



Welcome to the International School Westpfalz!

To our new and returning families,

We extend a warm welcome to the 2026/27 school year, which promises to be both exciting and productive! We eagerly look forward to hearing about your holiday adventures and seeing the joyful smiles and laughter of our students once again. These moments bring optimism, kindness, and hope to our school hallways, enriching the vibrant community we share here at ISW.

We are thrilled to have you join our wonderful international community and are grateful that you have chosen our school for your children's education. In this letter, we would like to share some important information relevant to your family including:

- School Communications
- School Schedules, [Term 1 Calendar](#) and [26/27 School Calendar](#)
- Attendance Procedures and [Absence Application Form](#)
- Drop-off, Pick-up and Parking procedures
- Hot Lunch Program [Registration Form](#) and Ordering Information
- [Pick-Up Authorization Form](#)
- Before & [After School](#) Activities

I look forward to meeting and seeing you all very soon!

Warmest regards,

Jodi Fillingame
Head of School

SCHOOL COMMUNICATIONS

This school year, we will be using **Toddle** as our primary communication platform for both Primary and Secondary School. Toddle is an excellent tool that enables teachers to communicate directly with parents, share photos, and showcase students' learning, classroom activities, and assessment progress. You can also find school-wide events and important announcements on Toddle. You will receive more detailed information from your child's teacher during the first few weeks of school. In the meantime, we encourage you to explore Toddle <https://web.toddleapp.com> to learn more about its features.

Our school newsletter **ISW BYTES** will continue to be published monthly and shared with all parents via Toddle. This newsletter highlights the many exciting activities, achievements, and learning experiences taking place across the school, while also providing important reminders and updates about upcoming events.

At ISW, we are committed to open, respectful, and timely communication, where every member of our community feels heard and valued. If you have any questions, concerns, or suggestions, please don't hesitate to email, call, or stop by. We are always happy to connect with you, and our doors are always open.

You can also find school updates and photos here:

School News

<https://www.is-westpfalz.de/news/>

Social Media

<https://www.facebook.com/InternationalSchoolWestpfalz>

https://www.instagram.com/is_westpfalz/

Private Facebook group for ISW Parents & Families

<https://www.facebook.com/share/g/17tMmm33Xb/>

SCHOOL CONTACTS

Your primary contacts at the school are:

- **Mr. Ryan Bali**
Admissions Manager
r.bali@is-westpfalz.de
- **Ms. Denisa Davenport**
Administrative Assistant
d.davenport@is-westpfalz.de
- **Ms. Birgit Ford**
Business Services Manager
b.ford@is-westpfalz.de
- **Ms. Melanie Reynado**
School Nurse and Admin Assistant
m.reynado@is-westpfalz.de

For matters related to Marketing & Communication, please contact:

- **Ms. Hoa Chou**
Marketing and Communications Manager
h.chou@is-westpfalz.de
- **Ms. Natascha Christian**
Marketing and Events Manager
n.christian@is-westpfalz.de

SCHOOL SCHEDULES

First day of 2026/2027 school year – Monday Aug 17 th , 2026			
	TERM DATES		TERM DURATION
TERM 1	Mon Aug 17 th , 2026	Fri Oct 9 th , 2026	8 weeks
TERM 2	Mon Oct 26 th , 2026	Fri Dec 18 th , 2026	8 weeks
TERM 3	Mon Jan 11 th , 2027	Fri Mar 19 th , 2027	10 weeks
TERM 4	Mon Apr 5 th , 2027	Fri Jun 25 th , 2026	12 weeks
First day of 2027/2028 school year – Monday Aug 9 th , 2027			

PRIMARY SCHOOL TIMES

MONDAY - THURSDAY

8:25am	Line up ready for class in HOF 1	
8:30am-9:30am	Period 1	Includes 5 minute snack break at 9:30am (fruits or vegetables)
9:30am-10:30am	Period 2	
10:30am-11:00am	Period 3 BREAK	Eat 10 minutes in class Play 20 minutes
11:00am-12:30pm	Period 4	
12:30pm-1:30pm	Period 5 LUNCH	Eat 10 minutes in class Play 20 minutes
1:30pm-2:30pm	Period 6	
2:30pm-3:30pm	Period 7	
3:30pm	HOME TIME	EY & REC leave at 3:20pm

FRIDAY

8:25am	Line up ready for class in HOF 1	
8:30am-9:30am	Period 1	Includes 5 mins snack break at 9:30am (fruits or vegetables)
9:30am-10:30am	Period 2	
10:30am-11:00am	Period 3 BREAK	Eat 10 mins in class Play 20 mins
11:00am-12:00pm	Period 4	
12:20pm	HOME TIME	EY & REC leave at 12:10pm

SECONDARY SCHOOL TIMES

MONDAY - THURSDAY

8:25am	Attendance registration in Homeroom	
8:30am-9:30am	Period 1	
9:30am-10:30am	Period 2	Includes snack break
10:30am-11:30am	Period 3	
11:30am-12:30pm	Period 4 LUNCH	EAT – 20 minutes BREAK – 40 minutes
12:30pm-1:30pm	Period 5	
1:30pm-2:30pm	Period 6	Includes snack break
2:30pm-3:40pm	Period 7	
3:40pm	HOME TIME	

FRIDAY

8:25am	Attendance registration in Homeroom	
8:30am-9:30am	Period 1	
9:30am-10:30am	Period 2	Includes snack break
10:30am-11:30am	Period 3	
11:30am-12:30pm	Period 4	
12:30pm	HOME TIME	EY & REC leave at 12:10pm

ISW Attendance Procedure

If your child is sick and not going to be at school, you will need to call or email the school office **before 9 am**. In case of a planned absence from school, parents need to fill out an **Application for Student Absence** before your child is absent from school. It is vital that we keep accurate records for school absence as the German government mandates that we do so.

You can download the form on our website under the link below or collect from the school front office.

[DOWNLOAD STUDENT ABSENCE APPLICATION FORM](#)

PARKING, DROP OFF AND PICK UP

Drop off and Pick up procedures

- ISW drop off and pick up is a “kiss and go” process for Primary students only.
- Primary children will be dropped off and picked up in HOF 1 (School front courtyard) where they will be greeted by a member of staff who will help them in and out of their car.
- Parents who are dropping off are to stay in their car and continue around the drop off loop and exit left from the school.
- Please maintain a slow speed (10 km/h) along the cobblestone road leading to the school, and remain mindful of pedestrians.
- When you reach the end of the brick wall on the left, please check ahead. If you see the tail end of the car waiting in the coned area, hold your position. Allow that car to exit and clear the line before you pull forward.

**NO PARKING AND GETTING OUT
IN THE DROP OFF & PICK UP ZONE PLEASE!**

For the information of our ISW families, the roads above the school are privately owned and cannot be used by our school community

Early years children will be released at 3.20 pm on Monday to Thursday and parents of these year levels may pick up their children at this time. Primary students from Years 1-5 will be released at 3.30 pm and we ask parents to arrive at this time and after.

Friday being a short day, will see Early Years and Reception picked up at 12.20 pm, with Year 1 to Year 5 picked up at 12.30 pm.

Secondary students will continue with the routine where they can be dropped off at the carpark located at the bottom of the street and will walk up to the school (see map attached). Please remind your secondary child to be mindful of cars as they walk up the hill morning and afternoon. Secondary students will be released for the day at 3.40pm from Monday to Thursday and 12.40pm on Fridays. As we know with all routines, it takes time to get into a rhythm, so we are so grateful to our parent community for your patience and care during the first few weeks of the school year.



Car parking

Car parking in HOF 1 and HOF 2 (staff car park) is not available.
Please find a car park at the bottom of our street and walk to campus.



HOT LUNCH PROGRAM AND BEFORE & AFTER SCHOOL CLUBS

Hot Lunch Program

Our hot lunch program will continue with Kochwerk. You can order meals online at www.kochwerk.mbs5.de using your customer number and PIN. Meals must be ordered 7 days in advance. Options include vegetarian, pork-free, teenager, alternative, and special meals (with medical certificate). Prices range from €6.24 to €6.79 per meal, paid monthly by direct debit. To sign up for the hot lunch program with Kochwerk, please use the **Direct Debit Authorization Form** that can be downloaded from our school website here:

[DOWNLOAD DIRECT DEBIT AUTHORIZATION FORM](#)

[HOW TO ORDER HOT LUNCH SYSTEM](#)

To ensure your child receives this program during the first week of school, we recommend completing the registration form as soon as possible and sending it to Birgit Ford at b.ford@is-westpfalz.de or Ryan Bali at r.bali@is-westpfalz.de.

Morning Club and Explorers Club

We are delighted to inform you that, beginning with the new school year on Monday August 17th, 2026, we will be offering our Morning Club from 7:00 AM to 8:00 AM.

Our Explorers Club is available only for Primary School students from Early Years to Year 5.

Explorers Club Hours:

- Monday to Thursday: 3:30 PM – 5:00 PM
- Friday: 12:30 PM – 3:30 PM

Registration is required so that we can contact you promptly in the event of an emergency. If you wish to register your child for Morning Club and/or Explorers Club, please complete the attached **Registration Form** by clicking the link below:

[ISW Before Care and Explorers Club Registration – Term 1, school year 2026-2027 – Fill out form](#)

When picking up your child, they must be signed out with one of our Explorers Club Coordinators. Please complete the **Pick-Up Authorization Form**. You can download it from the school website here:

[DOWNLOAD PICK UP AUTHORIZATION FORM](#)

The completed form can be emailed to Ryan Bali at r.bali@is-westpfalz.de or dropped off at the school office.

After School Clubs

We are delighted to start the new school year with lots of different After School Activities that you can choose from. Please find enclosed the new After School Clubs flyer for Term 1. If your child would like to join an after-school club, please register by completing the **Registration Form**.

[After School Club Registration Form Term 1 School -Year 2026-2027 – Fill out form](#)

OTHER INFO

Storage for school bags

All students in Secondary will have a locker with a locker code and Primary classes will have a storage area in their classroom.

School cone (Schultüte) tradition in Germany for Y1 students

ISW would like to continue the German tradition of bringing a Schultüte (school cone) for first graders. On their first day of school, children receive these decorated cones filled with treats and small gifts to make the day extra special.

Please bring your school cone (Schultüte) to school on Monday morning August 17th, 2026.

School Photos

On September 8th, 2026, is our annual ISW School photo day. Photos will be taken of every individual child, every class, and a whole school group photo. The photography will begin promptly at 8:30 AM. Please make sure that your child comes to school neatly dressed and with a BIG smile.

Parents and Friends (P&F)

This year we will be continuing our ISW Parents and Friends group (P&F). This parent group will be led by an executive group and will meet once a month to discuss common involvement, upcoming events and fundraising at ISW. All parents are welcome to volunteer for events and fundraising through the PnF and we always welcome your attend, support and help. First meeting will

be at 8.30am in the chapel on Thursday 27th August. More information to follow.

ISW School Council

The objective of our new look School Council is to bring our Parent Body together with our Student Body and Teaching /Community Body as representatives in a committee/council that will be consultative in nature regarding all aspects of the school and its strategic direction, events and fundraising. Nominations will be sought for all vacant positions in the first week of the school year and meetings will occur on the second Wednesday of each month. First meeting will be at 8am in the library on Wednesday 26th August. More information to follow.

All upcoming meetings and events for the new school year can be found on our school calendar Term 1 2026-2027 (attached)!

Please join us for an informal "Welcome to ISW" on Friday, August 14th, 2026 from 10.30 am to 1.30 pm at Nikolaus-von-Weis-Strasse 10 in Landstuhl. We will start with a walk through the school, meet your child's class teacher and the team and connect with other new families. We extend this orientation morning to our existing families as well as those families new to our school. This means that all families can meet not only their teachers, but each other as well. For those who cannot attend our Welcome Day, we will see you on the first day of school on Monday, August 17th, 2026 in Landstuhl.

Wishing you all a wonderful finish to your summer break and please don't hesitate to contact us if you have any queries either by mail: info@is-westpfalz.de.