



THE BRITISH SCHOOL
ALEXANDRIA
— since 1984 —

Handbook for Parents

Prep School

Academic Year 2019 - 2020

Years Three to Six – Times of the School Day

8:05 – 8:10	Registration
8:10-8:30	Spellings, Handwriting and Maths
8:30 – 9:25	Lesson 1
9:25 – 10:20	Lesson 2
10:20 – 10:40	First Break
10:40 – 11:35	Lesson 3
11:35 – 12:30	Lesson 4
12:30 – 1:10	Lunch Break
1:10 – 2:05	Lesson 5
2:05 – 3:00	Lesson 6
3:00 – 4:00	ASAs

School Day 8.00 am – 3.00 pm

ASAs 3.00 pm – 4.00 pm

Years 3-6 are on the Hypatia campus. All classes follow the same lesson times.

Hypatia Campus – Early Morning Procedures, Break times, End of School day

Early Morning Procedures

Students should be at school by 8.00am. Children will go straight to their class where their class teacher will be ready and waiting to commence learning at 8.05am.

Students should not be in classrooms unless supervised by the class teacher.

Any student who arrives after 8.05am will collect a late pass from the school security team on arrival to school. It is imperative that students' attendance is recorded into the register for health and safety reasons.

Please make sure children arrive promptly as they miss valuable lesson explanations if they are late and cause disruption to lessons.

Break times

Please provide a healthy and balanced lunch for your child every day.

A healthy lunch should consist of sandwiches, fruit, yogurt, a drink (no cans or glass bottles please) and a bottle of water. The children have access to water fountains and are able to refill their own bottles when necessary. **Any sweets, chocolates or crisps will be confiscated and will not be given back.**

Please make sure that children have enough healthy food for two breaks.

The children will play outside daily. They are provided with a range of toys, games and materials with which to make the most of this fun time with their friends. They are supervised at all times by members of staff.

Students should ask to go to the toilet so that the teacher or teaching assistant has knowledge of their whereabouts.

If a child has a concern over another student they should report it immediately to the teacher or teaching assistant on duty. Depending on the incident the adult may inform the class teacher and disciplinary action may be taken. Accidents will be recorded in the Accident Book and a note will be written in the child's Homework Diary.

If it is a wet break then students will remain in classrooms and be supervised there.

End of School Day

At 3:00pm the teacher or teaching assistant from each class will be on duty to assist with the safe exit of students and we have taken the following steps to make it less congested.

- Students who are remaining for After-School activities should proceed straight to the location of their After-School activity. Children who are awaiting parents or drivers should remain on the hardcourt.
- Parents who meet their children should wait outside of the school gates, making sure the exit is not blocked.
- Students who are waiting for drivers should line up until they are called for when the security has recognised the driver.

We advise that all students are collected. However, if your child is in Year 6, please inform the Head of School, Mr Brady (in writing), if you permit your child to walk home.

If your child is to go home with anyone different please inform the class teacher or Ms Nour via email.

Children will NOT be allowed to leave school with anyone different, even a friend from school, without written permission from the parent.

Hypatia Campus - Dropping property off for Students

In order to minimize disruption to the school day we do not allow forgotten items to be dropped off at school including PE kit, Homework or musical instruments. The security staff are on duty for security reasons. If your child has forgotten their lunch you will, of course, be allowed to bring this in to school.

Teachers are **NOT** allowed to administer medicine to children. Please do not send in any medicine with your child in case it is lost or misused. If your child needs to take medicine during the school day, then a parent needs to come in to administer it. In exceptional circumstances we may agree to the School Doctor administering medicine with parental permission, but this is not usual.

Hypatia Campus – After School Activities

After School activities (ASAs) are available to children throughout the week. These take place between 3:00pm and 4.00pm unless otherwise stated. The ASAs will run in tandem with Religion and National Studies programmes as part of the Arabic curriculum, for each year group.

After School Activities

Activities **usually** start in the **second week** of each term and are not held during the **last week** of term. Your child will receive an email/letter asking them to choose an activity. Parents will be informed of the ASA selected and the day.

Once signed up, students are expected to attend the activities each week and a register will be taken. There is no option for children to swap ASA's after they have been assigned to a club. Please write a note in their diary if your child is unable to attend.

Please ensure that you collect your children promptly at the end of the activities. The teacher in charge will remain with the children until they have all been collected.

Hypatia Campus - Homework Diaries & Google Classroom

On a day-to-day basis, the student or the teacher will copy homework set into the diary or Google Classroom. **Parents are requested to check the diary and Google classroom daily.** This is to ensure that the student has done the homework. Parents should also email classroom teachers if students found their homework difficult, needed assistance or were unable to complete homework due to other circumstances.

The class TA checks the diaries every day. Comments may be written praising good behaviour or to report misbehaviour. Teachers may also write a note in the diary/email to request a meeting with a parent.

Hypatia Campus - Homework Schedule

Homework plays an important part in helping our students become independent learners and to develop a disciplined attitude towards schoolwork. It also enables the school to foster home/school co-operation and understanding. Regular homework establishes a familiar routine for students and parents and is set to reflect the age and capability of the students involved.

Flexible Homework Timetable

Homework will be set by class teachers on a regular basis and will include spellings, reading, maths, English and other curriculum areas.

Year 3	Daily reading Weekly spellings Approx 30 minutes h/w a night
Year 4	Daily reading Weekly spellings Approx 40 minutes h/w a night
Year 5	Daily reading Weekly spellings Approx 50 minutes h/w a night
Year 6	Daily reading Weekly spellings Approx 1 Hour h/w a night

- Students in Years Three to Six will also receive homework once a week for French and occasionally for Science or other curriculum areas.
- Teachers of Arabic normally set around 10 – 30 minutes of homework per night.
- Parents should inform staff, through the diary/email if their child is spending too long on homework or is struggling with the content.
- Staff will inform parents through the diary/email if homework is not completed, or of a poor standard and the student will be asked to complete the work during their break time.

Hypatia Campus - PE Arrangements

On PE days students should arrive in school uniform. Children will have time to get changed into their PE kit. **No earrings, bracelets or watches should be worn.** Students participate in PE outside and are therefore required to bring water and sun protection.

All children are expected to participate in all PE activities, including swimming. Children who are not well enough to participate in PE should not be in school, but if there are exceptional circumstances please write a note in the school diary. They will still go to the lesson, but will sit and read, or watch or be involved in activities in other ways e.g. refereeing, scoring etc.

Hypatia Campus - Use of the Library and Reading Books

Hypatia campus has a very well-stocked library with books carefully chosen to stimulate interest even amongst the most reluctant readers.

In Prep we use the Accelerated Reader Scheme. All books in the library are labelled in decimal scales to match the program. Children then choose books that are within their assessed reading scale. Teachers also encourage the children to read in a variety of contexts, within the lesson in group reading tasks (guided reading), reading out orally in class, on a 'one to one' basis, quiet reading times, and when researching topics.

Our library also has sections of free reading books which encourage the children to stretch their imaginations by introducing them to myths and legends, poetry, plays, adventure stories, ghost stories and stories from History. They can also choose non-fiction books to extend their knowledge of the world. Children can change their book during their class library time.

Sometimes books are not returned to the library and at the end of the school year we often find our library is depleted. **We would appreciate it if all parents would check that any books found at home are returned to us.** Books which are lost or spoilt need to be replaced, and so a charge is made to cover the replacement cost.

We encourage parents to listen to their children read at home and ask them questions about the book.

We cannot over-emphasise the importance of reading widely, experiencing varied texts to encourage children to become fluent readers who are able to form their own opinions and ideas.

Hypatia Campus - Rewards System

In Prep School we believe that praising and rewarding children is a positive tool in the learning process.

During weekly assemblies a student from each class will be awarded a certificate for being 'Student of the week'. In the assembly their class teacher will state why the child has earned the award.

All children are allocated a House team when they join the school and activities and competitions take place during the year where children take part in their House teams and earn points as a group. A House cup is awarded at the end of the year to the House with the greatest number of points. A cup is awarded to the best performing house at the end of each week during assembly time.

Enrichment time is every Thursday where students have the chance to take part in an activity in which they will develop a skill. Each child will be able to choose an activity of their choice. If a child has misbehaved they will miss some of the activity in order to reflect on their behaviour in a separate room.

Hypatia Campus - Discipline & Sanctions

In Prep School we have consistent procedures for dealing with discipline problems.

Class teachers deal with any problems within their classrooms and are also responsible for all children during break times. There are staff members on duty at every break time, supervising them and they deal with any problems that may arise.

Whilst behaviour is generally very good at the British School, Alexandria, there are occasions when children forget to behave appropriately. If a child misbehaves, we will record the incident on our internal system and allow the child to reflect on the behaviour during Enrichment time. The amount of time the child needs to reflect will depend on the incident or the number of times poor behaviour has been noted. This may be 5, 10 or 15 minutes of the session.

If a child has not completed homework or it is of a poor standard the class teacher will keep them in during the first break, 10:20am-10:40am, in order to complete their homework. **This detention is not for poor behaviour.**

If a child has been extremely poorly behaved in an isolated incident (eg violent/swearing) they automatically can be given an after school detention. If a student has missed Enrichment time three times and done something extra on top of this, then they will need to attend the after school detention on a Thursday which is from 3:00pm-4:00pm each week. The procedure is the class teacher must inform parents and record it on ISAMs under Prep concern and behaviour. If the child

has an ASA on a Thursday they automatically miss the activity. If a child misses an after school detention they will be put into the following week's detention.

Very rarely, incidents occur of a more serious nature and the Head of School is then asked to deal with the matter. If any problems cannot be resolved then the HoS will inform the Principal who will take appropriate action.

Hypatia Campus - Birthdays

Although the school day is very busy, we do appreciate that sometimes children might wish to celebrate their birthday at school. If this is the case, please contact the class teacher via email to arrange the best time. Your child's teacher will then send you what preparations are needed. We allow a maximum of 20 minutes for these occasions.

Hypatia Campus – Year 6 SATs

When students arrive in Year 2 or Year 6, we prepare them for the Standard Assessment Tests (SATs) which will take place in May/June of the following year. The children are tested in English and Maths. Parents will have opportunities to talk with the class teacher about the tests and the marking system used. Throughout the year the teacher will be in close contact with the parents to report on their child's progress.

In the 3rd term students in Years 3, 4 and 5 will undertake assessments in all subject areas.

Hypatia Campus - Transition from Year 6 to Year 7

Moving to another Key Stage can be quite unsettling for some students. At the British School, Alexandria, our aim is to make the transition as smooth as possible.

The transition from Prep School to Senior School is a difficult one for some children as they move from just having one teacher to having several subject teachers. The British School, Alexandria has organised a number of transition days in Term 3 where the children in Year 6 will go to the Senior school. They spend the days having typical Year 7 lessons and meeting subject teachers who will give them information about expectations in Senior School and answer any questions the students may have.

Hypatia Campus - The National Curriculum and Methodology

At the beginning of the year we hold Parent Information Meetings (Coffee Mornings). At these meetings we discuss our methods of teaching and class teachers will also discuss their expectations and routines. We also prepare Curriculum Overviews which outline the topics covered over the term and these are published on the school website.

You will see that our 'topics' are wide and varied and have been adapted to suit the needs of an International British School.

Our methodology is not test-based. Teachers are observing, appraising and assessing on a continuous basis during every lesson. Our planning has clear objectives and outcomes. Children who are struggling will be identified and planning altered to take into account their individual needs. Extra reinforcement lessons may be arranged with our learning support assistants. All children are encouraged through positive reinforcement to extend their learning experience.

Children learn through real-life experiences and we pride ourselves on teaching children to be independent learners who are able to think for themselves and ask questions of the world around them.

Rationale: All members of the school community- students, parents and school staff alike- wish to be valued, heard, informed and understood. At times, tensions arise that could be avoided if everyone follows set procedures.

- 1) We welcome parent input in school. Please come to coffee mornings, parent teacher conferences, assemblies and events so that school staff can share their work and ideas with you. If you would like to volunteer to help out in school- for example, working with a small group, listening to children read, helping in the library, running a lunchtime club- please let your child's class teacher know.
- 2) Please put any communications in your child's homework diary and ask your child to make sure it is read. The class teacher will respond on the same day. Alternatively, you can email your child's class teacher. We will endeavour to reply as soon as possible but definitely within 24 hours.
- 3) If you have an urgent need to see the teacher, please contact the office to arrange an appointment, explaining why it is urgent. We will endeavor to arrange an appointment within 24 hours.
- 4) Please do not approach the teaching assistants for information about your child, it is not a part of their role in school, all questions should be directed to the class teacher.
- 5) If the teacher needs to discuss a matter with you, the campus administrator will call you. We will always try to fit a meeting into your schedule and try to give you 24 hours' notice, but this may not be possible in the case of a serious discipline issue.
- 6) Parent teacher conferences are scheduled twice a year and written reports are sent home twice a year. These are carefully spaced in order to give children a chance to work on targets and to make progress. More regular updates are unlikely to be useful.
- 7) In the unlikely event that your issue has not been solved by the class teacher, please make an appointment with the Head of School. If you are still not satisfied, then the Principal can

be contacted. Most issues can be dealt with at a class level, so please follow the steps in order to ensure that things are dealt with swiftly and efficiently.

- 8) All members of school staff will speak with you pleasantly and politely. Please do the same in return. Shouting and demanding creates unnecessary stress, especially when we are all working towards the same goal of happy, well-educated children who are supported socially, morally and academically.
- 9) The School would ask you to ensure that your child arrives on time, has the correct equipment each day and that they are wearing the correct uniform. We reserve the right to ask you to collect your child if they do not meet with these requirements.
- 10) If you have suggestions to improve the school, please discuss them with your child's class teacher. The school cannot promise to act on every suggestion but good ideas and new innovations are always appreciated!