



KONGSBERG
INTERNATIONAL
SCHOOL



SFO, SFO Holiday Days and Homework Help Handbook

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Dear Students, Parents and Guardians

We hope that this handbook will help you to understand more about SFO and SFO Holiday Days at our school. It is intended to answer any questions you might have and to facilitate all the many aspects of school life. If you have any suggestions for improvement, or should you believe we have forgotten a particular aspect, please do not hesitate to contact us at:

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Our Mission Statement

Kongsberg International School is committed to developing intuitive, ingenious and divergent thinkers in the service of a global society.

We strive for excellence, mentoring our students to find their element via self-discovery, creative and practical competencies, and inspiration. We seek conceptual and critical thinking in the grasp of ideas, technologies, relationships and processes. We value collaboration as creators and extend ourselves to others as tolerant and caring members of the world community. We aim to be outstanding communicators, innovators and ambassadors in a world of change. We commit to putting learning into action.

IBO Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

For more information, please refer to www.ibo.org

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1 Definitions

1.1 SFO

SFO stands for “Skolefritidsordning”. SFO is a service where children are looked after outside of the normal compulsory school day (0900-1500). It is primarily for students in Grades 1 to 4 (aged 6 to 10) but is also open to Grade 5 and 6 students. Content and activities are influenced by children’s need for play and free activity.

The SFO is currently taking place in the white building on the opposite side of the playground.

1.2 SFO Holiday Days

SFO is also open on certain days outside of the regular academic year. SFO Holiday Days are offered in the summer school holidays (not July). They are also currently being offered in the autumn and winter holiday days. There is no charge for students who have a full-time SFO place. Please see the school calendar on the school website for a complete overview and information about fees for those who do not have a full-time SFO place.

Further information about SFO Holiday Days will be sent out from the school office.

1.3 Homework Help

Homework Help is a service staffed during regular SFO times. However, Homework Help is voluntary, open to all (whether students are signed up for SFO or not) and is free of charge. Homework Help is currently offered for a total of 8 hours per week, Mondays - Thursdays. Generally, one student would receive a maximum of 2 hours of Homework Help per week. Morning Homework Help (8-9) is held in the SFO. Afternoon Homework Help (15-16) is held in the school library. Children who are not picked up at 16 in the afternoon will be escorted to SFO for further supervision there. An SFO fee will be charged (see section 7.1).

Homework Help supports both homework and more general help with schoolwork. The focus is on practicing literacy and numeracy skills. KIS wishes Homework Help to support the teaching at KIS as much as possible and has established communication routines between Primary School teachers and Homework Help staff. Information about Homework Help will be sent out by the Head of Primary.

2 Admission and Signing Up

2.1 SFO

2.1.1 How to Apply

The binding SFO admission form can be found on our website. When it has been completed you will be contacted by the School Office confirming the place. Admission can happen at any time during the year as long as there are places available. Please contact the School Office if you need help finding the form.

2.1.2 Admission Criteria

SFO is open to all Primary School students. If there are more applicants than SFO has space for, the individual child's needs will be a decisive factor. Younger children will generally have priority over older children, but there should also be an even spread of age groups in SFO. We do not have the staffing for children with special supervision needs. Students from older age groups can also be admitted after a professional evaluation and a recommendation from the PPT or other appropriate organisation.

2.1.3 Admission Authority

The Head of School has the authority for admissions. If there are not places for all applicants, the Head of School will make a decision as to whether extra staff are to be hired.

2.1.4 Termination of an SFO Place

There is a termination period of one month calculated from the 1st of the following month. This is also valid for a reduction in SFO time (for example from full time to 50%). Termination must be in writing and be sent / given to the School Office. The SFO place must be paid for in the termination period if it is used or not. NB July is not included as a month for payment and is therefore not included in the termination period.

For administrative reasons, SFO sign-up must be for a minimum 3-month period. A similar minimum applies for increasing or reducing a place between part-time and full-time.

2.2 SFO Holiday Days

SFO Holiday Days admission is done for each holiday period on an individual basis. The School Office will send out sign-up forms well in advance of a holiday period when SFO Holiday Days are available. Parents must submit the binding form within the deadline stated. Admission criteria and authority is the same as with SFO (see sections 2.1.2 and 2.1.3 above).

2.3 Homework Help

Homework Help is open to all Grade 2-6 students. MYP students can be admitted under special circumstances only – please contact the Head of MYP about this. Please contact the Head of PYP if you would like your child to receive Homework Help. Please contact the

Homework Help staff if you have any particular/special requests regarding Homework Help.

3 Management and Staffing

3.1 Management

SFO has its own manager (the SFO Leader), who is also responsible for SFO Holiday Days. The SFO Leader reports to the Head of School. The Head of Primary directly supervises the Homework Help program. The Head of School has the overall administrative and pedagogical responsibility for all three services.

3.2 Staff

Staffing for all three services is currently done according to the following minimum scale (Please note that SFO and Homework Help are seen as separate groups):

0-15 children: 1 adult for the whole opening time

16-30 children: 1.5 adults (2 adults for part of the time and 1 adult for the remainder)

31-50 children: 2.5 adults (3 adults for part of the time and 1 adult for the remainder)

In special cases, the Head of School may decide to increase staffing to meet the needs of the students currently attending SFO.

For trips out of School grounds during SFO Holiday Days, extra staff are brought in if necessary.

3.3 Infection control management and staffing

When Norway is on level Yellow or Red, there may be an increased need for staffing in the SFO in order to maintain social distancing. Therefore, based on the numbers of students who will use SFO at these levels, the staffing ratios may be different than those mentioned above. Homework Help is also not offered on a regular basis during Yellow or Red infection levels. Hours of operation may also be reduced during these times.

The main rule is that students will play outside as much as possible. However, students will have individualized resource packs for when they are playing inside.

4 Opening Times

SFO currently runs from 07.30 to 09.00 and from 15.00 to 16.45 on normal school days according to the KIS calendar (which can be found on the school website). If school is dismissed early for any reason, SFO will run free of charge until 15.00.

Homework Help runs from 08.00 – 09.00 and 15.00-16.00 Monday – Thursday.

SFO Holiday Days currently runs from 07.30 to 16.30 on non-school days.

We kindly ask that you respect the 16.45 finishing time of SFO and have collected students by that time.

5 Fees

Please contact the School Office or see the School website for the up to date SFO and SFO Holiday Days fees.

SFO is invoiced for a maximum of 10 months per academic year. Therefore, those who sign up for SFO from August through to the end of the academic year will not be invoiced for SFO in June.

A full-time SFO place covers all morning and afternoon sessions on school days in a given week in addition to all SFO Holiday Days. A part-time place covers half of the SFO sessions on school days in a given week and SFO Holiday Days are invoiced at half-price.

For students in lower primary, the government offers to pay for a half-time place. In order to qualify for this, parents must apply for the funding. Information regarding the application is sent out via email from the KIS Office at the beginning of the school year.

6 Expectations of Student Behaviour

For reasons of safety and for efficient functioning of these services, students are expected to behave appropriately, respect routines and follow instructions given by staff. Although students have flexibility in their choice of activities in SFO, Homework Help and SFO Holiday Days, the KIS Code of Conduct is valid for all three services (please see the KIS Parent and Student Handbook for an updated version of this document).

7 Other Practical Information for Parents

7.1 Attendance Registers and Dismissal Procedures

Attendance registers are kept for SFO, SFO Holiday Days and Homework Help. It is important that you communicate with SFO staff when you arrive to pick up your child at the end of the day. Similarly, please inform the SFO Leader in advance if your child is to be collected by someone other than those who normally collect your child. Also inform the SFO leader if your child is going home at the end of the day and will not be attending SFO.

If a child has not been picked up from Homework Help at 16.00, the child will be sent to SFO. The parents will then be invoiced for an emergency session.

7.2 Planning / Training Days

SFO staff have 5 training/planning days per year. The School endeavours to find substitute staff to run SFO/SFO Holiday Days during these times.

7.3 Content of SFO / SFO Holiday Days

The SFO Leader and staff create a plan of activities for SFO and SFO Holiday Days, although most are voluntary, in keeping with children's need for free play. Students go outside every day, except on days of extreme bad weather.

7.4 Clothing

As students go outside every day, they must have appropriate wet and cold weather gear (see the KIS Parent and Student Handbook for details) with them. On school days, it is advisable to send an extra set of clothing for SFO, as wet and cold weather gear will be needed more than once during the day. Students should also have a pair of indoor shoes that are specifically for SFO and kept there.