



*St. Nicholas*



Preparing  
each child  
for their  
own success

# Primary and Early Years Handbook

June 2024



## **Mission**

In a caring, innovative, and inspirational environment, we nurture our learners with values, life skills, and knowledge, enabling each of them to succeed and transform the world.

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# Learner Profile

## International Baccalaureate (IB) Learner Profile

*The Primary Years Programme (PYP) aims to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.*



I explore ideas and issues that are locally and globally important, to get in-depth knowledge and develop my understanding in many areas.



I develop my natural curiosity and learn the skills I need to inquire. I enjoy learning and love to learn new things.



creatively share my ideas with others in many ways, in more than one language. I listen to and work well with others.



I think carefully and show initiative. I make good decisions and I'm a problem solver.



I tell the truth and I'm fair. I respect others, and take responsibility for my actions and their consequences.



I appreciate my own culture and personal history, but I listen to and respect the ideas and thoughts of others. I try to look at things in more than one way.



In new situations and try new roles, ideas, and strategies. I stand up for and explain the things I believe in.



I show that I care about the needs and feelings of others. I help others and I look after the environment.



I think about my own learning. I know when I've done well, and when I could improve.



I look after my mind and my body. I try to stay healthy and happy.

# Contact information

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99943-5699 / 99717-1867 / 99340-7644

[www.buschildren.com.br](http://www.buschildren.com.br) / [bus\\_children@uol.com.br](mailto:bus_children@uol.com.br)

**Na rua da escola - Uniforms**

Moema 5051-5045

Vila Olímpia 3849-5751

[www.naruadaescola.com.br](http://www.naruadaescola.com.br)

**Lucia Uniformes**

3872-3821

3875-1075

[www.luciauniformes.com.br](http://www.luciauniformes.com.br)

## Communication

St. Nicholas believes that strong, trusting, and respectful relationships are important elements in supporting student learning. We endeavor to provide regular, proactive information about children's well-being and learning. Communication with the guardian will happen in the following ways:

## **Individual and Group Meetings**

These meetings include one group informational session at the beginning of August and two individual meetings in October and March with teachers and students in G1-G5 to discuss child development.

## **Shared Learning Experiences**

Guardians are invited to participate in their child's learning through many ways:

-Early Years: End of unit Celebrations, workshops and photos.

-Primary: End of Unit Celebrations, student-led conferences, workshops, lectures and photos.

## **Written Reports**

Guardians will receive two progress reports during the year, one in November and one in March. A final report summarizing the child's progress will be issued in June. Tiny Tots receive one in November and one in June.

## **Teacher-Initiated Meetings**

When a teacher has concerns about the child's learning or welfare, they will contact guardians and arrange an individual meeting as needed. These meetings play an important role in ensuring the child's progress and well-being in school.

## **Family-Initiated Meetings**

Guardians are equally invited to schedule an appointment to see their child's class teacher when concerns arise and teachers will try their best to fit the meeting in their schedule as soon as possible. Please note that concerns should only be directed to the class teacher and not the teaching assistant.

## **Iscool App**

Our main means of communication is through the Iscool app, where guardians will receive important details about the child's school life. Please check the "communication" tab daily for up-to-date information.

### **Seesaw**

Seesaw is a secure and interactive digital portfolio used from Tiny Tots to Grade 4, providing rich snapshots of the child's learning journey. Grade 5 will be encouraged to develop their agency to develop their portfolio using the platform and format of their choice.

### **Managebac**

ManageBac is the online platform used to develop our school's curriculum. It is a system for planning, assessing, and reporting. Through this platform, parents will have access to their child's reports, and from G1 up, they will be able to see the classroom planners.

### **Social Media**

Social media, including Facebook, WhatsApp, Instagram, etc., can be a great tool when used appropriately. However, the school relies on the responsible and ethical use of all members of the school community. Positive participation and respectful communication are expected in interactions that occur both face-to-face and virtually.

## **Adaptation**

Each child is an individual and will adapt to their environment differently. Nevertheless, there are some things to keep in mind that will help make the process smoother. Guardians should not hesitate to share concerns with the class teacher so that, together, they can work towards finding the best ways to help the child feel safe and confident. Please keep the following in mind:

-It is vital for an uncomplicated adaptation process that Guardians, listen to and trust the teacher regarding when and how to leave the child at school.

-Many children may briefly cry on arrival, but this will pass quickly as children accept their circumstances.

-Do not sneak out, even if saying goodbye means that the child will cry. Goodbyes should be cheerful yet brief, inspiring confidence and helping the child understand the routine. Leaving while the child is distracted might seem easier but may result in more anxiety later and less trust the next time.

-It is important to establish a clear and consistent routine both at home and at school. Creating a routine and doing things the same way every day will help the child predict what is happening and reduce anxiety over time.

-Guardians and teachers alike are responsible for instilling confidence and excitement about school. Recognize and validate the child's emotions, but ensure that everyone in the child's circle conveys verbally and nonverbally that school is a fun place to be.

-In Tiny Tots and Nursery classes, Guardians are welcome to visit the classroom in the first few days. However, it is crucial that very little interaction happens with the child to give the opportunity to other friends and teachers to establish trust and strong relationships. An important part of the adaptation process is learning that the school is an environment different from home. Too much fun at school with a guardian may result in a more difficult and prolonged adaptation process.

## Arrival and Punctuality

School starts at 8 o'clock, and punctuality is expected. Classrooms will be open from 7:45 in the morning, and teachers will be ready to receive the children. There will be a person, who may or may not be the class teacher, available from 7:30 am in case there is a need to drop the child off early. Children who arrive after 8:10 should go to the Office to be signed into the late book. The secretary will take the child to the classroom to disrupt the routine as little as possible. If the child is not willing to go, the secretary will then call the class assistant to the office. These procedures will become mandatory after one month in Tiny Tots and Nursery, and after 2 weeks in all other year groups.

The school's designated drop-off area should be used for all drop-offs and pickups. The parking lot is reserved for guardians who have previously arranged a meeting with the child's class teacher or the office, or if the child is in Tiny Tots 1, Tiny Tots 2, or Nursery. Avoid important messages or talking to the teacher in the morning as he/she will be focused on greeting the children. Any meetings regarding progress or ongoing concerns should be scheduled in advance.

Non staff are asked to leave the campus by 8:10 so that the children can settle and to avoid any disruption to the routine.

### **Attendance**

Regular attendance significantly impacts academic success, starting in Kindergarten and continuing through high school. Even as children grow older and more independent, guardians play a key role in ensuring students get to school safely every day and understand why attendance is crucial for success in school and life.

We realize some absences are unavoidable due to health problems or other circumstances. In these cases, please send a message to the class teacher and the head of the section. We also know that when students miss too much school—regardless of the reason—it can cause them to fall behind academically. Children are less likely to succeed if he or she is chronically absent, missing 18 or more days over the course of an entire school year.

We don't want children to fall behind in school, get discouraged or to feel they don't belong. Please ensure the child attends school every day and arrives on time. Here are a few practical tips to support regular attendance and punctuality:

- Make sure children have a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure children go to school every day unless they are truly sick.

-Avoid scheduling vacations or doctor's appointments when school is in session.

-Talk to teachers and counselors for advice if children feel anxious about going to school.

### **Dismissal**

The pick-up times are as follows:

12:00 - Tiny Tots 1, Tiny Tots 2, Nursery (Early Years gate)

14:45 - Kindergarten 1 & 2, and Afternoon Program (Main gate)

15:00 - Grade 1 & 2 (Main gate)

15:15 - Grades 3 to 5 (Side gate)

15:30 - Grades 6 and up (Main gate)

Students should not remain on site after these times unless they are participating in an extracurricular activity. If, for any reason, the responsible person is late to pick up the child, please phone the school office. Siblings should leave at the time and gate of the oldest sibling.

### **Early Leaving**

If the child needs to leave school earlier, a written request using the online form is necessary to give the office time to prepare the 'Leaving Early' slip and inform the security team. In the case of last-minute changes, please phone the Office as soon as possible.

### **Authorization**

Children may only leave school with people previously authorized by the school. The school will send a written authorization form for people who regularly collect the child and request a copy of identification for confirmation. Please note that it is the guardian's responsibility to keep this information updated. The school also requires written permission for any change in leaving procedures, for example, if the child is leaving with a friend. This type of communication should be written in the app before 8 o'clock or, failing that, emailed to the school secretary. Teachers do not

regularly check the app or emails during the day, so send an email or phone the office to communicate sudden or one-off changes to leaving procedures.

## **Nurse and Medication**

All health-related communications with guardians will be made by the infirmary.

### **Routine Procedures**

Guardians are asked to complete a medical form with basic health information about their child each year. The medication form must be filled out, signed, and stamped by the child’s doctor. This allows the nurse to administer day-to-day medication if necessary. Both these forms are renewed every year at the beginning of the school year.

If a child is ill, the nurse will contact the guardian. Depending on the situation, the nurse may request that the child be taken home. Guardians will also be contacted if the child suffers any injury requiring further medical care. Minor treatments will be handled by the nurse at school, and guardians will be informed by email at the end of the school day.

### **Medication**

If a child needs to take any medication, the nurse is the only person in school allowed to administer it at any time. Please ensure that medication needing administration during school hours is written. It should be clearly labeled with: Name and class of the child; Dose and time of administering; Length of treatment; Copy of the prescription containing the physician’s name, signature, and CRM

### **Illness**

The school takes appropriate measures for disease prevention, including handwashing, ventilation, and the use of alcohol-based hand sanitizer. However, the key factor in keeping children healthy is ensuring they do not attend school while feeling ill or feverish. The school requests that guardians do not send the child to school if there is a risk of them infecting

other children. Guardians are asked to keep children at home for 24 hours after a fever has been detected. If the child is 24 hours without a fever or medication, they may return to school. If a child runs a fever while at school, guardians will be requested to collect their child.

## Food

St. Nicholas School is a nut-free environment, and as such, the following food items are not allowed on campus under any circumstances:

- Any kind of nuts, including peanuts, brazil nuts, almonds, and other tree nuts
- Peanut paste, peanut butter, or other spreads derived from nuts (this includes Nutella and other chocolate hazelnut spreads)
- Any kind of biscuits, chocolate, cakes, granola bars, or other prepared foods that may contain traces of nuts, whether homemade or store-bought

The school's position is not to provide an environment that is completely allergen-free, but instead to minimize the risk of exposure to life-threatening allergens by sharing information on allergies with relevant stakeholders, encouraging self-responsibility, and working with food providers and guardians to ensure that food items or ingredients that may trigger severe reactions are kept off-campus. This entails outlining a set of key responsibilities expected of staff, guardians, and students in the school community so that a comprehensive approach to safeguarding and protection may be adopted. The responsibilities of the key groups within the school are outlined below.

### Responsibilities of Guardians

Upon joining the school, guardians should inform the school of any previous history with allergies, severe allergic reactions, and any history of anaphylactic shocks. In the case of a student suffering from a severe food allergy, guardians should supply the school with the required medication (Epipens, inhalers, or any specific antihistamines) and ensure that these are kept up to date and replaced as necessary. Should an allergic reaction



occur outside of school, the school should be informed in case there are any resulting changes in allergy management. Guardians should encourage children, as and when appropriate for the age and development, to make responsible food choices and be aware of any symptoms that may indicate the beginning of an allergic reaction. All guardians in the school should take responsibility for ensuring that their children do not bring in food that contains any of the items or ingredients from the list here above. This includes snacks, birthday cakes, drinks, or other food items brought in for school events. Please check with the teacher if there are any severe allergies in the classroom.

## **MADD (Make A Difference Day)**

Our mission is to implement the philosophy and practices of St. Nicholas in and beyond the curriculum through action. We recognize that action is how we choose to act every day to make a positive difference for others and the environment. Through action, we embody empathy, respect, compassion, integrity, and care in being change-makers in an ever-changing world.

The 'Make a Difference Day' was created to give the school community a chance to reflect and celebrate learning and community action regarding specific local or global issues. Financial or other specific contributions can be made on this day to support a specific project or organization previously selected. Make a Difference Day is held on the last Friday of each month, and everyone will be informed about it. Children do not need to wear uniforms on this day.

## **ECAs (Extra Curricular Activities)**

ECAs are offered to children from Kindergarten 1 onward, and guardians are informed about two different types of ECAs:

-Non-paid ECAs that are offered by the teachers from 3:30 until 4:10.

-Paid ECAs offered by outside teachers that are available from 3:30 until 4:30. The monthly fee is paid directly to the ECA teacher as follows:

A proportional fee for the amount of days in February, June, August, December. Full fee in the months of March, April, May, September, October, November.

When the payment is made ahead for the term, a 10% discount is given.

Both ECAs are consistent throughout the term. Enrollment in the activities will be done every term and is sent through Iscool. Spaces are limited and are on a first-come-first-serve basis. Children will be taken to the ECA class

.

## Bus Transportation

A private company offers a school bus service to and from school. Students are expected to stay seated and buckled throughout the journey. Respect, courtesy, and adherence to school behavior expectations apply on the bus. For information on how to contact the transportation company, please contact the school office.

## Visitors

For safety reasons, no external visitors, including guardians, are allowed to enter the grounds during school hours without previously arranging a meeting with a staff member. Guards will not allow entry to the school premises unless they have received confirmation of a scheduled visit from the school secretary. For organizational and safety reasons, visitors must carry a visitor's badge and be accompanied by a staff member when entering school buildings.

## Birthday Parties

Early Years and Primary-aged children may bring a small cake to celebrate the child's birthday at school. Please communicate any plans with the teacher in advance so that he or she can fit this into the class schedule and make adjustments in case there are any allergies in the group. The celebration will only take place in the child's classroom or the designated snack area during morning snack time. Remember, birthdays are an occasion for celebration with their classmates, and not parties. Therefore, do not send any kind of decorations, "lembrancinhas," or presents. Keep in mind that these rules apply to external providers as well.

The school can distribute birthday invitations for parties outside of school only when all the children in the class are invited. No exceptions will be made. Guardians may request a class list, but telephone numbers or email addresses of other families will not be provided.

Arrangements for birthday parties or other social events occurring after school are not the responsibility of the school. Teachers will facilitate by collecting permission forms and organizing children for bus transport, but all responsibility remains entirely with the organizers of such events.

## Belongings

Please ensure all belongings have the child's name clearly written. This will help us return any lost items. Toys can be brought to school; however, each class has an agreement that must be followed. Children are responsible for these belongings, so avoid any valuable items or electronics as they might get broken or misplaced.

### Lost and Found

Lost or misplaced items are placed in the Lost and Found boxes in the office. In case the item can't be found in the Lost and Found, please inform the teachers so they can help in the search.

Items from the Lost and Found that are not collected within a year will be donated to charity or sold in one of our Uniform Swaps. We can only help find a lost item if the child's name and surname are legibly written on it.

## **Parents and Teachers Association (PTA)**

Parents, teachers, and the Leadership Team form a team that works together to promote a wider liaison between guardians and the school community.

The PTA's role is to facilitate this dialogue, improve interpersonal relations, promote communication of the school learning projects, support the learning of our children, and engage social and environmental institutions with the School. Separate guidance and information about the roles are available.

The funds collected from events such as International Day and Festa Junina are used to support charity projects created and led by students, as well as lectures organized for the school community with the objective of raising awareness on a variety of topics.

## **Friends of St. Nicholas (FoSN)**

Home-school partnerships, like the Friends of St Nicholas (FoSN), are an important asset to schools, organizing events and helping to raise the profile of the school and build community spirit. In many schools, guardians are invited to become the class representative for their child's class. At St Nicholas Alphaville, we call this the Friends of St Nicholas (FoSN). Volunteering as a Friend is a great way to help your child's grade, get to know families across the school, and promote the school's values.

# Uniform

At St Nicholas, uniform is compulsory for all students up to Grade 9, and acts as the symbol of the school across both campuses. It provides students with an identity that is also recognisable as a sign of equality and unity amongst their peers.

We strongly advise that all items of uniform are labelled clearly with the child's name. This assists when items are found in our lost property.

Students must have a high standard of personal appearance at all times, which includes:

- Shoes must provide protection to the students' feet and allow them to be safe, both in lessons and at play. Specific details are below.

- Coats and jackets should be black, navy blue or dark green to align with the St Nicholas colours.

- Cold weather clothes. When the weather is particularly cold, students are permitted to wear their own choice of hats, scarves and gloves etc, but should ensure that they are wearing the appropriate layers of St Nicholas uniform to keep warm during the day. Non-St Nicholas items should be worn underneath and hidden as much as possible. Long sleeve thermal wear must be white.

- Hair must be tidy and, if long, tied back for PE, Art, Design Technology, and Science practical lessons.

- Hair accessories, such as 'alice' bands/tiaras and other decorative items should be appropriate in size for learning and physical activities, and not overly distracting for the students and others.

- Make up is not allowed other than a light application of concealer/foundation for acne, if required.

- Nails must be an appropriate length for safety reasons and learning.

-Clear nail varnish only is allowed to reinforce uniformity, simplicity, and equity.

-No non-uniform items are allowed other than on MADD and other non-uniform days and events. This includes hoodies and jumpers that are not St Nicholas branded items.

-Only Official St Nicholas uniform items purchased from the recognised suppliers are acceptable.

## **Early Years**

-White t-shirt or green polo

-St. Nicholas trousers, legging, skorts or shorts

-Blue St. Nicholas sweater or green jumper

-Sports shoes of personal choice (with non-marking soles)

-St Nicholas jacket (optional)

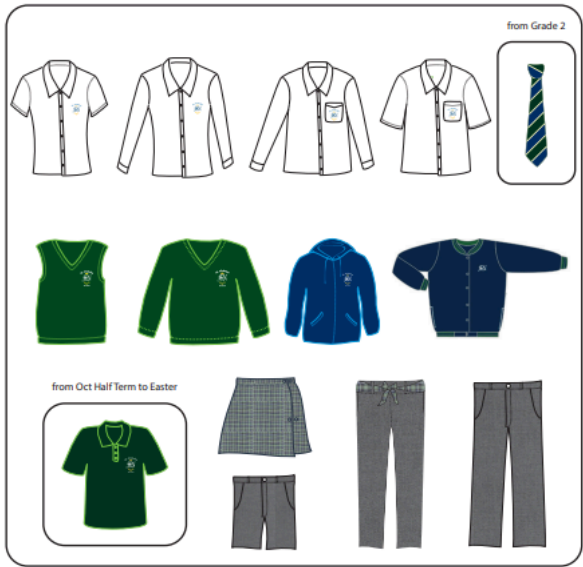
-Blue bag (optional, but the bag of choice should be large enough to include the lunchbox, where appropriate, but still small enough for the student to carry it unaided and to fit in the cubby)



## Primary

- White button-up shirt with St Nicholas logo
- St Nicholas tie (from Grade 2 up)
- Green St Nicholas jumper
- Grey shorts, trousers, or St Nicholas skirt
- Grey, black, white, or blue leggings or shorts under the skirt (optional)
- Grey, black or white socks or tights
- St Nicholas Green Polo Shirt (Summer uniform, from October half-term to Easter, instead of white shirt and tie)

-Shoes must be black and can be either formal shoes or trainers/tennis. Black must be the majority colour although we do allow a small amount of white detail, such as a line or the brand's symbol.



### **PE Uniform / PE days only**

House T-shirt

Blue shorts, sports trousers or leggings with the St Nicholas logo

White sports socks

Sports shoes of personal choice (with non-marking soles), which can be worn all day on PE days

Blue St Nicholas Fleece (optional)



## PE Uniform - From Grade 1 until Year 12



### House T-shirt

As of Grade 1, students must have a House t-shirt depending on the House to which they are assigned (Cambridge - Yellow, Oxford - Blue, London - Green) New students will be assigned to a House when they are accepted to join the school. Students can wear the House t-shirt all day when they have a PE lesson that day, and for House events and ECAs. At all other times, the full uniform listed above must be worn.

### Jewellery

Students may wear small chains of personal or religious significance under the uniform. We ask that all necklaces and chains be metal (not cord or leather lace type, plastic 'chokers') and that earrings be small, such as stud type earrings. Long or hooped earrings can lead to injuries and necklaces made from leather cord are a potential choke hazard, as they can get caught whilst playing leading to potential injury. For the same reason, nose piercings must only be a small stud, and students should only wear one simple ring in order to avoid scratches while playing. Brooches and pin badges are also not allowed for safety reasons. We require the students to remove all jewellery items before PE.

### The Role of families

We expect all guardians to support all aspects of school life, which includes the school uniform policy. We believe that it is their duty to send

students to school correctly dressed and ready for the daily schoolwork. Guardians should ensure that children have the correct uniform, and that it is clean and in good condition.

The school welcomes students from all backgrounds and faith communities. If there are specific reasons why guardians want their child to wear clothes that differ from the school uniform, please first make a request to the School and we will look sympathetically at such requests, but this does not guarantee approval.



## The school

Founded in 1980, St. Nicholas is an International School for pupils from 18 months to 18 years old. Our students are a mix of Brazilian and many other nationalities, in a warm and welcoming international environment. We embrace cultural diversity and help new families to settle into the community smoothly.

Parents and the school work closely together in order to ensure that our young people are able to be confident, knowledgeable, responsible, caring and capable citizens.

Throughout the curriculum the school offers a vibrant and innovative education which inspires and challenges our students to develop a love of learning. Emphasis is placed on how students learn as well as what they learn. As a result, our students have the knowledge, skills and values to cope with a rapidly changing world.

***St. Nicholas School***

[www.stnicholas.com.br](http://www.stnicholas.com.br)