

A young woman with long dark hair, wearing a white school shirt, a blue and yellow striped tie, and a white apron, is smiling and looking down at her work. She is holding a paintbrush and applying yellow paint to a white object. In the background, another student is blurred, and the setting appears to be a classroom or workshop with bright lighting.

Secondary Handbook



**THE BRITISH INTERNATIONAL SCHOOL
KUALA LUMPUR**
A NORD ANGLIA EDUCATION SCHOOL

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ACADEMIC CALENDAR 2018-2019

For term dates please see the most up-to-date calendar on the school website: www.britishschool.edu.my. Other events will be posted in the parent calendar and on the parent app.

Academic Staff 2018/19

Secondary School Staff 2018/19

WELCOME TO THE BRITISH INTERNATIONAL SCHOOL OF KUALA LUMPUR

A very warm welcome to the Secondary School.

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:

- future 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.

Purpose

This handbook has been created for the parents and pupils. In it you will find school hours, useful updates, full details of school uniform requirements, homework guidelines and other information. We hope you will find it useful, and your comments and feedback are always appreciated. Best wishes for another successful year at the school.

Secondary Leadership Team

Head of Secondary	Ms B. Zora
Deputy Head (Teaching & Learning)	Mr A. Edmanson
Deputy Head (Pastoral)	Mr S. Ashford
Assistant Head (Post 16 & Community Engagement)	Ms N. Macleod
Assistant Head (Achievement, Progression & Standards)	Dr B. B. Geddes

Pastoral Team

Head of Key Stage 3	Mr M. Talbot
Head of Key Stage 5	Mr S. Scragg
Head of Year 7	Ms K. Humphrey
Head of Year 8	Ms K. Bual
Head of Year 9	Ms C. Tighe
Head of Year 10	Ms A. Parker
Head of Year 11	Mr N. Dhand
Whole School Counsellor	Mrs M. Raven
Assistant to the Counsellor	Ms R. Deaville
Careers & University Advisor	Mrs K. Abery

SCHOOL HOURS

Monday - Thursday	
7.30am	School doors open(no pupils should arrive before this time)
7.45am – 7.55am	Registration (pupils arriving after 7.55am will be recorded as ‘late’)
7.55am – 8.30am	Assembly (Monday), My World (PSHE Programme), BSKL BIG READ/ Academic Mentoring (Thursday)
8.30am-9.25am	Lesson 1
9.25am-10.20am	Lesson 2
10.20am-10.40am	Morning break
10.40am-11.35am	Lesson 3
11.35am-12.30pm	Lesson 4
12.30pm-1.40pm	Lunch (and lunchtime clubs and activities)
1.40pm-2.35pm	Lesson 5
2.35pm-3.30pm	Lesson 6
3.30pm – 4.30pm	Optional Activities (Music, after school clubs, team practices)

Friday	
7.30am	School doors open (no pupils should arrive before this time)
7.45am – 8.10am	Registration & tutor time (pupils arriving after 7.55am will be recorded as ‘late’)
8.10am-9.05am	Lesson 1
9.05am-10.00am	Lesson 2

10.00am-10.20am	Break
10.20am-11.15am	Lesson 3
11.15am-12.10pm	Lesson 4
12.10pm-1.05pm	Lunch
1.05pm-2.00pm	Lesson 5
2.00pm-3.00pm	Selected after school clubs

If pupils arrive late they must sign in at Secondary Reception and record the reason for late arrival. Attendance and punctuality figures are reported on all full and progress reports. You will be informed of those days on which your child has Physical Education (P.E.) classes, and s/he should bring P.E. or swimming kit on those days.

Our primary aim at BSKL is to ensure the safety and welfare of all pupils in our care. With this in mind please note the campus will close at 5pm each evening. All pupils are asked to make arrangements to be picked up by 5pm at the latest. In addition, we would like to remind all parents that all our after school clubs all finish at 4.45pm with the late bus leaving at 5.00pm prompt. Please arrange for pick up no later than 5pm.

Pupils who are not attending after school clubs or revision sessions need to leave campus by 3.45pm. Pupils should not be on the campus (other than for a supervised activity) after 5.00pm. After this time they should wait for pick up in the reception areas of the Junior or Lower campuses.

ARRIVAL AND DEPARTURE PROCEDURES

The campus is opened at 7.30am and pupils will not be able to enter prior to this time.

There is a ‘Late Arrival/Early Departure’ Log Book at the Reception Desk in which details must be entered of any child who arrives late or must leave early for any reason.

At the end of the school day, pupils using the school bus service assemble in the school lower gymnasium by 3.35pm, where they are collected by the Bus Monitor and are safely escorted to their bus. On arrival at the designated bus stop, pupils should be met by a parent, unless we have prior written confirmation that the pupil will make their own way home. Buses will leave promptly at 3.45pm and the Head of Secondary will be informed of any pupil who has missed the bus.

All pupils using the bus are issued with an I.D. Card. This card is to be presented to the form tutor, or bus monitor, as appropriate so we can ensure that the child goes home with the correct person. Obviously, as time progresses, teacher and bus monitors will become familiar with the usual person meeting each child. In the event that the child is to be met by any other person it is essential that the I.D. card be presented. The child will not be permitted to proceed home until the parent's consent has been obtained, either by means of the I.D. card or by contacting the parents.

Procedures for Early Release from School

To ensure pupils' safety and in line with our Safeguarding and Supervision policy, there is a strict policy and procedures in place for pupils who need to leave School early.

Pupils will not be allowed to leave school early without written notification from parents. Emails should be directed to the tutor, copying the Head of Year.

Pupils will be informed that signing out without permission will be unauthorised. Parent will be contacted, and if necessary, absence will be recorded as truancy. Please note that staff take a register every lesson.

If, for any reason, you have been delayed, please telephone the school so that we are aware and can inform your child to avoid any unnecessary anxiety. If you are unable to collect your child, please inform the school at your earliest convenience as to who will be collecting your child. For security reasons, teachers will not release a child to an unauthorised person.

SCHOOL BUS

The school buses are an extension of school and the same high expectations are still in place for all the pupils using them. There is often a wide range of ages present on a bus and the older children, especially, need to take care of how they behave and what they choose to talk about. There should be no inappropriate language, conversations, behaviour or music. Each bus has a Bus Monitor to supervise the children and to ensure that behaviour/safety is acceptable. If there are problems with a student on the bus then the following procedures will be applied:

Rules for bus journey

1. I will remain seated throughout the duration of the journey.
2. I will wear my seat belt and ensure that it is securely fitted at all times.
3. I will not raise my voice or use inappropriate language during my journey. I will respect and comply with any requests the bus monitor, driver and AT makes as it is for my safety.
4. I will not play music or video games loudly which will interrupt my journey.
5. I will not eat during my journey.
6. I will not distract my driver and touch any operating machinery.
7. I will be responsible for all my belongings on the bus.
8. I understand that if I do not follow these rules, I may not be allowed to use the school bus service.

Student misbehavior procedure

1. 1st Time Misbehave – a verbal reminder to the child
2. 2nd Time Misbehave – an email to the teacher concerned & log details on the incident log.
3. 3rd Time Misbehave – an email to parents by the teacher concerned.
4. 4th Time Misbehave – days off the bus on the discretion of the school. To be decided by the Head of Primary/Secondary or Principal

If the problems persist the school may not allow the student concerned to use the bus again.

To ensure the buses run to time, we ask parents to give 24 hours notice if their child will not be using their usual bus service either to or from school.

Role of the Bus Monitor

- All buses must have a Bus Monitor who can be clearly identified by their I.D.
- The Bus Monitor ensures that all the correct children leave school on the correct bus.
- The Bus Monitor ensures that all children wear seat-belts and remain seated throughout the journey. No children are permitted to sit on the front seat.
- The Bus Monitor carries a mobile telephone and will call or text parents if there is any delay to the service on either the outward or return journey.
- The Bus Monitor will attempt to contact parents if the child is not waiting at the bus stop as expected, but the bus will wait only 3 minutes before leaving after which the bus will bring the child back to school for the parents to pick up.
- If there is a problem with the student's behaviour on the bus, the Bus Monitor will point out the problem and request that it stops. It is expected that students will conform to the request.
- If students do not respond, the Bus Monitor will report the incident to the Bus Coordinator, who in turn will report this to the school administration who will then inform the child's class teacher. The bus monitor will be required to fill in the details of the incident in the behavioural form which is to be forwarded to the Service team.

ATTENDANCE

The community at BSKL is committed to providing a safe and supportive learning environment for all students. We are ambitious for all students, and strive for excellence in all areas of our provision. Excellent standards in attendance and punctuality play a key factor in achieving this vision.

BSKL expects, whenever possible, students to attend school for the full school day, and every day to ensure they have access to, and be able to, participate and engage fully in all aspects of school life.

Our attendance policy aims to clarify expectations for students, parents, staff and the wider community and ensure that we have a clear and shared vision and understanding of procedures.

To ensure high ambitions for all students, we are committed to:

- promoting the key messages of: every day counts and every lesson matters;
- providing a safe, healthy, challenging and supportive environment so that all students want to be in school every day;
- supporting individual students who struggle to maintain high levels of attendance;
- monitoring and communicating with parents, and cooperate with parents to implement strategies to improve regular school attendance;
- promoting the belief that truanting can place a student in unsafe situations and impact on their future employability and life choices;
- promoting the belief that attendance at school is the responsibility of everyone in the community;
- investigating reasons why some students are not able to maintain high levels of attendance, and provide the pastoral structures to tackle issues (such as poor sleep habits, dependency on and abuse of technology, bullying etc).

The aims of BSKL's attendance policy are to:

- achieve high standards in attendance and punctuality;
- support student engagement in learning;
- engender a positive attitude to school;
- clarify procedures for absences and lateness;
- clarify implications if, after support, a student's attendance/ punctuality record does not improve.

Regular daily attendance is essential if students are to achieve their potential. There is significant research on the impact of attendance on pupils' overall academic performance and personal development. We ask that parents support attendance at school wherever possible. Absence from school for reasons which are neither health-related nor involving an emergency are strongly discouraged and should be kept to a minimum, since frequent absence can result in the student falling behind - perhaps seriously - in his/her studies and/or missing key assessments.

Parents who are aware of such future absences should inform the class teacher/tutor and seek permission from the Headteacher as far in advance as possible.

Support will be given to parents and students if there are attendance issues. If these support mechanisms fail, and students are unable to achieve the standards required to enter the next year group due to poor attendance, the following actions may take place at the discretion of the Headteacher:

1. The student will be asked to repeat the year
2. The student may be asked to withdraw from the school

Please note that it is not school policy to provide work for students who are absent. Parents will receive notification of the attendance and punctuality figures in all progress and full reports.

Absence Through Sickness

While regular daily attendance is important, sometimes absence is unavoidable through sickness. Please inform the school if your child is unable to attend school for health reasons. Please email the Form tutor as early as possible. If your son or daughter uses the bus service, it is imperative that you inform the school/bus monitor as soon as possible in order to avoid delaying the bus.

In order for us to ensure the health and safety of your son or daughter, please advise us of any medical problems your child may have when there is an allergy to materials or food. Please ensure that the health questionnaire has been completed.

If your son or daughter becomes unwell and the class teacher/tutor feels that s/he may not be well enough to participate in lessons, the pupil will be referred to the school nurse on site. After further observation, if the pupil is clearly not well enough to return to class, you may be telephoned to collect your child. Please be aware that it is the responsibility of the parents to collect an unwell child, and that the school cannot provide a driver in such circumstances. Please ensure that school always has updated contact phone numbers.

SECURITY

There is no issue that the school takes more seriously than the safety of our students. We have security guards at the front gate to ensure unauthorised personnel do not enter the school grounds and all visitors entering the school are required to sign in and out.

All families will be asked to have their photographs taken by BSKL security team or send in electronic photos so that ID cards can be made for any adult picking up a child. No adult will be allowed on the school grounds without their ID card. Staff have been directed to challenge any adult who is not wearing an ID tag. Please support us in this.

If you need to collect your child during the school day please ensure that you inform the tutor in advance. Pupils will meet parents at Reception and then sign out.

Between 7.45am and 4.45pm parents should wait in Reception only. All other areas of the campus may be used as teaching or staff training areas at these times.

Parents should provide the school with at least two contact telephone numbers in case of emergencies. It is vital that you inform the school of any changes to these contact numbers.

AFTER SCHOOL ACTIVITIES

The majority of our enrichment programme takes place during the school day but there is still an extensive range of non-compulsory clubs and activities available after school; predominantly in sport and music. Pupils will be given a list of options at the start of each term and will be asked to select one activity per week.

SCHOOL UNIFORM

School uniform is compulsory for all students attending the school. We believe that wearing school uniform in a proud and smart manner promotes positive self-esteem and, therefore, is integral to the ethos of the school. All students are expected to arrive at school each day in clean clothes, which are to be worn in a tidy manner. We expect our students to take pride in their school uniform. Please note that students should not wear their own jumpers/ cardigans/hoodies. If they are cold they may wear a school jumper or blazer. The Deputy Head Pastoral reserve the right to send pupils home to change if they are inappropriately dressed, or call parents requesting appropriate uniform is delivered to school.

Blazers are to be worn for formal occasions as advised by the school.

Unless pupils have PE period 1 they should attend school in uniform and then change. Pupils should shower and change back into school uniform at the end of the PE lesson.

Below is the set uniform for Secondary students:



Girls: blazer, white shirt, skirt, blue, black or grey socks, tie, parents to purchase black leather (polishable) school shoes separately.

Boys: blazer, white shirts, shorts or long trousers, blue, black or grey socks, tie (blue/yellow stripe), parents to purchase black leather (polishable) school shoes separately.

PE: T-shirt, Shorts, White Ankle Socks, trainers to be purchased by parents separately, house shirt (Red, Green, Yellow and Blue), bathers, splashback, swimming at, towel.

Additional Items: school rucksack, jumper (optional) sun cap, hairband.

Pupils are also expected to bring their own stationery (including blue or black pens, and green pen/biro), mathematical geometry set (ruler, protractor, compass, set squares) and scientific calculator.

Sixth Form

Sixth Form pupils are our ambassadors and it is therefore essential that they convey the highest possible standards of work, behaviour and appearance. Sixth Form pupils wear business dress and the Sixth Form Dress Code is issued to all Sixth Form students upon enrollment.

General Appearance

Dress should at all times be smart, inoffensive and appropriate for the school environment.

Pupils should present a clean and tidy, and well-groomed appearance. No body and/or facial piercing are to be displayed during the school day. Unobtrusive discreet make-up may be worn. Jewellery should be discreet. All jewellery must be removed before PE/sport. Unconventional and/ or extreme hairstyles will not be allowed. All long hair must be tied back for PE/sport. Any hair colouring should be in natural tones.

The Head of Key Stage 5 reserve the right to send pupils home to change if they are inappropriately dressed. In addition, it is at the discretion of the Head Teacher/Head of Secondary/Head of Sixth Form to determine acceptable appearance and dress code.

Regular Dress – Business Attire

Boys: A short sleeved or long sleeved shirt with tie; good quality tailored trousers or chinos with leather shoes. Trainers are not allowed.

Girls: A smart top or shirt and good quality trousers or skirt worn to the knee. Shoulder tops must be covered. Smart and sensible footwear must be worn.

Trainers, shorts, t-shirts, jeans, leggings, and combat or cargo trousers are not acceptable.

Formal Occasions

Boys: A jacket, blazer or suit with good quality trousers and a shirt and tie. Leather shoes.

Girls: A suit, dress, or jacket with tailored trousers or skirt. Leather shoes.

General Appearance

For safety reasons the wearing of earrings (except studs), or other jewellery (metal or plastic) must not be permitted during sporting activities, PE or swimming. They represent potential hazards to all participants. Medical, professional and occupational safety advice confirms that they should be avoided at all times.

Hair should be worn in a neat style. Please note that mohicans, tramlines and bright colours are not considered appropriate hairstyles for school. Any hair colouring should be a natural colour. If a student attends school with a hairstyle that is deemed inappropriate, the Head of Secondary will inform the parents and request a more suitable style. Make-up and nail varnish are not permitted in school. Furthermore, a student may be required to wear hair tied back and/or to remove jewellery if it is deemed hazardous to an activity.

WHAT YOU WILL NEED FOR SCHOOL

Resources

All Secondary students are expected to bring a pencil case to school every day with personal items needed for the school day. These items include black, blue and green pens, a ruler, pencils, coloured pencils, rubber/eraser, pencil sharpener, compass and protractor. This pencil case should be brought to school in a bag where other personal items may be kept. Students should also bring a water bottle into school which can be refilled throughout the day.

Students are responsible for ensuring that they bring their school laptop fully charged every day. Games must not be downloaded onto school devices.

Prohibited Items

It is school policy not to bring the following items to school:

- Chewing gum
- Toy or real weapons of any kind including guns

SCHOOL LUNCH

A hot and nutritious lunch is served to all students in school. School lunches are paid for in advance along with tuition fees. If you have not already informed the school that your child has dietary restrictions (whether for health, religious or allergy reasons), please do so immediately. We will inform the school kitchen and special arrangements will be made to provide proper suitable alternatives. There is a coffee bar available and pupils are able to buy healthy snacks and drinks at published times.

Nut Free School

Some children have severe allergies to peanuts in particular. Please be advised that the school is a nut-free zone. No products containing any nuts whatsoever are allowed within the school premises.

BEHAVIOUR

The Secondary School's Positive Behaviour policy can be viewed on our website and will be emailed to all parents in September 2018. It outlines clearly our philosophy aims and procedures when dealing with inappropriate behaviour. The policy applies to all school related context, including off site activities, buses and all school trips. Relevant extracts from this policy are provided below:

Our school's code of conduct aims to achieve a positive atmosphere in which more time is spent on teaching and learning. We strive to ensure all our students be the best they can be; to achieve this, we assume and the highest standards of behaviour at all times, including on school buses and on school trips. Our key principles are: respect, resilience,

We recognise that the school has a critical role to play in developing self-discipline in students. We aim to establish acceptable patterns of behaviour and to encourage students to develop a sense of responsibility, self-respect and a respect for other people, property and the environment.

Our bespoke PSHE programme, 'My World', aims to nurture a community which is:

- Respectful
- Resilient
- Responsible
- Nurtures healthy relationships
- Healthy
- Globally aware

It is essential for parents and the school to work in partnership so that the values encouraged by home and school are mutually reinforced. The following outlines the key expectations we have of students:

- Treat everyone with respect and courtesy
- Behave in a way that aids learning during lessons
- Walk at all times when indoors
- Walk on the left in corridors and staircases
- Hold doors open for others
- Mobile phones are not allowed, and should not be seen, in school between 7.30am-3.30pm
- We operate electronic free zones during break and lunchtimes. Laptops are only allowed during lunchtime in the library or in classrooms, under supervision of an adult. Laptops are not allowed during break.
- Make sure that classrooms and all communal areas are kept clean and tidy; litter should be placed in bins
- Always look after classroom resources and ensure that furniture and resources are tidy at the end of lessons
- Knock and wait to be invited into the room if late for class
- Do not leave the classroom without the teacher's permission
- No eating and drinking in the classroom – except water, and with the teacher's permission
- Students are responsible for clearing trays, plates, etc., after break and lunch

All students are encouraged, taught and expected to demonstrate high standards of behaviour. We value highly the qualities of self-discipline, self-respect and respect for others and their property. We encourage all students to act as positive citizens and bullying will not be tolerated at our school.

HOUSE SYSTEM

On entry to the school, each student will be allocated a house, with members of the same family being placed in the same house. We always seek a balance of male and female students in each house. The house names and colours are as follows:



The whole school is involved in the Commendation system and each teacher and assistant teacher will be part of a house. There will be regular house assemblies held throughout the year. House captains are elected at the start of the year.

The House system comprises two parts:

1. Rewards system, where students gain commendations for individual awards relating to their progress and efforts in all aspects of school life.
2. Inter-house competitions such as sports days, swimming galas, poetry, and music competitions.

Outstanding academic work, approach to learning and excellent attendance is regularly rewarded publicly. In addition, students are rewarded when displaying positive behaviour, progress and when they demonstrate leadership and community spirit. The Head of Secondary's Assembly is the venue for awarding attainment and attitude to learning prizes following progress reviews and examination results. Each week one pupil is nominated for the 'Student of the Week' trophy in recognition of the number of commendations they receive. It is important to note that commendations are awarded for learning approach and positive community contributions as well as academic attainment. Speech Day prizes include accolades for: academic results; outstanding and consistent effort; sporting, extracurricular merit; contribution to school life and the community and leadership and the Headteacher's award for exceptional performance and all round excellence.

Central to our rewards system, as a daily occurrence, teachers award commendations for:

- attitude to learning;
- effort;
- progress;
- achievement in academic work;
- extracurricular activities and participation;
- commitment to a worthy cause;

- making a positive difference to our community;
- making a positive contribution in the everyday life of the school.

The commendation is entered onto the student's record and acknowledged as a fine achievement for any one individual. It is a high profile reward and is highly valued. We make 'Student of the Week' awards each week in assembly.

All commendations count toward the overall House Cup. Head of Secondary and House/Year assemblies are the forum for the awarding of numerous other awards and commendations for achievement, effort and contribution to school life. In addition, students will also gain a bronze, silver, gold and platinum certificate when they have received the threshold number of commendations. There will also be individual rewards for students who perform consistently well (either academically or through their approach to learning). Following reports and progress reviews students who have demonstrated an outstanding approach to learning are invited by the Head of Year to a celebratory lunch. In addition, recognition is awarded in the Head of Secondary weekly parent newsletter; this includes a section for 'Artist of the Week' as well as celebrating excellence in all aspects of the school. Also, students will be awarded subject specific 'Praise Cards' that will be sent home to recognise an exceptional piece of work or to celebrate when a student has gone above and beyond with their level of effort and commitment within a subject. Furthermore, student effort and progress will also be rewarded during termly year group 'Celebration Assemblies', whereby students receive nominations for their hard work by subject departments and earn a certificate when they are nominated. Moreover, during these Celebration Assemblies, form tutors will also select a student for a 'Form Champion' award. This is given to students who embody the key traits of the BSKL school community.

It is essential to recognise that all students are capable of achieving commendations and subject awards, and we are committed, and strive to provide all our students with opportunities to succeed and try their best. Positivity, encouragement, recognition and reward is the driving force in behavioural management in the school.

HEALTH AND FIRST AID

The school employs three full-time qualified nurses, who deal with day-to-day matters such as cuts and bruises and those children who feel unwell whilst at school.

In the unlikely event of a more serious incident occurring at school, parents will be telephoned to inform them of the accident and if deemed necessary, they will be asked to meet the child and the School Nurse at school who will support them in getting to the hospital. Payment of medical care is the responsibility of the parent.

If your child has a medical issue such as an allergy, epilepsy, asthma, or anything that you think is important for the school to know, please notify the school. Arrangements can be

made for you to meet with the school nurse who will put in place an individualised healthcare plan for your child if there is a need for one.

Children are not allowed to attend school in these circumstances:

- If your child's temperature is above 37.8
- If your child has been vomiting or has diarrhea
- If your child has been coughing for an extended period of time, has green/ yellow nasal discharge.
- If your child has red eye producing discharge or a sore ear.

If your child needs medication during school hours, you will be required to sign a consent form which you can get from the front desk or print it out from the website.

If your child has been diagnosed with any contagious diseases, please notify the school immediately and keep your child at home. You will need a letter from your doctor to say your child is safe to return to school.

Medicine for Students

Academic and administrative staff are prohibited from giving any medication to students whilst on site. School nurses require a prescription from a doctor with the doctor's signature and stamp in order to administer any medication to a child. If this cannot be provided, a family representative known to the school will need to give medicine to the student.

HOME/SCHOOL COMMUNICATION

At BSKL we greatly value working in partnership with parents and guardians to ensure the very best for your children. As part of this, we place a strong emphasis on opening up many avenues of communication between parents and teachers. For the majority of enquiries you should contact either the appropriate subject teacher directly (email) or your child's form tutor – the tutor will hold the academic and pastoral overview for your child. When communicating with any member of staff, please copy in the tutor.

Parent Portal

Most communication from the school is provided through our management information system iSAMS or via the BSKL Parent App. Therefore, it is essential that all parents review all of the information regularly. Not only will information from key staff members be presented there but also important calendar events.

Email

Critical/individual communication can also be maintained by email, though we ask you to do this selectively and concisely so that email communication remains manageable for teachers to allow them to focus on their classroom work. The class teacher or tutor would be the first point of contact on most issues. When appropriate, they will refer any important issues to the

Senior Leadership Team. If you wish advice on administrative aspects of school our admin team are always happy to help.

Parents are requested not to copy other parents, when emailing staff.

Newsletter

The Head of Secondary Parent Newsletter is issued weekly and published via email. It includes articles from staff and students and photos celebrating students' successes. It is a vital part of our communication; key dates are reminders as well as important messages are also published there.

Parent Forums

These are held with the Head of Secondary every half term. They are an opportunity for staff to update parents on recent developments and for parents to raise any issues they wish.

Head of Secondary Parent Clinic is held monthly

Parents will be requested to sign up for appointment if they wish to attend. Dates are published for this event in September, via the calendar on the Parent App.

Reporting

All pupils will receive two progress reviews, two full reports, and two parent consultations per year. Progress Reviews are interim reports intended to provide a brief update of on attainment and attitude to learning, and to set subject targets. Progress reviews also contain a summative tutor comment. The first progress review can be viewed electronically around mid-October. Full Reports and Parent/Teacher consultations are spread over the year so that there is a maximum of seven weeks between formal academic contact points. The key purpose of reporting is to summarise progress and inform pupils and parents of the steps needed to improve their work. Reports are published via iSAMs. Publication dates, and parent consultation dates are published in September and can be found on the Calendar in the Parent App.

Pupils will also sit formal internal examinations in the summer term and parents will be sent the results ahead of the full end of year report. Exact dates can be found in the calendar. Please note that internal and external examination dates are fixed and cannot be rescheduled.

Parent/Teacher Consultations

A curriculum evening for all key stages will be held during the first weeks of the academic year, providing parents with an opportunity to meet the teaching staff, visit classrooms and learn more about the teaching and learning programme for the coming year. Please refer to the calendar on the Parent App for the dates planned this year.

Parent/Teacher Consultation days are held twice per year

Appointments last for 10 minutes per subject (for events held during the school day) or 5 minutes for events held after school. During these meeting, teachers and tutors will discuss with parents the academic progress of pupils as well as personal and social matters. Again, exact dates are provided in the Parent App calendar.

Parents need not wait for an official opportunity to meet with teachers or Heads of Year, but are kindly requested to make an appointment if the member of staff is not available and will prevent any disruption to the teaching day. Parents who wish to meet with the Head of Secondary or a teacher should contact the school either by telephone or email. Parents will always be contacted immediately should any important issues arise between formal reporting points.

Additional Information and Correspondence during the Year:

Meet the Tutor Day

During the first week of Term 1, a 'Meet The Tutor' day will be held, during which time parents will be invited to visit the form room of their son or daughter and gain an insight into secondary school life and routines. It is also an opportunity for the tutor to share important information about class procedures and expectations.

Details of August 2018

Meet the Tutor Day can be found [here](#) and sign up sheet is [here](#).

Individual Student Timetable

This timetable indicates which activity your child is doing at what time during the week. These will be issued to parents and students on Monday 27th August 2018 during 'Meet the Tutor Day'.

News

We have regular updates of school activities provided by the news coordinator on each site via newsletter, website and postings on Facebook, Instagram and YouTube.

Face-to-face

We believe this is the best and most effective method of communication. We encourage all parents to come and speak to us, and we welcome your active involvement in school. Subject teachers/tutors are happy to discuss concerns you may have about your son or daughter but are unable to do so during teaching time, so please do contact them to schedule an appointment to avoid wasting your time and waiting unnecessarily. Any small issue that can be discussed briefly at drop off or pick up time, must be completed outside of lesson time.

In order to maintain consistent lines of communication, we ask that you ensure that your contact details including mobile phones and email addresses remain regularly updated with the school office.

CURRICULUM

As an independent school we follow the National Curriculum of England, but are not bound by its constraints. Instead we select the best parts of this to provide an education that is suitable for our pupils. The teaching and learning at Key Stage 3 therefore reflects the key concepts of the National Curriculum, and in addition reflects local cultural conditions and allows for extended opportunities and thorough preparation for IGCSE and A-Level.

Curriculum Outline 2018 – 2019:					
Hours per week	Year 7	Year 8	Year 9	Year 10/11	Year 12/13
Maths	4	4	4	4	5
Further Maths	-	-	-	4 (Y11 only)	5
English	4	4	4	4	5
Science	3	3	3	6	-
Physics	-	-	-	3	5
Biology	-	-	-	3	5
Chemistry	-	-	-	3	5
French	2	2	2	3	5
Spanish	2	2	2	3	5
Chinese	3	3	3	3	5
Bahasa/Study	1	1	1	1 – 3	-
Computing	1	1	1	3	5
Graphic Design	1	1	1	3	5
Geography	1	1	1	3	5
History	1	1	1	3	5
Drama	1	1	1	3	5
PE	3	3	3	3 (+1 core)	5
Music (incl. SIP)	2	2	2	3	5

Curriculum Outline 2018 – 2019:					
Hours per week	Year 7	Year 8	Year 9	Year 10/11	Year 12/13
Art	1	1	1	3	5
Media Studies	-	-	-	-	5
Psychology	-	-	-	-	5
EPQ	-	-	-	-	1
Enrichment	1	1	1	1	1
Weekly Total	29	29	29	29	
Non curriculum Time 07.45-08.30 Mon-Fri.	Secondary Assembly, Year Assembly, Academic Mentoring, PSHE,				

HOMEWORK

A homework schedule will be published to all students in August 2018. Students will record this schedule in their planners so parents can have access to this.

Homework should be:

- Manageable for parents, students and teachers
- Directly related to students' class work and the school curriculum
- Regarded as important and monitored by parents and teachers
- Clearly understood by all students in term of objectives and feedback

Expectations

Year 7 and 8

One homework per subject per week (ten in total, two for Maths and English) of approximately 20 – 30 minutes each. For the first half of the autumn term Year 7 pupils receive organisational and reflective homework; reading, Maths and MFL vocabulary work only.

Year 9

One homework per subject per week (ten in total, two for Maths and English) of approximately 30 minutes each.

Homework set will be recorded in the pupil's planner. All homework will be marked, and feedback given, but please bear in mind this may be as part of a wider piece of work. We have a new and growing library, and pupils will be able to use this facility to complete work after school until 4.30pm from Mondays to Thursdays.

Year 10 and 11

English and Maths: 2 x 60 minute homeworks per week

Science: 3 x 40 minute homeworks per week

Option subjects: 60 minutes per subject per week.

Set 1 Maths: an additional 60 minute homework per week

Year 12 and 13

Each subject may set up to 75% of allocated curriculum time weekly.

Assignments may not always be written. Research, learning, revision and completion of projects may also be set as homework. Parents should inform the teacher if an assignment has taken markedly longer than the stipulated time. Parents are encouraged both to monitor their son/daughter and to ensure that they have a quiet place to work without distractions.

EDUCATIONAL VISITS & RESIDENTIAL TRIPS

Educational visits are crucial opportunities to learn beyond the classroom and each secondary department is encouraged to take learning beyond the walls of the school through curriculum-related trips. In the secondary school, we offer the opportunity for our students to enjoy a number of trips with their respective year groups. Trips take place both in Malaysia and abroad, for sport, music, drama, MUN and the International Award. These opportunities are of great benefit in supporting independence, maturity and self-esteem.

For those students that enjoy a real challenge, we offer the opportunity to complete the Duke of Edinburgh's International Award at bronze, silver and, for those exceptionally committed students, gold level. These awards are designed to enhance the life experience of students through personal challenge and work in the community.

We also provide a residential bonding trip for all year groups at the beginning of every academic year. These trips are a great way for our students to make new friends and spend time with their peers.

At the end of every academic year we run a Secondary school activities week. This is an educational and fun week that includes day trips to attractions in the Kuala Lumpur area.

Any questions regarding trips or educational visits please email:
steven.scragg@britishschool.edu.my

PERSONALISED PROVISION

We are committed to ensuring all our students receive personalised and intensive specialist support. We pride ourselves in knowing our students and plan our curriculum and delivery according to their strengths and areas for development.

Thorough monitoring of progress occurs across all levels of leadership and by class teachers. We are committed to triangulating all available evidence to ensure we develop a rounded and accurate picture of student's needs. Students requiring further support are identified and intervention plans are in place to ensure effective action. Parents will be contacted as necessary.

Gifted and Talented

Students identified as producing outstanding work, will be challenged and supported to ensure their academic potential is realised.

Student Counselling

Our pastoral support provision is supported by our highly effective student counselling department. Our trained and experienced counsellors work closely with our staff to support the emotional and social development of all students. This support service for students allows for effective one to one and group sessions that greatly enhance our strong Personal Social and Health Education (PSHE) programme. In addition our counselling department regularly work with families and have, in recent times, developed successful and respected parent talks and workshop series. Referral to the counseling department is often made by students themselves but can also be made by any of the school's pastoral team.

Learning support

Our aim is for all students to access the curriculum independently and with success in our Secondary School. A small number of students may benefit from support with their levels of English or to meet a specific learning need. We maintain registers for both English as an Additional Language (EAL) and moderate Special Educational Needs and Disabilities (SEND) and provide support in line with our school admissions policies.

WORK EXPERIENCE

In Year 11, BSKL students will spend one week gaining work experience. All students will work within in an organisation, gaining valuable life skills connected to the world of work. A work placement may be set up by the student if they have a particular interest or contact in a certain area of work. However, when a student / parent is unable to set up their own placement, our Careers Adviser will work closely with the individual student to try to set up a placement that will not only be of use to the organisation but will give the student a valuable opportunity to carry out a short term project in a real working environment where the student has a genuine interest.

PREPARATION FOR UNIVERSITY

Our Careers and University Adviser works alongside our Assistant Head (Post 16 & Community Engagement) to guide our students through the process of choosing courses, choosing universities and applying for universities all over the world.

In Year 9, students will begin attending careers lessons, as part of the PSHE programme, to help them with the process of deciding upon their best individual career paths. Throughout Key Stage 4 and 5, the number of these sessions will intensify and will include visits from universities from around the world. The aim of our Careers Department is to find the best course at the best possible university for every one of our students. Parent workshops and parental sessions will be regular. All dates will be published on Parent App, and notifications and reminders will be in the weekly newsletter and via emails.

USING ENGLISH IN SCHOOL

English is the first language of the school and we encourage it to be used as much as possible by all Secondary students. It is the one common language that all pupils will share and therefore has the capacity to unite our community. Students in Secondary School are, therefore, expected to be using English throughout the day.

IN SUMMARY

We hope that this handbook provides an informative introduction to our school. Of course, not every piece of information will be here and, if you should need any further guidance, please feel free to contact the appropriate member of the school for further advice. We look forward to working with you this year. All relevant contact details are available on our website.

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