



THE BRITISH INTERNATIONAL SCHOOL
KUALA LUMPUR

A NORD ANGLIA EDUCATION SCHOOL



Sixth Form Student Handbook
2021/22

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About us

The British International School of Kuala Lumpur (BSKL) is a premier international school in Kuala Lumpur serving students from pre-nursery through to sixth form. Our warm and friendly school community values develop the whole child — academically, pastorally and socially with the school values as our foundation and positive education as our framework.

We believe student happiness leads to student success and by placing the child at the centre of all we do we're able to offer an outstanding education.

Naturally, at BSKL, you'll find students who are happy, motivated, committed, and love learning. Our community invests in staff with ongoing CPD opportunities and community-building opportunities to help you get the most out of your time at BSKL and in Malaysia. Our state-of-the-art facilities provide engaging learning environments for students and staff alike and our location provides easy access to the KL metropolitan area.

Academic Results

- 100% pass rate on A-levels and 77% of all grades achieved were A*, A, or B in 2020.
- Previous university placements include Oxford University, St. Andrew's University, University College London, London School of Economics, King's College London, Imperial College, Durham University, and University of Edinburgh.
- Amongst our IGCSE cohort 95% of all grades achieved were A*, A, or B and 99% of all grades achieved a C or higher in 2020.

Sixth Form Welcome

A very warm welcome to BSKL's Sixth Form for 2021/2022

The Sixth Form at BSKL is more than just a bridge between school and university – it is the pinnacle of the school experience; this is a time when our students have a very real influence in what they do in school, and acquire the independence and responsibility that is so important to their future. With small class sizes, individual attention, excellent teachers and first-class facilities, our students will excel. I am confident that your child will enjoy an outstanding Sixth Form education at BSKL; one that will prepare them to take their place in the world as confident young adults and global citizens.

As part of the Nord Anglia family, our philosophy is to 'Be Ambitious'. We encourage every student to reach for their dreams, try something new, and above all, to be ambitious.

To achieve our ambitious goals, we:

- know our students and develop positive relationships within our community;
- prioritise our students' wellbeing and safety;
- believe there is no limit to what our students can achieve;
- inspire our students and our community to achieve their very best;
- be the best that we can be;
- Try to make a difference, to make things better, throughout our world;
- strive to be relentlessly optimistic.

You will find in this Student Handbook a wealth of information about the sixth form experience at BSKL, and an outline of the support available in our school.

If there are any questions or queries, students are encouraged to speak to us - and your tutor is the first point of contact for you as a student.

We are confident that our sixth form students will thrive and succeed at BSKL, in our happy, supportive and friendly community. We look forward to challenging and inspiring them to be the best they can be, and to celebrate their achievements.

The School Day

The school day begins at 7.45am and you must be in your form room or assembly by 7.50am at the latest. It is your responsibility to ensure that you are punctual for form time and your lessons.

The structure of the school day is as follows:

Monday - Thursday		Friday
7.45 - 8.30am	Form Time	7.45 - 8.10am
8.30 - 9.25am	Lesson 1	8.10 - 9.05am
9.25 - 10.20am	Lesson 2	9.05 - 10.00am
10.20 - 10.40am	Break	10.00 - 10.20am
10.40 - 11.35am	Lesson 3	10.20 - 11.15am
11.35 - 12.30pm	Lesson 4	11.15 - 12.10pm
12.30 - 1.40pm	Lunch	12.10 - 1.05pm
1.40 - 2.35pm	Lesson 5	1.05 - 2.00pm
2.35 - 3.30pm	Lesson 6	

You are expected to be in school for full days - students are not permitted to sign out and go home early. Arrangements for parent permission to leave the site for lunch will be communicated at the start of the year.

If you leave school early for a valid reason, such as a medical appointment, you must sign out at reception. Where possible, appointments should be made outside of the school day.

Form Tutor List and Key Contacts

In most cases your form tutor should be the first point of contact for you and your parents.

Please see below a list of key contacts.

Teacher	Role	Contact
Mr Spanos	Head of Sixth Form	colin.spanos@britishschool.edu.my
Ms Galloway	Sixth Form Tutor and Higher Education Coordinator	emily.galloway@britishschool.edu.my
Mr Jones	Sixth Form Tutor and EPQ Coordinator	james.jones@britishschool.edu.my
Mr Biggs	Sixth Form Tutor	alex.biggs@britishschool.edu.my
Mr Dunkin	Sixth Form Tutor	tobias.dunkin@britishschool.edu.my
Ms Gardener	Sixth Form Tutor	ciara.gardener@britishschool.edu.my
Mr Bartlett	Sixth Form Tutor	dewi.bartlett@britishschool.edu.my
Ms Markina	Sixth Form Tutor	olga.markina@britishschool.edu.my
Mr. Walker	Sixth Form Tutor	jason.walker@britishschool.edu.my

Sixth Form Entrance Criteria

BSKL has an A Level entrance criteria to ensure you thrive on your chosen A Level courses.

A Level entrance criteria:

- 5A*-C or 5 5-9s in (I)GCSEs including English and Maths
- A*/A/B or at least a 6 at IGCSE required in selected A Level subjects

Subject specific:

- A*/A or at least a 7 at (I)GCSE required to study A Level Maths or A Level Physics
- A*/A or an 8 or 9 in (I)GCSE Maths to study A Level Further Maths

Please note that we will review all student's applications to our Sixth Form on a case-by-case basis.

Choosing and Changing Subjects

The 2021/2022 timetabled option blocks are below. Students have chosen to study 3 or 4 A-level subjects.

Block A	Block B	Block C	Block D	Block E
Business Studies	Physics	English Literature	Physics	Economics
Psychology	Spanish	Geography	Psychology	Music
History	Chemistry	Art	Graphics	Chemistry
Biology	Biology	Mathematics (for Further Maths Students)	Further Mathematics	Computer Science
	Mathematics	Mathematics	PE	
	Media Studies	Mathematics		

Any changes of options choices will need to be within the blocks and students meet with the Head of Sixth Form prior to the first week of term 1 to finalise their options.

To change a subject you need to do the following-:

- 1) Discuss the proposed change with your form tutor. Make sure that the switch works from a timetable and option block perspective. If you still wish to proceed with the change after this discussion you then need to-:
- 2) Check that this is a sensible change in light of your university ambitions. Make sure you are not 'closing any doors'. If you are unsure please speak to the University Counsellor.
- 3) Speak to the teacher(s) whose subject you wish to drop. This should be done face to face as a courtesy, not via email or your form tutor.
- 4) Speak to the teacher(s) whose subject you wish to switch to. Find out what work you need to catch up on and listen to their advice about the switch. Do not start attending their lessons at this stage.
- 5) A final decision on the switch will be made by the Head of Sixth Form and will require parental confirmation before it can go ahead.

Students may also apply to study for the EPQ qualification as a 4th or 5th subject. Most universities only require, and only look at, 3 A-levels so studying 4 for two years is not necessary and may reduce your grades in the other subjects.

We usually encourage all subject choices to be finalised in the first four weeks of Term 1

In addition, all students will attend a compulsory Physical Education lesson per week to ensure they are continuing to participate in physical activity and this is a good opportunity for students to interact with each other in a different environment.

Extended Project Qualification (EPQ)

The Extended Project Qualification (EPQ) is a Level 3 qualification (the same as A-Level) that offers you the chance to study a topic in depth. It can be done alongside 3 or 4 AS subjects in Y12. All students attend a lesson introducing them to the EPQ during tutorial at the start of Year 12.

If you are interested in undertaking the EPQ qualification you will have a discussion with the Sixth Form staff team to make sure it is in your best interests and will complement your other studies. The EPQ is a good way to strengthen your university application, especially if you study a topic that will directly relate to your chosen degree course.

Some topics that have been studied in previous years for the EPQ are:

- Does an airline's brand name have an impact on its market share?
- A book exploring teenage mental health.
- A study of Batik art and it's links to today's fashion.

More information on the EPQ can be obtained from Mr Jones at:

james.jones@britishschool.edu.my . If you would like to read more about the EPQ please follow the link [here](#).

Tutor Time

The structure of the week is as follows.

MON	TUES	WED	THURS	FRI
ASSEMBLY/ HOUSE ASSEMBLY	MY WORLD	MY WORLD	THE BSKL BIG READ/ ACADEMIC MENTORING*	TUTOR TIME

Students will have a 1:1 meeting with their tutor every two weeks and will involve academic mentoring and also will focus on student well being.

The 'My World' program has a focus on Personal, Social, Health, Education (PSHE) and also students will carry out activities around the school values below.



Homework

Homework is recognised as just one aspect of students' holistic development at BSKL.

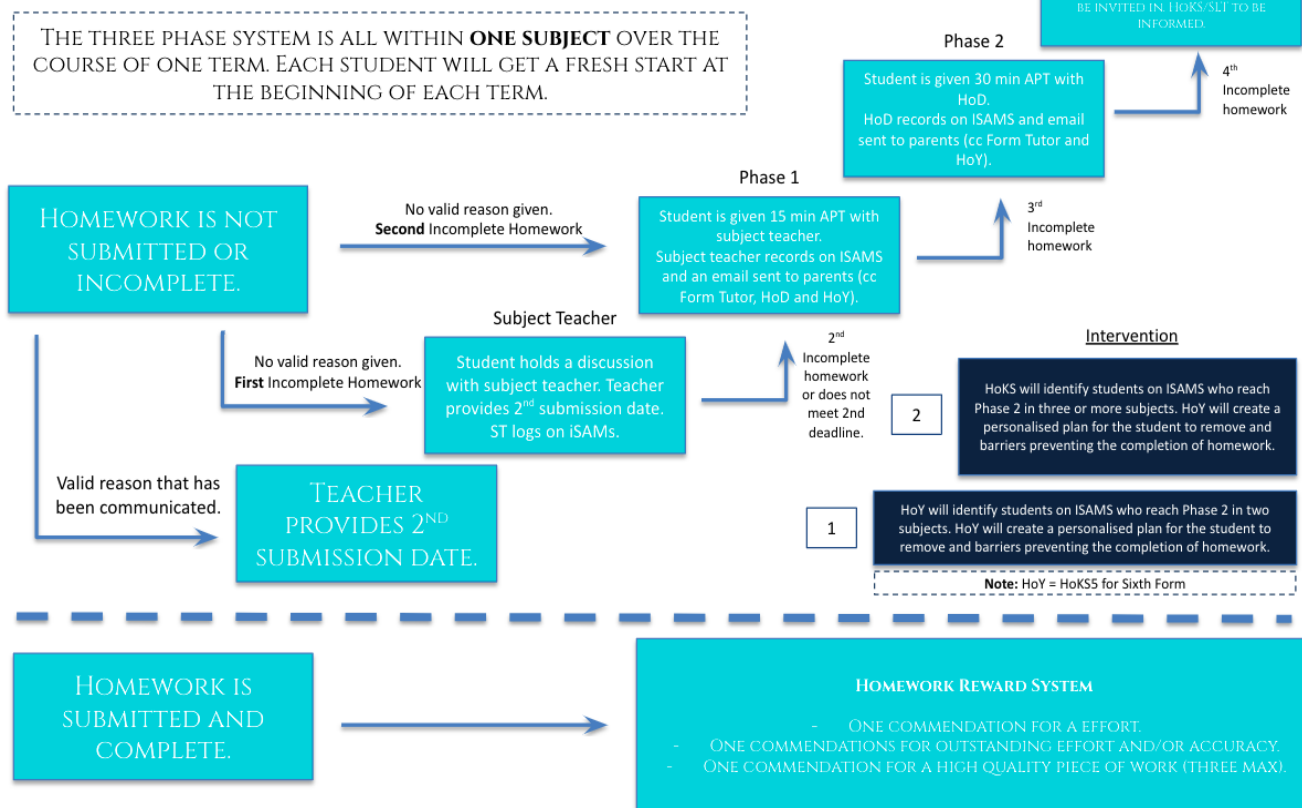
Homework in the Sixth Form at BSKL will:

- Allow for valuable assessment opportunities.
- Inform future planning.
- Add value to learning and promote progress in a subject.
- Be manageable for students (in terms of workload), whilst also challenging them.

Homework will be set regularly by Sixth Form teachers to include holiday homework and comprehensive examination revision. Sixth Form students should expect to receive around 5 hours of homework per subject per week.

Please find on the next page the BSKL Homework Support Policy:

BSKL HOMEWORK SUPPORT POLICY



Dress code

Sixth Form pupils are our ambassadors and it is therefore essential that Sixth Form students convey the highest possible standards of work, behaviour and appearance. Sixth Form pupils should set a positive example to all other pupils. BSKL Sixth Form students wear business dress.

[BSKL Sixth Form Dress Code](#) policy.

Textbooks

Most subjects will provide you with a textbook to accompany the A-level course. In all cases textbooks will need to be returned in the same condition they are given to you. Any textbooks that are un- returned or returned in an unsuitable condition will be charged to your parents at the current selling price to allow the school to purchase a replacement.

Please make sure you treat any textbooks respectfully.

Examinations and Study Leave Procedure

AS Level exams start at the beginning of May and you will be given a personalised copy of your exam timetable.

You will be offered the opportunity of opting for study leave from early May (exact dates communicated annually). Students are welcome and are encouraged to continue to come into school to study. Teachers will email you directly if they need you to attend a particular lesson for revision purposes. It is important that you attend these sessions as requested.

You are encouraged to remain in school and to continue to follow your usual timetable after study leave commences. Until you have sat a subject exam, teachers can offer personalised and group intervention and support. A school day also offers structure and routine, and a school environment can be more conducive to learning for the majority of students. There will be support at hand from key staff, including the pastoral team.

The following procedures are essential, and must be adhered to, to ensure your health and safety:

- You must arrive to school 45 minutes before the scheduled start of the examination. Please refer to the exam timetable.
- You must have photographic ID for all examinations (this can be your BSKL student ID tag).
- Students must sign in and out at Secondary reception desk
- You can wear BSKL PE kit or Sixth Form dress code for examinations.

All Year 12 students return to school after the examination period in June.

Year 13 students are not required to return to school after final exams but please bear in mind that there will be events such as Y13 Graduation and Y13 Prom that you will be encouraged to attend. These events will be completed by early July.

You will be required to complete a Year 13 Leavers Form. You will be given a hardcopy of this form but a link to the form is [here](#).

Co Curricular Activities

There are opportunities to be involved in a wide variety of activities and services where they will learn new skills. These include leadership roles and extra curricular clubs; the International Gold Award, MUN, sports clubs, community service, music groups, school production, FOBISIA events and much more.

BSKL will be in touch with students at the start of Term 1 to communicate the extra curricular activities on offer and students are encouraged to sign up.

International Award (IA)

The International Award (IA) is the international equivalent of the Duke of Edinburgh award in the UK. At BSKL we offer the Bronze award to Y10 students, the Silver award to Y11 students and to all Y12s the Gold award. You do not need to have completed your Bronze or Silver award to sign up to the Gold award.

Not only is the IA a great way to make new friends and experience new things, it also valuable in support of your university application. To take part in the IA it is important you have an interest in outdoor pursuits.

The IA is overseen by Mr. L'Hostis. He will be giving out further information on the Gold IA from September. If you would like to read more about the IA then please follow the link [here](#).

Self Organisation

As a Sixth Former you will have more freedom and more occasions where you need to make the right choices about what you do with your time. With this freedom comes more responsibility.

In terms of organisation, as a minimum you must have:-

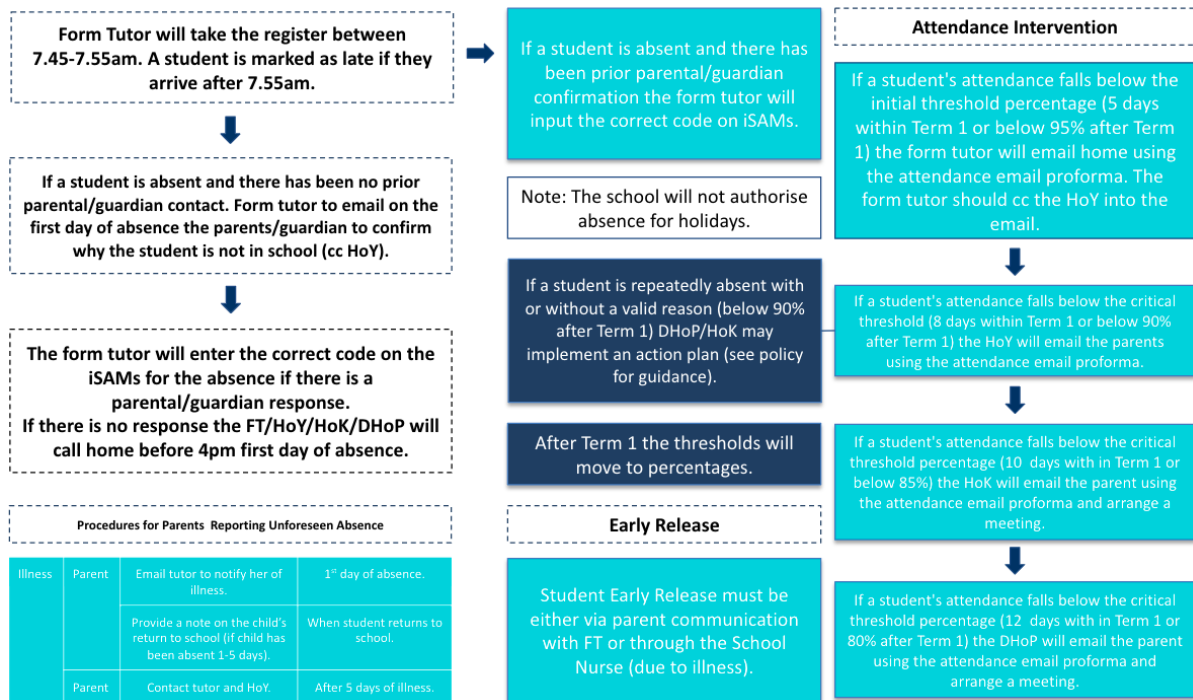
- An academic diary or online diary
- Stationery - pens, pencils, ruler, calculator etc.
- A school bag
- A well organised folder or exercise book for each subject
- The textbooks required for lessons

Items such as lined paper will be provided but it is a good idea to carry your own supplies.

It is important that you make the most of your study periods within school. If you use your study periods to their fullest you will find coping with the workload of A-levels a lot more manageable.

Attendance Policy

Students are expected to attend all Tutor sessions, A Level lessons, PE lessons and Higher Education sessions. Please find on the next page the BSKL Tracking Attendance Policy.



Reporting Absence

All absences from school must be communicated to your form tutor by your parents. Your parent(s) should email your form tutor as early as possible on the day of your absence and continue to email your form tutor on each day of the absence. You are responsible for emailing your subject teachers to inform them of your absence as far as possible.

Absences for holidays during term time will be unauthorised.

Missed Lesson Procedure

If you miss a lesson for any reason it is your responsibility to catch up on the work you have missed. You should also email your teachers, in advance, for any lessons that you miss.

After any missed lesson you must:-

- Check the Google classroom for any work missed and/or email the teacher(s) whose lessons you missed to ask the teacher what work you need to do to catch up
- Agree a deadline for when this work needs to be completed

As a Sixth Former, it is imperative you miss as few lessons as possible and catch up quickly on any work missed.

Common and Study Room Etiquette

The common room is your space as a Sixth Former. This is a very special Sixth Form privilege. It is therefore essential that this area is treated with respect. To make sure this space is enjoyable for all you should-:

- Keep your bag and possessions in your locker to avoid excessive clutter
- Respect other people's property
- Wash up any cups you have used
- Leave the area clean and tidy
- Put all rubbish in the bin
- Keep your feet off the sofas and tables

Other things to be aware of-:

- The pool table is strictly only to be used during break, lunch and afterschool.
- Music can be played in the common room during break, lunch and after school. This should be kept at a sensible volume and only played through the main speaker/sound system.
- Canteen meals should not be consumed in the common area. Snacks and drinks are allowed.
- You should not be in the common room after 5pm on any school day.

As with the common room, the Sixth Form study room is a privilege for all Sixth Formers. The study room is to be used for silent study at all times. This room should not be used for any other purpose. It is really important to your's and all other Sixth Formers education that you have a quiet place to work.

Lockers

You will be provided with a locker in school. You will be expected to use this locker to store your personal items such as PE kit, books, folders etc. The Sixth Form common room and study room should not be used to store your things. You will need to purchase a padlock to keep items safe.

Canteen arrangements

The Secondary campus canteen is open from 11.30am until 1.30pm. As a Sixth Former you are allowed to eat at any time in that window. If you have a study period for period 4 then you are encouraged to eat during this time to avoid the peak time at 12.30pm.

All meals should be consumed in the canteen and not taken to the Sixth Form common area.

Vehicles and parking

Sixth Form students who drive to school are welcome to park in the school car park. Students will be directed which floor to park on. Students must register their car with the front desk team and will be provided with a parking sticker.

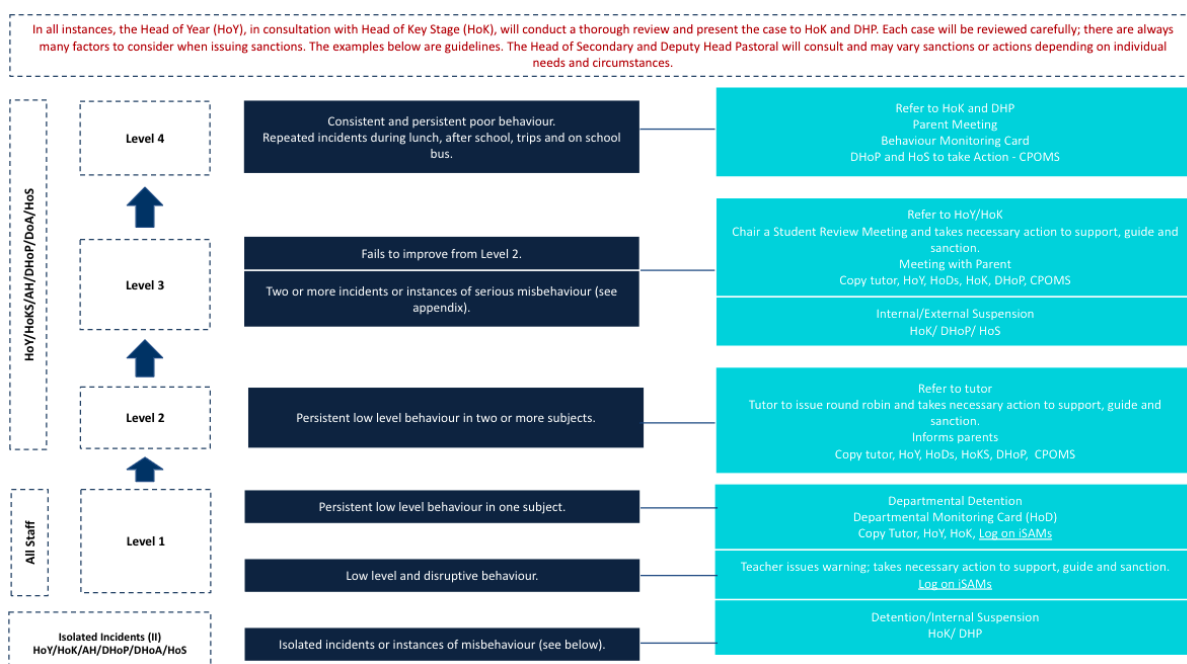
Wellbeing support and Counseling

Your wellbeing is paramount and is something we cover during My World and your individual 1:1s with teachers. Your tutors and Head of Sixth Form are here to support you. Please approach a member of staff with any concerns or questions. BSKL employs a full-time counsellor and you are welcome to discuss a referral with the Head of Sixth Form

Behaviour Policy

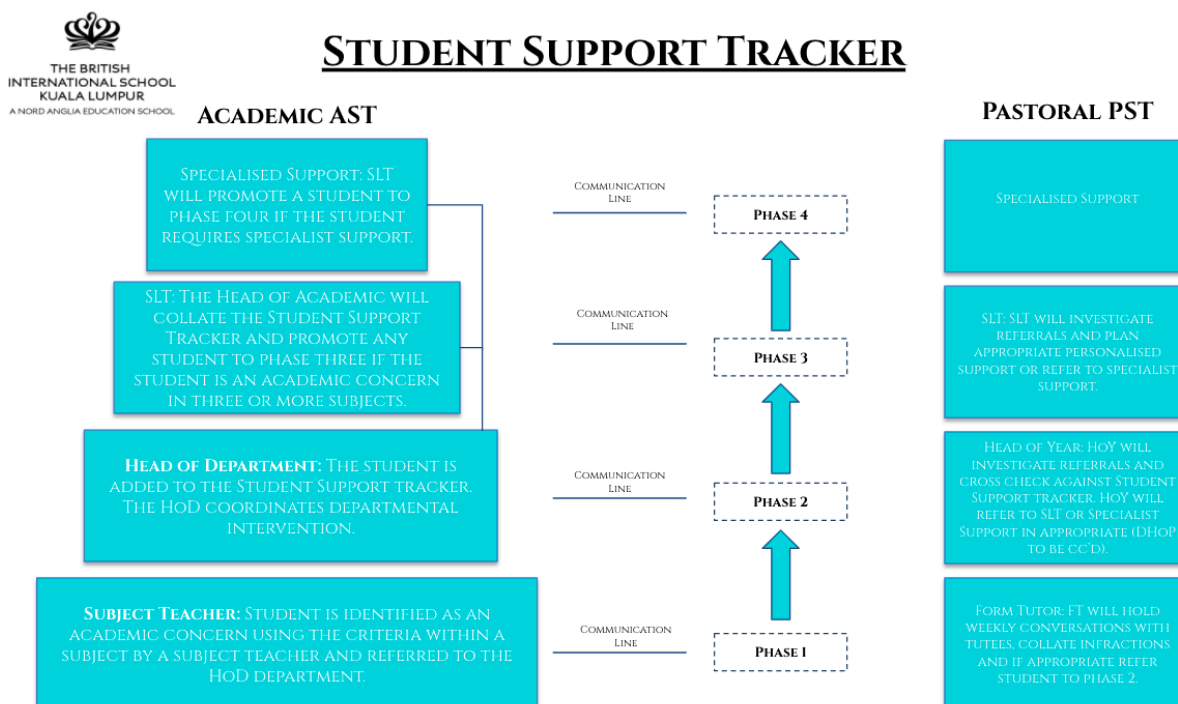
The behaviour of the vast majority of Sixth Form students is exemplary at all times and students serve as both role models and ambassadors for younger students, the BSKL community and the wider community.

From time to time students are reminded of the following school wide behaviour policy.



Further Student Pastoral and Academic Support

Sixth Form students are tracked both academically and pastorally throughout the year and outlined below are the four phases of support that can be implemented to support our students further if required.



Alumni

Each year we organise a BSKL Alumni University Fair where students from graduating classes agree to give some time to speak to our current students about their experiences at universities around the world. The alumni who have volunteered their time have attended universities in countries such as the UK, Australia, Canada, Malaysia and the US. It is a valuable experience to hear about a country/university/course of interest.

A flavour of what is on offer includes alumni studying: Medicine in the UK, Music in the UK and Australia, Computer Science in Australia and the US, Biological Sciences in the UK and Law in the UK. Universities represented Include: LSE, Imperial, UCL, Edinburgh, Loughborough, Toronto, Sydney and Melbourne.

Moving forward we also plan to provide Alumni events in a range of countries to connect our BSKL graduates who are living all over the world.

Academic Honesty

The [BSKL Academic Honesty policy](#).

Academic Honesty is an ethical imperative for our pupils and its practice is in line with our school values. Amongst other things, if pupils are not academically honest then it gives a false impression of their current abilities & progress and prevents teachers and parents from being able to support them appropriately.

School Calendar and HE deadlines

To access school term dates for 2021/2022 please click [here](#)

The Higher Education deadlines, which are very important for our Sixth Form students can be found [here](#). This document is for our current Year 13 students but will give you a flavour of the process and timeline for our Year 12 cohort.

An overview for HE tasks in Years 12 and 13 is below:

Year 12	Year 13
<ul style="list-style-type: none">• Register and complete some admissions tests including SAT/ACT• Attend university presentations and careers fair• Attend 1:1 career meetings• Preparation for medical/dental/veterinary courses• Preparation for other subject admissions tests• Interview practice• Start personal statements/essays for university applications• Undertake work placements	<ul style="list-style-type: none">• Apply to university• Sit subject admissions tests (BMAT, UKCAT, LNAT)• Attend interviews• Responds to offer• Apply for scholarships• Prepare and plan accommodation and visas

If you have any questions regarding Higher Education and Careers then you will be referred to our dedicated HE Counsellor

As part of our Sixth Form offering BSKL organises two dedicated tutorials sessions per week to support our students.

University Application Agreement

The goal of university guidance is to support the submission of university applications worldwide which result in excellent matches and ultimate placement for you. It is important that the number of universities you apply to is well considered.

The University Application Agreement is [here](#)

With the support of tutors and the Head of Sixth Form you and your family are responsible for managing your applications, adhering to the timelines and submitting relevant materials.

The use of an outside university consultant or agent must be registered with the Head of Sixth Form and University Counsellor. All documents from the school will be mailed directly to universities and not shared with agents.

SAT or ACT Test for USA University Applicants

Students who are interested in applying to study in the USA need to complete either the SAT or ACT admissions test at least once before the summer break between Y12 and Y13. Students usually sit the exam at least twice to maximise their score on the test.

Information about all university admissions tests including the SAT/ACT can be found here "[BSKL Guide to University Admissions Tests](#)"

There are a range of SAT/ACT and other admissions tests providers which pupils are welcome to use.

Student Leadership/ House system

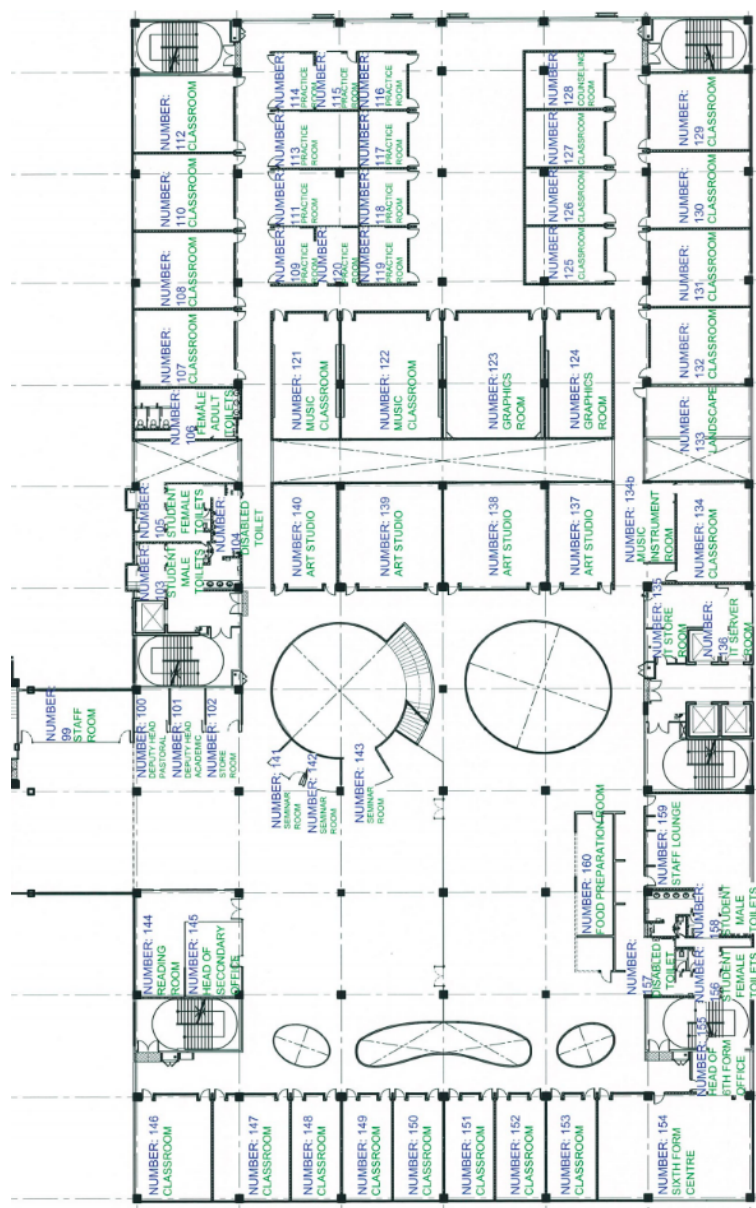
BSKL has a House system made up of four Houses and if you are a new student you will be allocated a house when you join the school. You will remain in this house for the duration of your time at the school.

During Sixth Form there are many opportunities to take on leadership roles in the school. These include Head Student, Prefect posts in a variety of categories, Student Council and House Roles. Most of these roles are allocated in the first term of the academic year.

Map of Secondary School

New students will be given a tour of the school on arrival. A map of both floors six and seven are included here.

Floor 6



Floor 7

