



John F. Kennedy
International School

Parent Handbook 2025-26

V1.0



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Welcome to the JFK 2025-26 Academic Year!

We are delighted to provide you with this handbook, which contains valuable information for all our families this term. It will familiarise you with the school's aims, objectives, and practical day-to-day details.

We believe that both new and existing families will find this handbook to be a valuable resource. We encourage all parents to take the time to read its contents and refer to it as needed.

In addition to our core academic work, we offer a wide range of activities, trips, excursions, sports, and social events that complement classroom learning. This enriches the overall experience at JFK and contributes to our vibrant community spirit.

Our academic program, which forms the foundation of our school, continues to expand and evolve. We will maintain our focus on international curricula. Together, we will strive to make JFK an outstanding school while nurturing our strong sense of unity as a family.

We look forward to a successful and rewarding Academic Year at JFK!



Core Values of JFK students and staff

The foundation of all we do at JFK

Communication

Resilience

Respect

Small School - Big Heart



SCHOOL DAY

Arrival & Period 1	08:30 - 09:20	50 minutes session
Period 2	09:20 - 10:10	50 minutes session
Break	10:10 - 10:25	15 minutes break
Period 3	10:25 - 11:15	50 minutes session
Period 4	11:15 - 12:00	45 minutes session
Lunch	12:00 - 13:15	12:00 lunch - 12:35 Play time group 1 12:45 lunch - 13:05 Play time group 2
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
Homeroom	15:45-16:00	15 mins session
End of classes	16:00	Classes finish

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 a 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: 08:30

Between 08:20 and 08:30 students arrive at school.

At 08:30 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 08:30**.
- 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 08:40, 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 workload and develop the necessary skills to achieve their full potential. We therefore expect 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.



JFK Student Support Centre

JFK has always prided itself on being a school that has a strong focus on the whole child, emphasising a holistic approach to learning and teaching.

No two children are the same and nor should the support they receive be, that is why we provide individualised additional support to each child who requires it.

The Student Support Centre houses all services related to student support, including English as an Additional Language (EAL), Special Educational Needs (SEN), and student counselling support. We have access to external specialists, including educational psychology.

We can support external referrals for occupational therapy and speech and language therapy (these services are not provided in school).

Student Support Services Team

Ms Annemarie- SEN/EAL Coordinator

Ms Aoife- EAL/SEN Teacher

Ms Elmarie- EAL Teacher

Ms Sarah- Student Support

For more information on the type of support your child might need whilst attending JFK contact Ms. Annemarie, SEN/EAL Coordinator - annemarie@jfk.ch



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2025 – 2026 School Calendar

SUMMER CAMP 2025

JFK Swiss Outdoor Camp

Sunday 6th July to Sunday 17th August 2025

AUTUMN TERM

Boarders arrive	from 9h00 Monday 1 st September 2025
Classes begin	Wednesday 3rd September 2025
Boarders depart	from 16h00 Friday 17 th October 2025
Half-Term	Monday 20 th October to Friday 31 st October 2025
Boarders return	Sunday 2 nd November 2025
Classes resume	Monday 3 rd November 2025
Classes end	Wednesday 10th December 2025, classes end at 12h00
Boarders depart	from 12h00 Wednesday 10 th December 2025

WINTER TERM

Boarders arrive	Monday 5 th January 2026
Classes resume	Tuesday 6th January 2026
Mid-Term long weekend	Friday 13 th February to Monday 16 th February 2026
Classes end	Friday 27th March 2026, classes end at 12h00
Boarders depart	from 12h00 Friday 27 th March 2026

SPRING TERM

Boarders arrive	Tuesday 21 st April 2026
Classes resume	Wednesday 22nd April 2026
Ascension (school closed)	Thursday 14 th May and Friday 15 th May 2026
Pentecost (school closed)	Monday 25 th May 2026
Classes end	Friday 26th June 2026 classes end at 12h00
Boarders depart	from 12h00 Friday 26 th June 2026

SUMMER CAMP 2026

JFK Swiss Outdoor Camp

Sunday 5th July to Sunday 16th August 2025



Communication Policy

The School Communication Policy 2025-2026 outlines the process of communication across our school community is clear and transparent for everyone. A copy of the policy is now available on our school website, please kindly take the time to read this policy.

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

In addition, JFK uses a WhatsApp parent information group to inform parents of upcoming events or any last-minute important information. This is only for use by the school office and parents are not able to comment or write messages on this school official group. The PTA has a separate WhatsApp group chat which parents may choose to opt in or out of for communication.

Your child's homeroom teacher should always be the first point of contact, teachers must only be contacted via email or through the school office. For after school activity information Mr. Breo may be contacted during working office hours only via email.

Parents may not contact teachers or support staff via their personal telephone number or using WhatsApp, all emergency contact must go through the school office.

If you require any information about your child's education at JFK please contact your homeroom teacher in the first instance by email. 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 Key Stage.

Here at JFK we take the communication of your child's progress very seriously. Throughout the year we hold parent teacher conferences and open houses where parents may discuss with the teacher and the child about their learning and progress. Teachers are available throughout the year, by prior arrangement, to discuss student's progress.

Parent-Teacher conferences are held every term and detailed assessment reports are issued twice per year. Teachers are available throughout the year, by prior arrangement, to discuss a student's progress.

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

As we use email 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 and diary 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 must keep their child at home if he/she has a fever, is suffering from nausea, an infectious illness or from 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 when 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 authorization 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 one piece of jewellery and a simple inexpensive watch. Make-up is not permitted during any school activity.

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, hair and make-up are not waived on non-uniform days.

Personal Items

Please label 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 wristwatch, 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 strictly not be used during school time. Students who use mobile phones during the school day will have them confiscated by their teacher with a detention issued and recorded on ISAMs. The mobile phone will only be returned at the end of the school day. If a student needs to bring a mobile phone to school, this must be handed to their teacher at the start of the day for safe keeping and will be returned at the end of the school day.

Lost Articles

A Lost and Found box is kept and is available near 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 to come to school, 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, 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.



Computer 2025-26 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.**

Apple MacBook Air M1 Chip with 8-Core CPU and 7-Core GPU 256GB Storage

(Cost: CHF 1'300.00 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 150.00 per child)

Signature of the parent: _____

Date: _____

**Please complete and scan this form completed back
to the office at info@jfk.ch .
Thank you.**



Class Equipment List

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

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 Diary
- PE kit when needed
- **Indoor Slippers/Crocs x2 pairs**

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 Diary
- Apple computer and charger (see attached form)- must be fully charged daily
- PE kit when needed
- **Indoor Slippers/Crocs**



Dress Code Information

UNIFORM	JFK students must be appropriately dressed in the correct school uniform at all times.
SHOES	<p>Students must wear flat shoes or trainers, preferably black, brown or navy blue colour.</p> <ul style="list-style-type: none">- Primary students must bring 2 pairs of indoor shoes.- Middle School students must bring 1 pair of indoor shoes.
JEWELLERY	One piece of jewellery may be worn.
HAIR	All students are expected to keep their hair tidy. Hair below collar length must be worn tied back, for boys and girls.
MAKE-UP	Make-up of any kind and nail varnish are not permitted.
LABELLING	<p>Please ensure that each and every uniform item are clearly marked and labelled.</p> <p>All footwear and sport equipment, bags, pencil case... are to be clearly labelled with a waterproof marker.</p>

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 (to be worn on normal days)



JFK white Polo Shirt
JFK navy blue V-neck Jumper
JFK navy blue Cargo Pants or Bermuda Shorts
JFK red Softshell Jacket
JFK School Bag





SPORTS UNIFORM

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

JFK white Sport T-shirt

JFK navy blue Track Pants

JFK navy blue Track Top

JFK Sports Bag



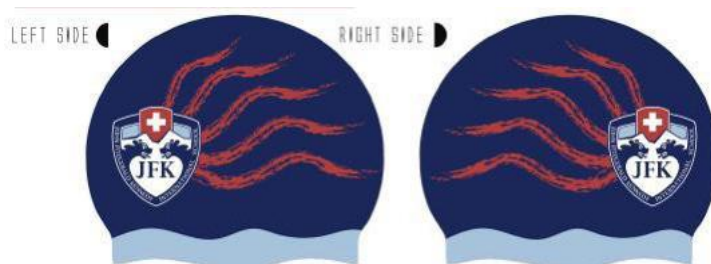
Proper training shoes for outdoor sports.
Non-marking gym shoes for indoor sports





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 now also supplied by the school:

Navy blue racing swim shorts for boys
and Navy blue swimsuit for girls.

Swimming goggles recommended for Y5
to Y9.

No baggy shorts or bikinis allowed!





EXCURSION / HIKING UNIFORM



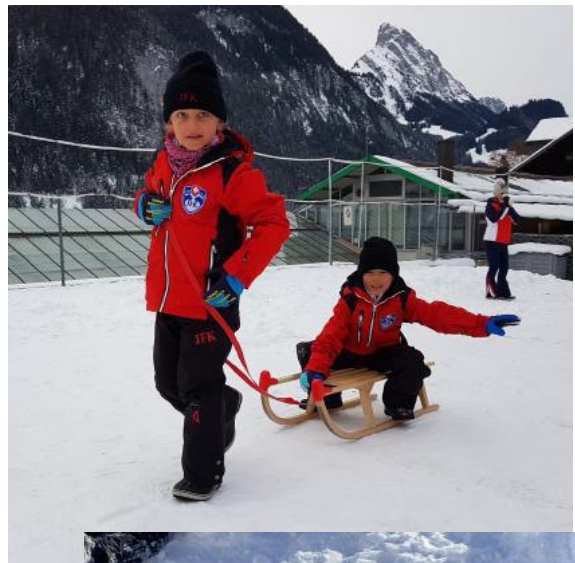
JFK navy blue Hiking Pants
JFK red Soft Shell Jacket
JFK navy blue Rain Jacket & Pants
JFK red Baseball Cap
Hiking backpack, according to child's height

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





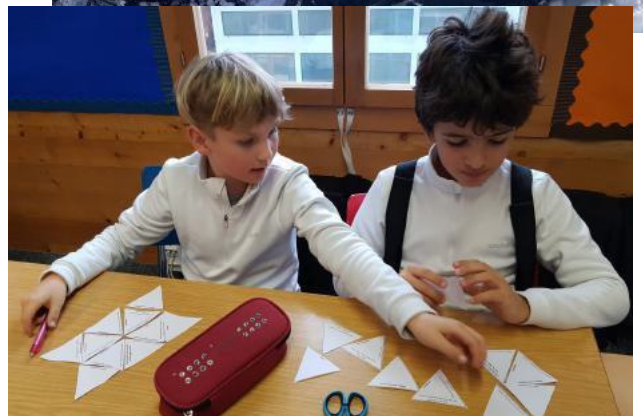
WINTER UNIFORM (to be worn each day in winter)



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 as from 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

STARTER PACK ORDER FORM

Version 2025-26

PLEASE FILL OUT ONE SHEET PER CHILD

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

STUDENT'S FIRST NAME: _____

ITEM	PACK INCLUDES	SIZE	ITEM	PACK INCLUDES	SIZE
JFK white polo shirt	3		JFK white sport t-shirt	2	
JFK navy blue v-neck jumper	1		JFK navy blue sport shorts	1	
JFK navy blue cargo pants	3		JFK navy blue track top	1	
JFK navy blue Bermuda shorts	1		JFK navy blue track pants	1	
JFK red soft-shell jacket	1		JFK navy blue hiking pants	1	
JFK navy blue rain jacket	1		JFK swim cap	1	One size
JFK navy blue rain pants	1		Swim Shorts or Suit	1	
JFK baseball cap	1	One size	JFK Chalet Team t-shirt	1	will be given upon arrival
JFK backpack	1	One size			
Activity bag	1	One size			
JFK sports bag	1	One size	TOTAL COST PACK 'A' SIZES 104 - 164	CHF 1'200.00	
			TOTAL COST PACK 'B' SIZES X SMALL - LARGE	CHF 1'350.00	

(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

EXTRA UNIFORM ORDER FORM

Version 2025-26

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	35.00			JFK white Sport T-shirt	30.00	35.00	
JFK navy blue V-neck jumper	65.00			JFK navy blue Sport shorts	30.00	35.00	
JFK navy blue Cargo pants	55.00	60.00		JFK navy blue Track pants	45.00	50.00	
JFK navy blue Bermuda shorts	45.00	50.00		JFK navy blue Track top	50.00	55.00	
JFK red Soft shell jacket	145.00	250.00		JFK navy blue Hiking pants	90.00		
JFK navy blue Rain jacket	90.00			JFK swim cap	12.00		
JFK navy blue Rain pants	60.00			Swim shorts boys	65.00		
JFK baseball cap	17.00			Swimsuit girls	65.00		
JFK backpack	60.00			Chalet Team T-shirt	30.00		
JFK sports bag	50.00			Utility bag	10.00		
(All prices are in Swiss Francs)				TOTAL	CHF		

PRICE RANGE A (APPROX SIZE GUIDE)

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

PRICE RANGE B

ADULT: SMALL MEDIUM LARGE X LARGE

Collected on the ____/____/____

Signature: _____



JFK Homework Policy

At JFK, teachers will:

- provide a homework diary and a reading record where students should note down homework assignments carefully including the date on which 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 and reading diary each week.



Primary homework overview

For students in Year 1, homework will be gradually introduced as appropriate.

For students in Year 2-5, weekly homework will be given in literacy and numeracy. Students may also receive occasional French homework. Homeroom teachers may also assign a special homework connected with the unit being studied in class e.g. a research homework about Egyptian pyramids or creating a model of the tropical rainforest. Year 2-5 homeroom teachers will provide details of homework on a weekly basis which will be recorded in the homework diary.

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 have outside of school.

Primary students are encouraged to sign up for the Homework Club after school where a teacher is on hand to provide support where appropriate.

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: Homework will be introduced as appropriate and in discussion with the parent.

Year 2-5: 1 piece of literacy and 1 piece of numeracy per week.



Middle School homework overview

For students in middle school (Y6 - Y9), regular homework will be provided in the core subjects, but other subjects may give homework as required to finish off tasks or for revision purposes:

- Language Arts
- Mathematics
- Science
- French/German

The homework timetable, to be found in homework diary, 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?

Each regular homework task should take Y6-7 approximately 30 mins to complete. Y8/9 will be given longer tasks of up to 1 hour.

We encourage parents/carers to check the homework agenda weekly however, Middle school students are encouraged to become independent and responsible for their own learning and organisation.

In the event of inconsistent homework completion will be recorded on ISAMs by the subject teachers and this will be followed up by homeroom teachers. Demerits and possible detention may be issued following a discussion with the student, parent and homeroom teacher.

If students are spending excessive time on homework tasks, please inform the homeroom teacher who will liaise with the subject teachers.



Who is Who in JFK 2025-26

Homeroom Teachers

Playschool:	Ms Mary / Ms Laurence
Reception / Year 1:	Ms Janette
Year 2:	Ms Alexandra
Year 3:	Ms Caroline
Year 4:	Mr Phil
Year 5:	Mr Kevin
Year 6:	Mr Robert / Ms Virginie
Year 7:	Mr Michael / Ms Adrienne
Year 8:	Ms Poppy / Ms Roberta
Year 9:	Mr Rob

Subject Teachers

Ms Adrienne:	Visual Arts
Mr Breo:	Outdoor Learning
Ms Debora:	PE / Swimming / Winter Programme
Ms Emma:	Librarian
Ms Karen:	PSHE
Mr Michael:	Science / Geography
Ms Poppy:	English / History
Ms Regula:	Swimming
Mr Rob:	PE / Swimming
Mr Robert:	Mathematics / Computer Science
Ms Roberta:	Music / Drama
Ms Virginie / Mr Leonardo:	French

Student Support

Ms Annemarie:	Learning Support SEN & EAL Coordinator
Ms Aoife:	EAL/SEN Teacher
Ms Elmarie:	EAL Teacher
Ms Sarah:	Student Support

Boarding Team

Ms Caty:	Deputy Director (Boarding & Admissions) / Head of Boarding
Ms Laura:	Deputy Head of Boarding / Houseparent
Mr Lluís:	Houseparent / Summer Camp Manager
Ms Sabela:	Houseparent
Mr Michele:	Houseparent
Ms Lucie:	Boarding Assistant
Mr Patrizio:	Boarding Assistant

Administration

Ms Shirley:	School Director
Ms Isabelle:	Head of Human Resources
Ms Agnieszka:	Head of Finances
Mr Jean-Michel:	Senior Admissions Manager / Administration
Ms Michelle:	Administrator / Events Coordinator
Ms Eleonore:	After-School and Activities Coordinator

Facilities and Housekeeping

Mr Nuno:	Facilities Manager
Mr Bruno:	Facilities Technician
Ms Cacilda:	Housekeeping
Ms Maria:	Housekeeping
Ms Monika:	Housekeeping
Ms Paula:	Housekeeping

Kitchen

Mr Alex:	Chef
Mr Luca:	Kitchen Assistant



John F. Kennedy International School

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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

