



**JOHN F. KENNEDY
INTERNATIONAL SCHOOL**

Parents' Handbook 2022-2023

v1.0

summer 2022



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Welcome to the JFK Fall Term 2020

We hope the information contained in this handbook is useful to all our families this term. It will help you become acquainted with the aims and objectives of the school, as well as providing practical day-to-day information.

We trust that existing families will see this as a useful resource and hope that all parents will take some time to read the contents and then use the handbook from time to time as questions arise.

This term will continue to have many focal points and I will be working very hard on improving our visibility to the outside world, through promotion of our new boarding house, the raising of our profile in Switzerland and the international community and by continuing to develop a coordinated approach to alumni relations. This has, of course, all been designed to attract more students to JFK in the future.

A wide range of activities, trips, excursions, sports and social events supports core work in the classroom. This makes JFK a special place and one I am very proud to represent as your school director.

Our academic programme, the backbone of our school, continues to grow and develop. We will continue with our international curricula, the IMYC (International Middle Years Curriculum) in the Middle School, the IEYC (International Early Years Curriculum) in the Play School and in Reception/Year 1 and the IPC (International Primary Curriculum) in the rest of the Primary, Year 2 to Year 5. We will all work together to make JFK a great school and to keep our big family spirit.

A copy of this document is available on our website along with a number of other helpful documents and policies.


Henri Behar
Director - JFK

September 2020

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Core Values of JFK students and staff

The foundation of all we do at JFK

Adaptability

Morality

Resilience

Enquiry

Cooperation

Communication

Thoughtfulness

Respect

Small School - Big Heart



School Day		
Arrival	08:10 - 08:15	15 minutes in classroom as children arrive
period 1	8:20 - 9:10	50 minutes session
period 2	9:10 - 10:00	50 minutes session
Break	10:00 – 10:25	25 minutes break
period 3	10:25 – 11:15	50 minutes session
period 4	11:15 – 12:05	50 minutes session
Lunch	12:05 – 13:15	12:05 Eat - 12:40 Play 13:00 Line up/Tidy up
period 5	13:15 – 14:05	50 minutes session
period 6	14:05 – 14:55	50 minutes session
period 7	14:55 – 15:45	50 minutes session
End of classes	15:45	Classes finish

->14:55
End of classes for
Reception

Please note that all children should be in their classroom/homeroom ready for the day at **8:10**, children arriving after 8:15 will be marked late.

PRESENT AND READY TO LEARN

General

Good attendance and punctuality are an important part of a student's education. Moreover, attendance and participation in class are integral parts of the teaching and learning process, and regular attendance and punctuality develops patterns of behaviour which are essential to successful personal, social and professional life.

As the school regards "parents as partners", we ask you to work with us to ensure that our students respect our expectations.

The John F. Kennedy School expects all students:

- to arrive on time in the morning
- to be fit and ready to learn
- to attend school regularly

Arrival on time: 08.10 - 08.15

Between 08.10 and 08.15 students should report to their homeroom teacher. This will give time for the homeroom teacher to check that each student is present and has the necessary "tools for learning". This time will also be used to give and discuss news and information.

At **08.20** students will be in their first lesson, ready to learn.

Please note the following:

- The school records all late arrivals.
- Regular poor timekeeping is disruptive to the student's progress and is a habit not to be developed. It also adversely affects the learning of other students.
- If you know that your child will be late for school, please call the school before 8:10.
- You may not be aware that your child is late for school - s/he may leave home in adequate time for school and delay on the way. If your child is not at school by 08.30, the school will call the parents, to ensure that s/he is safely at home.

Homeroom teachers will contact the parents of the students who consistently arrive at class without the appropriate "tools for learning" or without the appropriate sports/swimming equipment on sports/swimming days.

Attend school regularly - every day counts!

Regular school attendance is vitally important to a student's academic achievement to ensure that each student completes the required class work for the next class level. The curriculum is organised so that students progress through each stage successfully. Frequent absence makes it extremely difficult for students to keep up with the work load and develop the necessary skills to achieve their full potential. We therefore encourage regular attendance throughout the school year.

If your child is absent from school:

- We ask you to excuse his/her absence by informing the office by email, letter or telephone.
- If no communication has been received excusing the absence, the school will contact the parents to inform them of the child's non-attendance at school and request an explanation.

Consequence of absence:

If a student accumulates ten days absence in any one term, the director will contact the parents to discuss this situation, outline the consequence to the student's programme of learning and propose ways in which this learning can be made up in the shortest delay possible.



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2020 – 2021 School Calendar

SUMMER CAMP 2020

JFK Swiss Outdoor Camp

Friday 3rd July to Friday 14th August 2020

AUTUMN TERM

Boarders arrive	from 15h00 Sunday 6 th September 2020
Classes begin	Tuesday 8th September 2020
Boarders depart	from 16h00 Friday 16 th October 2020
Half-Term	Monday 19 th October to Friday 30 th October 2020
Boarders return	Sunday 1 st November 2020
Classes resume	Monday 2 nd November 2020
Classes end	Friday 11th December 2020, classes end at 12h00
Boarders depart	from 12h00 Friday 11 th December 2020

WINTER TERM

Boarders arrive	Monday 4 th January 2021
Classes resume	Tuesday 5th January 2021
Mid-Term long weekend	Friday 12 th February to Monday 15 th February 2021
Classes end	Wednesday 24th March 2021, classes end at 12h00
Boarders depart	from 12h00 Wednesday 24 th March 2021

SPRING TERM

Boarders arrive	Monday 12 th April 2021
Classes resume	Tuesday 13th April 2021
Ascension (school closed)	Thursday 13 th May and Friday 14 th May 2021
Pentecost (school closed)	Monday 24 th May 2021
Classes end	Friday 25th June 2021 classes end at 12h00
Boarders depart	from 12h00 Friday 25 th June 2021

SUMMERCAMP 2021

JFK Swiss Outdoor Camp

Friday 2nd July to Friday 13th August 2021



Term Assessment

In each term, students will bring home their formal assessment folder.

These folders will be sent home twice during the term.

Where regular weekly or biweekly tests are completed in subjects such as spelling, students will also take these home.

All interim tests and formal assessments should be reviewed and signed by parents and returned to school by the date requested.

Please note that student class work and books *will not be sent home*. These are available for parents to see, at any time. However, these must stay in school, for practical purposes!

Reception Formal Assessment Portfolios

	Mid Term	End of term
English	A piece of assessed writing	A piece of assessed writing
Mathematics	Mid term assessment	End of term assessment

Y1/2, Y3/4 and Y5 Formal Assessment Portfolios

	Mid Term	End of term
English	A piece of assessed writing Reading Targets	A piece of assessed writing An assessed reading comprehension
French	A piece of assessed writing Reading Targets	A piece of assessed writing An assessed reading comprehension
Mathematics	Mid term assessment	End of term assessment

Y6, Y7 and Y8/9 Formal Assessment Portfolios

	Mid Term	End of term
English	A piece of assessed writing An assessed reading comprehension	A piece of assessed writing An assessed reading comprehension
French	A piece of assessed writing An assessed reading comprehension	A piece of assessed writing An assessed reading comprehension
Mathematics	Mid term assessment	End of term assessment
Science	Mid term assessment	End of term assessment
Humanities	Mid term assessment	End of term assessment



Communication

Parent / Teacher conferences are held each term and detailed assessment reports are issued three times per year. Teachers are available throughout the year, by prior arrangement, to discuss student's progress.

If you require any information about your child's education at JFK please contact your homeroom teacher in the first instance. In most cases your child's teacher will be able to answer your queries. In the event that this is not to your satisfaction, please contact the Head of Primary or the Head of Middle School.

Letters and information from the school administration and class teachers are sent home, via e-mail, on a regular basis. Please check your e-mail regularly and inform the school immediately if your preferred e-mail addresses change.

The school calendar, the most recent version of this document and a number of school policy documents are available on the school website.

As we use e-mail as our primary method of communication we do not advise parents to rely solely on a web based mail such as Hotmail or Yahoo. Messages not delivered are often lost in these systems. We are happy to keep more than one of your addresses on our database to ensure all correspondence is received.

Some communication is occasionally sent via your children. Please check their school bag regularly and remind them to be conscientious in delivering messages.

Parents, or their designated alternative, have a responsibility to be contactable at all times when their child is at school. Mobile phone numbers given on the emergency contact form must be switched on and at hand. Any changes to these details must be informed to the school immediately. Where parents are not available, especially if they are away from home, alternative emergency contact arrangements must be given to the school. The emergency contact person must be able to speak English, French or German and understand their responsibilities. A Parent or other Emergency Contact must be available to come to the school and collect a child if they become unwell.

Student Health

A health form must be completed and returned to the school administration each year before your child starts school.

In addition we keep a medical record sheet in the school office in case of emergencies and this should also be completed when the child begins school and updated each year.

It is the school's responsibility to ensure an environment free from health hazards. Parents can assist the school by keeping their child at home if he / she has a fever, is suffering from nausea, an infectious illness or a severe common cold or cough. If a child becomes ill at school, a parent will be notified immediately.

Children should not come to school with notes excusing them from Sport, Swimming or Skiing. If your child is too sick to participate, they are too sick to be at school. Where a child cannot take part in physical activity because of a pre-existing injury or for exceptional reasons, arrangements can be made with the Homeroom teacher in advance. A Parent must collect their child as soon as practically possible if the school deems that they are unfit to be in attendance.

Medication

The administration of medication by school staff is at the discretion of the school and must be agreed on an individual basis in writing. If your child must take medication during the school day the homeroom teacher **MUST** be informed and be given a copy of the completed medicine form. (Copies of these can be obtained at the office.) The homeroom teacher must then be given the medication to keep on behalf of the child. Medication will only be accepted if it is still in its original packaging; medication must not be portioned or divided into separate parts.

Children must NEVER bring medication to the school where the school has not been informed.

First aid

All of JFK staff have received up-to-date and relevant first aid training and they receive training regularly every other year. The staff will administer First Aid to the best of their ability. Minor injuries or illnesses will be referred to the local doctors. Should any serious treatment be necessary, an ambulance will be called and the child will be taken to the emergency room of the nearest hospital.

Parents will always be contacted at the earliest possible time and kept fully informed.

Security

JFK expects and encourages visitors, both for educational and non-educational purposes, by person(s) not employed by the school organisation.

Whilst JFK believes that there are many potential benefits that can result from increased interaction with an extended school community, the school also has a legitimate interest in avoiding disruption to the educational process and protecting the safety and welfare of its pupils and staff. A balance must be achieved between the potential benefits and associated risks caused by the presence of visitors in our school buildings.

- All visitors & parents must report to the school reception when arriving or leaving the school premises.
- Whenever possible, visitors should obtain authorisation from the Director or the administration in advance.
- Tradesman or trade representatives must be accompanied as they move around the school.
- No visitors may enter the Boarding Houses unaccompanied at any time.

Uniform

JFK places a high value on the benefits of a school uniform. The school has two sets of uniform regulations, one for the autumn and spring terms and a winter uniform for the winter term.

Full details of the JFK School uniform are distributed to all students and parents annually. Please refer to this document for full details of the school uniform. Uniform can be ordered at the beginning of the school year and through the school office at other times. New students must order at least the uniform starter pack, prior to commencement.

Students who attend JFK only for the winter term may purchase a specific winter uniform starter pack.

The school expects the full cooperation of both students and parents to ensure that the correct use of school uniform is always evident.

The school encourages and expects a neat and tidy appearance from all students at all times. Children with long hair should have it tied back for health and safety reasons. Children may wear ear studs and a simple inexpensive watch but other jewellery is **not permitted**. Make-up is also not permitted during any school activity.

All items of jewellery must be removed for all sports activities and at any other time at the request of the teacher.

Non-Uniform Days

The school may from time to time announce non-uniform days. Often these occur at the end of a term and are linked to activities of the Student Council or school charitable events.

Rules related to jewellery and make-up are not waived on non-uniform days.

Personal Items

Please mark your child's name in all of his or her clothes, shoes, school and personal items.

What Not To Bring To School

- Jewellery (with the exception of an inexpensive wrist watch, ear studs or items worn for religious reasons).
- Electronic toys or music players.
- Penknives or any other sharp objects.
- Toy guns or weapons of any kind.
- Any items of significant value.

Mobile phones may not be used during school time, unless by specific request from the class teacher, who may require students to use a certain application. Students who use mobile phones during the school day will have them confiscated by their teacher. The mobile phone will be returned at the end of the school day.

Lost Articles

A lost and found box is kept and is available from the School Office.

JFK accepts no responsibility for any item lost by a child during any part of the school day.

Parking, Drop-Off and Pick-up Procedures

All schools generate a significant amount of traffic at the peak morning drop off and afternoon pick-up times. It is the duty of all schools to try and reduce the impact of this movement on the local community in which we live and work.

We encourage the use of the public transport and where age appropriate the chance for children to travel to school on foot or by bicycle.

Where children use a bicycle or scooter they must wear a helmet at all times and their bicycle / scooter must be locked to the storage racks provided outside the Play School.

From time to time, the school publishes advice and guidance to parents on the procedures for both morning and afternoon journeys and we encourage parents to follow these accurately.

JFK encourages car sharing and urges parents to communicate and cooperate wherever practical.

- In the morning parents who drive to school are asked to park either in front of the Reuteler Bike Shop, in the car park Chaletbau Matti at the end of the school field or at the railway station.
- Parking on the pavement, roadside or anywhere that may obscure the pedestrian crossing are not permitted and may incur fines from the local police service.
- Parents are asked NOT to drive up the hill to the schoolhouse. As children and other pedestrians are often in this area, it causes an unnecessary risk. In winter the hill is also often icy and dangerous to drive on.
- Parents should not enter the school buildings at the beginning or end of the day unless they have made a prior appointment. Parents of Reception children are welcome to accompany their children to the building door.
- At the end of the day all parents may collect students in the parking area beside Chaletbau Matti. Please do not stand in the road or allow children to stand in unsafe areas.
- Parents who bring pupils into school after the start of the school day due to hospital, doctor or dental appointments should announce them in the School Office and then deliver them personally to their classroom and ensure they are passed directly into the care of a teacher.



COVID-19 SAFETY GUIDELINES & MEASURES:

Due to the current circumstances we have had to adapt our program to provide the safest possible environment on the School Campus. While we want to ensure that all our Students are having a fun and exciting year, we also take the safety of our Students, Staff and JFK Community very seriously.

In Switzerland the Federal Council are gradually easing measures aimed at protecting the population. However, the School will continue to follow the recommended government advice and also implement our own protective measures.

These include:

- Pre-screening of Students and Staff before School.
- Ongoing screening and temperature control of all Students and Staff.
- Increased hand washing and sanitising.
- Students will be organized into small groups with limited mixing (cohorting).
- Frequent cleaning and disinfecting of regularly touched surfaces and equipment.
- Cleaning and disinfection of school buses after each use.
- Frequent ventilation of buildings when in use.

We count on your cooperation to ensure that our efforts are respected. Please therefore read and adhere to the guidelines below:

- All Students will be expected to complete a 'COVID Health Declaration' which should be completed and handed in to the School Manager upon arrival. Students will not be admitted to School without the completed declaration.
- **Students that are sick, unwell or some symptoms such as fever, body ache, headache, etc. should not be sent to school.**
- All Students and Staff will have their temperatures measured at the start of every day and anyone displaying any symptoms of COVID-19 will be sent home immediately.
- No parents will be allowed access to the School facilities and must drop off and pick up their children in the designated areas.
- All Students and Staff must follow the recommended hygiene guidance as issued by the Federal Office of Public Health, including regular handwashing and distancing (all Students must come to School with a personal hand sanitiser and face mask).
- Students must not bring food to School and there will be no sharing of food at meal or snack times.
- Face mask must be worn by Students and Staff on the School transport at all times.
- **All students must bring their own mask. The school will not provide any masks.**



Computer 2020/2021 Order Form
for students Year 6 to 9

Name of the child: _____

Year: _____

Computer:

- ☐ Yes, I would like the school to order a computer for my child.
(Cost: CHF 1'600.00 inclusive of technician setup support)
- ☐ No, my child does not need a computer and will use a private one.
(Cost for technician set-up for private computer: CHF 200.00 per child)

Signature of the parent: _____

Date: _____

**Please complete and scan this form completed back to the office
by Monday 17th August 2020.
Thank you.**



Class Equipment List

All students should have the following equipment in school every day. Everything should be clearly named

Primary School

- Pencil case
- Pencils x5
- Pencil Sharpener
- Eraser
- Ruler
- Blue / Black 'frixion' pens
- Colouring pens/ pencils
- Glue sticks X3
- Scissors
- Water bottle
- Tissues
- Homework Planner (provided by school)
- PE kit when needed
- Indoor Slippers/Crocs x2

Middle School

- Pencil case
- Pencils x5
- Pencil Sharpener
- Eraser
- 30cm ruler
- Blue / Black pens
- Colouring pens/ pencils
- Glue sticks X3
- Scissors
- Water bottle
- Tissues
- Scientific Calculator
- Homework Planner (provided by school)
- Apple computer and charger (see attached form)
- PE kit when needed
- Indoor Slippers/Crocs



DRESS CODE & GENERAL INFORMATION

UNIFORM	JFK students must be appropriately dressed in the correct school uniform at all times.
SHOES	Students must wear flat shoes in black, brown or navy blue colour. <ul style="list-style-type: none">- Primary students must bring 2 pairs of indoor shoes- Secondary students must bring 1 pair of indoor shoes

No sports trainers allowed at school (except for sports days)

JEWELLERY	No jewellery may be worn. Girls may only wear one pair of plain ear studs or sleeper earrings.
HAIR	All students are expected to keep their hair tidy. Hair below collar length must be worn tied back.
MAKE-UP	Make-up of any kind and nail varnish are not permitted.
LABELLING	Please ensure that each and every uniform item are clearly marked and labelled. All footwear and sport equipment, bags, pencil case... are to be clearly labelled with a waterproof marker.

Our aim is to keep the 'lost property' box as bare as possible.

The school will not be held liable for any lost items on school premises or during any school related activity.



DAILY UNIFORM



JFK white polo shirt
JFK navy blue v-neck jumper
JFK navy blue cargo pants
or
JFK navy blue bermuda shorts
JFK school bag





SPORTS UNIFORM

JFK sports uniform must be worn for all PE/Sports activities.

JFK white sport t-shirt
JFK navy blue sport shorts
JFK navy blue track pants
JFK navy blue track top
JFK sports bag



Proper training shoes for outdoor sports.

Non-marking gym shoes for indoor sports

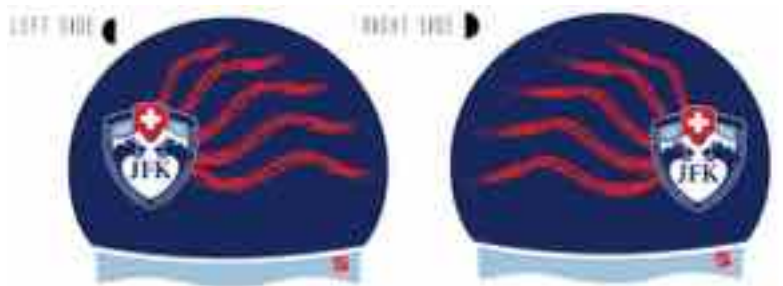
Examples of acceptable indoor and outdoor sport trainers:





SWIMMING UNIFORM

JFK swim cap



JFK swimming caps must be worn for all school-related swimming activities
(with the exception of Reception)



The following items are not supplied by the school:

Black racing swim shorts for boys
Black swimsuit for girls.

Swimming goggles recommended for
Y5 to Y9.

No baggy shorts or bikinis allowed!





EXCURSION UNIFORM



JFK navy blue hiking pants
JFK red soft shell
JFK navy blue rain jacket & pants
JFK red baseball cap
Hiking backpack, according to child's height

Normal shoes for any excursions.
Hiking socks and hiking boots for all hikes.

Examples of suitable hiking boots:





WINTER UNIFORM



JFK red ski jacket
JFK black ski pants
JFK white turtleneck
JFK black or red winter hat
JFK red neck warmer

Not supplied by the school:
Warm waterproof winter gloves (2 pairs)
Warm ski socks (2 pairs)
Winter warm and waterproof boots
(Moonboots are not allowed)

All items must be labelled!





EQUIPMENT FOR WINTER TERM

COMPULSORY (not supplied by the school):

SKIS	A good all-round ski (between chin and eye level height) or slalom / giant slalom ski No twin-tips allowed
BINDINGS	These must be checked before the start of winter by a sports shop
POLES	Straight or bent (Leki click system only allowed for students of Year 5 and up.
SKI BOOTS	Be sure that they fit (not too big!) and they should not be too hard
SKI HELMET	Helmets must be fitted correctly (should not move when shaking the head)
SKI GOGGLES	These must fit correctly on the helmet (check for correct lenses)
GLOVES	Should be warm and waterproof. Mittens are more practical and warmer for younger children.
MASK	Neoprene or fleece for really cold/wet weather
BACK PROTECTOR	Must fit properly on the child
SKI STRAPS	2 pairs. Have to be used each day to load and unload skis
NECK WARMER	JFK neck warmer (available at the school)

JFK CATSUIT

Optional, for competitions only
(ask JFK for information)





John F. Kennedy International School

EXTRA UNIFORM ORDER FORM

PLEASE FILL OUT ONE SHEET PER CHILD

FAMILY NAME: _____ **DATE:** ____/____/____

STUDENTS FIRST NAME: _____

ITEM	PRICE		SIZE AND QUANTITY	ITEM	PRICE		SIZE AND QUANTITY
	A	B			A	B	
JFK white Polo shirt	30.00	35.00		JFK white Sport t-shirt	29.00	35.00	
JFK navy blue V-neck jumper	55.00	59.00		JFK navy blue Sport shorts	29.00	35.00	
JFK navy blue Cargo pants	55.00	59.00		JFK navy blue Track pants	42.00	49.00	
JFK navy blue Bermuda shorts	46.00	49.00		JFK navy blue Track top	46.00	52.00	
				JFK navy blue Hiking pants	75.00	75.00	
JFK red Soft shell jacket	145.00	249.00		JFK swim shorts	39.00	49.00	
JFK navy blue Rain jacket	69.00	69.00		JFK swim suit	39.00	55.00	
JFK navy blue Rain pants	49.00	55.00		JFK swim cap	12.00	12.00	
JFK baseball cap	17.00	17.00		JFK sports bag	49.00	49.00	
JFK backpack	49.00	49.00					
				TOTAL	CHF		

(All prices are in Swiss Francs)

PRICE RANGE A (APPROX SIZE GUIDE)

104 = 4YRS

116 = 6YRS

128 = 8YRS

140 = 10YRS

152 = 12YRS

164 = 14YRS

PRICE RANGE B

ADULT

X SMALL

SMALL

MEDIUM

LARGE

X LARGE

Collected on the ____/____/____

Signature: _____



John F. Kennedy International School

WINTER UNIFORM ORDER FORM

PLEASE FILL OUT ONE SHEET PER CHILD

FAMILY NAME: _____ DATE: __/__/____

STUDENTS FIRST NAME: _____

ITEM	PRICE		SIZE AND QUANTITY	ITEM	PRICE		SIZE AND QUANTITY
	A	B			A	B	
JFK red ski jacket	340.00	499.00		JFK white Turtle neck (Optional)	69.00	89.00	
JFK black ski pants	270.00	330.00		JFK red hand-knitted wooly hat		60.00	
JFK red soft shell	145.00	249.00					
JFK neck warmer		12.00					
JFK black winter hat		17.00					
JFK backpack		49.00					
				TOTAL	CHF		

(All prices are in Swiss Francs)

PRICE RANGE A (APPROX SIZE GUIDE)

104 = 4YRS 116 = 6YRS 128 = 8YRS 140 = 10YRS 152 = 12YRS 164 = 14YRS

PRICE RANGE B

ADULT X SMALL SMALL MEDIUM LARGE X LARGE

Collected on the __/__/____

Signature: _____



Behaviour Expectations at JFK

At JFK, we have high expectations of ourselves and our students. JFK students are often praised by visitors to the school for their welcoming spirit and good manners. In general, our students have high standards of behaviour and are known for their family spirit to one another.

As part of our goal to introduce a clear behavioral structure, 3 sections with a clear outline of what is expected in each category are presented in the following page. As usual, a high standard and a self discipline is always expected!

- Organisation
- Learning
- Behaviour

Consequences

It is important that students realise there are consequences when expectations are not met and that, usually in life, these consequences are of our own making. It is our policy at JFK to teach students about “logical consequences”, rather than giving them random “punishments” for each misdemeanour.

Therefore, you will note that our emphasis in each listed consequence is on “reflection” and how to ensure that each issue is fixed and is not repeated.

We thank you for your continued support as we endeavour to make sure that our students are happy, organised, learning and showing good behaviour habits to one another and to those in the community.

The JFK Staff



JFK Homework Policy

At JFK, teachers will:

- provide a homework agenda where students should note down homework assignments carefully on the date that they are due.
- provide clear guidelines to ensure that students understand the requirements of each homework task and are aware of due dates.
- provide a homework folder in which all homework assignments and resources should be kept.
- offer further guidance and advice where necessary.
- ensure that time required to be spent on homework is kept to a reasonable limit.
- mark homework assignments and provide clear feedback.

At JFK, students will:

- take careful note of each assignment given and the date that it is due.
- ensure, at least **2 nights before homework is due**, that they understand all requirements and have all the information and resources they need. If not, they should speak to the teacher **no later than 1 day before the homework is due**.
- take careful note of instructions and resources given and fulfil all requirements carefully to the best of their ability.
- ensure that each homework task has a high standard of presentation.
- keep all resources and homework tasks in their homework folder.

At JFK, parents will:

- take an interest in homework given and will provide support that may be required.
- sign the homework diary each week.



Primary homework overview

For students in primary (up to Y5), regular homework will be provided in:

- Reading
- Spelling
- Mathematics
- French

Primary homework will be given to students on **Monday to be returned on Friday**. Primary homework will follow the same structure and format each week.

Students are advised to spend some time each evening on the homework tasks, in the order advised by the teacher, but it is important that students have the choice of organising their time around other commitments they may have outside of school.

How much time should a primary student spend on homework?

All students should spend at least 15 - 20 minutes *daily*, reading, being read to and talking about books.

Year 1/2 : Homework will be introduced as appropriate and in discussion with the parent

Year 3/4: 20 - 25 minutes each evening.

Year 5: 30 - 35 minutes each evening.



Middle School homework overview

For students in middle school (Y6 - Y9), regular homework will be provided in:

- English
- Mathematics
- Science
- Humanities
- French

The homework timetable, to be found in homework agendas, outlines which day each subject teacher will normally require their homework to be handed in.

How much time should a middle school student spend on homework?

Students are expected to work towards their Reading Awards programme on a consistent and regular basis.

Each regular homework task should take Y6/7 approximately 1 hour to complete. Y8/9 will be given longer tasks of up to 1.5 hours.

Mathematics tasks, given for the next day, will not require more than 20 minutes to complete.

In addition to regular homework tasks, the English and Humanities teachers will, at times, give students a short preparation task to complete before the next lesson, so that they are ready for the next stage of learning. This task should take no more than 20 minutes. Students should be prepared to fit this in at short notice.

If students are spending excessive time on homework tasks, please inform the teacher concerned.



Who is Who in JFK 2020-21

Reception

Ms Janette: Homeroom, English, Mathematics, Unit (Science, History, Geography and ICT skills)

Ms Johanna: French

Ms Veronika: German

Ms Janet: Music/Drama

Ms Pia: Art

Mr Rob: PE and Swimming

Ms Regula: Swimming

Y1/2

MrKevin: Homeroom, English, Mathematics, Unit (Science, History, Geography and ICT skills)

MsJennifer/Ms Johanna: French

MsVeronika: German

MsPia: Art

Ms Janet: Music/Drama

MrRob: PE and Swimming

Ms Regula: Swimming

Y3/4

MsCaroline: Homeroom, English, Mathematics, Unit (Science, History and Geography and ICT skills)

Ms Jennifer/Ms Johanna: French

Ms Veronika: German

Ms Pia: Art

MsJanet: Music/Drama

MrRob: PE and Swimming

MsRegula: Swimming

Y5

Ms Jan: Homeroom, English, Unit (Science, History, Geography and ICT skills)

Ms Jennifer/Ms Ms Johanna: French

Ms Susan: Mathematics

Ms Veronika: German

Ms Pia: Art

Ms Janet: Music/Drama

Mr Rob: PE and Swimming

Ms Regula: Swimming

Y6

MsSusan: Homeroom & Mathematics

MrMichael: Science, Geography and ICT

MsLianne: English

MsJennifer/Ms Johanna: French

MsVeronika: German

MsPia: Art and History

Ms Janet: Music and Drama

MrRob: PE and Swimming

MsRegula: Swimming

Y7

Ms Lianne: Homeroom, English
Ms Susan: Mathematics
Mr Michael: Science, Geography and ICT
Ms Jennifer/Ms Johanna: French
Ms Veronika: German
Ms Pia: Art and History
Ms Janet: Music and Drama
Mr Rob: PE and Swimming
Ms Regula: Swimming

Y8/9

Ms Nicola: Homeroom
Ms Susan: Mathematics
Mr Michael: Science, Geography and ICT
Ms Lianne: English
Ms Jennifer/Ms Johanna: French
Ms Veronika: German
Ms Pia: Art and History
Ms Janet: Music and Drama
Mr Rob: PE and Swimming
Ms Regula: Swimming

EAL:

Ms Alisa
Ms Elmarie

Boarding:

Ms Samantha: Head of Boarding
Mr Daniel: Boys' Boarding Parent
Ms Hayley: Junior Boarding Parent
Ms Eva: Girls' Boarding Parent
Ms Andrea: Boarding Parent Assistant/Cover

Administration:

Ms Zannie: Head of Business and Administration
Mr Jean-Michel: Admissions / Administrator
Ms Katrin: Events, Ski and Activities Coordinator

Facilities and housekeeping:

Mr Nuno: Facilities Technician
Ms Paula: Housekeeping
Ms Maria: Housekeeping
Ms Violeta: Housekeeping

Kitchen:

Mr Alex: Chef
Ms Carolina: Kitchen Assistant

IT:

Mr Charly: Computer Technician



SAANEN
CHURCH

LANDHAUS
HOTEL

16
THAI
TAKE AWAY

SCHNEEBERGER
SPORTS

SAANEN
TOURIST
OFFICE

SAANEN

EARLYBECK

SAANEN
BANK

SAANEN
POST
OFFICE

16
RESTAURANT

SAANEN TRAIN STATION

- ① Main Office - Reception
- ② Boys Boarding House
- ③ Girls Boarding House
- ④ Primary School Building
- ⑤ Middle School Building - Aula - Dining Room
- ⑥ Arts/Ski Room Building
- ⑦ Playgrounds
- ⑧ JFK Play School
- P Parkings



Reception Opening Hours : Monday-Friday 8h - 17h
Tel + 41 33 744 13 72 | info@jfk.ch | www.jfk.ch



John F. Kennedy International School

JFK Data Protection Privacy Notice

Dear parents,

Data collected is required for logistical reasons associated with your child/children's participation in a team or individual sport, or involvement in a particular tournament or school trip.

Data collected may include, but is not limited to, the following:

- Name
- Team information
- Date of birth (to determine the age group)
- Parent contact information
- Medical and dietary information

Only data that is necessary for each event will be collected.

The data collected may be passed on to our partner schools and the sports organizations that JFK is a member of. These include, but are not limited to, SGIS, J+S, ski clubs, hostels and more.

It may also be used on host school websites, tournament programmes or by third party software used for tournament organization. JFK and the organizations that we work with, have secure technical and organizational measures in place to make sure your personal data is safe.

Upon completion of a school trip or sporting event, which involved hosting, we ask our member organizations that the housing data be securely destroyed.

By signing below, you grant JFK the authority to share the data necessary with these organizations when needed.

Name of Child: _____

Date

Signature of Parent / Guardian



CORONAVIRUS – COVID-19

I the undersigned, attest that I have not traveled to any high-risk areas in the last month nor have I been in contact with anyone that have recently traveled to any high-risk areas either. I also attest that I am not experiencing flu-like symptoms, such as fever, shortness or difficulty of breathing. If this is the case, please report that information immediately to a doctor or a hospital before checking-in at this facility.

I also agree to follow all the Covid-19 guidelines put in place by the JFK as outlined in the Parents Handbook.

Name: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

