of the IB Learner Profile are:

- Inquirers – We ask questions, explore new things, and love learning.
- Knowledgeable – We build our understanding of the world and share what we know.
- Thinkers – We make good decisions and solve problems by thinking carefully.
- Communicators – We share ideas clearly and listen to others with respect.
- Principled – We are honest, fair, and take responsibility for our actions.
- Open-minded – We listen to different people and respect other cultures and opinions.
- Caring – We are kind and help others feel included, respected, safe, and supported.
- Risk-takers – We try new things and face challenges with courage.
- Balanced – We care for our minds, bodies, and feelings, and help others do the same.
- Reflective – We think about what we have learned and how we can keep improving.

These values are not just for students but are important for everyone at BISB. When students, staff, and families all try to show these qualities, we build a happy, respectful, and inspiring place to learn and grow together.

## OUR CURRICULUM

At the British International School of Boston, our Lower School curriculum is built upon the robust foundation of the English National Curriculum (ENC) and the Early Years Foundation Stage (EYFS). These world-renowned frameworks provide clear progression, academic rigor, and high expectations across subject areas, ensuring students are challenged, supported, and inspired from their earliest years through to the end of primary education.

The EYFS framework guides our Toddlers, Nursery, and Reception classes, promoting development across seven key areas of learning. With a strong emphasis on language development, personal and social growth, and early literacy and numeracy, it lays the groundwork for confident, curious learners.

From Year 1 to Year 6, the English National Curriculum shapes the core of our academic program. It provides a consistent, sequenced structure for subjects such as English, Mathematics, Science, Computing, and Personal, Social, Health and Economic Education. This enables all students to acquire deep knowledge, master key skills, and make measurable progress throughout their learning journey.

To enrich and contextualize our curriculum, we integrate the International Early Years Curriculum (IEYC) and International Primary Curriculum (IPC). These thematic, inquiry-led frameworks bring learning to life by connecting subject content through engaging, real-world topics. We cover History, Geography, Art, and Design and Technology in a cross-curricular approach which enhances creativity, global awareness, and cross-curricular connections. This further allows us to reinforce the essential skills of collaboration, critical thinking, and reflection.

Together, this curriculum blend offers an education that is academically rigorous, internationally minded, and personally enriching, setting us apart from traditional American curriculum models. While many U.S. schools focus heavily on standardized test preparation and discrete subject delivery, our approach emphasizes depth over breadth, global competencies, and a carefully balanced progression of knowledge and skills.

Importantly, our curriculum is deliberately designed to prepare students for long-term success. The strong academic foundation, inquiry mindset, and personal skills nurtured in Lower School ensure students transition smoothly into Middle and High School, where they ultimately thrive in the International Baccalaureate (IB) Diploma Program, one of the most respected and challenging pre-university qualifications in the world. The IB is highly regarded by top colleges and universities globally, and our students leave BISB equipped not only with outstanding academic results, but with the independence, resilience, and global perspective needed to succeed in higher education and beyond.

More detailed information about year group curriculum coverage and subject specifics can be found in our BISB Curriculum Guides.

## SPECIALIST LESSONS

In addition to a strong core curriculum, students at BISB benefit from a rich program of specialist-taught subjects that broaden their skills, spark creativity, and support their physical and personal development. All specialist subjects are led by dedicated, trained professionals who bring deep subject expertise and a passion for teaching.

Music, Dance, and Drama are integral parts of our curriculum and are taught by teachers trained through the Juilliard-Nord Anglia Performing Arts Collaboration. This exclusive collaboration with The Juilliard School, one of the world's leading conservatories, brings world-class performing arts education into our classrooms. Our students explore musical expression, movement, and stagecraft in an engaging, joyful, and structured environment. From creative movement in the early years to drama lessons in Years 5 and 6, the performing arts are a celebrated and essential part of student life.

Physical Education (PE) lessons promote teamwork, resilience, and healthy living, with students participating in a range of sports and physical challenges designed to support motor development, coordination, and lifelong fitness habits. As students progress through the school, our PE program builds the foundational skills and attitudes needed for competitive sport, preparing them to take part in interscholastic and varsity-level sports in Middle and High School.

All students also learn a modern foreign language, either Spanish or French. Families are invited to choose their child's language learning preference before they begin their time at BISB and will receive a link from the school to make their selection. Language learning begins early and builds progressively each year, enabling students to develop strong communication skills and cultural awareness in a second language.

This breadth of specialist provision supports the development of well-rounded, confident learners and reflects our commitment to nurturing each child's unique talents and interests.

## LOWER SCHOOL TECHNOLOGY USE

The British International School of Boston views technology as an integral teaching and learning tool, one that can further enhance the educational experience of our students. Technology, integrated thoughtfully into the curriculum, supports learning, fosters critical thinking, and prepares students with needed skills for lifelong learning and work in the future.

### **Purpose and Value of Technology in Education**

Technology in our classrooms is not a form of passive entertainment. It is, instead, an interactive tool for learning. For example, our smartboards are less about being a large screen than they are about interactivity. They allow teachers and students to develop and convey information in a way that is both compelling and engaging. Students are encouraged to use smartboards themselves to create hands-on learning activities-leading to and supporting the adoption of a more interactive approach that comes with active learning.

## **Technology Use Under Supervision**

We ensure that any utilization of technology in Lower School is controlled. The teachers lead the students in how to use digital resources appropriately and effectively to make sure that technology enhances the curriculum and learning objectives. This organized approach supports maximum educational benefit along with the development of responsible habits regarding technology use.

## **Technology and Lifelong Skills**

Technology is an integral part of our curriculum, equipping our students with the digital skills needed for their future. Students learn through activities focusing on how to navigate through digital tools, develop information literacy, and create collaborative projects that resemble real-world applications. These experiences help to further develop critical thinking, creativity, and problem-solving.

## **Guidelines on the Use of Technology**

While we embrace the many ways technology is helping to improve educational standards, we are equally aware of the needs of balance. At BISB Lower School:

- Technology is Not Used During Indoor Breaks or Lunch: We work to make sure indoor breaks and lunchtime are used for interacting with peers, physical activities, and hands-on learning opportunities—a well-rounded school day.
- No Passive Technology Use: Technology should never be used as a passive activity to keep students occupied. Every interaction with technology in school should be intentional and/or tied to a learning objective or used to enhance learning.

## **Dedication to Effective and Responsible Use of Technology**

At BISB, we strive to create an environment in which our students learn through using technology in a thoughtful, purposeful, and safe way. We work to ensure that through supervised, intentional use, our students will develop both the skills and values they'll need to navigate an increasingly digital world with confidence and responsibility.

## **PERSONAL DEVICE FREE SCHOOL DAY**

At BISB, we are committed to creating a focused, social, and fully engaged learning environment. To support this, we operate a personal device-free school day for all students. This includes cell phones, smartwatches, and other wearable technology.

Students are not permitted to use personal devices during the school day (8:20-3:30). If a student brings a phone or smartwatch to school, it must remain turned off and stored in the lockable cabinets provided in classrooms.

This approach is part of our ongoing commitment to fostering an environment that prioritizes student learning, well-being, and interpersonal connection.

Should you need to contact your child during the day, please call the school office and a message will be passed on promptly.



## HEALTH AND ABSENCES & HEALTH AND SAFETY

We are committed to supporting every student to thrive at BISB. Strong attendance is closely linked to academic achievement and a positive school experience, and we encourage families to prioritize regular school attendance.

Naturally, children should stay home if they are unwell. If your child will be absent, please notify the school by 8:20 a.m. on the day.

### ABSENCES AND LATENESS

If a families arrive after 8.20 am, they should sign in at the main office where a member of staff will take their child to their lesson. The main office should be notified of any planned lateness, via email, from parents. Being late to school will result in lost learning time. Please make every effort to be punctual.

Option 1: Email [main.office@bisboston.org](mailto:main.office@bisboston.org)

Please copy the class teacher and clearly indicate the student's name, year group and reason for absence. The email should also indicate if the student rides the bus or has any extra-curricular activities scheduled for that day.

Option 2: Call 617-522-2261

Call the main school number. Leave a message, clearly indicating the student's name, year group and reason for absence, adding information where relevant if the student rides the bus or has any extra-curricular activities scheduled for that day.

At 8.30 am our registration closes. At this time, emergency registers are printed, and our system generates a list of 'unexplained absences'. Our administrative team will contact parents of students with an unexplained absence by phone and/or email.

### ILLNESS

If a student is unwell, they should not come to school. Return to school is permitted following a 24-hour period in which the child has been symptom free without the use of medication.

Students should not come to school if they:

- Have a temperature of 100.1°F or above within the last 24 hours
- Have vomited or had diarrhea within 24 hours
- If they have experienced an unexplained rash, suspected conjunctivitis, skin infections or strep throat - in such circumstances, a doctor's letter is required before returning to school

During certain times of the year, there are often ticks around the school grounds. The school grounds are treated however, some ticks inevitably remain. In the warmer months, we recommend applying insect and tick repellent to your child each morning.

## APPOINTMENTS

Whenever possible, we encourage families to make routine appointments, including medical or dental appointments, outside of school hours. If school hours cannot be avoided, parents must notify the school at least 24 hours in advance. Please email notification to [main.office@bisboston.org](mailto:main.office@bisboston.org) and copy the student's class teachers.

Parents must sign-out their students at the main office prior to departing campus.

## HEALTH FORMS PROCEDURES

Use [this link](#) to complete all the necessary forms at the beginning of the school year or before your child starts their first day at BISB. If a student has a life-threatening allergy, asthma, diabetes, or any other medical condition, the School Nurse and class teacher should be informed, in order to create a school safety plan. Students are permitted to self-administer medication, but only with MD and parental permission, the School Nurse is also required to be part of the decision process.

Parents should inform the school nurse ([nurse@bisboston.org](mailto:nurse@bisboston.org)) if their child is on antibiotics or if a new diagnosis is made. Parents should also inform the nurse if fever reducing medication has been taken prior to arrival at school.

Current physical exam records must be completed by a U.S. healthcare provider and dated no earlier than one year from the student's first day of school at BISB. Physicals must be submitted within 30 days of the student's first day of school, enabling them to participate in sports, physical education and overnight trips.

Please complete all necessary medical paperwork for the school nurse before term starts. A link containing all the forms you need to complete will be sent to you before the start of school year.

## MEDICATION AT SCHOOL

Medication for students with specific medical needs may be administered by the School Nurse providing the licensed prescriber has completed a prescribed medication order for medicine to be given at school. The form also needs to be co-signed by the parent giving the School Nurse authorisation to give the medication at school. If the parent has not signed the form, medication cannot be given by the School Nurse.

Any medication provided to the school must be in its original packaging with a clear expiration date and the student's name clearly indicated. The medication is stored in a locked cabinet and is monitored by the School Nurse. All medication will be handed over to the nurse with a parent signature.

**[Please complete medication forms using this link](#)**

If you have any questions or need assistance, please contact us:

T - [1-617-982-2601](tel:1-617-982-2601)

E - [Main.Office@bisboston.org](mailto:Main.Office@bisboston.org)

## TERMLY SECURITY AND EMERGENCIES DRILLS

### **Fire Evacuation**

When a fire alarm sounds, members of the community should file quietly out of the building via the nearest available exit, students are taught to line up quietly at their assigned muster points. Directions for evacuation are posted in each room.

Any member of the community who is unable to use the stairs, should have a PEEP (personal emergency evaluation plan).

Members of the community are not permitted to re-enter the school buildings until they are deemed safe.

### **Lockdown Procedures**

Students are educated to be prepared for lockdown at age-appropriate levels. Students will be made aware of all possible evacuation routes, including window routes if applicable. Where possible, students and members of the community should evacuate. Students are made aware to not wait for friends, and under extreme circumstances may evacuate and make their own choices about safe routes without waiting for a leading teacher. If evacuation is not possible, students and members of the community should barricade and shelter in place.

## STUDENT SAFETY

All students at BISB have the right to feel safe, free from harassment, free from violence and from abuse both inside and outside of school. As a school we will help all students feel safe and protected.

### **What to do if a student does not feel safe at school:**

Whether concerns relate to the behaviour/actions of another student, a teacher or any other individual in school, it's very important that students tell an adult who they trust, this may be their parents, the Student Services Team, any of the teachers and staff. All staff have the same training and will be able to support.

Additionally, students can always tell our School Guidance Counselors or the Designated Safeguarding Lead.

### **What to do if a student does not feel safe at home:**

Students have the right to be cared for and live in a home where they feel safe. If they are at risk of harm or have been harmed, whether it be physical, emotional, sexual or neglectful they will be supported by school staff. They can tell any teacher/adult in the school, and they will know what to do. If they can't tell somebody in school, they can get help and advice from the following sources:

- National Child Abuse Hotline 1-800-4-A-Child or 1-800-422-4453 <https://www.childhelp.org>
- They can report abuse and get help from the Massachusetts Department of Children and Families by contacting the DCF in the area where the child lives <https://www.mass.gov/orgs/massachusetts-department-of-children-families/locations>
- If a student is in immediate danger, call 911.

### **What to do if there are concerns about another student:**

If a student or parent is concerned about the safety or wellbeing of someone in the community, they should always find a trusted adult at school to share their concerns. If a friend confides that they are unsafe, have been hurt, or are in any danger, it is important not to keep this information secret. It must be reported to a trusted adult at school immediately.

Any member of the school community can complete an anonymous reporting form:

- [Reporting Form for Students](#)
- [Reporting Form for Adults](#)

### **Visitors:**

During the school day, BISB is open to students, staff or those who have appointments at the school. Visitors to campus should be approved and must sign in at the main office. All visitors must display a visitor's pass for identification purposes.

## SAFEGUARDING

Nord Anglia Education's unique philosophy is to 'Create Your Future', which is underpinned by our belief and commitment that all our students will be supported to realise ambition by learning and thriving in the safest possible environment.

BISB students are empowered to make decisions for themselves and are supported in this by learning through specific elements of the curriculum, aimed at enabling students to be able to keep themselves safe (e.g. through Personal, Social, and Emotional Development).

BISB recognises that having a safeguarding and child protection policy does not mean that any risk to our students is eliminated. Rather, we expect that all BISB staff, including all staff and volunteers in our school and any contractors or partner agency staff used by schools, recognise where a student is at risk of, or is actually being harmed and do all they can to reduce further risk or further harm.

We recognise that our school is particularly important in protecting our students; we are in the best position to identify concerns early and provide or identify help for students as well as helping to prevent these concerns from escalating. Consequently, BISB accepts and adheres to these basic principles:

- A student's welfare is paramount and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of race, religion, ability, gender or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom they work.
- BISB works in partnership with parents/carers and/or other professionals to ensure the protection of students.
- Our guiding principle throughout is 'the best interests of the students'.
- All students have the same equal rights to protection, but we recognise that we need to do more for some students because of their special educational needs, disability, gender, religion or sexual orientation.

## PETS ON CAMPUS AND AT SCHOOL EVENTS

To ensure the safety, health, and comfort of all students, staff, and families, pets are not permitted on the school campus or at any school-related events.

This policy helps us maintain a clean and allergy-friendly environment, and prevents any unexpected disruptions or safety concerns.

We appreciate your understanding and cooperation in keeping our school community safe and welcoming for everyone.

At BISB, we believe that strong, timely communication between school and home is key to student success. That's why we use Seesaw as our primary platform for sharing learning, celebrating student achievements, and keeping parents consistently informed and engaged.

Seesaw serves as a digital learning journal where teachers can post photos, videos, and samples of your child's work, offering you a window into their classroom experience. This not only strengthens the connection between home and school but allows you to share in your child's progress, development, and moments of pride, in real time.

You'll also receive weekly learning updates through Seesaw, which include key dates, curriculum highlights, and important class reminders.

Everything you need to stay informed is in one place, helping to streamline communication and ensure you feel connected to your child's learning journey.

In addition, Seesaw supports home learning and reflection. From time to time, teachers may share optional tasks, projects, or challenges through the platform, allowing students to extend their learning in a fun and meaningful way beyond the classroom.

Families will receive an email invitation to connect to their child's Seesaw journal before the school year begins. We strongly encourage you to download the Seesaw app and enable notifications so you never miss an update.

If you need help accessing Seesaw or have any questions about its features, your child's class teacher or a member of the school leadership team will be more than happy to assist.





## A Global Community: Nord Anglia Education

BISB is proud to be part of Nord Anglia Education (NAE), a global family of more than 90 schools across 80+ countries, educating over 80,000 students worldwide. Being part of this dynamic network opens up a world of opportunity for our students, families, and staff.

Through Nord Anglia, our students benefit from:

- Exclusive collaborations with world-leading institutions like The Juilliard School, MIT, and UNICEF;
- Access to the Global Campus platform, connecting them with peers around the world through international challenges, projects, and shared learning experiences;
- A curriculum enriched by innovative teaching, global perspectives, and real-world relevance.

For families, it means joining a worldwide community united by a shared commitment to academic excellence, wellbeing, and personal growth. For our staff, it means access to world-class training and collaboration across borders, ensuring your child learns from educators who are constantly growing and innovating.

At BISB, your child's education is locally rooted and globally connected—preparing them to thrive not just in school, but in life.

## ROLE OF THE PARENT

At BISB, we acknowledge the importance of involving you in your child's education and we encourage active involvement throughout the school. The Parent Association is a fantastic way to become involved in school life. More details of how to join the Parent Association will be distributed once the school year begins. Each class will have a class communication rep. These class representatives are often involved in supporting a school trips or other events. If you are interested in becoming a class rep, then please feel free to contact your child's class teacher.

In addition to your role within school, we encourage your support with your child's learning at home. The enjoyment and knowledge that young children get from books is invaluable at this age and we encourage parents to read with their child as often as possible at home.

Each week your child's class will send out a weekly post on Seesaw discussing upcoming dates and learning that will be taking place the following week. The school will also send out a weekly newsletter, so you can have a wider view of what is happening throughout BISB.

Thank you for your continued engagement and support.



BRITISH INTERNATIONAL SCHOOL  
OF BOSTON  
A NORD ANGLIA EDUCATION SCHOOL

## Contact Us

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