

PARENT HANDBOOK

2024 / 2025



BASIC INFORMATION

Contact

Contact information for specific administrators can be found on the back page of this handbook. Email addresses for teachers can be found on ManageBac and on the staff section of our website.

Main office	26 32 78 00 (8:00-16:00)
ISB website	www.isbillund.com
Email	info@isbillund.com
Address	Skolevej 24, 7190 Billund

For Kindergarten and After school club, please see [Useful contacts](#) at the end of this handbook.

Hours and security

Kindergarten:	8:00 – 14:00
Primary:	8:00 – 14:00
Middle:	8:00 – 14:30/15:25

The office is staffed from 7:30-16:00 every day. ISB's gates are unlocked from 7:00-9:00 and 13:30-17:00. At all other times, visitors must buzz to be let in. ISB is open from 7:00 to 17:00 (16:00 on Fridays). If anyone other than a parent, guardian or regular caretaker will be picking up a student we must be notified via Tabulex (Kindergarten) or ManageBac (Primary) before 13:00. This includes play dates with other ISB students. The length of the school day varies by grade level and day of the week. Students can arrive from 7:50, unless they are joining [Morning Club](#).

Upcoming events

Upcoming school wide events will be noted in the monthly letter from the Head of School and on the ManageBac calendar. (See [Appendix](#).) Class and department events will be noted in newsletters from your child(ren)'s teacher.

Holiday calendars

Please find our Holiday calendars at www.isbillund.com.

A calendar with an overview of school-related activities can be found on ManageBac.

Updating your contact information

It is extremely important that both parents maintain up-to-date contact information on ManageBac so that we are able to contact you quickly in case of emergency. If, during the course of the school year, you need to update your phone number, email address or physical address, simply log in to the system and click on your name at top right. Please also notify us on info@isbillund.com on any changes. You can find the latest updated version of parent contacts on ManageBac, under files.

WELCOME TO ISB!

Our mission

By placing **PLAY** at the heart of education,
ISB stimulates every child's natural desire to **LEARN**.

Our vision

To cultivate a community of lifelong learners
who will create a better world with courage, compassion and curiosity.

IDEA Statement

At ISB, we're dedicated to Inclusion, Diversity, Equity and Accessibility (IDEA). We celebrate diversity, ensure equal opportunities, foster inclusion and prioritise accessibility. Our goal is to instil a love for learning and a sense of belonging in every child, no matter where you come from, what you look like or how you identify; creating lifelong learners who contribute courageously, compassionately and curiously to a better world.

Why play?

At ISB we believe play is a core approach
to learning...and to life.

Playful people of all ages are actively
engaged and driven by an internal desire
to understand and reshape the world.

They test the limits of their abilities
without fear of failure,

knowing that mistakes are the key
to progress and, ultimately, success.

They share ideas and make new rules.

They laugh.

At ISB we believe that by creating
a culture of playful learning—
by consciously introducing elements of
choice, wonder and delight into the classroom—
we are nurturing the qualities
that will carry our students not only to
their next educational destinations,
but through life.

No matter the paths they choose,
ISB graduates will seek knowledge,
take risks and care for one another.
They will play, and they will learn.

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ACADEMICS

IB - INTERNATIONAL BACCALAUREATE

ISB adheres to the globally-recognised educational framework of the International Baccalaureate, which provides students with a solid and transferable foundation of academic skills. We support the IB mission, “to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.” Through its student-centred programmes, the IB system strives to develop learners who are: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective. To these, we have added our own learner profile: *playful*.

ISB was authorised as an International Baccalaureate World School for the Primary Years Programme (PYP) in 2016 and for the Middle Years Programme (MYP) in 2018. You can learn much more about the IB framework at www.ibo.org and by attending information sessions about the PYP and MYP, held toward the start of each school year.

PoP - Pedagogy of PLAY

At ISB we believe that play is how children learn best—a belief reflected in the very mission of our school.

And while much is known about the importance of play in children’s development, little research has explored what it might mean to put play at the heart of education. What is the relationship between play and playful learning? What are the core features of a pedagogy of play in classrooms and for a school? How can educators and the broader school community design experiences, curricula, rituals, tools, and spaces for a pedagogy of playful learning?

From 2015-2024 the Pedagogy of Play (PoP) research project explored these questions. Thanks to a generous grant from the LEGO Foundation, faculty and staff from ISB embarked on a participatory research journey with a team from Project Zero, a research organisation based at the Harvard Graduate School of Education. And we continue to explore how the ISB community can support and sustain a culture of playful learning!

You can read much more about PoP, including publications and case studies at isbillund.com/pop.

Academic honesty

The following is an excerpt from ISB’s academic honesty policy, available in full [on our website](#). Please help us promote educational integrity by familiarizing yourself with the policy and with the consequences of plagiarism.

“Demonstrating academic honesty means that all of the work you have submitted is original. In other words, it was created by you and reflects your individual ideas and effort. When we submit work that is not our own, we are plagiarising. Plagiarism is unfair to other students and yourself because it denies you an opportunity to learn. It is also a violation of trust between you and the teacher. Plagiarism

includes copying from a classmate or friend or copying directly from written sources without paraphrasing or citing the source of the information.”

AI has also become an integral part of our educational landscape, providing innovative tools and resources that can significantly enrich the learning experience. Students will therefore not only learn how to harness these AI-driven opportunities to deepen their understanding and broaden their skills but also how to maintain academic integrity in their work. The IB summarises this in the following way: **“Students must understand how to correctly reference and ethically use any external information in their work, including text/images obtained from artificial intelligence (AI) tools”** (The IB and artificial intelligence (AI) tools, IBO information poster, 2023).

Assessment policy

At ISB we believe assessment informs teaching and enables teachers to make appropriate decisions. Effective assessment includes both formative and summative approaches to ensure the monitoring and evaluation of student learning. A detailed overview of ISB’s assessment policies for both the PYP and MYP, including information about term reports, can be found [on the school’s website](#). New Primary and Middle School students will participate in a full assessment prior to, or shortly after, their first day.

Homework/ Home Learning

ISB PYP teachers do not generally assign homework tasks (you can read the reasons for this in our [PYP Home Learning Guidelines](#)). Short, individualised and purposeful home learning tasks may be assigned when they can be used to enrich class learning. However, it is important that students engage in daily reading of self-selected texts, ideally in multiple languages (English, Danish, and your home language). Children begin to see benefits with just 15 minutes of reading per day, but the greatest gains are seen in those who read, or are read to, for 30 minutes or more.

In Middle School each subject teacher will set assignments, which will include individual work at home. The complete MYP homework policy, including a homework calendar and weekly homework time allotments for each subject, can be found in the [MYP Homework Policy](#).

Language policy

At ISB we believe strongly that language is central to all learning and crucial for the development of the internationally-minded person. We aim to foster in students the ability to express themselves with clarity and confidence in at least two languages. We strive to address the needs of those students who are learning in a language other than their home language by providing an integrated, well-implemented English as an additional language programme throughout the school.

We respect the language of our host country, Denmark, and aim for all students to be able to function linguistically in the society in which they live. ISB students have regular Danish lessons starting in P1. You can read about Danish in the PYP and in the MYP [on our website](#).

Starting in M1 students will also begin studying either German or Spanish as an additional language.

We recognize that the development of home language proficiencies is central to the whole development of cognitive skills in children. Well-developed home language skills enhance general language skills. We encourage all teachers to recognise students' home languages and cultural traditions and customs in lessons and school life. Additionally, students are encouraged to read for 15-30 minutes each evening in their home language. Find the complete ISB language policy [on our website](#).

Learning support and inclusion

Our low student-teacher ratio ensures that children's learning is well supported at all levels. In situations requiring the support of trained counsellors or psychologists, ISB will call on Billund Municipality's PPS (Pedagogical Psychological Support) services. Parents will always be notified and involved in these cases. Student well-being is very important to us and we expect an open, honest and active collaboration with parents. Please let the class teacher know if there are events at home that could affect your child's social or academic involvement. See also "[Counselling/ PPS](#)" and find ISB's complete inclusion policy [on our website](#). For families that are challenged at home and in school, Billund Municipality offers preventive counselling (Åben rådgivning). This means that parents can get advice from trained professionals without an open case in the Family Unit. Families can contact them directly or in collaboration with ISB.

Passion Day

At ISB, our goal is to create a culture of play by giving children the freedom to lead the way with their hearts, minds and hands. As part of that philosophy, we celebrate Passion Day three times a year. Passion Day is an opportunity for children to spend time pursuing their own interests with the support of enthusiastic teachers and inspiring resources. The inspiration for a day of free choice at school arose, in large part, out of the [Pedagogy of Play](#) research project.

For teachers, Passion Day provides an opportunity to conscientiously document children's play, thereby learning more about the students' interests, strengths and social dynamics; information which can later be woven into the broader curriculum.

If you, as a parent, have a skill or passion you'd like to share on Passion Day, we'd love to know about it! Please contact your child's homeroom teacher to have your name added to our bank of "parent resources".

Reporting on learning

At ISB we use a variety of methods to keep parents up to date on class learning goals and individual academic progress. Below is an overview for each department. Please see [Parent-School Collaboration](#) for details about each element. Note that teachers will always reach out to parents with specific academic or social concerns, and parents are welcome to contact teachers at any time.

Kindergarten: An overview of the Programme of Inquiry and the year's units of inquiry can be found [on our website](#). An information meeting about the PYP as well as individual class meetings will be held at the start of the school year. Later, parents will be invited to "Parent Play Dates" to experience how

learning through play works at ISB. Parents are offered an optional check-in with teachers in October, parent-teacher conferences are held in January, and student-led conferences in May. In addition, parents can expect to see regular documentation of student learning on [Seesaw](#), and receive information about the week's activities in a Friday letter from class teachers. At the end of each academic year, parents will receive an individual summary of learning.

Primary: An overview of the Programme of Inquiry and the year's units of inquiry can be found [on our website](#). An information meeting about the PYP as well as individual class meetings will be held at the start of the school year. Later, parents will be invited to several "Parent Playdates" to experience how learning through play works at ISB. Parents are offered an optional check-in with teachers in October, a 3-way goal-setting (student, parent, teacher) conference in January, and a student-led conference in May. In addition, parents can expect to see regular documentation of student learning on [Seesaw](#), and receive information about the week's activities in a Friday letter from class teachers. At the end of each academic year, parents will receive an individual summary of learning.

Middle School: Detailed curriculum guides for each grade level are available on our website. An information meeting about the MYP as well as individual class meetings will be held at the start of the school year. In the MYP, [ManageBac](#) is the main portal for parents to follow students' academic progress, including unit outlines, work submitted, and grades received. These are found in the Academic and Portfolio sections on ManageBac. In the calendar overview, parents can follow along with homework and summative tasks. At the start of a new unit, subject teachers will email parents a brief overview of learning goals. Parent-teacher conferences are held in January after the issuing of the January grade report card. Student-led conferences will take place in March followed by full second semester reports at the end of June.

School memberships

International Baccalaureate. ISB is authorised as a World School for both the Primary and Middle Years Programmes. Read [more about the IB in this handbook](#) or visit ibo.org

Danish International Schools Network. ISB is a member of DISN, which was formed to act as a coordinating body for the growing number of international schools in Denmark.

UN Sustainable Development Goals

In an effort to increase our international-mindedness, the UN Sustainable Development Goals are an integrated part of learning at ISB, something that is corroborated by our [Education for Global Responsibility certification](#).

So much of our curriculum goes hand-in-hand with these all-encompassing ideas that making the connection in terms of content is not difficult. However, in raising students'



awareness of these goals, we hope to give them a globally-recognised vocabulary to talk about the issues that unite and challenge our world. You can [read more about the sustainable development goals here](#).

During the year M3-M4 students practise their debating skills through mini Model UN, and every year the whole school, with help from parents, celebrates Cultural Celebration Day.

LIFE AT ISB

After School Club

After School Club is offered for Primary and runs from 14:00 until 17:00 (16:00 on Fridays). It is led by a core group of dedicated staff and included in the school fee. An updated schedule of activities will be sent out for Primary After School at the beginning of each month.

Before leaving After School Club students/parents are expected to sign out of Tabulex and to say goodbye to an After School Club-staff member. If someone other than a parent or guardian will be picking up your child, it is important that you let the After School staff know as early as possible (13:00 at the latest) by submitting an excusal on ManageBac. If you need to make a change after 13:00, please call Primary After School. Find the right phone number under [Useful Contacts](#).

Parents who wish to grant special, ongoing permissions for their children (for example, to leave every day at the time of their choosing, or to leave early for a sports activity or other) should notify the After School coordinator, Karen, on kse@isbillund.com. Day-to-day changes should be noted in ManageBac by 13:00. Please note that it is always the student's own responsibility to get to special activities on time. Once set, we kindly ask that you change these permissions as little as possible to avoid confusion.

Assembly

Assembly is an important part of maintaining a playful culture at ISB. Every month the entire student body gathers together for Whole School Assembly, a much-anticipated time of singing, dancing and performance by students and staff. Individual departments may also hold a weekly assembly.

Absence and attendance

Students are expected to be on time and prepared for class each day. Absences due to illness should be noted by submitting an excusal via Tabulex (Kindergarten) or ManageBac (Primary and Middle) by 8:00. If a student needs to leave school early for a doctor's appointment, etc., this should also be noted with an appointment on Tabulex (Kindergarten) or an attendance excusal on ManageBac (Primary and Middle). Submitting an excusal does NOT automatically affect your child's attendance record for that day. Please note that leaving school early for leisure activities, carpooling convenience and the like is **not** accepted.

For Primary and MYP:

If your child is marked absent in ManageBac (for any reason), you will receive an automated email at 9:00 noting their absence. If you have not yet provided an attendance excusal, you will be asked to submit one.

Please note that if your child is late (for any reason), they must check in at the office so they can be marked as late instead of absent.

Absence - Travel-related

If a child is away for more than two school days, related to travelling, the absence must first be authorised by the Head of School. While we understand that families may need to travel outside of school holidays on occasion, we encourage you to plan trips in alignment with the holiday calendar as much as possible for the sake of your children's academic and social development.

Please know that teachers at ISB **do not** assign tasks or homework for students that are travelling outside of the school holidays, nor does ISB offer a discount for students on holiday. When travelling outside of school holidays it is the parents' responsibility to make sure their child/children are updated on what they have missed while they were away.

If teachers believe that prolonged or repeated absence is interfering with a child's learning or well-being, they will contact parents to arrange a meeting and develop a plan. If this plan is not followed, ISB will contact the authorities to report the situation and the student may face expulsion or have to redo the year.

Birthdays

At ISB, we support celebrating birthdays. If bringing treats to school, please coordinate with your child's class teacher beforehand to minimise disruption, keep sugar content low and pack treats individually.

If your child will be having a private birthday party, it is important to prioritise inclusivity. At ISB we encourage whole class celebrations.

Celebration ideas and preferences will vary from class to class, so please talk about this topic and agree on your class approach at the class parents meeting at the start of the school year.

Bus transportation

It is a short walk from ISB to the Billund bus station where there is frequent public bus service to/from Grindsted, Kolding, and Vejle. In the morning, students riding the bus will generally arrive at the same time and walk to school together.

In the afternoon, After School Club staff can help to ensure students leave school on time to catch the bus, as long as the schedule remains the same each day. If your child is taking the bus, please remember to set up a note about it on ManageBac. Once your child is on this list you must be sure to let ASC know if your child will not be riding the bus, or riding a different bus, on any given day. This is done by submitting an attendance excusal on ManageBac. For complete public bus schedules go to:

www.rejseplanen.dk.

Clothing and Dress code at ISB

Clothing

All students at ISB spend a good deal of time outdoors, regardless of the weather. Students should be prepared with rain and/or snow gear, as appropriate to the season. We also ask that all kindergarten and primary students keep a pair of indoor shoes at school that are easy to get on and off, and not slippery.

Please label clothing items with your child's name. All clothing and bags should be taken home on Fridays so cubbies can be cleaned.

For information about PE clothes, please see [Physical education](#).

Dress code

We understand that individual expression is important to students, and we aim to strike a balance between allowing for self-expression while maintaining a focused and respectful learning environment. As such, ISB does not have a uniform or a strict dress code. However, it is important that students consider what is logical and appropriate to wear in a multi-cultural academic setting.

In short:

- Clothing must adhere to our guidelines on the use of [inappropriate language](#). Clothing or accessories that promote violence, hate speech or discrimination are prohibited.
- Clothing – tops and bottoms - should adequately cover the body. Shorts and tank tops are allowed during warm weather if they provide sufficient coverage.
- Weather conditions must be considered. Rain clothes, winter wear (warm jackets, hats, gloves) and durable shoes may be needed.

We want to emphasise that these guidelines are designed to promote a positive and respectful school culture; a culture that is equitable and fair for all students and their learning.

Confirmation

Confirmation is an important rite of passage for many Danish children in M3. In Billund, preparation classes are held with the parish's two priests. Students interested in participating will receive a letter to take home either late in M2 or early in M3. Weekly preparation classes take place in Billund outside of school hours. Questions concerning the preparation for confirmation may be addressed to the parish priests [on the church's website](#). Students who want to be confirmed in another church must make their own arrangements with the priest of the church.

Confirmation - Blå mandag

or Blue Monday, is a tradition connected to confirmation in Denmark. On the Monday after their confirmation, students usually spend the day together in a nearby city, such as Vejle. While not all students in a class will be confirmed, our guideline is that the class as a whole celebrates this time of life with the aim of cementing class relationships and building memories.

Another part of this tradition is that the M2s serve breakfast (paid by ISB) for the M3s at school on this day. Plans for the rest of the day are up to M3 students and their parents. Planning can be done across the grade level or within individual classes. Contact your M3 homeroom teacher for more information about Blå mandag.

Damage of property

Please be aware that if your child breaks or damages ISB property (whether deliberate or accidental), it is the family's responsibility to cover the expenses. See [Accident and liability insurance](#).

Drop-off/ pick-up

Due to our expansion, the parking lot at Vejlevej is temporarily closed and there is only one area available for drop-off and pick-up: the traffic circle at the end of Skolevej. When dropping off or picking up your child, please remember that the circle is meant for quick loading and unloading only.

The MYP Safety patrol will help ensure students safe crossing over Vejlevej between 7:40-7:55.

Parents of Kindergartners must accompany their children into the building and check in on one of the Tabulex touch screens. These screens should also be used to check out upon departure. See [Guide to Tabulex](#).

In Primary, Tabulex is used to check in and out of After School Club only. Primary students arriving after 7:50 may enter the school and go directly to class on their own. Primary students arriving before 7:50 for [Morning Club](#) should go to the canteen.

We would appreciate it if parents could put their phones away during pick-up and drop-off in order to engage more fully with children and staff while in the school building.

If someone other than a parent or guardian will be picking up your child, please let us know on Tabulex (Kindergarten) or ManageBac (Primary) by 13:00. This will not affect your child's attendance status for the day, but will allow all relevant staff to see the note in time.

We expect parents to show respect for ISB staff by arriving **early enough to have students out the door by the time school closes** (17:00 on Monday-Thursday and at 16:00 on Friday). If you are late, we will try to contact you. If, after 30 minutes, we are unable to reach either parent, we will call the local police, who will contact family services and have them pick up your child.

Fastelavn, Halloween and Toy days

Regarding toy weaponry: Toy guns and other realistic looking weaponry are not allowed at ISB. While we recognize that children can create weapons, with for example a stick, we wish to avoid realistic weapons and military equipment that children may recognize from hot spots around the world. We also kindly ask that students refrain from dressing as killer clowns and the like for fastelavn, Halloween or other karnival-events.

Field trips

Field trips are an important part of learning at ISB, and most students will take field trips during the school year. They may also attend workshops and/or tournaments along with their classmates. The class teacher will always inform parents of any upcoming field trips in the weekly letter. Students may sometimes be asked to bring lunch and/or snack from home on these days.

Middle School parents will be asked to contribute and fundraise for class expeditions in MYP. Individual contributions for these trips will be in the range of DKK 1500-3500 per student, depending on the destination.

As part of the ISB application, parents grant permission for the school to take children on trips using public transport or hired vehicles. If at any point you wish to change your answer, please contact the office. In the event that students are off campus for field trips, we will do our best to uphold parents' wishes in regards to [media](#), but this may not always be possible in public spaces.

Financial aid

ISB does not directly offer scholarships or financial aid, but the following subsidies may be applicable:

Kindergarten

Subsidies for Kindergarten children are provided by individual municipalities. You may apply for these directly from your home municipality at any time. These subsidies are available on a sliding scale according to annual household income and number of children. ISB cannot be of assistance in these cases: please contact your municipality directly.

Primary and Middle School

Some ISB students may be eligible for a small school fee subsidy provided by Fordelingssekretariatet (part of the Ministry of Education). The application deadline is 5 September.

This subsidy is for parents of Primary and Middle School children whose annual household income is below roughly DKK 247.183,00 (one child) to DKK 278.823,00 (three children). (Amounts may change) If you think you may be eligible for a subsidy, it is possible to apply through ISB. The application can be acquired by sending an e-mail to Dorte Daniel at dda@isbillund.com.

Fire drills

ISB will hold regular fire drills throughout the year to ensure that students are familiar with escape routes and procedures. These drills are unannounced.

Food

Lunch and two healthy snacks per day are included in ISB's school fee. Lunch is prepared by ISS (the same catering firm used by The LEGO Group) and managed by our school's kitchen assistants. The weekly lunch menu is available on ManageBac (IB Parents Association/ Files/ Menus). Snacks are prepared

in-house and generally consist of bread, vegetables, and fruit. In general, we try to avoid serving sugar-filled snacks and drinks at school, though we may allow them on special occasions such as birthdays and other social events. We are prepared to manage minor [allergies](#) and most dietary restrictions. These should be noted on the application form, or by emailing info@isbillund.com. At lunch, at least one staff member sits at each table with the students. We encourage students to try a variety of foods, while at the same time ensuring that they eat enough to maintain a good energy level throughout the day. Because students have several opportunities to eat during the school day, we ask that they do not bring food or snacks from home.

Milk is available at an extra cost via Denmark's school milk program (independent of ISB). We have chosen the organic milk package for our school. Go to www.skolemaelk.dk to sign up.

Food: Packed lunch

For some events, e.g. during Holiday Care, field trips, and on Passion Days, students bring their own lunch and snack. When sending in packed lunches, please ensure that they contain good, filling food for your child. A small, sweet snack (like a muesli bar, fruit bar or a biscuit) is fine to accompany the lunch, however we kindly request that you make sure that there is a solid base of healthy energy. Healthy and nutritious food is essential for learning and play.

Health

See [WELL-BEING](#).

Holidays and Holiday Care

ISB's holiday calendar can be found [on our website](#). We expect students to hold a minimum of four weeks of holiday per year – two weeks to be held consecutively during the summer holidays.

Travel-related absence outside of school holidays

For rules regarding planned absences, please see [Absence - Travel-related](#).

Kindergarten Holiday Care is per sign up only, and offered in week 42, week 7, four weeks of the summer holiday, on professional development days, and some days during the Christmas and Easter breaks. **Opening hours during Holiday Care is from 7:30-16:00 every day.**

Kindergarten Holiday care is intended for students whose parents are both working.

We expect that you only sign up if you need the care. Staff planning is based on sign-ups, so the deadline is firm and late registrations will only be accepted in rare cases. There is no fee for Kindergarten holiday care except during the weeks offered in the month of July. The other periods of Kindergarten Holiday Care are included in the regular fees. Students must bring a packed lunch during Holiday Care.

Primary Holiday Care is per sign up only and is offered for P1-P5 in week 42, week 7, and in some weeks of the summer holiday. **Opening hours during Holiday Care is from 7:30-16:00 every day.**

Primary Holiday Care is offered based on a minimum of eight children registered.

The sign-up deadlines are firm, so staff and activities can be planned. Late registrations will not be accepted. For Primary students, Holiday Care is a paid service at all times. Students must bring a packed lunch during Holiday Care.

The most up to date information about Holiday Care fees can be found [on our website](#). There is no sibling discount.

Registration is binding as of the deadline (4-6 weeks before the fall and winter holidays and 10-12 weeks before the summer holiday) and payment will be charged the month before the holiday. Payments for summer care will be included on the June invoice. The fees will not be refunded for cancellations after the sign-up deadline. Missed days due to illness or otherwise are also non-refundable.

LEGO Play Days

Like all the public school children in Billund Municipality, students at ISB have a unique opportunity to engage in LEGO Play Days. These are product testing/focus groups used by The LEGO Group to try out new products and platforms. Parents will have the opportunity to be included on a call list, allowing LEGO staff to contact them directly in case of age- and/or gender-relevant Play Days. Please remember that regular rules apply if students are leaving school to participate in LEGO Play Days: you must let us know by submitting an attendance excusal on ManageBac, or your child will not be allowed to leave. NB: We are currently awaiting new information on how to sign up and will keep you posted!

Library

The [ISB library](#) welcomes all students and staff to use the facilities and resources for research, exploration and enjoyment. We have a large collection of books in English, but also several in Danish and other languages. The library mission is to ensure that ISB students develop into avid readers, effective users of information, and life-long learners. Students have library time at least once a week, facilitated by the school librarians, Michelle and Metteline. Parents are always welcome to contact our librarians with questions. You can find their email addresses [on our website](#).

Primary and Middle School students may as a general rule borrow up to eight books at a time, Kindergarten students may borrow five. Loans are for forty days but can be renewed. The library will send out reminders when needed. There is no charge for overdue books, but they will continue to count toward the maximum number of borrowed books. The library has self check-out and self check-in.

Lost and Found

Each cluster has a bin or shelves for lost and found items. These items will be laid out on tables periodically to make it easier for parents and students to see what's there, after which remaining items will be donated to charity. Let this be a reminder that it is a good idea to write children's names in their clothing!

ManageBac

See [Communication](#).

Morning Club

Morning Club, for Kindergarten and Primary students, is held from 7:00–7:50. It is included in the school fee. Kindergarten parents register their children by noting the relevant arrival times in Tabulex.

Primary Morning Club is in the Canteen. Kindergarten Morning Club is in the green room. Kindergarten parents are asked to check their children in on one of the Tabulex touch screens upon arrival.

Phones

No phones during school hours! At ISB we have a policy of no phones during school hours.

With this, we aim to strengthen the students' sense of community. It is crucial for young individuals to communicate, play, and socially interact face to face. We also wish for focus during lessons and the time students spend at school. Learning and social development demand presence—a presence that we don't want disrupted by phones buzzing in pockets or bags, or smartwatches that can receive and send messages or phone calls.

Plan for student phones

7:55-8:00 Students are expected to activate "flight mode" or turn off their mobile phones and place them safely in the designated Class-Box. Smart watches are also expected to be in flight mode for both Kindergarten, school and After School Club. After the final lesson, a teacher will retrieve the Class-Boxes from the Teachers' Prep Room, and students can reunite with their mobile phones.

For students in P1-P5 attending After School Club, their phones will remain in the Class-box until they leave, and smart watches remain in flight mode.

Should you as a parent or guardian need to contact your child during school hours, please call the ISB Administration at 26327800. Should students need to contact you, they will do so from the Administration.

If a student needs to leave during the school day, they will be able to get their phone upon departure.

If a student does not follow the rules, a parent/guardian will have to pick the phone/smart watch up together with the student when it is possible for the Head of School to meet.

Physical education

For sports lessons, Primary and Middle students need a PE bag with comfortable clothes, shoes and a towel. Showering is required for students in P2 and up. Mobile-phones are not allowed in the changing rooms.

If your child is well enough to come to school but not well enough to participate in PE, please let us know via an attendance excusal on ManageBac. Otherwise, your child will be required to play along!

Safety patrol

There is a daily team of three students plus one teacher at the crosswalk over Vejlevej between ISB and Super Brugsen from at least 7:40-7:55 (we may update these times depending on our experience).

School fees

The most up to date information about school fees can be found [on our website](#). We are not able to accept cash, check, or credit cards, but new families will be sent information about how and when to pay the first invoice. After that, we recommend setting up automatic payments via the Danish Nets/ PBS system. Please talk to your bank for assistance.

Security cameras

At the recommendation of LEGO Security, ISB has installed surveillance cameras in all outdoor areas to protect against vandalism. The cameras record 24/7, but also function as an alarm at times when the school is closed. Recordings are not connected to any screen and will self-erase after 30 days. Please note that this means use of the playgrounds outside of school hours will trigger an alarm at LEGO Security!

Sports and extracurricular activities

In Denmark, most sports are organised through clubs, rather than through schools. Billund offers a variety of resources for students interested in participating in sports including football, gymnastics, swimming, and dance, as well as arts and drama classes. Most sports activities can be accessed via the Billund Sports Association: www.billund-if.dk. The Billund Culture School offers classes in music, theatre, visual arts and ballet: www.billundkultur.dk. Other, independent, local offerings include dance via Hips Studio (www.hips.ninja/) tennis via the Billund Tennis Club (www.billundtennisklub.dk), horseback riding via the Billund Riding Club (www.bisrideklub.dk) and scout activities via FDF. The Billund library is also a good source of information about local happenings: www.billundbib.dk

Supplies

A supply list will be sent out by class teachers at the beginning of each school year. All PYP students are expected to have a pair of indoor shoes and clothing appropriate to the weather. See [Clothing and Dress code at ISB](#). Kindergarten students will be asked to bring spare clothes and Primary and Middle school students should have pencils and erasers. Additional class-specific supplies requested by the teacher could include coloured pencils, scissors, a glue stick, water bottle and headphones.

Technology

ISB embraces technology as one of many effective educational tools. Our classes often spend time programming, animating, editing, and researching on an array of computers, tablets, and robots. While we operate on a school network with a high level of security, our goal is to teach students to be creative, wise and responsible users of technology in their personal lives and in the wider world. With that in mind, we do place some restrictions on the use of personal devices as students are learning to navigate what can be an exhilarating, but distracting, digital playground.

In Kindergarten, Primary and Middle School, personal devices, including phones, are to be turned off and put away at all times while children are at school. Should a child need to contact a parent while at school, they may do so from the main office. See [Phones](#).

Starting in P4 students will be given access to their own school-issued laptop, which is to remain on campus. These students will sign a [Technology Code of Conduct](#).

Technology: Damages on laptops and compensation

Students will be held responsible for any damages resulting from negligence, and charges will be applied accordingly. An estimation of potential charges for specific damages: Removing keys from the keyboard necessitating a keyboard replacement incurs a charge of up to DKK 1,500.

Replacing a damaged screen incurs a charge of up to DKK 2,400.

In the unfortunate event of a lost or irreparably damaged computer, a charge of DKK 6,800 will be applied.

Please be aware that if your child accidentally breaks or damages ISB property, it is the family's responsibility to cover the expenses. See [Accident and liability insurance](#).

Withdrawal

Notification of withdrawal must be submitted within 30 days plus the remainder of the current month. Withdrawal at the end of the school year must be submitted by the end of May. Only by returning the withdrawal form are you giving notice about your child's withdrawal. The form is available in the office.

Please note: If the written withdrawal notice requirement is not met, parents are still responsible for school fees during the notice period (remainder of the current month plus one month).

Occasionally we have ISB families requesting leave for a shorter or longer period. In these situations:

- ISB will charge the application and registration fees upon return
- Former ISB students will be given priority before everyone else on the waiting list

Questions about withdrawal, please contact Admissions Manager Regina Rasmussen at admissions@isbillund.com.

BEHAVIOUR EXPECTATIONS

Essential agreements

At the start of the school year, each class will work together to create a code of conduct, known as the essential agreements. The content of these essential agreements will differ from class to class, but they are based on the values of respect, honesty, integrity, and responsibility.

ISB staff make every effort to reinforce positive behaviour. However, when students do not make good choices, the following disciplinary strategies will be used:

Teachers will clearly identify the unacceptable behaviour and explain what the student needs to do to remedy the situation.

If unacceptable behaviour continues, parents will be called in for a discussion with the teacher, counsellor and/or administrator. During this discussion a behaviour plan may be recommended.

In situations involving long-term misbehaviour, violence or severe, intentional damage to personal or school property, the student may be temporarily suspended or expelled.

Bullying

Inspired by Denmark's national anti-bullying campaign, ISB defines bullying as behaviour consisting of actions large and small which, in their entirety, serve to send the signal: "you are not included here." Bullying can be direct or indirect, verbal, physical or electronic.

At ISB our goal is to ensure a community that is warm and welcoming to everyone. Our teachers are proactive in their approach to bullying, and will often initiate group discussions or even assign "play partners" at the first signs of exclusion. We are fortunate that our small class sizes and generous staffing make this possible. In the event of persistent or severe bullying, teachers and/or administrators will inform parents of the bully(s) and victim(s) and may bring together all parties to develop a plan of action. ISB's detailed anti-bullying policy can be found [on our website](#).

Cyberbullying and social media

We know that some children under the age of 13 have their own social media accounts. As a school we have absolutely no access to these accounts or insight into students' activities on these platforms. We are also aware that we, as a school, do not have the mandate to decide who should be allowed on which platforms and when (though we do have a rule that phones are not allowed to be used during school hours!). If you, as parents, allow your children access to social media, you are also responsible for their actions/posts and we strongly advise you to monitor and follow your children's activities – also after the age of 13. If you notice inappropriate behaviour among your child and friends, please contact other relevant parents directly. We will, of course, address cyberbullying as part of our discussions with students about bullying in general.

Inappropriate language

Using inappropriate language including swear words or slurs is not considered acceptable behaviour at ISB. When staff hear students using bad or offensive words, they address the situation immediately. At the same time, we do recognise that playing with language is an important part of childhood curiosity, and we do not want to create a culture of fear. Thus, in addressing the use of inappropriate language, it is always our goal to ensure that students understand why using profanities in an intercultural (and English-language) setting is inappropriate. We ask parents to support us in this policy by refraining from using inappropriate language themselves on school premises, and by helping their children to understand the importance of using only appropriate language at school.

COMMUNICATION

Channels of communication

We believe that maintaining open lines of communication among parents, teachers, and administrators is a crucial part of creating a welcoming, supportive atmosphere at ISB. Here is an overview of where to go with some of the most common questions. Contact information can be found on ManageBac, [the staff page of our website](#), and [at the back of this handbook](#).

- Questions or concerns about a student's **academic or social development** should always be directed first to the homeroom teacher, and only later to the appropriate coordinator (Kindergarten, PYP or MYP). If teachers need to contact a parent with information that could be considered sensitive, they will use a secure email system. Parent replies to those messages are also secure.
- **Pre-planned absences** of more than two days should be authorised by the Head of School.
- Questions regarding payment of **school fees** should be addressed to the Accounting Manager.
- During **Holiday Care** and **After School Club** parents should call the After School Club numbers.

IT Platforms

G Suite for Education

Students receive a Google account in P2 and are progressively introduced to the suite of Google tools including, Drive, Classroom and Gmail. They learn how to, among other things, use e-mail, collaborate in shared documents and receive/submit assignments.

Managebac

For most of our administrative (and some academic) tasks, ISB uses a communication system called ManageBac, developed specifically for International Baccalaureate schools. This is where we take attendance and receive excusals for Primary and Middle School students, and where you can find the calendar. ManageBac allows staff to send group messages directly to parents' personal email addresses. It also contains class and schoolwide calendars, parent contact lists, and student progress reports. An

app is available for iOS and Android, and parents are able to subscribe to ManageBac calendars on devices compatible with the iCalendar format.

In this book, you will find a [Guide to ManageBac](#) that includes **very important information** such as how to update your contact information, submit an attendance excusal, and find contact information for other parents.

Microsoft Office

In the MYP, students use Outlook and OneNote to collaborate with classmates. Some teachers also use it to assign and collect student work.

Seesaw

Seesaw is a digital portfolio used by teachers and students in the PYP to share student learning with parents. If you are not already in the system, please ask your teacher for log in information for your child so you can set up a Seesaw Family account. An app is available for iOS and Android.

Tabulex

Kindergarten parents use Tabulex both to register their children's arrival and departure hours, as well as to submit attendance excusals. We kindly ask that you submit attendance excusals **before 8:00**.

(Primary and Middle School parents will continue to use ManageBac for this purpose.)

Tabulex is also the system that Primary parents use to sign up for Holiday Care. In order to register hours go to: Kindergarten: www.borneweb.dk Primary: www.sfoweb.dk

Tabulex-connected touch screens are also found throughout the school.

Kindergarten parents are asked to check their children in and out of school at the beginning and end of each day.

Primary students use the screens to check themselves in/out of After School Club, and to indicate which activity/ section of the building they will be in (making it easier for parents to locate them at pick-up).

A [guide to Tabulex](#) can be found in the Appendix.

Media permission

Due to its innovative philosophy, ISB is often asked to share our story with educators, researchers, policy-makers, and media from around the world. Our aim is to inspire with research publications, videos, and photos that illustrate what we mean by a "pedagogy of play."

On the ISB application/ re-enrolment form, parents are asked whether images and recordings of their children may be used for external publication. Regardless of whether parents say "yes" or "no," media featuring ISB students will never identify students by name or be used for third-party marketing without separate permission from the parents. If you would like to change your answer at any time, please contact the ISB communications team.

Teachers may occasionally share classroom photos and video with parents via secure systems like Seesaw or ManageBac, and parents are allowed to take photos and video for their own archives during school events. However, please respect the wishes of your fellow parents and never post images involving other people's children to Facebook or other social media.

Newsletters

As a general rule, class teachers send an update to parents each Friday (PYP) or at the start of a new unit (MYP) with information about what students have been working on and what's next on the agenda. These letters often contain important information about upcoming events, so please read them thoroughly.

At the start of each month, the head of school together with the communications team will send a newsletter to the parent body with updates and information relevant to the entire school. These letters often contain information about school wide events, policy updates, etc, so please read them too!

Social media

The school maintains Facebook, Twitter & LinkedIn accounts and may engage in other forms of social media from time to time. We will not include photos of children whose parents have said "no" to sharing images.

The Billund International School Parents Facebook group is a closed group run by and for parents. Many individual classes also have closed Facebook groups. While we support these efforts, they should NOT be considered official platforms of the school. Critical parent information will always be sent to you via ManageBac's messaging system/ email.

GOVERNANCE AND GUIDANCE

School Board

In accordance with the Articles of Association of the International School of Billund, the ISB School Board consists of five members. Two members have been appointed by the LEGO Foundation and two parent representatives are elected by the parents at the ISB school general assembly in May. The parent representatives are elected on a two-year rotation, thus one new parent representative will be elected each year. Finally, one external representative has been appointed by the Danish Industry organisation. The ISB School Board is responsible for the overall management of the school and is accountable to the Danish Minister of Children and Education for the school's finances and operations. For information about the current board members and the bylaws, please [visit our website](#).

Kindergarten Parents' Committee

In accordance with the Bylaws for the Kindergarten at the International School of Billund, the Kindergarten Parents' Committee consists of five members. Three are elected by the parents of children

in Kindergarten at the Kindergarten general assembly in May, and two are members of the ISB School Board. A full time member of the Kindergarten staff, elected by his or her colleagues, will serve as staff representative. The Kindergarten Parents' Committee is responsible for making recommendations to the School Board on matters pertaining to the Kindergarten, including curriculum, recruitment and budget.

Student Council

ISB has both a Primary School Student Council and Middle School Student Council. In **Primary School**, interested students are encouraged to go to the meetings and to make a commitment to continuing to go. Primary school student council meets once a month. In **Middle School**, one student is elected per homeroom. The Middle School Student Council meets every week.

The student councils are responsible for bringing suggestions and questions from the student body to the school leadership. The student councils are also responsible for completing the annual student survey.

PARENT-SCHOOL COLLABORATION

Class meetings

Toward the start of the academic year, parents are invited to a class meeting where they will hear about expectations for the year, discuss any questions or concerns, and elect class parents (see below). You will receive information about the meeting from your child's class teacher. These meetings will generally be held on the same afternoon as information sessions about the PYP or MYP, during which parents will learn about the structure of the relevant programme as well as platforms used to manage student work.

Class parents

At the start of the school year, parents of each class will elect one or two class parents. ISB may call on class parents for ideas and/or help in organising school-wide events (see [Social events at ISB](#)). Otherwise, this role is as involved as parents choose to make it. For example, the Class parents may choose to organise independent social gatherings for families outside of school hours, and coordinate snacks for school days with celebrations, like Halloween and Fastelavn.

Onboarding new families

At ISB we enrol new students throughout the year and it is important to us that they – and their families – feel integrated in the ISB community and local Billund community as much and as quickly as possible. Homeroom teachers, in collaboration with the relevant well-being coordinator, will follow up with parents soon after a new student's arrival to ensure they are settling in well.

Parent-teacher conferences

In **Kindergarten** there is an optional check-in with teachers in October, a parent-teacher conference in January and a student-led conference in May (which will also include a student-parent-teacher conversation).

In **Primary**, parents are offered an optional check-in with teachers in October, a 3-way goal-setting conference (student-parent-teacher) in January and a student-led conference in May.

In **Middle School** parent-teacher conferences are held in January after the issuing of a short interim report for M1-M4 and full written report for M5. Student-led conferences will take place in March and a full written report for M1-4 will be issued in June.

Parent café

Parent cafés are held intermittently as a way for us to collect parent input on a specific topic of importance in an informal setting. Most parent cafés will be attended by the head of PYP and/or MYP and a member of the leadership team.

Parent Engagement

Some of our annual events (such as Cultural Celebration Day - formerly known as UN day) are organised or co-organised by parents. If you would like to be a part of helping to support our school community, please contact our Parent Engagement Coordinator, Nina Bay Jensen (nje@isbillund.com). Nina will support and collaborate with class parents as well as coordinate parent volunteers for school events like Cultural Celebration Day, Passion Days, Day of Arts, etc.

Parent Play Date

Parent Play Dates are held twice a year in Kindergarten and five times a year in Primary. Each Play Date provides an opportunity for parents to come and join in activities with their children and get a feel for how learning through play works at ISB, as well as insight into their individual child's progress. Come prepared to engage!

Social events at ISB

Social events are important at ISB and we look forward to many *hyggelige* moments with our students and their families throughout the year. Among our traditions are the Cultural Celebration Day and holiday season craft party. These events and others will be noted on the IB Parents Association calendar on ManageBac. ISB staff assigned to organise specific events will contact class parents to find additional volunteers as needed.

WELL-BEING

The health and safety of your children is of great importance to us. The vast majority of our staff are certified in First Aid and CPR and regular health check-ups are provided by the municipality's [Healthcare practitioner](#).

Accident and liability insurance

In Denmark, the general rule is that students are covered by their family's liability and accident insurance. A standard Danish insurance will cover children until they are about 18 years old. It is the responsibility of the parent to ensure that their children are sufficiently covered while they are in school or on school trips. Please contact your insurance provider for more information. If your child accidentally (or on purpose) breaks or damages ISB property, it is the family's insurance who covers the expenses. Of course, there are no fixed prices on this but, for example, the current price for a student computer is DKK 6.800, the keyboard up to DKK 1.500, screen up to DKK 2.400 etc. For doors, windows and other structural components the cost can be from DKK 5.000-50.000 depending on size and location.

In general, our students - your children - are very mindful and care for our learning environment and resources. However, accidents happen and therefore you are expected to have insurance.

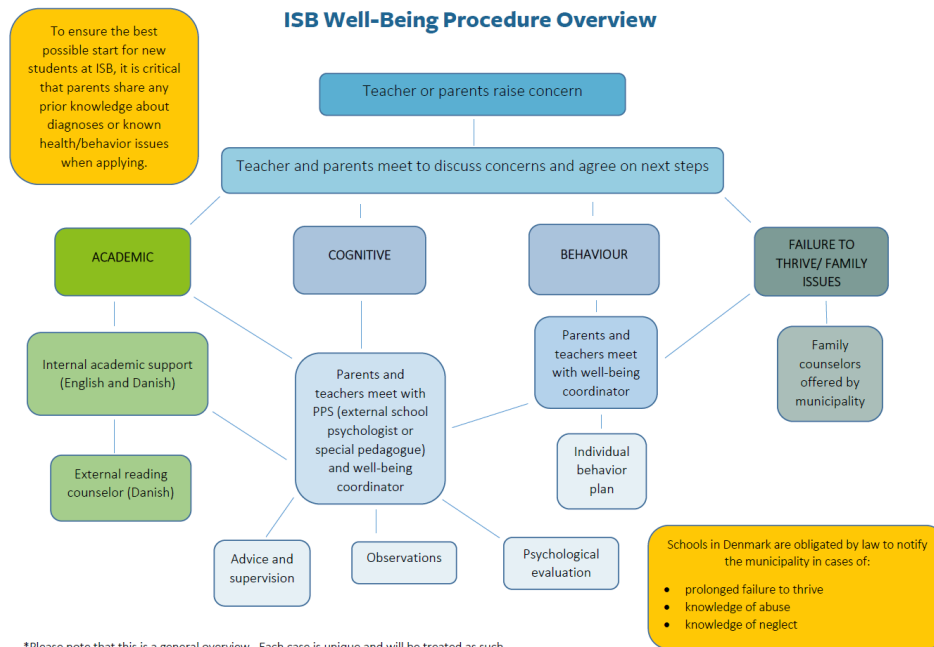
Allergies

We rely on parents to keep us informed about any allergies, including detailed information about a child's history of anaphylaxis, any medication prescribed to a child for the treatment of anaphylaxis, emergency treatment in the event of reaction, and a list of specific signs and symptoms of a reaction.

ISB's kitchen staff is equipped to provide food for students with minor allergies. We do not maintain an allergen-free school as guidelines suggest this can lead to a false sense of security. However, all staff members are informed about students with allergies and class teachers, in particular, will work with parents to create and maintain an individual plan for allergy management, as needed.

Counselling/ PPS

If teachers are concerned about a child, we are able to call on help from the municipality's PPS (Pedagogical Psychological Support) services. PPS has a range of specialists: reading consultants, speech therapists, physiotherapists, special pedagogues and psychologists. See overview below. What help they offer depends on the child's age and his or her needs. If a concern is raised, the homeroom teacher and well-being coordinator will call parents for a meeting. On the website, you'll find ISB's complete [inclusion policy](#).



Defibrillators

There are two defibrillators at ISB - one by the main entrance that speaks English, and one in the sports hall that speaks Danish. You will be guided through the steps, should you need to use them. The defibrillators are accessible during ISB opening hours.

Dental care

In Denmark dental care is free and obligatory for children under 18 years of age. This requires you to use the public school dentists in your home municipality. Within one to two months of moving to Denmark, your child will be called in for an appointment via e-Boks (Denmark's electronic mail system). Please be sure to cancel or reschedule the appointment if your child is unable to attend.

If you would like to choose your own dentist, you will be required to pay the full dental bill. Please contact the public dental office (Tandplejen) in your home municipality to know more. Remember to have the child's CPR-number on hand when you call.

Healthcare practitioner

ISB is covered by the municipality's healthcare programme for children. The goal of this programme is to carry out general health activities for all children, as well as special activities for those who have a need for health education during school hours. These activities are meant to prepare children to take an active responsibility for their own and others' health. ISB's school healthcare practitioner, Lene Zabel Nielsen, will administer pre-scheduled health check-ups, as well as consultation on general health issues on Thursdays and Fridays. The healthcare practitioner's office is located by the main entrance. Parents are always welcome to contact the healthcare practitioner when needed: lzn@billund.dk
You will be notified when your child's class is having a health check-up. The general schedule is as follows:

P1: Individual health counselling and screening of the child's motor skills. Measuring of weight and height, test of sight, colour vision and hearing. Parents participate

P2: Measuring of weight and height

P4: Health conversation, individual or in groups. Measuring of weight and height

M2: Health conversation, individual or in groups. Test of sight and measuring of weight and height

M4: Individual health conversation. Test of sight and hearing, measuring of weight and height. Test of sight, colour vision and hearing if this hasn't been done in P1.

Additional: Individual health conversations for children with special needs and their parents

Additional: Health education planned in collaboration with teachers when requested, e.g. in relation to the Adolescence unit in P5, or Uge Sex (week 6)

On sundhedsvejen.dk you can always read your child's health journal (height, weight, eye test and health conversations). You log on with your nem-id. Please note that the journal is in Danish.

Illness

If your child is ill, please keep him/her home. In the case of contagious disease such as chickenpox, head lice, etc, please notify the main office so we can inform other parents (we will only identify your child as "a student in lower Primary," or similar).

When your child is staying home, please notify the teacher by submitting an attendance excusal on Tabulex (Kindergarten) or ManageBac (Primary and Middle School). Children should be fever-free for 24 hours before returning to school. If your child becomes ill while at school, we will contact you to arrange for immediate pick-up. If your child is well enough to come to school but not well enough to participate in PE, please let us know via an attendance excusal on ManageBac. Otherwise, your child will be required to play along with his or her class.

Injury

In the case of injury, we will administer first aid as needed and make every effort to contact parents. In the rare event it should be necessary to call an ambulance, a member of staff will accompany the student and stay with him/her until a parent arrives.

Lice

If a school staff member finds lice on a child, parents get notified immediately. We strongly recommend that parents pick up their child and start treatment. The child may only return to school once treatment has begun (thorough combing combined with lice shampoo).

Medications

We can only administer prescription medication to children suffering from chronic illnesses when such medications are necessary to ensure the child's well-being. Examples include asthma medication or penicillin as part of a long-term course of treatment, assuming that the child's general condition allows him/her to participate in school life.

All medication must be handed over to the homeroom teacher by a parent/guardian. Please make sure any such medication has your child's name and the correct dosage clearly written on the container. All medication will be kept in a locked cupboard in the main office or in the Kindergarten. We do not give children aspirin or other pain-relief products.

Smoking, drugs and alcohol

Danish law prohibits smoking and chewing tobacco on school grounds at all times, and alcohol is not allowed on campus during school hours, nor during any activity involving students. Non-prescribed drugs of any kind are prohibited and students found to be in possession will face expulsion.

Sunflower - Hidden disabilities

Staff members at ISB know and recognize the sunflower as a symbol indicating hidden disabilities.



Sunscreen

On sunny summer days we kindly request that your children are wearing sunscreen when they arrive in the morning. Later in the day, staff will provide students with additional sunscreen, supplied by the school, as needed.

Ticks

If your child's class has been to the woods or on a field trip, it might be a good idea to check for ticks at home. Tick season starts (potentially) in April and can run all the way to November!

Vaccinations

ISB strongly recommends that your child's vaccinations are kept up to date according to the recommendations of the Danish Health and Medicines Authority (Sundhedsstyrelsen)'s [Danish Childhood Vaccination Programme](#). You can compare vaccine schedules using the [ECDC's vaccine scheduler](#). If you are new to Denmark, talk to your doctor about how to register previous vaccinations in the country's health database in order to receive booster reminders, etc.

APPENDIX

Guide to ManageBac

ManageBac is a system designed specifically for IB schools, and a ManageBac app is available for iOS and Android. Schoolwide activities will be noted on the ManageBac calendar (which parents can subscribe to from iCalendar devices). Primary and Middle School parents use ManageBac to submit attendance excusals and see their children's academic reports. Middle School parents can use the system to follow along with their children's assignments and grades. Kindergarten parents also have access to ManageBac, but use Tabulex for attendance purposes.

Accessing your account - Signing in

Once your child has been enrolled (usually a few days to a month before their start date), you will receive an automated welcome email from ManageBac, inviting you to set up a password. Once you have done that, you can always return to your ManageBac account by clicking on the link at the bottom of isbillund.com or by going to isbillund.managebac.com

Note: If you are not receiving welcome e-mails or password reset notifications, make sure to check your spam folder. If the problem persists, check with the office to ensure you have been added to the system with the correct email address.

Updating your profile information

In case of illness or emergency it is **very important** that we have accurate contact information for parents. We rely on you to keep your contact information updated in ManageBac. You can update your profile information by logging in and clicking on your name.

Please also let us know that your information has changed by emailing info@isbillund.com so that we know to update the parent contact list.

Switching between children

Parents with more than one student at ISB can switch back and forth between their profiles on ManageBac in order to see each child's portfolio, academic reports, and class calendar - and in order to submit attendance excusals.

How to communicate with...

...a teacher or administrator

The majority of your communications will take place via email. Your child's teachers have access to the email address you have provided, and their contact information can be found [on our website](#). Teachers will check their inboxes at least once a day. Monthly newsletters and other school-wide information will be emailed and archived under **IB Parents Association>Discussions**.

...other parents

It is, unfortunately, not possible for parents to communicate individually via ManageBac. It is, however, possible to post a message to all the parents in your child's grade level via the **Discussions** section of the **IB Parents Association**. Remember to tick the "notify via email" box to ensure your message is seen.

As an alternative, contact information for parents who have agreed to share their details is included on a school-wide list stored in Managebac (**IB Parents Association > Files > Parent Contacts**). Parents are welcome to create a class email list with this information. Many parents have also launched class-specific Facebook groups—please contact your class parent to find out if there is one for your child's class.

Attendance / Schedule Notification - Primary and Middle School

Kindergarten parents, please see [Guide to Tabulex](#).

Attendance record

An overview of your child's attendance record is visible on ManageBac's main page. To see day-by-day attendance, click on the Attendance tab.

Submitting an excusal or schedule notification

Attendance excusals and notifications about changes in your child's routine (doctor's appointment, going home with a friend, etc) must be submitted via ManageBac.

Attendance excusals should be submitted by 8:00 on the day of absence to ensure they are seen by the class' teachers.

Notifications regarding After School/ change of schedule must be submitted by 13:00 to ensure they are seen by Primary After School staff.

To do this, log in to the system and make sure you have the relevant child selected. Click on **Submit excusal**. Choose the date and expected duration of your child's absence (include weekends in your tally). Once you have submitted the excusal, the note will be visible to your child's teachers, administrators, and Primary After School staff.

Academics

In Middle School, students use ManageBac extensively for academic purposes, such as submitting assignments. Parents will be given an overview of this feature at the Introduction to MYP meeting in August.

Calendar

Clicking on the **Calendar tab** will give you a full overview of any class events for the child you have selected AND school-wide events.

If you'd like, you can subscribe to either of these in iCalendar format.

Guide to Tabulex

Kindergarten parents use Tabulex both to register their children's arrival and departure hours, as well as to submit attendance excusals (Primary and Middle School parents will continue to use ManageBac for this purpose). Tabulex is also the system Primary parents use to sign up for Holiday Care.

The first time you log in to Tabulex you must visit a special site in order to be "connected" with your children. Follow the links below and choose MitID login.

Kindergarten: www.info.borneweb.dk

Primary: www.info.sfoweb.dk

After that, you will use the following links to log in. You may choose to create a special username and password for Tabulex, or continue using your MitID.

Kindergarten: www.borneweb.dk

Primary: www.sfoweb.dk

Sick days - Kindergarten

If your child is sick, log in to Tabulex, choose Sick from the top menu bar, and submit your excusal.

Change of schedule/ playdate - Kindergarten

If your child will be leaving for a doctor's appointment, going home with a friend on a playdate, etc, choose Appointment from the top menu bar.

Here, you will be able to register the Pick up time for your appointment, or you can choose Playdate, which will enable you to choose the specific classmate with whom your child is going home.

Registering for Holiday Care - Kindergarten and Primary

Several weeks before a holiday you will receive notification that registration for Holiday Care is open. In order to sign up, log in to Tabulex and choose Holiday from the left column. On the days your child needs care, check Arrives and then you will be able to add your child's hours of arrival and departure.

Remember to Save!

USEFUL CONTACTS

MAIN OFFICE

Reception	26 32 78 00	info@isbillund.com
Admissions Manager	26 32 78 05	rra@isbillund.com
Accounting Manager	26 32 78 06	d.daniel@isbillund.com
Executive P.A	26 32 78 16	alj@isbillund.com
Admin. Coordinator	26 32 78 10	ost@isbillund.com
IT support	26 32 78 19	mbr@isbillund.com
Communications	26 32 78 12	sje@isbillund.com
Caretaker	26 32 78 07	bme@isbillund.com

LEADERSHIP

Head of School	Camilla Uhre Fog		
Head of Kindergarten	Charlotte N. Andersen	26 32 78 02	can@isbillund.com
Head of Primary	Karen Serritslev	26 32 78 03	kse@isbillund.com
Deputy Head of Pr.	Mette Nielsen	26 32 78 14	mni@isbillund.com
PYP coordinator	Lucas Intagliata		lin@isbillund.com
Head of Middle School	Adele Snape	26 32 78 09	asn@isbillund.com
MYP IB Coordinator	Tue Rabenhøj	26 32 78 08	tra@isbillund.com

KINDERGARTEN

Kindergarten well-being	Susanne Jensen	26 32 78 04	suj@isbillund.com
	K1A	26 32 78 30	
	K1B	26 32 78 31	
	K1C	26 32 78 32	
	K2A	26 32 78 33	
	K2B	26 32 78 34	

PRIMARY AFTER SCHOOL

Coordinator	Karen Serritslev	26 32 78 03	kse@isbillund.com
	P1-P2	26 32 78 28	
	P4-P5	26 32 78 29	
Librarian	Metteline Rasmussen		mra@isbillund.com
	Michelle Mahler		mma@isbillund.com

All teacher email addresses can be found at www.isbillund.com/about/staff