



Preparatory School

Parent Handbook

2019-20

TABLE OF CONTENTS

| | |
|--|-----|
| Letter from the Principal | P1 |
| Letter from the Headteacher – Preparatory School | P2 |
| Section A – School Timings | P3 |
| Section B – Curriculum and Extra Curricular Activities | P3 |
| Section C – Communication between Home and School | P6 |
| Section D – Pupils’ Wellbeing | P7 |
| Section E – School Uniform | P8 |
| Section F – School Fees | P9 |
| Section G – Safeguarding | P10 |

Our School Motto

‘Let there be peace on earth’

Our Mission

Through our British values in an international environment, to inspire everyone to be positive global citizens by reflecting upon equality, community service and peace.

Our mission is supported and embedded through our BISAK Values:

- B Belief – growing positive attitudes, consideration and helping others
- I Internationalism – growing as global citizens
- S Success – Always learning in everything we do
- A Aspiration – nothing is impossible
- K Knowledge – of ourselves, each other and the world around us

Letter from the Principal

Dear Parents,

Welcome to the Prep School Pupil handbook. As a school we have been providing the very best education for the wider community of Al Khobar since 1977. Under the guidance of Mr. Aisthorpe, the Headteacher of Prep and Ms. Naidoo the Deputy Headteacher, the Preparatory School continues to grow and develop every year.

We expect everyone in our school to make the most of their opportunities, to learn something new each day and to reflect upon their experiences. We expect our pupils to work hard and always try their very best at everything that they do. We will assist them, by providing them with the best possible learning environment and outstanding teaching, in an atmosphere of order, discipline and care.

Our school motto, “Let there be peace on earth” symbolises what we expect from all members of our school. We are a community, and a family. This ideal impacts upon every element of our academic and personal lives each and every day.

I hope you and your children have an enjoyable and enriching experience during this academic year.

Best wishes

Mr. Stephen Viner

Principal

Letter from the Headteacher - Preparatory School

Dear Parents,

The 2019-2020 academic year marks the start of our pupils learning in our new building, with large spaces and a range of additional teaching rooms. I am proud that BISAK Preparatory School prides itself on providing an excellent start to a child's education as well as preparing pupils for their senior education and adult life. Our confident and independent pupils have a great love for learning.

We value the strong parent-school relationship and the understanding that both teachers and families work together to ensure that pupils have the very best start in life. Our school is a recent member of the well-respected Independent Association of Prep Schools. We are proud to be part of this association where we were required to reach a very high standard to be eligible for membership, with strict criteria on teaching a broad curriculum, maintaining excellent standards of pastoral care and keeping staff members' professional development training up to date.

In the Preparatory School, we teach and nurture pupils from 3 to 11 years old. The school is divided into three distinct age phases lead by senior leaders who form part of the Preparatory School Leadership Team.

The three age phases are:

Pre-Prep for pupils aged 3 to 7 (Nursery, Reception, Year 1 and Year 2)

Lower Prep aged 7 to 9 years old (Year 3 and Year 4)

Upper Prep aged 9 to 11 years old (Year 5 and Year 6)

We believe that all children can succeed in their learning, and they are all entitled to high academic excellence. Staff educate pupils as individuals and fully supports them, to challenge themselves to do their very best.

This guide is intended to provide quick and easy reference to some aspects of the Preparatory School operations. Please read this handbook in conjunction with the information contained on the school website and, for convenience, web links given to key policies and procedures. If you have any questions, please contact the school office and our staff will be more than happy to help you.

Mr Darren Aisthorpe B.Ed (Hons) MA(Ed) NPQH

Headteacher – Preparatory School

Section A - School Timings

The School Day

Pupils should reach school no earlier than 7.00am and be in their classroom for registration no later than 7.20am. The entry to the school grounds depends on the pupil's method of transport. Each compound bus must be fitted with seat belts and comply with all requested security requirements to enter the school site.

Drop off and pick up information is now available on the website.

School Timings

| Time | Session |
|---------------|---|
| 7.20 - 7.25 | Registration |
| 7.25 - 8.25 | Lesson 1 |
| 8.25 - 9.25 | Lesson 2 |
| 9.25 - 9.40 | 1st Break |
| 9.40 - 10.40 | Lesson 3 |
| 10.40 - 11.40 | Lesson 4 |
| 11.40 - 12.00 | 2nd Break |
| 12.00 - 1.00 | Lesson 5 |
| 1.00 - 2.00 | End School for Pre-Preparatory and Preparatory Scheduled activities for Pre-Preparatory and Preparatory commence Arabic Classes commence in Pre-Preparatory and Preparatory (1.10 - 3.00pm) |

Please note that during the Holy Month of Ramadan, the Preparatory School finishes at 12 pm and Arabic lessons continue until 1 pm.

Departure from School

Nursery and Reception classes finish at 12.50pm and Pre-Preparatory and Preparatory School at 1.00pm unless a pupil is attending Arabic classes or an after-school club. Arrangements need to be made by parents for timely pick-ups. Pre-Preparatory and Preparatory pupils who have a sibling in the Senior School and Sixth Form cannot wait unsupervised at school.

A member of staff will take a pupil who has not been picked up by 1.10pm to the Main Entrance, and they will be looked after until the parent arrives. Parents who continually collect their child/children late may incur a childcare fee, to cover the cost of a staff member being allocated from other responsibilities to supervise them. The same procedure will apply when a pupil is not collected from an after-school club or after-school Arabic class.

No pupil is allowed out of school unaccompanied. Likewise, no pupil who has departed at 1.00pm (Pre-Preparatory and Preparatory) is allowed back into school unsupervised. Under no circumstances do pupils leave the campus unless accompanied by a bus monitor or a parent. Pupils are not allowed to accompany friends to their homes straight from school.

Section B - Curriculum and After School Clubs

Key Stages

The curriculum follows the English National Curriculum and the Early Years Foundation Stage Curriculum (EYFS), whereby different age-band groupings are referred to as "Key Stages". A member of the Senior Primary Leadership Team leads each age phase.

| | | | |
|-------------------------------------|------------------------------|--|-------------|
| Early Years Foundation Stage - EYFS | Nursery Reception | Early Years Foundation Stage -EYFS (Pre-Prep) | Pre-Prep |
| Key Stage 1 | Years 1 and 2 | Key Stage 1 (Pre-Prep) | |
| Key Stage 2 | Years 3 to 4 Years 5 to 6 | Lower Key Stage 2 (Lower Prep) Upper Key Stage 2 (Upper Prep) | Prep School |

Homework

Homework is an integral part of the school day. It is designed to be reinforcing, motivating and supportive, rather than a chore. A summary of the school's current homework policy so far as it relates to suggested duration is included below. If a pupil seems to take far too long to complete an assignment, the parent is asked to note this in their child's homework diary or send a note to the class teacher.

Recommended approximate duration of homework assignments

Nursery 5 – 10 minutes 'reading' (from Spring Term), 3 times a week

Reception 10 minutes reading 3 days a week

Year 1 10 minutes daily reading 4 days a week

5 minutes daily mathematics (number bonds)
5 minutes daily – spellings weekly linked to phonics

Year 2 15 minutes daily reading 4 days a week
15 minutes daily – mathematics times tables
10 minutes once a week – Active Learn
5 minutes daily – spellings weekly linked to phonics

Year 3 10 minutes of reading daily
15 minutes weekly comprehension and spelling/grammar activity
10 minutes weekly mathematics activity

Year 4 30 minutes daily including reading and a range of other activities
Weekly spellings to practise

Year 5 40 minutes daily homework including reading and a range of other activities

Year 6 40 minutes daily homework including reading and a range of other activities

Class and Specialist Teachers

Each class from Nursery to Year 6 has a class teacher. The class teacher is responsible for the teaching and learning, assessment and reporting for all the pupils. In general, the class teacher teaches at least the core subjects (English, mathematics, science, geography and history) and is responsible for the production of the twice-yearly written reports to parents. Specialist teachers teach the class a range of subjects, including Music, Art, French, Arabic and P.E.

Curriculum

We teach the English National Curriculum England and Wales and make modifications due to our local context.

In Early Years (Nursery and Reception), we adhere to the statutory framework for the Early Years Foundation style (UK DfE). Pupils from Year 1 to Year 6 follow the English National Curriculum for English, Mathematics, Science, History, Geography, Design Technology, Computing, Art, Music, PE and French.

Reading Books

Pupils have access to reading books and should read regularly at home. If a book is lost, the school will charge for a replacement book.

In Years 3 – 6 and for some Year 2 pupils, they all have access to the online Accelerated Reading programme where pupils can read graded level appropriate books, take tests on content, and receive feedback.

Reporting to Parents

Written school reports are provided twice a year for the Preparatory School. We issue an Interim Report in the Autumn Term and an end of year report in the Summer Term. These reports contain information about the pupil's achievement in each subject area, as well as comments about his/her social development.

Library

All pupils visit the Preparatory school library each week. They can choose a book that can be taken home. If a book is lost, the school will charge for a replacement book.

Assemblies

We hold Pre-Prep and Lower and Upper Prep School weekly assemblies. Parents are invited to attend some assemblies, especially year group led assemblies. Assemblies are secular, though they may refer to world festivals.

Arabic Classes

Arabic classes are held each weekday afternoon from 1.15pm until 3.00pm for Pre-Preparatory and Preparatory School. Fees are charged separately for these classes. The nature and number of classes can change annually in response to demand for places. Parents must ensure adequate transport arrangements for their children at 3.00pm and that the children have sufficient snacks and drinks to see them through the long school day.

After School Clubs

The school organises a range of after school clubs activities for pupils. Preparatory School clubs operate from 1.10pm to 2.00pm with a few finishing at 3pm. The clubs offered change each term. The returnable request slips are on the school website and must be completed and returned to the class teacher.

A pupil cannot change their club allocation without checking availability, and a further permission slip from a parent. If pupils cannot attend a club for any reason, then a parent must inform the relevant PA so they can amend the attendance register for that week. Pupils in certain clubs, which thrive on continuity, e.g. choirs and school bands are expected to attend for a full school year.

Occasionally a small charge is levied for a club, e.g. cookery or craft, where special materials have to be purchased.

It is crucial that parents arrange adequate transport after school at 2.00pm if their children are involved in clubs, and that they are collected promptly. If pupils are collected late, they may be removed from the club.

Instrumental Music Tuition Programme

We offer tuition in piano, clarinet, flute, saxophone, violin, viola and music theory. Pupils enrolled in the programme receive lessons of 30 minutes duration delivered weekly on a cycle of 30 throughout the academic year individually or in a small group (maximum 3, subject to availability of suitable pairing). Lessons are timetabled during the school day on a rotational extraction system to ensure they do not miss the same curriculum lesson each week. Our instrumental music programme at BISAK follows the same model as used in UK schools.

Staff tailor lessons to the individuals' needs and requirements. We teach the western notation and lessons include technique, repertoire, improvisation, theory and aural skills. Pupils may take examinations following the Associated Board of the Royal Schools of Music (ABRSM) graded syllabus (Grades 1-8) in Bahrain at an additional charge. Please see www.abrsm.org for more details.

Following successful enrolment, an invoice, tuition agreement and timetable will be issued. Fees are paid in termly blocks and payment must be returned to the Finance office before the first lesson.

Individual lessons = SAR1400 per term

Group lessons = SAR930 per term

Please note that we do not provide refunds or replacement lessons for timetabled lessons missed due to pupil illness or emergency school closure.

Enrolment for Music Tuition

To enrol your child in the programme, please complete the Instrumental Music Tuition Enrolment Form (available from the front office, the Music Department or to download from the school website). Please return the form to school Music Administrator, Instrumental Tuition Programme Enrolment. On receipt of the Enrolment Form, we will advise you if your child has secured a place on the programme or if they are on the waiting list.

Section C - Communication between Home and School

Absence from School

If a pupil has been or is to be, absent from school for any reason, the absence must be accompanied by an email, or a written and dated note from the pupil's parent or guardian, addressed to the class teacher. For illness exclusion times see "Medical/Health". Ordinarily, the school does not grant extended holidays during term time. We expect pupils to maintain an attendance of at least 95%.

Please email to pupil absences to PreparatoryPA@bisak.org

School Calendar

You will receive a copy of the term calendar at the beginning of each term as an aide-memoir to anticipate events that you may wish to put in your diary. The calendar is also regularly updated on the school website.

Homework Diary

For pupils in Years 1 - 6 a reading record or homework diary as appropriate, offers ways for both school and parent to communicate with each other. Nursery and Reception children have a home school communication book. We encourage regular dialogue between parents and staff, as this often pre-empts any potential misunderstandings between home and school.

Newsletters

The Head of the Preparatory School produces a weekly newsletter and an awards newsletter on Thursdays which is distributed by email. A whole school newsletter is produced and emailed at the end of each month during term time.

The newsletter is the school's primary communication device and generally contains items of crucial interest and importance, e.g. dates for forthcoming events, meetings and productions. If you do not, for some reason, receive the newsletter, please check your email address is correct by logging into your SIMS account (see 'SIMS') and amend if necessary or download from the school website.

It is essential that we have up-to-date emergency contact details for all our children in school. It is also important that if either parent is out of the district or the Kingdom, we are made aware of this, and if possible, have another contact provided. This enables the school to provide the best possible support for your children. Please ensure that your contact information is current using your SIMS gateways log in.

Emergency Contact List

If the school had to close unexpectedly, parents would receive notification through an Emergency SMS system. Parents must register their current mobile phone numbers and email addresses on SIMS.

If parents need to contact the school urgently if an emergency arises about their child, they should contact the Prep office.

Section D – Pupils’ Well-Being

Pastoral Support

The school offers additional pastoral support for nominated pupils. Teachers refer pupils for additional pastoral provided by our staff. All meetings are confidential unless otherwise agreed between pupil, pastoral care and parent. The nominated Safeguarding Lead is kept informed of the pupils who have been seen by pastoral care. Only where Pastoral Care considers a pupil's wellbeing to be at risk, will they divulge details of those meetings or will refer details of the meeting/s to other parties.

Part of the school pastoral advice service is also to provide help to groups of children to explore and set goals about treating each other well. The aim is to build trust and assist all pupils to communicate positively and effectively. These sessions usually take place when time permits.

Medical/Health

The school employs nurses who work from a fully equipped medical room. They are responsible for the overall provision and maintenance of a healthy and safe environment.

The school has many first-aid trained personnel on the staff that can be called upon to support the nurse in case of emergency.

Food

Pupils bring their snack to school in lunch boxes. Parents should ensure that these boxes are adequately labelled and contain a range of healthy foods and snacks. All pupils should bring a labelled water bottle to school every day, containing fresh water.

Pupils must not bring nut or nut products into school. (e.g. peanut butter, dates or products containing any nuts or sesame seeds).

No canned or bottled drinks are permitted and the school does not encourage the inclusion of sticky or sweet foods such as chocolates and cream cakes. Pupils in Years 3–6 may place an order with the canteen. Orders are collected after Registration and delivered to the classroom before 1st break.

House System

Each pupil is placed in a “house” when she/he arrives at BISA. The houses comprise groups of pupils organised vertically through the full age-range and thus allow for some mixing of the year groups. Where possible we place siblings in the same house. The names and colours of the houses are:

Dolphin
Blue

Scorpion
Green

Oryx
Yellow

Fox
Red

The house provides a focus for healthy competition in the school. Pupils can earn house points for special effort or attainment, while sports and swimming events and other competitions are also point-earners. House membership does, therefore, provide the pupils with extra motivation to try their best and also gives the pupil a sense of belonging to a group larger than his/her own class.

Early in Autumn Term, the pupils elect their Key Stage Captains for the year. Aspiring house captains (drawn from Year 2 and Year 6) have the opportunity to canvas support at the annual elections which usually take place in September.

The registrar allocates pupils to houses, keeping an overall balance.

Pupils can also earn house points for special achievement and/or effort in class. The names of class house point winners are published on a weekly, retrospective basis in the Awards Newsletter for Preparatory School.

Pupils' Behaviour

Pupils from BISAK must display high standards of personal and social responsibility, while inside the school grounds and transiting to and from the school. Class teachers are most closely associated with the pupils on a daily basis and deal on the spot with minor behaviour issues. The school's Behaviour for Learning Policy makes clear to staff and pupils the consequences for actions which fall outside the school's expectations.

Lost Property

There is a lost property box which is based in the Main entrance foyer. Parents are able to check the box at the beginning and end of the school day. The lost property is cleared out at the end of each term. It is important to please label all items to ensure they are returned to their owner.

Section E – School Uniform

Pupils in BISAK from Nursery to Year 6 are expected to wear a full school uniform. Tights, for girls, are not practical. Shoes/trousers should have Velcro fastenings. Pupils who are too young to tie their shoelaces should come to school with shoes with Velcro fasteners.

Watches may be worn (except Smart watches), and girls may wear single studs. Other items of jewellery are not allowed. Girls wearing studs will have their ears taped over for PE events, as PE staff are not permitted to remove pupils' ear-studs (see "Physical Education").

All pupils must wear school sun hats when outside during breaks. The school hat is available from The Uniform Shop, (see "Shop"). If a pupil fails to wear her/his hat outside while in the sun, she/he will be asked to stand in the shade and may lose break-time privileges.

All uniform listed should be **bought** from school, unless stated as provided as the preferred option ("PO") or not provided ("NP").

| Pre-Preparatory School: Nursery | |
|---|--|
| Girls | Boys |
| Red Polo Shirt | Red Polo Shirt |
| Navy pull up trousers or shorts (NP) – elasticated waist – no buttons/zips. No jeans. Black smart, formal, polishable shoes (NP). No sandals / open toed shoes. | Navy blue trousers or shorts (NP) Navy pull up trousers – elasticated waist – no buttons/zips. No jeans. |
| Pre & Preparatory School | |
| Navy/White Stripped Dress | Stripped navy/white Shirt |
| Navy Pinafore Dress | White Polo Shirt with Blue Edging |
| White Polo Shirt with Blue Edging | Navy Trousers or Knee length Shorts. No jeans (NP) |
| Navy Trousers or Knee length Shorts (NP). No leggings under dress. No jeans | Red Jumper or Cardigan |
| Red Jumper or Cardigan | |
| White socks / White navy tights / Plain black low heel shoes (Velcro or Buckle). No sandals / open toed shoes. Black smart, formal, polishable shoes (NP). No sandals / open toed shoes. | Navy socks. Plain black velcro shoes. Black smart, formal, polishable shoes (NP). No sandals / open toed shoes. |

| Whole School Purchases |
|--|
| Plain Black Games Shorts; PE shirts (House Colours) Hat in navy with logo; Fleece from 3 years to XX large (to only be worn outside); Backpack; Gym Bag; Water Bottle and a BISA Pin Logo Badge. |
| PE |
| White socks. Tracksuit trousers (plain black) Trainers – Nursery to Year 2 (Velcro) – Year 3 to Year 6 (Velcro / Laces) |
| Swimming |
| Boys – navy, plain trunks. Girls – navy, one piece. Towel. |
| Jewellery |
| Watch (optional), no smart watch. Earrings – girls only – small, plain stud. (Removed for PE days). No other jewellery. |
| Hair |
| Tied up if longer than shoulder length. Navy/blue discreet hair band. Navy hijab - from Y5 only. No other hair accessories, except a plain, navy clip to pin back a fringe. |

Uniform Shop

The uniform shop is onsite and is open Monday, Tuesday and Wednesday 7.30am – 9am. The price list is available on the website. If you wish to pre-order download the form, fill in and drop it into the front office with the correct amount of money, where it will be processed during opening hours and given to class teachers for Pre-Preparatory and Preparatory schools.

Section F – School Fees

Fees

The Governing Body determines annual tuition fees for Arabic and mainstream provision for the following year in advance during Spring Term (formerly known as Term 2) of the current year, and we inform parents before the commencement of Summer Term (formerly known as Term 3).

Tuition fees for Arabic and mainstream classes are payable termly in advance. The Finance office issues a schedule of payment dates. A pupil could be asked to stay away from school if the fees are not paid by the due date. No pro-rated fees are possible; we will, however, be willing to work with any parents experiences difficulties in paying the fees, in the first instance, they need to contact the Bursar@BISAK.org.

All fees, except in exceptional circumstances, should be paid through the bank; however, the school does deal with cash in this context. The school's Finance office deals with all banking, and other, questions relating to fees.

Subject to the circumstances of the case, a refund of tuition fees paid may be made provided that the fees have been paid by the due date and the school receives in writing an application for the child's withdrawal and refund request by the following dates:

- by 1st August for Autumn Term withdrawal
- by the close of business on the last working day of the preceding term for Spring and Summer Terms

We refund by cheque or bank transfer (the parent will meet any bank charges incurred).

Please email the following for Fees enquires: SchoolFees@bisak.org

Finance Office

The Finance office is open each school day from 7.30am to 2.15pm.

Section G – Safeguarding

Safeguarding Policy

The BISAk Safeguarding Policy can be found on the school website.

Photographs

Parents are allowed to take photographs or video of their children during sports days, assemblies and concerts. However, parents must not take photographs or video of pupils on the playgrounds before or after school. Any photographs taken can only be for personal use and should not be posted on social media websites, where it includes other pupils who are not in their family. No videos of any school event should be uploaded onto social media websites.