



THE BRITISH SCHOOL
OF TASHKENT
A NORD ANGLIA EDUCATION SCHOOL



Primary Handbook

2020-21 Academic Year



Contents

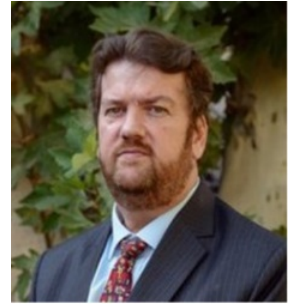
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Welcome from the Principal

Dear Parents and Students,

It is our pleasure to welcome you to the 2020-2021 school year at The British School of Tashkent. We extend a very warm welcome to all new and returning students and parents as we enter our seventh year here in Tashkent.

Our aspiration is to achieve a World Class Education for all pupils in our growing community here in Uzbekistan.



We are fortunate to be governed by the Executive Board of The British Schools Foundation, a network of schools established across the globe. We are looking forward to providing your child with an exceptional educational experience. We will continue to build on our reputation of excellence as we seek to meet the needs of all students enrolled in our school. Our staff members are enthusiastic and passionate about teaching and bring a wealth of experience and expertise.

At The British School of Tashkent (BST) we have created a stimulating, safe and positive learning environment, with high expectations of achievement, endeavour and behaviour. We are committed to making the curriculum accessible to all students through utilising a range of teaching styles and state of the art technology, which will motivate our students to develop independent, lifelong learning skills.

As BST's Headteacher, my role is to establish a culture that promotes excellence, equality and high expectations of all students. We value the opinions of our parents, therefore please feel free to send an email, call or arrange a visit. Parent input is invaluable and I look forward to working with you in the most important job you have - educating your child.

We hope you will find this handbook useful and look forward to working closely with you to ensure the success of BST and our students.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Dr. Andre Nel'. The signature is stylized with a large initial 'D' and 'N'.

Dr. Andre Nel

Principal

Welcome from the Head of Primary

Dear Parents and Students,

On behalf of the primary team, I welcome you to The British School of Tashkent.

At The British School of Tashkent, we want our students to be ambitious and to develop a reflective mindset so that our students can, learn, evaluate their learning and change direction in order to achieve even greater success.

With the introduction of the Cambridge Primary Curriculum this year, our students' learning will be developed even further so that we instil a passion for learning and an informed curiosity.

With a team of experienced teaching staff to guide and lead your children through their learning, we value parental collaboration and encourage our families to be fully immersed in your child's learning journey. We hope that this handbook will provide you with some of the key information that will enable you to join us on ensuring that our guiding principles of honesty, integrity, and respect for others in all aspects of learning are embedded not only within school life, but also outside of the classroom.

We look forward to meeting you, to working in partnership with you and to continue providing outstanding learning experiences for your children and the school community.



Mrs Rachel Edwards

Head of Primary



Academic Calendar 2020-2021

Autumn Term

2nd September – 16th October

Tuesday 1st September Independence Day - school closed

19th October – 23rd October: Half-Term Break (5 days)

26th October – 22nd December

Spring Term

6th January – 17th February

18th Feb – 19th Feb: Half-Term Break

8th March: International Women's Day - school closed

22nd February – 19th March

22nd March - 2nd April Spring Break

Summer Term

5th April – 18th June

13th May: Eid - school closed

4th June: Holiday - school closed

23rd June: Last day of the academic school year

Please note:

- School will be closed on National Holidays
- The last day of each term will be a noon finish

School Hours

08:10 - 08:50 Registration/PSHE

15:30 School Finishes

The timetable has 9 lessons a day, 40 minutes each

The purpose of tutor time is to register the students, complete any class administration tasks (e.g. letters to go home) and prepare for prompt starting of lessons. It is essential that students arrive at their classrooms for the beginning of tutor time so that they can begin the day with their classmates and teachers and of course, are properly registered. Please understand that tutors will not be available to meet with parents once their tutor sessions begin.

Activities will take place on Tuesdays and Wednesdays each term from 3.30pm to 4.30pm. Specific dates will be indicated on the 'Extra Curricular Activities' (ECA) programme published at the beginning of each term.

Meetings with parents can be arranged before the start of lessons in the morning, during a teacher's 'free' lessons (allocated for planning, preparation and assessment work) or after school.

Our curriculum

Our students follow an enhanced National Curriculum of England and Wales. We aim to provide a high quality curriculum, which is designed to encourage individuals to reach their full potential and inspires them to create their own future. The curriculum is delivered so pupils are engaged with and motivated about their learning.

Core subjects of English, Mathematics and Science will be taught as discrete lessons by the class teacher through different units across the year. The units provide opportunities for new learning to happen, but also for previous objectives to be consolidated to secure learning. Schemes of work will be sent home, which detail the learning of each unit and offers ideas of support when helping your child at home.

Reading, handwriting and spelling will be timetabled as discrete lessons so that time is given to teach and support students with the key skills, which they can then practise at home.

Topic based learning is used to influence learning in the foundation subjects and link to real life as much as possible. Specialist lessons are provided across the Primary School in Art, Music, PE, Drama and ICT.

PSHE (Personal, Social and Health Education) will be taught frequently in the week. This is an important subject of the curriculum as it helps to develop the child as an individual, not just their academic ability.



Arrival and Departure Procedures

Students should arrive to school at 8.00am so that they have time to organise themselves and be ready for registration. Registration/PSHE starts at 8:10. Students who arrive late for school after 8.10am will be marked as arriving late and will collect a late mark from the reception desk to take to their class teacher. The late marks will be monitored by the Phase Leaders and Head of Primary. Where lateness is a re-occurring problem, steps will be taken to ensure punctual arrival to school.

Unless there is an appointment with a teacher already arranged, parents do not enter the school building. Security will only give admittance to a parent with an appointment and who can present formal ID.

Please ensure that you or a designated guardian collect your son/daughter from a member of the security staff at the end of each day, from the designated entrance of the school.

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 BST administration 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. 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. Please support us in this.

It is essential that we have an accurate record of who is authorised to collect your child and their photograph in order to make an ID card. We will not release a child to the custody of a different adult unless we have received notification from the child's parent.

If you need to collect your child during the school day and it is a planned absence, please request a 'Leave of Absence' form for your child from reception. Complete and return it to the Head of Primary. If you need to collect your child in the event of a family emergency, please inform reception stating clearly the reason and the time you need to collect your child and reception will inform the Head of Primary. Parents are not

allowed to go up to classrooms to collect their children. Parents must wait at reception and they will send for the student. Early release slips will need to be collected from the front desk before leaving the school premises and shown to security. Please try and keep absenteeism down to a minimum and for emergencies. (Please note; birthday parties and trips to the mountains are not reasons to remove students from school for the day.)

Extra-curricular Activities

The Extra-curricular Activities (ECAs) programme offers a wide range of activities including sports, music, art, science, creative learning. The opportunity for students to develop interests beyond the classroom is an integral part of the school. ECAs take place on Tuesdays and Wednesdays. The activities are organised by staff members. Generally, there is no charge except when activities take place off site. The students will be notified of the clubs on offer, so that you can assist your child in choosing the preferred activities.

Once an activity is chosen for each term, it is important that the student remains committed to that activity. Students and families will, of course, be made aware of the requirements of the activities that they select.

School Uniform

The wearing of the school uniform is compulsory for all students attending the school. We believe that wearing the 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 every day in clean clothes, which are to be worn in a tidy manner. We expect our students to take pride in their school uniform.

Blazers may be worn on any day but are compulsory on assembly days.

Generally, when students are scheduled to do PE, they should bring their PE uniform to school and change into and out of their sports clothes at the start and end of the PE lesson. PE uniform is not to be worn inside the classroom. You will be informed about these days at the beginning of the academic year.

Currently, however, students are able to come to school in their PE kit on days when they have PE following guidelines to keep students safe so that we are not enabling gatherings in small spaces such as the changing rooms.

The Principal will give guidance regarding the dates of when summer and winter uniforms are to be worn in accordance to seasonal weather conditions. Summer uniform will be required at the beginning of the year.

Below is the set uniform for Primary children:

Pre-Nursery, Nursery & Reception - Boys



Daily	 Summer Polo Short Trousers Sleeveless jumper 3/4 Socks	 Winter Polo Long Trousers Foundation Jumper 3/4 Socks
	 PE T-Shirt PE Shorts PE Socks	 Tracksuit top Tracksuit bottom PE Socks
	 Scarf Sun hat Backpack	 House T-Shirts Romans Saxons Vikings Normans

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Year 1 - Year 6 - Boys



Daily	 Summer Shirt Short Trousers Sleeveless Jumper Junior Tie 3/4 Socks	 Winter Shirt Long Trousers Jumper Junior Tie 3/4 Socks	Events/As Required: Blazer Winter Shirt Long Trousers Junior Tie 3/4 Socks
	 PE T-Shirt PE Shorts PE Socks	 Tracksuit top Tracksuit bottom PE Socks	
	 Scarf Sun hat Backpack	 House T-Shirts Romans Saxons Vikings Normans	

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Other Items

Footwear is an important aspect of the school uniform; the correct socks and shoes complete the uniform (see above). Shoes should be black leather and worn each day.

On PE days, primary students must wear appropriate footwear for the activity on offer - normally training/sports shoes. All students should wear a regular PE uniform for lessons and house colours for competitions and events only.

Coats and anoraks are encouraged during cold and rainy days, and sun hats on sunny days. A pair of indoor and outdoor shoes is also required throughout the year and is essential during the winter months.

General Appearance

For safety reasons, the wearing of earrings (except studs), or other jewellery (metal or plastic) is not 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 and long hair must be tied back. Mohicans, tramlines and bright colours are not considered appropriate hairstyles for school. If a student attends school with a hairstyle that is deemed inappropriate, the Head of Primary will inform the parents and request a more suitable style. Furthermore, a student may be required to wear hair tied back and/or to remove jewellery if it is deemed hazardous to an activity.

All items of clothing should be clearly labelled with the student's name and their class.

What your child will need for school

Please note that this information will be updated in line with COVID-19 protocols and updates shared separately.

Water Bottles

- Each student will be asked to bring their own reusable water bottle to school
- The bottle should be individual and never shared with others
- It should be clearly labelled with the student's name and their class
- The bottle will be returned home at the end of each day to be washed
- Bottles should only contain water - no juice, carbonated or flavoured drinks are allowed
- Water dispensers are available at school for refills whenever required

Storage & Usage

- Water bottles will be stored neatly in class and students will be able to carry them to specialist lessons
- Teachers will establish clear routines in their class to ensure drinks are available to students at certain times, but do not interrupt their lessons in anyway
- Please note that students are not permitted to use water bottles in locations which are deemed hazardous, e.g. in the vicinity of ICT rooms and/or electrical equipment

Resources

- In Primary we will provide the students with the academic resources necessary for the school day.

Prohibited Items

According to the school policy the following items are not allowed to be brought to school:

- Sharp or pointed instruments (e.g. scissors)
- Chewing gum and sweets
- Toys or games unless at the request of a teacher
- Music-playing systems, mobile phones or any other electronic devices not supplied by the school.

This is to ensure that students' belongings do not get damaged or lost.

If a parent needs to contact a student urgently a message can be passed through the school office.

School Lunch

A hot and nutritious lunch is served to all children 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.

Snacks

A range of healthy snacks are available as part of your lunch fees. Children are not to bring their own snacks to school without written consent from the Head of Primary. **BST is a nut-free zone.**

Birthdays

We would love to celebrate your child's birthday in school. If you would like your class to celebrate your child's birthday, please contact their class teacher to make arrangements. Please remember that any cake/confectionary brought into school needs to be nut free - **BST is a nut-free zone.**

Behaviour

Code of Conduct

Our school's code of conduct aims to achieve a positive atmosphere in which more time is spent on teaching and learning. 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.

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:

- Make sure that classrooms and playgrounds are kept clean and tidy; litter should be placed in bins
- Greet the teacher and guests in the school
- Speak and listen in turn
- Always look after classroom resources and ensure that furniture and resources are tidy at the end of lessons
- 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
- Remove coats, jackets and hats during lessons and at lunch
- 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 their trays 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'. Members of the same family are 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:



Normans



Romans



Saxons



Vikings

The whole school is involved in the house system including families, teachers and assistant teachers. Regular house assemblies are held throughout the year. House captains will be elected from Year 6 and vice house captains from Year 5. Students will be able to apply for the position, give a speech to their house and the rest of the students in the house will vote.

The House system is comprised of two parts:

1. House system, where students gain house points 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.

Certificates in Primary

At BST, we believe that great efforts should be rewarded and recognised. With this in mind, we have a house point system designed to encourage high standards and positive actions from our students throughout the year. House points, therefore, will only be awarded when students do their very best.

During the year, students will be awarded house points for excellent work, effort, progress and good citizenship. Teachers award points to each student when deserved and it is the responsibility of the student to enter their house point on the chart displayed in the class. This can be a coloured square or a tick alongside a name. There will be no negative actions such as minus house points. Certificates will be awarded in assembly to successful students. Certificates are organised in the following way with all

students aiming to gain a platinum certificate by the end of the year. Exceptional effort may even result in achieving 250 house points and the rarely achieved Diamond certificate.

Bronze	25 points	Pearl	125 points	 Diamond 250 points
Silver	50 points	Sapphire	150 points	
Ruby	75 points	Emerald	175 points	
Gold	100 points	Platinum	200 points	

At the end of each term, the house points from each class are collated, with the winning house announced during assembly. The house captains from the winning house will be responsible for changing the coloured ribbons displayed on the trophy each term to the winning house colour.

Alongside house points, each week during assembly, the teachers will nominate a student from their class as the “Star of the Week”.

Attendance

Regular daily attendance is essential if students are to achieve their potential. 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 future absences should inform the class teacher/tutor and seek permission from the Head of Primary as far in advance as possible.

Please note that it is **not** school policy to provide work for students who are absent unless it is planned and teachers have been notified. Attendance of each child is monitored weekly by the Class Teacher and parents will receive notification of the number of absences in the student’s school reports. Where there is significant concern arising during a term, parents will be asked to attend a meeting with their child’s class teacher and/or Head of Primary to discuss the nature of the absences and how attendance can be improved.

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 telephone as early as possible after 8:00am and leave a message for the class teacher.

In order for us to ensure the health and safety of your child, 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 child becomes unwell and the class teacher/tutor feels that s/he may not be well enough to participate in lessons, the student will be referred to the school nurse on site. After further observation, if the student 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.

A minimum of 85% of the school year is required to ensure that the student has had enough school to successfully complete the year. With an attendance lower than 85%, learning and progress can be affected and therefore this must be avoided.

Health and First Aid

Please note: the health and safety protocols in school are monitored daily and are updated regularly in response to Covid 19 and the local requirements and Nord Anglia Education advice.

The school employs a full-time qualified nurse on each site and many of our staff are first-aiders who can deal with day-to-day matters such as cuts or bruises and students who feel unwell whilst at school. In the unlikely event of a more serious accident, emergency services will be called to the school and parents will be telephoned immediately. In consultation with parents, transportation will be organised to a hospital or international clinic.

Medicine for Students

Academic and administrative staff are prohibited from giving any medication to students while 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. If a student indicates having a minor condition such as a headache, the school nurse may contact the parent to request permission to provide a mild painkiller so that the student may recover and remain in school.

Role of the Parent

At BST 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. Please take the time to read the following to help you understand the different ways that we can share information with each other.

Seesaw

Seesaw is used on a daily basis for the teacher to communicate with parents and students. The private messaging function can be used for both parent and teacher communication. Please allow 24 hours for a

reply. Teacher's will not respond during lesson time. Seesaw will be used to communicate homework and announcements. Please ensure you have the Seesaw Family and Seesaw Class apps downloaded on your device and connect to your child's journal. Please ask your child's class teacher for the code if you do not have one.

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 and they can focus on their classroom work. The class teacher 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 for advice on administrative aspects of school our admin team are always happy to help. All emails will be responded to within 24 hours during a working week.

Parent Portal

Most communication from the school is provided via the online Parent Portal. Therefore, it is essential that all parents review all of the information on the portal regularly. Not only will information from key staff members be presented there but also important calendar events that we would hate you to miss.

School newsletter

The school newsletter will be published by the Marketing and Admissions Team monthly. It includes articles from staff and students and photos celebrating what has been happening in the school and what events are coming up. It will also provide articles based on important information relevant to your child's education.

Curriculum Overview and Timetable

At the beginning of each year, a curriculum overview is sent out to inform parents of the topics that will be taught for the coming year. You will also receive your child's timetable.

School Reports

Each term you will receive a report, which will inform you on your child's progress, effort and attainment.

Parent Teacher Consultations

These take place 3 times a year and give you the opportunity to talk one-to-one with the teacher about your child's progress, development and targets.

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.

Student Work

Parents will have regular opportunities each term to see the work being achieved by the students as part of the parent teacher consultations and set homework. All student books will normally be sent home at the end of the year (with the exception of examples required for inspection or display purposes)

Home Learning

Home learning 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

Obligatory Home Learning:

The following time spans should be followed as a guideline for weekly home learning. Expectations will rise with the age of the child, guiding them towards independent study and a responsible attitude to learning.

- Year 1: 30 minutes a week
- Year 2: 45 minutes a week
- Year 3 and 4: 1 hour a week
- Year 5: 1 hour 15 minutes a week
- Year 6: 1 hour 30 minutes a week

Every child should also read for 15 minutes every day.

The class teacher is responsible for setting homework, ensuring that the demands are manageable and relevant. Home learning should be varied, including many areas of the curriculum including Reading, Writing, Speaking, Listening, Mental Mathematics, Written Mathematics, Science, History, Geography, Art, etc. Normally, home learning is reading and spelling and then a task from the Homework Grid should be completed. Homework Grids will be sent home every half term. Project work through Global Campus will also be set, which the students will be working on in school but can work on in their own time at home too. Teachers will aim to keep parents informed and involved. Homework will be sent out using Seesaw.

Please let the class teacher know if homework becomes an issue or extra support is needed.

Using English in School

Bilingualism is an asset to the pupil and the school and this is reflected in the way we approach the use of language in school. English is the first language of the school and we should encourage it to be used as



much as possible. It is the one common language that all pupils will share and therefore has the capacity to unite all pupils.

It is not forbidden for children to use their native language in the school, however, our graduation towards exclusive use of English in the classroom and on the playground grows with the age of the children and their English language proficiency. Younger children and those new to English, may use their native language when necessary, but move gradually towards more and more English.

When determining the use of native language in school, the age and capability of children is key and all staff will take a common sense approach. Pupils are not reprimanded or sanctioned for using their mother tongue. Instead, they are positively encouraged to use English wherever possible.

Educational Visits

Educational visits are crucial opportunities to learn beyond the classroom. Educational visits are organised in relation to the topics and themes being taught in class within Uzbekistan. Educational visits may be to museums, cultural sites and events or activity centres and are designed to support the learning in the classroom.

Meeting Student Needs

EAL (English as an Additional Language)

We embrace and celebrate the many languages at The British School of Tashkent. We have a well-established system developed by our EAL Department to assess, target, track and promote a student's linguistic proficiency. Where the need is detected, students join high intensity, small group lessons to develop social and functional language.

All students who speak English as an additional language have individualised language targets which support their continuing language journey, especially in regard to academic and cognitive language skills. Our teachers are very aware of how best to support not only meeting the curriculum requirements, but also developing language objectives to develop bilingual students.

SEND (Special Educational Needs and Disabilities)

Our teachers are skilled at meeting the needs of different abilities within a typical class. Some students may need additional, specialised support due to a moderate learning difficulty. This can be generally supported through the development of an IEP (Individual Education Plan) that can be designed by our Learning Support Coordinator.

However, due to our limited capacity to support SEND here in Uzbekistan, it is the school policy not to accept students that require more extensive support.

A, G & T (Able, Gifted and Talented)

Able students are accommodated by effective differentiation to challenge high ability groups in classes across the curriculum.

Gifted students with exceptional academic potential will enter the gifted register and an IEP developed to ensure that progress and achievement in line with their abilities are achieved. This may be in one or multiple subjects.

Talented students with exceptional abilities in Drama, Music, Art or PE will enter the talented register and an IEP developed to ensure that performance or competitive opportunities in line with their abilities are achieved. This may be in one or multiple disciplines.

We believe that it is important that talented students are challenged and have an opportunity to showcase their abilities.



In Summary

We hope that this handbook provides an informative introduction to the 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. All relevant contact details are available on our website, from Reception or by contacting the Acting Head of Primary Ms. Rachel Edwards rachel.edwards@britishschool.uz who are all happy to help. We look forward to working with you this year.



THE BRITISH SCHOOL OF TASHKENT

A NORD ANGLIA EDUCATION SCHOOL

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