



## Frequently Asked Questions

If there is anything you would like to know and it has not been mentioned here, please do not hesitate to contact our school Registrar at [registrar@bisak.org](mailto:registrar@bisak.org).

### **If our child is placed on the waiting list, when will we be informed that a place is available?**

As soon as the Registrar has been given notification in writing from a parent of a child leaving in that particular year group, the next child on the waiting list will be contacted to come in for an assessment.

### **Why do I not get told where my child is on the waiting list?**

Children are placed on the waiting list in order of their date of registration. Only British passport holders have priority at the school and will go straight to the top of the waiting list.

### **When our child is called for an assessment, how long is it before we are informed if he/she has been successful?**

Please allow a minimum of five working days (not including school holidays) for the result.

### **If our child is unsuccessful at assessment stage can they be reassessed?**

Yes, we can re-assess your child a minimum of 3 months after the first assessment, if there are places still available in the year group for which your child is registered. Only one re-test per child will be offered. If your child is unsuccessful a second time we will remove your child from the waiting list and refund you the balance of the Registration Fee. You can apply to re-register your child after a minimum of six months have passed from the second assessment, and only if there is a place available on the waiting list.

### **Will our child have an opportunity to come into the school before their first day?**

All children in the Prep School, as part of their assessment, will spend part of their time in the classroom.

### **Will our child start on the same day as everyone else?**

Not necessarily. It depends on the time of year your child is offered a place. At the beginning of the year Nursery and Reception children will have staggered starts to allow the children to settle into school. Parents will be advised in advance dates and times for their child.

### **Do we have to wait for Ministry of Education approval before our child can start?**

Children who are Non-Saudi nationals can start school prior to Ministry of Education approval if all of the necessary documentation required by the Ministry has been submitted to the school prior to their start date. Ministry approval will then be sought by the school as part of the admissions process.

Children with Saudi passports **MUST** have obtained Ministry of Education approval prior to the application process commencing.

### **At what stage will my child have the opportunity to choose their examination subjects (otherwise known as options choices)?**



Children in Year 9 & Year 11 will select their options in the Spring term (Term 2).

### **Where can I buy uniform?**

Full uniform is available for purchase from the school uniform shop or by sending in the order form with the correct amount of money with your child (Prep School). Order forms and shop opening times can be found on the website.

### **Where can I get specific information regarding procedures in each school?**

Email the PAs and they will help or direct you the relevant member of staff.

Prep School - [preparatorypa@bisak.org](mailto:preparatorypa@bisak.org)

Senior School and Sixth Form - [seniorpa@bisak.org](mailto:seniorpa@bisak.org)

### **What are the fees and how often are fees payable?**

Fees charged are dependent on year group. For detail of tuition charges and payment dates, please see information on School Fees page on the website.

### **What is the most convenient way to pay fees?**

Bank transfer (referencing your child's name/form group) is the easiest way to pay fees as this demonstrates proof of payment. Cash can be taken but is not advisable. The Finance Office is open from 7.30am to 2.45pm from Sunday to Thursday. The school bank details are as follows;

#### **School Bank Details:**

**Account Name:** SAIS BRITISH SECTION

**Account Number:** 042-004465-001

**IBAN No:** SA48 4500 0000 0420 0446 5001

**Bank Address:** The Saudi British Bank King Abdul Aziz Street PO Box 394 Al Khobar 31952 Kingdom of Saudi Arabia

**Swift Code:** SABBSARI