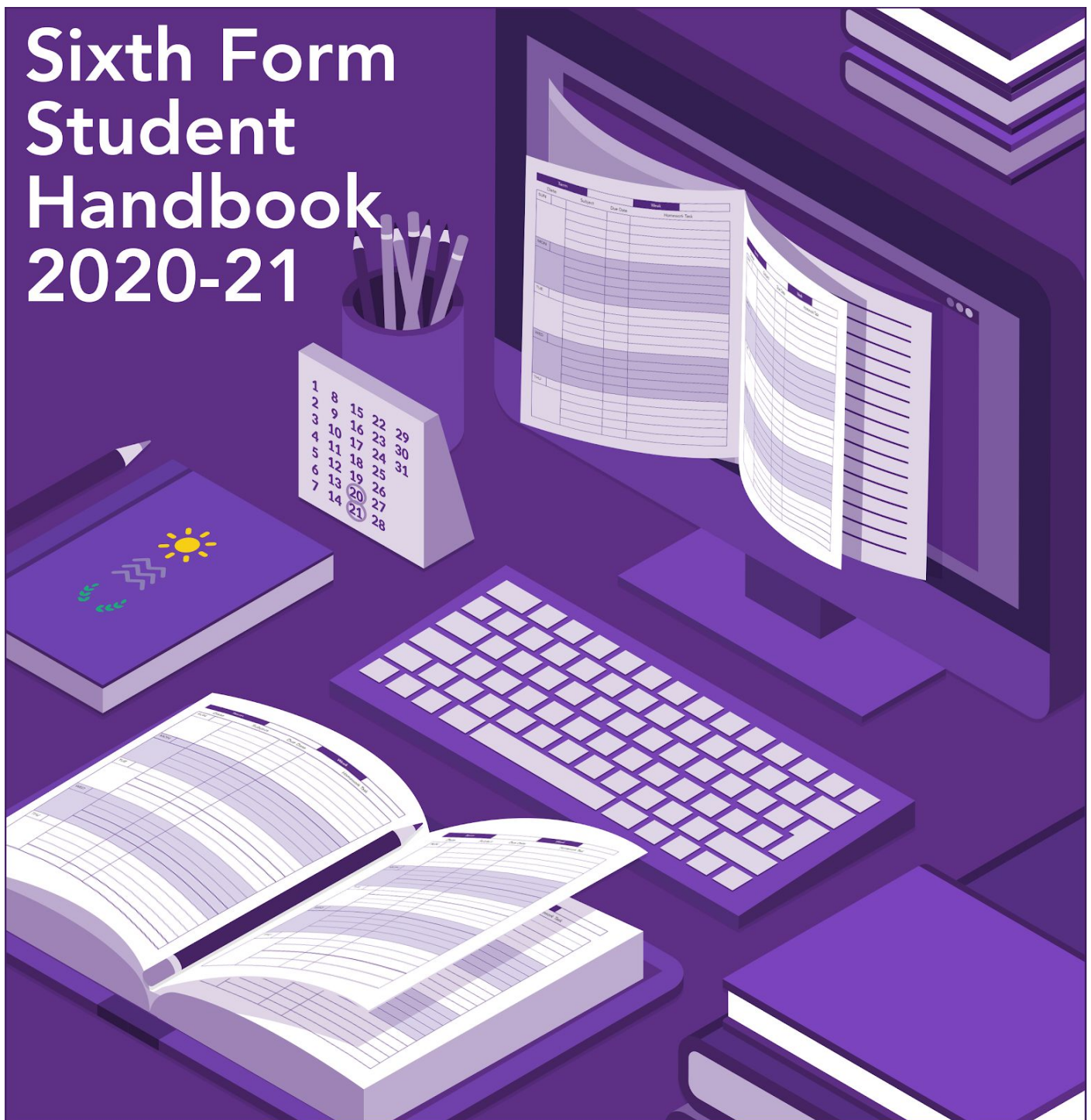


Sixth Form Student Handbook 2020-21



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/sixth-form>

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 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.
5. 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.
6. 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. They 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.

THE SCHOOL DAY (SIXTH FORM)

The timings of the school day are the same for Sixth Form students as for students in Years 6-11. Exceptions to this are outlined below.

Morning Line-up

Sixth Form students may wait inside the Sixth Form Centre until 07.30, when they must move to Marble Arch in good time for morning line-up, taking their bags with them. Following the National Anthem, students must move directly to tutor rooms for Tutor Time. This time is important for the dissemination of information and messages, and for the completion of general housekeeping tasks. Any spare time should be used constructively – Tutor Time must not be considered “free” time.

Break Time

During their breaks, Sixth Form students may spend their time in the Sixth Form Centre, either engaged in private study or socialising in the common rooms. Eating and drinking is not permitted in the private study areas.

Private Study

The school day is divided into five lessons, consisting of ten periods. During these times, students are expected to be attending lessons, or in private study in the Sixth Form Centre if no subject lesson is scheduled. Most students will have on average one private study lesson each day, depending on the number of subjects being taken.

Students are expected to treat private study as a normal lesson, arriving on time and in an orderly manner, and thereafter to be engaged in constructive and focused individual study for the duration of the lesson. Eating and drinking (except for bottled water) is not permitted during private study. Talking is not permitted in the private study areas – students found doing so will be sanctioned for causing a distraction to others.

Students are not permitted to leave the Sixth Form Centre without first seeking permission from the Sixth Form AHT(P). If unavailable, permission should be sought from the Upper Department AHT(P), or another member of staff based in the offices within the Sixth Form Centre. Sanctions will be applied to any student not compliant with these expectations.

Assembly

Once a week, Sixth Form students and tutors will meet in the Sixth Form Centre for an assembly instead of attending line-up. In order to ensure that there is enough space for everyone, please leave your bags in tutor rooms.

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

All connections to the internet must be through the school network.

While on the campus, students may only use their computers for schoolwork. In particular, students may only access websites and download material as required for the successful completion of classwork, homework, and consolidation activities.

Sixth Form students may also use their laptops to complete research and tasks relating to university applications and other approved activities.

The use of Virtual Private Network (VPN) software 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 lessons.

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 students to download will either be freeware or provided by the school.

Students of AS Level and A Level 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 AS and A Level must have a working copy of Adobe Photoshop. 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.

Sixth Form Jacket

- Collars must not be turned up.
- Sleeves must not be rolled or folded up.
- Students may remove their jackets during lessons but must wear them elsewhere on the campus.

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

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 white BSK Sixth Form 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 Sixth Form hijab, it should either be completely concealed or, if that is not possible, exactly the same plain white 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 jacket.
- 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.

SIXTH FORM UNIFORM

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.

SF Summer Uniform – Girls

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

SF Summer Uniform – Boys

- BSK striped long-sleeved shirt with logo
- or BSK striped short-sleeved shirt with logo
- BSK Sixth Form tie
- BSK grey trousers
- BSK grey socks with purple stripes
- Well polished formal black leather shoes
- BSK student identification badge
- Optional, but encouraged: House flag badge
- Optional: BSK grey Sixth Form jacket*

SF Winter Uniform – Girls

- As for summer, except:
- BSK grey jacket (compulsory)
- BSK striped long-sleeved blouse with logo
- BSK sheer black tights (not socks)
- Optional: BSK grey pullover

SF Winter Uniform – Boys

- As for summer, except:
- BSK grey jacket (compulsory)
- BSK striped long-sleeved shirt
- Optional: BSK grey pullover

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

Others

Fine Art students may purchase a BSK Art apron and wear it at appropriate times to protect their uniforms.

Sixth Form students of Chemistry are required to wear their own white laboratory coat when involved in practical science lessons. Pearson Edexcel requires Chemistry students to wear a laboratory coat during Core Practical Assessments. Safety goggles are provided by the school.

AS and A Level PE students should wear their full school uniform for theory lessons.

Where there are practical lessons, students will be expected to wear the regular BSK PE uniform, as they did in Year 11.

Recipients of School Colours or Sports Colours may instead wear the special ties to which they are entitled. Some Senior Student Leaders also wear special ties.

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.

Homework requirements

Sixth Form students can expect to be set up to one hour's homework in all lessons each day, excluding revision, practice and/or assessment preparation.

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.

Sixth Form students follow AS and A Level programmes of study offered by Pearson Edexcel, Cambridge Assessment International Education (CAIE), Assessment and Qualifications Alliance (AQA) and Oxford International AQA. The examination boards set the grade boundaries for individual papers.

At AS Level, passing grades run from A-E.

At A Level, passing grades run from A*-E.

Extended Project Qualifications (EPQs) are graded A*-E.

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

Where internal assessments do not consist of complete examination papers, grade boundaries may be set at the discretion of each subject team.

Academic Tracking

In Terms 1 and 3, students in Years 12 and 13 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 Pearson Edexcel, CAIE or Oxford AQA specifications.

In Terms 1 and 3, tracking grades are based upon a combination of sources including formal assessments, classwork, homework and in-class assessments. Term 2 tracking will be the same as the winter report grades and the reports issued in Term 5 will consist of final predicted grades.

IN-CLASS ASSESSMENT REGULATIONS

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.
- If you have a mobile telephone in school, you must ensure that it is switched off.
- 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.

EXAMINATIONS

All Sixth Form students sit midyear examinations in January and external public examinations in May and June. In addition, Year 13 students have a mock examination session in April.

For the internal midyear, mock, and external public examinations, complete adherence to the published rules and regulations is critically important. All relevant information can be found on the school website: **www.bsk.edu.kw/examinations**.

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 publically 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 12 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 12 Graduation (Regular)

| | |
|------------|--|
| Conduct | To have an equal or greater number of positive points than negative points in Year 12. |
| Conduct | To have received 20 negative points or fewer whilst in Year 12. |
| Attendance | To have a minimum of 90% attendance in Year 12. |
| Attendance | To have fewer than five days (or half-day equivalents) of unauthorised absence in Year 12. |
| Academic | To have obtained A-E grades in all AS Level subjects. |

Year 12 Graduation (with Honours)

| | |
|------------|---|
| Conduct | To have an equal or greater number of positive points than negative points in Year 12. |
| Conduct | To have received 10 negative points or fewer whilst in Year 12. |
| Attendance | To have a minimum of 95% attendance in Year 12. |
| Attendance | To have fewer than three days (or half-day equivalents) of unauthorised absence in Year 12. |
| Academic | To have entered for a minimum of three AS Level subjects |
| Academic | To have obtained a minimum of two A grades at AS Level. |

Year 12 Graduation (with Distinction)

| | |
|------------|---|
| Conduct | To have an equal or greater number of positive points than negative points in Year 12. |
| Conduct | To have received 10 negative points or fewer whilst in Year 12. |
| Attendance | To have a minimum of 95% attendance in Year 12. |
| Attendance | To have fewer than three days (or half-day equivalents) of unauthorised absence in Year 12. |
| Academic | To have entered for a minimum of three AS Level subjects |
| Academic | To have obtained a minimum of two A grades at AS Level. |

Year 13 Graduation (Regular)

| | |
|------------|--|
| Conduct | To have an equal or greater number of positive points than negative points in Year 13. |
| Conduct | To have received 20 negative points or fewer whilst in Year 13. |
| Attendance | To have a minimum of 90% attendance in Year 13. |
| Attendance | To have fewer than five days (or half-day equivalents) of unauthorised absence in Year 13. |
| Academic | To have obtained A*-E grades in all A Level subjects. |

Year 13 Graduation (with Honours)

| | |
|------------|---|
| Conduct | To have an equal or greater number of positive points than negative points in Year 13. |
| Conduct | To have received 10 negative points or fewer whilst in Year 13. |
| Attendance | To have a minimum of 95% attendance in Year 13. |
| Attendance | To have fewer than three days (or half-day equivalents) of unauthorised absence in Year 13. |
| Academic | To have entered for a minimum of three A Level subjects |
| Academic | To have obtained a minimum of two A* or A grades at A Level. |

Year 13 Graduation (with Distinction)

| | |
|------------|---|
| Conduct | To have an equal or greater number of positive points than negative points in Year 13. |
| Conduct | To have received 10 negative points or fewer whilst in Year 13. |
| Attendance | To have a minimum of 95% attendance in Year 13. |
| Attendance | To have fewer than three days (or half-day equivalents) of unauthorised absence in Year 13. |
| Academic | To have entered for a minimum of three A Level subjects |
| Academic | To have obtained a minimum of three A* or A grades at AS Level. |

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 12 or Year 13 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) |
|---|----|---------------|

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 after school 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 12-13 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:

- **AS and A Level Art Subjects:** BSK Art apron
- **AS and A Level Photography:** approved SLR camera
- **AS and A Level 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 for 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

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 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 during Break 1.

Sixth Form students must normally be in the Sixth Form Centre during breaks 2, 3, and 4.

Approved break activities include break detention, prefect duties, 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

Sixth Form students may use the South Campus Canteen during breaks 2, 3 and 4. Students must not use the Canteen at any other time.

Students must return directly to the Sixth Form Centre immediately after accessing the canteen.

Bathrooms

Students may use any nearby bathroom during the short changeover Break 1.

During Breaks 2, 3 and 4, Sixth Form students should use the bathrooms in the Sixth Form Centre. They must not use other bathrooms on the way to their normal break location.

LOCKERS

Lockers are available for Sixth Form students in the Sixth Form Centre.

Lockers are issued at the beginning of Term 1, on a first-come, first-served basis. The annual rental charge is KD5.

Lockers are accessed through the use of a key-fob, which is issued following payment of the rental charge. Should key-fobs be lost, students are responsible for the cost of a replacement.

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

If a locker breaks, the student should inform their 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 must provide access to their locker to a member of the Higher Phase Leadership Team (HLT) if requested. The rental period ends for Sixth Form students on the day before their summer study leave begins.

Students must remove all belongings and return the key-fob to the AHT(P). 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.

BAG BOXES

Bag Boxes must never be used before school, during tutor time, or after school.

Students may only keep their belongings in these bag boxes during a laboratory lesson (not the break before or afterwards) or 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 an Assistant Head Teacher'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 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 the Sixth Form may bring mobile telephones into school, however these may only be used within the Sixth Form Centre. Any breach of this rule will result in the phone being confiscated and the student sanctioned.

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 silence. 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 Mr Tom 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.

Sixth Form (Years 12-13)

| Role | Code | Staff Name | Email | Extension | Office |
|------|------|---------------|----------------|-----------|--------|
| DDSL | THC | Tom Campbell | thc@bsk.edu.kw | 5201 | CF01 |
| 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.

UNIVERSITY APPLICATIONS

Sixth Form students at BSK apply to universities worldwide, and applications may have deadlines at various times throughout the academic year. The requirements of the admissions process in each country vary, and whilst the AHT(P) will provide advice and guidance, it is the students' responsibility to be aware of exact requirements and deadlines. Students may seek advice and support for their applications from the AHT(P) and from the Sixth Form Tutor Team. They may also seek advice from subject teachers.

Transcripts and References

Transcripts to support applications may be requested from the AHT(P). Students should first discuss their intention to apply with their form tutors and AHT(P). Once agreed that an application is appropriate, students should then submit by email a written request for a transcript. These should be requested in good time before the deadline for the submission of the application.

Standard transcripts contain information relating to attendance, punctuality, and conduct in addition to achievement grades and attitudes to learning from Year 9 onwards. Year 11 mock, Sixth Form midyear and all final grades are disclosed for subjects taken in Years 11-13. Where a final grade is not yet available, a predicted grade is provided.

All requests for references and recommendations are overseen by the AHT(P) and managed through the Unifrog online platform. Once a student has advised the AHT(P) as to which subject teachers they wish to request references or recommendations from, the AHT(P) will confirm the appropriateness of the selection and will be the one to approach the teachers in question in the first instance. Once they have received confirmation from the AHT(P), the applicant can then select the agreed teacher from the drop-down menus on the Unifrog platform. Again, this must all be done in good time and well ahead of the relevant deadlines.

All transcript requests have a one-week turnaround period. Reference requests will take two weeks and coordinator references will have a minimum three-week turnaround period, so it is important that requests are submitted at least two weeks before they are required.

To request any documents for universities a HP U1 form should be submitted to the AHT(P).

It is not reasonable to request transcripts or references during term breaks. If a transcript or reference is required for a deadline that falls during or just after a term break, these must be requested in good time before the break.