



British International School & Montessori Education  
Freetown

# School Handbook

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## **Part 1: General Primary School Information**

### **Vision, Mission & Philosophy**

#### **Vision**

The British International School and Montessori Education caters for a diverse community of pupils spanning six continents with teaching staff sourced both locally and internationally to create a harmony of culturally blended experience and a learning environment that fosters global citizenship.

#### **Mission**

Follow the child to greater heights!

#### **Philosophy**

The Montessori approach is a unique method of introducing the child to a life time of enjoyable learning. Special materials, largely manipulative in nature, help to answer the child's developmental needs and enable him/her to experience the excitement of learning by his /her own choice. The child is helped to develop all his/her natural tool for learning so that his/her ability will be at a maximum in future situations.

#### **School Day**

##### **Nursery (14months – 3years)**

Nursery students can begin their school day between 8:00am and 9:00am when they can be dropped off in their classroom. School finishes for these students at 1:00pm when they should be picked up from their classroom. Students will be supervised until 3:00pm for those families who need to collect siblings later.

##### **Pre-school (3years – 4years)**

Pre-school students can begin their school day between 8:00am and 9:00am when they can be dropped off in their classroom. School finishes for these students at 1:00pm when they should be picked up from their classroom. Students will be supervised until 3:00pm for those families who need to collect siblings later.

##### **Pre-Kindergarten (4years – 5years)**

Pre-Kindergarten students are expected to arrive between 8:00am and 8:15am when they can be dropped off at the school entrance. Classes begin at 8:15am and school finishes for these students at 2:00pm except on Wednesdays when school finishes at 1pm for all students. Students should be picked up from the school entrance.

### **Kindergarten (5years – 6years)**

Kindergarten students are expected to arrive between 8:00am and 8:15am when they can be dropped off at the school entrance. Classes begin at 8:15am and school finishes for these students at 2:00pm except on Wednesdays when school finishes at 1pm for all students. Students should be picked up from the school entrance.

### **Years 1-6 (6years and above)**

Primary school Students are expected to arrive between 8:00am and 8:15am when they can be dropped off at the school entrance. Classes begin at 8:15am and school finishes at 3:00pm, at which time students should be picked up from the school entrance or meet for Extended Curriculum Activities at 3:15pm. Parents and students must leave the school compound at 3:15pm when the Extended Curriculum Activities commence. Pick up from Extended Curriculum Activities can be between 4:15pm to 4:30pm.

### **Years 7 upwards (11years and above)**

Secondary school Students are expected to arrive between 8:00am and 8:15am when they can be dropped off at the school entrance. Classes begin at 8:15am and school finishes at 3:00pm, at which time students should be picked up from the school entrance or meet for Extended Curriculum Activities at 3:15pm. Parents and students must leave the school compound at 3:15pm when the Extended Curriculum Activities commence. Pick up from Extended Curriculum Activities can be between 4:15pm to 4:30pm.

### **Late Arrival and Early Dismissal**

It is important that students arrive on time for the start of class. If you are dropping off your child after classes have begun at 8:15am, please ensure that you accompany them to their classroom so they can be registered as present and accompanied to their classroom. Students who arrive after 9:00am will officially be registered as late. Three "late times" in one term will constitute a written record.

If for any reason, a student needs to arrive late or be dismissed early from school, an explanatory note should be communicated by the parent to the school Principal and the school Administrator in advance.

### **Late Pick-Ups and After-school Care**

Students who are late being picked up from school may be placed in the after-school care program, and their parents will be charged accordingly for the service. Three late pick-up times will constitute commitment to the program and billing as such.

Extended Curriculum Activities: Students who are picked up more than 15 minutes late will officially be registered as late pick-ups. Three "late pick-ups" in one period will constitute a written record and possible expulsion from the ECA program.

### **Absences**

If your child is to be absent, please inform the Principal and the school Administrator by telephone or by text message (not by WhatsApp message) before the school start time.

Please include the reason for absence and the anticipated length of absence. If your child's absence is to be prolonged, the school should be informed in writing. If this prolonged absence is as a result of medical reasons, we require a medical certificate for absence of more than two days to be presented to the school Principal.

We request that family's travel plans respect the school calendar. Parents are urged to schedule doctor, dentist and other appointments after school hours or during vacations where possible.

### **Extended Curriculum Activities**

The school provides a range of Extended Curriculum Activities for students in Kindergarten upwards. Information on the selection of activities is sent by email at the beginning of each term. After-school child care runs from 3:00pm to 5:00pm daily. Childcare is provided on a year-long fee-paying basis.

### **School Security Procedures**

All visitors to the school are required to report to the security guard at the school gate, where their identity will be checked before admission. The school gate will be opened at 8:00am each morning. Before this time, there will be no teachers on duty and the children will not be allowed to enter the school property for their own safety. Please do not leave young children unattended in front of the school.

Parents are requested to drop off their children at the school entrance. Only the parents of Nursery students accompany their children to the classroom. At the end of the day the school gates will be open from 1:00pm for collection of children. Your child should be picked up on time every day. Children will meet Extended Curriculum Activity (ECA) teachers at allocated meeting points at 3:05pm.

After ECAs, the supervising teachers will accompany the children to the entrance of the school where they can be picked up at the allocated time. To ensure the orderly start and finish of the school day and the functioning of the ECA we request that parents vacate the school premises promptly. These guidelines are very important for the safety of all students; your cooperation is greatly appreciated.

### **Authorized School Pick Up**

If a child is to be picked up by someone other than the parent or caregiver, a Pick-up Authorization Form needs to be completed for the person(s) who is/are authorized to pick up the child. For last minute changes of plans or in the event that a person who is not named on the Pick-up Authorization form will be picking up the child, please speak directly to the School Principal or Administrator.

### **Lunch Break & Drinks**

Students bring a packed lunch to school daily. We encourage our students to eat healthy and balanced lunches that should include fruit or vegetables. Students should **not** be sent to school with chocolates, fizzy drinks, juices, sweets or candies. Please also provide your child with a healthy snack for mid-morning (fruit, vegetables, yogurt or cheese). Students should also have a refillable water bottle at all times. Water is available from the drinking fountains. Lunch boxes should be as compact as possible and labeled clearly with the student's name and class.

The lunchtime procedure will be decided by the class teacher and be posted in the classroom.

### **Fruity Friday Initiative**

On Fridays, students are encouraged to bring prepared fresh fruit to share during our Fruity Friday initiative. The Fruity Friday initiative is part of the Primary School's effort to promote healthy eating. It is a joint parent/school initiative to encourage our students to eat healthy snacks and to be open-minded in their food choices. Students are encouraged to bring fruit/vegetables or purchase fruit and vegetable choices from our approved school vendor to share with their class on Fridays, with the hope of introducing students to food from other cultures.

### **Recess**

Nursery/Pre-S and Kindergarten

Pre-Primary classes will use the playground during recess time between 10:00am and 11am.

### **Years 1-6**

Students in these Years will use the playground for play periods between 12:00pm and 12:30pm. Recess is considered school time and therefore normal school behavior is expected. A Recess team supervises the children for this time.

### **Years 7 upwards**

Students in these Years will use the playground for play periods between 12:30pm – 1:00pm. Recess is considered school time and therefore normal school behavior is expected. A Recess team supervises the children for this time.

We believe that students learn better when they have had regular opportunities to move freely outdoors. Students will have outdoor recess except in severe weather.

### **Materials and Supplies**

Students should bring their belongings to school in a backpack. Students from Grades 2-6 are requested to have:

- A pencil case;
- Pens;

- Pencils and pencil sharpener;
- Eraser;
- A set of basic mathematical instruments (ruler, protractor, etc.);
- USB key (Years 5 upwards).
- Laptops (Years 7 upwards).

Please ensure all your child's belongings are clearly labeled with their name and class. Students will be supplied with other necessary classroom materials, including stationery. Additional supply lists may be sent home by individual teachers during the school year.

### **Student Diary**

All students in Kindergarten upwards will be given a school diary to record their homework and upcoming activities and events. This diary is also used as a form of communication between home and school and should be signed weekly by the parents.

### **Valuables and Lost & Found Items**

Students are asked not to bring valuables into school. Occasionally, students may wish to bring valuable items into school as part of a project or other piece of school-related work. Under these circumstances, any valuables should be given to the school office for safe-keeping. Unless items are deposited with the school office, the school is not responsible for the loss or theft of valuables.

A lost and found box is kept in the school office. We ask that all your child's articles be clearly labeled with his/her name. At specific times during the school year, any uncollected items are sent to a charitable organization. The school will take no responsibility for lost belongings as unfortunately, unless items are deposited with the school office, the school is not responsible for the loss or theft of valuables.

### **Information Technology and Digital Learning Resources (IT)**

The school aims to foster appropriate use of digital technologies and to establish attitudes and behavior that will protect the students, the BIS community and the school's IT resources.

### **Our policy is in two parts:**

1. **Acceptable use of IT at BIS:** Specific rules relating to use of the school's IT systems and resources
2. **Guidelines for the use of digital technologies:** General advice relating to the use of all digital technology, including social media, both within and outside the school environment

The technologies and resources covered include but are not restricted to:

- Shared classroom technology;
- Local and wireless network resources;
- Cloud based systems and resources provided by BIS;

- Use of other digital resources;
- Data protection and security;
- Privacy and e-safety.

All students and parents should read the Acceptable Use Policy for Information Technology, below. Parents, please discuss the policy rules with your child to ensure they understand them thoroughly.

### **Acceptable Use of IT Policy at BIS**

BIS's information technology resources, including Internet access, are provided primarily for educational purposes. Students are responsible for good behavior in this digital environment just as they are in the physical school environment.

Please remember that access to BIS IT resources is a privilege, not a right, and that access requires responsibility and prior permission. Individual users of the school's resources are responsible for their behavior, actions and communications.

### **Shared Classroom Technology**

The school provides a wide range of classroom technology resources including online learning programs, laptops, workstations and mobile devices.

Students are expected to treat these resources with care and respect. Damage to any equipment should be reported, as soon as it is detected, to the class teacher.

Procedures for the loan and return of shared resources should be strictly followed.

Students must not change physical connections, or alter in any way the configuration of the classroom technology, without the express permission of the teacher and then only on the clear understanding that it will be returned to the original settings after use.

### **Local and Wireless Network Resources**

Access to the local network and the wireless network is permitted through generic accounts held by the class teachers and Principal. In either case, accessing the network implies that students have read and understood our Acceptable use of IT policy.

This policy is in place to protect our students and our network. Any attempt to bypass the access permissions set by the school to internal or external locations will be considered a serious breach of this policy.

Under no circumstances should any student install, or attempt to install, any software or change or adjust any of the security permissions for any device.

### **Cloud-Based Systems and Resources Provided by BIS**

BIS aims to provide a wide and constantly evolving collection of online systems and resources many of which require users to login with personal account names and passwords.

Such account details should be carefully protected and should not be divulged to, or shared with, any other person except teachers and parents.

It is extremely important to ensure that students are properly logged out from any secure system that are accessed through a shared BIS device.

If in the event that another user has left a personal account open, please close the account immediately or, inform a teacher.

Sending an inappropriate message from another user's email account is considered a serious breach of the Acceptable use of IT policy.

Please do not synchronize personal data from an online system on an BIS shared device.

Should a student suspect that one or more of their personal accounts may have been compromised they must inform the class teacher immediately.

### **Use of Other Digital Resources**

The following points relate specifically to use of the Internet and social media and are intended to cover the areas where there might be serious, and possibly legal, implications for the student and/or the school.

Students should

- Respect the minimum age limits for accessing social network sites, (usually 13 years old).
- Not intentionally access, transmit, copy, or create material that would be considered inappropriate. This includes but is not limited to, messages or materials that are pornographic, threatening, rude, discriminatory, or meant to harass.
- Respect and protect the intellectual property of others. Not infringe upon copyright or intellectual property rights. This includes, but is not limited to making and/or distributing illegal copies of music, games, or movies.
- Not use the resources to further any acts that are criminal.
- Not to use the resources to send spam, chain letters, or other unsolicited mass mailings.
- Not buy, sell, advertise, or otherwise conduct business through BIS resources or systems, unless approved as a school project.
- Not plagiarize. Always give full acknowledgement of the sources for any materials or ideas submitted as course work or assignments.

## **Data Protection and Security**

Students should

- Use only assigned accounts to access BIS systems or resources.
- Not attempt to view, use, or copy passwords, data, or networks to which they are not authorized.
- Never attempt to install unauthorized software.
- Report any suspected violations or vulnerabilities immediately to the Class Teacher.
- Observe all network security practices, as posted.
- Not delete, edit or move data or other resources that do not belong to them.

## **Privacy and E-safety**

These points on Good e-citizenship and e-safety are listed here for emphasis.

Students should

- Respect and protect the privacy of others. Do not post online or otherwise distribute private information about others or themselves.
- Report immediately to a teacher any incident which gives them any cause to feel threatened or uncomfortable.

## **Supervision and Monitoring of IT Resources**

School and network administrators monitor the use of IT resources to help ensure that use is secure and conforms to the school's mission. The school reserves the right to examine, use and disclose any data found on the school's networks or information systems in order to further the health, safety, discipline or security of any student or other person, or to protect property.

The school can monitor user accounts and Internet access and keep logs of inappropriate activities. Please use our IT resources thoughtfully and responsibly. They may also use this information in disciplinary actions, and will, where appropriate, furnish evidence of crime to law enforcement agencies in line with Sierra Leone and international law.

## **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's IT resources.

## **Guidelines for Use of Digital Technologies**

New digital technologies mean that access to BIS IT resources extends beyond the physical boundaries of the school and that the distinctions between school and home are not as clear cut as they once were.

Please read carefully the following guidelines and notes on the use of digital technologies as they apply to staff, students and the wider BIS community.

### **1. Classroom Use of Social Media**

Students are expected to refrain from accessing social network sites during school hours unless expressly asked to do so as part of a class activity. Teachers are required to limit class activities to approved online tools.

## 2. Classroom Use of Other Public Online Applications

Where online tools are used to share information with students or about the class or school, appropriate care must be taken regarding content and security. Specifically, no photos should include names of the children in the photos and no student/parent names or contact details should be displayed.

## 3. Contributions to Social Media and Online Forums

When posting messages to BIS social media forums or blogs, employees should use appropriate etiquette and avoid posts or responses that could be misinterpreted.

## 4. Social Media Relationships with Students, Alumni and Parents

Staff members are instructed not to initiate or accept social media "friend" requests from current students (of any age) or former students under the age of 18.

Staff members are discouraged from "friending" parents of current or prospective students due to the inherent conflicts of interest that may arise.

## 5. Social Networking Sites

Social networking sites usually have a minimum age for membership. Staff members who see children under this age using these sites are asked to report the incident to the School Leadership.

## 6. Privacy Settings

On most sites, privacy settings can be changed at any time to limit searchability and access to profiles. Students should be prudent in allowing access to their online content, consistent with other requirements of this policy.

## 7. Use of BIS Email Accounts

Messages sent from BIS email addresses should not include content that would reflect poorly on the sender or the school.

## 8. Data Protection

Make sure that your network account is protected with a strong password. Do not share this password with anyone. Change your password immediately if you have any reasons to believe your account has been or may be compromised (or shared).

## 9. E-safety

All students (and parents) should be sure that they understand all the risks that digital technologies create and have clear strategies in place to minimize the impact of these risks.

E-safety is taken very seriously at BIS. It is incorporated into some of the activities that will be led by the PTA School Wellbeing sub-committee and there will workshops and presentations that parents can attend where they can learn more and discuss these issues with teachers.

## 10. Emerging Technologies

As new technologies and technology initiatives emerge, it may be necessary to make changes to this policy. Where such changes are significant these will be communicated directly to students and their parents.

Electronic Devices (Phones, Tablets, Game Consoles)

In school, students are not permitted to come to school with mobile phones, portable mobile devices and electronic games unless for educational purposes. The school cannot be held responsible for the loss of or damage to valuable electronic equipment.

### **Dangerous Items**

Students should not come to school in possession of anything that may pose a danger to themselves or others. Specifically, knives or imitation weapons are forbidden.

### **Child Protection Policy**

BIS is committed to maintaining the highest standards in the area of child protection and has a very clear Child Protection Policy addressing the school's and individuals' responsibilities to protecting the children in our care. If any member of the community has any questions or concerns about child protection or our policy regarding it, they should contact either the Principal or the PTA School Wellbeing sub-committee.

### **Dress Code**

Our school uniform is very important to us. All parents and caregivers must ensure that students are dressed in full school uniform and shoes in which they can move freely and safely. No headwear is allowed to be worn in the school buildings unless for religious reasons or other (to be justified). All students will be asked to remove headgear/jewelry should it be necessary for safety or hygiene reasons.

From Kindergarten, upwards students should be able to dress themselves completely independently in preparation for PE or Extended Curricular Activities from Year 1 onwards.

### **PE Clothing**

BIS requires students from Kindergarten upwards to participate in PE lessons.

The PE staff will communicate more details on appropriate clothing for different aspects of the program. Students who are not dressed appropriately may not be allowed to participate.

### **Emergency Procedures**

Fire drills, evacuation and lockdown exercises are carried out regularly throughout the year. Parents visiting the school should be familiar with the emergency procedures that are clearly posted around the school.

### **Field Trip Guidelines**

Field trips are a very important part of the educational program at BIS. All trips are led by teachers but, where appropriate or necessary, external professional guides may also

be used to provide specialist skills or knowledge. Parent volunteers may be requested to accompany or host field trips.

Each class will take several field trips over the course of the school year. These are an integral part of the units of inquiry or specialist subjects. Parents are required to complete a Field Trip Permission form for their child to participate in the field trip. The cost of field trips is included in the school fees.

Participants in school organized trips are representatives of the school at all times. As such they are expected to abide by school rules, to follow appropriate standards of behavior and appearance and to demonstrate concern for the wellbeing of others.

### **Communication**

Good communication between home and school is essential. The following information will assist you in identifying where information may be found and with whom you may wish to speak.

The school strives to model sustainable development and this means taking active steps to reduce our carbon footprint. Therefore, we have paperless communication whenever possible, and this can be summarized as follows:

- **Formal Communication:** The school will email parents with news about specific events, special announcements, field trips, etc. In addition, all updates to school policies, procedures, documents and forms are sent by email, so it is very important that your email address is valid and that you check your email account regularly for school news.
- **Informal communication:** The school uses social media or online forums including Whatsapp Groups to keep parents updated on school activities or changes to our normal routine at short notice. We strongly recommend that you check these regularly to keep-up with school events and activities.

### **Meeting our Team**

In most cases, the class teacher/specialist teacher would be the first point of contact for parents with enquiries about their child's academic progress. Should you need to speak with one of your child's teachers and where possible, please call either the Principal or the school Administrator to schedule an appointment.

### **Personal Information**

It is very important for the school to have complete and up-to-date information about all of the students and people we may need to contact in case of emergency. Please make sure that the school is informed in the case of changes or additions to any of the following details by sending an email to **britishinternationalschoolf@gmail.com**:

- Home address or telephone number

- Parents' and other contact details, especially mobile phone numbers and email addresses
- Names and photo IDs of other people are authorized to drop off or collect their child/children.
- Medical information including the name and contact information of the family doctor who normally sees the child, vaccinations, operations, allergies and anything else of relevance. For reasons of health and safety, parents should inform the school of any medication that their child is taking.

### **Medical Information**

If students become unwell while at school, the Principal will evaluate the student's medical condition and make a decision about whether the student should go home. The school will notify the student's parents or caregivers to come pick up the child. In the case of a more serious concern or an emergency, the school will contact the parents/caregiver and/or family doctor and the school's designated emergency medical services.

### **Parental Absence**

Please notify the school if you are planning to take a trip out of town for more than a day. The school office will require details of appointed guardians/cargivers and emergency telephone numbers.

### **Permission Forms**

During the year, the school will have the need to send out parental permission forms for a variety of activities. These forms must be signed by a parent or legal guardian before any student will be allowed to participate in any designated activity.

### **School Cancellation**

Should it be necessary to close school at short notice (for example, due to severe weather or national emergency), the school will notify every parent via SMS and/or Whatsapp Group messaging. Should you have any concerns please check your messages before calling the school.

### **Guest Visits to School**

Visiting students may make one-day visits by invitation from the School Principal.

## **Parent/School Volunteers**

We like to involve our parents or other interested parties in the daily life of the School. Our parent population especially is extremely rich in experience, networks and culture and we recognize that students benefit greatly from this. We welcome and encourage parents' input. These are just some of the ways in which you can participate:

- Give a presentation on your country;
- Demonstrate your special talent in music or crafts;
- Host or Chaperone field trips and social events;
- Assist with the work of Special Needs, EAL, French and other languages;
- Share your career experience or expertise with students;
- Help out in the Library.

This is not an exhaustive list. If you have time to spare or know someone who does and an idea of how you might help, please contact the school.

## **Library**

Parents or Caregivers should ensure that books taken out of the school library are returned on time and in good condition.

## **School Advisory Committee**

The School Advisory Committee works with the school Management in an advisory capacity to improve administration and facilities.

The committee is made up of parents and caregivers who have shown an interest in children's Education and welfare, and would therefore make a valuable contribution to the school's program by guiding and providing support as an adviser, mediator and facilitator between the principal, parents and staff.

The Advisory Committee meets three (3) times each School Year.

## **Parent Teacher Association (PTA)**

The BRITISH INTERNATIONAL SCHOOL AND MONTESSORI EDUCATION, FREETOWN PARENT TEACHER ASSOCIATION is a registered non-profit organization.

Purposes of the PTA:

1. Support and advance the moral, academic, cultural and physical growth of the students.
2. Promote understanding and cooperation among students, parents, and teachers in particular, and the community at large.
3. Propose to the Advisory Committee and Administration/Management of BIS any observed needs of the school community in general and the students in particular.
4. Mobilize resources for activities, provide any additional support and advance the welfare and education of the pupils attending the school.

At the discretion of the PTA Executive Committee, provide a forum for discussion of important issues and, where appropriate, inform the School administration and Advisory Committee of the opinions of the members of the association

How can you be part of the PTA?

All parents of students enrolled at BIS are members of the PTA. At the beginning of each school year, you will receive a PTA annual contribution form. Remember that the PTA can thrive only through the contribution of each and every one of you.

How can you participate?

The PTA welcomes your participation. Parents are encouraged to contribute in any way they can. Your children benefit from your involvement.

### **Student Council**

Students in the Primary School are represented by their peers in the Student Council. This body ideally consists of students from Secondary year groups and is elected by all of the students in the year groups. The Student Council is consulted on important decisions regarding students in the school and is mandated to represent individuals or groups of students on the PTA.

## **Part 2: Student Wellbeing**

### **Support for All**

The BIS School Wellbeing sub-committee of the PTA is dedicated to supporting each student by promoting positive attitudes, choices, and behaviors. Their objective is to support both the School's mission and objectives, and aims to

- Develop transferable skills in compassionate thinking and self-management
- Develop skills to resolve conflict peacefully
- Promote the development of physical health, ethics and social behavior
- Encourage lifelong learning
- Provide an environment where students feel secure and welcome
- Promote respect for the rights of everyone

Their ethos is to encourage everyone in our school community to promote and maintain appropriate conduct, and this is characterized as behavior which

- Values and respects the rights of others, including the right to learn
- Fosters a happy, safe and secure environment
- Recognizes that each member of the community is unique
- Treats others fairly
- Expects members of the community to take responsibility for their actions
- Promotes compassion and tolerance
- Develops skills for a peaceful resolution of conflict
- Values and respects others and their differences
- Addresses inappropriate behavior
- Upholds the School's mission, objectives and ethos

### **Medication**

Parents should inform both the classroom teacher and the School Principal of special health information. It is essential for us to know of any allergies, short or long-term health problems or medical conditions. If your child needs specific medication during the day, it is important to communicate the administration of medication needs, accompanied by a valid prescription, to the School Principal and class teacher and a medicine authorization form must be completed.

The school will contact you in the case of illness or injury that may require further observation at home. For this reason, it is vital that the school has up-to-date records of telephone numbers and addresses. Please inform the school immediately of any change in your contact details.

### **Illness**

If your child has any contagious illness, please notify the school as soon as possible. This includes measles, mumps, scarlet fever and chicken pox. Lice and ringworm are also to be reported.

## **Head Lice**

At BIS, we promote healthy lifestyles, which mean that we value the physical and emotional health of everyone in our school community.

When dealing with issues such as head lice we recognize the importance for everyone in our school community to work together. To this end, if you detect your child has a case of head lice please inform the school so that we, in turn, can then remind families to check regularly and treat effectively. If this is followed school wide, heavy or recurrent lice conditions should not occur.

Parents/carers will be notified immediately if a case of head lice affecting their child is detected in school. Whilst children with head lice are not generally sent home from school, cases of recurrent/persistent head lice will be addressed on a case by case basis and may include a decision from the Principal to send a child home until treatment is effective.

## **Concerning Confidentiality**

Any information divulged in confidence to a member of staff in the school will be treated as confidential within the Team, except when a failure to disclose information would be detrimental to that student's welfare and education; or would mean that BIS would be in breach of the law; or that BIS would not meet its responsibility acting in loco parentis.

### **Responsibilities and Rights**

All students and members of the community have rights and responsibilities, as follows:

#### **Students have a right to**

- Learn and play in a safe and clean environment
- Learn and play in a supportive environment
- Be respected
- Access adequate and appropriate facilities
- Express their opinion
- Express themselves in an appropriate manner
- Privacy
- Learning experiences which cater to individual requirements

#### **Students have a responsibility to**

- Actively promote safe and clean practices whilst at school
- Participate in school activities to the best of their ability
- Respect the rights of others
- Care for school facilities in a respectful manner
- Tolerate opinions of others
- Express themselves in a socially acceptable way
- Allow others their privacy
- Respect the learning styles of peers
- Report perceived bullying

## **Parents have a right to**

- Be respected by staff, students and the wider community
- Be welcomed at our school
- Have their child's full potential realized within the limitations of available resources
- Meet with staff and discuss issues relating to Primary School policy and procedure, their child's progress and reports
- Have their opinions valued

## **Parents have a responsibility to**

- Show respect towards staff, students and the wider community
- Model appropriate behavior, including language
- Be available to discuss their child's progress
- Ensure their child is sent to school prepared to be involved in the formulation and support of Primary School policy
- Support programs developed by the Primary School
- Express themselves in a socially acceptable way
- Allow others their privacy
- Respect the learning styles of peers
- Report welfare concerns

## **General School Rules**

### **Movement in the School Building**

- We walk in "one-by-one" lines and follow the line leader.
- When in 'one-by-one' lines we have no partner, so we should not talk.
- When we meet adults, we let them pass if it is safe.
- We open doors for each other and say thank you to those who open doors for us.
- When entering a class or assembly, we take our places silently and wait for the teacher's instructions.

### **Walking**

- We walk "two-by-two".
- When walking we can talk quietly to our partners if we wish.
- When we stop walking, we stop talking.
- When crossing the road we walk, we check the traffic, and we do not talk.

### **Communication**

- When someone else is talking, we listen and do not interrupt.
- In a group (assembly), we raise our hands and wait to be called if we wish to speak.
- When adults are having a conversation, we try not to interrupt unless it is important or it is an emergency.
- We say please, thank you, and excuse me when we need people to help us.
- We greet one another and say "hello".

## Maintaining Appropriate Behavior at BIS

Please refer to the School's Behavior and Anti-Bullying Policies (Annexed to the Handbook), however, the following behaviors would be inappropriate and would not meet the School's expectations for student conduct:

- Failure to comply with teacher instructions in class
- Using headphones, personal electronic devices or cell phones in class
- Wearing inappropriate clothing
- Unjustified absences from school in general and from certain classes more specifically
- Disrespect for people and property (including any use of digital technologies) that could in any way cause distress or harm to an individual or to the school's reputation or ethos
- Bullying or being a passive bystander/observer who knowingly chooses not to protect a victim or seek help for a victim of any form of bullying
- Violence during the school day
- Bringing any weapon, potential weapon or look-alike weapon to school
- Conduct manifestly unbecoming of an BIS student, given the school's philosophy and vision

Should a student approach the school seeking support for the consequences of risky behaviors and/or choices, the school's primary responsibility is for the wellbeing of the student. The school will identify as quickly as possible the parameters of the support they can meaningfully offer and communicate these with the parents or carers of the student and those colleagues who are directly involved in the wellbeing of the student. Assurances can be sought to safeguard this support as a wellbeing process and not a disciplinary issue.

### Health and Safety

The school Health and Safety Policy is attached to this Handbook as an Annex. To note, if a student's wellbeing is at immediate risk, the School will notify parents. Should the teaching staff consider a student to be unfit to attend school or an event (such as a field trip) then parents may be asked to take a student home. **Please note that the School has a right to search students and their belongings at any time during the school day to safeguard the wellbeing of the community.**

### Field Trips

Should a student's behavior on a field trip place them or others at risk, then either the parents will be asked to collect that student from the activity or he/she will be sent home at the parents' cost.

Please note if students need to take medication during overnight field trips an 'Additional Medical Information Form' will need to be completed and a recent medical prescription attached. The corresponding medication will need to be forwarded to the trip leader in the original packaging and labeled with the student's name.

A School trip off-campus is considered school time. During School trips where students are taken off campus for all or part of a normal school day, or are taken away on a trip for one or more nights, they are under the direct supervision of school staff. School time continues for the whole of the period that the student is under the supervision of school staff. During any out-of-school event, such as an BIS field trip or End-of-Year show, all specific event procedures, Primary School rules and expectations of good conduct and relevant undertakings accepted on the event-specific permission form, will apply at all times.

### **Specific Responses for Unacceptable Behavior**

The school has a map of structured interventions to help manage students who do not meet our expectations for appropriate behavior. These interventions are not exhaustive, but cover the most serious issues that the School may have to address. Please note that repeated failures to manage behavior will automatically raise the level of concern. Please refer to the School Behavior Policy for the interventions for these breaches of behavior should they occur in the School.

### Part 3: Parental Agreement, Consent and the Electronic Signature

The school requires families to acknowledge that they have read, understood, and agreed to abide by the information in the Primary School Handbook. We also require prior parental consent for some activities during the school day (such as short, local field trips), or to safe-guard student wellbeing, such as administering medical attention. This section of the handbook summarizes the details of necessary parental agreements with the school and prior parental consent for certain activities. You should read the following information carefully.

The school will ask that you sign an acknowledgment that you have **read, understood, and agree to abide by all the regulations and procedures in the School Handbook**. In particular, and with reference to information supplied in the School Handbook, this acknowledgement means that you, the parent,

a) Agree that, under the supervision of their class teacher and/or other school-nominated chaperones, your child(ren) may be taken off campus for **field trips** during normal school time. The school will provide prior notification of field trips that are longer than a class period (one hour). The school will seek prior, written consent for any trips that do not occur during school time, such as overnight trips.

b) Have read, understood and agreed to the **medical procedures** (outlined above); have provided the school with a full and accurate disclosure of your child(ren)'s medical history; and give permission for:

i. The school to administer medication with your prior instruction and permission as appropriate to support your child's wellbeing.

ii. The school to contact the medical emergency services in matters of emergency. The school will contact you and/or your designated family doctor immediately should your child require urgent medical attention.

In addition,

c) You agree to reimburse the school for any medical expenses incurred by your child which are not covered by the school's insurance.

d) Have read the **Acceptable Use Policy for Information Technology at BIS**, and agree to abide by its provisions. You are welcome to simplify the IT policy and guides for our younger students, and sign for them, if necessary.

Parent Name \_\_\_\_\_

Contact Number (Mobile Number): \_\_\_\_\_

Signature: \_\_\_\_\_

## **Annex i**

### **Health and Safety Policy**

Reviewed January 2017

#### **A. Statement of Intent**

The Principal and staff of the British International School and Montessori are committed to the promotion of a safe and healthy working environment for staff, pupils and all other users of the school site.

The school proprietor is committed to the provision of adequate and appropriate safety training for staff.

The principal and Deputy will review this policy annually at their first meeting of the school year.

This Health and Safety policy was formally agreed by the proprietress/principal and the deputy in 2011 and will be reviewed annually.

This policy was reviewed and amended at the beginning of the year at an Advisory Committee Meeting (January 2017)

#### **B. Roles and Responsibilities**

##### **The Principal is responsible for:**

- ensuring that appropriate documentation is in place;
- monitoring its implementation; and
- reviewing it on an annual basis.

##### **Principal and Deputy Principal**

The principal and deputy are responsible for:

- The day to day management of health and safety;
- The implementation of the policy;
- Ensuring that all staff are aware of the information contained in this document;
- Ensuring that staff complies with the procedures laid down in the document;
- Reporting to the Advisory Committee on health and safety matters termly;
- Liaising with contractors to ensure an adequate exchange of health and safety information; and other responsibilities as specified.

##### **Site Manager**

The site manager will be responsible for:

- ensuring that all defects in the buildings and grounds are dealt with promptly;
- carrying out daily checks of the outdoor play equipment and fixed furniture; and
- carrying out a weekly safety check of the school's grounds.

## **All staff**

It is a requirement of the school that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

## **C. Practical Arrangements**

### **First Aid**

The first aid box is kept in the First Aid shelf.

A second box is kept, to be taken on school trips.

Each year group has access to a small first aid kit for minor injuries.

The Principal is responsible for ensuring that the first aid cabinet is stocked appropriately at all times and that supplies are ordered as required to replenish other first aid boxes.

### **Contaminated Waste**

All contaminated waste MUST be put in the bin with a bin bag for disposal and NOT in the normal bins. Contaminated waste includes:

Plastic gloves

Paper towels/tissues applied as a compress

Plasters and the packaging

Dressings and the packaging

Soiled tissues

Antiseptic wipes and packaging

Tissue/paper towels used in sick buckets

## **Accident Recording, Reporting and Investigation**

All accidents to children will be recorded in the accident report sheet and book, which is kept in the principal's office room. On a half term basis, the accident book will be reviewed by the principal and deputy to identify trends and actions taken.

A child with an injury to the head must also be given a "head" letter and the teacher informed so that parents can be informed immediately, either face to face or by telephone.

In the event of a serious incident parents will be contacted and an ambulance called, or arrangements will be made to get the child immediately to the nearest available hospital. Parents will be asked to go immediately to the hospital; the child being accompanied in the ambulance or other transportation by a member of staff. Should it be impossible to contact parents, an ambulance will still be called, or the child taken immediately to hospital and the child accompanied by a member of staff whilst efforts are made to contact the parents.

Serious accidents must be brought to the attention of the principal or Deputy, who will complete a further Accident Form for the police or the school's legal counsel.

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

The staff accident book is kept in the main office.

### **Issuing Medicines: Medication will only be administered by the School where a medical authorization form has been submitted by the parent/guardian.**

Only prescribed medicines will be accepted and should be in the original container together with the prescriber's instructions for administration.

If a request for the administration of medicine is made then parents/carers must complete the relevant forms agreeing the dosage, times and possible side effects.

Nominated staff will administer medicines.

All administered medicines will be recorded and checked.

Medicines will be stored in a safe and secure place.

Parents may be asked to come into school and administer the medicine themselves.

### **Fire Safety**

There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The time of the practices will be varied to cover all times of the school day.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

Fire extinguishers are checked monthly and the date noted in the Fire Log Book.

### **Hazard and defect reporting**

All defects and hazards relating to the building or grounds should be reported immediately to the site manager, Deputy or Head. A defect book will be kept in the school office to record and monitor defects. The head teacher is responsible for monitoring the progress on all items reported.

### **Termly audits**

A safety audit of the school will be carried out each term by the Principal and Site Manager. The outcome and actions taken will be reported and recorded termly.

### **Risk Assessment**

The results of the termly audit will help to determine the areas for which a formal risk assessment needs to be carried out.

Areas not related to the building or site will be identified termly at staff meetings or when new materials, equipment or procedures are to be used.

The head teacher is responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment.

### **Control of Substances Hazardous to Health**

The responsibility for carrying out COSHH assessments will rest with the Principal, or the Site Manager, depending on the substance concerned.

### **Security/Visitors to the site**

All visitors will be expected to report to the school office, where they will be asked to sign the visitors' book.

Staff are encouraged to challenge politely anyone in school they do not recognize.

### **Visits and Journeys**

All visits and journeys will require a risk assessment before taking place, in line with school policy. The standard forms will be completed.

[All adults accompanying children on visits undertaken on foot must wear high visibility jackets.]

### **Nappy Changing Routines**

All staff must respect each individual child's privacy therefore the appropriate adult must carry out this procedure, preferably the child's individual key worker.

Always ensure suitable protective aprons and gloves are worn when nappy changing or when changing children's soiled clothes.

Wipe down changing mat and area with anti-bacterial solution and disposable paper towel for each child.

Mop up any spillages around toilet area (using appropriate mop and bucket).

Ensure that nappies are bagged and disposed of correctly using the nappy bin.

Dispose gloves and aprons using the nappy bin.

Ensure hands are washed after nappy changing with anti- bacterial soap and nailbrush.

The nappy bin must be emptied regularly and the School's standard procedures followed.

### **Miscellaneous**

No pets are permitted on the school premises.

Smoking is not permitted anywhere on the school site or grounds.

All Nursery and kindergarten children must be collected by an adult or an agreed older sibling.

All children must be collected from after school activities by an adult.

Staff are responsible for the supervision of children in the classroom or playground from 8.00am to 3.00pm and until 4.30pm for those in After School Care and ECA programs.

Visitors are not allowed to walk about the school property without a member of staff accompanying them.

### **Jewelry**

No jewelry is permitted in school apart from a pair of small studs. No jewelry or earrings are permitted during a PE lesson.

**It is important to remember that gels and wipes do not remove E.Coli that is in dirt. Children and adults must always use soap and water to wash their hands.**

If a member of your group shows signs of illness (e.g. sickness or diarrhea) after a visit, advise them or their parent to visit the doctor and explain that they have had recent contact with animals.

Children under five should not attend school or the nursery until they have been free of sickness or diarrhea for two days. Parents should confirm with a member of the staff whether it is safe for them to return, before the child returns to school or the nursery.

### **Precautions taken since the Ebola virus infection in Sierra Leone**

All staff and pupils must wash their hands before entering the school premises. Temperatures must be taken regularly by teachers.

### **Vaccination**

Health card or vaccination information and history must be presented to the school on registration at the start of each school year, and photocopies will be given to the school to attach to the child's registration form.

Parent/guardian must update as necessary any medical information regarding health checks or vaccination.

In accordance with the school's health and safety policy, a child cannot be admitted to the school with symptoms of illness as specified below; unless written documentation

from a licensed physician or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should a child have signs or symptoms requiring exclusion from the school he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up the child. There can be no exceptions since illness spreads quickly among children.

Parents will be asked to make other arrangements if a child is sick. The school will not accept a child that is too sick to be in the care of teachers/the school. The school will consider each case on its merits.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

- A. The illness prevents a child from participating comfortably in the day care environment,
- B. The illness results in a greater care need than can be provided by the school without compromising the health and safety of the other children in the care of teachers, Or
- C. The child has any of the following conditions:
  - Temperature: Oral temperature 39 degrees or greater; axillary (armpit) temperature 40 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used).
  - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
  - Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops;
  - Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;
  - Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious;
  - Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
  - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
    - viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;

- Tuberculosis, until a health care provider or health official states that the child can attend child care;
- Impetigo, until 24 hours after treatment has been initiated;
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
- Pertussis (whooping Cough), until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
- Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
- Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immune prophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
- Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
- Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Any of the following communicable diseases must also be reported to the school

<b>RESPIRATORY</b>	<b>GASTRO-INTESTINAL</b>
Diphtheria	Giardiasis
German Measles	Hepatitis A
Hemophilus            Influenza Disease	Salmonellosis
Measles (rubella)	Shigellosis
Bacterial (spinal) Meningitis	

Mumps	
Pertussis (whooping cough)	
Rubella	
Tuberculosis	

\*\*The child's doctor must be informed at every sick visit that, the child is in a school setting so that he/she can approve in writing the child's return to school.

For further information please contact the school.

## **Annex ii**

### **Behavior Policy**

#### **Policy Statement**

The maintenance of good discipline is of paramount importance for the growth, welfare and development of students. Students should be given clear expectations, effective pastoral support and opportunities to build good social relationships. These aims are backed up by a system of rewards and where necessary appropriate sanctions.

#### **School Policies and Standards**

The School exists for the benefit of its students. All Students, staff, parents and others associated with the school are required to work together in a spirit of co-operation and understanding. Students are actively encouraged to fulfil their potential academically, in sport, music or drama or any of the other school activities. Students are expected to relate well and to behave considerately towards others. We live in a society, where social skills are vital to our well-being, and learning to interact with others is therefore a critical part of education. Students are reminded of the importance of respecting others, whether inside or outside school. Selfish actions are therefore to be discouraged, whether these actions are of a minor nature (e.g. dropping litter or pushing and shoving) or of a major nature (e.g. fighting, bullying, vandalism or theft).

It is the duty of all associated with the school to have high expectations and to strive to uphold our reputation.

The specific rules of the school are dictated by common sense and are published in the **School Handbook**. In addition, we have well-defined policies towards particular areas of behaviour. The following guidelines are not exhaustive. Sanctions will be at a level that reflects the severity of the offence, the possible influence on others and the maturity of the pupil.

The school places the highest possible premium on three broad values:

## **Respect for Others**

This is fundamental to all that goes on at BIS. Any actions, words or attitudes which show a lack of respect for others will be taken very seriously. In particular:

- **Disruption:** which shows a lack of respect for both the teacher and other students will be dealt with firmly.
- **Bullying:** We seek to nurture a culture in which all students are valued as people. Any instances of bullying will be dealt with firmly and sensitively. We have an agreed anti-bullying policy. Our aim is to prevent bullying in any form. This requires students to avoid any deliberate unkindness to another member of the community. It also requires anyone made aware of any such behaviour to report it. The School is prepared to offer help and support to any student but bullying will not be tolerated. Anyone who continues to bully will have their membership of the school community reviewed by the Headmistress (See Anti-Bullying Policy).

## **Respect for Property**

We are concerned to engender a culture in which the property of others is respected by all. Students should do all they can to minimize the possibility of theft and vandalism by not bringing valuables or significant amounts of money to school. All clothing and equipment should be clearly marked and care should be taken to lock away valuable equipment.

- **Theft:** If theft is detected students must expect to be either suspended or expelled.
- **Vandalism:** Any damage (which includes graffiti) to someone else's property be it a fellow student's, a teacher's or the school's property will be taken very seriously. Not only will the damage have to be paid for, but a vandal must expect to be suspended or expelled.

## **Respect for Self**

As a school we want all our students to have respect for themselves. In consequence we strongly disapprove of:

- **Smoking:** In accordance with legislation, BIS School is a no smoking environment. Sanctions for those who offend will, in the first instance, be an in-school detention and for repeated offences the School reserves the right to suspend Students concerned.
- **Alcohol:** In inexperienced hands alcohol is far more immediately dangerous than tobacco. Sanctions against those who have possession of or who use alcohol in school would include suspension and expulsion.

- **Drugs:** Drug or solvent abuse (including the possession of illegal drugs) will be regarded very seriously. The severity of the offence is of paramount importance, particularly in regard to its possible influence on others. Sanctions against those who have possession of or who use drugs in school would include expulsion

## **The School**

BIS is your School; respect it and be proud of it. Do all you can to make the School one in which all are treated courteously and are happy; where hard work is honoured, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of BIS School, you harm yourself, your friends and all members of the School community.

All members of the School should be familiar with the **School Handbook** clearly outlining our policies and standards. In addition, the following are specified as a practical expression for others, and are intended to make life easier for everyone.

1. Be polite and show respect to all members of the School community and to visitors to the School.
2. Move about the school in a quiet and orderly manner and walk, not run, in corridors and on staircases, and keep to the left.
3. Make every effort to keep the premises and locality tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school.
4. Make yourself aware of the bounds of the school as specified on the map of the school posted on notice boards. No pupil may go outside the boundary of the school, during the school day, without the permission of the Headmistress.
5. Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.
7. Wear your School uniform (as specified in the **School Handbook**) smartly each day, including on the journey to and from school
9. Mobile Phones are not allowed in school.
10. Arrive promptly in School for the formal start of the day between 8:00 and 8:30am.
11. At the end of the school day you must be collected from the car park in the front of the school.

Please remember that your behavior out of school reflects on us all. Avoid eating, drinking, noisiness or thoughtless behavior in public. Wear your uniform properly, and with pride.

## **Classroom Code of Conduct**

### ***We have the right to learn***

This means that everybody should:

- arrive on time
- bring the proper equipment
- listen to instructions
- not disrupt lessons
- not interfere with the work of others
- not interrupt when others are speaking
- work quietly do his or her homework

### ***We all have the right to be treated fairly***

This means that everybody should:

- be considerate
- not make racist or sexist comments
- not swear or name call · respect each other's belongings
- not fight or bully

### ***We all have the right to work in a clean and attractive environment***

This means that everybody should:

- not drop litter
- not chew in the classroom
- not vandalise
- wear the correct uniform

### ***We all have the right to be safe.***

This means that everybody should:

- use equipment properly
- not run or push
- not act dangerously

## **Classroom Code**

All Students Must/Will:

- Arrive on time and organise yourselves in the classroom in an appropriate manner (i.e. no running or rushing for particular desks/seats.
- Arrive with all textbooks, exercise books and other equipment that is relevant and expected.

- Listen carefully to instructions.
- Complete all tasks that the teacher has set in an orderly and appropriate way. The instructions for the activity must always be followed carefully.
- Listen in silence and be attentive whenever the teacher is instructing/explaining/talking. The School will not tolerate any interruption of the teacher.
- Listen in silence and be attentive whenever a fellow pupil has been asked to contribute/make an observation/explain something. We will all follow common courtesy and listen to each other.
- Seek the teacher's permission to contribute to class discussion by raising his/her hand.
- Complete all homework by the given date. No late work will be accepted unless an acceptable explanation has been given to the teacher or where previous arrangements have been made.
- Note that swearing will not be tolerated.
- Ensure that all classrooms must be left neat and tidy at the end of every lesson. All classes will need to check the state of the room at the end of each lesson.
- Note that no eating, drinking or chewing gum will be allowed in class.
- Arrive and leave the class dressed as per the school uniform code.

**All students are required to paste the published Code of Conduct into their Homework Diaries.**

### **Rewards and Sanctions**

It is the responsibility of all teaching staff to ensure that the school's policies and code of conduct are applied fairly and consistently, without regard to race, gender or seniority and should be consistent from person to person and from occasion to occasion as far as is possible given that each case is reviewed on its merits.

It cannot be over-stressed that the best way to ensure the highest standards in both behavior and work is to create a positive ethos where the self-confidence and self-esteem of students is promoted by regular praise, congratulation and affirmation. A school culture which is dominated by a mutual respect between students and between staff and students will lead not only to harmonious relationships but also to the fulfilment of the student's potential both academically and socially.

Rewards should outnumber sanctions

### **Rewards**

- Verbal or written praise
- Awarding of House points
- Commendations for particularly outstanding work or contributions to school life.

- Merit certificates celebrating the award of 25 house points
- Sending students who have distinguished themselves to the Vice principal or Principal
- A positive note to parents in Homework Diary

## **Sanctions**

Whilst promotion of good behavior is our goal it will sometimes be necessary to employ sanctions in order to enforce school rules, to reflect the seriousness of a misdemeanor, to deter individuals from repeating the behavior and to deter others from committing the same offence. In cases of bullying or other types of unkind or thoughtless behavior sanctions are necessary to allow victims and those who speak up to see that they have been listened to and valued.

All Staff are encouraged to use the following informal sanctions, before applying one of the official school sanctions:

- Verbal Reprimand
- Repeat Inadequate work
- Report back for work at break or lunch-time
- A phone call home to parents, a summary of which must be logged and filed through the Registrar's Office.
- After school detention (24 hours notice should be given in writing to parents)
- The filling in of a Cause for Concern sheet.
- Referral to Deputy/Head of School
- A note in Homework Diary requiring signed acknowledgement of receipt.

## **Daily Report**

These should not necessarily be seen as sanctions, but rather as a way of providing more constant monitoring of students who are not performing at their best academically. They are issued by the Headmistress and signed each period by the member of staff teaching the lesson. They should also be signed each night by parents. The length of time any student is on report is determined by his/her progress and motivation.

## **Exclusion from Class**

It is only ever appropriate to exclude an individual student from your class if their behavior is seriously damaging the discipline of the classroom. On these occasions, the student concerned should be sent immediately to the Headmistress. They should have their work with them. Students should never be left simply standing outside a room.

## **Formal Warnings**

The Headmistress may occasionally want to formalize the telling off that a student has received. The student will be warned that unless they show a specific improvement in attitude and behavior they will be likely to receive more serious punishment in the future. Parents will be made aware of the warning by letter. In the case of involvement in behavior that constitutes bullying this will usually happen.

All staff should note that corporal punishment is not permitted in any form at BIS. A member of staff involved in striking or involved in inappropriate physical contact with a student will face serious disciplinary consequences.

## **Annex iii**

### **BIS Anti-Bullying Policy**

#### **Statement**

The aim of the BIS anti-bullying policy is to prevent bullying of any sort and to ensure that everyone can operate in a supportive, caring and safe environment without fear of being bullied. All members of the community, including the Advisory Committee, School Management, teaching and non-teaching staff, students and parents should have an understanding of what bullying is and be familiar with the School policy on bullying: Therefore, the aim of the policy is to help members of the school community to deal with bullying when it occurs and, even more importantly, to prevent it. Bullying is an anti-social behavior which affects everyone; it is unacceptable and it will not be tolerated. Everyone in the community has a responsibility to report any incident of bullying that comes to their attention and these reports will always be taken seriously.

This policy is available in the School Handbook, electronically and on request from the Headmistress.

This policy should be read in conjunction with the **School Handbook and Behavioral Policy**.

#### **Definition of Bullying**

Bullying may be defined as any deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Examples of unacceptable behavior include:

- Physical (including sexual) assault.
- Verbal abuse, by name calling, teasing or making offensive remarks.
- Cyber-bullying, which is defined as the use of ICT by an individual or group in a way that is intended to upset others. Examples include using social websites, mobile phones, text messaging, photographs, video and e-mail.
- Indirect emotional tormenting by excluding from social groups or spreading malicious rumours.

Bullying may involve complicity that falls short of direct participation by, for instance, manipulating a third party to tease or torment someone. It may be overt and intimidatory but is often hidden and subtle. It includes actions or comments that are racist, religious or cultural, sexist, sexual or which focus on disabilities or other physical attributes (such as hair colour or body shape).

The seriousness of bullying cannot be emphasized enough. Bullying is among the top concerns that parents have about their children's safety and well-being at and on the way to and from school. Bullying is also a top concern of children and young people themselves. Bullying makes the lives of its victims a misery: it undermines their confidence and self-esteem; and destroys their sense of security. Bullying impacts on its victims' attendance and attainment at school, marginalizes those groups who may be particular targets for bullies and can have a life-long negative impact on some young people's lives. At worst, bullying has been a factor in student suicide.

It is acknowledged that bullies may have complex reasons for their behavior and may well need help. It should also be recognized that the consequences of being allowed to 'get away with it' can be detrimental to them as well as to their victim. All students deserve the opportunity to be helped to understand what acceptable behavior is. There are criminal laws that apply to harassment, assault and threatening behavior.

## **Anti-Bullying Procedure**

### **What to look for**

Students who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school.

All members of the community must be alert to the signs of bullying and act promptly and firmly against it, in accordance with School policy. Surveys have shown that in the vast majority of bullying incidents, MOST people knew that what was going on was wrong. Sometimes people, either through lethargy, peer group pressure, or tacit support for what is going on, fail to take action.

### **What to do**

The way to stamp out bullying is for people to be aware of the issues involved, and to be clear in their own minds what action to take should cases arise:

### **If you are the victim**

- If you feel able to, confront the bully by verbally making him/her aware that you think that what he/she is doing is wrong.
- Share your feelings with someone else.
- If possible talk to a member of Staff, Headmistress or parent. If you would rather not go straight to a member of staff, talk to your friends; talk to senior students, a mentor or one of the Prefects or any trusted adult. They may well be able to

advise on an appropriate course of action, or will be able to involve other people who can. There are also people outside the School who would be willing to help.

### **Procedure if a Student should witness bullying behaviour**

1. Support the victim by offering your friendship and make it clear that in your opinion what is happening to them is wrong.
2. Encourage them to speak out on their own behalf by confronting the bully, or with their permission, confront the bully yourself.
3. Accompany the victim to a trusted adult, or suggest that you see a member of staff on their behalf.

### **Procedure for members of Staff should you witness an incident of bullying or it is reported to you**

1. Reassure and support the Students involved.
2. Advise them that you are required to pass details on to the relevant member of the pastoral team.
3. Inform an appropriate member of the pastoral team as soon as possible. Heads of School must record all incidents of reported bullying and ensure that the Staff are informed. The Headmistress will keep a central log of all complaints or incidences of bullying and record the way in which they were dealt.

### **What will happen?**

The victim will be interviewed by their Class Teacher and/or Head of School on their own or with a parent or trusted adult, and asked to write an immediate account of events. The process for dealing with bullying will be explained clearly to them. The victim is also given the opportunity to discuss his own reactions and behavior towards the bully. The victim is given support and advice and counselling is suggested if deemed appropriate.

Once it is clear that a bullying offence has been committed, the bully and any others involved will be interviewed individually and asked to write an immediate account of events. The process for dealing with bullying will be explained clearly to them.

Details of the incident will be recorded on all the Students' files. The Headmistress is copied in so that it can be recorded as a bullying incident who will then decide on an appropriate course of action. In the first instance, the Class Teacher or Head of School will interview the Student or Students whose behavior has caused distress and give him/them a formal bullying warning; making it clear that any further incident (or discussion about the current incident) would be considered to be further bullying. It will

be made clear why the behavior was inappropriate and unacceptable. Support and counselling will be offered. A suitable punishment will also be given.

If the Head of School decides it is appropriate, or it is a Student's second offence, the parents of the perpetrator/s will be informed by letter or telephone. The following sanctions may be applied in accordance with the School behavioral policy.

Formal School Warning from the Headmistress, who will speak to the Students involved and will contact the parents or guardians giving details of the offence and inviting them in to School to discuss the matter and to be present when their child is given a Formal School Warning. Their support for the School's actions should be enlisted if possible.

Suspension at the Headmistress's discretion (see the School's Behavioral Policy).

Exclusion at the Headmistress's discretion (see the School's Behavioral Policy).

The School will raise awareness of the staff through training and take action to reduce the risk of bullying at the times and places where it is most likely to occur. The key points from this policy will be prominently displayed on School notice boards and will be discussed with Students during class sessions. Anti-bullying will feature as a discussion point for PTA meetings and feedback will be taken to the School Advisory Committee. It will also be reinforced in other areas of the curriculum as the opportunities present themselves e.g. drama, physical education. Opportunities will also be sought to allow parents to contribute to the School's actions to prevent bullying.

Annual Student surveys will be used to facilitate an understanding of the level and type of bullying that Students might have experienced.

Incidents of reported bullying will be followed up by teachers and the Headmistress, to monitor that the problem has been resolved.

We are absolutely confident, that the vast majority of the BIS community will agree with our sentiments on Bullying. It is our intention to identify and take action against those who do not.

## **References**

DCSF Safe to Learn, Embedding anti-bullying work in schools.

DfE Guidance – Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies (July 2011)

[www.cyberbullying.org](http://www.cyberbullying.org)