



Swiss
International
School

Zurich North

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1 Director's Welcome

Why choose the Swiss International School (ISZN)?

Dear Parents,

Thank you for your interest in our school. The following is a brief introduction to our school and our philosophy. Your requirements are important and we hope that this information package answers any questions you may have.

Swiss International School - Zurich North

- offers a truly international education for your child from Nursery up to Grade 9
- is authorised to offer the Primary Years Program of the International Baccalaureate Organisation
- offers a dynamic and balanced Middle School Program. The core curriculum content of the program is aligned with leading IB world schools
- highly values the learning of English, German and French
- provides a supportive and stimulating learning environment
- is a conveniently located day school, easily reached by school bus, private or public transportation
- offers modern facilities
- is staffed by highly motivated teachers who respond to each child's specific needs
- has strong links with the Swiss community and local schools

Swiss International School - Zurich North provides a high quality education to the children of the international community. We are a multi-cultural day school for students aged 2½ to 15, located in the north-eastern suburbs of Zurich, Switzerland. We offer a purposeful and inquiry-based program that features small classes, qualified and experienced teachers, a culture of high expectations and the caring qualities of a fine small school. The Primary Years and Middle School Programs combine the best research and practice from a range of national systems combined with a wealth of knowledge and expertise from international schools to create a relevant and engaging educational experience.

Swiss International School - Zurich North has laid the foundation for an exciting and educationally challenging experience for students. We continue to provide opportunities that encourage, challenge and nurture children and help them achieve their goals to the best of their ability.

All aspects of a child's life will be explored. Whether it be sport, arts, language, computers, science or mathematics, a high level of teacher competency will bring out the best in the students. We strive to keep your child enthused, interested and eager to come to ISZN.



You are encouraged to become an active member of the educational partnership between professional educators and parents. Students and families participate fully in every aspect of school life while they are here, which ensures lasting friendships for years to come.

We understand that it is often difficult for parents to move children away from their extended families, cultural roots and national education systems. However, at Swiss International School - Zurich North we ensure that we replace that loss with an enriching international education that will equip students with the knowledge and skills needed for the 21st century.

Additionally for parents, a move to Switzerland means a new orientation in an unfamiliar environment. We at ISZN will gladly help you find your bearings in the Zurich area. Should you wish, we will provide you with names and contact numbers of families of your nationality who have lived here for a few years. They will undoubtedly be able to give you first hand information. We often assist new families in finding suitable accommodation in the vicinity of the Swiss International School. Furthermore, we have compiled a directory containing the names of English speaking doctors, dentists and other helpful contacts for newcomers.

On our Website www.iszn.ch you will find more information about our school's programs and facilities. When in Zurich, please visit our school to see first hand, the stimulating learning environment and the friendly atmosphere which is so characteristic of our school.

Please feel free to call me at +41 44 830 7000 or e-mail me at daniel.sarbach@iszn.ch, in order for us to arrange a suitable time for you to tour the Swiss International School - Zurich North. I will make every effort to show you what we are all about and how we can provide you with what you are looking for.

I look forward to meeting you soon.

Daniel Sarbach, Director



2 Academic Profile

Swiss International School - Zurich North was founded in 1999 with the aim of providing quality Pre-school, Primary and Middle school education to the multinational community that has developed around the commercial area in north-east Zurich.

ISZN offers classes from Nursery (2½ years old and toilet trained) through Grade 10 (sixteen years old) in small class settings. ISZN has an excellent teacher student ratio (1:8) that allows us to dedicate the time and attention needed for each child.

The language of instruction at ISZN is English. All class teachers are highly qualified professionals and most are native English speakers.

For students who are not native English speakers, special programs in English as an Additional Language (EAL) are offered. These programs are planned into the normal class schedule and allow for a swift integration into the English language environment.

Swiss International School - Zurich North places special emphasis on the study of languages, since we wish our students to become communicators in a multilingual environment. Students begin studying German in Pre-Kindergarten. These courses are taught in three ability levels in order to suit the requirements of beginner, intermediate and advanced students. We offer French classes to interested students from Grade 5.

ISZN operates an open non-discriminatory admission policy. Admissions are accepted and welcome throughout the year.

All aspects of Swiss International School - Zurich North's philosophy, policy and practice are based on the programs of the International Baccalaureate Organization.

2.1 The International Baccalaureate Organization (IBO)

The IBO, founded in 1968, is a recognised leader in the field of international education. It is a non-profit, mission-driven foundation that works with roughly 2,660 schools (June 09) in order to develop and offer three challenging programs in 136 countries to nearly 723,000 students:

- The Primary Years Program (PYP)
- The Middle Years Program (MYP)
- The Diploma Program (DP)

While the IB programs cultivate internationalism and respect for other cultures, they also adapt to the local environment and allow students to maintain a strong sense of cultural identity. Students are taught to be active learners, well-rounded individuals and responsible citizens, who gain practical experience in belonging to an international community.

For more information about the programs developed by the IBO, please visit their website: www.ibo.org.



2.2 Primary Years Program (PYP)

The PYP is the established worldwide standard for an educational program at the primary level, offered by many top international schools. The IBO have authorised ISZN to offer the Primary Years Program. We are proud that we were able to fulfill the high standards set by the IBO at our first attempt. The PYP encourages students to be independent, open-minded inquirers, who are well-balanced and reflective thinkers: both knowledgeable and principled. To generate the holistic understanding of ideas as well as the concepts, skills, attitudes and actions required for a citizen of our increasingly international world, children are guided through transdisciplinary programs of inquiry, participation in which, ensures students who are with us for part of their schooling, have educational continuity should they transfer to another international school.

2.2.1 How does a Transdisciplinary Program Work?

The Primary Years Programme identifies a body of significant knowledge required by all students in all cultures, in six principal subject areas: language; social studies; mathematics, science and technology; the arts; personal, social and physical education but rather than simply being provided with knowledge and taught skills discreetly, students are guided through structured investigations units. These help children's natural curiosity to develop an understanding of what additional skills and knowledge they need to acquire and allow teachers to then teach them while keeping the learning directly relevant to the child's experience. Our teachers receive ongoing training in the implementation of these programs through special workshops on a regular basis.

2.3 Middle Years Program (MYP)

At ISZN, we are working towards becoming an authorised provider of the IBO's Middle Years Program within the next two years. The MYP is a five-year program for students aged 11-15. The program aims to promote:

- Intercultural understanding
- Responsible citizenship
- The importance of learning how to learn, and the significance of student-centered inquiry and communication

2.3.1 What is Special about the MYP?

The MYP is an innovative approach that is student-centered and promotes the acquisition of skills that enhance the students' adaptability in this rapidly changing world.

The MYP is based on three Fundamental Concepts:

- International Awareness: Learning about a variety of cultural, social, religious and national perspectives to encourage respect and empathy.



- Communication: Verbal and Non-verbal communication in multiple languages is a key objective.
- Holistic Education: Respects the subjects as separate disciplines but also includes units of work and activities across and within multiple subjects. This reflects the understanding that real world problems are solved using information and skills from multiple sources, rarely from a single discipline.

Currently we are in the early phase of implementing the MYP. At this stage we are developing the program in Language A (English), Sciences, Humanities, and Mathematics. Within each of these subjects the students will be involved in 5-6 units of inquiry during the year. One particular Area of Interaction (Aoi) will be explicitly addressed across these four subjects at any one time.

2.4 Diploma Program (DP)

Once the MYP is established at our school and authorised by the IBO, we intend to introduce the DP.

Until that time, students having completed the MYP at ISZN can transfer to one of the established DP schools in the Zurich area. They also have the option of obtaining A-Levels at a British oriented school in Zurich.

The Diploma Program is a demanding pre-university course of study that leads to examinations. It is designed for highly motivated secondary school students aged 16 to 19. The program has earned a reputation for rigorous assessment, giving IB diploma holders access to the world's leading universities. The DP's grading system is criterion-referenced, which means that each student's performance is measured against well-defined levels of achievement. These are consistent from one examination session to the next and are applied equally to all schools.

The IBO has shown that over the course of 30 years, students with an IB diploma are well prepared for university studies. Universities world-wide accept these diplomas.

The program is a comprehensive two-year international curriculum. It generally allows students to fulfill the requirements of their national or state education systems. The DP incorporates the best elements of national systems, without being based on any one.

2.5 Facilities

Swiss International School - Zurich North occupies the ground floor of a modern building at Industriestrasse 50 in Wallisellen.

Presently there is a Nursery, a Pre-Kindergarten and a Kindergarten room, twelve classrooms, a computer room, a library, a dining hall and a large multi-purpose hall, as well as staff offices. All the rooms are bright, spacious and well equipped with contemporary furniture and equipment.

There is an enclosed children's playground behind the building and a basketball and football court in front. Physical Education classes are held in the gymnasium of the Wallisellen public



school or at the local swimming pool. Weather permitting; the children spend their morning break (25 minutes) and the lunch recess (25 minutes) outdoors.

In the well-stocked library, students find useful resources for their research projects as well as for their own reading pleasure. The library is run entirely by dedicated parent volunteers.

Through constant improvements we remain on a par with leading international schools. By providing the latest Information Technology facilities, we encourage our students to use modern media technology in their educational pursuits.

3 Additional Information

3.1 The Community of Wallisellen

Wallisellen is located 8 km north of the city of Zurich and 5 km east of Zurich Airport. The oldest available document, which mentions the name of Wallisellen, is approximately 1000 years old. Today the population is about 12000. Due to a favourable tax rate, companies such as AT&T, Microsoft, Baxter and others have their Swiss Headquarters in Wallisellen. One of Switzerland's largest shopping centre is situated virtually next door to ISZN. Wallisellen is readily accessible by train, bus or car. The surrounding interesting countryside has a large network of walking, cycling and riding trails.

3.2 Parents' Club

Swiss International School - Zurich North recognises the importance of parental involvement at all levels in order to form a successful partnership with our professional educators.

There is a Parents' Club at ISZN that runs the school library, organises events and raises funds for the school. The Club has also created a list of volunteers who assist teachers as responsible class parents.

Members contribute regularly to the school newsletter by providing valuable advice for expatriates and newcomers. They will gladly share their insights about living in Switzerland with newly arrived parents at one of the regular coffee meetings.

ISZN parents are a very dynamic entity. They regularly get together to study German or to play sports. Recently they started a belly dance class and there is a group which does Tai Chi and meditation at the school.



3.3 Lunch Provision

There are two options available. The school has an arrangement with an external caterer who offers good, healthy food at fair prices and delivers child adapted portions. Many families use this service. Alternatively you can provide snacks and lunch for your child/children and students eat their lunch in our dining hall. If required, the lunchroom assistant will microwave the childrens' packed lunch, provide drinking water and supervise the students until it is time to play outside.

3.4 After School Activities

Various after school clubs, sports and other activities are organised throughout the year. These activities vary with the change of seasons. They are offered on a first come, first served basis and there is usually a small fee to cover entrance fees and transportation.

3.5 Excursions

Whenever deemed appropriate, teachers will organise field trips to museums, zoos, exhibitions, cultural events, businesses, farms, medieval castles or partner schools.

3.6 Transportation

Swiss International School - Zurich North is very close to the train station Wallisellen and the bus terminal "Zentrum Glatt". On demand, the school can organize private transportation. Please contact administration for more information.

3.7 Housing

We are well rooted in the local community and our administration can therefore provide you with information about convenient housing available in or around Wallisellen.

3.8 Medical Emergencies

For medical emergencies and for medical advice (prevention, accidents etc.) an experienced doctor (FMH-registered physician) is available. The school publishes a regularly updated directory containing the names and addresses of English speaking doctors, dentists and specialists in the Zurich area.



3.9 Insurance

According to Swiss law, parents are required to obtain health, accident and liability insurance for their children. The school's insurance does not provide such coverage for students.

3.10 The School Year

The school year is comprised of 180 days and each school year is divided into two semesters. Report cards are handed out at the end of each semester and parent-teacher conferences take place during the same period in order to discuss the students' progress.

Holiday breaks are in October (2 weeks), December, January (3 weeks), End of February (2 weeks) and April/May (2 weeks). Swiss International School - Zurich North observes Swiss National Holidays. School ends at the regular time of 15.15 before the school breaks up for the holiday period.

3.11 Class Sizes

Presently at Swiss International School - Zurich North the class sizes vary between 10 and 18 students.

3.12 Extended care hours

Extended care is available for all grades after regular school times at an hourly rate. Besides completing their homework, students engage in playful and creative activities. Parents can sign their children up for the Club at short notice.

15.15 – 18.00 Monday to Friday



4 Management and Homeroom Teachers

4.1 Management

School Directors	Daniel & Karin Sarbach
Business Director	Malu Fuchs
PYP-, MYP Coordinator	Rob Butler, Philip Roberts

4.2 Homeroom Teachers

Nursery	Anneliese Joss
Pre-Kindergarten	Claire Moran
Kindergarten	Nilde Pais
Grade 1.1	Lise Oldacre
Grade 1.2	Kerstin Garrard
Grade 2	Sarah Collins
Grade 3	Alma Tadžic
Grade 4	Joanne Butler
Grade 5	Ingrid Willemse
Grade 6	Kai Zouby
Grade 7 + 8	Angela Sanghvi
Grade 9	Philip Roberts
Grade 10	Rob Butler

5 Calendar 2009 – 2010

	Su	Mo	Tu	We	Th	Fr	Sa	
August 2009	9	10	11	12	13	14	15	August 14th New students' orientation August 17th First day of classes
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31	1	2	3	4	5	
September	6	7	8	9	10	11	12	August 31st, Parent Evening
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	1	2	3	
October	4	5	6	7	8	9	10	September 21st - 25th Fall Camp
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
November	1	2	3	4	5	6	7	October 5th - October 16th Autumn vacation October 5th - October 16th Autumn vacation
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
December	29	30	1	2	3	4	5	Nov 6th mid-term Parent-Teacher conferences
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
January	27	28	29	30	31	1	2	Nov 20th, Teachers In-Service (No students)
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
February	24	25	26	27	28	29	30	December 21st - January 8th Christmas vacation December 21st - January 8th Christmas vacation December 21st - January 8th Christmas vacation
	31	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
March	21	22	23	24	25	26	27	February 15th - 26th Ski Week February 15th - 26th Ski Week
	28	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
April	21	22	23	24	25	26	27	March 26th mid-term Parent-Teacher conferences April 2nd, Good Friday April 5th, Easter Monday
	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
May	18	19	20	21	22	23	24	April 19th - April 30th Spring Break April 19th - April 30th Spring Break
	25	26	27	28	29	30	1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
June	16	17	18	19	20	21	22	May 13 and 14th Ascension May 24th Whit Monday
	23	24	25	26	27	28	29	
	30	31	1	2	3	4	5	
	6	7	8	9	10	11	12	
July	13	14	15	16	17	18	19	June 25th Portfolio conferences July 1st, Last day of classes July 2nd, In Service-day (no students)
	20	21	22	23	24	25	26	
	27	28	29	30	1	2	3	
	4	5	6	7	8	9	10	
August 2010	8	9	10	11	12	13	14	August 20th New students' orientation August 23rd First day of classes
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	



6 What we teach

6.1 Early & Primary Years

Subject	Nurs	Pre-K	Kiga	G 1	G 2	G 3	G 4	G 5
English & Drama	✓	✓	✓	6	6	6	6	5
German		3	3	4	4	5	5	5
French								3
Mathematics	✓	✓	✓	6	6	6	6	5
Social Studies	✓	✓	✓	4	5	5	5	5
Science & Technology	✓	✓	✓	5	5	5	5	5
Visual Art	✓	✓	✓	4	3	2	2	2
Music	✓	✓	✓	2	2	2	2	2
Physical Education	✓	✓	✓	3	3	3	3	4
PYP Reflection/Assembly	✓	✓	✓	1	1	1	1	1
Total lessons per week	35	35	35	35	35	35	35	37

6.2 Middle Years

Subject	G 6	G 7	G 8	G 9	G 10
English	5	5	5	5	5
German	5	5	5	5	5
French	3	3	3	3	3
Mathematics	5	5	5	5	5
Social Science (History & Geography)	5	5	5	5	5
Natural Science (Biology, Chemistry, Physics)	5	5	5	5	5
Technology	3	3	3	3	3
Visual Art	2	2	2	2	2
Music	2	2	2	2	2
Physical Education	4	4	4	4	4
Middle School meeting/Assembly	1	1	1	1	1
Total lessons per week	40	40	40	40	40
Gymnasium Entrance Test Preparation, opt.	+1		+1		



7 Primary Years Program

7.1 Early Years Program™ (EYP)

ISZN defines Early Years as Nursery, Pre-Kindergarten and Kindergarten (3-5 years). The curriculum encourages children to engage with each other and the learning environment. Children are actively learning and constructing their own meaning from their experience of the social and physical world that surrounds them. ISZN recognises that learning and development are interrelated in young children, and the special curriculum allows for concept development that applies across subject specific domains. The curriculum is flexible. It allows teachers to build up children's self esteem and confidence, as well as respond to spontaneous events.

Children in the Early Years need extended periods of time and as much space as possible to explore, investigate and play. We encourage children at all times to wonder, explore, investigate (collecting data), synthesize and theories.

7.2 Language & Drama

The language of instruction is English. ISZN believes language is our major means of communicating and thinking. It is fundamental and permeates the entire curriculum. While the four main strands of *oral, reading, writing* and *visual communication* can be taught separately, they are interrelated and interactive, with learning in one supporting the others. The student outcomes outlined in our Language Scope and Sequence apply to each student, although the means and pace of teaching them will vary in different contexts.

Drama at ISZN is arranged into six major strands: *creative exploration and expression, technical incorporation, performance, personal and social development, reflection, evaluation and appreciation and drama in society*. Each of these strands is addressed separately, although in practice they interrelate. Drama is taught at ISZN as a discrete subject by classroom teachers and as an integrated part of the units of inquiry through the organising theme: How We Express Ourselves.

7.3 German

Children from Pre-K to Grade 10 are taught German for 3 - 6 lessons a week. Classes are divided into ability levels. Since a sizeable proportion of ISZN students have strong Swiss roots, the level of achievement in the advanced German class is comparable to the standards of local public schools.

The main aims of the program are to help students:

- to communicate fluently in German, both written and orally.
- to make progress in integrating successfully into the local community.
- to compare German with English.



- to learn about Swiss/German/Austrian culture and traditions: for example, finding out about different German-speaking countries, history, customs, literature, etc.

The program focuses on learning German in/for meaningful contexts and is driven by student inquiry processes whenever possible.

Within the context of a rigorous development of grammar, syntax and spelling, a variety of active methods are used, such as conversations, story reading and writing, poetry, role-play, interviews, music and songs, games, art, project oriented data collection, etc. The classroom environment reflects these activities and promotes them through the use of a wide range of visual aids, text-based materials, listening/reading centers, etc. Students are encouraged to become responsible, independent learners who are also able to work cooperatively with others.

The German teachers support the inquiry process in the classroom and focus on the Unit of Inquiry during the German class. They have compiled a folder with suggestions for field trips and accompany the students on excursions.

ISZN believes that developing the mother tongue is crucial for maintaining cultural identity and emotional stability, and the acquisition of more than one language enriches personal growth and helps facilitate international understanding. ISZN seeks to enable children to function as international citizens who have the ability to function comfortably and capably within and between cultures. Developing the ability to speak more than one language is an integral part of these preparations. ISZN therefore has a special responsibility to recognise and support each and every aspect of language development.

7.4 French

ISZN considers that the acquisition of more than one additional language enriches personal growth and helps facilitate international understanding. ISZN seeks to enable children to function as communicators in a multicultural environment such as Switzerland. The beginner students follow the *Envol* method, which is also used in local schools. *Envol* is topic oriented and focuses on the communicative needs of young learners.

7.5 Mathematics

ISZN does not view maths as a fixed body of knowledge to be transmitted; rather it is a way of thinking and a language for understanding meaning. Maths at ISZN is arranged into five interwoven strands of knowledge: *number* and *pattern and function*, *data handling*, *measurement* and *shape and space*. In *number* and *pattern and function*, students inquire into our number system, its operations, patterns and functions. The remaining strands are areas of mathematics that other disciplines use to research, describe, represent and understand aspects of their domain. Mathematics provides the models, systems and processes for handling and solving spatial problems. As a discipline, there is no interest in, or ability to determine, the contents of charts, graphs tables shapes and measurements. The content must come from the theme or the area of study. Consequently, ISZN believes that these strands are best studied in authentic contexts such as the trans-disciplinary units of inquiry.



ISZN has cross-referenced the school's Mathematics Scope and Sequence document with the Zurich Cantonal maths curriculum and found that our outcomes match or exceed those of children in local public schools.

7.6 Social Studies

Social Studies is defined as a study of human society, human relationships and the interaction of people with the environment. At ISZN, Social studies has three strands: *History*, *Geography* and *Society*.

History is the study of what we think is important about human past. The study of history develops an understanding of the past, its influences on the present, and its implications for the future.

Geography is the study of people and their relationship to the environment. The study of geography helps develop an understanding of the physical environment, a sense of place, and a sense of self in relation to personal, local, national and global locations.

The Society Strand is the study of the ways in which people, groups and societies interact with each other and how their values shape social systems. It incorporates the disciplines of Sociology, Anthropology, Ethics and Politics.

7.7 Science & Technology

The science and technology domain encompasses science and its applications. The breadth and balance of science and technology have been carefully considered at ISZN and is covered through our program of inquiry. The content is arranged into four main streams, which together with scientific skills and processes, constitute our science curriculum:

Living Things is the study of humans, animals, plants, the environment and the interactions between them.

Earth and Space is the study of the planet Earth and its relationship to the universe.

Materials and Matter is the study of the origins, properties and uses of natural and man-made solids, liquids and gasses.

Forces and Energy is the study of energy, its origins and transfer and its effects.

Scientific Skills and Processes

Within these four strands, students will develop a systematic approach to scientific inquiry. They will formulate questions, observe, plan, collect, organise and interpret data and present research findings. Students will develop an understanding of science in every day life and apply previously acquired knowledge in practical or new ways. Students will be able to work safely



and will learn to use information technology to collect, store, retrieve and present scientific information.

7.8 Visual Art

Visual art at ISZN is arranged into four strands: *creative process, elements of art and design, visual arts in society* and *reflection and appreciation*. Each of these strands is addressed separately, although in practice they interrelate. The primary art curriculum at ISZN aims to give all children the opportunity to explore a range of art materials and media. Developing confidence and control in these areas and exploring the work of other artists will enable students to express ideas and make individual responses to stimuli. At ISZN visual art is taught as a discrete subject or as an integrated part of the units of inquiry through the organizing theme *How We Express Ourselves*.

7.9 Music

ISZN believes that music is an art that provides a means to communication, an opportunity to become skillful, a means of expression of both emotional and intellectual perspectives, exposure to other cultures and times, a means of accessing other disciplines and a vehicle for wondering, reflecting and consolidating. Music at ISZN is arranged into four strands: *performing, creating and composing, notation and listening* and *appreciation*. Each of these strands is addressed separately, although in practice they interrelate. ISZN believes that music contributes to the complete development of the child by stimulating listening skills, imagination, concentration, physical coordination and self-confidence. At ISZN music is taught as a discrete subject or as an integrated part of the units of inquiry through the organizing theme *How We Express Ourselves*.

7.10 Physical Education

Physical Education (PE) is considered essential at ISZN and is separated into seven major strands: *body control and spatial awareness, adventure challenge, athletics, movement to music, games, gymnastics* and *health-related activities*. Through PE, students explore and develop skills as well as learn the 'language' of physical movement. ISZN believes that Physical Education is an essential aspect of a well-balanced, healthy lifestyle and learning through PE helps to build self-esteem, confidence, cooperation and fitness.

Besides using our field and hall, we have an arrangement with the Wallisellen public school for the use of the gymnasium and the indoor swimming pool.

All subject areas and strands are based on the PYP Scope and Sequence documents produced by the IBO.



8 Admission and Enrollment

8.1 Admission policy

ISZN is open to parents who wish to provide their children with a truly international English medium education. The school operates a non-discriminatory admission policy and admissions are accepted and welcome throughout the year. ISZN admits students whose academic, personal, social, and emotional needs can be met by the school's programs and services, and who can be integrated into a mainstream classroom. Trial days are readily offered by ISZN and are the best option to find out which grade level is appropriate and whether a student is likely to integrate easily.

8.2 Admission and withdrawal

The School Director reserves the right to refuse admission to a student if:

- it is determined that the student would not benefit educationally from attending the school
- the student has a negative scholastic/behavioural record and is deemed by the School Director to be unsuitable for the ISZN community
- the school cannot meet the special educational needs required by the student
- The School Director reserves the right to dismiss or ask that a student be withdrawn if the student's best interests and needs cannot be met effectively by the school's programs and services
- the student's behaviour is deemed to jeopardise the welfare of the school community
- educationally significant information is withheld from the school during the admission process

8.3 Admission and placement

- Step 1 To begin the application process, families contact the Director's office (+41 44 830 7000) to make an interview appointment and to visit the premises.
- Step 2 An admission form should then be completed and submitted. Previous school records, if available, should be returned with the application form.
- Step 3 Next, the school will confirm the arrival of the admission, issue the Placement and Registrations Fee invoice and mail it to the family. The guarantee of a school place is confirmed to the parents after the payment of these initial fees have arrived.

8.4 Financial Regulations

Schedule of Fees School year 2009 / 2010

Registration

Registration & Capital Fee	CHF	4'000	
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Annual Tuition

Nursery	CHF	12'000	2½ days a week
Nursery, Pre-K and Kindergarten	CHF	24'000	5 full days
Grades 1 to 5	CHF	24'000	
Grades 6 to 10	CHF	27'000	

Other Fees, if applicable

EAL (English as Additional Language)	CHF	3'000	per school year
After school care	CHF	10	per hour
Lunch			external Caterer

Late Enrollment

Enrollment until end October	100%	of the annual tuition fee
Enrollment in November and December	80%	of the annual tuition fee
Enrollment in January and February	65%	of the annual tuition fee
Enrollment in March and April	50%	of the annual tuition fee
Enrollment in May and June	30%	of the annual tuition fee

Early Withdrawal

Withdrawal by end October	30%	of the annual tuition fee
Withdrawal by end December	50%	of the annual tuition fee
Withdrawal by end February	65%	of the annual tuition fee
Withdrawal by end April	80%	of the annual tuition fee
Withdrawal in May or June	100%	of the annual tuition fee



8.4 Conditions and Terms

Tuition

Tuition fees include all charges except:

- charges resulting from overnight excursions and ski trips
- student bus service
- lunch
- special academic tutoring / extended learning support
- individual music lesson
- after school care

Payment of Fees

The first half of the tuition fee is due within 10 days from the date of the invoice. The second half is due at the beginning of the second semester. A late payment charge of one percent/month is added to all fees and charges past due. A student may be barred from attending school if the school account remains unpaid following two written reminders. School records cannot be issued until all outstanding balances have been settled. Quarterly payments are also possible. On request, monthly payments can be made; there is a surcharge of CHF 200 p.a.

Additional Services

The school has the right to declare EAL/Special Education as mandatory. The payer of the invoice will be informed beforehand about the arising costs.

Insurance

Parents are expected to obtain health, accident and liability insurance for their children. The school does not provide accident or liability insurance coverage for students.