



SINCE 1973

Primary School

Information for parents

2020-2021

WELCOME

We would like to extend a warm welcome to you on behalf of Morna International College. The purpose of this booklet is to inform you about our school.

The primary years are a significant time in the life of a child and their family. We understand how important this experience is for your family and endeavour to make it a positive experience for all. We appreciate the trust you place in the school to provide the best possible learning outcomes for your child. We also depend on your commitment to work in partnership with us to make this a reality.

Not everything can be written down and parents are always welcome in school. If you have any queries, please do not hesitate to come and see us.

Should you wish to contact the college the address is as follows:

Morna International College
Ctra San Miguel, Km 3,5
07814 Santa Gertrudis
Ibiza
Balears
Spain
Tel: +34 971 19 76 72

info@micibiza.com
www.micibiza.com

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Adaptations during the Covid-19 pandemic.

During part, or all, of the academic year 2020/21 some of the procedures in this handbook will be affected by special health and safety arrangements.

Please refer to the separate Morna International College Covid-19 Health and Safety Annex, published in August 2020 and available on the school website.

ABOUT OUR SCHOOL

Morna International College is located in the middle of the island of Ibiza, a few minutes from the beautiful village of Santa Gertrudis. The college campus provides a tranquil environment where children feel safe and well-cared for. We have experienced unparalleled growth in recent years and have embarked on an ambitious expansion programme. This has created additional specialist learning and teaching facilities including three new science laboratories, music, art, and design and technology classrooms, a library and two new primary buildings. We have an advanced ICT learning area and state of the art servers supporting our IT systems which incorporate desktop PCs, iMacs, iPads and laptops. In the near future, we will have an indoor gymnasium.

We have students aged from 3 to 18 from over 30 nationalities. Our student population consists of around one third Spanish children, one third British children and one third international children. Our Primary students and younger Secondary students follow the UK National Curriculum. Secondary students study the International General Certificate of Secondary Education (IGCSE) in Years 10 and 11 and Advanced ("A") levels in Years 12 and 13. In recent years our students have progressed onto postgraduate studies in Madrid, Barcelona, Vienna, Berlin, Amsterdam and universities throughout the UK.

At Morna we believe that all pupils deserve high quality education which engages, inspires and challenges so that everyone meets their full potential. We strive to create a safe and happy learning environment which promotes independence and high expectations of all. At Morna we aim to inspire children to be;

Motivated Organised Resilient Nurtured Achievers

PRIMARY SCHOOL ORGANISATION

There are two 'key stages' in the Primary School.

Key Stage 1

This includes Years 1 and 2, which are the first classes to follow the National Curriculum. Each year has one or more Learning Support Assistants as well as their class teacher. There are also other adults working in the class at different times.

Key Stage 2

This is Years 3, 4, 5 and 6. Classes usually have one or more Learning Support Assistant as well as their class teacher. There are also other adults working in the class at different times.

HEAD OF PRIMARY SCHOOL

Fiona Robertson is the Head of Primary. She is always willing to discuss any questions or queries with parents and happy to help resolve any issues that may arise. She is usually in the playground at the beginning and end of each day to talk to parents. If you would like to make an appointment to speak to her privately, then please contact the office. Lizzy Stoker, the Deputy Head of Primary is also available to talk to parents about school matters.

STAFF

OUR TEACHING STAFF

Fiona Robertson	Head of Primary School Primary Teacher Year 3 (fiona@micibiza.com)
Lizzy Stoker	Deputy Head of Primary Primary Teacher Year 3 Primary Maths Leader Assessment Coordinator (liz@micibiza.com)
Jessica Gallagher	Primary Teacher Year 1 (jessica@micibiza.com)
Sommer Amari	Primary Teacher Year 1 Primary English Leader KS1 (sommer@micibiza.com)
Amanda Brady	Primary Teacher Year 2 (amanda@micibiza.com)
Chiara Kidd	Primary Teacher Year 2 (chiara@micibiza.com)
Alice Dooley	Primary Teacher Year 3 (alice@micibiza.com)
Deana Fieldhouse	Primary Teacher Year 3 (deana@micibiza.com)
Ian McDonough	Primary Class Teacher Year 4 Science Leader (ian@micibiza.com)
Kirsten Young	Primary Teacher Year 4 (kirsten@micibiza.com)
Caroline Franklin	Primary Teacher Year 5 (caroline@micibiza.com)
David Barlow	Primary Teacher Year 5 (david@micibiza.com)
Sophie Richardson	Primary Teacher Year 5 PSHE Leader (sophie@micibiza.com)
Daniel Cople	Primary Teacher Year 6 Humanities Leader (danc@micibiza.com)
Loran Collins	Primary Teacher Year 4 (loran@micibiza.com)
Ross Clifton	Primary Teacher Year 6 Primary Computing Leader (ross@micibiza.com)
Claire McGleenon	Primary SENCo (clairem@micibiza.com)
Mary Atucha	Head of PE (mary@micibiza.com)
Claire Watts	PE teacher (clairew@micibiza.com)

Maria Merida	Spanish teacher MFL Leader (maria@micibiza.com)
Marisa Luisa Hidalgo	Spanish teacher (marisa@micibiza.com)
Monica Boned Bauer	Spanish teacher (monicab@micibiza.com)
Monica Marti	Spanish/Catalan teacher (monicam@micibiza.com)
Michael Rose	EAL teacher

OUR LEARNING SUPPORT ASSISTANTS

Lorraine Mcfarlane	Year 1
Samantha Hocking	Year 1
Michelle Lord	Year 2
Rebekah Bishop	Year 3
Maleni Simarro	Year 3
Stacy Harris	Year 3
Vicky Hollamby	Year 4
Cyd Lee	Year 4
Samantha Strate	Year 4
Sophie Beechey	Year 4
Anette Branth	Year 5
Raquel Puente Martesanz	Year 5
Katie Dewis	Year 6
Maria Sancho	Year 6
Mireia Rodriguez	Spanish Language assistant

OUR CURRICULUM

In the Primary School, our curriculum is very important to us. It is full of positive experiences that our students will remember. We ensure our children develop all the skills they need to be confident, independent and successful learners. Our aim is to spark a desire for life-long learning. By including multiple curricula subjects in each topic, learning is made relevant and meaningful for our children. We use a variety of approaches to explore and deliver our topics to stimulate our children to become inquisitive and passionate learners.

We deliver the UK National Curriculum through creative topics. For example, in the *Chocolate* topic, students learn about nutrition in science, develop writing skills in English whilst studying *Charlie and the Chocolate Factory*, design wrappers for their own chocolate bars in Design technology and research trade and the climates of chocolate-producing countries in geography. Stimulating, exciting and well-resourced lessons mean children become fully absorbed in our cross-curricular approach to learning. Every half term, teachers send home a copy of the curriculum overview. This plan details all the National Curriculum objectives to be taught over that period of time.

The children are taught Spanish by native speakers and native Spanish children also receive classes in Catalan.

PRIMARY CURRICULUM OVERVIEW 2020-21

Year	Half Term 1	Half Term 2	Half Term 3	Half Term 4	Half Term 5	Half Term 6
1	When I Grow Older	Let's pretend	Carnival of the Animals		I'm the King of the castle!	
2	Rescue me!	Incredible Inventors	Bon Voyage		Bug Hunters	Whatever the Weather
3	La Isla Blanca	Surviving the Stone Age	Marvellous Mayans	Chocolate	Walk like an Egyptian!	
4	Ancient Greece		Vicious Vikings	Eurovision	Brilliant Brazil	
5	Rotten Romans and Anglo Saxons		The invasion of Spain		Natural Disasters	
6	Hollywood and Bollywood	Lights, Camera, Action	Shang Dynasty	World War II	Viva España	

EDUCATIONAL VISITS

Educational visits are an important aspect of children's learning. They help to put learning into a real-life context and provide them with experience of concepts they are learning in class. An annual permission slip is completed by parents giving the school permission to take the children on public transport and off the school site. Before each trip parents will receive an email with all the details of the outing. No child will be taken on a trip without parental permission.

Year 5 and 6 children will take part in residential trips to mainland Spain, Year 5 to Granada and Year 6 to Madrid. The teachers will organise an informative meeting well in advance where they will go through the itinerary and organisation. School will run as normal for any child unable to attend.

SPECIAL EDUCATIONAL NEEDS

Our school has a dedicated "intervention team" who have a particular responsibility to provide support for children with special educational needs. Our school is an inclusive school with a broad and balanced curriculum which is differentiated to accommodate the needs and abilities of individual children. Systems are in place for the early identification of barriers to learning. Parents would be invited to discuss any concerns with the class teacher and SEN specialists.

*Some temporary changes to the above may take place while special measures are in place due to the Covid 19 pandemic, please refer to the school Health and Safety Policy annex for more information

THE SCHOOL DAY

PRIMARY SCHOOL TIMETABLE

Registration	8:55 to 9:00
Lesson 1	9:00 to 10:00
Lesson 2	10:00 to 11:00
Break	11:00 to 11:20
Lesson 3	11:20 to 12:20
Lunch	12:20 to 13:20
Lesson 4	13:20 to 14:20
Break	14:20 to 14:40
Lesson 5	14:40 to 15:45

*The timetable may vary slightly on days where the children have Spanish and Catalan lessons

There is staff supervision of the playground from 08.30. Children in Years 1-3 should be dropped off in the upper car park and accompanied to their classrooms. Those in Years 4-6 should be taken to the drop off zone in the lower car park and walk directly to classrooms following the designated safe route. The same parking areas should be used by parents/guardians at the end of the school day when all children should be collected at 15:45 from their classrooms or designated areas. Teachers and/or the office should be informed of any other adult with permission to collect your child. If your child attends an after-school club, they should be collected promptly from the location of the activity. Please ensure that the school office has your current home/mobile telephone number and email in case we need to contact you.

SCHOOL EVENTS

Throughout the school year, the children will take part in many school events. Each class will perform a class assembly in front of the whole school and their parents. This performance is based on one of their class topics. This is also an opportunity to celebrate individual achievements whether academic, pastoral or an out of school success.

The children take part in many house events from talent shows, foreign language assemblies, sports competitions and events dedicated to helping local charities.

At Christmas, the whole school participates in a theatrical production in a local theatre.

EXTRA CURRICULAR ACTIVITIES

We recognise the need to develop pupils' interests alongside the academic requirements of the curriculum. We offer a varied programme of activities after school for both KS1 and KS2. These are advertised each term and parents can book their children into their choice of club via the school office. Places in clubs are allocated on a first come, first served basis and popular activities are filled very quickly; we recommend that you sign up at the earliest opportunity for clubs which interest your child. Parents **MUST** be punctual in the collection of their children after the clubs in order to keep their place.

BREAKS AND LUNCH

BREAK TIMES

The playgrounds are always supervised by at least 4 adults during break times. The duty staff all wear high visibility vests so that they are easily visible to the children. At break times the "snack shack" is open. The snack shack works using the school's cashless system linked to the child's account so there is no need to send money into school. Here, children can buy water, cereal bars, dried fruits and other healthy snacks. Children can also bring in their own snacks from home. Fizzy drinks and sweets are **NOT** allowed in school.

The school runs a buddy system. New children are allocated a "friend" whose role it is to make the new child feel integrated into the school's routines. If a child is feeling lonely they sit under the "Friendship Tree" in the playground and a friend will come and collect them.

LUNCHTIMES

Lunchtimes are between 12.20pm and 1.20pm. Lunch is served in sittings, with the youngest children eating first. All classes also have time to play during their lunch time. Parents receive the lunch menu every month via email.

Meals are freshly cooked on a daily basis on site by our professional chef and are served in the school's dining room. The children also have the option of ordering a healthy sandwich, pasta, snack or salad from our school cafeteria. These can be ordered in advance online or on the same day. All meals are also are paid for via our cashless system.

Children can also bring healthy packed lunches to school. Children can have food from home heated in the school microwaves. The dining room, packed lunch room and picnic area are supervised by staff during every sitting where good table manners are encouraged, they also endeavour to make sure the children eat all their food.

Eating is monitored carefully by the lunch staff. Children are encouraged to eat a balanced lunch and to try a range of foods. If lunch staff have concerns about what your child is eating they will report this information to the class teacher who will inform parents. Slow eaters are always given the time they need to finish their food. The children are encouraged to recycle any waste at our recycling points around school.

All children are asked to have a labelled reusable water bottles to keep in the classroom. The children are free to go and fill their bottles from the fountains located around the playground during break and lunchtimes. Bottles with the school logo can be purchase in the school office.

HOMEWORK

Homework tasks will be set to reinforce current classroom themes and will vary across the year groups. Homework will involve tasks such as spelling/grammar/writing, maths/times tables/problem solving or topic/project work.

The children in KS1 will be issued with:

1. Homework book for spelling and writing activities
2. Weekly maths activity and/or topic-based work

The children in KS2 will be issued with:

1. Spelling/writing book
2. Maths book
3. At times project work may be set related to class topics

READING

All the children will be issued with reading books and will choose a book from the library.

In Spanish, the children use a reading scheme called "Raz Kids". This is a highly engaging whole school reading programme where online stories will inspire reading in Spanish. The scheme is personalised to each pupil's reading level. The fun quizzes, questions and games that accompany each book test the children's developing comprehension skills in a fun and lively way. The children will all be given login details. They will use the scheme as part of their school reading programme but are encouraged to use it independently at home as part of their homework. Home access is available on PC, laptop or iPad.

SCHOOL UNIFORM

SCHOOL UNIFORM FOR YEAR 1 TO YEAR 6

- Navy blue or red gingham dress for girls during the summer months (April to October)
- Navy blue pinafore dress, skirt, shorts or trousers for girls
- Navy blue trousers or shorts for boys
- Red cardigan or jumper with the Morna logo
- White polo shirt, short or long sleeves, with the Morna logo
- White, navy blue, or red plain socks, or tights for girls
- Navy blue, black or white shoes, boots, sandals or trainers (flip flops are NOT permitted for health and safety reasons)

Jewellery is not permitted in school nor is dyed hair. Children with pierced ears may only wear stud earrings.

OUR SCHOOL UNIFORM MUST BE PURCHASED AT THE SCHOOL OFFICE.

PE KIT

Years 1-4 can wear their PE kit to school on days when they have PE. Years 5-6 must come to school in uniform and change into their kit before and after lesson. If their PE lesson is timetabled in period 1, they may come to school in PE kit and change afterwards. The PE kit includes:

- Blue t-shirt
- Shorts /skort
- Trainers
- Cap
- A tracksuit is available for boys and girls for the winter months.
- Water bottle

The children in Years 1 and 2 go swimming weekly during the Summer Term. The PE department will send a letter to all parents informing them of the necessary kit on these days (swimming costume, towel, flip flops and swimming cap).

Parents **MUST** make sure child's clothes have name labels inside them. Missing items will be found in lost property outside the main office.

SCHOOL EQUIPMENT

Although the school supplies all the materials that you child will need during a normal school day, in Years 3-6 children are expected to come to school with the correct classroom resources. Apart from their school bag, these include a fully equipped pencil case including the following:

- Writing pencils HB
- Coloured pencils
- A rubber
- A sharpener
- A ruler
- A glue stick
- Scissors
- A folder for their homework and worksheets

BEHAVIOUR

In our school, we believe that good behaviour is a key factor in ensuring a good education. We work to create a learning environment where everyone feels valued, safe and motivated to learn. We believe that every member of our school community has a responsibility to teach children socially acceptable behaviour.

The school rules are on display around the school. Class teachers discuss the school rules and create individual classroom rules with the children at the start of every academic year. The rules are referred to regularly in assemblies and throughout the school day.

All Morna Primary classrooms have a "traffic light" reward system. The children start each day on a green card, amber is a warning, red indicates unacceptable behaviour. Pupils who have been issued with three red cards by a Friday lunchtime are on lunchtime detention. Here, they reflect on their behaviour in the week with the Head of Primary looking for positive solutions on how to improve on this.

This system means:

- That all pupils have the opportunity to make positive choices about their behaviour and influence outcomes.
- Teachers integrate a system within the daily teaching in order to promote positive behaviour and effective behaviour management skills.
- We have a consistent approach across the school that can be used by all staff.

WE ADVOCATE THAT PRAISE IS THE MOST POWERFUL FORM OF INFLUENCING CHILDREN'S BEHAVIOUR.

Apart from the traffic light system, teachers have the freedom to set up their own in-class reward systems. These may include sticker charts (team or individual), happy faces, stars, jars of marbles etc. Exceptional behaviour can be rewarded in assembly by the presentation of a certificate, the chance to show off work to another class or teacher, extra playtime, golden time, a note home to parents, name in the newsletter or house points.

AT MORNA INTERNATIONAL COLLEGE WE DO NOT TOLERATE BULLYING

- We take bullying seriously and will not tolerate it.
- We address the issue explicitly with children through circle time and PSHE lessons.
- All "sides" in a bullying incident will be listened to calmly and with respect.
- Children are provided with a clear message to always tell a teacher or an adult.
- Adults are alert to bullying behaviours both inside the classrooms and in the playground and address incidents immediately.
- Our school motto is "be a buddy NOT a bully"

HOUSE POINTS

Every pupil in Primary is a member of a house named after islands off the coast of Ibiza.

Conejera: yellow

Es Palmador: red

Tagomago: green

Each pupil is encouraged to earn house points by following the school rules and by demonstrating positive behaviour both in class as well as on the playground. These points are awarded in token form corresponding to the house colours. When awarded a house point, the children can post them into their corresponding house box which is displayed inside the main school office. Here the children can see their house points accumulate over the school year. At the end of the academic year, the winning house receives a special treat and party. They are also presented with a trophy in honour of their success during Speech Day.

HOUSE CAPTAINS

There is a children's forum in the school. House captains from Year 6 are elected by the rest of the school based on their campaign speeches. They are invited to write and present a persuasive manifesto about why they think they would make a good house captain before polling day. The captains represent the primary pupils at School Council meetings chaired by the Headteacher contributing ideas on the running of the school.

PARENT / SCHOOL PARTNERSHIP

The education of our pupils requires a partnership between parents and school. You have the right to expect us to have your child's best interests at heart, expect us to inform you of any concerns and advise you on how best to support your child's learning at home.

If there is a problem with your child, their class or their learning, the first person to speak to is your child's class teacher. You can catch them for an informal word at the end of any school day following the handover period. If you feel you need more time or privacy, ask the teacher or the office for an appointment. The teachers can also be contacted by their school email address. They will also use email as a means of communication with parents when necessary.

COMMUNICATION WITH PARENTS/CARERS

Communication between home and school is very important. We aim to keep you informed of school events through, the parent portal, our newsletters and e-mail.

ATTENDANCE

We give attendance a high priority in our school. We expect our children to be in school **every** day. Low attendance will be investigated and followed up. The school's general target is at least 96% attendance for at least 96% of pupils and more than 90% attendance for all pupils. Any individual pupil whose annual attendance falls below 90% will be identified as a cause for concern. If the annual attendance falls below 80% this is then considered a cause for major concern. If your child is ill, you must contact the school office before 9.00am to inform us of this or the absence will be recorded as unauthorised.

PUNCTUALITY

It is important that your child arrives on time every day. Lateness affects your child's education, as well as that of their peers. It is very disruptive to the teaching, being 5 minutes late every day adds up to 3 days missed of school over a year. If a child is late they must report to the office to be registered before joining their class.

Children who are always on time and/or never have a day off school will be rewarded with certificates, 100 house points and a treat every term at a whole school assembly.

REPORTS AND PARENT MEETINGS

Parents are invited to meet with staff four times a year. At the beginning of the school year, teachers invite the parents to an introductory meeting where they explain the routines, expectations and curriculum. Following each report, the teachers invite parents to a formal meeting, an opportunity to discuss your child's progress. We can provide an interpreter in Spanish if necessary. If you wish to have another meeting with your child's class teacher during term time then please speak to them directly or book an appointment via the school office. The teachers are also available to chat to parents informally at the end of every school day as they hand over the children.

MEDICAL CARE

Parents **MUST** inform the school of any medical concerns or if your child is attending hospital for any reason. On the rare occasion where one of the office first aiders is required to administer medicine at school, parents must fill in a medical consent form and ensure that the medicine is in date, labelled and has dosage instructions.

On admission you will be asked to provide two emergency contact telephone numbers. If for any reason these numbers change, please inform the school immediately.

In the event of a serious accident, every effort will be made to contact you. However, if this is not possible, the child will be taken to hospital and you will be contacted as soon as possible.

From time to time, children come into contact with head lice. Please inform the school if this happens, in order for us to ensure that other parents in your child's class are vigilant. If your child has live lice they will be sent home and we will ask you to administer treatment before returning your child to school. Long hair must be tied back at all times, boys and girls.

SAFETY AND SECURITY

We are naturally concerned about the safety of your child while they are in our care. All adults entering the school must come through the school office, sign in with the office staff and wear a visitor's badge. Children are not allowed to leave the premises unaccompanied during the day. An adult must collect the child if they have to attend an appointment. All school gates are locked by maintenance staff by 9.15am. Any access to school has to be granted by the school office buzzer system.

Smoking is **NOT** permitted anywhere on our school site.

You are requested **NOT** to bring dogs or animals onto the school site.

PHOTO/VIDEO

Photos and videos are used regularly throughout the school day as part of learning and assessment activities. Photos may be used on the school website or newsletter. The school requires parental permission to take and use these images, you will be asked for consent upon admission.

MOBILE PHONES

Mobile phones are **NOT** permitted in primary school. Any contact to be made to parents will be carried out via the school office.

BIRTHDAYS

We are happy to join you in celebrating special events and mile stones in your child's life and are happy to celebrate these during the course of the school day. If you wish to bring in a cake and candles, the teachers are happy to celebrate the birthday in class. There must be party invitations provided for the whole class if these are to be handed out in school. If this is not the case, then parents are encouraged to hand these out outside of the school day.

HOT WEATHER

Parents are asked to provide children with sunhats on hot summer days. If it's likely to be sunny it's best to apply sunscreen before they get to school.

LOST PROPERTY

The lost property cupboard for clothing and packed lunch items are located outside the school office, these will be cleared of all unclaimed items at the end of every half term.

TOYS

Children are allowed to bring in a small toy (non-electrical) to school on a Friday. The school will not be held responsible for the damage or loss of these items.

EXPECTATIONS REGARDING THE USE OF SOCIAL MEDIA

The school does not use social media or messenger services as a means of communication with parents. Obviously, parents are free to use such platforms to communicate among themselves, but they must not set up accounts which use the school's name or could in any way be misinterpreted as representing official school publications.

Parents are expected to be responsible, accurate and supportive in any references to the school that they publish on social media.

The school will not respond to concerns from parents received indirectly via publication on social media or messaging groups. Legitimate concerns or complaints should be directed to the school, following the procedures outlined in the school's complaints policy.

If publications on social media by parents are considered to be intentionally damaging to the reputation of the school or any of its staff members, this could lead to legal action or the non-renewal of children's places.