

# A Parent Guide

Academic Year 2022/2023



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# Welcome to XCL International School, Penang - BISP



Dear Parents, Students and Friends of BISP,

Every BISP family who has children in the Primary and/or Secondary School receives this handbook, which complements other publications that are specific to the Primary and Secondary Schools. It is published each September and provides parents with basic information about our procedures. It is intended to provide all the necessary information for the start of the academic year and will be updated and reviewed annually.

The handbook tells you how the school is organised and explains some of the procedures which help to make the school run effectively. It contains vital information which you need to know.

More detailed information on the specific content of the curriculum may be forwarded to you at the beginning of each term. It is important you take a few moments to read it through and to keep this handbook for reference throughout the school year.

If you cannot find what or who you want, do not worry: e-mail or phone Lin Yoke Yeong <u>parentsengagement@bisp.edu.my</u>, our Senior Parent Relations Executive, and she will soon put you in touch with the right part of the school.

I look forward to sharing in the success of your children throughout the year.

BISP, Believe, Belong, Become

Warmest regards

Duncan Grice
Executive Principal
duncan.grice@bisp.edu.my

## Section 1:

## **BISP Vision and Mission statement**

XCL International School of Pearl City, Penang (BISP) provides an excellent Foundation Stage to Year 13 curriculum programme in the English language to students from Malaysia and around the world, through an enhanced form of the English National Curriculum.

Our staff teach and inspire excellence in both academic and future-proof skills by continually reviewing and developing a curriculum promoting student success, modelling integrity and mutual respect, while nurturing a desire for a life-long love of learning. Success is not only measured by academic achievement, but also by the impact that each student makes on the lives of others.



#### Our Vision

To be a school community where everyone can thrive and meet with success



#### **Our Mission**

To promote XCLent learning opportunities through a safe and happy environment based on trust, inclusivity and mutual respect

Our vision is supported by placing great importance on a values-driven education expressed through our four core values. Through our values, our students become confident, tolerant, resilient people of integrity, capable of both leadership and compassion. Through our own initiatives, BISP students also develop a social conscience. They are taught the values and responsibilities needed to become active members of the community.

Our teachers and students are encouraged to work hard, to give of their best at whatever they undertake and to behave in a way that shows mutual respect for all members of the school community. BISP expects the highest professional standards, and we are ambitious for continued success.



Good learning is a meaningful and rewarding experience where students enjoy building on prior knowledge

Good learning allows students to flourish through being engaged, challenged and valued and are able to confidently question, communicate and reflect independently and collaboratively

#### Our Value



B e Kind

**B** eResilient

**B** e Honest **B** e Bold

**B**e XCLent

## **Educational Purpose**

BISP is committed to the highest standards of academic excellence and dedicated to providing the best possible education for our students by developing the knowledge, understanding, skills and values essential for self-directed, life-long learning. We will develop intellectually capable young people the creative minds, healthy bodies and ethical spirit needed to contribute wisdom, compassion and leadership to a global society.

## **Expected Learner Outcomes**

In achieving our educational purpose, the teaching, curricula and learning environments in XCL schools will produce successful learners who, by the time they graduate:

- are able to play an active role in their learning as life-long learners 1.
- are literate and numerate 2.
- are creative and productive users of technology 3.
- can think deeply and logically, and obtain and evaluate evidence in a disciplined way 4.
- are creative, innovative and resourceful, and are able to solve problems in ways that 5. draw upon a range of learning areas and discipline
- have a sense of self-worth, self-awareness and personal identity that enables them to 6. manage their emotional, mental, spiritual and physical well-being
- exhibit the personal values and attributes of honesty, resilience, empathy and respect 7. for others
- can work independently and can accept responsibility for their actions as individuals; 8. while also being able to collaborate with others
- can relate to all fellow humans openly, generously and peacefully and act with moral 9. and ethical integrity
- 10. can act responsibly and contribute to the values and practices of their community

## **XCL Purpose**

We believe schools need to prepare children:

- For more rapid economic and social change than ever before
- For jobs that have not yet been created
- To use technologies which have not yet been invented
- To solve social, economic and environmental problems that we do not yet know will arise
- To prepare students for this future, we believe in taking an approach that develops academic abilities alongside critical 'human' skills (critical thinking, creativity, leadership, empathy, teamwork, grit, adaptivity, self-motivation, digital proficiency)

At XCL Education, we equip students with the academic and lifelong learning skills to be agents of their own success – helping them find their path and shape their future whether in further education, careers or navigating the opportunities and challenges they will encounter in their lives.



#### **BISP Ethos and Culture**

The BISP Ethos is the disposition, character, and fundamental values particular to the school and refers to the spirit which motivates the ideas and customs or culture. The aim is that students enjoy greater academic success, and students, parents and teachers are more actively involved in school life. Our Ethos includes:

- a clearly defined set of objectives and values reflected in school policies, the curriculum, school practice and behaviour;
- strong academic goals for all students;
- a safe and nurturing environment for all students;
- opportunities for student involvement, commitment and responsibility;
- a strong staff development programme;
- regular communication between the school, teachers and parents, and between the community and the school;
- personal development programmes that focus on problem solving, conflict resolution, self-esteem, shared responsibility, and respect for the rights of others;

The BISP Ethos represents a clear link with XCL core values and creates a common culture in our schools across the globe.



#### **Special Events**

These include International Day, Speech/Prizegiving Day, Leavers Ceremony, IGCSE and Prefect Award presentations, celebrations of transitions.



#### **Assemblies**

Communal gatherings to celebrate success. Whole school assemblies are held if practical and schools or year groups or key stages meet weekly



#### Uniform

Uniform is worn to give a sense of belonging and pride. It should always be worn properly. We expect staff to adhere to a dress code as well.



#### **Student Leadership**

A Head Boy and Head Girl are appointed along with Prefects. Heads of House responsibility for House activities and an elected Student Council with representatives Secondary and Primary School helps with the expression of the student voice. Positions responsibility are recognised with a tie or badge. Students also have the opportunity to lead clubs or societies.

# WE AIM TO BE A SCHOOL COMMUNITY WHERE EVERYONE CAN THRIVE AND MEET WITH SUCCESS





#### **The House System**

This provides vertical articulation within our community and links community service through the school. Through a range of activities, events and competitions, the house system helps to create a sense of togetherness and family.



#### **Community Programmes**

Links to our local community are a sign of engagement and commitment and allow opportunities for community service as well as strengthening and sharing culture.

## Section 2:

## **Education and school highlights**

#### Curriculum

The National Curriculum for England is commonly known as the 'British' curriculum. International schools around the world extensively use it and it is a detailed, planned and integrated scheme covering a student's whole school experience, from the age of 3 to the age of 18.

In BISP, we seek to deliver an enhanced British International Curriculum where Malaysia features as a context or case of interest wherever and whenever appropriate.

This curriculum fits into the English public examination system that is accepted by universities throughout the world. BISP offers IGCSE and Advanced Level (A/AS) courses in the secondary school preparing students for entry into Malaysian and international universities around the globe. The BISP curriculum is based on the structure of the National Curriculum for England, which isorganised into key stages as shown below.

## Structure of the National Curriculum for England

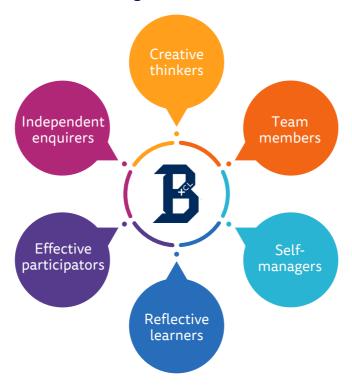
The curriculum, organised into five key stages, provides a seamless programme from Early Years to Key Stage 5. There are subjects classified as 'core' and 'other foundation' subjects. The school adopts this framework; it endorses the three core subjects of English, Mathematics and Science and incorporates foundation subjects to enrich this British curriculum.

The BISP curriculum structure is outlined in the following diagram and explained in each section below.



#### **Enrichment Studies**

All learning whether academic or applied in nature and whether formally or informally assessed, develops skills and competencies, which collectively prepare our students to be successful prosperous citizens in the 21st century. In BISP, we refer to them as personal learning and thinking skills. They fall into six categories which we intend to focus on not only in the curriculum but also through our enrichment activities:



In our school, enrichment activities or co-curriculum transcend the curriculum of the school and reflect themes that are relevant to the school community and environment.

For a full breakdown of our curriculum see our 'BISP Curriculum Overview'



## **Continuity and Progression**

We plan the curriculum in three phases: long, medium and short term.

Long Term plans map topics to be studied during each term and are reviewed annually. Medium Term plans give details of each unit of work for each term – they are "working" documents. Curriculum overviews will be shared with parents every term. Short Term plans are the teachers' own for the week with learning intentions agreed by the Year Group.

#### Learning intentions are explicit i.e. children will:

- Display Knowledge know, tell, list, describe, relate, locate, write, find, state, name
- Comprehend explain, interpret, outline, discuss, distinguish, predict, translate, compare, describe
- Apply solve, show, use, illustrate, construct, complete, examine, classify
- Analyse distinguish, examine, compare, contrast, investigate, categorise, identify, explain
- Synthesise create, invent, compose, predict, plan, construct, design, imagine, propose, devise
- Evaluate judge, select, choose, decide, justify, debate, verify, argue, recommend, prioritise



#### English Language Learning (ELL)

There are dedicated ELL teachers at the school who work with children to develop their understanding of English so they can fully access the curriculum. Children work either individually, in pairs or in small groups. Children may be withdrawn from certain lessons to work with the ELL teacher.

#### Additional Educational Needs (AEN)

Children who have an Educational Psychologist's report confirming specific learning difficulties are eligible for support from our AEN department.



## **Our Learning Spaces and Facilities**

Our facilities are excellent and inspirational. The total learning experience at BISP is supported by superb facilities which include air-conditioned classrooms, art rooms, black box theatre/drama room, dance studio, design technology workshop, ICT/digital learning spaces, libraries, music rooms, science laboratories, sports halls and outdoor sporting facilities - basketball courts, futsal court, netball court, soccer pitch, swimming pool and learner pool. In addition, a counselling room, health clinic and prayer room are available. A well-connected (fully Wi-Fi enabled) environment is provided and all classrooms are well resourced and have iLED screens/interactive whiteboards and ICT systems to help provide the visual stimulus that assists students in learning. The school has both shared and individual indoor and outdoor learning spaces that are accessible to all students.













## **Technology**

Technology items are key resources to support enhanced teaching and learning opportunities. They do not replace interactive classroom environments, but do allow for instant access to a great variety of suitable information. All hardware and key curriculum applications are provided by the school. BISP also supports a XCL global Bring Your Own Device (BOYD) policy for all students. There are some restrictive measures on the use of mobile phone devices. Parents and students will be expected to sign a Digital Device Acceptable Use Agreement (DDAUA).

## **Parental Engagement**

At BISP we value our parents

BISP offers parents many opportunities to get involved in school life. Involvement is important to help people feel connected to the school, and it is an excellent way to build a sense of community among parents, teachers and students.

Different from involvement, however, and with more direct impact on student achievement is a parent's engagement in their son or daughter's learning at home. International research shows that parents who are actively and consistently engaged in their children's learning can add the equivalent of two to three years of formal education to that student over their school career. To be 'engaged' means to support and encourage learning beyond the school walls - at home, anywhere, anytime. Engaged parents are strong role models of learning and send the message that they value education.

Regardless of culture, language or experience, every parent has something to offer their child, and conversation is at the heart of this positive parental engagement. As partners in the education process, parents can reinforce learning by discussing a variety of topics, asking clever questions, listening, doing activities or reading together, and perhaps most importantly, encouraging their children with praise and direction.

BISP believes very passionately in helping all our students reach their full potential. We see our parents as central to that aspiration, and seek to give them the information, tools and resources to help their children be the best they can be.





### At BISP, we recognise:

- parents as central to the teaching and learning process
- the importance of 2-way communication informing parents of the study programmes in advance so they can support, and opportunities to report feedback or concerns
- the value of email/written communication and face to face contact opportunities for teachers, students and parents to discuss progress, set targets and explore how parents can support further progress
- the importance of providing opportunities for parents to attend school events including sports, prize days, assemblies and cultural fairs, to interact with the staff, students and community





#### **Parental Involvement**

#### **Weekly Parental Information Sessions and Coffee Mornings**

We have a schedule of weekly parental information sessions for parents on a variety of curriculum and pastoral issues. These are always followed by coffee with the Senior Leadership of the school. If you would like a session on a particular topic, please let us know.

### **Community Events**

We have a programme of community events which we hope to offer, many of which will raise funds for our House charities. They include the following, but please speak to us if you have ideas for new events.

- Quiz Night
- Termly golf tournaments
- Christmas Ball
- Biathlon
- Swimathon
- Family Fun Day
- International Day
- Family Fun Sports Days

## **Parent Representatives**

Each class is represented by a parent representative. These are normally appointed on a first volunteer first appointed system. The role also can be job shared if appropriate.

The primary function of the Class Rep is to facilitate communication between class teachers and parents in relation to volunteers for the classroom or special events. The Class Reps also facilitate the social interaction among families in the school community.

Their role is not to have involvement in the day-to-day teaching of the class but to be the liaison between the school and its families. Class Reps are not to be used to help other parents express concerns/grievances against the teacher or other members of staff.



## The Friends of BISP - Parent Support Group

These class representatives form the backbone of our Parents Support Group or Friends of BISP. This Executive Committee plays an active role in the community at BISP.

The objective of the Friends of BISP is to sustain and support the school, in particular by:

- Strengthening the links between the school and the local community;
- Assisting the school by providing voluntary help;
- Organising charitable fundraising events

The Friends of BISP will hold their annual general meeting in October. At this meeting, a committee is elected, usually consisting of a chair, a vice-chair, a treasurer, a secretary and other committee members.

## **Learning Community**

XCL International School of Pearl City, Penang is an education community that works together to uphold the school's high standards by:

Inviting support for the school's Mission, Vision and Values

Hiring and retaining the highest calibre staff

Maintaining an efficient and effective organisational structure

Ensuring clear communication

Maintaining a school spirit characterised by open, positive and respectful relationships and a sense of belonging

Helping an active parent body that encourages new families to feel welcome, arranges social events, and funds and supports school initiatives

Working with academic organisations to ensure quality education

## Co-Curricular Activities (CCAs)

CCAs are an important part of our enhanced curriculum. BISP staff and outside providers combine to deliver a range of clubs that extend, develop and enrich the student's experiences. Activities may be chosen from across the arts, sports and academics as well as further cultural and community opportunities. The activities provided by third party providers are at an additional cost to parents.

CCAs are held from Monday - Thursday.











## **Safeguarding**

In putting students at the centre of all that we do, the issues of Safeguarding, including child protection, are of paramount importance at BISP. This is not because we have any specific or worrying concerns for the immediate safety of our students, but, as a world-class organisation with a strong moral purpose, we wish to make certain that every step is taken to ensure the safety and wellbeing of our children and young people. We have a Safeguarding Framework to guide our practice in this area.

## Section 3:

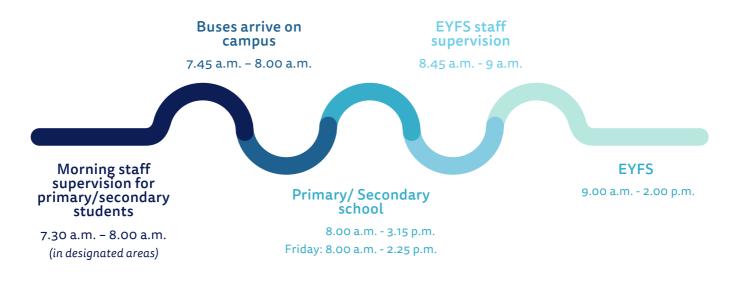
## **BISP regular school times**

## **School timing**

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Time is allocated for breaks during the school day:

#### **Primary**

**8.00 a.m. - 8.45 a.m.** Registration/Breakfast

10.00 a.m. -10.15 a.m.

Break

**12.15 p.m. - 1.15 p.m.** Lunch

#### **Secondary**

**10.00 a.m. - 11.15 a.m.** Break/snack

**1.15 p.m. – 2.15 p.m.** Lunch Buses will leave at 3.30 p.m. or 4.30 p.m. (after CCAs). It is very important that if your child is not using school transport that they are picked up at 3.15 p.m. or 4.30 p.m. (when CCAs are running). Please inform the school office in advance if someone different is collecting your child or if you are going to be late. We will not release any child to an unknown adult unless they have authorisation. If we do not know the person collecting, we will have to telephone you before allowing your child to leave with this person.

\*Please note that we can only allow your child to be taken home by an adult (18 years and over).

#### Note the Friday session ends at 2.25 p.m. for all BISP students.

The regular school week is Monday through to Friday, with occasional weekend special events, focused upon continued enrichment learning.

CCAs will usually be held from 3.30 p.m. – 4.30 p.m. To increase the choice and expertise of CCA offerings to our community, BISP may use private vendors to provide additional activities. These vendors will charge parents a service fee.

A schedule of school events will be included in our newsletters, which are posted on our Parent Portal - Phoenix. We will post reminder signs throughout the school to announce events such as, whole school assembly, exhibitions or parent coffee mornings. The school year begins in September and finishes in July and consists of three terms. The calendar for the academic year detailing the terms and school holidays can be downloaded from the school website under Family Guides.

CCA 3.30 p.m. – 4.30 p.m.

## Section 4:

## **BISP** school services



### **Transportation**

For parents who bring their child(ren) to school in private vehicles there are designated drop off points, depending on which section of the school (EYFS/Primary/Secondary) the children attend.

In order for parents to enter through the security gates parents must use their access card and this simply enables them to fast track the gate barrier. The cards will be issued upon admission.

BISP offers bus services to the school covering specified routes. Information including cost is available from the Enrolment team.



#### **Student Identification**

means of identifying each student and contains information such as the student's name, photograph, year group, class, transportation and meal plan details, as well as parent contact information. The card also contains a barcode unique to each student, which can be used to access school facilities such as transport, catering and the library (where applicable).



### **Catering Services**

Our aim is to provide our students the opportunity to learn independence as well as confidence in making good and healthy decisions. We do believe that food is an integral part of the total educational programme and care is given to promote good eating choices and habits. A monthly menu with a meal plan is provided online for parents to preview and they are designed to be healthy, appetising and culturally varied. There are parent 'food tastings' in order that parents get an idea of the food on offer for their children at breakfast, snack and lunch times. There is also a regular meeting between the school nutrition group consisting of staff and parents, and the catering company to discuss any food related issues.

Please note that we run a strict 'Halal policy' and that no food brought to the school by students for lunch or snack should be non-halal and cannot contain any nuts or nut based products, as there are children who have allergic reactions to them. The school also does not permit deliveries of food or snacks from 'takeaway food' or third party providers.

The children have access to water fountains and are able to refill their own bottles when necessary.



#### **BISP Health Clinic**

A registered School Nurse is present and available during school days in the health clinic. The nurse is responsible for providing first aid and dealing with any accidents that may occur during a school day. Students are encouraged to visit the nurse for minor complaints headache, upset tummy, scratches and scrapes and 'mystery aches' during their own time at break and lunchtimes and not during lesson times. If your child has an injury at school or is involved in an incident during the day, we will always attempt to speak with a parent in person. The decision to send a student home or to hospital will be taken by the health clinic and the nurse in conjunction with parents. The clinic also organises immunisation for children, if required by the Ministry of Health.



## Illness, injury and medicines

If students become unwell whilst at school, they will be taken to the nurse. Parents will receive an email from the nurse explaining what the child's health condition was and if any first aid was given at school. If the nurse feels it is necessary, she will contact parents and ask for the students to be picked up as soon as possible. If she cannot contact parents, she will telephone one of the student's emergency contacts and ask them to come and collect the student. It is, therefore, essential that your emergency contacts are aware of their responsibilities. The person coming to pick up the student must present their parent ID card to the nurse and sign on theearly leave form before leaving with the student.



### School attendance

Please inform the school registrar before 8.30 a.m. if your child is going to be absent from school. You can call the office during office hours (7.30 a.m. – 5.00 p.m.) or send an email if you need to provide information regarding your child's attendance.



## **Emergency**

Please inform the school registrar before 8.30 a.m. if your child is going to be absent from school. You can call the office during office hours (7.30 a.m. - 5.00 p.m.) or send an email if you need to provide information regarding your child's attendance.



## Keeping a student at home

Students should not be sent to school if they are unwell. If students are unwell in the morning and unable to come to school, please notify the School Office before 8.30 a.m. The contact number is +604 509 7000.

Staying at home will help to speed up the recovery process and also reduces the risk of infection for others in school. If your child has any of the following symptoms, please keep him/her at home:

#### Fever:

Temperature of 38 C (100.4 C) or higher. Only return to school if fever-free for 24 hours without taking medication.

#### Vomiting:

Your child may return to school if vomiting-free for 48 hours after the last episode of vomiting.

Diarrhoea: More than one watery stool in a 24 hour period. Please keep the child home for 48 hours after the last episode.

#### Chronic cough and/or runny nose:

Continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from your health care provider.

#### **Undiagnosed rash:**

Body rash, especially with fever or itching.

#### Earache:

If your child has earache with fever he/she should visit a doctor. If your child has earache with no fever then your child may attend school, but he/she may need medical treatment and follow-up.

#### **Eye infection:**

Acute conjunctivitis or thick mucus or puss draining from eye.

#### Unusual appearance, behaviour:

Abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.



## **Contagious disease**

It is requested that parents report to their class teacher or school nurse as soon as possible if their children are diagnosed with any contagious disease by a physician. The health statement by a physician will be required prior to readmittance if necessary.

We adhere to the following exclusion periods for contagious disease:

Chicken pox	Keep student from school until all lesions have crusted, usually 7 days after onset of rash.
Covid-19	Please notify the school immediately in the event of a confirmed or suspected diagnosis.
	Pupils who contract the virus will be asked to stay home for a minimum of 14 days.
Conjunctivitis	For 24 hours after treatment has started and discharge has ceased.
Hand, Foot & Mouth Disease	For two weeks and when all blisters are completely dry and healed.
Head Lice	Until student receives proper treatment and cleared by school nurse.
Influenza	Until symptom-free or fever-free for 48 hours without taking medication.
Measles	For a minimum of 5 days after appearance of rash.
Mumps	For 14 days after onset of parotid gland swelling or until the parotid gland is normal.
Rubella	For 7 days after onset of rash.
Scarlet Fever	For 7 days after onset of illness.
Streptococcal sore throat	Until 24 hours after antibiotics are started.



#### Medicine at school

Our school medication policy guards against students having medications in their possession, so it is requested that all medications and supplies must be transported to the school nurse by parents personally. Parents must submit the written medicine authorisation form to the school nurse office for notification and approval of any medication to be administered while on campus.

- Students may not carry any form of medication. Authorised medicines must be handed to the school nurse who will administer them outside class time.
- Any student taken ill or injured during the school day should go to the nurse.

All medicines must be given to our school nurse or doctor, to be administered as prescribed. It is essential that medicines are clearly labelled with your child's name. Parents are requested to ensure staff are well informed of the routines and dosages related to any medication and must not rely on their child to share this information with the nurse. Students must not carry medication in their school bag.

The nurse will administer medicine in the nurse's office in accordance with the instructions written by parents on the form.



## **Head lice**

If we have a case of head lice we will inform all parents at the school and ask that they check their child's hair to prevent further spreading. The nurse is happy to check student's hair upon request.



## Section 5:

## **BISP student expectations**

The school places a very high value on the partnerships developed between staff, parents and students to ensure that progress is as successful as possible. Success is based upon the premise of creating a caring, safe and well-ordered environment in which learning can flourish and where responsibility for one's own actions and having respect for each other is clearly understood. We strive to ensure that our students develop good morals and are self-reflective members of the schoolcommunity.

We believe in the right balance of control and freedom by the use of a firm but fair reinforcement system, which emphasises good behaviour. We put great emphasis on the importance of interacting with others in respectful ways through speech, actions and relationships. We provide care and support to guide our students and make it clear that there are consequences to the behaviour choices they make.

We believe that students have a voice and responsibilities, the right to be safe, treated politely and to learn without disruption.

#### BISP students are expected to:

- 1. exercise self-discipline;
- 2. show courtesy and consideration to others at all times;
- 3. reflect a pride in their appearance;
- 4. give their best effort everyday;
- 5. take pride in their school and participate in co-curricular activities;
- 6. conduct themselves properly both in school and outside.

## **Appearance and Uniform**

Our students are our ambassadors, and their dress and behaviour convey an impression to the public of what we are like as a school. Teachers are required to enforce the dress code at all times and to encourage students to take pride in their appearance.

Uniform must be worn daily to attend classes. School uniform must be worn correctly at all times on buses, in school and when on a school trip (unless special permission has been given). This includes shirts tucked in and top buttons done up.

## Primary

#### Girls

School tartan skort and white shirt with school logo, black or white ankle socks and plain black shoes with a low heel and black sole. School tie

Blazers are available for assemblies

#### **Boys**

School navy-blue shorts and white BISP shirt with school logo, white ankle socks and plain black shoes with a black sole. School tie

Blazers are available for assemblies

### Secondary

#### Girls

School tartan skort and white shirt with school logo, black or white ankle socks and plain black shoes with a low heel and black sole. School tie

Blazers are available for assemblies

#### **Boys**

School trousers and white shirt with school logo. Grey, black or white ankle socks and plain black shoes with a black sole. School tie

Blazers are available for assemblies

• Note: No trainers with a visible or prominent logo.

## Sports kit

BISP coloured house T-shirts (red, blue, yellow, green) with school logo and black shorts. BISP baseball caps for outdoor activities.

Mainly white trainers with light, non-marking soles and white sports sock.



## **Personal Appearance**

### Hair Style:

Hair for both boys and girls should be neat, tidy and of natural colour. Neither shaved heads nor extremes of fashion are acceptable.

Students with long hair must keep it tied back whilst at school.

## Jewellery:

In general, jewellery should not be worn at school for reasons of safety and to prevent loss. The only exception is that students may wearone pair of simple studs or sleepers in their ears.

No other jewellery should be worn. Students will be asked to remove anything in excess of the above, and the item(s) may be confiscated.

#### Make-up and nail varnish:

Make up and nail varnish should not be worn in school. Fingernails must be kept clean, neat and short. Body piercing and tattoos are not allowed.

#### **Conduct Around the Site**

Students must:

- follow set procedures when travelling on the school buses;
- report to reception if late, and sign in before going to class;
- only leave the school premises between 8.00 a.m. and 3.20 p.m. with permission;
- be punctual at all times;
- be fully equipped for all lessons;
- wait outside the classroom until told to enter by a teacher;
- remain outside the buildings during morning break and lunch, except in adverse weather conditions;
- not chew gum;
- not possess items, such as knives or any other type of weapon, likely to injure others.

## The Use of English

Students at BISP are able to speak a wide range of languages other than English. Linguistic diversity is an enriching element in the life of theschool but it can also be a source of division. English is the language that we all speak – the language of inclusion – and for this reason we must'encourage' all students, at all times, to speak in English, both in the classroom and in the playground. Parents are also requested to use English in their chat groups, again for purposes of inclusion.

#### **Attendance**

The school environment is best placed to support learning, and students are expected to maintain the highest possible levels of attendance of lessons. However, learning takes place in many places, and enrichment activities form a key part of the BISP Philosophy.

To help students maintain a balance in all that they do, the following guidelines are applied:

- Every student must maintain attendance of above 92 throughout the school year. This is the equivalent of 15 days absence.
- If attendance falls to 92 for any reason whatsoever, the appropriate Phase Leader will meet with the student and theirfamily. The Head of Campus will be informed of this meeting.
- To ensure consistent attendance in each term, students would not usually be absent for more than 6 days in Term 1, 5 days in Term 2 and 4 days in Term 3.
- Absence from lessons includes any absence that is not required by a compulsory
  whole class learning activity, representing the school at sporting or musical
  programmes or other school events. Absence includes, illness, compassionate leave
  and any other type of absence.
- Re-enrolment may be conditional upon these requirements being met. Representing the school on all off-campus activities is a privilege and selection can depend on how dedicated a student is as a model of the BISP ethos and values.

These Guidelines are designed to help students enjoy a range of commitments, make good choices, and maintain a healthy lifestyle.

## **Smoking and Alcohol**

BISP is a non-smoking school and smoking is not permitted on the campus at any time. It is absolutely forbidden for students to smoke, use e-cigarettes or consume alcohol while on the school premises, travelling to or from school, representing the school, taking part in any school outing or activity, or while wearing school uniform. Any such action would be considered a serious infringement of the School Code of Conduct. Please also advise your drivers and pupil guardians accordingly.

## **Drug Misuse**

It will be considered a serious infringement of the School Code of Conduct if any student is found taking drugs on or off the school premises and may result in their permanent exclusion. Any student found selling or dealing drugs will be permanently excluded with immediate effect.

## Things Not to Bring to School

Students MUST NOT bring toys to school. Accidents can and do happen. Toys get lost and cause both child and teaching staff anxiety. "Toys" includes any electronic gadgets. Mobile phones are not permitted in the Primary School. Mobile phone should are not necessary in the secondary school but may be brought and stored in the student's locked locker.

## **Lost Property**

Whatever comes to school must be clearly named. The students are responsible for their belongings. This helps the students (and us) try to find mislaid clothing and belongings. The school office will centrally store lost property and attempt to reunite articles of clothing with their owner. Lost property may be retrieved before the start of school, at break times or at the end of the school day from the Parent Engagement Executive's desk in the Parent Lounge.

#### **Student Planners**

Students are issued with a student diary at the start of the year. Secondary students receive a student planner. Class Teacher and Form Tutors check and sign these weekly. There are pages for staff and parents to communicate with each other e.g. parents canreport if a child is struggling with his/her homework, or a teacher could indicate that a child's effort has been very pleasing or that the child has visited the Nurse. It is therefore expected that parents will sign these books once a week.

Students who lose their diary/planner must pay to replace them.

## What Do We Expect from a Parent/Carer?

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of ourpupils
- Treat all members of the school community with respect setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct any of their own child's (or those in their care), misbehaviour, particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the right member of school staff to help resolve any issues of concern the Parent Engagement Executive can help direct you to the

#### Communication

An important element of the School's ethos is its ability to communicate effectively. To ensure that there is a systematic way in which information is shared, the following procedures have been developed.

- 1. A weekly email is sent by the Head of Campus on a Monday to inform parents and staff about upcoming events or issues of importance.
- 2. The School newsletter, the BISP Times, is produced on a weekly basis. The newsletter will be sent to you, and is also available on the school website, every Friday afternoon containing commentary from the Executive Principal, Head of Campus and the Primary and Secondary Schools. This is your one-stop information newsletter with links to any other correspondence. The BISP Times is available in English and Mandarin.
- 3. Curricular afternoons and evenings will be organised in each school.
- 4. Student progress will be reported to parents throughout the year as laid down in School Policies.
- 5. Various publications are produced by the School each year, including a Yearbook.





## **Birthday Cakes and Treats at School**

A birthday celebration at school is always fun and children like to share their special day with their friends. Bringing a birthday cake into school is quite acceptable but party bags, fast food, crisps, sandwiches and jellies are not. It is important that you talk to your child's class teacher / Form Tutor before you bring in a birthday cake so that this may be planned into the day without causing disruption to lessons and other school activities. Ideally cupcakes should be brought in to school as this negates the need for a knife to be used. Please ensure cakes brought are entirely nut-free.

## **Home Learning**

Homework is set in order to reinforce learning from the classroom, practise new skills, inspire new ideas, find information and develop independent study. It is not set for its own sake, it will be relevant, beneficial and made clear to students. A homework timetable is published to identify evenings when particular homework is set and when it is expected to be completed. Homework

WILL NEVER be given and expected in the next day. We encourage students to take responsibility for their learning by planning their homework time accordingly. Students will be guided to use their planners to help them with this which will also help parents see when it was set, what is expected and when it is due to be completed.

The amount of homework given differs by each year group across the primary and secondary schools.

Projects may carry over weekends and extend over a period of weeks for older year groups.

Parents are encouraged to write messages to the teacher about how a child has managed to complete the task as this is very helpful. Should your child be taking a long time and not really getting anywhere with the task, stop them and inform the teacher that they are struggling so that they can help the child.

Parents are requested to check their child's homework diary/planner each day/week and sign within.

#### Libraries

The purpose of our primary and secondary libraries is to support students' learning, especially independent learning. The libraries are a platform for reading and researching in English. The librarians are responsible for all the books and will use the student's ID code to register a book withthem. In order to encourage the children to experience a wider range of books they are asked to choose a book from the library on a weekly basis and for young students, to take home to share and read with parents and family. This gives them the opportunity to extend the variety of books they read and to be able to offer reviews of stories back in class or to contribute to discussion. Please encourage your child to take care of library books and to return them to school each week on the designated day. BISP will charge parents for lost or damaged books.









## Physical Education (PE) Arrangements

Students have PE sessions each week. On PE days students should arrive in school in uniform but have their BISP PE kit to change into. No earrings, bracelets or watches should be worn. Should students have PE outdoors they are required to bring water and sun protection, including XCL baseball caps.

Students are expected to participate in all PE activities, including swimming – this is part of the compulsory school curriculum. Children who are not well enough to participate in PE should not be in school, but if there are exceptional circumstances that require them to be at school, please write a note in the diaries/planners or inform the Nurse. While the sick child will be present at the games, he/she will sit and be involved in activities in other ways e.g. refereeing, scoring etc.

## **Trips and Visits**

Continuing a child's education outside the school environment is often one of the most productive forms of education. Hence, we actively encourage trips and visits in the local community and beyond. Residential trips will be sanctioned either totally within holiday time or for a maximum of three school days. School trips will be provided with appropriate costs borne by parents. The school will also monitor which students go on trips throughout the year to prevent examination students losing too much time.

The trips will be placed on the school calendar and parents will be contacted in advance to inform them of any additional cost. Payments for trips are to be made at the finance office.







## **House System**

The house system encourages healthy competition in a variety of activities. Each house is led by a house captain. All staff and students are allocated to one of the four houses. Siblings will be assigned to the same house. The houses are named: Griffin (Yellow), Phoenix (Red), Kelpie (Green) and Hydra (Blue). House colour T-shirts will be available as part of the uniform. Our house points reward system supports achievement in the widest sense – academic, sporting and pastoral.





## Section 6:

## **Contact information**



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# BELIEVE BELONG BECOME









