



INTERNATIONAL SCHOOL OF BUDAPEST

Smart Education.
Smart Life.

ISB Parent Handbook

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Dear Parents,

A very warm welcome to the International School of Budapest.

This handbook has been designed to help you navigate school life, whether you are joining us for the first time or are a returning member of our community. It provides clear, practical information on a wide range of topics and serves as a helpful reference throughout the year.

Specifically, this handbook:

- Summarises key information about daily school life, including drop-off and pick-up procedures, absences, office hours, and consultation times.
- Explains ISB's academic programmes, curriculum, communication channels, disciplinary approach, facilities, and distance learning protocols.
- Includes excerpts from the School Regulations that address frequently asked questions raised in previous Parent Board meetings or other parent communications. (Please note: it remains the responsibility of all families to familiarise themselves with the complete School Regulations.)

If you have any questions, our team is happy to assist you. Please refer to [Section 2.1](#) for full contact details.

We wish your child a happy, successful, and fulfilling school year ahead!

1. MISSION

ABOUT US

Founded in 1996, the International School of Budapest (ISB) is an international and Hungarian-English bilingual school serving students from Preparatory through Grade 12.

ISB brings together international and Hungarian educational pathways within one school community. Our programmes combine internationally recognised curricula and accreditations with the requirements of the Hungarian National Curriculum, providing students with opportunities to learn in an international, multilingual and intercultural environment.

OUR PHILOSOPHY

The philosophy of the International School of Budapest is to provide high-quality and balanced education tailored to individual educational needs to prepare children for lifelong learning both in a local and an international environment. We strive to motivate students to study and get the most out of themselves, to enjoy and appreciate their own academic progress, and to become self-confident and successful adults who are good citizens of our global community.

We believe that children thrive best in a positive and secure environment, one that fosters cooperation and mutual support, where students, parents, and teachers work in partnership throughout the learning journey. At ISB, we aim not only to inspire academic excellence but also to equip our students with the skills and mindset needed for a successful and fulfilling life.

Our educational approach is grounded in the core values we actively promote in daily school life. We encourage students to be:

Responsible – by developing independence, self-confidence, and a strong sense of personal accountability;

Inquiring – through fostering creativity, critical thinking, and a problem-solving mindset;

Respectful – by promoting honesty, integrity, and understanding across cultures;

Motivated – by cultivating a love of learning and the initiative to grow;

Community-minded – through social cooperation, teamwork, and meaningful contributions to others.

These values shape the culture of our school and guide our students as they become confident, capable, and compassionate global citizens.

2. GENERAL INFORMATION

2.1 CONTACTING THE SCHOOL

Phone: +36 1 395 6543+36 1 395 6543

Direct contacts:

- Admissions: admissions@isb.hu +36 70 427 4580
- School Secretary: office@isb.hu +36 70 427 3985
- Finance: finance@isb.hu

ISB website: www.isb.hu

For questions about a student's learning, wellbeing or day-to-day school experience, parents should normally contact the relevant subject teacher or Homeroom Teacher first.

- If the matter remains unresolved, contact the relevant Vice Principal – Primary or Vice Principal – Secondary.
- Matters requiring further school-wide or formal consideration may then be referred to the Principal.
- For administrative, admissions or financial enquiries, contact the School Office directly.

2.2 OFFICE HOURS

School Office

The school building of ISB is open from Monday until Friday every day from 7:30 until 17:00.
The office is open for visitors every weekday from 8:00 until 16:00.

The School Secretary is located in Room A008 in Building A and serves as the first point of contact for general inquiries. Other members of the administrative team, including finance, admissions, IT, and facilities, are based in the H Building. They are also available to support you during office hours.

Leadership

To request a meeting with the Principal or Vice Principals, parents should contact the School Secretary to arrange an appointment. Meetings with Vice Principals may also be requested directly via email. When making a request, please indicate a few suitable dates and times to assist with scheduling.

2.3 SCHOOL CALENDAR AND EXTRAORDINARY CLOSING OF SCHOOL

Regular school holidays are published in the annual school calendar and are also available on the ISB website.

In the event of extreme weather conditions or other unforeseen circumstances, the Principal may declare an extraordinary school closure if, in her judgment, it is not feasible for the required number of students and staff to safely travel to school. In such cases, all families will be informed via email, the ISB website, and the school's official Facebook page.

Any missed school days may be rescheduled using designated make-up days or regular school holidays, as determined by the Principal.

2.4 SMOKE-, ALCOHOL- AND DRUG-FREE SCHOOL

The school buildings and premises within 5 metres of the buildings and playgrounds are smoke-free. Smoking is only allowed at designated smoking areas on campus. Students, even those over the age of 18, are strictly forbidden from smoking on school property. Consumption of alcoholic beverages and harmful drugs throughout the school is strictly prohibited.

2.5 SCHOOL DAY AND BELL TIMES

The school is open during regular school days from 7:30 to 17:00. On the occasion of school events, there may be extraordinary opening hours determined by the Principal. In the case of extraordinary school hours, parents will be informed through email as well as the ISB newsletter and the ISB website.

Registration starts at 8:00 in the primary school and 8:20 in secondary school. First period in Primary starts at 8:20 and Secondary at 8:30. Pupils arriving in the classroom later than the ringing of the bell after these times are deemed as late-arrivals and will be marked as such (including how many minutes they are late) in the online register.

Current registration times, lesson times and bell times are published annually in the school timetable and through the school's communication channels. Families are expected to ensure that students arrive in sufficient time for registration and the start of their first lesson.

Late arrival is recorded in the school's digital register. Further information on punctuality and the consequences of repeated lateness is provided in [Section 6.2, School Attendance, Absences and Late Arrivals](#).

ARRIVAL, DROP-OFF AND SUPERVISION

Arrival times:

- Primary pupils may arrive between 7:30 and 8:00 and should wait at the designated area on the first floor on the primary floor.
- Secondary pupils may arrive between 7:30 and 8:00 and must wait in the buffet on the third floor

Registration:

- Primary pupils are expected to be in their homerooms between 8:00 and 8:15 for registration.
- Secondary pupils are expected to be in their homerooms between 8:20 and 8:30 for registration

Parental access:

Parents are kindly asked to drop children off at the front or back gates and only enter the building if:

- they have a scheduled appointment, or
- they wish to visit the buffet (no classroom visits).

We kindly ask parents not to accompany their children to classrooms, as teachers need to focus on students during registration.

Parents of prep pupils may escort their children to the reception area during the first weeks of the academic year. After this period, normal access arrangements apply.

Student belongings:

All students have a personal locker or cupboard labelled with their name for storing coats, PE bags, and extra clothing.

Supervision:

Lower Primary pupils are accompanied by their teachers when moving to specialist classrooms.

A duty teacher system is in place during breaks. Pupils remain in designated supervised areas as outlined in the daily supervision schedule.

2.6 PICK-UP PROCEDURES

Last lesson ends at 14:40 for Primary students, they then have a 20-minute snack time with the class teacher. After this at 15:00, they go outside to the playground where they can be picked up or to after school clubs. Please make sure your child is signed out

Last lesson ends at 14:45 for secondary pupils except for some IB lessons After, 14:45 Secondary pupils who have finished their lessons can go home, to clubs or booster lessons.

Regular early pickup must be authorised by the Vice Principal, and reported in writing to the Homeroom Teacher and the School Secretary. Occasional early pickup does not need authorisation by the Vice Principal but must be reported in writing by email to the Homeroom Teacher.

Important: The Homeroom Teacher must be informed in writing or by email of any change to students' normal going-home routine. A verbal message delivered via children is not acceptable. If there is no written note or email, the school will only allow the child to go home as usual.

Primary school children can be picked up only by their parents or persons who are authorised by their parents. Secondary children may be authorised to leave on their own provided the Homeroom Teacher has been notified by the parents of this wish.

The school closes at 17:00. Please make sure that children are picked up **before** this time. If a child is not picked up by 17:00, there will be a fee of HUF 5,000 per half hour charged by the school to the parents. Invoices about such fees will be sent to the parents electronically.

2.7 UNIFORM

ISB has a mandatory uniform, and all students are expected to be in full uniform for the school day. The PE uniform is needed for all PE lessons and uniform is also required when representing the school at any out of school event or on a school trip (some exemptions apply, for example Forest School).

For more information, please refer to the Uniform Policy available on the ISB website.

2.8 RECESS AND OUTDOOR PLAY

At ISB we believe that fresh air and outdoor time are an essential part of our pupils' day. For this reason, students play outside in all weather (except for stormy strong wind and heavy rain). Depending on the weather, please ensure your child has the appropriate clothing: coat, hats gloves and boots for winter and hats, bug spray, and sunscreen for summer so your child is ready for outdoor play regardless of the weather.

2.9 LOST AND FOUND

Children often forget their clothes and other belongings in or outside the school. All lost property is collected and put in the Lost and Found area near the Aula. For secondary students, a second Lost and Found point is available at the entrance of the Secondary Floor.

Please check these areas regularly. To help prevent loss, we strongly recommend labelling all items of clothing and personal belongings with your child's name. This makes it easier for the school to return lost items to their rightful owners.

2.10 SECURITY PROCEDURES

Students and parents must use their access cards to enter the building so that the school can safeguard and monitor access to the premises.

2.11 CLASSROOM VISITS

Both prospective and current ISB parents are invited to visit the school during our Open Days, held twice per year. These events offer a valuable opportunity to:

- Attend an introductory presentation about ISB's educational approach,
- Observe sample lessons, and
- Speak directly with staff to ask questions in person.

Dates and times for Open Days are scheduled during the school year by the principal and are communicated in advance via the ISB Newsletter, the Calendar and the school website.

2.12 ELECTRONIC DEVICES

In accordance with Hungarian law, students are not permitted to carry or use mobile phones or smart devices (including smartwatches) during the school day.

Device handling procedures vary by age group:

Grades 1–4:

Students in these grades should not bring a mobile phone or smart watch to school.

Grade 5:

If necessary, students must hand in all mobile phones and smart watches to their Homeroom Teacher at the beginning of the day. Devices will be returned at the end of the instructional day.

Grades 6–12:

Students are required to place their phones in the designated phone collection box at the start of the school day and collect them after their last lesson. All smart watches will be collected for any assessment.

Additional Notes:

Any unauthorised use or possession of devices during school hours will be handled according to the ISB Behaviour Policy.

Students may only use personal devices during class with the express permission of a teacher and solely for educational purposes.

The school assumes no responsibility for lost or damaged personal devices.

BIRTHDAY PARTIES

Birthday celebrations at school may take place with the prior agreement of the Homeroom Teacher.

If food (e.g. cake) is brought for shared consumption, it must meet the following requirements:

- It must come with an official certificate from the bakery or food provider, stating:
- The expiry date, and
- Confirmation that the product does not contain nuts, including:
almonds, pistachios, walnuts, Brazil nuts, macadamia nuts, cashews, or peanuts.

This certificate must be submitted to the School Receptionist, who will record it. Cakes without a certificate will not be allowed into the classroom.

ISB maintains a **strict NO NUTS policy** to protect students with severe allergies, and we ask all families to fully respect this rule.

3. COMMUNICATION

ISB welcomes parental contributions to the friendly atmosphere of the school. Parents often offer help to each other and the school when organising an event or other program, and they are most welcome by the school to do so.

Effective communication is essential to the school's functioning. It is the responsibility of parents to remain abreast of what is happening in the school by:

- reading ISB Newsletters,
- visiting the school website and the online parent portal,
- using EduPage and e-Kréta, which can be accessed through ISB website,
- monitoring news from the PA Meetings held with parents' representatives and the PA Board, and following up on Thematized Parent Panel activities,
- attending parents' meetings,
- filling in parents' questionnaires to share their opinions.

3.1 ISB ONLINE PARENT PAGE

On the ISB website, through a static link, an internal web page is available for the ISB parents, which can be used for learning about news and information regarding their child, their class, the whole grade or the entire school. There are other useful functions of this page, e.g., school menu choice, EduPage, e-Kréta, school bus information and downloadable documents.

The static link for the parent page will be sent to parents before the academic year starts.

3.2 ISB BULLETINS

In Primary, a monthly newsletter is sent to parents by their child's Homeroom Teacher, providing updates and important class-related information.

In Secondary, a bi-weekly newsletter is shared with parents, highlighting recent events at school as well as upcoming activities over the next two weeks.

ISB NEWSLETTER

Monthly newsletters are sent out by email to the parents in. These newsletters are available on the Parent Page of the website as well. The newsletter contains dates and descriptions of upcoming important school programmes and activities, outstanding student achievements, or any necessary modifications made to the originally planned events and parts of the schedule. This is a critical part of our communication with parents and the school community, so please take the time to look at it regularly.

3.3 SCHOOL ASSEMBLY

ISB holds regular school assemblies where students showcase performances and teachers present awards. These events take place at scheduled times in the Assembly Hall. In Primary, parents are occasionally invited to attend and celebrate with the students. In Secondary, assemblies are typically held for students only.

3.4 PARENT-TEACHER COMMUNICATION

ISB hosts Parent Teacher Evenings as a means of facilitating communication and information between parents and teachers. At these events, parents can meet teachers of their child, see classrooms, discuss school reports and marks their child had received, and ask questions. They are organised twice in each academic year.

All teachers have designated office hours when they are available to meet with parents by appointment. In Primary, these office hours are announced at the beginning of the school year and are available each week throughout the academic year.

In Secondary, office hours are not formally advertised, as meetings with parents are typically arranged on a case-by-case basis. These meetings often take place after school and may involve multiple members of staff, depending on the nature of the discussion.

Teachers are also able to organise individual class meetings and grade meetings; these can be requested by the class Parent Committee Representative or by the teacher, to answer questions and exchange information.

3.5 ISB PARENT ASSOCIATION – PA

ISB values the involvement and feedback of its parent community. The Parent Association (PA) Board meets regularly with school leadership to discuss parent feedback, share suggestions, and support school initiatives. Each class is expected to have at least one elected Parent Representative who participates in these meetings, acts as a liaison between families and the school, and may assist in coordinating class activities such as celebrations, communication, or event support. Any parent who would really like to join the PA please contact your child's Homeroom Teacher or the School Secretary at office@isb.hu

3.6 DIGITAL E-REGISTER

Parents can receive information from the ISB digital registers EduPage and e-Kréta about the academic progress of their child. These can be accessed through the ISB website. At the beginning of the academic year, parents receive instructions from the school's IT department about the necessary steps to sign into the system.

3.7 SCHOOL REPORTS – Prep through Grade 8

Students receive formal school reports twice a year, at the end of each semester. These reports provide an overview of academic progress and achievement.

In the bilingual programme, students receive reports that follow Hungarian assessment standards and are officially recognised by the Hungarian state. In the international programme, students receive English-language reports aligned with international assessment practices.

Younger students typically receive written evaluations, while older students receive a combination of written comments and numerical grades. The grading scales may vary by year level and programme.

Hungarian school reports – blue report books with hard cover – given out at year-end must be returned to the school Office at the beginning of the following school year as a part of the continued enrolment process. Starting from Grade 1 of 2025-2026, no hard copies will be issued, reports will be produced in the electronic register.

For information on IGCSE and IB school reports, please see the IGCSE and IB handbooks

4. CURRICULUM

4.1 ACCREDITATION

ISB is a **registered Cambridge International School**, using the Cambridge curriculum framework across all year groups to support a high standard of international education. This globally recognised programme allows for consistent benchmarking and development, with official Cambridge assessments offered at the end of Grades 5 and 8 to monitor progress and ensure academic rigour.

In Grades 9 and 10, students enter the **Cambridge IGCSE** (International General Certificate of Secondary Education) programme. This internationally recognised qualification provides a strong academic foundation and prepares students for success in the IB Diploma Programme and beyond. The IGCSE programme culminates in formal examinations at the end of Grade 10, offering students the opportunity certificates.

ISB also has a **Hungarian accreditation**. ISB is registered with the Ministry of Human Resources as an international and bilingual school designated as Budapesti Nemzetközi Iskola és Magyar-Angol Két Tanítási Nyelvű Általános Iskola és Gimnázium - International School of Budapest and Hungarian- English Bilingual Primary and Secondary School (Ministry ID: 035019). Thus, ISB is authorised to issue an official Hungarian certificate up to Grade 8 in accordance with the Curriculum for Bilingual Schools of the Hungarian National Curriculum, accepted by all state schools in Hungary.

ISB is an **IB World School**, authorised to offer the IB Diploma Programme (IBDP) in Grades 11 and 12. This academically rigorous, internationally recognised programme prepares students for university and life beyond school.

ISB is also accredited by **Cognia**, a leading U.S.-based accreditation agency. Through Cognia, ISB is authorised to issue an American-style high school diploma, providing an alternative graduation pathway for students who do not complete the full IB Diploma Programme. This ensures that all ISB graduates leave with an internationally recognised qualification. For more information about the IB Diploma Programme or alternative graduation options, please contact our IB/Cognia coordinator, Mr. Daniel Szucs at Daniel.szucs@isb.hu

4.2 ACADEMIC PROGRAMME

From Preparatory through Grade 8, ISB offers two academic pathways: the International Programme and the Bilingual Programme. Both programmes are supported by our comprehensive English Language Learning (ELL) framework to ensure strong development in English across all levels.

International academic programme

ISB's International Programme is based on the UK National Curriculum as prescribed by Cambridge International Education, taking into consideration the needs of the modern international environment. In this programme, well-qualified English-speaking Homeroom Teachers and specialized teachers educate the children from preparatory class to grade 10 and in the IB programme. The language of instruction is English. The main areas of the curriculum are: English language (reading, writing, spelling, phonics, communication, text comprehension, literature, grammar, topics, poetry,) mathematics, social studies, science, visual arts, information technology and physical education, as well as Hungarian as a foreign language, and modern foreign languages starting from grade 6.

Students whose mother tongue is not English have the possibility to take part in an EAL (English as Additional Language) tutoring programme up to grade 8. Students participating in the EAL programme may be given exemptions from HFL and other foreign languages. Please see the EAL policy for further details.

Bilingual academic programme

ISB's Bilingual Programme offers high-standard instruction for Hungarian or Hungarian speaking children. Our bilingual curriculum follows the Curriculum Framework for Bilingual Schools within the Hungarian National Curriculum, completed by Hungarian-taught subjects, together with integrated study within specific subject areas in English. In ISB's complex English Language Learning programme, English as a first language as well as Social Studies, Science and mathematical vocabulary are taught by English speaking teachers. This programme meets and exceeds the requirements of the NAT bilingual curriculum, considering that instruction is provided in an international environment and incorporates the Cambridge International Education Curriculum. At the end of the two terms, students receive a Hungarian school report recognised by the Hungarian state. This contains textual evaluation in both English and Hungarian.

ELL – English Language Learning

In all of ISB's academic programmes from Preparatory through grade 8, the English language is taught through our ELL programme. We believe in differentiated instruction. At the beginning of each academic year, all children are evaluated by our professional staff and placed appropriately in language learning groups, bringing all our students up to a high level and standard of English and not putting any limits on a student's learning development potential.

EAL—English as an Additional Language

In Grades 2 through 8, students wishing to join ISB without strong English abilities may do so upon acceptance to our EAL programme. EAL lessons provide bespoke content to address each individual student's language learning needs in groups of no more than 8 students. This service carries an additional fee paid by parents due to the specialist nature of the programme. Upon evaluation by ISB's EAL department, students may be required to join EAL upon entry to the school as a new student or upon entry to Grade 2 from Grade 1 if insufficient progress was made. Participation in EAL is compulsory and tied to admission status for these students, as academic success in both the bilingual and international programmes depend upon near-native English language skills.

For further details, please see the ISB EAL policy.

4.3 INTERNAL EXAMINATIONS

4.3.1. Cambridge assessments

At ISB, we are committed to maintaining the highest standards of teaching and learning. As part of our ongoing quality assurance, we use Cambridge International Progress Tests in Grades 2 to 8 to monitor student learning and guide curriculum development.

Assessment Schedule

In primary students sit a baseline assessment in the first semester and Cambridge assessment in the second semester. In secondary students sit one Cambridge assessment at the end of the academic year.

In primary the first-semester assessments are used for diagnostic purposes, and these results help teachers adjust instruction and provide targeted support.

In primary the second-semester assessments serve as a summative measure of student progress. Results are shared in the June end-of-year report, including:

- A performance band (basic, aspiring, good, high, outstanding),
- A brief written summary highlighting individual strengths and areas for development.

4.3.2. Hungarian Competency Testing

Students enrolled in ISB's Bilingual Programme participate in the national Competency Testing administered annually in Grades 4 and 8, in line with Hungarian state education requirements.

These assessments measure student proficiency in:

- Hungarian Language Comprehension
- Mathematics

All tests are centrally administered and marked by Hungary's Educational Authority. Results are:

- Analysed in comparison with national benchmarks,
- Published publicly on the ISB website,
- Made available to students via a unique ID code provided at the time of testing.

These assessments are completed online through a digital platform provided by the Hungarian government

The bilingual competency tests also assess English language skills, aligned with the Common European Framework of Reference for Languages (CEFR). Teachers use the results to:

- Evaluate curriculum effectiveness,
- Identify individual and group learning needs,
- Set appropriate learning goals for the coming year.

4.4 PHYSICAL EDUCATION

Physical Education is provided by the school to each student up to Grade 8, in accordance with Hungarian law.

Exemption from a maximum of two PE lessons per week may be requested in justified cases (e.g. participation in competitive sports). The exemption request must be submitted in writing using the official “Exemption from PE” form (available in the school office or on the ISB website) and must include supporting documentation. Approval depends on the joint decision of the Physical Education teacher and the relevant Vice Principal, and all requests are considered on a case-by-case basis. We kindly ask parents to discuss the request in advance with the PE teacher and Vice Principal. As part of the PE curriculum, swimming is a compulsory component in Grades 2 and 3. These swimming lessons are built into the weekly timetable and take place during regular teaching hours. Exemptions from swimming may only be granted for medical reasons or if the student is participating in an equivalent external swimming programme. In such cases, parents must provide a valid swimming certificate or proof of external attendance. All exemption requests must be submitted to the School Secretary.

4.5 LEARNING SUPPORT

ISB is committed to supporting the learning and development of all students. While our teachers are trained to accommodate a range of learning styles and mild educational needs, we also provide additional support programmes for students with minor learning difficulties or physical challenges in primary.

Where more specialised support is required, such as one-on-one intervention or therapy, this must be delivered by ISB-approved professionals who are qualified and accredited by the Hungarian Educational Authority. In the absence of a formal diagnosis or recommendation by an authorised service provider, any additional academic or developmental support can only be arranged as private tutoring outside the school’s regular support provision.

Parents are required to submit all relevant academic, psychological, or developmental reports at the time of enrolment or as soon as such needs are identified. Full disclosure of any known or suspected learning, emotional, or physical challenges is essential to ensure the school can provide appropriate support.

To support early identification, ISB staff regularly monitor student progress. If concerns arise, teachers or leadership may recommend further external evaluation.

For further information about available learning support services and referral procedures, please contact your Vice Principal.

4.6 LEARNING MATERIALS

All textbooks, workbooks, worksheets, and other learning materials required for the curriculum are provided by ISB for the full academic year. The cost of these materials is included in the tuition fee, and

no additional charges apply. In Secondary all textbooks are provided, and all other learning materials are to be provided by the parents.

For the **English programme**:

- Textbooks remain the property of the school and are kept in the classroom for use during lessons.
- English workbooks are provided to students and may be taken home.

For the **Hungarian programme**:

- Hungarian textbooks and workbooks are issued to each student and are considered their personal property.

Each student receives one (1) copy of each required English workbook and Hungarian textbook at the beginning of the school year. Students are expected to take good care of all materials.

Any school-owned textbooks (e.g. from the English programme) must be returned by June 15th each year. If materials are lost or damaged during the year, a replacement fee may be charged.

4.7 FIELD TRIPS AND EXCURSIONS

ISB recognises the value of out-of-classroom educational experiences and supports the organisation of such programmes. The organization and execution of field trips is governed by the ISB Trip Policy.

Teachers will keep students and parents informed of cultural, historical and other programme opportunities. In each school year there are 2-3 field trips organised and financed by the school. These trips enhance or strengthen curriculum objectives. A parental authorisation form must be returned to the school prior to student participation in trips for the year.

There may be additional field trips which are not or only partially financed by the school. Teachers wishing to take classes on trips above and beyond their given budget from ISB may do so with the consultation and cooperation of the class parents, relayed by the class Parent Association representative.

Trips can also be longer than one day, and costs to the families are considered during the organising of such trips. Based on the annual decision of the Principal, in consultation with the Vice Principals, the teaching staff and the parents' association, the school will typically organise the following trips once a year:

- For students in grades 3-5 a curriculum linked field/forest school trip of more than one day within Hungary.
- Students in grades 6-11 can participate in a curriculum linked one- or several-days long field trip in Hungary, outside the country's borders or abroad. Destinations are chosen by the secondary staff. The end of year trip will be a trip inside Hungary all together from grades 6 to 11.

4.8 AFTERSCHOOL ACTIVITIES

Enrichment Activities

The goal of ISB's after-school enrichment programme is to provide students with opportunities to explore interests and talents beyond the academic curriculum. These activities are offered in two semesters (first and second), each running for an equal number of weeks. Programmes are designed to appeal to a wide range of age groups and interests.

Students select activities based on course descriptions shared by the After School Activities (ASA) Coordinators at the beginning of each semester. Enrolment is also managed by the ASA Coordinators.

Academic Support

In addition to optional enrichment activities, ISB offers a free academic support programme, which includes booster sessions, homework clubs, and targeted intervention groups. These sessions are designed to support students in achieving academic success and meeting curriculum expectations.

Participation in academic support may be required if a student's performance indicates the need for additional help. In such cases, attendance becomes compulsory following the recommendation of the class teacher and the approval of the relevant Vice Principal.

4.9 ACADEMIC COMPETITIONS

There are several academic competitions organised by the school. Some are between ISB students, and some include participation in an outside competition, even on a national or international level. However, it is usually the responsibility of the class or subject teacher to decide which pupils should be eligible to participate in a competition. Teachers will keep students and parents informed of such possibilities, and they will further discuss these events with parents if they are interested. Participation fees for school-supported academic competitions that have been approved and included in the curriculum are mostly paid by the school; all other competitions are privately funded.

5. DISCIPLINE

ISB strives to ensure a safe learning environment for all students. By communicating clearly what the expectations are for behaviour at ISB and by supporting students in attaining them, we help students develop the characteristics of our learner profile that will help ensure their continued success in school and beyond.

Through the school's education ISB is dedicated to conveying the following values for our students:

- Responsibility for acts towards friends, classmates, parents and other communities;
- Being honest and respecting others;
- Accepting, understanding and respecting people with different backgrounds and cultures;
- Showing initiative and being proactive, communicating effectively;
- Social cooperation, contribution and teamwork;
- Independence, creativity, problem-solving and critical reasoning;
- Self-consciousness, dedication and responsible behaviour for successful academic progress and other goals.

Please see the Behaviour policies for primary and secondary section- specific details, however our approach towards discipline is intended to enhance our school and make ISB a more friendly and pleasant place to learn. By **respecting ourselves, others, our learning, and our school**, we learn to become productive and contributing members in our world community. We believe at ISB that social and behavioural expectations are just as important as academic and contribute to the overall education of the child.

6. STUDENT EXPECTATIONS

6.1 HOMEWORK REQUIREMENTS

Homework and independent learning are used to reinforce learning, practise skills, prepare for future lessons and develop increasing independence and responsibility.

Homework expectations vary by age, subject and programme. Students should understand the task they have been given and should normally be able to complete it with limited parental assistance.

Parents can support homework by providing an appropriate routine and environment for learning, encouraging independence and helping students organise their time. If homework is consistently too difficult, takes significantly longer than expected or causes concern, parents should contact the relevant teacher.

Homework and assignments are communicated through the digital platforms and systems designated by the school for the student's section and programme.

6.2 SCHOOL ATTENDANCE, ABSENCES AND LATE ARRIVALS

Regular attendance and punctuality are essential for learning, academic progress and student wellbeing. ISB expects students to maintain at least 95% attendance throughout the school year.

Attendance below 95% may result in increased monitoring and, where appropriate, support or intervention. Both justified and unjustified absences contribute to a student's overall attendance percentage. Full details are set out in the ISB Attendance & Punctuality Policy.

In accordance with legal requirements the school keeps track of students' attendance on EduPage and eKreta and reports the number of absences on the school report card.

Reporting Absence

Parents must notify the student's Homeroom Teacher and the School Office no later than 9:00 a.m. on the day of absence.

Absences must subsequently be justified in accordance with the School Regulations and recorded through e-Kréta within the required timeframe.

Justification of Absence

- Illness: Medical absence must be supported by a formal doctor's note.
- Non-medical reasons: Parents may justify up to five school days per semester for non-medical reasons in accordance with the School Regulations.
- Planned absence exceeding five school days: A written request must be submitted to the Principal at least one week in advance. Approval is not automatic.

Requests for absence during term time will be considered according to the reason for the absence, its duration, the student's existing attendance record, the educational impact of the absence and any relevant legal requirements.

Families are strongly encouraged to arrange holidays, routine appointments and discretionary travel during published school holidays wherever reasonably possible. Particular care should be taken to avoid absence during assessment periods, examination preparation and other significant points in the academic year.

Authorised absence may still have an educational impact, and the school therefore monitors total absence as well as unauthorised absence.

Missed learning:

Students remain responsible for completing learning and assessments missed during absence. Teachers will provide reasonable access to materials and guidance about essential missed content, resources and assessments.

Teachers are not normally expected to recreate missed lessons or provide extensive individual re-teaching because a student has been absent.

Students and families share responsibility for completing necessary catch-up work. Where significant absence is related to medical, wellbeing or other exceptional circumstances beyond the student's control, additional support or an individual reintegration plan may be considered.

Attendance intervention framework

- The school takes a supportive, preventative and graduated approach to attendance. The stages below provide guidance rather than automatic sanctions, and the school may intervene at any stage where a concerning pattern of absence develops.

95–100%: Expected Attendance / Universal Support

Normal monitoring takes place. The school promotes positive attendance, punctuality, participation and awareness of the relationship between attendance and learning.

Typically below 95%: Emerging Concern

The Homeroom Teacher will normally contact the student and/or family. The purpose is to make the family aware of the emerging attendance pattern, understand the reasons for absence, identify any barriers to attendance and agree what improvement should look like. Attendance will then be monitored.

Typically below 90%: Significant Concern

The relevant Pastoral Lead will normally review the case. A meeting with the student and parent/guardian may be arranged. Where appropriate, an **Attendance Support Plan** may be agreed, setting out realistic actions, responsibilities and a review date.

Typically below 85%: Persistent or Serious Concern

The relevant Vice Principal will normally lead a formal attendance review with the student and family, involving the Principal where appropriate. The review will consider previous interventions, the reasons for continued absence, missed learning, the student's ability to be assessed, implications for examinations or progression and any statutory action required.

These percentages are **ISB monitoring and support thresholds**. They do not automatically determine academic progression, examination entry or programme continuation and do not replace statutory requirements under Hungarian law.

Hungarian Legal Requirements and Excessive Absence

For **unjustified absence**, statutory notification requirements apply. For students subject to compulsory schooling, the school must take the legally required action when unjustified absence reaches the following thresholds:

- **10 hours:** notification to the relevant family and child welfare authorities;
- **30 hours:** further statutory notifications are required;
- **50 hours:** further escalation to the relevant guardianship and child welfare authorities.

These thresholds relate specifically to **unjustified absence**.

Separate rules apply to a student's **total absence**, including both justified and unjustified absence.

Where justified and unjustified absence together:

- **exceeds 250 teaching hours in a school year, or**
- **exceeds 30% of the annual teaching hours in an individual subject,**

and the student **cannot be sufficiently assessed as a result**, a **classification examination may be required** and progression may be affected in accordance with Hungarian law and the School Regulations.

Regular attendance is particularly important for students following examination programmes such as **IGCSE and the IB Diploma Programme**. Significant absence may affect a student's ability to complete coursework or internal assessments, provide sufficient evidence of achievement, meet

programme requirements, prepare adequately for examinations or demonstrate readiness for progression.

Where attendance is becoming likely to affect assessment, programme completion or progression, the school will communicate this explicitly to the student and family.

Late arrivals

In Primary, students are expected to be in class by 8:15. Arriving after this time is considered a late arrival.

In Secondary, the school day starts at 8:25, and arrivals after this time are marked as late.

If a student arrives after 8:20 in Primary or after 8:30 in Secondary, the first lesson is counted as missed.

In subsequent lessons, if the pupil does not arrive at the designated classroom by the starting bell, this counts as late arrival and will be marked as such in the digital register.

Lateness is added up in the digital register EduPage and/or e-Kréta and automatically counts as an uncertified absence upon totalling the time of a lesson (45 minutes).

Lateness can be certified by the parent with a doctor's note or other written justification including a sound reason (traffic, other appointments, etc) by email indicating the reason, if this justification is presented to the Homeroom Teacher within five schooldays.

If a pupil is late regularly without a sound reason, he or she may be given a warning by the Homeroom Teacher, and it may also affect the evaluation of the pupil's effort grade. Lateness to classes within school due to poor behaviour cannot be justified by parents.

7. FACILITIES

7.1 LIBRARY

The school library provides an environment which is both educational and suitable for private study and small meetings. The opening hours of the school library are daily between 8:30 and 15:15. The pupils of the school can use the library only with the help of their class teachers, subject teachers or the librarian. The scope of the collection in the library is:

- children's and youth literature in the Hungarian and English languages,
- popular science in the Hungarian and English languages.

The reference library comprises: encyclopaedias, dictionaries, lexicons, required reading books in quantities to provide for a whole class.

Conditions of borrowing: all teachers and employees of the school and all pupils of the school registered for the given academic year are entitled to borrow from the library. Books can be borrowed for one month; the period can be extended by maximum two weeks if needed. One week before the end of the academic year all borrowed books must be returned to the library. Damaged or lost books must be replaced. If the missing

or damaged book is not available for purchase, please replace it by a book of similar type after consulting the librarian. If the replacement doesn't take place by the last day of school, depending on the value of the book, a fine of HUF 5,000 or 10 000 may be charged to the parents. The library welcomes any book donations within its scope of collection.

8. SERVICES

8.1 STUDY HALL

In the period between the end of compulsory lessons and 16:00, the school provides for its pupils supervised study hall, free-time activities of choice, in certain cases individual or small-group developmental activities and preparation for academic competitions.

8.2 HEALTH SERVICES

The school doctor and nurse are available once a week at a set date and time in the school and can be contacted by parents by email (the email address is available from the office). In the academic year, the pupils participate in mandatory screening tests and vaccines prescribed by law. The school doctor informs parents about screening test results in writing.

To help prevent accidents, teacher supervision is provided during breaks between lessons according to a duty schedule. Staff on duty actively monitor students and work to prevent potentially unsafe situations.

In the event of an accident, teachers report the incident to the Principal and the school office. If necessary, the office contacts the parents.

First aid kits are available in the school office, at Reception, and in the staffrooms on both the Primary and Secondary floors. For minor injuries—such as small cuts or the need for an ice pack—students may go to Reception for immediate assistance.

The School Secretary (Building A, Room A008) is a certified first aid responder and handles more complex medical issues when needed. Several staff members across the school are also trained in basic first aid to ensure support is available when required.

For children with any regular or emergency medication/health treatment need, parents must fill out and sign the school's "Medical authorisation" form (please see Appendix for the form). This form can be obtained from the Office, and it can be downloaded from the school's website. The school asks parents to provide all necessary information to the school for such medication/health treatment in English and Hungarian (e.g. written orders from a physician, emergency medication process description etc.).

In the event of a medical emergency involving a student, a certified member of staff will provide basic first aid/CPR and contacts the child's parents and the emergency medical service if needed. If you have any special instructions regarding emergency medical care, please inform the School Office in writing and fill out the school's "Medical authorisation form" (it can be downloaded from the ISB website) and make this information clear to your child's Homeroom Teacher(s).

8.3 LUNCH SERVICE

ISB has contracted a professional catering company to provide high-quality, nutritionally balanced morning and afternoon snacks, as well as hot lunches, throughout the school year. We offer three lunch options daily, including soup, a hot meal with garnish and/or salads, seasonal fruit, or a dessert such as cake. All meals are strictly nut-free.

The menu is regularly reviewed and adjusted in consultation with the ISB Parent Association Board to reflect student preferences and dietary needs.

Details about ordering, cancelling, and paying for meals are outlined in the school's Meal Policy.

Students in Grade 3 and above receive a magnetic lunch card upon enrolment at ISB, which allows them to access their pre-ordered meals. Each student receives one card free of charge. If the card is lost, a replacement fee of HUF 2,500 applies and must be paid within eight days of ordering a new card.

If a student forgets their card at home, they must visit the school office to print a temporary lunch certificate, which carries a HUF 100 surcharge. These surcharges are invoiced twice per year:

- First period: September 1 – December 31
- Second period: January 1 – June 15

Invoices are payable via bank transfer.

APPENDICES

EXEMPTION REQUEST FORM FOR PE LESSONS

ABSENCE JUSTIFICATION FORM (5+ DAYS FAMILY REASON ABSENCES)

ISB FORM MEDICAL AUTHORIZATION FORM

EXEMPTION REQUEST FORM FOR PE LESSONS

KIVÁLTÁSI KÉRELEM TESTNEVELÉS ÓRÁKHOZ

Request / Kérelem

I would like to request in relation to the student below an exemption for the physical education lessons organised after teaching hours due to the student's sports activity justified according to the paragraph No. 27 point 11(c) of the Act on Public Education. / Kérem, hogy a lent megnevezett tanuló számára a Köznevelési törvény 27§(11) értelmében igazolt sporttevékenységével az iskola által a mindennapos testnevelés részeként nem órarendi óráként szervezett testnevelés órát/órákat kiválthassa.

Name of student / Tanuló neve:

Grade / Osztály: _____

Academic year of exemption / A kiváltási kérelemmel érintett tanév:

Date: Budapest, 20_____

Signature of parent / Szülő aláírása

Verification of the sports club / A sportegyesület/sportszervezet igazolása

I verify that -according to the paragraph No. 27 point 11(c) of the Act on Public Education- the student above carries on regular sports activity in the sports club leaded by me. / Igazolom, hogy a fenti tanuló az általam vezetett sportegyesület/sportszervezet keretében a Köznevelési törvény 27§(11)c pontjában megfogalmazott rendszeres sporttevékenységet folytat.

Name and address of sports club / Sportegyesület / szervezet neve és címe:

Head of sports club / Vezetőjének neve:

Type of sport / Sportág:

Date: Budapest, 20_____

Stamp / P.H.

Signature of sports club's head
Sportegyesület/szervezet vezetőjének aláírása

EXEMPTION REQUEST FORM FOR AFTERSCHOOL

FELMENTÉSI KÉRELEM KÖTELEZŐ DÉLUTÁNI FOGLALKOZÁSOKHOZ

Request / Kérelem

I would like to request in relation to the student below an exemption for the compulsory afterschool lessons according to the paragraph No. 27 point (2) of the Act on Public Education organised by the school after teaching hours until 16:00 p.m. due to the below reason on the below days of the week. / Kérem, hogy a lent megnevezett tanuló számára a Köznevelési Törvény 27§(2) értelmében a kötelező tanítási órák után 16:00 óráig szervezett tanulószobai és szabadidős foglalkozások alól a tanítási hét alább megjelölt napjain és indokkal felmenteni szíveskedjenek.

Name of student / Tanuló neve:

Grade / Osztály: _____

Academic year of exemption / A kiváltási kérelemmel érintett tanév:

Requested day(s) of exemption (please tick the boxes) / Felmentésben kért nap(ok) (kérjük, jelölje meg a négyzeteket): ☐ MONDAY/HÉTFŐ ☐ TUESDAY/KEDD ☐

WEDNESDAY/SZERDA

☐ THURSDAY/CSÜTÖRTÖK

☐ FRIDAY/PÉNTEK

Reason for the exemption / A felmentési kérelem indoka:

Date: Budapest, 20_____

Signature of parent / Szülő aláírása

Approval of the school / Az iskola jóváhagyása

Date: Budapest, 20_____

Stamp / P.H.

Signature of Principal or Vice-Principal

Igazgató vagy igazgató-helyettes aláírása

5+ DAYS ABSENCE JUSTIFICATION FORM / 5 NAPON TÚLI HIÁNYZÁS IGAZOLÁSA

Request / Kérelem

I would like to request an authorisation for the student below for a more than 5 days absence justified by the parent/guardian. / Kérem, hogy a lent megnevezett tanuló számára 5 napon túli szülő/gondviselő által igazolt hiányzást engedélyezni szíveskedjenek.

Name of student / Tanuló neve: _____

Grade / Osztály: _____

Expected period and number of days of absence / A hiányzás várható időpontja és a hiányzott napok száma:

Date: Budapest, 20_____

Signature of parent / Szülő aláírása

Approval of the school / Az iskola jóváhagyása

Date: Budapest, 20_____

Stamp / P.H.

Signature of Principal or Vice-Principal
Igazgató vagy igazgató-helyettes aláírása

Medical authorisation form / Orvosi engedélyezési nyilatkozat

DECLARATION	NYILATKOZAT
I, the undersigned (address:) as parent/custodian of pupil in the International School of Budapest hereby acknowledge and accept by signing this document, that the school does not continuously employ a doctor/nurse for the purpose of professionally helping or supervising any regular medicine usage, processes related to allergies or any other treatment related to various illnesses of the pupils of the school. As a result of this the administration of medicines or treatment of allergies (including especially the appropriate administration of insulin, the regular inhalation of asthma and allergy medicines or the intake of any other medicines or their dosage, the timing of the dosages and the decision whether such a treatment is necessary) is the sole responsibility of the parents/custodians. Notwithstanding this the school will try and cooperate with the parents with regard to the treatments according to its possibilities as far as this can be expected from it (e.g. phone contact, temporarily providing tranquil conditions for the treatments in a separate room). We kindly ask parents to give the necessary information to the school for such treatments. I have read and understood this document and sign it accepting it. Budapest, Signature of parent/custodian	<i>Alulírott (lakcím:) mint az International School of Budapest iskolában tanuló szülője / gondviselője</i> <i>jelen okirat aláírásával tudomásul veszem és elfogadom, hogy az iskola nem foglalkoztat folyamatosan rendelkezésre álló orvost / szakápolót abból a célból, hogy az iskola tanulóinak rendszeres gyógyszer-felhasználása, allergiával kapcsolatban szükséges eljárások vagy egyéb betegségekkel kapcsolatos kezelések során szakmai segítséget nyújtson, vagy azt ellenőrizze.</i> <i>Ebből következően a gyógyszerek beadása vagy egyéb kezelés (ideértve különösen az inzulin szakszerű beadását, az asztmás és allergiás gyógyszerek rendszeres inhalációját, vagy bármely más gyógyszer bármely módon történő szedését, illetve mindezek adagolását, az egyes adagok időzítését, bármely kezelés szükségességének magállapítását) kizárólag a szülők / gondviselők felelőssége.</i> <i>Ettől függetlenül az iskola lehetőségeihez mérten és az elvárható mértékben igyekszik együttműködni a szülőkkel a kezelések lebonyolítását illetően (pl. telefonon történő kapcsolattartás, időlegesen külön helyiségben nyugodt körülmények biztosítása a kezelés lefolytatása céljából stb). Kérjük a szülőket, hogy ezen esetekre lássák el az iskolát a megfelelő tájékoztatással.</i> <i>Jelen okiratot elolvasás és értelmezés után, azt elfogadva írom alá.</i> Budapest, Szülő/gondviselő aláírása

