



John F. Kennedy
International School

Parents' Handbook 2024-25

V1.0



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Welcome to the JFK Autumn Term 2024, marking the beginning of the 2024-25 school 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.

Throughout this academic year, we have several key focuses. One of our priorities is enhancing our visibility to the outside world, including promoting our new boarding house and increasing our profile in Switzerland and the international community. Additionally, we are dedicated to strengthening our alumni relations. These efforts are all part of our goal, not only to attract more students to JFK in the future, but also to keep our existing families.

JFK is a special place, and I am proud to serve as your school director. 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 big family.

We look forward to a successful and rewarding academic year at JFK!



Henri Behar
Director - JFK

August 2024

E-MAIL info@jfk.ch
www.jfk.ch



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		
Doors Open	08:00	Access to all classrooms
Registration	08:10	Registration time
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 – 12:00	50 minutes session
Lunch	12:00 – 13:15	12:00 Eat – 12:35 Play Group 1 12:45 Eat – 13:05 Play 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
End of classes	15:45	Classes finish

Please note that all children should be in their classroom/homeroom ready for the day at 8:10, children arriving after 8:10 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: 08:00 - 08:10

Between 08:00 and 08:10 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 08:10**.
- 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 workload 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.



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.

Our Student Support Team are at the core of this philosophy, supporting every child with additional support needs that will allow them to flourish. No two children are the same and nor should the support they receive, that is why we provide individualised additional support to every child who requires support.

The Student Support Centre houses all the 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 Teacher and Coordinator

Ms Aoife- EAL/SEN Teacher

Ms Elmarie- EAL Teacher

Ms Karen- EAL Teacher

Ms Abbie J- SEN Teaching Assistant

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



JOHN F. KENNEDY INTERNATIONAL SCHOOL
Chilchgasse 8
CH – 3792 Saanen-Gstaad
Switzerland

Tel. +41 (0)33 744 13 72
Fax. +41 (0)33 744 89 62
info@jfk.ch
www.jfk.ch

2024 – 2025 School Calendar

SUMMER CAMP 2024

JFK Swiss Outdoor Camp

Sunday 7th July to Sunday 18th August 2024

AUTUMN TERM

Boarders arrive	from 15h00 Monday 2 nd September 2024
Classes begin	Wednesday 4th September 2024
Boarders depart	from 16h00 Friday 18 th October 2024
Half-Term	Monday 21 st October to Friday 1 st November 2024
Boarders return	Sunday 3 rd November 2024
Classes resume	Monday 4 th November 2024
Classes end	Wednesday 11th December 2024, classes end at 12h00
Boarders depart	from 12h00 Wednesday 11 th December 2024

WINTER TERM

Boarders arrive	Monday 6 th January 2025
Classes resume	Tuesday 7th January 2025
Mid-Term long weekend	Friday 14 th February to Monday 17 th February 2025
Classes end	Friday 28th March 2025, classes end at 12h00
Boarders depart	from 12h00 Friday 28 th March 2025

SPRING TERM

Boarders arrive	Tuesday 22 nd April 2025
Classes resume	Wednesday 23rd April 2025
Ascension (school closed)	Thursday 29 th May and Friday 30 th May 2025
Pentecost (school closed)	Monday 9 th June 2025
Classes end	Friday 27th June 2025 classes end at 12h00
Boarders depart	from 12h00 Friday 27 th June 2025

SUMMER CAMP 2025

JFK Swiss Outdoor Camp

Sunday 6th July to Sunday 17th August 2025



Communication Policy

The School Communication Policy 2024-2025 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 Primary or the Head of Middle School via email during school working hours.

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.

Autumn Term

Parent Teacher Conference in November

IEYC/IPC/IMYC Open House Student Led Conference and Celebration with parents

Middle School- IMYC Exploration Project Exhibition (Now held in November from this year instead of June)

End of term written report

Winter Term

IEYC/IPC/IMYC Open House Student Led Conference and Celebration with parents

Ski Programme end of term report

End of term written report (Winter students only)

Parent Teacher Conference

Spring Term

IEYC/IPC/IMYC Open House Student Led Conference and Celebration with parents

End of term written report (with exam grades for Y7 to Y9)

Parent-Teacher conferences are held in term 1 and term 2 and detailed assessment reports are issued twice per year. Teachers are available throughout the year, by prior arrangement, to discuss a student's progress. In Middle School the IMYC Student Portfolio will go digital this year.

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.

Parents **must** inform the office by email at info@jfk.ch or phone call 033 744 1372 between 8am-8.10am to notify that your child / children is/are late, ill or have an medical appointment.

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 ear studs and a simple inexpensive watch, but other jewellery is **not permitted**. Make-up is also 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, 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 with a detention issued and recorded on ISAMs. The mobile phone will only be returned at the end of the school day. Whereas an exception 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 and then deliver them personally to their classroom and ensure they are passed directly into the care of a teacher.



Computer 2024-25 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 Planner (Year 5 only, provided by school)
- 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 Planner (provided by school)
- 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

Students must wear flat shoes or trainers, preferably black, brown or navy blue colour.

- Primary students must bring 2 pairs of indoor shoes.
- Middle School students must bring 1 pair of indoor shoes.

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, for boys and girls.

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 (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



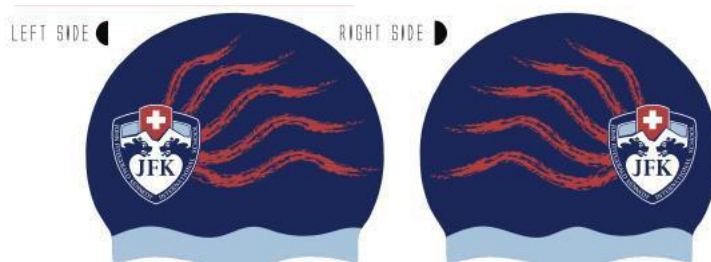
Proper training shoes for outdoor sports.
Non-marking gym shoes for indoor sports





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



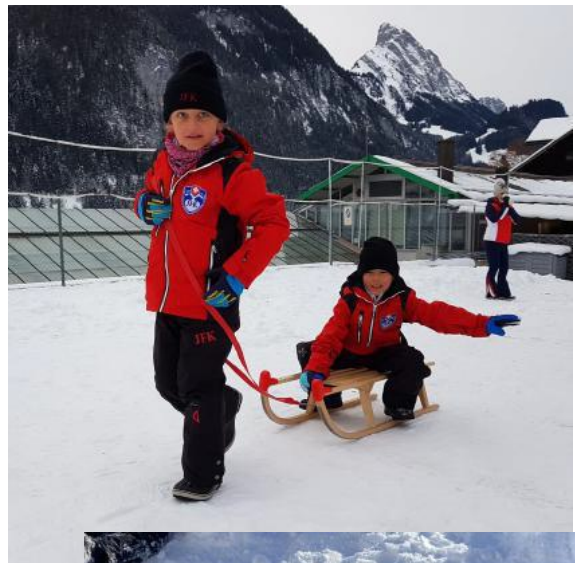
JFK navy blue Hiking Pants
JFK red Soft Shell Jacket
JFK navy blue Rain Jacket & Pants
JFK red Baseball Cap
Hiking backpack, according to child's height

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





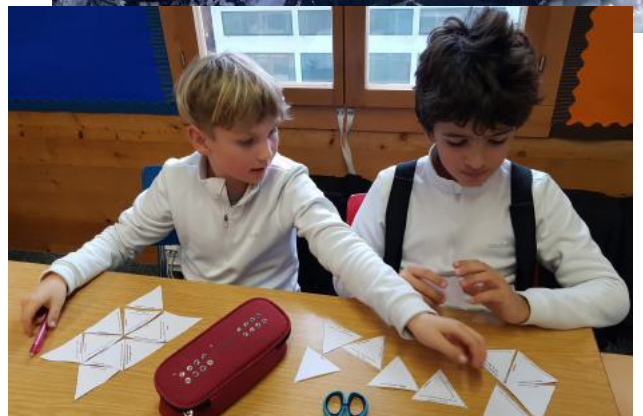
WINTER UNIFORM (to be worn each day in winter)



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

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 1'032.00	
			TOTAL COST PACK 'B' SIZES X SMALL - LARGE	CHF 1'197.00	

(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 2024-25

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	80.00		
JFK navy blue Rain jacket	75.00			JFK swim cap	12.00		
JFK navy blue Rain pants	55.00			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	7.00		
(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: _____



John F. Kennedy International School

WINTER UNIFORM ORDER FORM

WINTER 2024-25

PLEASE FILL OUT ONE SHEET PER CHILD

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

STUDENTS FIRST NAME: _____

ITEM	PRICE		SIZE & QUANTITY	ITEM	PRICE		SIZE & QUANTITY
	A	B			A	B	
JFK red ski jacket	340.00	499.00		JFK white Turtle neck	69.00	89.00	
JFK black ski pants	270.00	330.00		JFK red hat	30.00		
JFK red softshell jacket	145.00	250.00		Covid Neck warmer	30.00		
JFK neck warmer	12.00						
JFK black winter hat	30.00						
JFK backpack	60.00						
(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

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.

Student learning is at the heart of John F Kennedy International School. At JFK, we encourage a positive classroom approach to behaviour.

Our goals are to:

- Establish a calm, orderly and safe environment for learning
- Help students develop self-control and self-discipline
- Teach students to be responsible, contributing members of our JFK community
- Promote respectful, kind and healthy staff-student and student-student interactions

Classroom and school expectations are created collaboratively between students and teachers in the early weeks of school in the homeroom classes. Students learn why these expectations exist and their role in keeping everyone safe and helping them achieve their learning goals.

Reward and Consequences

At JFK we encourage every student to be the best they can be, we use positive reinforcement to encourage students at all times. Students are motivated to gain Chalet points for their respective Chalet Teams and are rewarded as a team as well as individually.

In the Primary section, students receive praise and physical Chalet points which they can collect in their Chalet Team envelope in their homeroom classroom. At the end of each term, the Chalet points are counted and added to the whole school total.

Students gain termly awards for IPC/ IMYC and JFK core values and these are given to students who demonstrate exceptional behaviours during the course of each term throughout the year.

In Middle School students receive praise and merits/Chalet points and these are recorded on the ISAMS electronic communication system and are kept on their file throughout their time at JFK. Homeroom teachers may run weekly behaviour reports for their classes and will keep abreast of celebrating good behaviours as well as addressing any negative issues that need further attention.

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 consequence is on "reflection" and how to ensure that each issue is fixed and is not repeated. Students are made aware of the code of conduct and consequences of behaviour, including the reward and de-merit system in school at the start of the school year with their homeroom teacher.

Students get a “fresh start” at the beginning of each day. When a behavior pattern emerges, we work with students and families to create an individual plan to address behaviors that are negatively impacting the school setting and the student’s school experience.

More serious situations may result in detention or suspension. The goal at JFK is to avoid these by addressing issues early, and students work on remediation and problem solving in the school setting. Detention is used as a process of reflection to avoid any further repeats of unwanted behaviour. Homeroom teachers will always communicate with parents regarding both positive and negative behaviour and remain parents point of contact and collaboration.

We use “in house” suspension as necessary. Students may be suspended from attending school for a partial day, a full day, or up to 5 days. Suspended students will have a conference with their homeroom teacher, Head of School and parent/carer before serving a suspension from school. Parents of suspended students will be notified in advance of the serving of the suspension. The student and a parent/carer are required to meet with the head of school for a “re-entry conference” before returning to class following a suspension.

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 Reception and Year 1, regular homework will be given in phonics, reading and mathematics. Homeroom teachers will provide details on either a daily or weekly basis.

For students in Year 2-5, weekly homework will be given in reading, spelling and mathematics. Students may also receive occasional French and German homework. Homeroom teachers may also assign a special homework connected with the IPC unit being studied in class e.g. a research homework about Egyptian pyramids or creating a model or the tropical rainforest. Year 2-4 homeroom teachers will provide details of homework on a weekly basis. Year 5 students will be provided with a homework diary/agenda where students can note down homework assignments carefully on the date they are due with the support of teachers.

Primary homework will normally be given to students on Monday to be returned on Friday although a longer timeframe will be given for special IPC unit homework.

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 2-4: | 15-20 minutes each evening (in addition to daily reading). |
| Year 5: | 20-30 minutes each evening (in addition to daily reading). |



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 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?

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.

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 2024-25

Head of Early Years and Primary School- Ms. Joanna

Reception

Ms Janette:	Homeroom, English, Mathematics, Unit (Science, History, Geography and ICT skills)
Ms Eléonore:	French
Ms Roberta:	Music/Drama
Mr Rob/Ms Debora: Ms Regula:	PE and Swimming
Ms Adrienne:	Swimming
Ms Joanna:	Art
Mr Breo:	Citizenship
	Outdoor Learning

Year 1

Ms Jocelyn:	Homeroom, English, Mathematics, Unit (Science, History, Geography and ICT skills)
Ms Eléonore:	French
Ms Roberta:	Music/Drama
Mr Rob/Ms Debora:	PE and Swimming
Ms Regula:	Swimming
Ms Adrienne:	Art
Ms Joanna:	Citizenship
Mr Breo:	Outdoor Learning

Year 2

Ms Alexandra:	Homeroom, English, Mathematics, Unit (Science, History, Geography and ICT skills)
Ms Laurence/Ms Eleonore:	French
Ms Adrienne:	Art
Ms Roberta:	Music/Drama
Mr Rob/Ms Debora:	PE and Swimming
Ms Regula:	Swimming
Ms Joanna:	Citizenship
Mr Breo:	Outdoor Learning

Year 3

Mr Kevin:	Homeroom, English, Mathematics, Unit (Science, History, Geography and ICT skills)
Ms Laurence/Ms Virginie:	French
Ms Adrienne:	Art
Ms Roberta:	Music Drama
Mr Rob/Ms Debora:	PE and Swimming
Ms Regula:	Swimming
Ms Joanna:	Citizenship
Ms Abbie:	Teaching assistant
Mr Breo:	Outdoor Learning

Year 4

Ms Caroline:	Homeroom, English, Mathematics Unit (Science, History, Geography)
Ms Virginie/Ms Laurence:	French
Ms Adrienne:	Art
Ms Roberta:	Music/Drama
Mr Rob/Ms Debora: Ms Regula:	PE and Swimming
Mr Ioannes:	Swimming
Ms Joanna:	Design and Technology
Mr Breo:	Citizenship
	Outdoor Learning

Year5

Mr Phil:	Homeroom, English, Mathematics, Unit (Science, History, Geography)
Ms Virginie/ Ms Laurence:	French
Ms Adrienne:	Art
Ms Roberta:	Music/Drama
Mr Rob/Ms Debora:	PE and Swimming
Ms Regula:	Swimming
Mr Ioannes:	Design and Technology
Ms Joanna:	Citizenship
Mr Breo:	Outdoor Learning

Head of Middle School- Ms. Stephanie

Year 6

Ms Stephanie:	Homeroom / PSHE
Mr Michael:	Science and Geography
Mr George:	Mathematics
Ms Poppy:	Language Arts and History
Ms Virginie/Ms Laurence:	French
Ms Adrienne:	Visual Arts
Ms Roberta:	Performing Arts
Mr Rob/Ms Debora:	PE and Swimming
Ms Regula:	Swimming
Mr Ioannes:	Design and Technology
Mr Breo:	Outdoor Learning

Year7

Ms Poppy:	Homeroom and EAL
Mr George	Mathematics
Mr Poppy:	Language Arts and History
Mr Michael:	Science and Geography
Ms Virginie/Ms Laurence:	French
Ms Adrienne:	Visual Arts
Ms Roberta:	Performing Arts
Mr Rob/Ms Debora:	PE and Swimming
Ms Regula:	Swimming
Mr Ioannes	Design and Technology
Mr Breo:	Outdoor Learning
Ms Stephanie	PSHE

Year8

Mr Rob:	Homeroom
Mr George:	Mathematics
Ms Poppy:	Language Arts and History
Mr Michael:	Science and Geography
Ms Virginie/Ms Laurence:	French
Ms Adrienne:	Visual Arts
Ms Roberta:	Performing Arts
Mr Rob/Ms Debora:	PE and Swimming
Ms Regula:	Swimming
Mr Ioannes:	Design and Technology
Mr Breo:	Outdoor Learning
Ms Stephanie:	PSHE

Year 9

Mr Michael:	Homeroom, Science and Geography
Mr Ioannes:	Design and Technology
Mr George:	Mathematics
Ms Poppy:	Language Arts and History
Ms Virginie:	French
Ms Adrienne:	Visual Arts
Ms Roberta:	Performing Arts
Mr Rob/Ms Debora:	PE and Swimming
Ms Regula:	Swimming
Ms Stephanie:	PSHE

Student Support:

Ms Annemarie:	Learning Support SEN & EAL Coordinator
Ms Aoife:	EAL/SEN Teacher
Ms Elmarie:	EAL Teacher
Ms Karen:	EAL teacher
Ms Abbie:	SEN Teaching Assistant

Play School:

Ms Carolyn:	Lead Teacher
Ms Emma:	Teaching assistant
Ms Maria:	Teaching assistant
Ms Roberta:	Music/Drama

Mr Breo:	Excursions & Activities Coordinator / Outdoor education specialist
Ms Eléonore:	After-School and activities Coordinator
Ms Debora:	Winter Programme Coordinator / PE-Swimming Teacher

Boarding:

Ms Caty:	Head of Boarding
Mr Yannick:	Senior House Boarding parent
Ms Laura:	Junior House Boarding parent
Mr Lluís:	Boarding assistant

Administration:

Ms Isabelle:	Head of Business and Administration
Ms Zannie:	Business and Administration
Mr Jean-Michel:	Admissions / Administrator

Facilities and Housekeeping

Mr Nuno:	Facilities Technician
Ms Maria:	Housekeeping
Ms Paula:	Housekeeping
Ms Joana:	Housekeeping
Ms Monika:	Housekeeping
Ms Alexandra:	Housekeeping

Kitchen:

Mr Alex:	Chef
Mr Carlo:	Kitchen Assistant



John F. Kennedy International School

Chilchgasse 2 | 3792 Saanen | +41 33 744 13 72 | www.jfk.ch | info@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

