

# St. Louis School

CARPE MAGNIFICENTIAM

**We believe that the most ambitious educational programme nurtures better people.**

An inspired school

Embracing **Individuality**. Preparing **Leaders**.

# Introduction

St. Louis School of Milan is an internationally focused school which provides a high-quality education within a friendly, secure, purposeful, and stimulating learning environment. We foster creativity, independence of thought and an enduring love of learning that prepares our students to take their future role as citizens of the world. By embracing the different backgrounds of our pupils, we instil an appreciation of the rights of all individuals. We believe that everyone within the school community should be treated with respect, equity, fairness, and empathy.

By actively involving our parents and families, we also create an openness that builds mutual trust and appreciation that models a climate of international understanding.



# The St. Louis School

St. Louis is an independent internationally focused school, catering for children from aged 2 to 18. It is an International Baccalaureate (IB) World School and is authorized by the Italian School Authority as "Scuola Primaria Paritaria." Furthermore, the University of Cambridge International Examination board has officially recognised St. Louis School as a Cambridge International Centre. **Our unique curriculum is based on the British National Curriculum and incorporates the Italian Curriculum for those children who are fluent in Italian.**

The staff are highly competent, qualified teachers with invaluable experience teaching in the UK, Italy and internationally; they work closely together as a team to create a positive, caring learning environment for our students. There are clear expectations for our students and the emphasis is on being enthusiastic, motivated, independent, and therefore successful. Throughout the year, they are engaged in many special events including school outings, music concerts, sports events, international events, and trips. Clubs form a major focus in our extracurricular programme. We offer a wide range of sports, artistic, musical, and learning activities. Each year, examiners from the Associated Board of the Royal Schools of Music (ABRSM), the world's leading music examining board, hold exams at our school.

St. Louis School is also proud to offer to students aged 14 to 18 The Duke of Edinburgh's International Award, the world's leading youth achievement award programme. The award brings together practical experiences and skills to equip young people for life.

The school has three campuses in Milan, at the premises in via Caviglia, and in Via Marco Antonio Colonna there are the Early Years, Primary and Middle schools. The high school is located in the very centre of Milan. All three sites are conveniently located close to public transport and – up to middle school – a private bus service is also offered to reach the premises. St. Louis school has well equipped facilities as gymnasiums, a large outdoor play and sports areas. The school has a well-equipped kitchen and restaurant/cafeteria where nutritious meals are prepared daily for all pupils.

# The school structure

| British system | | Italian system | | |
|---|---|---|---|---|
| Lower School | | | | |
| Early Years | Introductory Stage | Nursery | 2 years old | Scuola dell'infanzia |
| | Foundation Stage | Kindergarten | 3 years old | |
| | | Reception | 4 years old | |
| Primary School | Key Stage 1 | Year 1 | 5 years old | |
| | | Year 2 | 6 years old | Scuola primaria |
| | Key Stage 2 | Year 3 | 7 years old | |
| | | Year 4 | 8 years old | |
| | | Year 5 | 9 years old | |
| | | Year 6 | 10 years old | |
| Upper School | | | | |
| Middle School | Key Stage 3 | Year 7 | 11 years old | Scuola secondaria di 1° grado |
| | | Year 8 | 12 years old | |
| | | Year 9 | 13 years old | |
| High School | Key Stage 4 | Year 10 | 14 years old | Scuola secondaria di 2° grado |
| | IGCSE | Year 11 | 15 years old | |
| | Key Stage 5 | Year 12 | 16 years old | |
| | IB Diploma | Year 13 | 17 years old | |



# Early Years

The Early Years (2–4 year olds) offers a happy and stimulating environment in which children learn to be away from home, to understand the importance of routines and rules and to work independently as well as in groups.

The curriculum is based on the Early Years Foundation Stage of the British National Curriculum.



# The areas of learning are:

- Personal, Social & Emotional Development
- Communication, Language & Literacy
- Mathematics
- Literacy
- Expressive Arts & Design
- Physical Development
- Understanding the World

**The aims of our curriculum include:**

- Encouraging children's learning through play
- Developing the child's gross and fine motor skills and co-ordination
- Stimulating the child's creative thinking and expression
- Building a solid foundation for the children's learning
- Valuing each child's strengths and abilities while meeting their individual needs







The school provides Music, Physical Education, Drama and Technology specialist teachers, swimming lessons, excursions, and extra wide extracurricular activities provision.

A range of technology including iPads is used to support student learning utilizing age-appropriate software.

# Primary School

The Primary School teaching programme follows a uniquely devised, broad and balanced curriculum which considers the children's age and background, enhancing the overall student attainment levels. Most importantly, the whole school programme enriches the children's learning experiences and provides them with the academic, social, linguistic, and technological tools necessary for the modern world.



# The Primary School includes two Key Stages:

1 **Key Stage 1 – Years 1 and 2**

2 **Key Stage 2 – Years 3 to 6**

At the end of each Key Stage, students are assessed with tests used in British schools. Our students' results are consistently well above UK national averages. The school offers the choice between two academic programmes: **The British Stream** or **The Italian Stream**.

The Primary School holds the Italian status of "Scuola Paritaria". There is also an optional Religion lesson.

**British Stream Subjects**

- English
- Mathematics
- Science
- Humanities
- Music
- Arts & Design
- Physical Education / Swimming
- Computing
- Personal Health and Social Education
- Italian as an Additional Language

**Italian Stream Subjects**

- English
- Mathematics
- Science
- Humanities
- Music
- Arts
- Physical Education / Swimming
- Computing
- Personal Health and Social Economic Education
- Italiano
- Matematica
- Storia e Geografia (from Year 5)

The children have specialist teachers for P.E., Music, and Drama.

The Italian Curriculum is taught throughout the Primary School to the pupils who opt for the Italian stream. Each pupil's level of spoken Italian is assessed, and "Italian as an Additional Language" teaching is provided for non-native speakers.

During the year, the children have the opportunity to go on educational visits, linked to the topics that they are studying. These visits include trips to art galleries, theatres, and museums, making the children's learning experience a broader one. A wide range of activities are available through our extracurricular programme.






**We believe that the most important innovators will always be the people we are able to become.**

# Middle School

The Middle School pupils' academic programme aims to support the educational and social transition from Primary to Secondary School for students in year groups 7-9, using modern teaching techniques and specialist teachers. The Core Curriculum is focused directly upon the requirements of the British National Curriculum. In support of this there are two streams, which allow students to select either the British or the Italian Curriculum.

At the end of Year 9 they will then take either Key Stage Cambridge Check Point exams, the Italian Terza Media exams, or both. **Students in Middle and High School play an important role, that involves three key elements:**

- Responsibility
- The learning journey
- Partnership

**The Middle School offers students the skills for life:**

- Communication in several languages
- Computing in a range of formats
- Innovative teaching
- A range of learning environments
- Thought provoking and challenging topics





# Core subjects include:

- English / Literacy
- Mathematics
- Science
- Italian
- Third Language (French, Spanish or German)
- Humanities
- Music
- Art & Design
- Computing
- Physical Education
- PSHE Personal Social Health and Economic Education

**And the Italian Stream extends to:**

- Italiano
- Matematica
- Latino
- Storia
- Geografia

From Middle School every student will require a laptop computer for use in all their lessons and at home. By using a laptop at school students become effective independent learners and this is one of the key aims of our school. Selected educational websites on the school wireless Internet network fulfil the research needs of each student, while the visual “interactive whiteboards” provide the latest learning technology for both teachers and students.

Furthermore, St. Louis organises exchange study periods for Middle School students in UK thanks to the extraordinary Inspired network.

# High School

The aim of our educational programme is to provide students with a curriculum that will enable them to gain internationally recognised and respected qualifications and prepare them for university anywhere in the world. The St. Louis High School is a Cambridge International Examinations (CIE) Centre and an IB World School. The school programme covers 4 years comprising CIE's International. GCSE (IGCSE) examinations for Years 10 and 11, and the International Baccalaureate Diploma Programme (IB) for Years 12 and 13.



# High School qualifications

Cambridge IGCSE is widely recognised by higher education institutions and employers around the world as evidence of academic achievement. Cambridge IGCSE is the world's most well-respected international qualification for 14 to 16 year olds. The programme is more rigorous than the standard GCSE's and broadens opportunities for students who wish to further their education either domestically or internationally.

Assessment takes place at the end of the course and includes written, oral, practical assessment and coursework.

Grades are benchmarked using eight internationally recognised grades, A* to G, which have clear guidelines to explain the standard of achievement for each grade. The St. Louis School is the only International High School offering a full IGCSE Cambridge programme in Milan.



# Year 10 and 11
# Cambridge IGCSE:

A wide range of IGCSE subjects are available at the St. Louis School and these are grouped into five curriculum areas. IGCSE students study five compulsory subjects, at least one Science and other electives. Students in Years 10 and 11 are encouraged to take part in the school sports programme and international programmes such as the Global Maths Challenge, the Model United Nations, the World Global Challenge, Duke of Edinburgh International Award, and educational trips abroad. Computer Science Technology and an inbuilt pastoral programme are an integral part of our Key Stage 4 curriculum.

| Languages | Humanities and Social Sciences | Sciences | Mathematics | Technical and vocational |
|---|---|---|---|---|
| English | History | Physics | Mathematics | Drama |
| Italian | Global Perspectives | Chemistry | Additional Mathematics* | Art and Design |
| French | Economics | Biology | | Computer Science |
| German | Geography | | | Physical Education |
| Spanish | | | | Music |
| Mandarin Chinese | | | | |
| Greek | | | | |
| Latin | | | | |

*Additional Mathematics is an IGCSE subject that will be followed by the high ability mathematicians.

# Year 12 and 13 IB Diploma

The International Baccalaureate (IB) Diploma Programme aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect (www.ibo.org). The IB Diploma Programme is an academically challenging and balanced programme of education with final examinations that prepares students, aged 16 to 18, for success at university and life beyond.

Students choose a programme of subjects based on six curriculum areas. Students also need to fulfil three Core Requirements:

**The Extended Essay (EE)**

Students engage in independent research through an in-depth study relating to either one of the subjects they are studying.

**The Theory of Knowledge (ToK)**

Students reflect on the nature of knowledge by examining different ways of knowing (perception, emotion, language, and reason) and different kinds of knowledge (scientific, artistic, mathematical, and historical).

**Creativity, Action, Service (CAS)**

Students actively learn from the experience of doing real tasks beyond the classroom. Students can combine all three components of CAS or do activities related to each one of them separately.

**St. Louis School outstanding results**

The school has achieved an International Baccalaureate (IB) average result of 37, placing it at the top of the IB Diploma rankings in continental Europe over an 8– year span.





# Grading

Each subject is graded by external examiners on a scale of 1 to 7.

The IB Diploma candidate must also meet the three additional requirements: submission of an Extended Essay, satisfactory completion of the Theory of Knowledge course, and compulsory participation in the extra-curricular CAS programme. Award of the Diploma requires a minimum total of 24/45 points.

| Studies in language and literature | Language acquisition | Individuals and society | Sciences | Mathematics | The Arts |
|---|---|---|---|---|---|
| English | English | Economics | Biology | Mathematics SL | Music |
| Italian | Italian | History | Chemistry | Mathematics HL | Theatre |
| | Spanish | Philosophy | Physics | | Visual arts |
| | Mandarin Chinese | Business & Management | Computer Science | | |
| | | Global politics and geography GPIManagement | Environmental Systems & Societies SL | | |

**Career Guidance**

Each IB diploma student participates in a series of individual interviews designed to focus on opportunities available for higher education within Europe and globally work experience opportunities matched to their interests and skills.

Contact is kept with UCAS (the Universities and Colleges Admissions Service) in the United Kingdom and with Education USA and the Fulbright Commission in the United States to guide IB diploma on the options before them and on the processes in place to make their university applications. Students will be invited to attend university fairs arranged in the locality and to visit university campuses to gain valuable first hand insight. The student is guided in their research of universities and courses around the world, and especially on the entry requirements expected of applicants for undergraduate study. As part of our ongoing career development, we host guest speakers from various professions, to help students gain a better understanding of the different fields of work they might wish to enter. St. Louis School also provides High School students with opportunities to make group visits to universities in Italy and abroad. Students are also encouraged to conduct their own campus visits, especially while in other countries.

# University Entrance – Italy

The Italian Ministry of Education recognises the IB Diploma as a basis for students seeking admission to courses at universities and other institutions of higher education in Italy, if the candidate selects a programme which conforms to one of the following options:

| Liceo Linguistico | Liceo Scientifico | Liceo Classico | Liceo Scienze Umane |
|---|---|---|---|
| Italian<br>English | Italian<br>English | Italian<br>English | Italian<br>English |
| **Choice of 1 subject**<br>History<br>Economics<br>Philosophy | **Choice of 1 subject**<br>History<br>Economics<br>Philosophy | **Choice of 1 subject**<br>History<br>Economics<br>Philosophy | **Choice of 1 subject**<br>History<br>Economics<br>Philosophy |
| **Choice of 1 subject**<br>Chemistry<br>Physics<br>Biology<br>Environmental System and Societies<br>Computer Science | **Choice of 1 subject**<br>Chemistry<br>Physics<br>Biology | **Choice of 1 subject**<br>Chemistry<br>Physics<br>Biology<br>Environmental System and Societies<br>Computer Science | **Choice of 1 subject**<br>Chemistry<br>Physics<br>Biology<br>Environmental System and Societies<br>Computer Science |
| Mathematics or Mathematical Studies | Mathematics or Mathematical Studies | Mathematics or Mathematical Studies | Mathematics or Mathematical Studies |
| Third language | **Third Choice of 1 subject**<br>Chemistry<br>Biology<br>Environmental System and Societies<br>Computer Science<br>Latin<br>Arts | Greek | **Choice of 1 subject**<br>Philosophy<br>History<br>Economics<br>Arts |

I diplomi di baccellierato internazionale rilasciati dall'Istituto St. Louis School di Milano (Italia), sono riconosciuti quale superamento dell'esame di stato conclusivo dei corsi di studio di istruzione Secondaria Superiore – Liceo Classico, Liceo Scientifico, Liceo Linguistico e Liceo Scienze Umane aventi valore legale ai fini dell'ordinamento italiano (Decreto MIUR del 15 aprile 2014).

| Tabella di conversion punteggio IB/Maturità | |
|---|---|
| 24 | 60% |
| 25 | 62% |
| 26 | 64% |
| 27 | 67% |
| 28 | 69% |
| 29 | 71% |
| 30 | 73% |
| 31 | 76% |
| 32 | 78% |
| 33 | 80% |
| 34 | 82% |
| 35 | 84% |
| 36 | 87% |
| 37 | 89% |
| 38 | 91% |
| 39 | 93% |
| 40 | 96% |
| 41 | 98% |
| 42 | 100% |

Nell'ambito dei 4 corsi di studio, i programmi elencati devono prevedere 3 materie a livello avanzato e 3 materie a livello standard. Si segnala tuttavia l'esigenza che sia fissata almeno una materia obbligatoria a livello avanzato caratterizzante il corso di studio per ogni tipo di liceo.

**Per il liceo linguistico:** prima lingua
**Per il liceo scientifico:** matematica

**Per il liceo classico:** latino o greco
**Per il liceo delle scienze umane:** storia o filosofia

# University Acceptances and Applications

### UK Universities

University of Cambridge
University of Oxford
London School of Economics
Imperial College London
Durham University
Warwick University
University of Lancaster
University College London
University of Surrey
University of Bath
University of Exeter
University of East Anglia
University of Birmingham
University of Leeds
University of Southampton
University of Sussex
University of Edinburgh
University of York
King's College London
University of Nottingham
University of Kent
University of Bristol
University of Sheffield
University of Glasgow
Queen Mary, University of London
Royal Holloway, University of London
SOAS

### American Universities

University of Pennsylvania
University of California at Berkley
New York University
Rhode Island School of Design
Florida Institute of Technology
Fordham University
Rollins College
MIT
Stanford
Harvard

### European Universities

Erasmus University, Netherlands
University of Maastrict
Leiden University
IE University, Spain
Università Luigi Bocconi
Politecnico di Milano

# University Acceptance

St. Louis School provides comprehensive University Counselling and Career guidance, with presentations and workshops from local professionals, tutors, and University Counsellors. In addition, students are required to do work experience with local organizations in Years 10 and 12. Many St. Louis School students also participate in Pre-University courses, internships, and volunteer projects locally and abroad throughout the year in order to prepare them for future career choices.



# Our Expectations





**The school promotes a community spirit with maximum co-operation between parents and the school. Everyone works to ensure that the educational and social needs of the child are identified and provided for with due care and attention in such a way as to offer the best possible start in life.**

**All our children are growing up in a multicultural society and the earlier they learn to understand each other, the earlier they are able to develop trust and respect.**



**Admission**

We welcome parents and children to visit the school to experience the unique learning environment and friendly atmosphere created by our staff and pupils. Admission to the school is subject to an interview with the parents and an assessment test for prospective students.

**Placement**

Placement is determined according to age. Children born in the same calendar year are usually in the same class group. St. Louis school may decide to change year group for a pupil, in the best interest of each pupil and according to his/her development.

**Withdrawal**

The school reserves the right to request the withdrawal of any student whose presence is not compatible with the school aims, philosophy or smooth running, even though there may not have been a breach of any specific school rule.

**Code of conduct**

We promote positive behaviour in the school by developing relationships between staff and students based on respect, safety, honesty, responsibility, and courtesy. We believe that praise and acknowledgement of positive actions and attitudes help children to learn what is socially acceptable and ensure that they feel valued and respected. Students are encouraged to think about their behaviour using a problem-solving approach, with a focus on finding solutions that help them become successful in interacting socially within the school and in the outside community. The role of parents is seen as fundamental in teaching their child to interact with others. For this reason, parents are kept informed of behaviour not in keeping with the Code of Conduct so that they are able to discuss the situation with their child. Parents may also be invited to meet with staff. In addition to the daily commitment by staff to help students successfully learn and interact, assemblies will be held to focus on reinforcing these values within the school. If a child persists in breaking the rules, the Director will decide on the consequences on an individual basis. Suspension from school may occur in Primary and Upper School cases.

**School Board and the Principal**

The governance of the school is in the hands of a School Board, which meets regularly to oversee policy decisions and to plan on-going development with the advice and support of the Senior Leadership Team. The Principal of the School is responsible for the day-to-day running and organisation of the school, the staff and the education provided by the school. Parents may see the Director by appointment.

**Senior Leadership Team**

The school has a management team composed of expert teachers and coordinators. The SLT will meet regularly to discuss and to subsequently provide the school with fresh ideas and input. The SLT will also organise conferences, meetings, and workshops in collaboration with the school and parents.

**Parents Advisory Board (PAB) and class representatives**

The PAB is composed of five members as established in the PAB Regulations. The PAB proposes and implements projects that enhance the school, advises the School Board on various matters concerning the school, and promotes a positive, constructive atmosphere around the school. Parents who are interested in becoming PAB members and who have been with the school for at least two years may apply through the School Directors by May every two years. Class representatives are elected by the parents of each class at the beginning of each school year and serve as the link between the families, the teacher, and the PAB. Class representatives meet the Principal on a regular basis.

**Teachers**

The teaching staff consists of fully qualified teachers from a range of English-speaking countries. Experienced Italian teachers teach Italian classes. A specialist teacher for Italian as an Additional Language (IAL) is available for pupils for whom the Italian language is not their mother tongue. It is normal practice in International Schools for children to change teacher at the end of each academic year.

**Curriculum**

The Early Years (2–4 year olds) offers a curriculum based on the Foundation Stage of the British National Curriculum. It also provides specialist teachers for Music, Physical Education, Drama, and swimming lessons. The Primary School (5–11 year olds) offers a curriculum based on the British National Curriculum and incorporates the Italian Curriculum for children fluent in Italian. The Primary School has specialist teachers for Music, Physical Education, Drama, and swimming lessons. The Primary School has been granted the Italian status of "Scuola Paritaria". The Middle School (11–14 year olds) follows a curriculum based on the British National Curriculum and provides specialist subject teachers, a library, computer science rooms, excursions, performances, and events as well as extracurricular activities.

The High School (14–18 year olds) covers four years comprising the University of Cambridge International Examination IGCSE examinations, for Years 10 - 11, and the International Baccalaureate (IB Diploma), for Years 12 and 13. In addition to the academic programme, students participate in the Creativity, Action and Service (CAS) extracurricular programme. The St. Louis School is a Cambridge International Examination Centre and an IB World School.

**Library**

A love for reading is constantly encouraged and reinforced in our students. We have a school-wide daily reading at home programme and classes receive weekly reading skills instruction. There is a school library which lends students books to read at home. Books that are taken home must be returned in good condition. Any damage or loss must be reimbursed.



**Information communication technology**

The school has well-equipped Information Technology rooms. The children will gain experience with a range of ICT resources, including a variety of software and the Internet. ICT lessons also serve as a cross-curricular support for other subjects by providing computer-based reference material for research and presentations.

**Swimming**

Swimming is a compulsory part of the school curriculum from for selected Year Groups. A medical certificate is required for children who cannot attend swimming lessons; those children will stay in the pool area. Children need to bring the following equipment to swimming lessons: robe, swimming suit, swimming cap, flip-flops, and towel.

**Clubs and excursions**

The school organises after-school activities (football, volleyball, basketball, judo, ballet, art workshops, foreign language tuition, excursions, and instrumental music lessons) for which it charges an extra fee. More information about these activities can be found in the 'Extracurricular Activities' booklet which is updated and published every year.

**Religion**

At the moment the school offers Catholic religion classes. Children not attending religion stay at school and work on PHSE (Personal, Health, Social Education) activities. In Years 4 and 5 it is possible to follow a special preparation for the Holy Communion. In Years 6 and 7 pupils may prepare for their Confirmation.

**Earlier exit**

Permission to leave the school earlier should be requested in writing via the front desk. Permission is only granted for special reasons (doctor's appointments, etc.).

**Bringing and collecting children**

Parents are responsible for ensuring that their children are brought to and collected from school on time. Lessons must not be disrupted by late arrivals. Parents will be contacted if their child arrives late consistently. A reason should be given for any late arrival.

**Communication**

Information is available on the reserved areas of the school's website and is listed in our regular Newsletter. To access the reserved area of the school website from any internet connected computer, parents must use a user ID and password that are assigned by the school. Additional information for parents will be circulated by letter or newsletter.

### Parent meetings

There is a class meeting with the parents at the beginning of the school year. Teachers will also arrange to meet parents individually to discuss their child's progress twice a year. If necessary, parents can arrange additional appointments to meet a teacher by using their child's school diary.

### Reports and exams

Every child receives a report in November, February and June. The reports are available on the parent reserved area online. These reports may be reviewed by parents on appointment with the class teacher. In the Middle School students take the Cambridge check point examination and the State Italian examination at the end of Year 9 (if they follow the Italian stream). In the High School there are end of year examinations at the end of Year 11 (IGCSE) and Year 13 (IB Diploma).

### School materials and equipment

A list of school equipment is on the website for all students.

### School uniform

All children should wear the official school uniform, the cost of which is not included in the school fees. Parents can order uniform through the school website (reserved area). A special tracksuit for Physical Education lessons must be worn on relevant days and children should also wear gym shoes. Children are expected to wear sensible footwear to school. In Early Years shoes with Velcro straps rather than laces are strongly recommended. All items of clothing must be clearly marked with the child's name and coats, or jackets should have loops. The School Dress Code must be followed at all times. Details can be found on the school website. The school will not accept responsibility for lost property.

### Hybrid and online learning

In certain situations, we are able to offer high quality 'live' learning to students online so that they can always be included in all of their lessons. Each situation of this nature is unique and will be agreed in advance by the school and each family.

### Homework

The school believes that home learning is a positive experience, building self-discipline and responsibility while reinforcing and extending learning. Homework is given in all classes from year one upwards, according to child's age. If a child is absent, he/she should try to find out what homework has been given by contacting classmates. Homework will not be given for extended holidays taken during the school year.

### School bus

The school bus service is run by a private company which provides a daily service throughout the city for which there is an additional fee. It is imperative that the school Front Desk is informed in writing (e-mail) by 1.00 p.m. of any change to normal travel arrangements. At times due to traffic conditions the school bus may sometimes be late. However, children must be punctual at the bus stop, as the driver cannot wait for late arrivals. If a child is not to be picked up in the morning the bus assistant should be informed by telephone before the pickup time. No other communication should be relayed to the bus driver or bus assistant.


Library

**Lunch times**

The school has a well-equipped kitchen and restaurant/cafeteria where nutritious meals are prepared daily to serve all pupils. From Year 2, pupils can choose dishes for each course from a selection of healthy options, including hot vegetables, salad, and fresh fruit. Dietary requirements of pupils (e.g., for religions or health reasons) are also catered for upon presentation of the required medical certificate. Good manners at table are encouraged and children are expected to remain seated until given permission to leave the table. The school invoice is to be paid in September and January.

**Medical information**

Parents will be asked to fill in special forms for the school medical records. The school doctor or nurse may also request medical examinations if the need arises. The school must be officially notified on the first day of a child's absence for illness, either by a phone call to the school before 9.30 a.m. or by letter to the class teacher. Upon the child's return to school, parents are required to write in the diary the reason for the absence. The school does not administer medicines except for tachipirina (paracetamol) for which parents will have signed an authorisation form.

**Accident procedures**

If an accident occurs, a parent or guardian will be informed. If the accident is minor, a note will be sent home explaining the nature of the mishap. In the case of an emergency, the child will be taken immediately to the hospital by a member of staff, rather than wait for a parent or guardian to arrive, while at the same time every effort will be made to contact the parents. No member of staff is permitted to authorise any treatment. The member of staff will then wait at the hospital for the parent or guardian. All accidents are recorded in the school accident book.

**Accident Insurance**

Pupils are insured against accidents during school hours and school excursions. The school does not arrange medical or personal accident insurance for pupils or their property. We recommend that parents take out personal liability insurance.

**Hygiene**

Children are expected to keep a clean and tidy appearance.

**Fire drills**

The school has a set procedure for action in the case of fire or evacuation of the school building. We practice fire drills regularly and use these as a way to teach our children about safety.

**The school reserves the right to vary the conditions under which children shall be admitted and educated at the school.**

St. Louis School

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An inspired school