



Primary Parent 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.

WELCOME TO THE BRITISH INTERNATIONAL SCHOOL OF KUALA LUMPUR

This handbook has been created for the parents and pupils of the primary school at The British International School of Kuala Lumpur. 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 a successful year at the school.

SCHOOL PERSONNEL

Primary School Leadership Team	
Head of Primary	Simon Sharp
Deputy Head of Primary - Pastoral	Roisin Pearson
Deputy Head of Primary - Teaching and Learning	Simon Clarke
Deputy Head of Primary - Assessment and Standards	Tom Kimber
Head of Early Years (EYFS)	Sarah Townend

Middle Leaders / Year Groups	
Inclusion & Assistant Teachers' Leader	Deborah Wafer
Deputy Inclusion & Assistant Teachers' Leader	Chloe Tabley
Assistant Head of EYFS	Sonia Sheppard
Year 1 Leader	Marianne Leech
Year 2 Leader	Jack Chapman
Year 3 Leader	Craig Moore
Year 4 Leader	Sean Allday
Year 5 Leader	Victoria Stringer
Year 6 Leader	Jessica Weaire

Primary Heads of Department	
Director of Music (Whole School)	Kim Kelly
Director of Sport (Whole School)	Harrie Thomson
Physical Education (PE)	Connor McAlister
Swimming	Gareth Pearson
Spanish	Declan Byrne
Mandarin (curriculum)	Eva Zhao Zi

COMMUNICATION

Communication with Parents

If you have a question or a wish to talk about your child's progress or general welfare, then, in the first instance, it is best to discuss this directly with the class teacher.

The school operates an 'open door policy'. Parents need not wait for an official opportunity to meet with teachers. We kindly request you to make an appointment, either by telephone or email, if the member of staff is not available, in order to prevent any disruption to the teaching day. If you need further advice, help or guidance then please contact the Year Leader, Head of Department, or appropriate member of the Primary Leadership Team.

BSKL Parent App

Each class teacher will share with you what is happening in school via a weekly email. Any changes to normal school routine or important dates/events will be shared via the school calendar and/or by means of an announcement in the BSKL Parent App. We encourage parents to download the mobile app as it's the most convenient way to keep up-to-date with what is happening in school.

Any letters from the school or from teaching staff of whatever nature (selecting enrichment activities, instrumental programme, field trips, weekly review etc) are sent by email.

Keeping Us Informed

Parents are asked to keep the school informed of any changes that may occur to their home or telephone contact details. Please make sure you inform the Administration Department or Front Desk of any changes as soon as possible. You also need to make these changes on your BSKL Parent App.

SECURITY

When you join the school, you will need security passes for your family. These should be kept safe and may be used to gain access to the school at any time.

- Please show your pass to the guard and wear it whilst in school. If you have a driver/maid/bodyguard, then they will also require security passes, which they should wear in school.
- Please keep the school informed of any changes as all information is entered on our database. If you arrive without a pass, then you will need to sign the visitor's book and show proof of identity. Please let the office know immediately if a pass is lost.
- All cars driven onto the school premises should have a current BSKL car sticker displayed on the windscreen.
- Visitors to school should report to the guard house and sign the visitor's book at reception.

INFORMATION ABOUT THE CURRICULUM

Meet the Teacher

On the first day of the new academic year, individual meetings will be scheduled throughout the day. The purpose of this Meet the Teacher day is for parents and pupils to meet together with their new class teacher in order to begin an effective home/school partnership. It is a chance to discuss areas for development as well as strengths and interests of the pupil. It is also an opportunity to share information regarding school and classroom routines and procedures. Other information sessions/workshops will be available throughout the year giving an insight into the curriculum and learning approaches.

Termly Guidance/Overview of the Curriculum

At the beginning of every term, the Year Leader will write to you outlining the term ahead and giving an insight into the curriculum content and the topics covered.

Inclusion Team

The school has a small Inclusion team which includes English as an Additional Language (EAL) teachers who help develop more extensive use of English.

Progress Reports

Progress Reports are termly. The first report is a settling in report, and will mainly be a pastoral account of how the child has settled into class and his/her attitude to learning. The term 2 and term 3 reports will focus more on academic achievement as well as personal and social matters, and will also include targets for future learning.

Parent/Teacher Consultation

Parent/Teacher Consultation Evenings are held regularly throughout the school year, in addition to the distribution of the termly Progress Reports. During these meetings, teachers will discuss with parents the academic progress of pupils as well as personal and social matters. Again, exact dates are provided in the school calendar on your BSKL Parent App in the calendar section. Pupils are also encouraged to share their own learning through a Pupil Led Consultation with parents.

SCHOOL ROUTINES

The School Day Primary (Years 1 - 6)	
07:45am	Classroom doors open
08:00am	Registration
08:00am	Lessons begin
10.20 - 10:40am	Morning break / snack
12:30 - 1:30pm	Lunch
*3:30pm	*School day ends

The School Day Early Years Foundation Stage (Pre Nursery, Nursery and Reception)	
07:45am	Classroom doors open
07:45 - 08:30am	Soft start – ‘Stay and Play’ time.
08:30am	Registration / Lessons begin
11.30am - 12:30pm	Early Years Lunch
*2:30pm	*End of the school day for Nursery
*3:15pm	*End of the school day for Reception

* Please note school finishes at 2pm on a Friday for all of primary and secondary.
You will be informed when your child has Physical Education (P.E) and swimming lessons.

Arrival & departure procedures

- Classrooms are open at 7.45am, children should not enter before that time.
- For children not using the school bus service, please ensure that you collect your child from a member of staff at the end of each school day at the classroom door.
- Parents should arrive promptly to collect children after school.
- If for some reason you have been delayed, please telephone the school so that we are aware of the situation and can inform your child to avoid unnecessary worry.
- Our aim is to ensure the safety and welfare of all the pupils in our care. With this in mind we ask that your child is not left unsupervised in school at the end of the school day. Students not attending clubs need to leave the campus by 3:45pm. For children attending clubs, we would like to remind parents that all of our clubs finish no later than 4:45pm with the late bus leaving at 5.00pm. In this instance, please arrange for pick up no later than 5pm. Each campus will close at 5pm each evening.

Late Arrival/Early Departure

- There is a “Late Arrival/Early Departure” Log Book at the Reception Desk in which details must be entered of any child who, for any reason, arrives late or must leave early.
- At the end of the school day, those children using the school bus service assemble in the lower campus school gymnasium, where they are collected by the Bus Monitor and are safely escorted to their bus.

- On arrival at the designated bus stop, the child(ren) should be met by a parent, unless we have prior written confirmation that the child(ren) will make their own way home.

Bus Policy

Parents wishing their children to use the bus service should complete a School Bus Request Form. 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 JOURNEYS

- I will remain seated throughout the duration of the journey.
- I will wear my seat belt and ensure that it is securely fitted at all times.
- 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.
- I will not play music or video games loudly which will interrupt my journey.
- I will not eat during my journey.
- I will not distract my driver and touch any operating machinery.
- I will be responsible for all my belongings on the bus.
- I understand that if I do not follow these rules, I may not be allowed to use the school bus service.

STUDENT MISBEHAVIOR PROCEDURES

- 1st Time Misbehave – a verbal reminder to the child
- 2nd Time Misbehave – an email to the teacher concerned & log details on the incident log.
- 3rd Time Misbehave – an email to parents by the teacher concerned.
- 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 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.

Their role is to:

- Ensure all the correct children leave school on the correct bus, wear seat-belts and remain seated throughout the journey. No children are permitted to sit on the front seat.

- Attempt to contact parents if the child is not waiting at the bus stop as expected, please note, the bus will wait only 1 minute before leaving.
- Monitor the student's behaviour on the bus. It is expected that students will conform to our behaviour guidelines.

SCHOOL LUNCHES AND SNACKS

A hot 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 suitable alternatives.

- Early Year Foundation Stage (EYFS) parents can pre-select their meals - EYFS children eat first, and are served directly at their table. Please send through your selection to service@britishschool.edu.my
- Children in year 1 upwards take a tray and make their own lunch choices.
- A variety of healthy snacks are served to EYFS students mid morning.
- Children in year 1 and above are welcome to bring in a suitable healthy snack from home (fruit, dry biscuit) to eat mid-morning if they wish.

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.

HOMEWORK EXPECTATIONS

Homework is an integral part of life at The British International School of Kuala Lumpur. As a general rule, the following policy will be used.

Homework should:

- Be manageable for parents, pupils and teachers;
- Directly related to children's class work and the school curriculum;
- Be regarded as important and monitored by parents and teachers;
- Target objectives and feedback which are clearly understood by all pupils.

Reading

Daily reading at home is an expected part of school homework.

There are 5 main ways to help support your child's reading development:

1. Hear your child read their school reading book or any other suitable book on a daily basis. Reading aloud helps develop fluency and understanding.
2. Read with your child – take turns reading a page or paragraph each. In that way your child will hear how an experienced reader deals with the sentences and punctuation. It's also fun!
3. Read stories to your child – all children benefit from hearing stories that they themselves may have difficulty reading.
4. Talk about the books you have read together. Discussing the plot, characters, making predictions and the way the author writes will support your child's comprehension skills.
5. Let your child see you reading – show them reading is both highly enjoyable and very useful. Set a great example.

In Early Years Foundation Stage (EYFS), children will have optional practical tasks for literacy and numeracy enhancing learning.

In years 1 and 2, children will be given a weekly literacy (e.g. phonics/spelling) and mathematics task of approximately 15 minutes. This may also be linked to their topic work.

In years 3 and 4, we encourage regular reading and mental arithmetic practice to improve fluency of number facts, particularly multiplication and division. In addition, children will be given two weekly 30-minute homework tasks linked to literacy (including topic) work or mathematics, as well as specialist homework for Modern Foreign Languages.

In years 5 and 6, we encourage more independent work in preparation for the transition to secondary. Children will be given two weekly 40-minute homework tasks linked to literacy (including topic) work or mathematics from their class teacher, as well as specialist homework for Modern Foreign Languages.

BEHAVIOUR GUIDELINES

We have systems in place to recognise and reward children's effort and achievement. The vast majority of our pupils exhibit very good manners and care for their peers and learning environment, and this is valued and celebrated in class. However, it is only natural that from time to time, children sometimes make poor decisions regarding their conduct. These will be dealt with in a sensitive way and the children will be reminded of acceptable behaviour. If a problem persists, you will be notified and asked to come to speak to the teacher, Year Leader, Deputy Head (Pastoral) or Head of Primary, as appropriate.

It is important that we all have high expectations of pupils in work and for behaviour, and that we reinforce school rules at all times.

Golden Rules

We have six Golden Rules in school, which all pupils must adhere to:

- Do be gentle
- Do be kind
- Do work hard
- Do look after property
- Do listen to others
- Do be honest

To enable children to thrive, these rules are displayed in classrooms, dining area and playgrounds and referred to often through Personal, Social and Health Education (PSHE) lessons and assemblies.

Marble Rewards

Within each classroom we have a positive behaviour system to reward and reinforce the learning skills that are so important to successful learning. The teachers and assistant teachers (ATs) will then reinforce effective learning skills through praise and by rewarding each example with a marble. For every 100 marbles collected, the class earns a reward.

The rewards are chosen by the class at the start of the term and displayed alongside the agreements. For the first 100 marbles the class will earn a 15 minutes reward while the final 500 marble reward may involve a whole afternoon of fun. Alongside this there is a set of clearly defined sanctions for those instances where the behaviour of a child is disrupting the learning of others.

The aim of this policy is to create a positive learning environment within classes and a sense of togetherness as everyone helps to earn marbles for the chosen shared rewards.

HOUSE SYSTEM

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



The whole school is involved in the merit system and each teacher and the assistant teacher will be part of a house. There will be regular house assemblies held throughout the year. The first meeting elects house captains for each house (one boy and one girl).

The House system provides a sense of identity and comprises two parts:

- Merit scheme where children gain house points for individual awards relating to attainment and effort.
- Internal competitions such as: sporting events (Sports Days, swimming galas, intra-house games), Inter-house Music, special curriculum-linked quizzes and charity events.

Early Years Foundation Stage Merit Scheme

Pupils are given daily reward stickers for good behaviour and attitude to learning. The pupils receive Mr Men/Little Miss certificates for 10, 20, 30, 40 and 50 stickers which they bring home to celebrate with parents.

Key Stage 1 and Key Stage 2 Merit Scheme

Pupils are awarded house points for excellent work and effort. Teachers award points to each child when deserved and it is the responsibility of the child to enter his/her house point on the chart displayed in the class. Specialist teachers can also award house points.

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

Above this are special Headteacher awards.

ENRICHMENT ACTIVITIES

Enrichment activities take place during the school day at the following times:

Wednesdays	2:30 to 3:30pm	Years 1 and 2
Fridays	11:15 to 12:15 pm	Years 3 and 4
Thursdays	11:30 to 12:30pm	Years 5 and 6

A range of activities, both paid and unpaid are offered. Some activities are run by outside providers. Types of activities can include art and craft, baking, drama/debating, chess, filmmaking, tennis, taekwondo, yoga and so on. The variety of activities changes from term to term, taking on board suggestions from pupils and teachers' expertise.

Parents should sign up for these activities online. School buses run as normal at 3.30pm after these sessions.

After School Clubs

In addition to our in-school enrichment programme, there are a number of musical and sport-related after-school clubs. A full programme of 'what's on offer' each term will be shared by the PE and Music departments.

SPECIAL DAYS AND EVENTS

We hold a number of special days and events in school to celebrate different festivals and occasions, including Hari Raya, Deepavali, Christmas and Chinese New Year. This usually includes dressing in traditional clothing. Other events, such as, specific curriculum or book-related weeks, as well as special days, for example, International Day, also give the children a chance to immerse themselves through dressing in character or national dress.

The school supports a number of charity raising events. In previous years, these have included 'Bags of Love' and the school annual Christmas Bazaar and Summer Fair both raise money for different charities.

Sporting events include: swimming galas and sports days. We also have a number of inter-house sporting competitions. In the performing arts, children have the opportunity to perform in either a class performance or a year group production during the year. There are also instrumental concerts, choir performances, poetry performances and a talent show. All events are calendarised via the BSKL Parent App.

SCHOOL UNIFORM

Expectations

School uniform is compulsory attire for all students attending the school and we encourage children to take pride in their school uniform. Uniforms can be purchased from the School Uniform Shop. Students are expected to arrive at school everyday in clean clothes, worn in a tidy manner. Hair should be neat, clean, and appropriate. Nail polish or other adornments such as party-style bows are not allowed.

Early Years Foundation Stage

Girls: blue and white checked dress, white ankle socks

Boys: blue polo shirt and grey shorts, black leather school shoes



Years 1 - 6

Girls: blue shirt, grey skirt, long socks, tie,.

Boys: blue shirt, grey shorts, short blue socks, tie,

Shoes: black school shoes - should be a formal, sensible style made from black polished leather. Trainers are not acceptable.



PE kit for Early Years Foundation Stage (EYFS) - Year 6

- T-shirt, shorts, white ankle socks, trainers, house polo shirt (red, green, yellow and blue), bathers, splashback, swimming hat, towel (poncho towel for EYFS).
- Please note that hats are required in school every day for playtimes.

Additional items

Other items at the Uniform Shop include:

- School Bag
- optional jumper
- Accessories: hairband.

Please note, other items such as shoes and trainers can be purchased separately. All clothes worn to school should be clearly labelled with the child's name. Lost, un-named clothing and bags are placed in Lost Property. Uncollected items are donated to charity at the end of each term.

The school blazer is to be worn on formal occasions as advised.

MEDICAL

School Nurse

The school employs 3 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.

Asthma, Allergies and Children with Infectious Illness

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, if needed, an individualised health care plan for your child.

Children are not allowed to attend school in these conditions:

- If your child's temperature is above 37.8
- If your child has been vomiting or has diarrhoea
- 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 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.

Administration of Medicine

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 out from the website.

Absence

On returning to school after a period of absence pupils must bring a note from their parents explaining the nature of the absence. When a child returns to school after an infectious illness we ask that they visit the school nurse on arrival to ensure they are no longer contagious with a note from their doctor stating so.

PARTNERSHIP WITH PARENTS

Partnership with Parents

Since BSKL first opened its doors here in KL, it has had a strong sense of community spirit. All research shows that children benefit from a strong partnership with parents. We value the support of parents in school and are keen to promote strong home school links.

Class Representatives

To help facilitate effective links between teachers and parents each primary class appoints one or two class representatives from the parent body. There are guidelines for parents to help them with their role and the Deputy Head of Primary (Pastoral) supports this group of parents by organising meetings or giving advice.

The role involves:

- With approval, collating class contact details. This list can be helpful when organising playdates or parties but should remain confidential amongst the members of the class. Class chat groups can sometimes cause issues and are not always the best form of communication.
- Supporting the class teacher with class events, often enlisting the help of other parents. For example, decorating the classroom for a special festival such as Deepavali.
- Introducing new parents to the class/school community.
- Supporting and/or enlisting other parents to help organise social or fundraising events.

A good way to start the year is to organise a class coffee morning providing the opportunity for the class parents to get to know each other.

Please note, the role of a class representative is not to act as a problem solver in the class for academic issues. Please direct parents initially to the class teacher or, thereafter, the Year Leader before approaching the Deputy Heads or Head of Primary.

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. We look forward to working with you this year.

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