Students and Parents Handbook 2021/2022

THE BRITISH COLLEGE OF BRAZIL

A NORD ANGLIA EDUCATION SCHOOL

Welcome To Our School

At The British College of Brazil we inspire all our students to Be Ambitious. We offer an engaging curriculum in a warm, welcoming and supportive environment to meet the needs of every child. Our expert team blends opportunity, challenge and support to ensure that every child has a superior, personalised education.

General Information

Message from the Principal	3
We are ambitious for our pupils	4
Pupil profile	4
Academic development	5
Role of the parent	6
School day - Primary	7
School day - Secondary	8
Attendance and timekeeping	9
Arrival and departure procedures	9
Extra-curricular activities (ECAs)	10
School uniform and essentials	10
Standard of behaviour	11
Bus policy	11
Health	11
Communication	12
House system	12
Lunch	12
School complaints procedure	13
Retake exams	13

Message from our Principal

At The British College of Brazil (BCB) our ambition is to ensure all our pupils are provided with the best education in order to become successful global citizens. This can only be achieved if there is a positive and supportive partnership between school and family. The aim of this hand- book is to share the school's vision, policies and expectations of everyone in our community. Please take some time to read through the information so that you will be better placed to support your child at our school so we can achieve that positive and supportive partnership.

We are extremely ambitious for our students and use our world class collaborations to provide the best opportunities for them. Being part of a premium network of school with over 73 schools worldwide. gives our community significant advantages that include:

- Recruiting outstanding teachers and support teams
- Investing in excellent training
- Regional and worldwide support and monitoring of the learning process
- Results that far exceed global and UK averages
- Curriculum enhancements including collaborations with The Juilliard School, UNICEF, and Massachusetts Institute of Technology (MIT)
- A Global Campus for connecting with thousands of teachers and students worldwide
- Being ambitious in our expectations for our students, communities and family of school.

In the Primary School the English National Curriculum (ENC) is taught. Our teachers utilise a range of teaching styles and technology to adapt it to an international context, making it accessible to all. By the time our pupils leave the Primary School they are more than equipped with the necessary skills and knowledge to be successful in secondary education.

In the Secondary School the ENC is taught in Years 7, 8, and 9, followed by IGCSE in Years 10 and 11. This culminates at the end of Year 13 with students graduating from the prestigious IBDP. When pupils leave the secondary school they are more than equipped for success at university and beyond.

Along with the English National Curriculum, our students learn Portuguese and Brazilian history, culture and geography. The British College of Brazil offers double certification. By obtaining the Brazilian diploma, students are allowed to continue their studies in Brazil, as the school is fully certified by the Ministry of Education.

Beyond the classroom pupils are encouraged to contribute to the wider community through sport, The Arts, and charitable endeavours. In doing so they make a considerable contribution to improving the world around them. Consequently, pupils leaving BCB are ambitious Global citizens, who want to make a positive impact on society.

Learning is a collaborative activity with children receiving help and support from a variety of places. Your continued interest, involvement and support are essential for the on-going development of your child and will be very much welcomed and appreciated by the school. We have an active Parent Teachers Association (PTA). These willing volunteers work with our team to put on a range of social events from Festa Junina, Christmas Faire, Halloween and Easter Celebrations, Staff & Appreciation day, Children and Teacher's day, and our annual International Day. We encourage all families to join us at these events and welcome support from those who wish to support the PTA as volunteers.

I am very much looking forward to what promises to be a great school year ahead.

Kind regards,

Nick West

School Principal
The British College of Brazil

We are ambitious for our pupils

We believe that:

• There is no limit to what every child can achieve;
• Creativity and challenge helps every child get better daily;
• Learning should be personalised to each and every child;
• Unique global opportunities enhance every pupil's learning experience.

Why?

• To promote social, moral, spiritual and cultural awareness;
• To encourage pupils to feel comfortable with their own unique identity;
• To teach pupils to protect the environment;
• To prepare pupils for the next step after school, whether it is in education, training or employment;
• To develop global citizens.

How can we achieve this?

• Promote the highest standards of English;
• Develop independent pupils who are responsible for their own learning;
• Encourage curiosity and a positive mindset;
• Teach pupils how to think creatively and critically to develop problem-solving skills;
• Personalise learning to challenge every pupil appropriately;
• Focus on an all round education.

Pupil profile

Top of the school's priorities is the personal development of its pupils. The study of academic subjects is as much a means for developing key skills as it is for acquiring subject specific knowledge. The following are key attributes that pupils should develop at the school, and the learning of which is integrated into classroom work and school life

Inquirers. They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable. They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers. They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators. They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled. They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded. They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring. They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers. They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced. They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective. They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Academic Development

BCB enables pupils to exceed academic expectations. The philosophy of the school develops well rounded individuals who are socially aware and have interests in the arts, philanthropy, and sports. Consequently, pupils who leave BCB are well prepared to make a positive impact on our global society.

Teaching and Learning. At BCB, our main approach to teaching and learning centres around Growth Mindset theory. This is a culture that we endeavour to create, permeating every area of the school. When children have a Growth Mindset, they believe they can succeed, are driven by their own progress rather than comparing themselves to others, show resilience and perseverance and understand that there are a range of strategies that can help them be successful with their learning.

This is opposed to a fixed mindset in which children avoid challenges and also avoid getting things wrong. We encourage a Growth Mindset using the 'Learner League' - a system that rewards children for showing the positive learning behaviours they need to succeed.

Academic standards. In the primary age phase, the school challenges all pupils to achieve beyond their academic potential, measured against the standards set out by the English National Curriculum. This challenging ethos extends into IGCSE and IBDP where the secondary school pushes pupils to attain grades beyond initial expectations.

Maximising potential. The school continuously monitors and tracks individual pupil progress to identify their academic potential. This information is used to push pupils to greater success.

Independent learning. Pupils develop the skills and self esteem that allow them to take ownership of their own learning and become ambitious, independent, lifelong learners.

Role of the Parent

We recognise that as a parent you have chosen our school because of the values we hold and our approach to education, which you share. To successfully educate children families and school must be a team. It is important that families recognise this union to reinforce those commonly held values.

BCB promotes a happy, safe and harmonious environment. To this end it is important parents respect each other, our pupils and our staff. BCB will not accept behaviour from parents who undermine this environment, and the Principal will act against any situations that cause disharmony in the community.

It is also important to respect the need for safety. To that end when entering the campus at any time, for any time, and for any reason parents should be identifiable by wearing their BCB ID cards around their neck. If you have any questions or concerns at any time please contact BCB who will help answer or resolve them.

The School Day - EYFS/Primary

TIMES	PRIMARY
7:30am	School gates open
7:50am	Registration
8:00 - 10am	Lessons
9:50 - 10:30 am	Morning Breaks (KS1 9:50 - 10:10 KS2 10:10 - 10:30)
10:30 - 12:00pm	Lessons
11:20 - 1:00pm (Staggered Lunch)	**Children's Lunch Break (FS begins earlier) KS1 11:20 - 12:20 Y3-Y4 11:20 - 12:20pm Y5 - Y6 11:50 - 12:50pm**
12:20 - 2:40pm	Lessons
2:45pm	School gates open for collection of pupils not participating in ECA.
2:50 - 3:50pm	Extended Curriculum (selected days)

NB: School finishes at 2:40pm on Friday.

The School Day – Secondary School

TIMES	SECONDARY
7:30am	School gates open
7:50am	Registration
8:00 - 8:40	Period 1
8:40 - 9:20am	Period 2
9:20 - 10:00am	Period 3
10:00 - 10:40am	Period 4
10:40 - 11:00am	**BREAK**
11:00 - 11:40am	Period 5
11:40 - 12:20pm	Period 6
12:20 - 1:20pm	**LUNCH**
1:20 - 2:00pm	Period 7
2:00 - 2:40pm	Period 8
2:45pm	School gates open for collection of pupils not participating in ECA
2:50 - 3:50pm	Extra Curricular Activities (selected days)
3:50pm	School gates open for collection of pupils taking part in ECAs

NB: School finishes at 2:40pm on Friday.

Attendance and Timekeeping

- All pupils should attend school everyday.
- Holidays should not be taken during term time.
- School considers good attendance as 95% or above.
- Students are expected in school according to the published school calendar and the attendance requirements of Education Law.
- Research shows that academically successful pupils always attend school. If pupils are not in school BCB cannot educate them, and they cannot learn.
- Any request to be absent from school due to holidays or other long term reasons should be directed to the Principal for approval, according to school policy.
- On the unusual occasions when your child is absent through, say, illness the tutor or class teacher and the school receptionist should be informed via email.
- Pupils should arrive and depart school at the correct times. Regular poor timekeeping will be challenged by the school as this can affect a pupil's progress.

Arrival and Departure Procedures

Arrival:

- The school gates will only be opened at 7:30am for health and safety reasons.
- The school gates will close at 7:50am, when registration begins.
- Pupils arriving after 7:50am can only enter the school through the reception, where they will be marked as late.

Pupils should be brought by their parents to the school gate and left in the care of the duty TAs, who will guide them safely into the campus.

Departure (for EYFS-year 11 pupils not taking part in ECA's):

- The school gates will be opened at 2:50pm.
- The gates will close at 3:05pm, by which time all pupils should have been collected.
- Pupils using the bus will be looked after by duty staff.
- For health and safety reasons the school cannot organise playdates, which should be organised by the parent responsible who must inform the school about those arrangements with a list of children attending.
- Parents of children leaving school with another family must inform the school. If the school is not informed the child will be kept at school.

(All pupils up to year 11 not taking part in ECA's or clubs must be collected at 2:50pm)

Departure (for pupils taking part in ECA's and sixth form students):

- The school gates will be opened at 3:50pm.
- The gates will close at 4:05pm, by which time all pupils should have been collected.
- Pupils using the bus service will be looked after by duty staff.
- For health and safety reasons the school cannot organise play dates, which should be organised by the parent responsible who must inform the school about those arrangements with a list of children attending.
- Parents of children leaving school with another family must inform the school. If the school is not informed the child will be kept at school.

On the exceptional occasions when you may be delayed collecting your child due to circumstances beyond your control please telephone the school Chácara Flora+55 (11) 5547 3030 or Cidade Jardim (11) 3096-2424 as soon as possible. This is essential to ensure the safe care of your child until you arrive.

Parents who consistently collect their children late will be requested to meet with the Principal. It is imperative that parents respect the requests of the doormen at drop off and pickup times. Signage and pedestrian crossings outside of the campuses should be observed at all times. Cars should never be left unattended.

Parents who do not respect the parking rules or the directions of the doormen will will be requested to meet with the Principal.

Extra Curricular Activities (ECA)

The purpose of the optional ECA programme is to enable pupils to experience an enriched curriculum that supports and enhances the taught curriculum through stimulating and meaningful activities.

• ECAs are optional activities taking place after school between 2:50pm and 3:50pm.
• There will be no ECAs on Fridays, when all pupils go home at 2:45pm.

School Uniform

School uniform is compulsory for all pupils attending BCB from Pre-Nursery to Year 11. Students in the IBDP should wear business dress. We believe that wearing school uniform proudly and smartly promotes positive self esteem and a sense of identity. It is integral to the ethos of BCB. All pupils are expected to arrive at school wearing a clean and tidy uniform.

- Shoes must be black leather, without other colours.
- Jumpers must be school jumpers.
- Pupils must wear their PE kit for PE lessons only.
- Pupils must wear their House kit for House competitions only.
- Sixth form students are expected to adhere to business attire.
- Details of our school uniform are outlined on our school website. Parents will be notified if pupils are not wearing appropriate school uniform.
- For health and safety reasons jewellery should not be worn unless for special reasons. • Females should wear their hair in a ponytail if it is long, or come to school with a neat professional style.

• Males should wear their hair in a neat professional style.

Uniform guidelines are available here.

What You Will Need for School

• Water bottle
• Sunscreen
• Sun hat
• Insect repellent

The school accepts no responsibility or liability for loss or damage to personal items brought into school.

Standards of Behaviour

Code of Conduct

Our school's code of conduct aims to achieve a positive atmosphere in which time spent on teaching and learning is maximised. The school has a critical role to play in developing self- discipline in pupils. We aim to establish acceptable patterns of behaviour and to encourage pupils to develop a sense of responsibility, self-respect and a respect for other people, property and the environment.

It is essential for parents and school to work in partnership, so that the values encouraged by home and school are mutually reinforced.

Common Language Policy

We expect all pupils to speak English at all times whilst in school. It is important that we have a common language as an international school of over 40 nationalities. It encourages friendship and social development as well as providing an environment where first, second or third language learners can develop their English language skills quickly and effectively.

Bus Policy

The school buses are an extension of the school, and BCB expects all pupils to display the same high standards of behaviour as at BCB. Those who fail to reach those high standards will be dealt with in accordance with the school rules.

The organisation of the bus routes is extremely complex. In light of this, using the bus service to facilitate playdates and parties is not allowed. Parents are responsible for this.

Health

The school employs a full-time qualified nurse and designated staff are first-aid trained and can deal with day-to day matters such as cuts or bruises and pupils who feel unwell whilst at school.

In extreme emergencies, such as serious injury or extreme sickness the school will make every effort to get the child to medical facilities.

If your child becomes unwell and the class teacher feels that s/he may not be well enough to participate in lessons, they will be referred to the school nurse on site. After further observation, if the child is clearly not well enough to return to class, you may be telephoned to collect your child. Please be aware that it is the responsibility of the parents to collect their unwell child and the school cannot provide a driver in such circumstances.

Medication can only be administered with written consent and directions from the parents. Medicines must be given to the nurse by the parent, not the child.

If your child has had to visit the nurse due to injury you will be informed of the incident in writing.

Please inform the school if your child is unable to attend by sending an email to the Class Teacher/Form Tutor and the school receptionist.

If your child uses the bus service it is imperative that you inform the school/Bus Monitor as soon as possible to avoid delaying the bus.

If your child is sick, they should not be sent to school to avoid passing on the sickness to others. A period of 24 hours should be observed to ensure symptoms have abated. If the school feels that a child has returned to school too soon, parents will be contacted to collect their child immediately.

Communication

We aim to keep parents fully informed about events or developments at BCB in various ways, for example:

• Weekly Newsletters
• Curriculum letters
• Organised meetings
• Presentations
• “Meet the Teachers Days” • Workshops
• Pupil Conferences
• Reports

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

House System

On entry to the school each child will be allocated a house and members of the same family placed in the same house. We will seek a balance of male and female pupils in each house. The House names are as follows:

- Panthers
- Tigers
- Lions
- Jaguars

The House system will have two parts:

1. Merit scheme where pupils gain house points for individual awards relating to attainment, progress, effort and achievement.
2. Internal competitions such as Sports Day, Swimming Gala, poetry and music competitions.

Lunch

- Lunch is provided by school and is prepared in our kitchens.
- We offer pupils a healthy choice of food each day which includes a range of salads, vegetables, proteins and carbohydrates.
- We encourage our pupils to eat healthily and whilst we recognise that some pupils may not like certain food, we always encourage pupils to try everything with an expectation that they eat all of their meal. Any food allergies should be reported to the school and accompanied by a medical certificate.
- We limit the amount of salt given to pupils so this is not readily available.

School Complaints Procedure

If you have a complaint regarding any non- financial matter concerning the school, the first point of contact is normally your child's class or form teacher.

They will take the matter up for you and will do one of two things:

1. Reply directly within 24 hours when possible.
2.Pass the matter to the appropriate person.

Please note that email is the preferred method of handling communication with class / form teachers as they are busy during the day and cannot respond to phone calls. Alternatively, a meeting can be requested via reception.
If the complaint is regarding the class or form teacher, and you feel that it would not be appropriate to raise it with them, you may contact their head of school directly.

If the complaint is concerning the head of school, then the complaint should be lodged directly with the Headmaster.

Urgent matters of child welfare (safety) can be immediately addressed to the school in person, and a meeting will be arranged as soon as possible with a senior member of staff.

Complaints of a financial nature should be directed to the school's Finance Department. Appointments can be made to see heads of school via reception.

Complaints are handled as swiftly as possible and in confidence where appropriate / requested. Parents will be kept up to date of the progress of their enquiry throughout the process.

Retake exams

Students who fail to meet expectations for the year will need to retake examinations at the end of the year. Notice will be given in May in addition to any potential consequences for the student. The date in the calendar will be after speech day.