



THE BRITISH SCHOOL
ALEXANDRIA
— since 1984 —

PARENTS' HANDBOOK

SENIOR SCHOOL

2019-20

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Timings of the School Day

Activity	Times
Arrive at school	07.55 – 08.05
Tutor time*	08.10 – 08.25
Period 1	08.30 – 09.25
Period 2	09.25 – 10.20
1st Break	10.20 – 10.35
Period 3	10.40 – 11.35
Period 4	11.35 – 12.30
2nd Break	12.30 – 13.05
Period 5	13.10 – 14.05
Period 6	14.05 – 15.00
Period 7**	15.15 – 16.00

* Mondays – Assembly at 08.10

** Ministry of Education National Studies lessons

Early Morning/Break Times/End of the School Day Procedures

Early Morning Procedures

All pupils must enter through Euclid gate and should arrive at school between 07.55 and 08.05, to be seated in their Form rooms at 08.10. Any pupil arriving after 08.10 is considered as late. On Mondays, in order to start the weekly Assembly promptly, pupils need to be seated in the Hall by 08.10.

At BSA, we consider that punctuality is a key life skill which should be instilled from an early age. Therefore, any pupil arriving after 08.30 will not be allowed to stay at school and parents will be asked to come and collect their child. In the event that a parent is not able to collect their child, s/he will remain in the Library for the day.

We also deem that regular attendance is extremely important and a key to success. Therefore, please try to ensure that any medical appointments are after school and that children are only absent for genuine reasons. If a child is absent or needs to leave school during the day, Ms Nadine the Senior School Campus Administrator must be notified by e-mail.

It is imperative that pupil's attendance is recorded in the register for health and safety reasons so any pupil who does not attend registration must report to Ms Nadine.

Break Times

Pupils may freely move around the common areas of the school at break times. Pupils are not allowed into classrooms, the hall or the gym unless there is a teacher with them. There are five members of staff on duty, one in Heron garden, one in the hard court area, one in the gym, one on the roof and one touring around the school. When it is a wet break, all pupils should use the school hall, the covered roof area or the gym.

Snacks and lunch may be eaten anywhere provided rubbish is put in the bins. A balanced snack and lunch from home is one option (chocolate, sweets and fizzy drinks are not allowed) and another is buying food from the Snack Shack canteen. Pupils should bring a water bottle to school which can be refilled during break.

End of School Day

At 15.00 there is a teacher on duty to assist the school security guards with the safe exit of pupils. All pupils must leave school by the Euclid gate. Pupils going home with a driver or parent must wait below the steps to the gate until collected. Pupils walking home independently must have handed in the parental permission slip for this and should exit the school promptly and go straight home. The school does not take responsibility for pupils once they have left the school premises but expects responsible behaviour from them.

Role of the Form Tutor

Every pupil is a member of a Form. The Form Tutor is responsible for checking the register in the morning, for checking homework diaries, carrying out administration and helping to prepare pupils for the school day. The Form Tutor is a pupil's first point of reference to discuss any problems that s/he may be experiencing.

The Form Tutor is also a first point of communication for parents and this can be done via e-mail. The Tutor will then involve other members of staff if and when they feel this is appropriate and, if necessary, a meeting can be arranged with parents. Please use e-mail to contact Form Tutors and only telephone the school if there is a genuine emergency or an unexpected event.

Timetables and Homework Timetables

All pupils are given a laminated timetable with their homework slots highlighted. The setting of homework enables pupils to expand their learning and encourages self-motivation and self-organisation. Pupils have a responsibility to complete all homework set and to ensure that it is handed in promptly on the due date. In Lower School, each subject should take about 30 minutes to complete and in Upper School about 45 minutes. The timetables and homework timetables are given at the end of this booklet in Appendix 1, with homework slots being shaded in grey.

PE Arrangements

Physical Education (PE) is an important part of the curriculum. Pupils learn and develop their physical literacy through a range of sporting, fitness and health-related activities. Pupils are expected to take part in all aspects of the PE programme. Any pupils unable to

participate in a normal manner must be in their PE kit as normal and will be given a different activity to complete. This can include, but is not limited to, being coach, team manager, analyst, or statistician. Non-participating pupils must bring a note from home explaining the medical issue

Pupils are expected to wear school PE kit (bought from the uniform suppliers). There are changing facilities at school so pupils should change into their school uniform when they have finished their PE lesson. They must change into complete school uniform and not a mixture of PE kit and school uniform. If pupils have a PE lesson in Period 1, they can come to school in PE uniform and then get changed after the lesson. Conversely, if they have PE during Period 6, they can leave school in PE kit.

School Uniform

All pupils must wear the correct school uniform and failure to do so will result in the pupil being given a referral and/or a detention. The school uniform is essentially a red school polo shirt and navy blue school shorts, skirt or trousers and black leather school shoes (not trainers). The only jewellery that is allowed are a watch, a necklace of religious significance worn below the polo shirt and one pair of stud ear-rings. If a pupil has more than one pair of ear piercings, the studs must be clear plastic ones. Full details of the school uniform are on the school website.

Praise and Rewards

Rewarding pupils is essential to all facets of school life and is the positive side of our behaviour strategies. We reward pupils by teacher comments, both verbal and written, and by a House point system, the latter forming a significant part of our rewards system. House points are given for outstanding effort or behaviour and are recorded in our school recording system. Bronze, silver, gold and platinum certificates are awarded when a certain number of House points has been achieved. There is a Prize-Giving ceremony once a year where excellent attendance, behaviour and work are recognised.

Discipline and Sanctions

We always expect the highest standards of behaviour from all our pupils but if a pupil behaves in an inappropriate manner, we follow our lesson behaviour policy which is outlined below.

The referral system

Pupils are given levels for each lesson they attend. All pupils start with a Level 2 and if their behaviour and contribution to the lesson are exceptional, a Level 1 is given; if their behaviour falls below expectations, a Level 3 (or 4 or 5) is given.

Normally pupils must raise their hand if wishing to speak in class. If a pupil interrupts the flow of a lesson by calling out, a warning is given. If there is a second occurrence, a Level 3 is given. For submitting homework that is incomplete, late or unsatisfactory or for speaking a language other than English, a concern is given and ensuing detentions are initially handled by subject departments. If homework is not completed or is unsatisfactory, the relevant subject teacher will decide the appropriate course of action which may result in an after-school detention.

Sanctions work on a five-day cycle, starting on the first day that a Level 3, 4 or 5 is given. If a pupil gets one Level 3 in a lesson, the subject teacher will have a 10-minute restorative

conversation with the pupil which will be held either at break time or at 15.00. If a pupil receives three Level 3s in a five-day cycle, or two Level 4s or one Level 5, parents are contacted and the pupil has an after-school detention on Thursday. In addition, if a pupil receives a level 5, s/he is in detention that day until 15.30 with a Deputy Head.

All pupils who have a Thursday detention for behavioural reasons (not for being late) will be monitored the next week on a daily basis. If they receive a level 3, they will be in detention the next day until 15.30 with a Deputy Head and this will continue all that week.

Unless there are exceptions circumstances, the pupil must attend on the day set for his/her detention and we expect parents to support us in this. Detentions last until 16.00 and parents and pupils will be informed of the detention 24 hours in advance by e-mail.

Punctuality

Any pupil who is late for school ie arrives between 08.10 and 08.30, has a lunchtime detention and if s/he is late twice in a week, s/he will have an after-school detention on Thursday until 16.00. Parents and pupils will be informed of the detention 24 hours in advance by e-mail. If a pupil is late to the lunch time detention or fails to turn up, s/he receives an automatic after-school Thursday detention that week.

All pupils who have a Thursday detention for being late will be monitored the next week on a daily basis. On each occasion that they are late, they will stay that day until 15.30 with a Deputy Head and this will continue all that week.

Mobile phones

Pupils are allowed to bring mobile phones to school but these must be put on silent and kept in their bags during and in between lessons and Assembly. If a mobile phone disrupts a lesson, the phone will be taken and returned to the pupil at 15.00 on Thursday of that week, irrespective of the day on which it was confiscated. If a mobile phone is being used in between lessons, the phone will be confiscated.

Assessment and Reporting to Parents

A wide variety of assessment procedures is used in Senior School. These include class work, homework, projects, tests and examinations. Parents are kept informed of their child's progress via comments in exercise books, two parent's evenings per year and four short reports (October, January, March and May) and one long report issued in June. Formal examinations are held twice a year, in January and in June.

Equipment

All pupils are expected to attend school with the appropriate equipment required for their lessons. A minimum equipment list is as follows:

- 30cm clear rigid plastic ruler
- HB writing pencils
- Pencil eraser
- Pencil sharpener
- Blue or black handwriting pens
- Orange pen
- Colouring pencils
- Two highlighters

- Maths set (including protractor and pair of compasses)
- Glue stick
- Scientific calculator
- USB memory stick (minimum 1GB)

In addition, **at home**, pupils should have access to a good English dictionary and a Thesaurus, a French dictionary, a printer and the following Art equipment which is available from El Shimi Art shop on the tram in Gleem:

- Drawing pencils (HB-8B)
- Chalk pastels
- Black drawing pens (0.2,0.5 and 0.8)
- PVA glue
- Black, blue and red ballpoint pens

For those pupils who have opted for Art in Years 10 and 11, the following additional equipment is required (available from El Shimi Art shop):

- Acrylic paints in tubes
- Paintbrushes (filbert and round)
- Water colour pencils PVA
- Oil pastels (Dong-A brand)

A **laptop** can only be brought into school with a teacher's permission for use in his/her lesson. It must be handed in to the teacher concerned when the pupil arrives at school and collected at the end of the day.

Pupils should not bring any expensive items to school as the school accepts no responsibility in the case of loss.

Transition from Lower to Upper School

When Year 9 pupils have completed the Lower School Programme of Study, they move to Upper School and study GCSE/IGCSE courses. In order for an informed decision to be made, we hold an Options meeting in March, as well as providing a Year 9 Options Booklet.

GCSE/IGCSE Examinations and Coursework

The IGCSE/GCSE courses offered at BSA are outlined in the Year 9 Options Booklet. The bulk of IGCSE/GCSE examinations are taken in May and June of Year 11, and are organised by the British Council. An examination fee is charged by the British Council which is paid in total by parents.

Post-16 Education

The provision of post-16 education is part of BSA's development plan and we are currently offering a range of Advance Subsidiary (AS) and A level courses – Arabic, Art, Biology, Business Studies, Chemistry, Geography, History, Information Technology, Maths and Physics. The courses offered depend very much on pupil demand and teacher availability. Parents are encouraged to contact university faculties early in Year 11 to check specific AS and A level subject course requirements.

Contacting the School

If you need to contact the school, please do so via e-mail in the first instance. If you need to contact us urgently, telephone the main switchboard on 03-544-5426 and then choose the option for the Senior School department and you will be put through to the Senior School Campus Administrator, Ms Nadine. We are always very willing to meet with parents but an appointment should be arranged beforehand.

Useful E-mail Addresses

Administration

Ms Yosra Sheir	Head of Administration	admin@bsalex.net
Mr Hafez El-Agaty	Head of Finance	hagaty@bsalex.net
Mr Adham Belal	Finance – Fees and Trips	abelal@bsalex.net
Ms Manal Saber	PA to Principal	info@bsalex.net
Ms Aya El-Reedy	Registrar/Admissions	registrar@bsalex.net
Ms Nadine El Sharkawy	Senior School Administrator	secondary@bsalex.net
Ms Heba Selim	Exams Officer and Student Services	studentservices@bsalex.net
Ms R Hossam	Librarian and Detention Officer	rhossam@bsalex.net

Teaching staff

Mr S Abbott	sabbott@bsalex.net
Mr M Abou Zeid	mabouzeid@bsalex.net
Mr S Akin	oakin@bsalex.net
Ms J Attia	jattia@bsalex.net
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Mr N Rudd	nrudd@bsalex.net
Ms J Schloesser	jschloesser@bsalex.net
Ms S Tadros	stadros@bsalex.net
Ms M Terry	mterry@bsalex.net
Ms A Vincze	avincze@bsalex.net
Mr M Walker	mwalker@bsalex.net

APPENDIX 1

TIMETABLES AND HOMEWORK TIMETABLES

NB Ministry of Education National Studies lessons run from 15.15 until 16.00.

Y7 B	1	2	3	4	5	6
Sunday	Science	French	Maths	NS	Drama	English
Monday	French	English	Science	Geography	Arabic	Maths
Tuesday	PE	Science	English	History	Music	Enrichment
Wednesday	Geography	PE	Maths	PSHE	Art	Arabic
Thursday	Arabic	Maths	ICT	Science	English	History

Y7 R	1	2	3	4	5	6
Sunday	French	Science	Maths	NS	ICT	English
Monday	Art	English	Geography	French	Arabic	Maths
Tuesday	PE	Music	English	Science	Drama	Enrichment
Wednesday	PSHE	PE	Maths	Science	History	Arabic
Thursday	Arabic	Maths	History	Geography	English	Science

Y8 B	1	2	3	4	5	6
Sunday	French	Maths	Science	English	Geography	Arabic
Monday	History	Geography	Maths	Music	Art	French
Tuesday	Science	PE	Arabic	English	ICT	Enrichment
Wednesday	Arabic	History	English	Maths	Science	PSHE
Thursday	Drama	PE	NS	Maths	Science	English

Y8 R	1	2	3	4	5	6
Sunday	Music	Maths	Drama	English	Science	Arabic
Monday	Science	Science	Maths	Art	Geography	PSHE
Tuesday	French	PE	Arabic	English	History	Enrichment
Wednesday	Arabic	Geography	English	Maths	ICT	Science
Thursday	History	PE	NS	Maths	Science	English

Y9 B	1	2	3	4	5	6
Sunday	PE	English	Geography	Maths	Arabic	Science
Monday	Arabic	French	English	Science	Maths	History
Tuesday	Art	ICT	PSHE	Drama	NS	Enrichment
Wednesday	Maths	English	Science	Geography	Arabic	Music
Thursday	History	French	Science	English	Maths	PE

Y9 R	1	2	3	4	5	6
Sunday	PE	English	Science	Maths	Arabic	History
Monday	Arabic	Drama	English	French	Maths	Art
Tuesday	Geography	Science	Music	Science	NS	Enrichment
Wednesday	Maths	English	PSHE	History	Arabic	ICT
Thursday	Science	Geography	French	English	Maths	PE

Y10	1	2	3	4	5	6
Sunday	Maths	Arabic	French/ Literature	Biology/ History	Business Studies/ Geography	Physics
Monday	French/ Literature	Art /Biology/ ICT	English	Maths	Business Studies/ Geography	Arabic
Tuesday	Physics	Maths	Biology/ History	English	PE	Enrichment
Wednesday	Art/Biology/ ICT	Art/Biology/ ICT	Physics	Physics	Maths	French/ Literature
Thursday	Chemistry	Biology/ History	English	Physics	Arabic	Business Studies/ Geography

Y11	1	2	3	4	5	6
Sunday	Chemistry/ History	French/ Physics	Biology/ English	Arabic	Biology/ English	Business Studies/ICT/ Literature
Monday	PE	Maths	Art /Physics	Business Studies/ ICT/ Literature	French/ Physics	Chemistry/ History
Tuesday	Biology/ English	Business Studies/ Chemistry/ Geography	Biology/ English	Maths	Art/Physics	
Wednesday	Biology/ English	Maths	French/ Physics	Arabic	Business Studies/ Chemistry/ Geography	Chemistry/ History
Thursday	Business Studies/ ICT/ Literature	Art/ Physics	Biology/ English	Arabic	Business Studies/ Chemistry/ Geography	Maths

Y12	1	2	3	4	5	6
Sunday	Biology/ICT/ German/ Physics	Civics	Ministry Arabic	Biology/ ICT/ German/ Physics	Art/French/ Maths	Art/French/ Maths
Monday	Further English	Arabic/ Business Studies/ Chemistry/ Maths	University Preparation	Ministry Arabic	Biology/ ICT/German/ Physics	Biology/ ICT/German/ Physics
Tuesday	Arabic/ Business Studies/ Chemistry/ Maths	Ministry Arabic	Art/French/ Maths	Art/French/ Maths	Arabic/ Business Studies/ Chemistry/ Maths	Enrichment
Wednesday	Global Citizenship	Arabic/ Business Studies/ Chemistry/ Maths	Ministry Arabic	Art/French/ Maths	PE	PE
Thursday	Art/French/ Maths	Civics	Arabic/ Business Studies/ Chemistry/ Maths	Arabic/ Business Studies/ Chemistry/ Maths	Biology/ ICT/German/ Physics	Biology/ ICT/German/ Physics

Please note that in Year 12, pupils may be expected to do additional homework.