



THE BRITISH SCHOOL
OF TASHKENT
A NORD ANGLIA EDUCATION SCHOOL

Secondary Handbook

2020-21 Academic Year

Contents

| | |
|---|----|
| Welcome from the Principal | 2 |
| Welcome from the Head of Secondary School | 3 |
| Academic Calendar 2020-2021 | 4 |
| School Hours | 4 |
| Our curriculum | 5 |
| Arrival and Departure Procedures..... | 5 |
| Security..... | 6 |
| Extra-curricular Activities | 7 |
| School Uniform | 7 |
| What You will Need for School..... | 10 |
| School Lunch..... | 11 |
| Behaviour | 12 |
| Merit System..... | 13 |
| Attendance | 14 |
| Health and First Aid..... | 15 |
| Role of the Parent | 15 |
| Home/School Communication..... | 16 |
| Target setting and reporting procedures..... | 17 |
| Student planner and homework | 17 |
| Educational Visits and Residential Trips..... | 19 |
| Meeting Student Needs..... | 19 |
| In Summary | 20 |

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 want to extend a very warm welcome to all our 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 or call to 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 and written in a cursive-like font.

Dr. Andre Nel

Principal

Welcome from the Head of Secondary School

Dear Parents and Students,

I am delighted that you have chosen The British School of Tashkent as the Secondary school of choice for your son or daughter and I extend a warm welcome to you. In making this choice, you have given us the responsibility of educating and supporting your child academically and pastorally. This is a responsibility we take very seriously.



I am very proud of our secondary school, the highly experienced and dedicated team of staff and the quality of the school leadership. We are a dynamic learning environment with its foundations in the UK education system whilst bringing the very best of international education through the Nord Anglia family. We believe in providing a broad and balanced education that equips students with the knowledge, skills, values and attributes needed to be successful in their chosen careers. We are focused on ensuring that our students are inspired to achieve through their learning experiences both inside and outside the classroom. We care for each student's individual pastoral needs and achieve the highest academic standards.

I am also proud to say that education at BST is much more than exam results and moving on to study at world-leading universities. There are a wide range of challenging opportunities for students to learn new skills in our 'Extra Curricular Activities' programme after school each week, to develop essential and highly valued personal skills such as resilience and adaptability, teamwork and leadership. We believe that our motto of 'Be Ambitious' should be in action every day in all that we do.

We know how important our families are to us in supporting their child and the school in its endeavours. The African proverb of 'It takes a village to raise a child' is reflected every day in the importance we place on our relationships with our community and in particular with each child's parents, and I encourage you to feel that you can be an active part of our school community.

I hope your child will take advantage of the outstanding academic and pastoral opportunities that our Secondary school at BST offers and I look forward to meeting you again soon.

A handwritten signature in black ink, appearing to read 'Helen McCarthy'. The signature is fluid and cursive, with a long vertical stroke extending downwards from the end.

Ms Helen McCarthy

Head of Secondary

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 Mondays and Thursdays 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. At Key Stage 4 students can choose 3 subjects ('Options') to study in addition to examinations in the core subjects on English, maths, science and languages.

Please look at the appendix to show the distribution of hours per subject at each key stage and the options subjects available.

Arrival and Departure Procedures

Students should arrive to school at 8.00am so that they have time to organize themselves and be at the appropriate classroom for their first lesson. Registration/PSHE starts at 8:10 and Lesson 1 at 8.50 am. Students who arrive late for school after 8.10am will be marked as arriving late and will collect a late mark from their subject teacher on the Register. The attendance and late arrivals will be monitored by both the subject teacher, the Form Tutor and the relevant Phase Leader. Where lateness is a re-occurring problem, steps will be taken to ensure punctual arrival to school.

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

Please ensure that you or a designated guardian collects 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 it and return to the Head of Secondary. 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 Secondary. 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 only in 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 are on Mondays and Thursdays after school. The activities are organised by staff members and outside instructors. Generally, there is no charge except when they may take place off site or are run by external tutors. The students will be notified of the clubs on offer in advance 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

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 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 any day but are compulsory for assembly days when all students will be required to wear their blazers every week.

Under non-Covid 19 circumstance, all students should bring PE uniform to school on PE days to change into and out of the start and end of each 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. At the discretion of the PE staff secondary students will be required to shower and change after their PE lessons. *However, whilst health and safety protocols relating to Covid 19 are in place, students are to attend school in their PE uniform as change facilities will not be available due to safe social distancing and sanitisation standards being followed.*

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

Below is the set uniform for Secondary students:

Boys Uniform



Girls Uniform



PE Uniform



Miscellaneous





Other items

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

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

Use of coats and anoraks are encouraged during cold and rainy days, and sunhats on sunny days. A pair of indoor and outdoor shoes is also required throughout the year and is essential during the winter months. Girls may wear tailored trousers in winter.

We encourage independence in our students. This does mean at times that items can go temporarily missing. With this in mind, please label all items of school uniform with the student's name and class.

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 extreme styles including '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 Secondary will inform the parents and request a more suitable style. Makeup 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 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 name and class of the student
- The bottle will be returned home at the end of each day to be washed
- Only water should be contained in the bottles - no juice, carbonated drinks or flavoured drinks
- Water dispensers will be 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 may not be permitted to use water bottles in locations which are deemed hazardous, e.g. in the vicinity of ICT and/or electrical equipment

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, and a scientific calculator. This pencil case should be brought to school in a bag where other personal items may be kept.

Prohibited Items

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

- chewing gum and sweets
- toy or real weapons of any kind including guns
- toys or games unless at the request of a teacher
- Music-playing systems 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.

Mobile phones are only allowed using the following guidelines:

- The student is solely responsible for the phone. School will not be responsible for lost or damaged phones.
- The phone may be used for educational purposes only and with the clear permission of a teacher. If a student is found using a phone, for other purposes including, using social media, playing games, listening to music or taking photographs, during school hours, including break times, without the permission of a teacher, it will be confiscated. Parents will be advised and the privilege of having a phone in school will be withdrawn from the student.

School Lunch

School meals are freshly prepared daily on the school premises. 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 healthy selection of snacks is provided for students by BST as part of the designated lunch fees. They are available at break time. **Please be aware that BST is a nut-free zone.**

Behaviour

Positive Behaviour and 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:

- 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
- 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
- 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 anti-social behaviour including bullying and fighting 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:



Normans



Romans



Saxons



Vikings

The whole school is involved in the merit system and there will be regular 'House' assemblies held throughout the year.

The House system comprises 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.

We celebrate achievement throughout the school year, recognising excellent attendance, citizenship and student leadership, and certificates are awarded regularly in assemblies.

Attendance

Regular daily attendance is essential if students are to achieve their potential. Good attendance is set at 95% of the school year. This means that a student can have several days absence each year for illness and still achieve excellent attendance. There is a clear and proven correlation between attendance and exam performance and we ask that parents support attendance at school wherever possible to support the success of their child in their learning.

Absence from school for reasons which are neither health-related nor involving an emergency are strongly discouraged and should be kept to a minimum. Parents who are aware of such future absences should inform the class teacher/tutor and seek permission from the Head of Secondary 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 Form Tutors and School Leaders 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 Form Tutor and/or Head of Secondary 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 form tutor.

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 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. The Head of Secondary authorizes a child to be sent home due to ill health in school. 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 90% of the school year is required to ensure that the student has attended school regularly enough to successfully complete the year and make reasonable progress. When attendance falls lower than 90%, learning and progress can be affected and over time this will have an accumulative detrimental affect on a student's exam results.

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. 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 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. 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 recognise the importance of involving our parents in their child's education and we encourage the support of parents throughout the school.

Parents are often invited to support class assemblies, activities, open days and curriculum days in order to be involved in school life as much as possible.

In addition to your role within school we also encourage your support with your child's learning at home. At BST we consider homework to be an excellent way to review or reinforce work taught in school rather than a way to extend learning.



Home/School Communication

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.

- **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 in order that they can focus on their classroom work. The subject teacher should be the first point of contact with any subject based issues. The Form Tutor should be contacted with general queries. 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.
- **School newsletter** will be published on the portal and the school website every half term. It includes articles from staff and students and photos celebrating what the children have done throughout this period.
- **School Reports.** Each term you will receive a full written report on your child's progress and attainment. (See the section: Reporting Procedures)
- **Parent Teacher Consultations.** These take place twice a year and give you the opportunity to talk one-to-one with the teacher about your child's progress, development and targets.

Target setting and reporting procedures

Teachers report progress data in each term and this is shared with parents in a report.

The progress data is mapped to targets set in each subject for each student that are based upon Cognitive Ability Tests (CAT) completed early in the Autumn term. The CATs profile a student's ability in 4 key areas and provides important data to the student's teachers that informs lesson planning and teaching.

Each report to parents will indicate the current progress their child has made, as well as their attitude to learning and whether they are currently performing in line with, exceeding or falling below expectations of progress.

Parents' Evenings are held termly and they provide an essential opportunity for the parents and student to discuss progress with each teacher, identify areas of strength and areas for improvements and the strategies used to accelerate progress.

Student planner and homework

Each student has a 'planner' and a homework timetable. The planner is used to record homework, due date and its completion as well as provide parents with an opportunity to write any comments or feedback to form tutors and subject teachers. Parents are asked to check and sign the diary each week. Missing/incomplete homework will result in sanctions.

Homework in the Secondary school is organised to take account of the variety of requirements across subject areas. For example, frequent short homework is ideal for reinforcing techniques in mathematics, whereas longer project style work is better suited to geography or history. In Year 9, 10 and 11, 'GCSEPod' learning is set (www.gcsepod.com) to close gaps that have emerged in a student's learning, support revision and exam preparation.

An important aspect to homework learning is to train the students into a form of time management so it is important that students tackle homework early to avoid accumulation on one night. Form tutors will monitor this during Academic Review, and students are encouraged to take on the responsibility for the organization of work as they progress through school. The aim is to build independent learners and a key aspect to this is incorporating into lessons the need to develop self-study skills.

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

- *Key Stage 3 (Years 7, 8 and 9)*

While homework is seen as an integral part of studies here at BST, the school is conscious of the need for a balance between academic work and home life and recreation. Consequently, subject teachers set homework that should be easily completed independently by the student.

There are no more than 3 subjects set as homework each day and each piece should be approximately 30 mins in duration.

- *Key Stage 4 (Year 10 and Y11)*

Homework at Key Stage 4 is

| | |
|-----------------|----------------|
| English | 2 x 60 minutes |
| Maths | 2 x 60 minutes |
| Science | 2 x 60 minutes |
| Option subjects | 1 x 60 minutes |

- *Key Stage 5 (Year 12 and Y13)*

Independent study in school should combine with additional homework to ensure that research, additional reading, exam preparation and revision is completed each week to the required standard of the level of qualification being studied and in accordance with the expectations from the teacher.

Parents are requested both to monitor their son/daughter and to ensure that they have a quiet place to work without distractions. While internet research may be required for the completion of certain assignments, parents should check that their son/daughter is not simultaneously accessing online communication sites and/or programmes such as Facebook or Telegram messenger. A student who fails to produce a piece of homework punctually or produces work which is incomplete or well below their capabilities will be given a verbal warning which will be noted on ISAMS and in their planner. On the second occasion, a written warning will be noted, advising that there will be a lunchtime detention should

a third instance occur. A third instance of unsatisfactory homework will result in a lunchtime detention. Thereafter, if the matter has not been satisfactorily resolved, the form tutor will contact the parents to arrange a meeting in order to discuss further strategies.

Educational Visits

These are under continuous review due to Covid-19 restrictions.

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 and visits. In the secondary school, we offer the opportunity for our students to enjoy a range of trips and visits which include participating in Nord Anglia activities in other countries, as well as broadening and deepening their learning closer to school. This opportunity is of great benefit in supporting independence, maturity and self-esteem and for many students is the highlight of the academic year.

Every effort is made by the organising staff to share information and costs at an early stage. We will advise on the needs for visas, flights, and other services that the school may not be able to take payment for directly so that parents can be organized and timely in securing their child's place on the trip.

Meeting Student Needs

At BST every effort is made to meet the individual needs of all learners in each lesson and in their experiences at the school. Learning is differentiated accordingly by all subject teachers and additional support provided where it is appropriate and reasonable.

EAL (English as an Additional Language)

We embrace and celebrate the many languages of students 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.

Learning support

Our aim is for all pupils 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.

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 pupils. It is the one common language that all pupils will share and therefore has the capacity to unite all pupils. 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. If you should need any further guidance, please feel free to look at our website or 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 Head of Secondary helen.mccarthy@britishschool.uz who are all happy to help. In the meantime, we look forward to you joining our community!



THE BRITISH SCHOOL OF TASHKENT

A NORD ANGLIA EDUCATION SCHOOL

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