



INVENTO
THE UZBEK INTERNATIONAL SCHOOL

PARENT HANDBOOK

2023–2024

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Welcome from the Principal

Dear IUIS Parents,

Thank you for choosing the Invento the Uzbek International School (IUIS). It is a pleasure to welcome you to the IUIS Family.

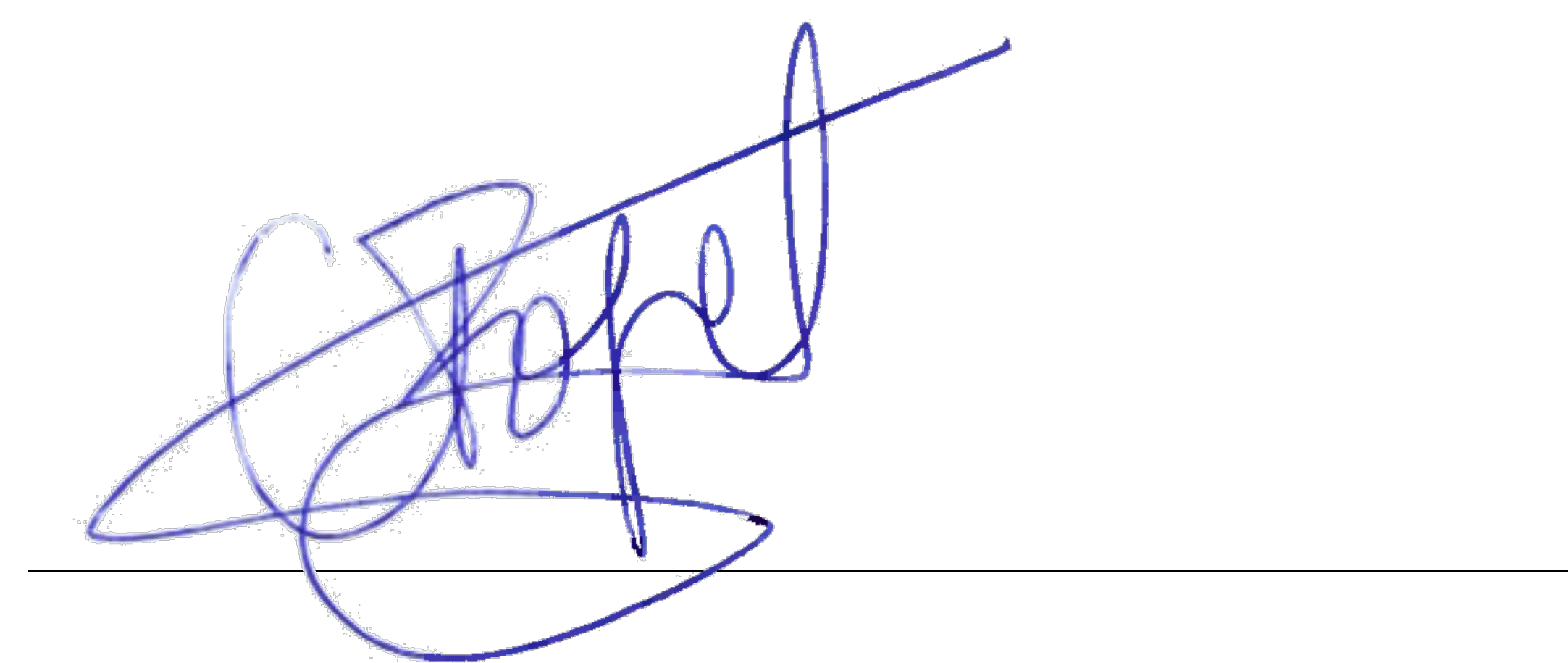
This handbook is designed to ensure your family has a clear understanding and positive experience with our school. In this handbook, we have tried to anticipate your questions about our programmes.

Our aim is to provide international standard care and education for our children (effective communication, high quality teaching, well-being, child protection/safeguarding and intercultural learning) and to ensure that parents are considered as valuable partners of our school. As Invento community members it is important to read this handbook carefully and support our policies and procedures. It is our duty to provide you with the information that you will need as a community member, and we also need you to provide us with all the necessary information, to be open and honest regarding your family experience at our school. We always welcome constructive comments, questions, concerns and suggestions about your child's experience at IUIS.

For further information about school policies and our educational programs I encourage you to visit our website <http://www.invento.uz>, which will also help you stay in touch with and be aware of what is happening at school.

The handbook serves as a guide and is not inclusive of all policies and practices. Please do not hesitate to contact me at c.fogiel@invento.uz should you need further assistance. You are always welcome to schedule an appointment to see me, or another member of the Senior Leadership Team or the teaching faculty, through the School Admission team.

I look forward to working with you all, and wish you a wonderful academic year.



Miss Caroline Fogiel

Principal

IUIS Vision and Mission

Vision

Invento students will serve their community with an open mind, knowledge, empathy and purpose. They will be equipped with 21st century skills to adapt effectively to the challenges and find a meaningful role to play as agents of positive change. They will value their cultural identity and respect others in a spirit of collaboration and inclusion.

Mission

At Invento the Uzbek International School, we strive to empower each child to grow its unique personality and inclinations with self-confidence. Invento education instills the skills to build healthy relationships by imparting a deeper and meaningful understanding of their immediate environment. We help Inventors build solid academic foundations combined with life-long learning habits in order to develop international mindedness through a carefully crafted bilingual student-centered programmes.

Core Values

We aim to cultivate learners who will:

- **Engage** – With their learning, peers, local and global communities in a respectful and constructive manner, recognizing that different people may also be right.
- **Enhance** – See themselves as lifelong learners in all circumstances, recognizing their own strengths for the benefits of their community
- **Empower** – Themselves and others to make the right decision at the right time.

Strategic Goal

For our local community, when selecting a school, IUIS is a natural choice for parents who want both an Uzbek education combined in a meaningful way with internationally recognized programmes such as the International Baccalaureate which connects high academic expectations with 21st Century life skills. Our school nurtures caring, and open-minded students taught by professional and inspiring teachers from all over the world.

IUIS is committed to lead the development of International Education in the context of Uzbekistan and the region to better prepare our students for the challenges of our ever-changing world. We anticipate being a full IB world school by 2025.

2023-2024 Academic Calendar

The 2023-2024 Academic Calendar can be found [here](#)

Daily Schedule

Early Years Tashkent City Campus Schedule

Time	Period	Time	Period	Time	Period
8:30 - 8:50	Breakfast	8:30 - 8:50	Breakfast	8:30 - 8:50	Breakfast
9:00 - 9:10	Circle Time	9:00 - 9:10	Circle Time	9:00 - 9:10	Circle Time
9:10 - 9:40	Period 1	9:10 - 9:40	Period 1	9:10 - 9:40	Period 1
9:45 - 10:15	Period 2	9:45 - 10:15	Period 2	9:45 - 10:15	Period 2
10:20 - 10:50	Period 3 Snack	10:20 - 10:50	Period 3	10:20 - 10:50	Period 3 Snack
10:50 - 11:20	Period 4	10:55 - 11:20	Period 4 Snack	10:55 - 11:20	Period 4
11:25 - 11:55	Period 5	11:25 - 11:55	Period 5	11:25 - 11:55	Period 5
12:00 - 12:30	Period 6 Lunch	12:00 - 12:30	Period 6	12:00 - 12:30	Period 6
12:30 - 14:30	Period 7 Nap Time	12:30 - 13:00	Period 7 Lunch	12:30 - 13:00	Period 7
15:00 - 15:30	Period 8 Snack	13:00 - 14:30	Period 8 Nap time	13:00 - 13:30	Period 8 Lunch
15:30 - 16:30	ASA	15:00 - 15:30	Period 9 Snack	13:30 - 14:00	Period 9 Quiet Time
16:30 - 17:00	Dinner	15:30 - 17:00	ASA	14:00 - 17:00	ASA
17:00 - 18:00	Period 9	17:00 - 17:30	Dinner	17:00 - 17:30	Dinner
		17:30 - 18:00	Period 10	17:30 - 18:00	Period 10

PYP and MYP/DP Ashgabad Campus
Schedule

PYP

MYP

Beginning	Ending	Period	Beginning	Ending	Period
8:00	8:20	Breakfast	8:00	8:20	Breakfast
8:30	9:10	Period 1	8:30	9:10	Period 1
9:10	9:50	Period 2	9:10	9:50	Period 2
9:50	10:30	Period 3	9:50	10:25	Morning break
10:30	11:10	Morning break	10:25	11:05	Period 3
11:10	11:50	Period 4	11:05	11:45	Period 3
11:50	12:30	Period 5	11:45	12:30	Lunch
12:30	13:10	Lunch	12:25	13:05	Period 4
13:10	13:50	Period 6	13:05	13:45	Period 5
13:50	14:30	Period 7	13:45	14:00	Break
14:30	15:10	Period 8	14:00	14:40	Period 7
15:10	15:30	Afternoon Snack	14:40	15:20	Period 8
15:30	16:30	ASA (Tue-Fri)	15:20	15:35	Afternoon snack
	**	No ASA on Mon	15:35	16:30	ASA

Class Schedules

The Primary School class schedule, in both campuses is arranged to allow for adequate learning and playing time for all learners during the school day. The classes are 40 minute long (30 minutes for EYP) with some doubles to allow for inquiry-based learning and teaching. The schedule ensures the effective use of shared spaces, resources and teachers, and allows for collaborative learning amongst teachers. Timetables are handed out to parents by the Homeroom Teachers in the PYP and by the MYP Coordinator in the Secondary at the beginning of the academic year.

Middle School class schedules are developed in order to meet the academic and social needs of all learners. All classes are taught in single or double blocks of 40 minutes. There is a long morning break to give learners opportunities to socialize, exercise, seek teachers for help, and other activities.

Diploma Programme classes will be scheduled to start in September 2024

Communications

Open and ongoing communication between the school and families is crucial to ensure the success of our students. IUIS communicates on a regular basis with parents through a number of methods. As active partners in the education of our students, parents are encouraged to address any questions or concerns as soon as they may arise. In the PYP, as a first port of call, contact your homeroom teacher via Toddle. In the MYP, contact directly the subject teacher. For any non-academic concerns, please call the Admission department of your campus to arrange a meeting with a member of the Administration.

Phone number of Admission department: +998 71 210 99 99

(1-for Ashgabad Campus, 2-for Tashkent city Campus)

Opening hours 8am to 5.30pm

Toddle Platform

On a weekly basis, teachers of your child will post pictures and/or videos to keep you up-to-date on what is happening in the classroom. Teachers will also use the Toddle platform to communicate and share important information with you such as newsletter and school announcements. Inventa parents are expected to download the app on their personal device. Our IT support team will share details on how to access your child's account at the start of the year. Parents are expected to and responsible for reading messages, announcements sent on Toddle by teachers, administration or school leadership team.

Toddle will be the primary communication platform in the middle school as well. Parents and learners will be able to interact with the Toddle Platform in order to view assignments, deadlines, and academic progress. Parents will be able to communicate with teachers directly using this platform.

Meeting Requests

Parents are requested to book an appointment to see a member of faculty either through the School Admission Department or by sending a message directly to the person via Toddle, providing at least two school days' notice. It is also required to state the purpose for of the meeting.

Parent-Teacher Conferences, 3 Way Conferences and Student Led Conferences

Parent-Teacher Conferences provide parents with the opportunity to learn about their child's progress, regarding all subject areas, cognitive and conceptual understandings, and personal development. (See the IUIS Assessment Policy for further details.)

3-Way Conferences provide an opportunity for teachers, learners and their parents to discuss the progress so far and review goals set at the start of the year.

The Student-Led Conferences provide the opportunity for learners to share their progress and attainment with their parents through the use of their portfolio.

There will be no school during conference days. Prior to conferences, parents will be asked to sign up for a specific time in order to ensure the smooth running of the conferences. Please, see the [school calendar](#) for the exact dates.

Report Cards

IUIS families receive written Report Cards four times per academic year including two progress reports and two achievement reports. Please note that these are sent out electronically to parents via Toddle, as part of our push to be an eco-friendly school. Should parents require hard copies of reports when leaving the school, these can be provided upon submission of the Withdrawal Form.



Academic Programmes

Teaching and learning is aligned with the IUIS Vision, Mission and Core Values, which are embedded in each of the learning opportunities.

For all our learners, we thrive to instill a love of learning through our inquiry-based pedagogy and to develop the attributes and traits of lifelong learners.

We believe that curriculum is, in its broadest sense, each and every learning opportunity that a child experiences in a day, both planned and incidental. Every moment is a learning opportunity at Invento.

Primary Years Programme (PYP)

IUIS is a PYP authorized school in Early Year and from Grades 1-5. We implement the PYP framework around the Uzbek national curriculum content. The programme incorporates local and global issues into the curriculum, asking students to look at six related, transdisciplinary themes (four in the Early years) and to consider the links between them. The themes include: *'Who we are', 'Where we are in place and time', 'How the world works', 'Sharing the planet', 'How we organise ourselves' and 'How we express ourselves'*. In the Early Years, at Tashkent City Campus, only four Transdisciplinary themes are covered throughout an academic year.

The PYP invigorates learning and teaching, and transforms school community and culture. Informed by research into how children learn, how educators teach, and the principles and practice of effective assessment there is a powerful emphasis on inquiry-based learning. (www.ibo.org)

In the PYP, a holistic and balanced programme is provided to all students, addressing the socio-emotional developmental needs of students in parallel with academics to empower our students in school and beyond. Learners participate in stand-alone and integrated classes in Unit of Inquiry, Mathematics, English, Visual Arts, Physical Education, Russian, Uzbek and Music.

Middle Years Programme (MYP)

In the MYP, there are 8 core courses in which students will participate: Language and Literature (English, Uzbek and Russian), Language Acquisition (English, Russian and Uzbek) Mathematics, Science, Individuals and Societies, Design, Arts, and Physical and Health Education. Teachers provide opportunities for interdisciplinary learning and align units of study to increase connections between subject areas. "The MYP aims to develop active learners and internationally minded young people who can empathize with others and pursue lives of purpose and meaning.

The programme empowers students to inquire into a wide range of issues and ideas of significance locally, nationally and globally. The result is young people who are creative, critical and reflective thinkers"

<https://ibo.org/programmes/middle-years-programmes/what-is-the-myp/>

Diploma Programme

We are a candidate school and we aim to start in September 2024 with students graduating in May 2025.

The International Baccalaureate® (IB) Diploma Programme (DP) is recognized and respected by the world's leading universities, and evidence suggests that higher rates of DP students go on to university and higher education study than non-IB students.

The Diploma Programme (DP) curriculum is made up of six subject groups and the DP core, comprising theory of knowledge (TOK), creativity, activity, service (CAS) and the extended essay.

Through the Diploma Programme (DP) core, students reflect on the nature of knowledge, complete independent research and undertake a project that often involves community service.

<https://ibo.org/programmes/diploma-programme>

Home Learning

IUIS does not believe in assigning homework that is not necessary to stimulate learning. It is important that our students have a balanced life and keep the possibility of having free time with their families or have the possibility to pursue their passion after school. However, we do support a continuous and ongoing learning process beyond the school day, and feel that valuable learning experiences take place outside the school setting.

Therefore, in the PYP, we believe that what is most important is daily reading practice (see information below). Additionally, to give students agency and choice the homeroom teachers and specialists may provide links to relevant and meaningful tasks which students can complete at their own timing.

In the MYP, students are expected to review everyday what has been covered in class. Homework is reasonable and compulsory. Some assignments may also have to be partly completed at home.

Daily Reading

In all languages, reading skills are developed through a love of literature in a wide range of genres. In order to support this, every student is expected to read every day (see the table below).

To enhance the love of reading and learning, from the Early Years onwards, all our students have the opportunity a minimum of once per week, to visit the library to select and explore books. In the PYP, Homeroom teachers and the librarian will assist learners to select age and reading level appropriate material. In the MYP, subject teachers in collaboration with our librarian guide our students.

Reading plays an important part in the emotional development of young learners. It enables parents and children to share memorable moments of togetherness around a book. Regardless of age, reading broadens our mind!

We support multilingual literacy and Invento students have the possibility and are encouraged to read in any language, including in the child's native language.

GRADE	DAILY DURATION /TIME	READING
Early Years	15 mins	Shared reading with an adult/parent
Lower Primary	20 mins	Personal reading of a book or share with parent/adult
Upper Primary	30 mins	Personal reading of book/article/ comprehension passage, etc
Secondary	30-45 mins	Readings for pleasure or to continue the investigations from lessons

Parent’s Role

Parents are crucial to a child’s learning and can influence this process by taking the time to talk, read, plan, experiment and create with them. They can further support their child’s home learning habits by:

- Facilitating regular time and space for learning beyond the classroom
- Promoting independence to take ownership of learning
- Supporting and encouraging children in ongoing learning projects
- Discussing daily learning engagements and promoting critically thinking
- Encouraging children to ask questions
- Communicating constructively with the relevant teacher regarding the child’s home learning experiences.

Languages at IUIS

Learning languages is fundamental to develop learning skills (learning through languages). It is also important to learn other languages to develop international mindedness. In harmony with the IB philosophy, all teachers at IUIS are language teachers, focusing also on literacy development in their individual practice.

Languages of Instruction

English is the language of instruction and is also used in all formal school communications, the majority of interactions between teachers, students and parents. English is the language of instruction for all classes except Russian and Uzbek classes.

Russian and Uzbek

Both languages are taught to native speakers and to additional language learners as per the requirements of the Uzbek Ministry of Preschool Education and the Ministry of Public Education (from Grade 3 onwards).

English as an Additional Language (EAL)

IUIS offers English as an Additional Language (EAL) support according to students' needs, ensuring inclusive access to the curriculum and other aspects of school life. The program provides support in listening, speaking, reading and writing. It is a combination of pull-out and push-in methods, depending on the needs of the individual students.

Technology at IUIS

The internet and use of digital devices can enhance education. Technology is considered as an enhancing learning tool and as such here at IUIS information technology is embedded in all learning engagements. The learner has access to electronic learning devices provided by the school. It is essential that they develop their critical thinking skills while online, as well as expand their digital citizenship.

Unauthorized devices

Here at IUIS students are not allowed to bring phones or peripheral devices (smart watches, wireless headphones, mp3 players, etc) to school. All cases in breach of this rule are dealt with in accordance with the school's [Code of Conduct](#)

STUDENT WELL-BEING

Class Placement

The class placement of each student is based on numerous factors. The decision regarding in which class and with which teacher a student is placed is made solely by the school. Expectations based on personal and/or parental preference will not be considered.

Programme Coordinators

The coordinator is responsible for the expansion and promotion of the International Baccalaureate (IB) programme in the primary school.

The Primary Years Programme Coordinators (PYPC) support the teaching and learning process from Early Years to Grade 5.

The MYP Coordinator supports our students from Grade 6-10.

The DP Coordinator works with students and families from Grade 10 until Grade 12. IB Coordinators maintain open communication between the school, parents and stakeholders. All our IB Coordinators work closely with our Uzbek Curriculum Coordinator to ensure that our school meets all the national requirements.

Duty of Care

IUIS we are committed and responsible for monitoring the well-being of students. Any questions parents may have in relation to this should be directed to the respective staff member through Toddle.

The most effective way to address issues is to speak directly with the staff member directly involved, so in the EYPYP and in the PYP, the Homeroom teacher is the first port of call. In the Secondary, the subject teacher is the first port of call.

Should issues not be resolved at this fundamental level, then parents may contact Curriculum Coordinators through Toddle, the Principal being the last resort.

Medical Records and Hygiene.

Every student must have complete up-to-date medical records submitted and easily accessible to the school. An updated vaccination book and medical certificate of good general health must be provided to the school at enrollment. Returning students shall update medical check-ups on a yearly basis and share it with the school before the beginning of the academic year.

The school is not responsible for medical issues that have not been officially disclosed upon enrollment or as soon as they occur.

In the interest of public health, students are to come to school with clean hair and nails. Shoes, clothes/uniform worn must be clean and ironed.

The school follows all regulations set by the Ministry of Health.

Medication

In case your child is prescribed medication, please bring the medication with a doctor's note to our Health Office. Please note that only the nurse or the pediatrician on duty can administer the medication. Students must not have any medication in their possession.

Emergency Contact Details

Parents/Guardians are required to provide the school with emergency contact details. For the safety and well-being of every student, it is crucial that the school has access to detailed contact information. Parents/Guardians are expected to update information given in a timely manner.

Attendance

Meaningful learning takes place in a social context. When students are absent from school, their learning is interrupted and it is challenging for them to catch up and to effectively engage with their learning. Academic performance is directly and negatively impacted by undue absences. We actively ask families to refrain from taking their children away from school unless it is an emergency. All absences and number of late days are included on the semester Report Cards. Attendance is taken daily on Toddle between 8:15-8:30 for primary students and at the beginning of every class in the secondary school.

Notification of Absences

If a child is going to be absent for the day, parents need to contact the homeroom team/ subject teacher and Coordinator via Toddle stating the reason for the absence. Parents should notify the teacher about each day of absence. If the child will be absent for a prolonged period (3 days or more), a medical report must be provided on return to school.

Parents need to ask permission from the Principal to take a student away during the academic calendar and to do so in writing on Toddle with two weeks notice.

Punctuality

- **At the start of the school day**

Students are expected to arrive at school in a timely manner (between 8:00 to 8:15). Students who arrive after 8.50am at Tashkent City campus (TCC) and 8:20 at Ashgabad campus (ACC) will be marked Late on Toddle. Lessons start at 9:00 at TCC and 8:30 at AC every morning. All students have the right to learn in the best condition without being interrupted by late comers who will create an unnecessary disruption. In the secondary school, attendance is taken on Toddle at the beginning of every lesson. Students are expected to be punctual to each lesson. At AC, Students arriving late will stay in the waiting room, under the supervision of the Security team until 5 minutes before the next lesson. This is to prevent unnecessary disruption of learning. The same applies to TCC but under the supervision of the parents.

Please refer to the schedule above in this document.

- **At the end of the school day.**

Parents are required to arrange to pick up their children on time. Bearing in mind that children have been at school all day, it is essential for their well-being to not wait for longer than 10 minutes on campus before being picked up. Please ensure that you are aware of the daily schedule of your children (see page 4). Should you be exceptionally delayed, please call the Admission Department to inform the school. Parents of students who are late being picked up after numerous times will be contacted by the administration team.

Code of Conduct

Every child has the right to an education. We recognize our responsibility to offer students a safe environment to learn and thrive. We encourage the development of positive behavior, and promote positive relationships within and beyond the IUIS community.

The school's [Code of Conduct](#) outlines Rights, Responsibilities. It outlines our definition of bullying, provides guidance on behavior management, and outlines procedures for handling of behavior offenses.

Dress Code

All students at IUIS are required to wear the official school uniform (ACC) and comfortable clothes (TCC) while at school. They are expected to come to and from school wearing their school uniform.

Should a student arrive at school out of uniform, or wearing a non-uniform item, the situation will be addressed in accordance with the school Code of Conduct. Please note that on PE days students are to come to school in their full sports uniform.

Meals

Healthy eating habits and manners are essential to each individual's holistic development. All our students are provided with multiple snacks and lunch which are served in our cafeteria. For health and safety purposes, no external food is allowed on campus.

**Parents are to inform the school admissions office if the child has special dietary needs.*

Personal Items from Home

IUIS is not responsible for the safety and security of personal items; items of higher value (personal or financial) should remain at home.

***Students may be asked to bring personal items from home for learning purposes and in that case the teacher will notify parents through Toddle.**

Celebrations

Our school recognizes that birthdays are important in everyone's life. Though we do not believe that school should be the place for parties, students are permitted to recognize a birthday or other milestone at school. Birthdays will be celebrated within the following parameters:

- Within the classroom (EYP, PYP, MYP) the 'Happy Birthday' song is sung for the child.
- Cheers and best wishes are shared in an effort to make them feel special on the day.
- Cakes, outsourced entertainment, balloons, gifts and party bags should not be sent to school.
- Birthdays for the month may also be recognized during assemblies (PYP & MYP).

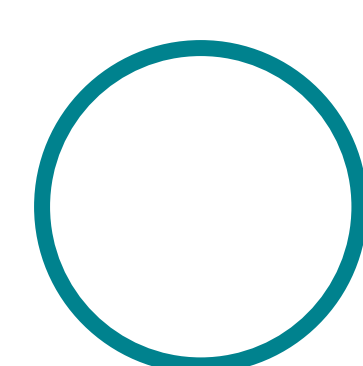
After-school Activities

IUIS provides a holistic education with a program offering opportunities to students to explore new activities or enhance their skills. They are organized by both teaching faculty and outsourced companies. The activities on offer are announced at the start of the semester, and parents have two weeks to sign up. It is important to take note that all school protocols which include rules and regulations as well as pick-up time are to be followed. Athletic teams will practice during their particular season during after-school activities.

Field Trips

Field trips are an important part of a student's learning experience, and are always used to enhance the understanding of curricular learning targets and/or social development. We endeavor to provide parents with at least one week's notice for any upcoming field trips, though this is occasionally not possible due to changing schedules or unanticipated special events.

Parent Acknowledgement of Receipt



I hereby confirm that I have received, read and understood the IUIS Primary School Parent Handbook 2023 - 2024. I agree to respect the conditions, rules and regulations as outlined by Invento the Uzbek International School and that I am responsible for the payments of all fees for the student(s) named herein below.

Name of student(s) enrolled:

Parent's/Guardian's Name Date

Parent's/Guardian's signature

Student's signature