

THE SCHOOL DAY

Lesson 1	08:20 – 09:10
Lesson 2	09:10 – 10:00
BREAK	
Lesson 3	10:20 – 11:10
Lesson 4	11:10 – 12:00
LUNCH BREAK	
Lesson 5	12:30 – 13:20
Lesson 6	13:20 – 14:10
SHORT BREAK	
Lesson 7	14:20 – 15:10
Lesson 8	15:10 – 16:00
Lesson 9	16:00 – 16:50

- ① Students arrive at least 5 min before first lesson.
- ① Check **Zermelo** every morning for timetable changes.
- ① Development afternoons may mean early finish at **13:20**.

COMMUNICATION AT A GLANCE



ManageBac

Homework, assignments, grades, reflections & reports. Also, letters for parents!



Zermelo

Daily timetable, room changes, cancellations



Email

Contacting teachers, mentors & school

WHO DO I CONTACT?

- **ACADEMIC / SUBJECT**
Subject Teacher
- **PASTORAL / SOCIAL / HEALTH**
Mentor
- **URGENT MATTERS**
Charlotte Percival — School Secretary
- **CONCERN NOT RESOLVED**
Deputy Head (MYP / DP / Pastoral) ➔ Head of School

PHONE-FREE SCHOOL DAY



- Parents: please do not call or message during school hours
- Phones off and stored in lockers on arrival
- Phones stay in lockers during lessons, breaks & lunch
- Emergency? Contact the school — we will pass on the message

School Values



Inviting

Our Hello is a commitment to exchange ideas and experiences with one another. At ISG, everyone is welcome, equal and honoured for their particularities. Celebrating our shared culture allows us to flourish as a community of individuals.



Inquisitive

We are eager learners cultivating a desire for knowledge that extends beyond the classroom. We promote intellectual honesty and equip students with tools of critical thinking that expand ideas of what's possible, both academically and personally.



Sincere

We communicate sincerely to convey our identity, our endeavours and our desires. By leading with transparency, we avoid misinterpretation and generate a respect for difference. Together we build a safe environment where expression is free and full.

MEET THE TEAM

MW

Mike Weston
Head of School
m.weston@isgroningen.nl

AR

April Rudd
DP Coordinator
a.rudd@maartens.nl

KB

Kim Bergman
MYP Coordinator
k.bergman@maartens.nl

IB

Isabelle Bartholemy
Head of Pastoral
i.bartholemy@maartens.nl

CP

Charlotte Percival
School Secretary
info@isgroningen.nl

Scan for quick access



[School Website](#)



[Zermelo Timetable](#)

please use your child's school login details



[Managebac](#)

support: managebac@maartens.nl

ABSENCE & ILLNESS

Child ill? **EMAIL ABSENCES TO** isgabsent@maartens.nl

Child ill? **OR CALL (LEAVE VOICEMAIL)** 050 5340084

Please email or call **before 09:00**

Parents (not students) report absence

Report every day the student is absent

Ill during school day? Report to the school secretary

Medical Appointment?

Request absence **in advance**

Schedule outside school hours where possible

Other Absence / Holiday?

Apply at least **8 weeks in advance**

Only permitted under specific circumstances

Quick Scan



Report Absence



Request for Special Leave

KEY DATES 2026-2027

SCHOOL HOLIDAYS

Autumn holiday	10/10 – 18/10
Winter holidays	19/12 – 03/01
Spring holidays	19/02 – 28/02
Easter weekend	26/03 – 29/03
May holidays	23/04 – 09/05
Pentecost	17/05
Summer holidays	09/07 – 24/08

STUDENT-LED CONFERENCES

MYP1-5 and DP1-2	05/11
MYP5 / DP	27/01
MYP 1-4	09/02

IN-SERVICE DAYS - students have no school

Development day	09/10
Development day	25/11
Development afternoon (MYP5 theatre)	28/01
Development day	06/04
Development afternoon (DP1 in school)	21/04
Development afternoon (MYP5 theatre)	23/06

REPORT DATES

MYP1-5	30/10
DP	11/12
MYP	15/01
MYP5/DP2	07/04
MYP1-4, DP1	06/07

Quick Scan



School Calendar

MAJOR EVENTS

DP Ceremony	04/09
MYP Ceremony	17/09
MYP4/5+DP1 Trip	21-25/09
Winter Celebration	18/12
DP and MYP5 Exam Week	04-10/03
MYP1-3 Trip	12-14/05

BEFORE YOUR CHILD LEAVES HOME...

- | | |
|--|--|
| ☐ Laptop and Charger | ☐ Locker Key |
| ☐ Books & equipment | ☐ PHE kit (if needed) |
| ☐ Check Zermelo | ☐ Check ManageBac |
| ☐ and remind them to put their phone in their locker once at school | |

Homework and Deadlines

- All homework is set in ManageBac
- Guidance for MYP homework:
 - MYP1-2-3: approximately 30 min per subject per week
 - MYP4-5: normally 45 min per subject per week, maximum 1 hour
- If homework consistently takes much longer, contact the school.

Missed deadline? Don't just leave it. If illness or another unforeseen circumstance prevents submission, your child should contact their mentor and their teacher about an extension.

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MYP1-5 School Guide



DP Deadlines

Top Five Takeaways

Have you checked Zermelo and does your child have everything they need for the day (incl. lunch!)?

Have you checked ManageBac for homework, messages and assessment results?

Is your child ill, delayed, or unable to be on time? Please notify the school before 09:00.

Do you know who to contact when there is a worry?

Have you checked the school calendar or things coming up this week/month?

Frequently Asked (other) Questions?

Quick Scan



Feedback from you

