



5th October 2017

Dear Parents,

As we settle into the new school year, I would like to bring to your attention a number of issues that were highlighted last year. Each term, as parents you will receive a report on your child's progress. These reports must be kept safe as they are the originals, you will need these documents if your child moves school or if they wish to apply to study in Universities in the US or Canada. Last year the number of requests for reprints rocketed which caused extra pressure on the schools administration team and resources. While we are happy to help and provide as many electronic versions of reports whenever required, in regards to paper copies we now must place a limit on the number of paper versions we provide. We are more than happy to provide a reprint free of charge but if multiple copies are required this will now incur a charge to cover the costs of resources used. We are happy for you to provide us with prepared photocopies which we can stamp to authentic them.

Absence and family holidays through the school year, it is imperative that pupils attend school as often as they can, there is clear evidence that pupils who's attendance falls below 95% have a significantly reduced chance of gaining the highest grades. While I understand family emergencies occur and families suffer visa issues in Kingdom, I ask you please to carefully consider any holiday or time out of school outside of those reasons. In any case parents must write to me to request permission for the absence, as all absence must be recorded and reported on to schools and Universities. Please be aware Universities in the UK are becoming very strict on the level absence permitted before admission to their institutions. If no request is received the absence will be marked as 'Unauthorised'.

Lastly uniform and equipment, we have a very simple uniform which we want all our pupils to follow especially wearing proper black formal shoes, can you please ensure your child is dressed appropriately every day for school. In terms of equipment it is essential that every child takes responsibility for their own bags and equipment as this is part of their learning and we ask parents not to bring books or P.E. kit in they have forgotten as this does not help them take responsibility for their learning, the only item the office will pass out if forgotten is their lunch.

I know as always you will support myself and the secondary staff in helping our young adults grow and develop during their time here at BISAK and as always I thank you for that continued support.

Kind Regards

Mr Shaun Nichols

Head of Secondary