

Secondary  
Parent Handbook  
2020/21



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## Welcome from the Head of the Secondary School

It is a pleasure to welcome you to the Secondary School. Established in 2005, The British School of Guangzhou is a prestigious and successful school that operates in an environment that is both challenging and exhilarating. BSG is never quiet and the focus of our attention is to always provide the best possible learning opportunities for our students and staff.

In BSG classrooms, we challenge our students' thinking. If they are not thinking, they are not learning. Lessons are engaging, encouraging inquiry, creativity and risk-taking in a supportive atmosphere. Learning, of course, extends beyond the classroom; all students are involved in extra-curricular and leadership activities. It is through these that they reinforce their collaborative problem-solving and decision-making skills, as well as developing independence.

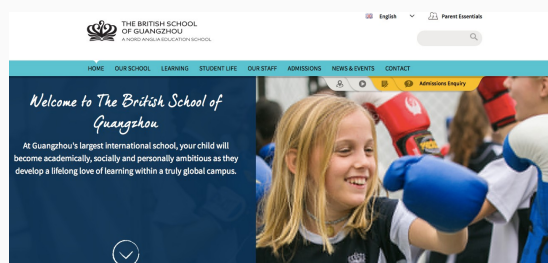
We do not believe in fixed ability but are committed to the notion that every learner can succeed to the highest level. Through support and opportunity, commitment and perseverance, there literally are no limits. Through this ambitious approach to learning, our students manage to achieve outstanding examination results, as well as developing as Global Citizens. In a global community that is increasingly interconnected and interdependent, we help to nurture citizens who understand the world on many levels and are able to find solutions to current and future challenges.

As a member of Nord Anglia Education, we are part of the world's leading premium schools organisation. We are a fast-paced and growing family of international schools in China, Europe, the Middle East, South East Asia and North and South America, providing outstanding education to over 40,000 students. Our schools are united by one philosophy I we are ambitious for our students, our people and family of schools.

We are very proud of our community and hope that you feel as passionate about BSG as we do. Best Wishes

Paul McConnell

Important...please visit the 'Parent Essentials' section of our website for key information...



### Parent Essentials

Find quick links to regularly viewed items and useful information here.



#### Yearly Parent Calendar

View or download a yearly overview for 2016/17 here.



#### Weekly/Monthly Calendar

View this week's or month's events in more detail here.



#### Monthly Newsletter

Updated by students and teachers each month, news from both campuses can be found here.



#### School Bus Service

Daily schedules for over 40 regular bus routes to and from school are available here.



#### School Lunches

Daily lunch menus for both campuses are available to view here.



#### School Uniforms

For price lists and advice on what uniform your child should wear to school.

# Our Core Values

## Our Core Values



- Finding out extra information without the help of your teacher(s)
  - Asking for feedback and a advice from teachers about your progress
  - Solving problems in creative ways
  - Showing that you are enjoying what you are learning
- Reading regularly
  - Trying out new things to see if you like them
  - Producing outstanding pieces of work
  - Asking and answering challenging questions
  - Speaking regularly in class discussions

### RESPECT



- Being on time
- Wearing correct uniform
- Showing pride in yourself and what you do
- Acting as a positive role model
- Listening carefully
- Caring for the school environment
- Representing the school well on trips
- Joining in with school projects

### RESPONSIBILITY



- Always on time
- Organised and meeting deadlines
- Leading an activity in a lesson
- Playing an important part in group work
- Applying for a student leadership position
- Solving problems without the help of teachers
- Thinking about the consequences of your actions
- Having a positive influence on others

### COMMITMENT



- Trying your best in everything you do
- Making good progress in a lesson or on a topic
- Working hard on things that you find difficult
- Giving up some of your free time
- Regular participation in extra-curricular activities
- Seeing things through to the end and not giving up
- Making the most of new opportunities
- Developing a skill, adding to your school experience

### INTEGRITY



- Telling the truth
- Respectful when giving feedback
- Accepting constructive criticism
- Open and honest about what you believe in
- Showing sensitivity
- Doing what you think is right
- Showing you have principles

## How We Develop Core Values at The British School Guangzhou

**"Developing a love of learning creates lifelong academic success." Mark Thomas, Principal.**

### **A Love of Learning**

Our primary aim is to nurture intellectual curiosity through engaging and enquiry led teaching. We encourage students to work independently and collaboratively as they demonstrate creativity and innovation in their approach to solving problems. Students are always provided with a safe, stimulating and supportive learning environment, allowing them the courage to take calculated risks and to learn and improve from feedback. We use innovative teaching methods and technology to further enhance our students' mastery and enjoyment of their studies helping to foster a love of learning that will last a lifetime.

### **Respect**

BSG actively works to help students nurture awareness and respect for all by giving opportunities to develop self-esteem and self-confidence each day. This respect is evident in interactions between our students, parents, staff and environment. Respect requires an open mindedness that incorporates an understanding, tolerance and compassion towards others in both thought and action. Our aim is to develop international awareness and cultural sensitivity within all of our students and to provide repeated opportunities to demonstrate this.

### **Responsibility**

Students are expected to take responsibility for their learning and their behaviour. We aim to make our students confident, autonomous learners who are able to meet deadlines and learn to solve problems effectively. Students develop a sense of responsibility by making informed choices, by learning to consider the consequences of their actions and through leadership opportunities. Responsibility extends beyond the classroom as the school's community demonstrates consideration towards others and to the environment.

### **Commitment**

We seek to establish a strong work ethic within our students and a desire to strive for excellence. Students are encouraged to develop a resilient attitude and persevere to overcome difficulties. We believe that sustained effort greatly enhances our students' chances of success.

### **Integrity**

As a school community we aim to act in a completely transparent manner. We see integrity as being honest, open and truthful. We believe in being trustworthy in our dealings with each other and in being able to give and receive constructive feedback. We encourage students to have the courage in their convictions and the strength of character to stand up for what they believe is right.

## Parent, Student & School Charter

At the British School of Guangzhou, we promote a partnership between parents, students and teachers in the knowledge that our students' learning opportunities are greatly enhanced by a spirit of mutual trust, collaboration and respect between all parties.

Three promises from the school

- Your child will be inspired by highly qualified professional teachers to develop a 'Lifelong Love of Learning.'
- Your child will be challenged by a world-class curriculum to achieve academic success within a safe and welcoming international environment.
- Your child will attend a school that actively promotes the core values of respect, integrity, commitment and responsibility.

In line with these promises and the school's Core Values, we have expectations for each valued part of our community.

We expect each **parent or guardian** will:

- Actively support the school, its ethos and core values;
- Work in partnership with administrative and academic staff;
- Inform the school promptly of any concerns and work together to resolve issues appropriately and politely;
- Understand that all children are likely to misbehave at sometime;
- Respond promptly to concerns raised by members of staff;
- Ensure regular and punctual attendance;
- Ensure that children are collected punctually each day;
- Ensure their children wears full school uniform, including PE uniform;
- Ensure their children are equipped to meet the needs of all lessons;
- Understand that sport, including swimming, is a compulsory part of the curriculum;
- Make every effort to attend Parent Evenings;
- Support enrichment programmes, including residential trips;
- Be involved in the life of the school by attending events and offering support to Parent Groups;
- Communicate effectively with the school and work together with staff to resolve any issues or grievances that may arise;
- Understand and respect the need for confidentiality when dealing with sensitive issues;
- Use cameras respectfully during performances or events.

We expect each **student** will:

- Work to the best of their ability;
- Complete all homework and coursework;
- Be actively involved in learning;
- Achieve regular and punctual attendance throughout the year;
- Respect all members of the school community;
- Be responsible for their own work, behaviour and belongings;
- Follow school rules and be mindful of the reputation of the school;
- Promote our Core Values and act as role models to younger students;
- Take full advantage of enrichment and residential programmes in order to get the maximum benefit of a broad and balanced curriculum;
- Demonstrate appropriate care for school facilities, resources and environment;
- Share issues that are causing them anxiety with tutors or teachers and try to find solutions.

We expect each **teacher** will:

- Act as a role model to our students, actively promoting our Core Values;
- Go the 'extra mile' to meet the needs of all students,
- Ensure each lesson is challenging and engaging;
- Engage with parents and provide clear progress reports;
- Be prepared to challenge behaviour that is at odds with our Core Values;
- Look for opportunities to celebrate success across all areas of the curriculum;
- Present a professional image at all times;
- Contribute to the wider development of the school;
- Be fully aware of school Health & Safety and Child Protection procedures;
- Effectively communicate with parents and provide opportunities for parental involvement in learning;
- Deal with any questions or issues with integrity while respecting the need for confidentiality when dealing with sensitive issues.

This charter is created with the greater good of our community in mind. Should you have any concerns whatsoever that these expectations are not being met, please make an appointment with us immediately.

With your support we very much look forward to helping your child achieve his or her full potential within an environment we are all proud to support.

## Secondary Teachers - by role/subject

Forename	Surname	Staff Code	Subject	Responsibility
Fred	Williamson	FWi	Maths	Head of Maths
Chris	Drake	CDr	Maths	Head of Year 10
George	Ozemoya	GOz	Maths	
Darren	Butterworth	DBu	Maths	
Natasha	Wildy	NWi	Maths	Assistant Head of Secondary
Graham	Starkey	GSt	Science	Head of Science, Biology Coordinator
Adrian	Howell	AHo	Science	Physics Coordinator, STEAM Coordinator
Matthew	Noyek	MNo	Science	Chemistry Coordinator
Jessica	Pi	JPi	Science	
Laura	Herrera	LHe	Science	
Vilo	Elapata	Vel	English	Head of English
Helen	Russell	HRu	English	Assistant Head of Secondary
Shaila	Samtani	SSa	EAL	Head of Secondary EAL
Mehdi	Jemli	MJe	EAL	
Roslyn	McConnell	RMc	PE & Year 1 Teacher	Director of Sport
Tom	Hart	THa	PE	Head of Secondary PE, House Coordinator
Tom	Magson	TMa	PE & English	Head of Primary PE
Michelle	Heron	MHe	PE & English	Head of Year 8
James	Wyatt	JWy	PE	
Denica	Howell	DHo	PE & Geography	Head of Year 7
Michelle	Cuming	MCu	PE & Year 4 Teacher	Community Partnership & GC Coordinator
Paul	McConnell	PMc	PE	Head of Secondary
Luke	Fisher	LFi	History	Head of History (Acting Head of Humanities)
Louis	Bezodis	LBe	Geography	Head of Geography
Jenny	Drake	JDr	History	
Lindsey	Elkins	LEl	Dance & Drama	Director of Performing Arts
Emily	Hart	EHa	Music	Head of Secondary Music/Juilliard PA link
Stephen	Butchers	SBu	Art	Head of Art
Anna	Ozemoya	AOz	Art	Acting Head of Art until borders open
Joe	Heath	JHe	Psychology	Head of Psychology
Jason	Yu	JYu	MFL	Head of MFL
Agnes	Golczyk	Ago	MFL	
Sarah	Newton	SNe	MFL	Deputy Head of Secondary
Julia	Zhang	JZh	Chinese	Head of Secondary Chinese
Leena	Lin	LLN	Chinese	
Ivy	Luo	ILU	Chinese	
Trista	Su	TSu	Chinese	
Alex	Oldale	AOl	Business & Economics	Head of Business Studies/Economics
Phi Hai	Nguyen	PNg	Business & Economics	
Mark	Newton	MNe	Computer Science	Head of Computer Science/VLE Coordinator
Usman	Ali	UAL	Computer Science	Head of Year 9
Baybra	Naw	BNa	Learning Support	Secondary Learning Support Lead



## Secondary Based Support Staff

Sofia	Deng	SDe	Science Technician
Lynn	Zhang	LZh	Examinations Officer
tbc	tbc		Art Technician
Gaby	He	GHe	Academic Secretary/PA to Head of Secondary
Angel	Liang	Ali	Secondary & Sixth Form/Pastoral Receptionist
Jo	Long	JLo	Secondary Librarian
Summer	Sun	SSu	Student Counsellor
Yanyan	Wu	YWu	Careers & University Guidance Advisor
Carrie	Ou	COu	Secondary School Nurse
tbc	tbc		Science Technician
Jim	Zeng	JZh	Application Support Engineer (ISAMS)

## Secondary Leadership Team

Position	Name	email
Headteacher	Paul McConnell	Paul.Mcconnell@bsg.org.cn
Deputy Headteacher	Sarah Newton	Sarah.Newton@bsg.org.cn
Assistant Headteacher (6 <sup>th</sup> Form)	Natasha Wildy	Natasha.Wildy@bsg.org.cn
Assistant Headteacher (Pastoral)	Helen Russell	Helen.Russell@bsg.org.cn
Heads PA & Academic Secretary	Gaby He	Gabrielle.He@bsg.org.cn
6 <sup>th</sup> Form & Pastoral Secretary	Angel Liang	Angel.Liang@bsg.org.cn

## Pastoral Care

Pastoral care is a real strength of the school. Central to our philosophy is the belief that each student may develop within an environment in which every individual is valued and encouraged to make the most of every opportunity. In achieving personal development, each student will become a responsible member of the community, aware of the needs and values of others.

All students are placed into a form group. Students meet with their form group every morning and afternoon and engage in a variety of activities.

	<b>Staff Name</b>	<b>Form</b>	<b>Head of Year</b>
<b>Key Stage 3</b>	Jenny Drake	7A	<b>Mrs Denica Howell</b>
	Luke Fisher	7B	
	Lindsey Elkins	7C	
	Tom Hart	7D	
	Laura Herrera	8A	<b>Ms. Michelle Heron</b>
	Tom Magson	8B	
	Matt Noyek	8C	
	George Ozemoya	9A	<b>Mr. Usman Ali</b>
	Emily Hart	9B	
	Fred Williamson	9C	
<b>Key Stage 4</b>	Adrian Howell	10A	<b>Mr. Chris Drake</b>
	Phi Nyugen	10B	
	Shaila Samtani	10C	
	Vilo Elapata	11A	<b>Mrs. Helen Russell (Temporary)</b>
	Mark Newton	11B	
	Alex Oldale	11C	
<b>Key Stage 5</b>	Graham Starkey	12A	<b>Ms. Yanyan Wu</b>
	Jessica Pi	12B	
	Anna Ozemoya	13A	<b>Ms. Natasha Wildy (Temporary)</b>
	Darren Butterworth	13B	

Helen Russell – Assistant Head / Responsibility for Heads of Year 7-11

Natasha Wildy – Head of Sixth Form / Responsibility for Heads of Year 12-13

## **The Role of the Pastoral Tutor**

The role of the pastoral tutor is very important in your child's school life. Tutors are concerned with the development of the 'whole child'. They play a pivotal role in helping us achieve this goal. Although the role of the tutor will inevitably involve some aspects of discipline and administrative tasks, these are not the central aims. Good tutoring enhances a child's experience of school.

## **Tutor Group Allocation**

Students will be allocated to a tutor group, which will consist of members from the same year group. Tutor groups will be made up of a spectrum of nationalities, gender and home languages, to accurately reflect the diversity of our student body. Due to the transient nature of the student body and in order to encourage interaction with a wide range of students, Key Stage 3 tutor groups will be changed on an annual basis to ensure their heterogeneity. Students should thus not expect to stay with the same group year on year. However, in order to ensure continuity and support from the pastoral tutor at Key Stage 4 and 5, these tutor groupings will remain as constant as possible in Key Stage 4 and will be reassigned again in Key Stage 5.

## **School Counsellor**

The School Counsellor is a member of staff who can provide counseling support to those in need. School counselling is a service that students can voluntarily enter into if they want to explore, understand and overcome issues in their lives which may be causing them difficulty, distress and/or confusion. For secondary students, as long as the young person is assessed as having sufficient judgement to enable them to fully understand what is proposed, the student's right to confidential counselling takes precedence over parental rights. The exception to this will be if your child discloses that someone is hurting them, your child wants to hurt somebody else, or if your child wants to hurt him or herself. If you wish to contact the school counsellor about your child, please e-mail her at [summer.sun@bsg.org.cn](mailto:summer.sun@bsg.org.cn).

## **Student Behaviour**

We believe that it is the right of all students and staff at BSG to work in an environment that is conducive to learning. Our students are, on the whole, very well behaved. However, all students are expected to respect the core values and the Community Charter

*How do we positively reinforce good behaviour?*

- We make clear our expectations of good behaviour
- We encourage students to take responsibility for their own actions
- We praise, recognise and celebrate positive behaviour in many ways

### *What we do to reward positive attitudes?*

- Instant verbal praise or written comments on work where appropriate
- Use the rewards system including merits and 6th form coffee shop stickers
- Share success stories in weekly student and parent bulletins, newsletters and online
- Regularly share successes in assembly
- End of year awards day

### *What we do if a student makes the wrong choice?*

- We raise the issue with them using clear and consistent language
- Where appropriate, we encourage students to try to resolve disagreements themselves
- We encourage children to take responsibility for their own behaviour
- Communicate with parents if needed
- Use the sanctions system as agreed below:

<b>Student action</b>	<b>Consequence</b>	<b>Staff member responsible</b>	<b>Outcome</b>
1 <sup>st</sup> offence	Warning	Teacher	Recorded in the student planner
2 <sup>nd</sup> offence	20 minute detention	Teacher	Recorded in the student planner
3 <sup>rd</sup> offence	30 minute detention	Middle Leader	Parents contacted directly by school
4 <sup>th</sup> offence	30 minute detention	Middle Leader	Parent Meeting
5 <sup>th</sup> offence	Senior Leader Detention & Parent Meeting	Senior Leader	Parent Meeting Possible suspension from school

### **Zero Tolerances**

Should any of the below occur, or any other behaviour deemed extreme, a senior member of staff will meet with parents. Outcomes include temporary suspension or permanent exclusion from school.

- Belligerent behaviour including swearing
- Open defiance
- Physical assault and playfighting
- Persistent bullying (see anti-bullying policy)
- Deliberate damage to property
- Possession and/or use of dangerous weapons or objects
- Theft or extortion
- Truancy
- Possession and/or use of alcohol, tobacco or other substances
- Smoking
- Abusive language or racist comments
- Inappropriate use of technology
- Misbehaviour whilst representing the school on an activity or trip



## **School Bus Behaviour Expectations**

Most students use a school bus to/from school. Secondary students are expected to behave as role models to the younger students by ensuring they are wearing their seatbelt at all times, not being loud and not using inappropriate language. If there are problems with a student on the bus then:

- First time – a warning to the student will be sent from the Assistant Head of Secondary (Pastoral).
- Second time – The Assistant Head of Secondary (Pastoral).will phone parents, and a letter of concern will be sent home. This may involve a possible one-day suspension from the bus.
- Third time – a meeting with the parents and Head of Phase, followed by a letter of concern. Minimum one-week suspension from the bus.
- If the student appears unwilling to take responsibility for his/her behaviour, they will be permanently excluded from using the bus service.
- Serious incidents may lead to immediate suspension from using the school bus.

## **PDA Policy**

Students must avoid all public displays of affection (PDAs) while on the school campus or while attending and/or participating in any school-related activities. Being overly affectionate can be offensive to others and should not be done publicly. Some specific examples of PDAs include but are not limited to:

- Kissing
- Holding hands
- Hugging
- Inappropriate touching

Students caught engaging in such behaviour will be sanctioned according to the school behaviour sanction ladder.













## **Other Key Secondary School Rules**

- Students may not wear headphones on campus, except where express permission is given by a teacher.
- Food/drink should not be consumed in the corridors or whilst walking around.
- Canteen food must be eaten in the canteen.
- Students must attend school in normal uniform (not PE kit).
- Students playing sport at lunchtime must wear a PE/House/FOBISIA top. They must then change at the end of lunch.
- Students must not cross the sports field when lessons are taking place.
- Chewing gum is strictly prohibited on the school sites.

## Teaching, Learning and Curriculum

### Years 7, 8 and 9 (Key Stage 3) [Adapted English National Curriculum]

There are 20 lessons per week of 70 minutes. Years 7 to 9 students study the following subjects:

- |  |  |
|--|--|
|  English/EAL (3lessons)         |  Performing Arts (1lesson)  |
|  Mathematics(3 lessons)         |  Geography (1lesson)        |
|  Science (3lessons)             |  History/EAL (1lesson)      |
|  Languages (2lessons)           |  Computer Science (1lesson) |
|  Physical Education (2 lessons) |  Music (1lesson)            |
|  Art (1lesson)                  |  PSHE (1 lesson)            |

Tutor time/registration takes place every day from 8.00-8.15am and from 1.05-1.35pm. A programme exists for all year groups and includes PSHE, assemblies, administration, house and leadership activities.

### Years 10 and 11 (Key Stage 4) - IGCSE courses (Cambridge and EDEXCEL)

IGCSE/GCSE offers a flexible course of study that gives candidates the freedom to choose subjects that are right for them, whilst providing them with a broad knowledge base.

Students study compulsory subjects:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• English or IGCSE ESL(3 lessons)</li><li>• Mathematics (3 lessons)</li><li>• Science (4 lessons)</li></ul> | <ul style="list-style-type: none"><li>• PSHE (1 Lesson)</li><li>• Core PE is also timetabled for 1 lesson per week</li></ul> |
|---|--|

Students typically choose four options, including one language, from the following (offering may change from year to year). Each option is allocated 2 periods per week.

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Triple Science</li><li>• Computer Science</li><li>• Business Studies</li><li>• Economics</li><li>• History</li><li>• Geography</li><li>• Psychology</li><li>• Chinese</li></ul> | <ul style="list-style-type: none"><li>• French</li><li>• German</li><li>• Spanish</li><li>• Music</li><li>• Drama</li><li>• PE</li><li>• Art</li></ul> |
|---|--|

Some students may follow a reduced programme to support additional learning needs.

## **Years 12 and 13 (Key Stage 5) - A levels (Cambridge, IAL and EDEXCEL)**

Our A level programme is broad and flexible enough to represent our diverse student body. Most students follow 3 or 4 subjects. We also offer the EPQ (Extended Project Qualification), which is the equivalent of half an A Level. Subject to demand, we are able to offer the following subjects:

- Art
- Biology
- Business studies
- Chemistry
- Chinese
- Computer Science
- Drama
- Economics
- English Literature
- French
- Further Maths
- Geography
- German
- History
- Maths
- Music
- PE
- Physics
- Psychology
- Spanish

## Internal examinations

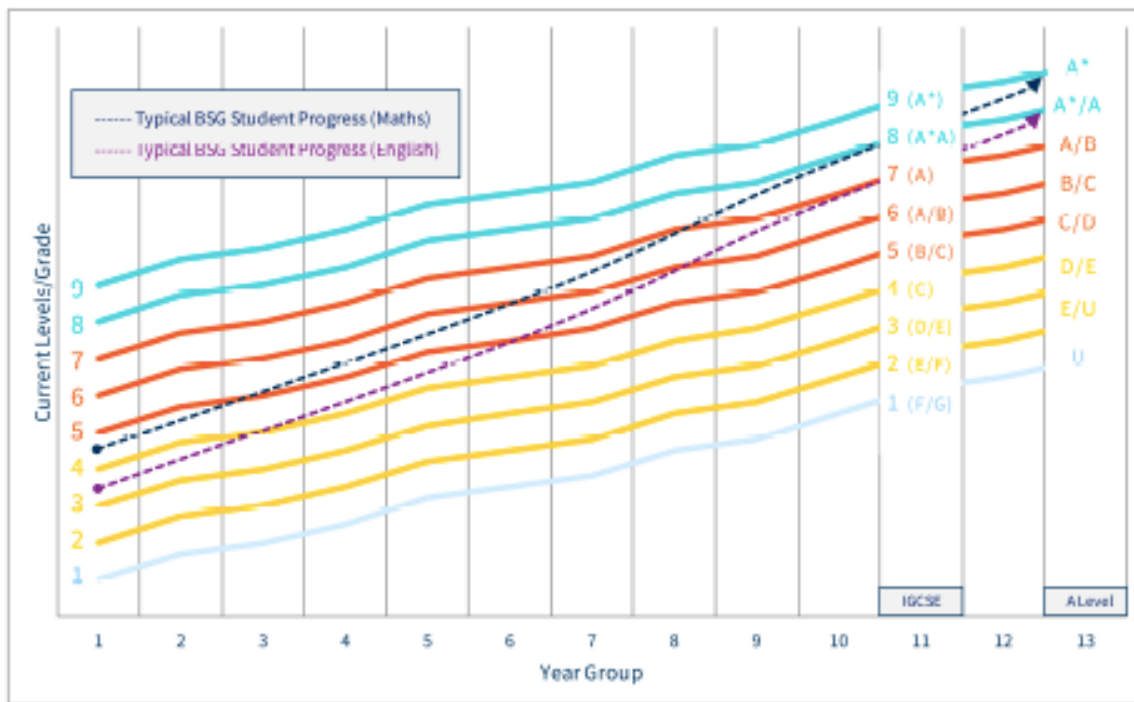
Towards the end of term 3 (May/June) there are a series of examinations for Years 7-10. Students attainment and progress is measured against targets set at the start of the year. In Year 12, failure to attain a passing grade may result in withdrawal from a subject. Where a student fails to achieve a number of passing grades, promotion to the second year of A Level courses may not be allowed. In such cases, the opportunity to re-sit Year 12 will normally be offered.

Year 11, 12 and 13 have formal mock examinations in January.

All students receive three school reports per year plus an examination transcript for years 10-13.

## Academic reporting

This academic report uses 1 to 9 levels to give you a clear indication of how well your child is doing in relation to their age-related expectations. This scale also allows you to clearly track your child's progress as they move through the school year groups.





The solid lines in the graph above show the progress a student would make in an average school. At the British School of Guangzhou, our students consistently improve on this. The broken lines show progress our students typically make in the key subjects of English and maths. This trend is similar for other subjects. It is important to note that the longer your child remains with The British School of Guangzhou, the better progress they will make.

UK/BSG Comparison Table		End of <i>Primary School</i>						End of <i>Secondary School</i>	
Level (% of students in each band)		Reading		Writing		Maths		All Subjects	
		UK	BSG	UK	BSG	UK	BSG	UK	BSG
Beyond Age Related Expectations	9	25%	20%	20%	13%	23%	21%	15%	40%
	8								
Working at Age Related Expectations	7	56%	42%	58%	45%	52%	66%	35%	50%
	6								
	5								
Working Towards Age Related Expectations	4	26%	38%	19%	42%	22%	13%	35%	10%
	3								
	2								
Below Age Related Expectations	1	3%	0%	3%	0%	3%	0%	15%	0%

The table above compares our students with students from the UK. As you can see, if students remain with us until the end of Secondary School, achievement is excellent. This is demonstrated by the impressive exam results and the universities our graduates join each year. If you would like further information, please visit our website or contact the us directly.

## Subject Leaders (alphabetical by subject)

Forename	Surname	Subject Leaderfor...	email
Anna	Ozemoya	Art (acting)	<a href="mailto:Anna.ozemoya@bsg.org.cn">Anna.ozemoya@bsg.org.cn</a>
Alex	Oldale	Business Studies & Economics	<a href="mailto:alex.oldale@bsg.org.cn">alex.oldale@bsg.org.cn</a>
Julia	Zhang	Chinese	<a href="mailto:Julia.zhang@bsg.org.cn">Julia.zhang@bsg.org.cn</a>
Mark	Newton	Computing	<a href="mailto:mark.newton@bsg.org.cn">mark.newton@bsg.org.cn</a>
Lindsey	Elkins	Dance & drama	<a href="mailto:Lindsey.elkins@bsg.org.cn">Lindsey.elkins@bsg.org.cn</a>
Shaila	Samtani	EAL	<a href="mailto:shaila.samtani@bsg.org.cn">shaila.samtani@bsg.org.cn</a>
Vilo	Elapata	English	<a href="mailto:Vilo.elapata@bsg.org.cn">Vilo.elapata@bsg.org.cn</a>
Louis	Bezodis	Geography & GP	<a href="mailto:Louis.bezodis@bsg.org.cn">Louis.bezodis@bsg.org.cn</a>
Luke	Fisher	History	<a href="mailto:luke.fisher@bsg.org.cn">luke.fisher@bsg.org.cn</a>
Baybra	Naw	Learning Support	<a href="mailto:baybra.naw@bsg.org.cn">baybra.naw@bsg.org.cn</a>
Fred	Williamson	Maths	<a href="mailto:frederick.williamson@bsg.org.cn">frederick.williamson@bsg.org.cn</a>
Jason	Yu	MFL	<a href="mailto:Jason.yu@bsg.org.cn">Jason.yu@bsg.org.cn</a>
Emily	Hart	Music	<a href="mailto:emily.hart@bsg.org.cn">emily.hart@bsg.org.cn</a>
Helen	Russell	PSHE	<a href="mailto:Helen.russell@bsg.org.cn">Helen.russell@bsg.org.cn</a>
Tom	Hart	PE	<a href="mailto:Thomas.hart@bsg.org.cn">Thomas.hart@bsg.org.cn</a>
Joe	Heath	Psychology	<a href="mailto:joseph.heath@bsg.org.cn">joseph.heath@bsg.org.cn</a>
Graham	Starkey	Science	<a href="mailto:graham.starkey@bsg.org.cn">graham.starkey@bsg.org.cn</a>

## Who should I contact..?

The following may prove helpful in finding out whom to consult in the first instance (all school emails are firstname.surname@bsg.org.cn).

### Who do I contact if...

#### ...I have a general question about my child or want to pass on some information about my child

- Pastoral tutor and Head of Year

#### ...I have a query regarding my child's academic progress in a subject:

- Class Teacher or the Head of Department

#### ...I need to ask for advanced permission to be absent or to get an early leavers' slip signed

- Head of Year

#### ...I have a query about external GCSE or A Level exam (registration, subjects, results, remarks etc.)

- Examinations Officer

#### ... I have a query about universities or careers

- University and Careers Advisor

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN															
2020	Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
	Sep				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
	Oct						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2021	Nov	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
	Dec				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
	Jan						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	Feb			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
	Mar			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
	Apr						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Jun				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Jul						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

- School Day
  - Summer School
  - School Holiday
  - First Day of Term
  - Seasonal Uniform Change
  - After-School Activities Begin (8 Weeks Per Term)
  - School Photo Week
  - Event Days (parents & students invited)
  - Sports Events
  - Report Releases
  - Parent-Teacher Consultations
- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>21/10 BSG's Got Talent</li> <li>30/10 Halloween Dress-Up Day</li> <li>14/11 International Day</li> <li>05/12 Winter festival</li> <li>01/02 China Week</li> <li>02/03 Arts Evening</li> <li>29/03 Primary Production Week</li> <li>17/04 Senior Prom</li> <li>19/04 Book week</li> <li>31/05 Secondary Production Week</li> <li>16/06 Performing Arts Awards Evening</li> <li>01/07 Primary Graduation</li> <li>02/07 Secondary Graduation</li> </ul> | <ul style="list-style-type: none"> <li>19/10 House Athletics Week</li> <li>22/03 House Swim Week</li> <li>30/03 Secondary Sports Awards Evening</li> <li>17/06 Primary Sports Awards Evening</li> </ul>  |
| <ul style="list-style-type: none"> <li>20/11 Yr 7 to 13</li> <li>11/12 Primary</li> <li>29/01 Yr 11, 12 &amp; 13</li> <li>12/03 Yr 7, 8, 9 &amp; 10</li> <li>26/03 Primary &amp; Secondary</li> <li>25/06 Primary</li> <li>30/06 Secondary</li> </ul>  | <ul style="list-style-type: none"> <li>21/09 Primary</li> <li>29/09 Y10-13</li> <li>25/11 Yr 7 &amp; 10</li> <li>02/12 Yr 8 &amp; 9</li> <li>03/12 Y10-13</li> <li>08/01 Primary</li> <li>03/02 Yr 11, 12 &amp; 13</li> <li>16/04 Primary &amp; Secondary</li> </ul> |

# A-Z

## **Attendance and absences** (taken from the attendance and punctuality policy)

Regular attendance and a good record of punctuality are essential foundations for an effective learning and teaching environment in which every student can thrive. All parents are responsible for their child's punctuality and attendance at school. At BSG we are committed to working in partnership with parents, seeking to identify, understand and overcome any issues or problems that are contributing to absence.

For every student absence, parents must provide a reason for not attending school. Parents are requested to email the form tutor on the first day of a student's absence, and every subsequent day unless it is known that their child will be absent for a definitive period of time. During a short-term medical absence, students should rest, and then catch up with school work on their return. For longer medical absences your child's head of year will put a plan in place to support your child.

Parents should notify the school if their child will be away for a planned absence. Reasons may include: interviews, religious holidays, medical appointments, visa appointments, family emergency, etc. Parents should use the 'Planned Absence' form to inform the school. This can be obtained from your child's head of year. Planned absences will be recorded as part of the absence data on school reports/transcripts.

During an elective absence, school work will not be provided. However secondary students are still expected to catch up on missed work.

Missing lessons for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Parents are requested to email the class teacher/form tutor in this instance. The school will only release a student during the school day to a parent or an adult authorised by the child's parent. The adult collecting the child must follow the 'signing out' procedure by completing the 'signing out' slip at the front desk, which must be presented to the security guard on departure. Children who normally go home on the school bus will not be allowed to go any other way unless the school has been notified in advance by the parent.

Please take note of the 'Unwell Child Guidance' in Appendix 1.

## **Academic Honesty/Malpractice**

It is important that all work submitted by students is their own. We understand that parents will support their child with their school work, and some may also employ tutors. However, all school work produced must be the work of the student. There is an academic honesty policy at the school. This clearly outlines our expectations of students.

## **After-School Activities (ASAs)**

After-school activities (ASAs) run after school on Tuesday and Thursdays from 2.55-3.50pm. ASAs are compulsory for all students and are part of the school day. Parents should avoid making any other arrangements or appointments for their child during these times. The variety of activities offered is wide-ranging, including for example, chess club, art, debating, International Award, FOBISIA Training, orchestra, bike riding for beginners, programming, Model United Nations, choir, football, basketball, STEAM, archery, the secondary school production to name but a few. Students will sign up for these



activities on a termly basis. Activities will count towards our BSG CASA award. In term 2, Years 11 and 13 take part in exam-focused ASAs.

## **Assemblies**

There are assemblies each week during afternoon registration period. This is a key time for us to share student successes and celebrate achievements.

## **Break & Lunch Times**

Break times are busy at BSG! Students often like to play sport, socialise and, of course, eat. The weekly lunch menu can be downloaded from the school website. BSG offers a variety of food and all students have access as part of their fees. If it is wet break, a sign will be placed by all main entrances. Students must be in either the canteen, their tutor bases or in the library.

## **Coffee Shop Rules and Food**

Use of the school coffee shop is a privilege, and students are expected to follow the guidelines as below:

### **Year 12 and 13**

Hot and cold drinks and food can be bought during non-contact time. They can be consumed in the 6<sup>th</sup> form common room, on the patio or in the canteen.

### **Year 10 and 11**

Drinks and snacks can be purchased before school and at break/lunch time. Hot drinks can be purchased and must be consumed in the patio area.

### **Year 7, 8 and 9**

No hot drinks can be purchased. Cold drinks and snacks can be purchased before school and at break/lunch time.

The school is a nut-free campus and we ask all parents not to send students in to school with any nut-based products. Chewing gum is also not permitted. If your child has a birthday, and you wish to send in a cake, we please request that this is in the form of small cupcakes, so that they are easy to share and distribute.

## **Bulletins**

### **Student Bulletin**

Each day, students are emailed the student bulletin. This is also displayed in the morning by their tutor. It contains important messages for the day.

### **Parent Bulletin**

Each Friday, a bulletin is emailed to parents. Please take the time to read this as it highlights the events of the week and the calendar for the week ahead.

### **6th Form Bulletin**

This is issued to 6<sup>th</sup> form students and their parents each week via email.

### **Newsletter**

Our half-termly whole-school newsletter is an outstanding window on our school. It is full of news, views and key events.

## **Bullying**

All organisations experience bullying at times. We have a detailed anti-bullying policy which makes clear the consequences for anyone involved in bullying others, but also accepts that both bully and target need support.

## **Buses**

For students who normally use the bus please note that buses will not wait in the mornings/after school. If a student is late, the bus will leave without them. After school it is important that students/parents inform their bus monitor if they are not intending on using the bus service that day. This should be done before 12 noon by contacting the academic secretary.

## **Careers**

At BSG we are committed to preparing our students for their next steps either educationally or within the world of work. Our careers & university guidance advisor is Yanyan Wu - [yanyan.wu@bsg.org.cn](mailto:yanyan.wu@bsg.org.cn).

We have devised a comprehensive careers programme to ensure that our students are fully informed about their suitability for future careers. Each student has a careers profile and we use specialist software to support this. Careers education is a part of the PSHE programme from Year 9 upwards.

The bi-annual careers fair is open to all older students and allows them the opportunity to ask questions of professionals from many different fields. We provide the opportunity for all students from Year 10 – 13 to attend lunchtime talks from visiting universities (over 30 last year), as well as on various summer programmes. Year 12 students are invited to the Hong Kong careers fair, which is run by the British Council.

Starting in Year 11, students begin one-on-one university mentoring, which involves advice, discussion and research to enable students to reach well-thought through conclusions about their final choices of which country and what course to apply for. This advice also includes avenues for events, trade fairs and talks which students may wish to attend in order to improve their upcoming Personal Statement.

We have a fully stocked careers library that covers everything from university life to specific job advice.

In June we run a two-week careers/university programme for all Year 12 students, as well as offering work experience. We aim to make this as relevant as possible to the university course that each student has applied for. In the past this has included placements with companies such as Marks & Spencer and KPMG.

## **Community Partnership Committee**

The student community partnership committee take part in a number of activities to support and promote the school's chosen community partners. Their involvement this past year has ranged from collecting toiletries and distributing them to homeless people in the locality to bake sales. Our community partnership committee is led by an elected group of students who apply and are interviewed for their roles. They work tirelessly throughout the whole school in order to ensure that they have a presence with initiatives.

## **Closure of School**

Should the school have to close for any reason, notification, via email, will be sent to parents from the Principal. This message will also be posted to our website and WeChat page.

## Global Campus

The Global Campus is an NAE platform which allows all of our students to connect across 65+ schools. It is an excellent learning resource and departments are expected to utilise the many resources and events that take place. There are annual expeditions that students can attend, to Tanzania and Switzerland. NAE schools also have exclusive links with the Juilliard School of Music and MIT which afford our students amazing opportunities.

The screenshot shows the Global Campus website interface. At the top left is the logo for GLOBAL CAMPUS, featuring a stylized globe icon. To the right of the logo is a search bar with the text "Course Search..." and a "Go" button. Further right are two badge indicators: "Badges: Your school position is 8" with a building icon, and "Badges: Your position is no ranking" with a gear icon. Below the search bar is a navigation menu with the following items: GC JUNIOR, STEAM, SOCIAL IMPACT, WRITERS CORNER, PERFORM. ARTS, EXPEDITIONS, WELLBEING, GC SENIOR. On the right side of the navigation menu, there is a user profile for "PAUL MCCONNELL" with a circular profile picture. Below the navigation menu is a large teal banner with the text "WE LEARN BETTER, TOGETHER." on the left and a globe graphic with various icons on the right.

This block contains three promotional cards arranged horizontally. Each card has a colored header with a circular icon, a title, a short description, and a "Go here" button.

- STEAM**: The header is grey with a red atom icon. The text says: "Show MIT what you can do: invent something new or join the hacking challenge." The button is red.
- Social Impact**: The header is yellow with a purple icon of two people. The text says: "Join the Global Challenge, learn about the Global Goals or paint for change!" The button is purple.
- Writers Corner**: The header is purple with a teal icon of an open book. The text says: "Calling all writers! Become an author and submit a story for our Global Competition." The button is teal.

This block contains three promotional cards arranged horizontally. Each card has a colored header with a circular icon, a title, a short description, and a "Go here" button.

- Performing Arts**: The header is dark blue with a teal icon of a musical note and a face. The text says: "Ask Juilliard Artists about their work, or take a music, dance or drama challenge." The button is teal.
- Expeditions**: The header is red with a yellow icon of a mountain. The text says: "Everything you need to prepare for an expedition - from your garden to Mount Kili." The button is yellow.
- Health & Wellbeing**: The header is light blue with a teal icon of a heart and a leaf. The text says: "Discover the latest wellbeing activities and enter the Global Sports Competition!" The button is dark blue.

## Health & Safety (H&S)

Health and safety is paramount at BSG and your child's safety is our priority. We carry out regular practice fire drills and lockdown procedures. If you are in school when the alarm sounds, please follow the instructions of the staff. All parents must wear their ID badge whilst in school. Please do make us aware of any safety concerns you may have.

## Homework

Homework is fundamental to good teaching and learning and the development of students as responsible learners. Homework is a vital part of the study programme at BSG. It attempts to:

- enhance the learning experience
- raise achievement
- motivate students
- develop independent learning
- increase self-discipline
- encourage off-site learning
- develop home-school links
- allow consolidation of learning
- assist future class work
- develop planning skills
- encourage ownership of learning
- raise parental co-operation and support

### Types of Homework:

Homework can take many forms. It can be:

- an extension of class work to develop and/or clarify aspects of that subject
- a separate piece of research work on a familiar or relatively new topic
- preparation for a future lesson
- revision for a test
- coursework/projects

### Student Planners:

- student planners are issued to all students
- students will be inducted on how to use them by their form tutor
- must be brought to every lesson
- homework set by staff must be recorded in the planner by the student, accompanied by a completion date
- students are responsible for obtaining a parental signature in their planner on a weekly basis. Parents may use it to add any comments
- timetables are provided by heads of year.

KS 3: one piece per subject per week, 30-60 minutes (Year 7 homework is staggered in Term 1)

KS 4: one piece per subject per week, 1 hour

KS 5: one/two pieces per subject per week, 3-5 hours

KS3 students are also expected to complete IXL homework and accelerated reader (AR) work, as directed by their mathematics and English teachers.



## Houses

The House system unites the students into houses for activities and competitions during the year:



The points for inter-house events and activities are coordinated by the House Coordinator and Heads of Houses. Every student is assigned to a house and is expected to support and participate in events. The house trophy will be awarded to the winning house captains at the end of the school year.

## International Award (IA)

The International Award is an exciting programme that many of our students follow.

- BRONZE IA is for those over 14. The minimum time to gain this Award is 6 months.
- SILVER IA is for those over 15. The minimum time to gain this Award is 12 months.
- GOLD IA is for those over 16. The minimum time to gain this Award is 18 months.

It is possible to start at any level – some participants work their way through all three, whilst others start at Silver or Gold.

## ID Badges

ID badges must be worn by staff, parents and all visitors who are on site, at all times. Replacements cost 50rmb.

## Learning Support

From time to time students will experience difficulties in their learning and intervention is necessary to help support them. Sometimes support can be given from a specialist learning support teacher or assistant. This support may take place in the classroom or the student may be withdrawn; support may be for a short period or may extend throughout the child's school career. Where current students develop a need for learning support, we will contact parents. There may be an extra charge where support needs are significant. The learning support lead in secondary is Baybra Naw [baybra.naw@bsg.org.cn](mailto:baybra.naw@bsg.org.cn)

## Leavers

If your child is leaving BSG, please contact your child's head of year and our admissions team as soon as possible at [admissions@bsg.org.cn](mailto:admissions@bsg.org.cn). Departing students will be required to return all textbooks and electronic devices. They will be issued with a leavers' form, which must be signed off by all their class teachers to show that they have returned school equipment. Once this form has been completed, it should be returned to the deputy head, who will inform the finance department. They will then arrange for the refundable deposit to be returned to you.

## Lesson Timings

Period	Time	Duration (minutes)
Morning Registration	08:00 - 08:15	15
Lesson 1	08:20 - 09:30	70
Morning Break	09:30 - 09:50	20
Lesson 2	09:50 - 11:00	70
Lesson 3	11:05 - 12:15	70
Lunch	12:15 - 13:15	60
Afternoon Registration	13:15 - 13:35	20
Lesson 4	13:40 - 14:50	70
ASAs (Tues & Thurs)	14:55 - 15:50	55

## Lockers

All students are allocated a locker and will be provided with a lock, to store bags and other personal belongings. Lockers must be kept tidy and not used to store food. Lockers must be emptied at the end of each term. All students will be issued with a new locker at the start of each academic year.

## Lost Property

Students are encouraged to clearly label their property. Lost property is kept at secondary reception.

## Medical Care

The school employs a team of nurses, who are located at different medical offices around the school campus. Teaching staff are also first-aid trained. Students who become unwell during the school day will be sent to the nurse by their teacher. Students may not visit the nurse without permission of a teacher, except in an emergency or during break times. It is important that students do not contact parents directly should they feel ill. Only the school nurse or a member of staff should contact parents, as only they can authorise a child to go home sick.

## **Merits**

At BSG we use a merit system to reward students for outstanding work and behaviour. Merits are given for:

- displaying the school's core values
- performing for the school (choir, sports)
- performance in assessments (either progress or attainment)
- performance in homework tasks
- any other reason deemed worthy of a merit

Other reward systems such as student of the month are also frequently used. Merit certificates are awarded through the school when certain levels are attained.

*25 Merits Bronze*

*50 Merits Silver*

*100 Merits Gold*

*200 Merits Platinum*

Sixth Form students do not receive merit points but, instead, are rewarded by coffee shop points.

## **(Secondary) Parent Support Group**

The SPSG is body of parents who meet each term with senior staff with a view to support the activities and aims of the school.

## **Parent-Teacher Conferences (PTCs)**

PTCs are held twice a year, according to the school calendar. All parents and their children are expected to attend PTCs. An online appointment system is used to make appointments with your child's teachers. If English is not your first language, we may be able to provide translation assistance if requested in advance.

## **PSHE (Personal, Social and Health Education)**

Tutors will deliver the PSHE programme every week. This covers a wide range of topics relating to social, health and emotional development.

## **Punctuality**

Repeated lateness to school is not tolerated and tutors/heads of year will contact the parents of those students who are repeatedly late to school without a valid reason. Students who are late to school need to sign in at the secondary or Nanhu reception. For further information, please refer to the attendance and punctuality policy.

## **References**

If your child is leaving BSG and requires a reference or transcript, please contact your child's head of year in the first instance.

## **Residential Visits and CASA Adventure Week**

The amount and variety of trips we offer at BSG is extensive. As an example, in 2019/20, students visited Tanzania, Malaysia, Cambodia, Hong Kong, Switzerland, as well as locations all over China for a wide variety of activities such as sporting competitions, Model United Nations Conferences, maths challenges, performing arts competitions to name but a few. In June we have our CASA adventure week, which sees all students from years 7-10 participating in local, national and regional themed residential visits.

## **SAT Tests**

We are a registered SAT centre and offer opportunities each year for those who are applying to American Universities. SAT tests take place on a Saturday.

## **Sport**

There are many opportunities for students to get involved in sport at school, both competitive and non-competitive. This includes ASAs, regular training, weekly fixtures and major tournaments (such as NAE games, FOBISIA). We strongly encourage all students to join in, have fun and keep fit.

## **Student Planners**

Each student has a planner, which they are expected to have with them in all classes. The planner contains important information as well as being a means of recording homework, communicating with parents and monitoring student progress. The planner also has areas where students can register their merits and spaces for personal reflection and tracking academic performance. Students must keep their planners neat and free of graffiti.

## **Student Voice**

Our head students are selected in term 1, along with the other members of the student leadership committee (SLC). The SLC oversees the various student groups and chairs meetings before feeding back to senior staff. There is a student constitution which outlines the roles and responsibilities of all student leadership positions.

## **Student Leadership Committee (SLC)**

This is the highest position of student responsibility and the demands reflect this. The SLC consists of two Head Students and four Senior House Captains. The supporting below the SLC there will be Form Representatives and junior house captains. The SLC will meet with the SSLT each month, write a monthly report and give regular feedback in assemblies. The SLC are also responsible for reviewing and updating the Student Constitution.

## **Study Leave**

For Years 11, 12 and 13, study leave begins in late April/early May each year. If your child wishes to study at home, you will need to sign a waiver giving them permission to do so. For those students who wish to continue attending school, the library is used for quiet study (supervised by a member of staff). When a student has a written exam before study leave begins, they are allowed to miss their ASA (if the exam is the next morning) or they may miss the morning of school (if the exam is in the afternoon).

## **Technology**

Students in Years 7-9 will receive an iPad to assist them with their studies. This will allow instant Internet research and the use of educational apps. Student operating system language must be set to English.

In Years 10 – 13 BSG operates a one-to-one laptop programme. Each key stage 4 and 5 student is given a laptop, an Apple Mac Air 11”, with 128 GB Hard Drive Memory and 4GB of RAM.

Students may not use their own digital devices or mobile phones in school. Those that do will have them confiscated and passed to their Head of Year for safe storage. If a device is lost or broken, the student should contact the IT department, who will provide information on how to purchase a replacement.

## **ICT Acceptable Use Agreement: Students – Secondary**

- I will only use ICT systems in school (including the Internet, learning platforms, Moodle, email, digital video, mobile technologies, iPads, e-readers, cameras, etc) for school purposes.
- I will not bring my own device(s) in to school. Should I do so, I accept that they may be confiscated.
- My school devices must be fully charged at the start of every school day.
- My school device must be taken to all lessons.
- I will only use my school device during lessons, in the library or homework club, unless otherwise directed by a teacher.
- My device will only have apps downloaded that are on the approved list in the School Diary.
- I will not download or install inappropriate software or any games on school devices.
- I will only log on to the school network with my own user name and password.
- I will follow the school's ICT security system and not reveal passwords to anyone.
- I will change passwords regularly.



- I will not seek to access Administrator Rights. If I am issued with a school device that accidentally has these rights, I will inform a member of the ICT Support Team immediately.
- I will make sure that all ICT communications with students, teachers and others is polite and appropriate.
- I will not send around unsolicited surveys without permission from a teacher.
- I will not use ICT to cyber bully others (e.g. through social networking, email, chat rooms, instant messaging, etc).
- I will adhere to any website's terms of conditions of use – including those around age restrictions and copyright of information and data.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address, unless approved by a teacher. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students or staff will only be taken, stored and used for school purposes with their permission. These images will not be distributed outside the school network without the written permission from the Headteacher.
- I will ensure that my online activity, both in school and outside school, will not cause staff, students or others distress or bring the school into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system.
- I will not engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or distributing viruses, disrupting services, damaging files or making unauthorised modifications to school data.
- I will not bring unsuitable material into school on any device, including USB memory sticks.
- I understand that my use of the Internet, school systems and devices is monitored and logged and can be made available to my teachers.
- I will immediately report any damage or faults involving school devices to ICT Support, however this may have happened. ICT Support may provide a temporary replacement device. Students must not bring in their own device whilst theirs is repaired.
- I understand that this agreement relates to use of school devices at school, on the school buses and outside of school.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied. For minor offences:
  - 1st offence - warning given and recorded
  - 2nd offence – withhold device for 24 hours and recorded, parents informed
  - 3rd offence - withhold device for 1 week and recorded, parents informed

Further minor offences will be treated as a serious offence. For serious offences, sanctions may include the contacting of parents, the removal of school devices and suspension from school.

## Travel to School

Most students use the school bus, come by car or walk to school. A very small number may wish to cycle. If your child wishes to come by bike, both student and parent must sign a 'travel to school waiver' in order to use the bike shelter at the front of school.

## Umbrellas

If you borrow a school umbrella, please return it!

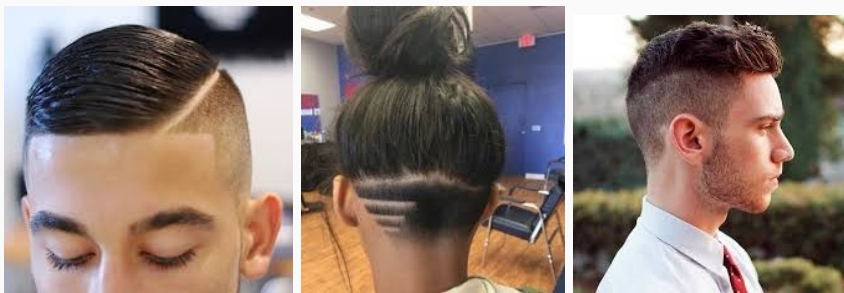
## Uniform

The personal appearance of BSG students should reflect a respect for the school, and pride in themselves and the wider school community. One visible way to do this is to wear the uniform correctly. Whilst on the premises, all students must be in full uniform or in full PE/sports kit. The PE uniform may only be worn for games, PE lessons or appropriate after school activities. Students may not arrive to school nor attend other classes in PE uniform. Students playing sport at lunchtime must wear a BSG PE/House/FOBISIA T-shirt and change at the end of lunch. All clothes worn at school should be clearly labelled with the student's name so that they are easily identifiable, and to avoid loss.

In general, appearance must:

- support not disrupt the learning environment
- not constitute a threat to health or safety
- be tasteful and unable to be construed as provocative or obscene
- reflect practices of good hygiene and cleanliness

**Hair:** should be kept neat, of a natural single colour, with no shaved parts.

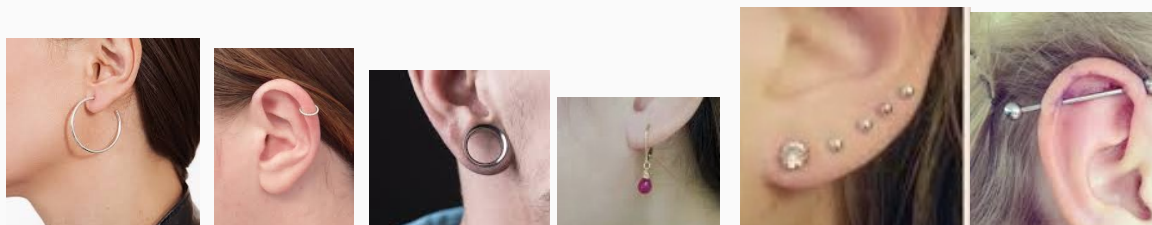


These are NOT permitted

## Jewellery:

For health and safety reasons, only the following may be worn at school:

- One discreet bracelet and ring
- One stud earring in the earlobe (no drop, bar, spacer or hoop earrings are permitted)



These are NOT permitted

Body piercings and smart watches are not permitted.  
All jewellery (including watches) must be removed for PE.  
No responsibility will be taken for lost items.

**Shoes:** should be plain black leather upper-soled shoes, clean and polished. Heels over 1.5cm, white-soled or soft fabric shoes are not permitted.



These ARE  
permitted  
←



These are NOT  
permitted  
←

### Other Items

- Shirts should be worn tucked in. Students must wear a school tie
- Socks should be plain black, navy blue or white
- Belts should be plain black only
- Thermal undergarments must be plain black or white and should not interfere with the overall look of the school uniform
- Outdoor clothing should not be worn inside the school building; this includes school issued fleeces, coats and hoodies
- Girls are permitted to wear trousers or shorts of an appropriate length. They must be the same colour as school skirts, full length and tailored. Any female student wishing to wear trousers or shorts must have them approved by the head of year
- Make-up and nail varnish is not permitted
- Visible tattoos are not acceptable
- Headphones must not be worn or seen once you have entered the school campus, unless instructed to do so for a listening activity in class



**These are NOT  
permitted**

Please note that students will be asked to remove headphones and inappropriate jewellery. For repeat offences, items will be confiscated until the end of the week or the half-term.

The school uniform shop is located at the front of the school.

Students can also order uniform by placing orders at Nanhu reception during break time and then pick them up during lunchtime. An online ordering system also exists. We have a second-hand uniform shop run by our student community-partnership committee. If you are leaving BSG, or your child has outgrown their uniform, and the uniform is in good condition, please donate it at the secondary reception.

# Secondary Summer



## Years 7 - 11 Summer

10. Shirt (Boys)



03. Shorts (Boys)



05. Ankle Socks (Boys)



17. Tie



11. Short-Sleeve Blouse (Girls)



12. Skirt (Girls)



35. Sport Socks (Girls)



32. Blazer (Boys)



31. Blazer (Girls)



## Years 7 - 11 Winter & Dress

14. Long-Sleeve Shirt (Boys)



18. Trousers (Boys)



32. Blazer (Boys)



05. Ankle Socks



15. Long-Sleeve Blouse (Girls)



12. Skirt (Girls)



31. Blazer (Girls)



17. Tie



06. Wool Jumper



Tights



36. Knee-High Socks (Girls)



# Secondary Winter





## Years 1 - 13

21. PE Shirt



23. PE Shorts



35. Sport Socks



20. Sports Bag



25. PE Hoodie



26. Track Pants



## Swimming & House Attire

30. Swimming Shorts (Boys)



22. House T-Shirts



46. Swim Bag



29. Swimming Suit (Girls)



27 & 28. Swimming Caps



Please note: Girls can wear trousers or shorts as part of the normal school uniform, but these are not stocked at the uniform shop. Any trousers/shorts must be tailored, dark grey, full length (trousers) – students/parents should check with their head of year before wearing these items.

## **Sixth Form Dress Expectations**

Our expectation is that 6th Form students follow the general guidelines above and that they dress in a business-like manner.

### Boys

- Smart trousers (not jeans or shorts), full length and a dark colour
- Conventional shirt (long or short sleeved), tucked in
- Tie
- Smart shoes
- White, black, grey or navy socks

### Girls

- Smart skirt, city shorts, trousers (not jeans) or a dress
- Skirts/dresses - maximum 5cm above the knee
- Shirt or blouse (long or short sleeve are acceptable, as long as they are not too extreme).
- Tops - maximum of 5cm below the collarbone
- Discreet make-up is allowed

### **Not Permitted**

- Denim or denim-effect clothing of any colour
- Combat/camouflage trousers
- Shorts, beachwear or t-shirts
- Trainers/flip-flops
- Spaghetti/strap/revealing tops
- Open-toe shoes
- Combat boots
- Unprofessional slogans
- Colourful socks
- Sweats

**Please note that, if deemed necessary, including for repeat offenders, 6th Form Students will be sent home to change. Parents will always be contacted first.**

### **Non-Uniform (MUFTI) Days**

Non-uniform days are occasionally held during the year for the purpose of celebration and/or raising money for good causes. Students can choose their clothing but must not wear clothing that is inappropriate for school. In particular, students must wear:

- appropriate footwear for technology and science laboratories
- clothing that is neat and tidy and not in disrepair or exhibiting inappropriate logos or words
- clothing that is modest (no low-cut, bare-midriff or revealing outfits)
- hot pant shorts are not allowed
- If timetabled for PE, normal PE kit must be worn

Normal standards for jewellery and make-up will apply

## **Visits**

Any visitors to school must arrange a visit at least 24 hours in advance, unless part of a recognised school event, e.g. Parent-Teacher Conference. All parents and visitors are kindly reminded to sign in and out at the security gate during every visit to the campus, for health and safety reasons. Visitors must be visibly wearing the BSG Visitor ID badges when on campus at all times. Badges will be issued by the security staff at the school gate.

## **Yearbook**

The school produces an annual Yearbook which is a wonderful way to celebrate the year. This will be given to your oldest child in June.

## **APPENDIX 1: Unwell Child Guidance**

In order to ensure that our school is maintaining high standards of health and safety regulations, we would like to provide some guidelines for parents to take note of with regards to keeping your child at home from school due to illness.

### **High temperature**

If your child has a raised temperature – anything over 37.5°C – they should stay off school.

#### **When can they go back to school?**

When the temperature returns to normal for 24 hours, then it's fine for your child to go back to school as long as they don't have any other symptoms.

### **Headache**

Lots of things can cause mild headaches, from tiredness to eye strain. However, if your child has a headache that persists or is severe, you should always consult your doctor.

#### **When can they return to school?**

Your child does not need to miss school because of a mild headache. If it is a recurring problem or is accompanied by other symptoms, you should consult your doctor.

### **Vomiting and diarrhoea**

If your child is feeling sick or has a tummy ache, which then passes, you can send them to school. You should, however, flag up any concerns with the tutor and make sure the school has your contact details. If your child is physically sick, you must keep them off school for at least 24 hours, even if they appear to feel better. The same is true for an episode of diarrhoea. Most cases of vomiting or diarrhoea pass with rest and rehydration, but if your child seems very unwell, contact your doctor.

#### **When can they return to school?**

Your child cannot return to school until 24 hours have passed without any vomiting or diarrhoea.

### **Cough, minor cold or sore throat**

If your child has a cough or a sore throat but no other symptoms, then they are probably well enough to go to school. However, if they have a raised temperature, are drowsy or get the shivers, keep them off school.

#### **When can they return to school?**

Give your child 24 hours after symptoms subside before sending them back to school.

## **Rashes**

Children can get rashes for all sorts of innocent reasons, from heat rash to a change of washing powder, but they can also be a symptom of a more serious problem like measles or chicken pox. If you are in any doubt, or the rash is accompanied by your child feeling rundown, hot or nauseous, keep them off school and see your doctor.

### **When can they go back to school?**

It is best to get your doctor's guidance here. With chickenpox, the spots may take a couple of weeks to disappear, but your child is fine to go back to school once the spots have crusted over and dried up completely. This tends to be around one week after the first spots appear, but it can vary.

## **Infective Conjunctivitis**

Conjunctivitis, or "pink eye" happens when the conjunctiva of the eye becomes inflamed. The eye can become red or pink, swollen, and irritated, and there may be mucus. Infective conjunctivitis can be highly contagious. Children with conjunctivitis should not go to school or day care until their eyes are better.

### **When can they go back to school?**

It's best to return to school if the obvious symptoms of pink eye no longer are present — usually in three to seven days.

## **Mumps**

Mumps is a contagious disease caused by a virus. It typically starts with a few days of fever, headache, muscle aches, tiredness, and loss of appetite, followed by swollen salivary glands.

### **When can they go back to school?**

Children with mumps should stay at home for 9 days after onset of swelling. Keep in touch with your child's form tutor and the school medical team.

If your child needs to stay at home, call the school's receptionists or email your child's tutor as early as you can that day. Please hand in a doctor's note once your child is back at school, if your child is very ill or diagnosed with contagious disease or is off for some time.