

Upper Department Student Handbook 2020-21



The content of this handbook is based upon the policies and procedures in place when students are learning on campus. All policies and procedures are subject to change at short notice. During periods of remote or hybrid learning any additional or alternative policies and procedures deemed necessary will be enacted. This document was last updated on Sunday 30 August 2020.

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Please note that policies, procedures and regulations may change without notice. The most recent versions are always on the BSK website:

<https://www.bsk.edu.kw/learning/our-curriculum/secondary/upper-department-years-9--11>

STAFF EMAIL ADDRESSES

To email any member of staff, simply use their three letter initials at the BSK domain.

For example: emb@bsk.edu.kw is the email address for Miss Emma Bowie.

Students should always include their full name (using the spelling recorded on the SIMS database), tutor group and admission number in any email to a member of staff.

ATTENDANCE POLICY

Excellent attendance and punctuality are essential factors in educational success. By contrast, poor attendance and/or lateness are significant factors in most cases of academic underperformance.

Research conducted in Britain has shown that students with 95% school attendance perform almost twice as well in Year 11 external examinations as students with 90% attendance.

BSK promotes a healthy lifestyle: good hygiene standards, a balanced diet, a sensible sleep pattern and sufficient exercise. By living healthily, students can reduce the chance of becoming ill and missing school.

Arrival and line-up arrangements

From 06.45 onwards supervision is provided in Marble Arch for students in the Higher Phase.

Students should arrive to school by 07.30 daily, in time for the 07.32 bell, except during Ramadan when a revised timetable applies.

To assist you in keeping track of your attendance and to help you monitor whether you have brought in absence notes, we have placed a blank attendance sheet on page 152. Please use this daily to record your attendance.

Higher Phase students should enter the campus through Gate W1, at the rear of Marble Arch. Upper Department students must wait in the Marble Arch and may only use the Marble Arch toilets WA01 (girls) or WA02 (boys). Upper Department students may not pass through Gate S1 or Gate S2 except, if necessary, to access the Clinic (room CG02).

The first bell, at 07.32, indicates that all students should move immediately into their line-up positions, if they are not already in the correct location.

The second bell, at 07.35, signals the start of the Tahya Al-Kuwait and National Anthem. All students should stand respectfully, facing the Kuwait flag.

Registration Sessions

Session attendance registers are taken twice each school day.

Tutor Time is from 07.35-08.00 and the attendance code recorded relates to the entire morning session.

Secondary Periods 9-10 is from 13.25-14.35 and the attendance code recorded relates to the entire afternoon session.

Absence from Tutor Time (07.35-08.00) or Secondary Periods 9-10 (13.25-14.35) constitutes a session absence for half of a school day. Two sessions, or half-days of absence, whether or not they are on the same day, comprise the equivalent of a full day's absence.

Authorised and unauthorised absence

A clear policy is followed in order to record all absence as either unauthorised or authorised. Such data appears on school reports and transcripts.

Unauthorised absence from school is unacceptable. Parentally sanctioned instances of unauthorised absence represent a breach of the Terms and Conditions of Registration and Re-Registration.

In order for an absence to be authorised the correct procedure must be followed. At present this is a paper based process, although the plan is to move to a digitised system before the end of the academic year.

Absence from school may be authorised absence only for the following reasons:

Code M: medical or dental. This is authorised only upon receipt of documentary evidence that the student visited a doctor or dentist during the period of absence. Such evidence may include a medical report, a private clinic receipt or a government clinic doctor's form. A parental note or email does not authorise medical absence, except in rare cases in which the Head Teacher has approved official documentation of a recurrent and/or chronic condition.

Code R: religious observance. Evidence could consist of a parental note which states clearly the occasion and duration of the observance.

Code T: approved travel outside of Kuwait. The decision as to whether or not to authorise absence for this reason will depend upon the circumstances and is to be considered on a case by case basis.

Code I: Attending university interviews; pre-university testing; testing/ interviewing for another school within Kuwait. Evidence may include letters of invitation for interview, confirmation of appointments or test bookings etc.

Code C: other authorised circumstances; bereavement or compassionate reasons; attending a funeral; official Ministry/embassy related business; taking a driving test. Evidence may include parental letters, confirmation of appointments or test bookings etc.

The following reasons for absence are unacceptable and remain unauthorised. However, if they are explained and the student will not be sanctioned. Class Tutors record Code O when parental notification of the following circumstances is received:

- medical absence (without documentary evidence);
- spending time with relatives who are visiting from abroad;
- chalet or desert trip;
- social occasions within Kuwait;
- preparing for assessments or examinations (except within official study leave);
- receiving private tuition;
- catching up on a backlog of work;
- moving house;
- going to a salon ahead of a special event (even a school event);

- absence if tired after an evening event (even a school event).

Requests to authorise absence due to special reasons not covered explicitly by this policy must be referred to the Head Teacher (HT). This may often be granted, for high-level competitions, or other valuable activities, with the HT's approval for each specific case.

The following circumstances are not considered to represent absence, for statistical purposes, and do not therefore need to be authorised:

- External or internal suspension from school;
- Educational visit, in or out of Kuwait, eg field trip, Duke of Edinburgh's
- International Award expedition, BSME competition;
- Official Year 11-13 study leave.

School days on which special events take place, such as the Higher Phase Sports Day and Higher Phase Enrichment Day, are considered to be normal school days. This entire policy applies equally to such days.

There is a one week time limit for retrospective amendment of a student's attendance record following the late receipt of either an SE A2 form or documentation supporting SE A2 and requests for authorisation are provided after the fact. However, any winter or summer school report, or official transcript issued between the period of absence and the receipt of the explanatory document will not be amended or reissued.

Full-day absences and part-day absences involving late arrival to school

The procedure for authorising full-day absences, as well as part-day absences that involve a student arriving to school after Tutor Time, is outlined below:

1. The parent or student obtains form SE A2: Authorisation of Student Absence from School from the AHT(P), APC, BSK Reception or from: www.bsk.edu.kw/documents.
2. The parent completes the form, attaching any supporting documentation available.
3. The student submits the form to their Class Tutor at least one day prior to any foreseen absence or on the first day back after an unforeseen absence.
4. If for any reason it is not possible to hand in the form physically, it should be emailed to the Class Tutor and the APC.
5. If evidence is provided in advance along with the SE A2 form the Class Tutor will evaluate the documentation submitted. If they can authorise the absence the relevant code will be entered onto the system. In the event of a query the Class Tutor will refer to the AHT(P) or APC for clarification.
6. If evidence is not yet available the Class Tutor will update using absence Code O (explained but unauthorised) to update the system for the relevant session(s). The student will be advised to submit a supporting document upon their return to school so that authorisation can be considered.
7. If part-day absence involves entering the campus during the school day, the student should enter from the front of the school via Gate PL11, before going to Gate PL7, which is the security office at the rear of Park Lane. The security guard at Gate PL7 will record the time of entry on the school attendance database. The student should then go directly to class.

Part-day absences involving early departure during the school day

The school places great emphasis on classes keeping pace with schemes of work. The attendance of students in lessons is very important, and withdrawal of students from timetabled classes will disrupt the curriculum.

The procedure for authorising part-day absences that involve a student leaving campus early during the school day is outlined below:

1. The parent or student obtains form WS A1: Authorisation of Student Release from School from the AHT(P), APC, BSK Reception or from: www.bsk.edu.kw/documents.
2. The parent completes the form, attaching any supporting documentation available.
3. The student submits the form to their AHT(P) or APC at least one day prior to any foreseen early departure or upon their return to school.
4. If the request is approved the AHT(P) or APC will record the approval on the school system and return the WS A1 form to the student, who should retain it so that they can present it to the Security Team in order to be able to leave the campus.
5. The student should show the WS A1 form to their teacher at the start of the lesson and may leave the class 5 minutes prior to the stated departure time, when they should go directly to BSK Reception.
6. A member of the Reception Desk Team is responsible for checking the ID of the person collecting the student. Once their identification has been verified they will sign, date and stamp the form, which can then be given to a member of the Security Team at Gate PL11 in order for the student to leave the campus. The Security Team will keep the WS A1 form and return to the AHT(P) or APC.
7. In the event that a part-day absence involves a student leaving and then returning to the campus they should enter from Gate PL7, which is the security office at the rear of Park Lane. The security guard at Gate PL7 will record the time of entry on the school attendance database. The student should then go directly to class.

Parents may not come to the front reception desk during the day and expect to withdraw their children without prior notice.

In accordance with Ministry of Education guidelines, we would advise parents strongly that students should not be withdrawn from their classes, except in the case of an emergency or unavoidable medical appointment.

Students who leave school early without any supporting evidence will have this absence recorded as Code O (explained and unauthorised) for the afternoon registration session. The student will then need to follow the procedure outlined above and submit supporting documentation in order to have this part day absence authorised.

An exception is made in the case of a student who has left school on the recommendation of the School Clinic. In such a case the student's absence for the remainder of that school day will automatically be authorised as Code M (medical). However, should the absence extend into a second day, the usual evidence will be required before such absence is authorised as Code M. A further exception is made for the siblings of students who leave school on the recommendation of the School Clinic, in the event that the parent also needs to take them. Such cases are authorised as Code C.

Consequences of unauthorised absence

In the event that an absence results in a student missing a scheduled test or assessment that contributes to a tracking grade, it is expected that the student will send an email to their teacher to inform them of their absence as soon as possible. If documentation is provided that enables the absence to be authorised, it may be possible for the student to take the assessment on another occasion or for their absence to be taken into account. If this does not happen, the student will receive a score of 'zero' and this will be reflected in the tracking grade.

All absences must be explained. Whether or not they are authorised is determined by the AHT(P) or APC. If a student is absent from school but has not followed the procedure outlined above the AHT(P) or APC will inform the Class Tutor, who will follow up with the student during Tutor Time on their first day back in school.

It is the student's responsibility to ensure that they adhere to this procedure and, in line with the Secondary Rewards and Sanctions Policy, students who fail to do so will be sanctioned each morning until the situation has been rectified.

The school will send a first warning letter to parents if their child accrues five full days or ten half-day sessions of unauthorised absence during an academic year.

The school will send a second warning letter after ten full days or twenty half-day sessions of unauthorised absence.

If a student accrues fifteen full days or thirty half-day sessions of unauthorised absence, the school will issue a third and final warning letter. The school will also inform the Private Education Department, who will take the appropriate action, which may include the student being deemed to have failed the academic year.

All attendance data is included on school reports and official transcripts.

Lateness to school after 07:35

All lateness after the beginning of Tutor Time is recorded.

Lateness before the end of Tutor Time is recorded by the Class Tutor as attendance Code L. In such instances the student is considered to be present for the morning session. Such lateness is included in statistical analyses of lateness and appears on student reports and transcripts.

Lateness due to a late bus, or another reason agreed in advance by the Head Teacher, is recorded by the Class Tutor as attendance Code B. Such lateness is not included in statistical analyses and does not appear on student reports or transcripts.

Lateness to school after 08.00

Marble Arch Gate W1 is closed at 08.00. Any student arriving after that time, or who arrives just before 08.00 but fails to arrive in their tutor room in time to be recorded as late by their tutor, must ensure that they enter the campus from the front of the school via Gate PL11, before going to Gate PL7, which is the security office at the rear of Park Lane. The security guard at Gate PL7 will record Code G lateness and the time of entry on the school attendance database.

Code G lateness constitutes unauthorised absence for the entire morning session. Code G lateness is included in statistical analyses of lateness and appears on student reports and transcripts.

Arriving too late to attend Tutor Time but failing to enter through Gate PL7 is a breach of this policy and is sanctionable. The consequence of not entering through Gate PL7 is that the student will have been recorded for the morning session as Code N (unauthorised absence) by their Class Tutor. Once the situation is understood, the Class Tutor will overwrite the morning session mark to Code O (explained but still unauthorised). The student should then use form SE A2 to apply for retrospective authorisation of the session absence.

End of day procedure

At 14.35, all Secondary students are released from lessons. Students who travel by school bus must go directly to their buses, which begin leaving the school at or shortly after 14.40. Secondary car students with Lower Phase siblings must move to Wembley East via Gates BS01 and BN01.

Once non-bus students leave the campus, they must go directly to their cars, which should then drive away immediately. Once students have left the campus they should not re-enter unless they have not been collected by car for an unforeseen reason. Students should then remain at Gate PL7 until they are collected.

Students who are not authorised to attend afterschool activities must leave the campus by 14.45.

Any student who has been absent from school may not arrive to take part in afterschool activities or events on that same day.

LAPTOP COMPUTERS

To access all your work, you must always bring:

A Windows laptop or tablet

- BSK network-enabled
- All required software
- All your work files
- Fully charged

A compatible charger.

If your computer or charger are not working correctly, or if you do not yet have all the required software (as detailed below), you must arrange for a parent to write a note in your student planner. The note should explain the circumstances and provide an estimate of the date by which the problem will be solved.

Class Tutors check every morning that students have brought a suitable computer and charger. If you have not brought a laptop and compatible charger to school, and if you have not brought a parental note (as above), your Class Tutor will log the offence and follow-up.

Regulations

Year 9-11 students must not use a laptop, tablet or any other type of computer anywhere on the school campus before morning line-up, during breaks (except in supervised break clubs).

While on the campus, students may only use their computers for schoolwork. In particular, students may only access websites and download material as required by a teacher.

All connections by Year 9-11 students to the internet must be through the school network.

The use of Virtual Private Network (VPN) software by any Year 9-11 student is strictly forbidden, as is any other attempt to circumvent ISP-level or school-level protections.

Students must not share their password for any school-related account.

Teachers will not normally permit a visit to the Systems Helpdesk during lesson time.

These regulations are enforced by all teachers. Any infringement will be logged.

Required software

All students of BSK are able to download complimentary copies of MS Office 365 for Windows, details to be provided at the beginning of the academic year for new students.

All Secondary students are expected to be able to use Microsoft Word, Microsoft Excel and Microsoft PowerPoint. Any other software which teachers will require Year 9-11 students to download will either be freeware or provided by the school.

Students of IGCSE ICT and IGCSE Computer Science must have the current version of Microsoft Office 365 for Windows, including Microsoft Access. Please note that the Apple Macintosh versions of Microsoft Office are not appropriate as they do not include Microsoft Access which is essential for both courses.

Students of Fine Art and Photography at IGCSE must have a working copy of Adobe Photoshop. Year 10-11 students of Graphic Design must have the full Adobe Creative Suite (CS3 or higher) including InDesign and Illustrator as well as Photoshop. The school may be able to help by providing a cost-effective subscription to Adobe Creative Cloud; please ask for details.

In the event that a teacher notices that a student does not have the required software, the teacher will inform the Class Tutor, who will log the offence and follow-up.

PRESENTATION STANDARDS FOR WRITTEN WORK

BSK students should always take pride both in the quality and presentation of their written work. It is very important that written work can be understood both by teachers, when they mark it, and by students, when they review their work each evening and use it to revise for assessments and end-of-year examinations.

To help students develop habits of presentation that will support their learning, we have some simple rules.

Take care of your books

- Cover your student planner and exercise books in clear sticky plastic on the day they are issued, before they have a chance to get worn or dirty! Use extra sticky plastic to overlap the first and last pages so that the cover stays clean and does not tear off.
- Take care not to 'doodle' or otherwise vandalise your exercise books or planner.

Use the correct pen or pencil

- Use only dark blue or black pens. Buy pens that will not go through the paper to the other side.
- Use a red pen if you are marking your own work.
- Use a sharp pencil for drawings, diagrams and graphs.
- Use colouring pencils, not crayons, felt-tip pens or markers – Unless your teacher allows you.
- Highlighter pens may be used, if your teacher allows, to draw attention to key words or phrases.

Getting ready to work

- If your exercise book does not have left margins, rule them neatly. Some subjects also use top, right and/or central margins. Follow your teachers' instructions carefully.
- Write the date at the start of each day's work. For Science and Mathematics use the numerical form, for example: 06/09/20. In all other subjects use the written form, for example: 06 September 2020.
- Write and underline a suitable heading at the top of each section of work.
- If you are working from a textbook, always write the page and exercise numbers, so that you can refer back to the work later.

Working neatly

- Put all numbering and lettering of questions in the margin.
- Use your best handwriting and write on the lines. Take pride in your work!
- Make sensible use of space. Do not crush your work, so that it becomes hard to read. Do not space it out too much, so that you waste paper.
- Corrector fluid is not permitted in school. If you make a mistake, just rule a single line through it and then correct it.
- Always use a ruler for underlining and for any diagrams which require straight lines.

So many rules! What's in it for me?

If you follow these rules carefully, you will discover that:

- lovely neat work can be done almost as quickly as horrible messy work;
- the process of presenting work well will help you organise your thoughts and learn more easily;
- revising from neat, organised work is quicker and more effective. You will learn more, in less time.

How your teachers will help

- Your teachers will help by refusing to accept work that does not meet these standards.
- Particularly neat or well organised work can earn you an achievement housepoint.
- Failing to follow these rules is a disciplinary offence and will be logged on the behaviour database.

UNIFORM POLICY

School uniform makes an essential contribution to the development of community spirit and pride that all students feel by being a part of The British School of Kuwait.

Correct school uniform must be worn both at school and when engaged in off-campus school activities. The only exceptions are certain field trips and creative arts or sporting activities for which school uniform would be unsuitable. Such instances are agreed between the activity organiser and the Head Teacher.

Standards of appearance

School uniform items should fit properly and must not be dirty, faded, frayed or torn. Students must ensure that they have sufficient quantity of each uniform item to wear the correct items every day.

Students' personal appearance is also important. A smart personal appearance helps focus students on their work and thereby supports learning.

Skirts

- Girls' skirts must be at least knee length.
- It is the responsibility of the student to ensure that the skirt they purchase from the Royal Scot meets this requirement.
- If skirts do not meet this requirement, a replacement skirt will need to be purchased.

Trousers

- Boys' trousers must be worn on the waist, not the hip.
- If a belt is worn, it should be plain black with a simple grey, black or silver buckle.

Blouses

- Girls' blouses with a tailored bottom edge may be worn outside of skirts.
- Blouses with a straight-cut or untailored bottom edge must be tucked into skirts.
- Top buttons must be fastened at all times.
- If a vest or other garment is worn under the blouse, it must be tucked securely into the skirt and must not be visible through the blouse, at the neck or at the sleeves.

Shirts

- Boys' shirts must be tucked securely into trousers at all times.
- Top buttons must be fastened at all times.
- Long-sleeved shirts must be buttoned at the cuff.
- If a vest or other garment is worn under the shirt, it must not be visible through the shirt, at the neck or at the sleeves.

Ties

- The tip of the broad end should be at or just above the top of the trouser or skirt waistband.
- The knot should be a standard size - neither too tight nor too large.
- The knot should cover the top button of the shirt or blouse.
- Recipients of School Colours or Sports Colours may instead wear the special tie to which they are entitled.

Shoes

- School shoes should have black leather uppers (not patent or suede).
- The sides of the soles should also be black.
- The shoes must have a formal, business like style.
- The shoes must not have sports-style soles or stitching.
- The heel should be very low. Platform soles are not permitted.
- Shoes should not have prominent buckles or obvious branding.
- School shoes should be kept well polished.

Blazers

- Blazer collars must not be turned up.
- Blazer sleeves must not be rolled or folded up.
- Students may remove their blazers during lessons but must wear them elsewhere on the campus.

Hair

- Students' hair may not be shorter than a No.3 cut, which is 9 millimetres in length.
- Boys' hair may not cover their eyebrows or extend below the top of their shirt collar.
- Boys may not have facial hair, except that they may wear a neatly trimmed moustache.
- Boys may not have noticeable stubble.
- Sideburns should be short and natural in appearance, not unduly styled.
- Girls with hair that is longer than their collar must have it tied at the back, either into a ponytail, bun or plait. Two ponytails or plaits are also acceptable.
- Girls' hair accessories may only be plain purple or black.
- Students may not dye or highlight their hair in any way.
- Students may not use products such as hair gel, wax, mousse, cream or oil.
- Students may not have unruly, unnatural or eccentric hairstyles. In particular, hair may not be cut or shaped into mohawk, fauxhawk, quiff or rattail styles.
- Lines or shapes may not be shaved into hair or eyebrows.
- If the back and sides are worn short, this length should be blended gently into a slightly longer top. The top should not be considerably longer than the back and sides.
- Any student whose hair is inappropriate will be sanctioned and must buy and wear a BSK cap until such time as the situation can be corrected. However, any Muslim student who has their hair shaved when performing Umra will not be sanctioned or required to wear a cap.

Jewellery and Accessories

- Girls may wear a matching pair of very small, plain gold or silver stud earrings in the lobe of each ear. No other piercings are acceptable.
- Wristwatches should not be an eccentric size, style or colour. Smartwatches are banned.
- Eyeglasses should not be an eccentric style or colour.
- Students may not wear sunglasses or glasses with tinted or light-reactive lenses.
- Students may not wear coloured contact lenses.
- Official BSK badges and BSK charity ribbons may be worn on the tie, ID badge lanyard or blazer lapel.
- No other jewellery or accessories may be worn.

Cosmetics

- Students may not use eye makeup or facial makeup.
- Students may not use lipstick, lip gloss or coloured lip balm.
- Students may not use nail polish. This includes gels and acrylics.
- Students may not wear henna tattoos.
- Students may not have any writing or drawing on their skin.

Hijabs

- One of the mid-grey BSK Upper Department hijabs, as sold in the Royal Scot, should be worn tight to the head and modestly covering the neckline, not hanging down or draped over the shoulder or back. If a garment is worn underneath the BSK Upper Department hijab, it should either be completely concealed or, if that is not possible, exactly the same plain mid-grey colour.

Sikh students

- Sikh students may grow their hair and wear a plain grey turban of modest proportions.
- Sikh students may wear a kara.
- Sikh students may carry only a small symbolic kirpan which is incapable of causing injury. These must be checked by the AHT(P).

Adjustments to uniform items

- Uniform items bought in the Royal Scot must not be altered in any way without written permission from the AHT(P).
- The only exception to this rule is for the length of trouser legs.

Schoolbags

- Students may choose suitable shoulder bags or backpacks, laptop cases and lunchboxes. These should be safe, appropriately branded and suited to their purpose.
- Bags and lunchboxes should be small enough to fit into lockers and bag boxes.
- The student's name, tutor group and admission number should be either on a label or written in modestly sized text in an unseen place on each bag or box.
- No inappropriate or potentially offensive writing, patches, stickers or badges should be added.

- Wheeled bags are a banned item.

Labelling uniform items

- Students should use a fabric pen to write their admission number, clearly but in an unseen place, on uniform items which may be removed during the day.
- Students may also wish to purchase printed name labels from the Royal Scot.

Photographic identification badges

- The student ID badge comprises a printed card, its plastic holder and the BSK lanyard.
- The student ID badge is an essential uniform item.
- The badge is issued free of charge at the beginning of each school year.
- The badge remains the property of the school.
- The badge must not be concealed, altered, defaced or accessorised.
- Any student who loses or damages their printed card must order a new one immediately. They should see your AHT(P) about this.
- Any student who loses or damages their lanyard or holder must buy a replacement from the Royal Scot. One day's grace is allowed, to enable the student to bring the correct money.
- The same rules apply to replacement cards, lanyards and holders as to the original items.

Adverse weather

During the Winter Uniform period:

- Coats may be worn as well as, but not instead of, school blazers.
- Students may wear only the scarf, gloves or hat from the BSK knitwear pack.

During the Summer Uniform period:

- In the event of rain, blazers may be worn outside school buildings, but not inside.
- Students may not wear a pullover, coat, scarf, gloves or hat.

At any time:

- In the event of rain, students may wear formal, black leather shoes in a heavier than normal style, but may not wear boots.

Changeover periods

- There are two uniform changeover periods: in autumn, when students change from summer to winter uniform, and in spring, when students change from winter to summer uniform.
- During changeover periods, students may choose to wear either the summer or winter uniform specified for their department.
- However, students must not mix-and-match summer and winter uniform items.

Relaxation of the Uniform Policy

- In the event that a uniform item which could only reasonably be replaced during a weekend is lost or damaged (eg shoes) the student will not be sanctioned for the remainder of the week. This concession will be written in the planner of the student by the AHT(P).
- Students may take part in occasional mufti days, in line with the dress code for the day.
- Students who will be leaving for Model United Nations straight after school should wear business dress instead of BSK uniform on that day.
- The situation in which a student is injured and needs to wear a bandage or plaster cast might require some relaxation of this policy. Plaster casts should not be written on. In such instances, the AHT(P) will write a note in the student's planner.
- Any other deviation from this policy will only be considered upon receipt by the Head Teacher of a parental request letter and an official medical report. Approval is not automatic and normal uniform must be worn until the request is approved.

Monitoring of uniform and appearance

This Uniform Policy has been agreed by the Strategic Management Team (SMT) and is enforced by the Higher Phase Leadership Team (HLT). The wearing of correct school uniform and adherence to these standards are closely monitored by all tutors and teachers, who apply sanctions in the event of any and all policy breaches.

In the event of a serious breach of this policy, the AHT(P) may escort the student to The Royal Scot to obtain a correct uniform item or send the student home to correct their uniform or appearance.

In the event of any dispute about the application of this policy, the Head Teacher will arbitrate. In the event of any continued dispute, the Principal will be the final arbiter.

UPPER DEPARTMENT UNIFORM POLICY

All uniform items marked 'BSK' below must be purchased from the Royal Scot. As well as wearing the correct uniform items, students must adhere to all required standards of appearance.

UD Summer Uniform – Girls

- BSK lilac three-quarter sleeved blouse with logo
- BSK grey A-line skirt
- BSK purple tie with logo
- BSK sheer skin-tone tights or BSK plain white ankle socks
- Well polished formal black low-heeled leather shoes
- BSK student identification badge
- Plain black or purple hair accessories
- Optional, but encouraged: House flag badge
- Optional: BSK purple blazer*
- Optional: BSK plain mid-grey hijab with BSK lilac long-sleeved blouse with logo

UD Summer Uniform – Boys

- BSK lilac short-sleeved shirt with logo
- BSK grey trousers
- BSK purple tie with logo
- BSK grey socks with purple stripes
- Well polished formal black leather shoes
- BSK student identification badge
- Optional, but encouraged: House flag badge
- Optional: BSK purple blazer*

UD Winter Uniform – Girls

As for summer, except:

- BSK purple blazer
- BSK lilac long-sleeved blouse with logo
- BSK sheer black tights (not socks)
- Optional: BSK grey pullover (only with blazer)
- Optional: BSK knit pack (scarf, gloves and cap)

UD Winter Uniform – Boys

As for summer, except:

- BSK purple blazer
- BSK lilac long-sleeved shirt with logo
- Optional: BSK grey pullover (only with blazer)
- Optional: BSK knit pack (scarf, gloves and cap)

** The blazer is optional during the normal school day when summer uniform is being worn. However, Prefects and other students representing the school may be required to wear the blazer.*

Other

Year 9 students and Year 10-11 Fine Art students may purchase a BSK Art apron and wear it at appropriate times to protect their uniforms.

PE KIT

Full PE kit should be brought in accordance with the Year 9-11 PE rotations. All uniform items marked 'BSK' below must be purchased from the Royal Scot.

PE Kit

Compulsory items:

- BSK House coloured T-shirt
- BSK black shorts with House colour (or purple) stripes
- BSK black sports socks with purple stripes
- Training shoes with non-marking soles (not football boots)

Optional items:

- BSK black tracksuit
- BSK girls' long black sports trousers (instead of shorts)
- BSK black hijab with purple stripes

Notes

On timetabled PE days, students must wear their full UD uniform to and from school. Students should change into the correct PE kit at the beginning of the PE lesson and change back into full school uniform at the end of the lesson.

The only exception to the rule above is that students who have a PE lesson during the last lesson of the day and then have scheduled afterschool sports on that day need not change back into their school uniform.

Students who play in school sports squads must wear the same PE kit in lessons as other students.

GCSE PE students should wear the special GCSE PE T-shirt instead of their House T-shirt, but only for GCSE PE lessons.

Students must wear full PE kit on Sports Day.

Any student who does not bring their correct PE kit will be sanctioned. An exception is made for any potentially embarrassing situation, in which case a parent's note will be accepted. The PE Team require students to always bring their PE kit so that even if they are unable to perform actively, they can still assume non-practical roles such as coaching or officiating without the risk of damaging their school uniform.

MUSIC PERFORMANCE DRESS

BSK students demonstrate the highest standards of professionalism when performing music. In order to create a matching visual impact, performers must adhere to this dress code. Any student who is not dressed correctly will not be allowed to play or sing as part of BSK musical performances.

Boys:

- Plain matt black two-piece suit (not velour or velvet effect)
- White long-sleeved shirt
- Plain black bow tie
- Plain black socks
- Formal black leather shoes (well polished)
- (Sikh boys) Plain black turban.

Girls:

- BSK performance dress (ankle length, from The Royal Scot)
- Black ankle socks or black tights
- Black leather shoes with low heels (well polished)
- Long hair must be tied well back or into a bun, using only plain black hair accessories
- Plain black hijab (optional)
- No makeup or lipstick
- No jewellery except very small, plain gold or silver stud earrings.

HOMEWORK POLICY

Homework is a vitally important part of how we help our students work, think and learn independently. Homework tasks include written work, research, project work, reading, learning work and revision.

Completing homework diligently gives students a wide range of skills and qualities, helping them to:

- develop the ability to work alone and to self-motivate
- develop the skills to research, organise and present work on a given theme or topic
- consolidate and extend the work done in class, or prepare for subsequent lessons
- develop the habit of reading
- revise, learn or develop work covered in class
- follow up a particular interest or develop expertise in a particular area of study
- learn to plan and organise their time and work more effectively
- do background work to prepare for what will be done next in class
- develop problem-solving and other skills
- develop skills in communicating what has been learned in a variety of ways
- extend their knowledge by learning facts and information for tests and examinations
- research information from books and online sources.

Technical requirements

Some homework requires students to access the internet.

Students will also need an A4 printer at home, as they may be required to print completed homework. Students should ensure that they have sufficient plain white A4 paper and printer ink or toner.

In Years 9-11, homework is set in (almost) all lessons, so there is no separate homework timetable. Students should also allow enough time throughout the school year for individual study, revision and practice.

Homework arrangements and time allocations

Year Group	Homework arrangement	Homeworks per evening	Expected time for each homework	Total expected time per weekday
Year 9	Set every lesson*	4 or 5	30 minutes	2 hours
Year 10	Set every lesson*	4 or 5	30-40 minutes	2 ½ hours
Year 11	Set every lesson*	4 or 5	30-40 minutes	2 ½ hours

* Teachers may wish to combine shorter homeworks. For example, in Year 10, a subject that meets twice weekly will set homework which is expected to take a total of 60-80 minutes per week. This may be one long homework, with none set for the other lesson, or two shorter homeworks: one for each of the two lessons.

Incomplete homework

Ordinarily, all homework must be submitted in full and on time. However, situations can occasionally arise which mean that students are unable to complete homework on time.

Examples include:

- a genuine lack of understanding (if the student made a timely effort to resolve the problem)
- an unavoidable technical problem (if the student tried to complete the homework another way)
- an emergency situation or other unavoidable time pressure.

Teachers will not sanction a student for failing to complete homework on time if the student has arranged a parental explanation. However, the homework must be completed, in full, as soon as possible thereafter.

Absence from school

If a student has been absent from school, it is their responsibility to find out the classwork and homework that was missed and to catch up as fully and as quickly as possible after they arrive back to school.

Teachers will be sensitive to such factors as: the length of the absence, how ill the student was, the amount and the difficulty of work missed across all subjects, whether VLE resources should have enabled independent study.

Every situation is different, so it is not possible to create precise guidelines, but in every case it remains the student's responsibility to catch up as best they can.

ATTITUDES TO LEARNING

Attitudes to Learning are designed to provide students, parents and teachers with a common vocabulary through which the learning process can be discussed and reported upon. Students are encouraged to reflect upon and take greater responsibility for their own learning, developing productive study skills and practices that will help them to succeed.

Dependent Learner	A passive student who requires frequent intervention and needs to seek support in order to make progress.
Supported Learner	A student who displays an inconsistent attitude to learning but accepts support to identify and resolve key issues.
Engaged Learner	A motivated student who willingly seeks assistance to identify and resolve issues.
Independent Learner	A highly motivated student who displays a consistent attitude to learning and is an attentive and reflective learner.
Mature Learner	An independent student who also approaches tasks with the aim of extending his or her learning.

To illustrate the above categories of learner, here are some examples:

A Dependent Learner would likely not complete any work or contribute in a lesson unless they are questioned directly by the teacher. They would need constant help throughout simply to finish the work.

A Supported Learner would need some help during every lesson but would be able to work individually after receiving this assistance.

An Engaged Learner actively participates in every lesson and makes progress without any additional assistance from the teacher.

An Independent Learner successfully completes all work set by the teacher and is able to make use of extension tasks to further their own learning.

A Mature Learner will make excellent progress during lessons, complete extension work and drive their own learning in new directions through independent work.

One of the housepoints given during each lesson is for attitude, which may include attitude to learning. In addition, students' attitude to learning (A2L) in each subject is detailed on their winter and summer reports.

ASSESSMENT POLICY

Assessment promotes learning by providing a continuous review of student achievement with regular and frequent feedback. This involves teachers, parents and students in a dialogue, which provides information about student achievement and enables the setting of targets for self-improvement.

Year 9: BSK standards and grading

The National Curriculum of England focuses upon measuring the acquisition of each year’s prescribed objectives and the progress made towards a broad and deep understanding of these.

With this in mind, attainment in Year 1 to Year 9 is measured by way of statements which reflect the extent of this understanding. These statements are outlined below:

- A (Pass) working above the expected BSK standard for the year group
- B (Pass) working at the expected BSK standard for the year group
- C (Pass) working towards the expected BSK standard for the year group
- D (Fail) working below the expected BSK standard the year group

In Year 6 to Year 9 students working at grades A-C have their attainment reported more finely. The purpose of this is to indicate their level of achievement and approximate position within their current standard.

These positions will be indicated with a ‘plus’ (+), an ‘equals’ (=) or a ‘minus’ (-) sign and are explained below.

- + : very secure; working at the top end of their current standard
- = : clearly secure; working within the mid-section of their current standard
- - : emerging; working at the lower end of their current standard

Grade X is used if an accurate assessment is not possible, usually due to non-submission or non-attendance.

The table below specifies the grade statements in each of these year groups:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
1A	2A	3A	4A	5A	6A+	7A+	8A+	9A+
					6A=	7A=	8A=	9A=
					6A-	7A-	8A-	9A-
1B	2B	3B	4B	5B	6B+	7B+	8B+	9B+
					6B=	7B=	8B=	9B=
					6B-	7B-	8B-	9B-
1C	2C	3C	4C	5C	6C+	7C+	8C+	9C+
					6C=	7C=	8C=	9C=
					6C-	7C-	8C-	9C-
1D	2D	3D	4D	5D	6D	7D	8D	9D

Year 9-11: Non-National Curriculum subjects

First Language Arabic, Second Language Arabic, Islamic Studies and Quranic Studies are not UK National Curriculum subjects.

The attainment of students in these subjects is reported using the grades and meanings outlined below:

- A (Pass) working at a higher level and at greater depth for the year group
- B (Pass) working at the level expected for the year group
- C (Pass) working towards the level expected for the year group
- D-U (Fail) working below the level expected for the year group.

Grade X is used if an accurate assessment is not possible.

Year 10 and Year 11: GCSE and IGCSE grading

These qualifications are now graded using a 9-1 system. As you may still see references to legacy A*-G grading, the approximate equivalences are outlined in the following page.

9-1 Grades	9	8	7	6	5	4	3	2	1	U	
A*-G Grades	A*		A	B		C	D	E	F	G	U

At BSK, only Grades 9-4 (A*-C) are considered to be (I)GCSE pass grades.

'U' means 'unclassified' and is not a pass grade. Grade X indicates an inability to assess, usually due to non-submission or non-attendance.

Academic Tracking

In Terms 1 and 3, Year 9-11 students will receive a tracking grade for each of their examination subjects. The tracking grade/standard is indicative of the student's current performance in the subject, relative to the CAIE or Pearson Edexcel specifications or BSK standards.

In Terms 1 and 3, tracking grades are based upon a combination of sources including formal assessments, classwork, homework and in-class assessments. Similarly, in Years 9 and 10, Term 2 tracking grades do not have to be based on formal assessments. However, Term 2 tracking in Year 11 will be the same as the winter report grades and the Year 11 report issued in Term 5 will consist of final predicted grades.

REGULATIONS FOR IN-CLASS ASSESSMENTS

You must know and understand all these rules. They are intended to ensure fairness and to help you.

The rules below must be followed at all times. This includes before, during and after the assessment.

- Listen to the teacher and do exactly what you are asked to do, first time.
- You may have on your desk or in your pockets only the materials and equipment which are allowed.
- You may not be in possession of any notes, papers or books, unless these are authorised by the teacher.
- Leave any item that is not allowed in your bag. Do not reach into your bag.
- During the assessment, you may not borrow anything from another student or the teacher.
- You may not talk, communicate with, seek assistance from, give assistance to, or disturb other students.
- Do not sit in such a way that you can see any other student's answers or that they can see yours.
- At the end of the test, you must put your pen down and stop working immediately.

WARNINGS

- Breaking the rules in an in-class assessment will result in the SCC logging -3 behaviour points.
- Compromising the integrity of an assessment will result in your AHT(P) logging -5 behaviour points.
- If you try to use any unfair practice or break these rules in any way, your paper may be cancelled.

END-OF-YEAR EXAMINATION REGULATIONS

You must read this information carefully. It has been written to help you.

EQUIPMENT

- You may take into the examination room only the materials and equipment which are allowed.
- Leave anything that you do not need or which is not allowed outside the exam room, or with the teacher.
- You must bring all the pens, pencils, rulers, erasers and any instruments that you will need.
- You must bring tissues with you, for personal use.
- Write in dark blue or black ink, except multiple choice papers which must be completed in B or HB pencil.
- Coloured pencils or other colours of inks may be used only for diagrams, maps, charts etc.
- You must not have a calculator case, calculator instruction leaflet, eraser cover, bag, non-transparent pencil case, mobile telephone, watch, smartwatch or any other electronic device (except an approved calculator and wrist watch) or any other material or equipment. If you are found in possession of any unauthorised material, even if you do not intend to use it, you may be disqualified from the subject being taken.
- Correcting fluid or correcting pens must not be taken into the examination room.
- You may not borrow anything from another student or from the teacher during the examination.

INSTRUCTIONS

- Listen to your teacher and do exactly what you are asked to do.
- Read and follow the instructions printed on the question paper and/or on the answer book/answer paper.
- Fill in the details required on the front of your question paper and on any additional sheets of paper you use (eg name, tutor group, admission number)
- If you use additional sheets of paper, you should write your name, tutor group, admission number and the name of your subject teacher clearly at the top of every page.

REGULATIONS

- You must not talk, communicate in any way with, seek assistance from, give assistance to, or disturb other students in the examination room.
- You must sit in such a way that you cannot see any other student's papers and that they cannot see yours.
- If you have a problem during the examination and are in doubt about what you should do, put your hand up to attract attention. Remain entirely silent. The teacher will come and assist you.
- You may not ask the teacher to read or explain any of the examination questions.

LEAVING THE EXAMINATION ROOM

- You may not be able to go out during the examination. Ensure that you go to the bathroom beforehand.
- At the end of the examination, place all of your answer papers in the correct order.
- You must not leave the examination room until the teacher tells you to do so.
- When you leave the examination room you must leave behind the question paper, all rough work and any other used or unused materials that were provided for the examination.

WARNINGS

- If you are not adhering to the Uniform Policy you may not be allowed to sit examinations.
- Breaking the rules in an in-class assessment will result in the SCC logging -3 behaviour points.
- Breaking internal or external examination rules will result in the AHT (Academic) logging -5 behaviour points.
- Compromising the integrity of an assessment will result in the AHT (Academic) logging -5 behaviour points.
- If you try to use any unfair practice or break these rules in any way, your paper may be cancelled.

REWARDS

Our teachers understand that the most natural and effective reward is a genuine smile and a simple “Well done!” However, we also operate a formal rewards system within the Secondary school. The rewards system aims to acknowledge noteworthy achievements, to reinforce positive attitudes and to promote such achievements and attitudes amongst all students.

Housepoints

Our highest profile rewards are housepoints, two of which (one for achievement and one for attitude) are awarded in every lesson. Housepoints are also awarded for competition success, other special achievements and service activities, in accordance with the Housepoint System.

Housepoint Award threshold are based on the following net points totals:

Bronze	Silver	Gold	Platinum	Diamond	Double Gold	Double Platinum	Double Diamond
30	60	90	120	150	180	240	300

Award badges are distributed weekly to those students who reach a new threshold and certificates are issued at the end of the school year for the final award level achieved.

Privilege events

Upper Department students whom the Higher Phase Leadership Team deem suitable, may be invited to attend certain privilege events.

Club Zero

All students who manage to avoid receiving any negative points over the course of Term 1, 2, 3 or 4 become members of Club Zero for the following term and receive a letter of commendation from the Head Teacher. Club Zero members receive 10 bonus housepoints for each term of membership and their names are published on the Club Zero webpage.

Those students who are new to the school, have done particularly well if they manage to avoid any negative points during Term 1, so they receive 20 bonus points instead of the usual 10 for Term 1.

School Colours

The Higher Phase Leadership Team (HLT) may award School Colours to any Year 9-11 student who, in their opinion, has represented the school or served the school community in an exceptional way.

The award is in the form of a tie with twin gold diagonal stripes. School Colours may be worn for the remainder of the student’s time at the school.

Sports medals

Students will be awarded medals, during Sports Day, at morning line-up or in assemblies, for:

- winning events during Sports Day
- winning certain International Schools Activities Conference Kuwait (ISACK) or British Schools in the Middle East (BSME) interschool events.

The names of school sports record holders are listed at www.bsk.edu.kw/records.

Sports Colours

If a student has achieved any two of the following within the same academic year, they will be awarded Sports Colours at the Sports Award Ceremony in May.

- Gold ISACK medal (team or individual)
- Gold BSME medal (team)
- Any BSME medal (individual).

This is reckoned per sport (eg swimming, football, athletics) not by separate sub-events within sports (eg different swimming strokes or different athletic disciplines).

An exception is made so that a student who achieves ISACK Gold in the same sport but in two age categories is also eligible for the award of Sports Colours.

The award is in the form of a tie with twin maroon diagonal stripes. Sports Colours may be worn for the remainder of the academic year in which they are received, and for the entire following academic year, but must be re-earned the following year to retain the entitlement to wear the special tie.

Note: The Higher Phase Leadership Team (HLT) may decide to remove School Colours or Sports Colours from any recipient whose standards of work, behaviour or attitude fall below the very high level expected of the holder of such a prestigious and visible award.

FESTIVAL OF ACHIEVEMENT AND GRADUATION CEREMONY

Our prestigious annual Festival of Achievement and Graduation Ceremony is held in Term 4 and is an opportunity to publicly recognise the achievements and successes of our most senior students in Years 11-13.

This is a privilege event for which invitations will be issued to students who meet the published eligibility criteria. Please find below the graduation tier requirements for Year 11 students wishing to graduate in the academic year 2020/21

The data contained within Term 3 Tracking Reports will be used to determine eligibility.

Year 11 Graduation (Regular)

Conduct	To have an equal or greater number of positive points than negative points in Year 11.
Conduct	To have received 30 negative points or fewer whilst in Year 11.
Attendance	To have a minimum of 90% attendance in Year 11.
Attendance	To have fewer than five days (or half-day equivalents) of unauthorised absence in Year 11.
Academic	To have obtained a minimum of five (I)GCSE grades 9-4.

Year 11 Graduation (with Honours)

Conduct	To have an equal or greater number of positive points than negative points in Year 11.
Conduct	To have received 20 negative points or fewer whilst in Year 11.
Attendance	To have a minimum of 95% attendance in Year 11.
Attendance	To have fewer than three days (or half-day equivalents) of unauthorised absence in Year 11.
Academic	To have entered for a minimum of eight (I)GCSE subjects.
Academic	To have obtained a minimum of five (I)GCSE grades 9-4.

Year 11 Graduation (with Distinction)

Conduct	To have an equal or greater number of positive points than negative points in Year 11.
Conduct	To have received 10 negative points or fewer whilst in Year 11.
Attendance	To have a minimum of 95% attendance in Year 11.
Attendance	To have fewer than three days (or half-day equivalents) of unauthorised absence in Year 11.
Academic	To have entered for a minimum of eight (I)GCSE subjects.
Academic	To have obtained a minimum of five (I)GCSE grades 9-4.

Students who meet the requirements to graduate either with honours or with distinction but who do not wish to attend the ceremony at the end of Year 11 will have their graduation tier recorded on the school website in recognition of their achievements.

Students who do not meet the criteria outlined above will be eligible to receive a letter confirming their completion of the academic year in question but will not receive an invitation to attend the graduation ceremony.

The Higher Phase Leadership Team (HLT) will adjudicate any cases in which a student: narrowly fails to meet one of these requirements; for whom mitigating circumstances are applicable; or for whom a serious disciplinary issue emerges.

The Higher Phase Leadership Team (HLT) reserves the right to revoke eligibility to attend the graduation ceremony in the event that serious or chronic conduct, attendance or academic issues emerge following the release of graduation invitations.

Subject Awards

Subject Prizes are also awarded to Year 11 students who obtain the top marks in their January mock examinations, and to Sixth Form students who do likewise in their midyear examinations. Subject Commendations are awarded to students who place second and third in each subject. In the event of equal results, formal assessments are compared in reverse chronological order. For subjects in which there are no mock examinations, the top performing students are identified using internal criteria.

Special Awards

As well as Subject Awards for Year 11-13 students, a number of Special Awards are presented which may include the following:

the Founder's Medal bestowed upon the parent, member of staff or (most often) student who, in the opinion of the Founder, has brought the greatest honour upon the school.

In recent years, other Special Awards presented at the Festival of Achievement have included a Leadership Award, a Service Award and a Creative Arts Award. Ambassadors also sponsor special awards for language proficiency.

SANCTIONS POLICY

BSK students take great care to follow the Student Charter and all policies and regulations. They work hard to earn housepoints and other rewards. Occasionally, however, things can go wrong.

All teachers operate a zero tolerance system, without warnings, if Secondary students break the Code of Conduct in any way. All offences are logged on our student database.

Each unacceptable action has a negative points value, as shown below. When students are logged for misbehaviour, they lose housepoints and their Houses also lose points in the House Competition. Students should support their housemates so that they can avoid losing points.

All Sanction types apply to on campus behaviour, off campus behaviour and online.

These various sanctions are organised into categories and are detailed in the following pages.

SANCTION TYPES

Abusive

Deliberately rough physical contact (not fighting)	-3	AHT(P)
Rudeness or swearing	-3	AHT(P)
Highly offensive, eg sexual, racial or religious insult	-5	AHT(P)
Physical bullying, fighting, spitting, retaliation or assault	-5	AHT(P)/HT
Emotional bullying, intimidation or threat	-5	AHT(P)/HT
Cyber bullying	-5	AHT(P)/HT

Attendance and Punctuality

Not providing an explanatory document on the first morning back	-1	Tutor
Five or more minutes late to a lesson, without good reason	-1	Teacher
Truancy from a lesson, Tutor Time or private study	-3	SCC/AHT(P)
Arriving after 08.00 and failing to sign in at Gate PL7	-3	AHT(P)
Truancy from school	-5	AHT(P)/HT

Dishonesty

Copying a student's work, or allowing work to be copied	-2	Teacher
Trying to hide the truth	-2	Teacher
Persistent attempt to deliberately hide the truth	-3	AHT(P)
Forgery of a parental communication or signature	-3	AHT(P)
Plagiarism from a textbook, internet or other source	-3	SCC
Breaking the rules in an in-class assessment	-3	SCC
Breaking internal or external examination rules	-5	AHT(P)/HT

Compromising the integrity of an assessment	-5	AHT(P)/AHT(A)
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Disrepute, Privacy and Reputation*

Breaking the rules regarding privacy	-5	HT
Breaking the rules regarding reputation	-5	HT
Bringing the school into disrepute	-5	HT

* This applies to activity on or off campus and online. Please refer to the Privacy Rights and School Reputation section on page 36.

Disrespect

Being impolite, discourteous or insensitive	-1	Teacher
Reluctance to follow a reasonable staff instruction	-1	Teacher
Sustained reluctance to follow a reasonable staff instruction	-3	AHT(P)
Refusal to follow a reasonable staff instruction	-5	AHT(P)
Disrespecting the National Anthem	-1	Tutor

Disruption

Low-level disruption (eg chatting, distracting others)	-1	Teacher
High-level disruption (eg shouting, being noisy)	-2	Teacher
Serious disruption (eg repeated shouting or other disruptive behaviour)	-3	AHT(P)
Major disruption (which prevents teaching/learning)	-5	AHT(P)/HT
Setting off a false emergency alarm	-5	HT

Equipment

Not bringing your student planner to every lesson	-1	Tutor
Not following the rules for use of the student planner	-1	Tutor
Not bringing a suitable computer to every lesson	-1	Tutor
Not bringing all required books and equipment to a lesson	-1	Teacher

Food

Eating outside your designated break area	-2	Teacher
Having or chewing gum	-2	Teacher
Eating or drinking in a fasting area during Ramadan	-3	AHT(P)
Eating in an online lesson	-3	AHT(P)

Immoral

Inappropriate physical contact	-3	AHT(P)
Overtly sexual behaviour	-5	HT
Accessing illegal or immoral material	-5	HT

Organisation

Not returning a reply slip to the Class Tutor/AHT(P) by the specified date	-1	Tutor
Breaking the locker rules	-1	Teacher

Property

Breaking the bag box rules	-1	Teacher
Leaving belongings unattended	-1	Teacher
Tampering with or accidentally damaging property*	-1	Teacher
Breaking the regulations for computer use (eg gaming, messaging)	-3	Teacher
Using a Virtual Private Network (VPN) in school	-3	AHT(P)
Having a banned item in school**	-1 to -5	AHT(P)
Deliberate property damage, graffiti or theft	-5	AHT(P)

* If you damage another person's property, you may need to pay for repair or replacement.

** This will depend on the item in question. Please see the banned items list on page 38 for further details.

Safety

Breaking the rules for safe movement around the school	-1	Teacher
Breaking the Science Lab or D&T safety rules	-2	Teacher
Being in an unauthorised area without staff permission	-2	Teacher
Littering, spilling liquid or misusing recycling bins	-2	Teacher
Spitting	-3	AHT(P)
Throwing anything at another person	-3	AHT(P)
Reckless endangerment (risk of injury)	-3	AHT(P)
Reckless endangerment (clearly life-threatening)	-5	AHT(P)/HT
Having or using smoking or vaping materials	-5	AHT(P)
Having any dangerous item in school	-5	AHT(P)/HT

Sanctions

Failure to complete a break detention	-3	AHT(P)
Failure to have an on-report form completed	-3	SCC/AHT(P)
Repeated failure to have an on-report form completed	-5	AHT(P)/HT
Failure to complete an afterschool detention	-5	AHT(P)
Attending a privilege event without AHT(P) permission	-5	AHT(P)/HT
Attending an IA event without IA coordinator permission	-5	AHT(P)/HT
Being on or near the campus while suspended	-5	HT

Uniform

Incorrect or missing uniform item	-1	Tutor
Inappropriate haircut, facial hair, cosmetics or jewellery	-1	Teacher

Failing to take any action relating to haircut or facial hair	-3	AHT(P)
Missing item of PE or swimming kit	-1	Teacher
Not wearing part of the correct PE or swimming kit	-1	Teacher
Not bringing full PE or swimming kit (and no doctor's note)	-2	Teacher
Not wearing full PE or swimming kit (and no doctor's note)	-2	Teacher
Excessive use of deodorant, cologne or aftershave	-1	Teacher
Not complying with all standards of appearance (correctable)	-1	Teacher
Wearing an award tie or badges that have not been earned	-3	AHT(P)

Work

Not following the presentation standards for written work	-1	Teacher
Insufficient or inadequate classwork	-1	Teacher
Not speaking English (except in Arabic, Islam, French, German)	-1	Teacher
Not speaking Arabic in first language Arabic, Islam or Quran	-1	Teacher
Homework not submitted in full or on time (no parent note)	-2	Teacher

N.B. The Higher Phase Leadership Team (HLT) reserves the right to take further action in addition to the above if the circumstances of certain -5 incidents are deemed serious enough to warrant it. This could include the commencement of permanent exclusion procedures.

SANCTIONS - GENERAL

The negative point allocations mentioned above carry with them the following sanctions:

Offence	Sanctions	Parental Involvement
-1	Verbal Warning*	Teacher records offence in student planner.
-2	Break Detention	Teacher records offence in student planner.
-3	Tuesday afterschool detention	Issuing teacher records offence in student planner. The AHT(P) issues afterschool detention letter the following Sunday, based on the preceding school week, and received reply slip signed by a parent on Monday.
-5	Suspension from school	The AHT(P) informs parents by telephone, issues suspension letter and arranges to meet parents and student for a readmission interview.

* Three or more -1 point offences within the same school week will result in the AHT(P) issuing an afterschool detention for the following Tuesday.

SANCTIONS - CUMULATIVE

In instances where a student accumulates a very large number of negative points within a single week the AHT(P) will issue the following sanction escalations:

Points	Sanctions	Parental Involvement
1 or 2 negative points	Verbal Warning	Teacher records offence in student planner.
3 to 9 negative points	Tuesday afterschool detention*	Issuing teacher records offence in student planner. The AHT(P) issues afterschool detention letter the following Sunday, based on the preceding school week, and receives reply slip signed by a parent on Monday.
10 to 14 negative points	1 day suspension from school	The AHT(P) informs parents by telephone, issues suspension letter and arranges to meet parents and student for a readmission interview.
15 to 19 negative points	2 day suspension from school	The AHT(P) informs parents by telephone, issues suspension letter and arranges to meet parents and student for a readmission interview.
20 plus negative points	3 day suspension from school	The AHT(P) informs parents by telephone, issues suspension letter and arranges to meet parents and student for a readmission interview.

Where a student accumulates a very large net negative score and this is not being addressed, the AHT(P) will issue the following sanction escalations:

Points	Sanctions
-50	1 day suspension from school
-75	2 day suspension from school
-100	3 day suspension from school

Suspension

Suspension from school is a very serious sanction and may be noted on student transcripts and references.

Students can be suspended from school either for receiving a -5 sanction or for accumulating an excessive number of negative points within a single week.

The first suspension in an academic year is usually for one school day, although this can vary depending on the seriousness of the incident. Parents may wish to request an internal one-day suspension, in which the student does not attend normal lessons but instead completes work in school under the supervision of the AHT(P). The Head Teacher will consider all such requests and, if agreed, will issue a letter explaining the procedure for internal suspension.

If a student is suspended from school a second time within the same academic year, the suspension will ordinarily be for three school days and the readmission interview will be with both the AHT(P) and the Head Teacher. Internal suspension will not be permitted if a student is suspended for three days. The Head Teacher will issue a letter explaining such conditions.

Any student who is suspended from school a third time, or more, will in every case serve five full days out of school. In such a situation, the Head Teacher may well liaise with the appropriate authorities to commence permanent exclusion procedures.

BUS RULES

Students using school buses are required to follow these rules.

- Sit down throughout the journey.
- Wear a correctly fitted seatbelt throughout the journey.
- Stay calm. Do not risk distracting the driver.
- Be respectful, careful and kind.
- Do not drop litter on or near the bus.
- Do not put any object or part of your body outside the bus.
- Never get off the bus before your home stop.
- Follow the driver's reasonable instructions.

Any student who is reported to have breached these rules will be interviewed by the AHT(P) and any offence logged in line with the Sanctions Policy. In serious or repeat instances, a student may be banned from the bus for one or more days.

The provision of school transport is based on good conduct. The school reserves the right to remove students from bus travel and to refuse bus registration in subsequent years if a students' conduct falls short of our expectations.

PRIVACY RIGHTS AND SCHOOL REPUTATION

To protect the privacy of individuals and the good reputation of the school, students are strictly forbidden from posting the following to any website or internet-based service:

- text about the school, staff members or other students
- images or videos taken on or featuring school premises or students in school uniform
- images or videos taken on school buses, school trips or at school-related functions
- images or videos of any staff member, under any circumstances.

Students should be aware that this rule includes, but is not limited to, blog sites, social networking sites, photograph sharing sites, video sharing sites and social messaging sites.

The Head Teacher administers the official BSK Facebook page and any other official social media channels. Students are permitted to interact with these official accounts, but only if they have received parental permission and if they post according to all relevant terms and conditions, both of the social media service and the school. In particular, all such interactions must be conducted in a polite, respectable and positive manner.

Students should be mindful of the fact that any action (online or offline) which breaks these privacy rules or which has the potential to damage the school's good reputation in any way will be logged and will carry a behaviour penalty of -5 points.

REQUIRED EQUIPMENT

All Year 9-11 students must bring the following items to school:

- student planner
- suitable computer, charger and all required software
- dark blue or black pens
- a red pen (for self-marking)
- a purple pen (for peer-marking)
- pencils, eraser, sharpener, colouring pencils, 30 cm ruler
- highlighter pens
- glue stick
- safety scissors
- earbuds compatible with their laptop* (not headphones, which are a banned item)
- mathematical equipment (calculator, compasses, protractor)
- all required exercise books, sketchbooks, worksheets, workbooks and textbooks.
- large plastic folders in which to keep all the materials for each subject.

* Note: Earbuds must only be used to complete set classwork, not for private listening.

Subject-specific equipment

You should make sure that you bring the following items to these specific lessons:

- **Art and Design:** BSK Art apron (all year groups)
- **IGCSE Art, Photography, Graphics:** set of permanent fine-tipped marker pens, propelling pencil (ideally with 2B leads), set of lettering stencils (optional)
- **Photography:** approved camera
- **IGCSE Design and Technology:** HB pencil, 2H pencil, black fine liner pen
- **IGCSE Physical Education:** Full BSK PE kit, as advised.

BANNED ITEMS

Students are not allowed to bring certain items into the school. These include:

- correction fluid (-1)
- music or video players (-1)
- on-ear headphones (-1)
- handheld games consoles (-1)
- hot or fizzy drinks (-1)
- cans or glass bottles (-1)
- chewing gum or bubble gum (-1)
- perfume, cologne or aftershave (-1)
- wheeled bags (-1)
- restaurant food or beverages (-3)
- mobile phones (-3)
- internet routers (-3)
- cameras* (-3)
- smartwatches (-3)
- internet router (-3)
- smoking or vaping materials (-5)
- any dangerous items (-5)

Unless permission from the AHT(P) has been granted, students may not bring restaurant food or beverages to school, or order a delivery of such items to school. These are also sanctionable as banned items and will receive a -3.

If you have any banned items, the offence will be logged and the item confiscated. Such items will be given to the AHT(P) and placed in a secure location until returned to the student. In serious or repeat cases parents may be contacted to arrange return of the item.

Banned hardware and software is noted elsewhere, under the rules for laptop use.

* Cameras are required equipment for Photography lessons. The AHT(P) may also permit a student to bring a camera to take photographs of a school event. However, these are the only circumstances under which a camera is not a banned item.

CORRIDOR MOVEMENT

We have simple, common sense rules to ensure safety and a pleasant atmosphere.

- Follow the instructions on all relevant signage.
- Walk on the right hand side.
- Stay calm. No shouting or silliness.
- Keep moving. Don't delay others.
- Walk quickly but do not run.
- Take extra care on stairs.

BREAKTIME RULES

These rules have been designed to ensure that student movement is safe and efficient, that students are properly supervised and that students take appropriate care of their belongings at all time.

Break locations

Break 1 is only a five-minute changeover. During Break 1, students should proceed directly to their next lesson, but may use any suitable bathroom on their way. Students may not eat, drink (except water) or access a canteen or vending machine during Break 1.

Students must normally be in the following Break 2, 3 and 4 locations:

Years 9 – 10	Main Building, North rooftop
Year 11	White House rooftop

Approved break activities include break detention, leadership meetings, librarian duties, scheduled break clubs, visiting Lost Property to retrieve a misplaced item, visiting the Senior Bursar (on valid business), visiting the Clinic, buying something in The Royal Scot, use of a prayer room (only permitted during Break 4) and appropriate use of the Library.

All break activities are supervised. Students must never be in any unsupervised location.

Students must not try to meet teachers during breaktimes, except by prior arrangement.

Students should not take a friend unless it is strictly necessary, for example if a student is feeling very ill and needs to visit the Clinic.

Timings

Students must arrive at their correct break location within the first five minutes of the start of break. This rule applies both to normal break areas and to approved break activities.

Students must stay in their correct break location until after the bell rings to signal the end of break.

However, if a break club or activity finishes before the end of break, the students who have been involved must go directly to their normal break location and stay there until the bell rings. Students must not leave their break location before the bell or arrive early for lessons.

Property

Students may not leave any belongings in or near their next classroom, even if a teacher is present. Any student doing so will be sanctioned.

Students must also follow the published locker rules carefully.

Students must follow the published bag box rules carefully. Belongings must not be in bag boxes during breaks. The only exception is that students who are praying during Break 4 may use a bag box near the prayer room.

Property that is accidentally left by students in their break areas after the end of break will be taken directly to Lost Property. This is not logged or sanctioned.

Eating and drinking

Students may eat or drink in their normal break locations and, with the supervising teacher's permission, while attending break clubs. However, students should not eat or drink in other areas. Students may not eat or drink (except water) during detention.

Canteens

Wherever their break activity, students may use only the following canteens:

Years 9 – 10	Main Building North rooftop canteen
Year 11	White House rooftop canteen

Bathrooms

Students in other acceptable break locations should use only the following bathrooms:

Clinic (Main Building)	Bathroom 031a (boys) or 031b (girls)
Clinic (South Campus)	Bathrooms T08a (girls) or T08b (boys)
Clinic (Wembley)	Bathrooms N01 (boys) or N08 (girls)
Prayer room	Bathroom 031a (boys) or 031b (girls) – only Break 4
Library	Girls' or boys' bathroom inside the Library
First floor classrooms	Bathrooms 130b (girls) or 136b (boys)
Drama area	Bathroom B15
D&T area	Bathroom B12
Art area	Bathrooms inside the Euston building
Portman area	Bathrooms T08a (girls) or T08b (boys)

LOCKERS

Lockers are positioned as close to tutor rooms as possible.

Lockers are issued at the beginning of Term 1.

Lockers are issued on a first-come, first-served basis. The annual rental charge is KD5.

Students must supply their own padlock after being issued a locker. So that the padlock fits our lockers, its metal arm should not have a diameter of more than 5 millimetres.

Students should keep their key safe, or their combination secret.

The school will not be held liable for the security of items placed in lockers.

Students must keep their lockers padlocked. Students must not keep any belongings in an unlocked locker.

If a student loses their key or forgets their combination, they should inform the AHT(P), who will break the padlock so that the student can remove their belongings. In such a situation, the student should not use their locker until they have replaced the padlock.

If a padlock breaks so that the locker cannot be locked, the student should remove their belongings and should not use their locker until they have replaced the padlock.

If a locker breaks, the student should inform the AHT(P), so that it can be repaired. If the locker cannot be locked, the student should not use their locker until it has been repaired. In such a situation, so that the student is without a locker for as short a time as possible, the AHT(P) may decide to allocate the student a different locker.

Students must not swap lockers, share lockers or place their belongings into another student's locker or an unassigned locker.

Students must not keep any food, drinks or perishable items in their lockers overnight.

Students may not personalise the outside of their lockers in any way. Any interior personalisation must be consistent both with school rules and Kuwait's cultural and religious norms. Blu-tack, not sticky tape, should be used inside lockers. We recommend that students keep a copy of their timetable inside their lockers.

Students may only access their lockers during the approved access times (detailed below).

Students must provide access to their locker to a member of the Higher Phase Leadership Team (HLT). In the event that such access cannot be provided, BSK reserves the right to remove padlocks without liability for replacement.

The rental period ends for Year 9-10 students on the day before the end-of-year examinations and for Year 11 students on the day before their study leave begins. Student must remove their locks and all belongings. Students must ensure that no trace of any interior personalisation remains. Lockers must also be emptied at the end of Term 2 for cleaning and maintenance over the term break.

If a locker remains unused for a period of a month or more, it may be reclaimed and reissued to another student.

Locker access times

Students may access lockers during Tutor Time, but should first register and then seek their tutor's permission. Lockers must not be accessed after the bell rings for the start of Lesson 1.

Lockers may be accessed during the short changeover Break 1 and the first five minutes of Breaks 2, 3 and 4.

Students who do not travel by school bus, and whose last lesson of the day takes place on the same side of the campus as where their locker is located (meaning they don't have to cross Park Lane to reach it) may access their lockers in the five minutes (14.35-14.40) following the end of the school day. All other students, including those who travel by bus, may not access their lockers after they are dismissed from their last lesson at 14.35.

Lockers should never be accessed after 14.40, even by students with afterschool activities.

BAG BOXES

Students may only keep their belongings in bag boxes:

- during a laboratory lesson (not the break before or afterwards)
- while using a prayer room during Break 4.

The Library rules also require the use of the bag boxes inside the Library during breaktimes.

Students should put their belongings inside the bag boxes. Belongings should only be placed on top of bag boxes if there is no space inside, and care should be taken not to damage any wall displays. Belongings must not be placed on the floor or ground nearby.

Bag boxes must never be used before school, during Tutor Time, or after school. Bag boxes are used at students' own risk.

Any student who breaks these rules will be logged with -1 point. Their belongings may also be moved for safe-keeping to Lost Property, into the AHT(P)'s office or (if PE kit) into the PE office. Belongings which are moved into an office may only be retrieved at a time that suits the AHT(P) or the PE staff. Any food or drinks which are left unattended may, for health and hygiene reasons, be disposed of. Any resultant inconvenience, lateness, uniform issues, lack of equipment, inability to complete work or any other consequence is the student's own responsibility.

MOBILE TELEPHONES

Students in Years 9-11 are not permitted to bring a mobile telephone to school. Any breach of this rule will result in the phone being confiscated and the student sanctioned. Students who need to call home can do so from the UD Office.

EFFECTIVE STUDY SKILLS

If you are to make the most of the work you do, how you learn is as important as what you learn. People who have developed advanced study skills can learn more, at a deeper level in less time than those with poorer study skills. Taking the time to learn and practise study skills will save you time and effort over the long term.

Study environment

Some people prefer to work alone in peace and quiet. Some prefer to work with others. You must find out what is right for you. Be honest with yourself. Very few people actually work well with the TV or loud music on!

Your study environment should be free of all distractions. Switch your phone off. Be disciplined if you are using your computer for work purposes. What starts out as a minute or two on WhatsApp or Facebook can easily turn into an hour or more, and then before you know it, your evening has been wasted! Please speak to your Class Tutor or the AHT(P) if you think this is a problem for you. They will be able to help.

Starting out

When you are set a piece of work, make sure you are clear about exactly what you need to do. Where possible break the work down into small tasks. Allocate a certain amount of time to each of these. This will mean that the piece of work does not look so big and you will get satisfaction as you complete each part.

Some people like to work in short periods such as half an hour at a time whilst others prefer to work for longer periods, perhaps for one or even two hours. Choose the method which is best for you. Having a timetable pinned up in your room is a helpful way of making sure that you do the work at the correct time.

Reading

- Use the contents and index of a book to look for what you want.
- Learn to skim read before reading in detail.
- Learn to scan, to look for specific things in a book or newspaper.
- Add a dictionary and an encyclopaedia website to your browser favourites.

Making notes

- List only the main ideas.
- Abbreviate to save time. For example, 'possible' could become 'poss'.
- Write clearly in ink.
- Use key words, phrases and sentences.
- Use a highlighter pen to pick out key words.
- Use colour to distinguish sections.
- Use quotation marks to identify quotes.
- Consider using flow charts as another useful method.
- Consider using spider diagrams / mind maps.

Revision

- Start early! Less revision per day over a long period of time works much better than 'cramming'.
- Don't just read! Reading alone is an extremely inefficient way of learning. Instead, revise actively by making notes, drawing diagrams and using lists.
- Try making postcard-sized study cards or sticky labels.
- Work with your family or friends to check your knowledge and understanding of such things as vocabulary, facts and scientific and mathematical formulae
- Try to fit all you know about a topic on just one side of paper. The process of selecting what is truly important and expressing it in short form will really help to cement it in your understanding.

STUDENT GUIDE TO HEALTHY LIVING

Get enough sleep. Doctors recommend that students should get at least eight hours' sleep. Being underslept causes poor concentration, reduced memory, behaviour issues and mood problems.

Drink plenty of water. Becoming dehydrated can cause headaches, confusion and dizziness. Dehydration also prevents you from learning effectively. Water is the best drink to hydrate your body. Students are encouraged to take water bottles into lessons. Avoid sugary drinks.

Don't skip meals. A good breakfast is very important, but so are lunch and dinner. Skipping meals causes problems with your blood sugar levels and may make you want to eat unhealthy snacks at the wrong times. With good eating habits, you will have the energy to learn effectively.

Eat a balanced diet. Eat lots of brown bread, brown rice, fruit and vegetables. Eat some meat, fish, eggs, beans and dairy products. Try to eat very few fatty or sugary foods. A properly balanced diet will keep you healthier, give you more energy and help you learn.

Get enough exercise. Exercising reduces stress, keeps your digestion working properly and makes you feel more energetic. It also helps you get a good night's sleep and stay a healthy weight. Walk, jog, run or swim. Do what you enjoy and what feels comfortable.

Stay safe. If you have an accident and are absent from school, it can seriously affect your studies. Do not take unnecessary safety risks. Sit in the back seat of your car, always wear your seatbelt and do not allow whoever is driving you to behave recklessly.

Don't fall victim to stress. If something is worrying you, talk about it with an adult you trust. In school, your Class Tutor or Miss Hannah will be particularly keen to try and help you.

STUDENT WELFARE AND SAFEGUARDING

The British School of Kuwait (BSK) is committed to safeguarding and promoting the welfare of all of our students, and to working closely with all members of the BSK community in order to keep them safe and help them flourish.

In line with national and international standards, BSK has clear policies and procedures in place that seek to protect the welfare of students of all ages. These standards place a duty of care upon every adult who has contact with children in their everyday work to help safeguard and promote their welfare.

The Student Welfare and Safeguarding Coordinator (SWSC) coordinates student welfare provision at BSK. Members of staff who fulfil Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) roles act as points of contact for support and advice and work closely with the SWSC.

Upper Department (Years 9-11)

Role	Code	Staff Name	Email	Extension	Office
DDSL	HNG	Hannah Glendinning	hng@bsk.edu.kw	5202	CG01
SWSC	LRW	Laura Whisker	lrw@bsk.edu.kw	1212	A05a
DSL	EMB	Emma Bowie	emb@bsk.edu.kw	5132	F08

EMERGENCY EVACUATION PROCEDURE

When an evacuation practice is held, or in the event of an emergency alert, the following procedure will apply.

- The school bell will sound continuously.
- All students must proceed, under the instruction of the teacher, to leave the buildings silently and in an orderly fashion, leaving all bags and personal possessions behind.
- Students who are in the Main Building or Balmoral will assemble in Wembley, and students who are on the South Campus will assemble in the Marble Arch.
- The evacuation route is indicated on the Emergency Evacuation notice which is posted in a prominent position, close to the door, in each room.
- Students will line up as advised by their teacher and in total silence for the roll call.
- Students will return to class in an orderly way when told to proceed by the member of staff in charge.

SCIENCE LABORATORY SAFETY RULES

- Do not enter a laboratory without permission.
- Never enter a prep room without permission.
- Do not bring bags into the lab.
- Do not play with electrical sockets, gas taps and water taps.
- You must not touch or do anything with equipment or materials without permission.
- You must obey instructions from your teacher – ask if you are unsure.
- You must wear safety glasses when told to do so.
- Hair, scarves, ties etc. should be tied back or tucked in when using Bunsens.
- Stand in front of your stool when using Bunsens or otherwise instructed.
- Handle bottles carefully and always replace the tops when not in use.
- Behave sensibly at all times.
- Never eat in the laboratory. Only drink if your teacher gives you permission.
- Wash your hands after handling chemicals.
- Never put broken glass in the waste bin – always use the sand bucket.
- Report any accident, breakage or spillage to the teacher immediately.
- Keep your bench clean and tidy.

DESIGN AND TECHNOLOGY SAFETY RULES

CLASSROOM RULES

- Only enter a Design and Technology workshop when there is a teacher present.
- Place all bags in the designated area to avoid becoming a trip hazard.
- Never run in a Design and Technology workshop.
- Always follow the instructions given by a teacher and be familiar with all safety signs.
- Drinking water is only permitted at the discretion of the teacher.
- Eating is strictly forbidden in the DT workshop.
- If moved, stools should be placed where they do not become a trip hazard.
- Organise your work area carefully to prevent accidents.
- To prevent becoming a trip hazard make sure that computer cables and extension leads are securely and safely positioned.

WORKSHOP RULES

- List only the main ideas.
- Handling all equipment should be under the instruction of a responsible adult.
- Carry all equipment and materials carefully with regard for those around you.
- When using power tools, you must always wear safety goggles and an apron. Make sure that long hair and loose clothing are secured.
- Any spills should be reported immediately.
- Report any broken tools or breakages to the teacher.
- Notify an adult of any injuries sustained so first aid rules can be applied if required.
- When working with mechanical tools always observe the safety line and do not cross until directed to by an adult.
- Place tools in the centre of workbenches to prevent them rolling onto the floor.
- All work and tools must be neatly cleared away at the end of the lesson.
- When working with the mechanical tools be aware if the emergency stop button is pressed you must immediately step beyond the safety hazard line.
- If in doubt, ask!