



Lemania-Verbier International School
Year 2019-2020



**LEMANIA-VERBIER
INTERNATIONAL SCHOOL**

GENERAL INFORMATION

General Information

Founded in 2010, Lemania-Verbier International School (LVIS) offers world-class education for students aged 3 to 16. Nestled in the heart of Verbier, we strive for educational excellence, welcoming on average 80 students from around the world in what is a beautiful mountain setting.

Following the English National Curriculum, our coherent continuum of programmes runs from pre-school (Foundation Stage 1) through to secondary school (Year 10). Classes are taught in English with intensive French lessons.

We are proud to offer small class settings, providing students with an individually tailored education and a learning experience that will last a lifetime. Learning is inspired by critical thinking, creativity and open mindedness to the beliefs and cultures of others.

With a strong emphasis on competitive sports and the arts, LVIS offers a comprehensive set of artistic, cultural, athletic and technological activities. Skiing is an integral part of our programme during the winter season with students skiing twice a week.

Lemania-Verbier International School Mission Statement

We aim to provide our students with a first class, well-rounded education while being immersed in a beautiful and safe mountain environment.

Critical thinking, creativity and an open mindedness to the cultures and beliefs of others inspire learning at our school. With a strong emphasis on sports and the arts, we believe in developing the personality of each student and helping them to become principled global citizens.

GENERAL INFORMATION

School Postal address

Lemania-Verbier International School
Chalet Mascotte
Route de Verbier Station 88
1936 Verbier
Switzerland

Parking / Getting to school

Parking outside the school gates is not permitted even for short stays, as this represents a danger for the children. We ask that cars park in the nearby Ermitage car park when dropping off or picking up children, which is a short distance walk to the school. The LVIS school minibus is also available to pick children up in the morning from certain locations and bring them to school. Please contact us for details.

Contact

Headmaster

Thibaut Descoeudres
Email: principal@lvis.ch
Tel +41 79 606 32 50

Head of Primary

Julia Pickard
Email: j.pickard@lvis.ch

Administration and Admissions Office

Grace Reynolds
Tel +41 27 565 26 56
Email: g.reynolds@lvis.ch

The reception in Chalet Mascotte is open from Monday to Thursday, from 8:00 to 10:00. Outside of these hours the reception will be closed but calls and emails will still be answered. Should you wish to make an appointment outside of these hours please inform the administration and we will accommodate this.

SCHOOL CALENDAR

School Calendar 2019-2020

Autumn Term 2019	
Welcome of new students	Friday 30 August at 13:30
First day for all students	Monday 2 September 2019 at 9:10
Half Term Holiday	Monday 2 September 2019 at 9:10
Half Term Holiday	Monday 14 - Friday 25 October 2019
Last day of Term	Friday 13 December 2019 at 13:30

Spring Term 2020	
First day for all students	Monday 6 January 2020
New students at 8:20, Returning students at 9:10	
Half Term Holiday	Monday 24 - Friday 28 February 2020
Last day of Term	Friday 3 April 2020 at 13:30

Summer Term 2020	
First day for all students	Tuesday 14 April 2020 at 8:20
Half Term Holiday	Monday 18 - Friday 22 May 2020
Last day of Term	Friday 26 June 2020 at 13:30

SCHOOL HOURS

School Hours

Primary School (FS1 to Y6)	
Monday	9:10 - 15:30
Tuesday to Friday	8:30 - 15:30
After School Activities	15:30 - 16:30

Secondary School (Y7 to Y10)	
Monday	9:10 - 16:30
Tuesday to Friday	8:30 - 16:30
Extra-curricular Activities	Integrated in the school day



ADMISSIONS

Admissions, Enrolment and re-enrolment

Lemania-Verbier International School is a non-selective establishment that welcomes all children whose needs can be met by our programmes. We strongly encourage all prospective Parents to visit our school in person to observe at first-hand what LVIS has to offer.

The admission process at LVIS requires parents or legal guardians to fill in the Registration Form and Medical Questionnaire either online or as a hardcopy document to be sent to the school's postal address. When required, current school reports and other documents will be requested by the Admissions Team. The Headmaster has the ultimate decision making authority on all admissions.

Once the confirmation of enrolment has been received, Parents will be sent an invoice for the registration fee, which should be settled within 10 days to guarantee your spot. The acceptance letter and final invoice will be sent upon reception of the registration fees. Students at LVIS are automatically re-enrolled each year if not notified by March 1st 2020.

Parents are responsible for meeting the deadline of the withdrawal period as outlined below:

If leaving at the end of the Autumn Term (December 2019), the school must be notified in writing by Monday August 26th 2019.

If leaving at the end of the Spring Term (April 2020), the school must be notified in writing by Friday December 13th 2019.

If leaving at the end of Summer Term (June 2020), the school must be notified in writing by Friday April 3rd 2020.

YEAR-LEVEL PLACEMENT CHART

Students are placed in the year level according to their birth year following the entrance placement table below.

KEY STAGE	DESCRIPTION	MAJORITY AGE (at end of academic year)	DATE OF BIRTH
1	Nursery (Foundation 1)	4	1 Sept 15 – 31 Aug 16
	Reception (Foundation 2)	5	1 Sept 14 – 31 Aug 15
	Year 1	6	1 Sept 13 – 31 Aug 14
	Year 2	7	1 Sept 12 – 31 Aug 13
2	Year 3	8	1 Sept 11 – 31 Aug 12
	Year 4	9	1 Sept 10 – 31 Aug 11
	Year 5	10	1 Sept 09 – 31 Aug 10
	Year 6	11	1 Sept 08 – 31 Aug 09
3	Year 7	12	1 Sept 07 – 31 Aug 08
	Year 8	13	1 Sept 06 – 31 Aug 07
	Year 9	14	1 Sept 05 – 31 Aug 06
4	Year 10	15	1 Sept 04 – 31 Aug 05

Attendance and absences

Attendance is expected from all children on all scheduled school days. Frequent absences, early departures and late arrivals after vacations can seriously affect the academic progress of a student as well as his/her classmates.

Parents must seek permission from the Headmaster at least 2 weeks in advance, if they would like an authorised absence for their child. In such cases a *Request of Leave of Absence* form must be submitted via our SchoolStream phone application. In addition, parents have a responsibility to communicate with the school (via SchoolStream) when their child is absent due to illness. All absences, illness and appointments should be reported no later than 8h30 on the day of the absence, with a clear reason for the absence. If the period of absence exceeds 3 days, a medical note must be provided.

Inclusion

The School aims to give all students an equal chance to access their programme, including students with special education needs. This is based on the IBO special Education Needs' regulations.

The admission procedure is designed to identify the specific needs of a given child. An individual plan for special needs candidates is determined during the admission procedure or as needed during the school year. Experience shows that the best solutions are individualized plans for each student. We have a SEN policy outlining in detail how we deal with Special Needs.

At LVIS, every child has a right to education and has the opportunity to achieve and maintain their learning at the highest level possible. We are a small school and we believe that all children, adults and families should feel welcome and should have an equal opportunity to benefit from our school and everything it provides.

Additional Special Educational Needs provision at LVIS is provided on the condition that the additional costs incurred are met by Parents or their fee sponsor. The School reserves the right to terminate the enrolment of a child where the required additional financial support needed cannot be provided, or the needs change significantly after the child has joined the school.

Behaviour

At LVIS, we are a small school and we aim to establish good relationships and behaviour within a secure, caring and happy environment based on a sense of community and shared values. If there are any behavioural issues, the class teacher will discuss the problem with the individual concerned. If the situation cannot be resolved, the Head or Primary or the Headmaster will be informed along with the Parents of the student.

Bullying

At LVIS all forms of bullying are unacceptable. At the beginning of each year, the Headmaster clearly defines what bullying is and what it is not. The Headmaster will also give clear advice on the roles and responsibilities of students, parents, caregivers and teachers for preventing and responding to bullying behaviour. At LVIS we want to create and support a culture of mutual respect, consideration and care for others. Students and teachers are asked to sign a Code of Conduct at the start of term.

Suspension and Exclusion

The School may suspend temporarily or exclude permanently a student when it believes that this is in the student's or other students' best interests.

Expectations of Parents

The School expects parents to treat other members of the School community with courtesy and respect. The School reserves the right to cancel an Enrolment Contract if it judges that a parent has shown a persistent lack of courtesy and respect to members of the School community.

Health and Safety

A medical questionnaire has to be completed and returned to the school administration 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.

As the responsibility for maintaining an environment free from health hazards rests with the School, parents can assist the school by keeping their child at home if he/she is running a fever, 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.

Medication

The School does not administer medication without notifying the Parents beforehand. If your child must take medication during the school day the class teacher must be informed and must hold the medication, with clear written instructions, on behalf of the child.

Insurance

Swiss law requires that all residents of Switzerland have minimum medical and hospital coverage for sickness and accidents.

Meals and special diets

We collaborate with Eldora for our school lunches who provide a three course hot meal for all our students. If your child requires a diet beyond the normal capabilities of our kitchen, please let us know and we will find what is best suitable. In case of allergies please provide your doctor's report.

Security

LVIS welcomes visitors both for educational and non-educational purposes, by people who may not be employed by the school. We ask that Parents and visitors enter the school via the reception office if needed, as the main door used by students will be locked during school time.

Personal information, photographs and video

LVIS will take the necessary steps to ensure that children are in a safe and protective environment and that the privacy of children and families is protected. The School will not release personal contact information associated with the school to third parties without the prior consent of parents concerned. Photographs, videos and recordings of students taken by the School during school events and regular school activities may be used in publications related to the business of the School, including printed marketing materials, social media and the School's websites. Parents who wish to prevent their child from appearing in any such forms, publications or media must inform the school in writing.

Conditions for the use of these images and recordings of students include:

- ✓ Personal details or full names will not be disclosed
- ✓ No "tagging" or use of names will be done on Facebook
- ✓ Personal details such as email addresses, postal addresses and telephone numbers will not be disclosed
- ✓ The School will only use pictures of appropriately dressed students.
- ✓ The permission to use images or recordings is for an unlimited period of time. Archived images and recordings can be used by the School. The School will not sell images or recordings to third parties.
- ✓ The School will not pay students for images or recordings. Reporting press may visit our school and may take photographs, film footage or recordings. Students may appear in these images, footage and recordings that could be used in local, national or international newspapers, radio and television. Permission from individual parents will not be sought in advance. Parents who wish to prevent their child from appearing in any such forms, publications or media must inform the School in writing.

SCHOOL RULES / EXPECTATIONS OF STUDENTS

School Photos

Individual student and class photos will be organised by the School annually. Parents are responsible for the costs of any photos they purchase.

Personal Items

What not to bring to school:

- ✓ Jewellery
- ✓ Electronic toys or music players
- ✓ Penknives or any other sharp objects
- ✓ Toy guns or weapons of any kind
- ✓ Any items of significant value
- ✓ Mobile telephone
- ✓ Lighters, matches, fireworks, etc.

All children who have brought mobile telephones into school are required to give them to their class teacher as they arrive in the morning for safekeeping. The telephones will then be handed back at the end of the day.

Library

The school has a comprehensive library, which is constantly expanding. Any additional books, which parents wish to contribute, are always appreciated. Each student is allowed to borrow books on a weekly basis. They will be responsible for the books, as with all other school textbooks. If a book is lost damaged or defaced in any way, the student's family will be expected to pay for a replacement copy.

UNIFORM

Uniform

The School has an official school uniform. Children are required to wear this at all times unless stated otherwise. If the child is not wearing the official uniform, the School will give the child the appropriate piece of clothing that is missing and then invoice it to the Parents. All items of clothing need to be clearly labelled. The LVIS uniform consists of:

Boys:

LVIS branded items, available for purchase at school:

- white polo shirt (long sleeve or short sleeve) – Primary School
- white buttoned shirt (long sleeve or short sleeve) – Secondary School
- navy blue knitted sweater – Primary and Secondary School
- navy soft shell jacket - Primary and Secondary School

Non LVIS branded items to be purchased out of school:

- long grey trousers and/or grey shorts (any brand is allowed; we recommend the Marks&Spencers website) - Primary and Secondary School

Girls:

LVIS branded items, available for purchase at school:

- white polo shirt (long sleeve or short sleeve) – Primary School
- white buttoned shirt (long sleeve or short sleeve) – Secondary School
- navy blue knitted sweater – Primary and Secondary School
- navy soft shell jacket - Primary and Secondary School

Non LVIS branded items to be purchased out of school:

- knee length grey dress - Primary School
- and/or grey skirt - Primary and Secondary School
- and/or long grey trousers – Secondary School

UNIFORM

All children:

- blue, grey, navy or black socks (plus tights for girls)
- indoor shoes/slippers
- outdoor sensible shoes (water proof during the winter)
- water bottle for inside the school

The Physical Education (PE) uniform in the Autumn and Summer Terms consists of:

- red or blue PE T-shirt - Primary and Secondary (available for purchase at school)
- black PE short Primary and Secondary (available for purchase at school)
- and/or navy PE track pants for colder weather
- PE drawstring rucksack
- Indoor PE white plimsolls (provided by the school)

The Ski uniform during the Spring Term consists of:

- an LVIS branded ski jacket (to purchase at school)
- black ski pants (any brand), to purchase out of school)
- a ski bag is required for helmets, boots, gloves etc. An LVIS branded bag is available for purchase at school, but bags can be of any brand.

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.

FINANCIAL CONDITIONS

Fees for New Students

Registration fee:

Parents who wish to apply for a place for their child need to complete the Registration Form and Medical Questionnaire. A non-refundable, non-deferrable registration fee of CHF 2000 is payable for each child. This will secure the place for the child.

The registration fee is non-refundable and payable to confirm places. In addition, **the Financial Terms and Conditions must be signed**. The acceptance letter and final invoice will be sent to you upon reception of the registration fee.

Bank transfers should be made to
Verbier International school, UBS, 1936 Verbier,
IBAN CH36 00264 264108 36701B BIC/SWIFT UBSWCHZH80A
Clearing No 264

Please make sure the bank indicates the student's name on the payment advice slip for the bank transaction.

If the request for a study visa is refused by the authorities, Lemania-Verbier International School refunds all fees paid except for registration fees.

The deadline for re-enrolment is 1st March 2020.

FINANCIAL CONDITIONS

Fees

School Fees ANNUAL (in CHF)

(Tuition, lunch and snacks)

Description	Pre-school /Reception (FS1-FS2)	Years 1-6	Years 7–9	Year 10 Preparatory Class
Tuition	17,790	19,290	24,980	25,990
Meals	2,390	2,500	2,900	2,900
Fixed Charges	4,500	5,400	6,000	6,000
Total Fees	24,680	27,190	33,880	34,890

Financial conditions

The financial conditions which apply are the ones mentioned on the present document except for special cases such as payment plan or scholarships. The acceptance letter confirms all agreements regarding tuition fees and is signed by Lemania-Verbier International School on the one side and the student's parents or legal guardian on the other side.

FINANCIAL CONDITIONS

Conditions of Payment

The financial commitment is for the full year. No reduction will be made by the School in case of cancellation or non-respect of the General and Financial Conditions and the Enrolment Contract by the student or by the person responsible for paying the tuition; or in case of any absences, withdrawal or dismissal of the student except as outlined below (Cancelled Enrolment and Withdrawals).

Tuition fees are payable by the following dates, using the references of the relevant invoice:

1st instalment	40%	August 31st 2019
2nd instalment	30%	October 31st 2019
3rd instalment	30%	December 31st 2019

Late Payment Charge:

The School reserves the right to charge a late payment fee on each overdue instalment. This fee can amount to a maximum of 1.25% of the amount due per month of delay, and will cover interest charges and administrative costs.

Failure to Pay Invoices:

LVIS has the right to refuse entry to class and final examinations, and to withhold diplomas, reports and transcripts for students whose invoices are not settled on due date.

FINANCIAL CONDITIONS

Cancelled Enrolment and Withdrawals

Deadlines and Penalties:

All notifications must be made in writing with the exact departure date and should be sent by e-mail or by registered post to the Admissions office according to the below detailed deadlines.

When a student has reached majority, the letter should be signed by the student and by the person responsible for paying the tuition. Any started school term is entirely due. For example, a withdrawal scheduled in February and announced before September 30th will be invoiced for the entire 1st and 2nd terms.

Parents are responsible for meeting the deadline of the withdrawal period as follows:

If leaving at the end of the Autumn Term (December 2019), the school must be notified in writing by Monday August 26th 2019.

If leaving at the end of the Spring Term (April 2020), the school must be notified in writing by Friday December 13th 2019.

If leaving at the end of Summer Term (June 2020), the school must be notified in writing by Friday April 3rd 2020.

For Tuition Fees only, students arriving during the school year will be invoiced on a pro-rata basis starting October based on the commencement date agreed with the Admissions department when the Enrolment contract was signed.

Spring Term

Full payment for Spring Term has to be paid by December 31st 2019. Enrolment will not be allowed if not fully paid.

SPORT AT LVIS

Sport is very important to LVIS. We offer a wide variety of sports that the children can practice and try. It is important that the children bring their PE kit to school on Monday and then leave it at school (taking it home on Friday) as we have so many sport activities throughout the week.

Skiing

All students ski twice a week from January to end of March 2020 as part of the curriculum.

We will once again be running the LVIS Race Team as well as the LVIS Freeride team for high level skiers aged 8 and up. Should you be interested in signing your children up, please notify the Headmaster.



HOMWORK

Homework activities will vary according to age and class.

Homework for older students plays an important part in school life as it encourages the development of self-discipline and good working habits. Parents are encouraged to help and show interest in homework assignments but are also requested to show discretion. If the student has obvious difficulty, please let the teacher know.

Educational research and experience has shown that completion of homework strongly influences student learning, especially when supported by parental involvement. As a school and community, we hope to develop homework experiences that are meaningful, important and appealing.

Purpose of Homework

Homework is a valuable opportunity, which serves a variety of purposes by:

- ✓ Instilling a sense of self-discipline and responsibility when tasks are tackled on a regular basis and completed within guidelines and suitable timeframes.
- ✓ Developing independent learning skills, particularly in the older classes where the quantity and variety of homework given will require that the students, teachers and parents work together to develop time management skills.
- ✓ Engendering a sense of self achievement especially when self-reflection is accompanied by constructive feedback from parents and teachers.

HOMework

- ✓ Involving Parents as partners in the learning experience as listeners, guides, facilitators, and an audience. In addition the nature of homework set will give
- ✓ Parents a valuable insight to classroom programmes
- ✓ Supporting classroom teaching, enabling concepts and skills taught in class to be practiced and reinforced
- ✓ Reinforcing the attitude in the students that learning is a lifelong process not restricted to schools and classrooms.

Also of great importance is for parents to set parameters for their child for doing homework. Parents should:

- ✓ Tell the children that their homework is important to them as parents and should be to the student too.
- ✓ Offer help, but make sure the student works independently as much as possible.

Guidelines to homework and time commitment

The following is a guide to the amount of time the students are expected to devote to their homework on a daily basis. Where necessary, students should plan ahead and organize their time to meet deadlines, which could result in the suggested timeframes being adapted accordingly.

A homework club is scheduled as an after school activity all year round for class C and D. We highly recommend that all students attend.

READING

Reading

Reading is encouraged at all levels of the school. Reading books will be provided by the school that match your child's attainment. Please see below for the individual class requirements.

Reading Record books will be distributed at school at the beginning of the school year. Parents are expected to complete this book according to the Class Teacher's expectations. Teachers will check this book regularly.

Class A (FS1 & FS2)

Reading	10 minutes of reading per evening with Parents is required. Reading Record book is to be completed by Parents.
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Class B (Years 1 & 2)

Reading	15 minutes of reading per evening with Parents is required. Reading Record book is to be completed by Parents.
Homework	Weekly spelling tests. Spellings will be given on Monday and tested on Friday.

READING

Class C (Years 3 & 4)

Reading	15 minutes of reading per evening with Parents is required. Reading Record book is to be completed by Parents.
Homework	15 minutes per day for Spelling, Math, French (see Homework Folder)

Class D (Years 5 & 6)

Reading	20 minutes minimum of reading per evening is required. Reading Record book is to be completed by Parents.
Homework	15 minutes per day for Spelling, Math, French (see Homework folder)

Class E – F (Years 7 to 10)

Reading	30 minutes minimum of reading per evening is required (including French). Reading Record book is to be completed by Parents.
Homework	30 minutes per day for Spelling, Math, French, Science etc (see agenda)