



Handbook for Parents

Key Stage 1

Academic Year 2024 - 2025

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Dear Parents,

Welcome to the exciting journey of Key Stage 1! We are thrilled to have your child with us and look forward to a year filled with learning, growth, and new experiences. At this stage, we focus on fostering a love for learning through a nurturing and stimulating environment where children are encouraged to explore their curiosity and reach their full potential.

Our dedicated staff is committed to supporting every child, ensuring that they feel valued and confident as they develop key skills in literacy, numeracy, and personal development. We believe that a strong partnership between school and home is essential for your child's success, and we are here to work alongside you every step of the way.

Communication between school and home is key, so please do not hesitate to reach out with any questions or concerns to your child's class teacher in the first instance. Throughout the year, we will keep you informed about your child's progress, upcoming events, and ways you can engage in their learning journey. Together, we will create a positive and enriching experience that sets the foundation for a lifelong love of learning.

We look forward to a wonderful year ahead with your child and thank you for your continued support!

Warm regards,

Mrs. Rima Ahmed
Head of Primary

KS1 team

If you need to contact the school, please use the blue homework diary, your child's google classroom or send an email to your child's class teacher. Your child's class teacher should always be your first point of call.

Name	Position	Class	Email
Ms. Evans	Year 1 teacher and SENco (SLT)	Year 1	aevans@bsalex.net
Ms. Farah	TA	Year 1	frefai@bsalex.net
Ms Deeptose	Year 2 teacher and FS and KS1 coordinator	Year 2	mdeeptose@bsalex.net
Ms Aleya	TA	Year 2	aahmed@bsalex.net
Ms Abera	Year 2 teacher	Year 2	mabera@bsalex.net
Ms Marwa	TA	Year 2	mwahby@bsalex.net
Ms Marakshy	Cover teacher	Cover teacher	selmarakshy@bsalex.net
Ms Samar	Arabic Teacher	KS1	shamdy@bsalex.net
Mr	Arabic Teacher	KS1	
Ms Amaar	French teacher	Year 2	amoustafa@bsalex.net
Ms Nelly	French teacher and Creative teacher	KS1	nbakr@bsalex.net
Ms Basma	PE teacher	KS1	bismail@bsalex.net
Ms. Alaa	Admin Supervisor	EYFS and KS1	ahesham@bsalex.net
Ms. Ahmed	Head of Primary	EYFS/ KS1 and 2	rahmed@bsalex.net

Mrs Alaa should only be contacted in case of an emergency (forgotten lunch, late pick up etc). If you need to speak with her please telephone the main switchboard on 03-544-5426 and then choose the option for the school operator (0) and you will be put through. We are always very willing to meet with parents but an appointment should be arranged beforehand.

Key Stage 1 - Early Morning Procedures, Break times, End of School day

Early Morning Procedures

Teachers and Teaching Assistants are on duty from **7.50am** to welcome Year 1 and Year 2 children into the Alexander Garden. Children must be accompanied from the car by a parent or other adult (not the security team). Please note that if your child arrives at school before this time, they will not be able to enter the school. The children will go to class to begin morning activities and be met by the class teacher or TA.

Please accompany children arriving later than **8.10am** to Ms Alaa's office so their attendance can be registered before they enter their classroom. Likewise if you need to collect your child early please email your child's class teacher, admin and Ms Deeprose at least two hours prior.

Snack times/ Lunch times

The school will provide your child with a healthy snack every day. This will consist of fruit, biscuits and milk or fruit juice. All KS1 children will need to bring a healthy and balanced lunch from home. A healthy lunch should consist of sandwiches, fruit, yoghurt, a drink (no cans or glass bottles please and no fizzy drinks) and a bottle of water. The children have access to water fountains and are able to refill their own bottles when necessary. Sweets, chocolates, or crisps (chips) are not allowed.

Outdoor play

The children will play outside twice every day. 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 teachers and classroom assistants on a rota basis.

End of school day

Children should be collected between **3.00 and 3.10pm**. Adults are requested to wait in front of the blue gate just outside the Alexandria entrance, and the children will be brought to you by the security staff. Please do not call or shout children from the gate as this can distract our staff from dismissing the children safely to you.

No child will be allowed to go with anyone other than a parent, nanny or driver of his or her family unless the teacher has received a specific request from a parent via email and in advance prior to the end of day. If your child is to be collected by someone new to us - please send a note with your child in the homework diary or email the class teacher.

In an emergency situation please contact the school admin directly via telephone who can also pass on a message to the class teachers and security.

Key Stage 1 - Dropping property off for Students

In order to minimise disruption to the school day we do not normally allow forgotten items to be dropped off at school. The doormen are on duty for security reasons. If your child has forgotten their lunch you will, of course, be allowed to bring this into 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 Nurse administering medicine with parental permission, but this is not usual and additional procedures will need to take place.

Lines of Communication

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 parent meetings, parent teacher conferences 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 email the teacher using the Engage Portal, if you have any questions. The class teacher will endeavour to reply 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 endeavour 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 and reports are set out to take place at various points of the 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 follow these steps:
 - a. Phase Leader: If you feel the issue requires further discussion or has not been resolved, you can then contact the Phase Leader for additional guidance.
 - b. Deputy Headteacher: Should the matter need further attention, the Deputy Headteacher is available to assist in finding a solution.

- c.** Head of School: For more complex issues that may require a higher level of intervention, the Head of School is available to support you and your child.
- d.** Principal: Finally, if necessary, the Principal can be contacted to address any ongoing concerns or more serious matters.

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.
- 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!

Absences

Please notify the school if your child is going to be absent from school, either by telephone on 5445426 (Ext.1), or by emailing the class teacher by 9:30 am. We will contact you if we have not heard from you by this time.

If your child is suffering from sickness or diarrhoea, they need to be clear of symptoms for 48 hours before returning to school.

Please avoid scheduling holidays during term-time. Granting of authorised absence during term-time will only be considered in exceptional circumstances.

The School Day

7:50-8:00	Gates open
8:00-8:30	Register
8:30-9:10	Session 1
9:10-10:00	Session 2
10:00 - 10:10	Snack
10:10 - 10:30	Playtime
10:30-11:40	Session 3
11:40-12:30	Session 4
12:30- 12:55	Playtime
12:55 – 13:20	Lunchtime
13:20-14:20	Session 5
14:20 -15:00	Session 6
15:00-15:10	Home time
15:20	Gates close

Healthy Eating

At BSA we strive to promote a healthy lifestyle. The school provides a healthy snack for all children each day. The children eat their snack in class under the supervision of the KS1 team after their morning break.

Parents should send their child to school with a packed lunch each day in a suitable box or bag, clearly labelled with their child's name. We encourage parents to provide their child with a balanced and nutritional lunch. Sweets, crisps and chocolate should not be included in the children's lunch boxes and, if they are, these items will be returned home at the end of the school day. We are a nut-free school as there are some children with severe allergies which could prove fatal if exposed to nuts. Teachers and support staff supervise the children at lunchtime and talk to them about the foods they are eating and about the importance of making healthy choices. Each week, one child will be chosen to receive the Healthiest Lunch Box certificate for their class.

Children are encouraged to drink water to keep well hydrated throughout the school day. Please ensure your child comes to school with a suitable water bottle, clearly labelled with their name. The children will be able to refill their bottle as required throughout the day.

For further information and healthy lunch box idea please use the two links below:

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

<https://heas.health.vic.gov.au/wp-content/uploads/2023/04/pick-mix-lunchbox-poster-1.pdf>



Uniform

It is our school policy that all children wear school uniform when attending school. KS1 children should wear their BSA PE uniforms on their scheduled PE days.

For health and safety reasons, children are not permitted to wear jewellery to school. The only exception to this rule is small stud earrings which must be either removed or covered with a plaster during PE lessons to prevent injury.

The school uniform order form and price list are available by following the links below.

- [Uniform Order Form](#)
- [Price List](#)

In case of accidents, we ask all parents to send their child to school at the beginning of the academic year with a full set of spare clothes in a bag clearly labelled with their child's name. The set of clothes should include a suitable top, as well as trousers, shorts or skirt, underwear and shoes, and each separate item should be clearly labelled with the child's name too. We will store the clothes at school for use in the event of a toilet accident or the clothing becoming wet or soiled during play. If your child needs to use their spare clothes for any reason then please make sure that you send a new set to school the following day.



Key Stage 1 – Lunchtime Clubs

All students are required to take part in one lunchtime club; this is to ensure students have the opportunity to experience an extracurricular activity. Students are offered choices on what club they can join - however there is a limit to the number of students for each club; the teacher responsible for the club will have final say if there are many students applying for their particular club. Students will eat their lunch at their chosen club and will stay with the teacher in the club until lunch time ends. Clubs cannot take place after school..

Key Stage 1 - Homework Diaries

The procedures set up in Foundation Stage (EYFS) will continue in Year 1 and 2. The diaries (Blue diaries) are used as a channel of direct communication. The teacher will write any messages to you and you are requested to respond to the teacher. Please feel free to write in any queries or messages that you have for the teacher. You will also find a copy of your child's schedule and their google classroom code.

Please check your child's Homework diary each day and sign the relevant page.

Communication with parents

Tapestry



We use an online learning journal called, Tapestry, as an interactive learning platform. It is an effective way for teachers and TAs to record and share what is happening in the classroom. Tapestry allows us to document and track the children's learning, progress and attainment with each child having their own online journal.

Engage



Engage is an online platform we use across the school. Here teachers and admins will share letters and important information such as your child's school report. Teachers will post updates on whole class learning, as well information on upcoming events and will communicate any important notices to you via this portal. This will be the school's only form of communication, where both teachers and parents can message each other. Therefore, it is imperative that you sign up to the platform as soon as possible to ensure you do not miss any information or messages.

Newsletter

You will receive whole school information, news and updates on learning in the BSA Newsletter, which is published fortnightly via engage.

Homework Schedule

The British School, Alexandria defines the term 'homework' widely to mean any work or activity which children are asked to do outside lesson time, either on their own or with parents. It is an opportunity for parents to become active partners in supporting learning

Approximate Time Allocation for Homework

Year Group	Time Allocation	Homework to Include
Year 1	10-15 minutes a day	Reading- books are changed 3x per week please sign the red diary so that we know your child has been reading. Tapestry BINGO challenges - This will consist of a range of activities and challenges for the children to complete linked to their current Topic and English/ Maths themes. Spellings -teachers will upload onto google classroom a list of words/ spelling rules for the children to practise each week at home and at school Other Online games (such as Education city), puzzles and challenges which will be shared via Tapestry and Google classroom to support the learning taking place.
Year 2	10-15 Minutes a day	Homework will run the same as in Year 1 with the addition of Timetables Rockstars (TTRS) and Accelerated Reader (AR) in Term 2 These are online platforms where the children will continue to practise Multiplication and Reading comprehension.

Likewise if your child has difficulties completing homework please write a note in the homework diary (Blue diary) or send an email to the teacher concerned.

KS1 - PE Arrangements

KS1 Children have PE sessions two times a week. This will be held in the Alexander Garden and is led by our PE teacher Ms Bassma.

The PE curriculum includes games and dance as well as physical development skills.

It is expected that all children wear PE kit on the day that they are scheduled for PE, they may come to school wearing their P.E. kit. Please ensure children bring water bottles to school every day as we will be encouraging them to drink regularly throughout the day and especially during PE lessons.

Parents will be notified when your child's class PE time will be. Please check blue diary and google classroom after the first week of school.

Reporting (See Reporting Schedule below and on our school website)

1 st half Term 1	2 nd half Term 1	1 st half Term 2	2 nd half Term 2	1 st half Term 3	2 nd half Term 3
Settling in Reports	Full Reports PTCs		Progress Reports PTCs		Full reports

Newsletter

We publish a whole school newsletter on a fortnightly basis. The school will email you via engage every week as well as publish it on the school website. Please ensure the school has your correct email address.

KS1 - Use of the library

The library is located in the Alexander Campus and is organised into the National Curriculum subject areas and fiction books. Children use the books to support their lessons and increase their understanding of the world around them. Our reading scheme incorporates those published by Oxford Reading Tree, Read Write Inc, songbirds as well as other popular schemes. The children read regularly with their teacher both alone and in group reading times during our Read Write Inc lessons.

In order to encourage the children to experience a wider range of books they are asked to choose a book from the library on a weekly basis to take home to share and read with parents and family.

This gives them the opportunity to extend the variety of books they read and to be able to offer reviews of stories back in class.

Please encourage your child to take care of library books and to return them to school each week on the designated day. The school may charge parents for lost or damaged books.

Key Stage 1 - Positive Behaviour - School Ethos and mission statement

Here at the British School Alexandria we have the following rules

- **Ready**
- **Respectful**
- **Responsible**

These rules are used to help develop our children into young people that think ahead, care about others and contribute to their community.

Ready

We are ready to learn.

We are organised

- Punctual
- We have all of our equipment
- We are focussed
- Inquisitive attitude
- We follow instructions given for learning

Respectful

We are kind to everyone

We are kind and respectful to everyone and care for the members of our community

- We always display good manners
- We have awareness of others and situations
- We are sensitive
- We listen carefully so that we have understanding

Responsible

We look after ourselves and others and our environment

- We are safe
- We care for others
- We care for our work
- We care for our surroundings
- We are reflective
- We are accountable

Our Expectations of behaviour and attitude

- Pupils and staff should be proud of their school and should demonstrate impeccable manners and courtesy towards others
- Pupils and staff should present themselves as smart people – ensuring that they are wearing smart clothes and the correct uniform (suitable for the activity being undertaken to ensure safety)
- Pupils and staff should be organised, punctual and prepared
- Pupils, staff and parents recognise that they are part of a special community where we support each other and respect the rules and values of the BSA.

Positive Recognition and Reinforcement

Each section of the school has a policy of **positive first response**. Children are recognised for good choices and attitudes, these are then reinforced.

In Key stage 1 we use a variety of techniques to recognise and reinforce good attitudes

These include

- Verbal and non-verbal feedback
- Stickers
- Emails and phone calls home
- Certificates
- Commendations
- Head of School recognition events – Student of the term
- Celebration Assembly
- Class rewards and Trophies

These strategies are used across the whole school and reflect our policy of **positive first response**.

We use these to

- develop self-esteem and confidence
- encourage positive relationships and promote positive attitudes
- help make the school experience a happy and positive one
- encourage the children to repeat desired attitudes
- encourage other children to demonstrate desired behaviours and attitudes

Sanctions

Our first attention is always to good behaviours and attitudes, praising things that we want to see.

At the BSA we believe that children are learning about behaviour and that adults in the school are the role models and teachers of it.

It is important that children are taught how we want them to behave, understand and meet the high expectations of them and therefore uphold the rules and values of the school and their community.

Sanctions are used when a pupil does not respond to a positive first response and is used to help **guide** children towards better decision-making and choices, it gives time for reflection and an opportunity for responsibility.

Each section of the school will use a variety of tools which may include

- Non-verbal cues
- Verbal Reprimand
- Restorative Conversations
- Reflection conversations
- Completion or redoing of work
- Contact with parents

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 the diary/email to arrange the best time. Unfortunately we cannot accommodate large whole year group parties or students from other year groups. We ask that you only send in small individual cupcakes and juice cartons. Please do not send any party bags or give aways. Siblings are not allowed

The National Curriculum and Methodology

At the beginning of the year we hold Parent Coffee Mornings/Information Meetings. 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 and objectives covered over the term and these are published on the BSA website and in individual google classrooms.

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. We continue to use Tapestry to make our observations and teacher assessments of the children and every child has their own Tapestry profile which parents have access to. We encourage all parents to give regular feedback using Tapestry and to also upload their own observations of 'WoW' moments at home.

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 teachers. 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, some of the fundamentals of our Learning Goals.

Curriculum overviews are shared termly, so parents know what is being taught in the subjects that we provide.

Additional Learning Needs

At The British School, Alexandria we aim to offer an education of the highest quality; we believe that each and every pupil should be given the opportunity to achieve their best through a fully inclusive education. The British School models this policy on the principles of the English educational guidance document entitled “Special Educational Needs Code of Practice (revised 2011)” as well as the more recent SEND code of practice January 2021, which amongst several ideas, promotes the principle that a child with an ALN should have their needs met in a mainstream classroom and that there should be high aspirations for ALN students. It is also important that there is early identification of SEN, followed by early intervention and that the students themselves are involved in decision making in relation to any special provision.

The areas of need are usually defined as:

- Communication and interaction – speech and language disorders, autistic spectrum, mutism.
- Cognition and learning – Specific Learning Difficulties, including dyslexia, dyspraxia; Severe or Profound Learning Difficulties (multiple difficulties present) or Memory Difficulties.
- Social, Emotional and Mental Health – isolated, disruptive, hyperactive behaviour (ADHD); lack of concentration (ADD); immature social skills, eating disorders; challenging behaviour.
- Sensory/physical needs – visual/hearing/multi-sensory impairment; physical disability; medical conditions

Miss Aimie Evans is the Head of Additional Learning Needs department at the BSA. If your child is in need of support to catch up with learning, develop their skills or it is believed they may have an additional learning need, they will be supported in a range of ways:

- In class support through a variety of different teaching strategies or resources;
- In class support through additional adults such as a Learning Support Assistant or additional charge services through SEN Support;
- Out of class interventions and support ran by a Learning Support Assistant or additional charge services through SEN Support;
- Differentiated timetables which work around the learning needs of your child.

You will be informed and included within the planning process if your child is receiving additional support in these ways.

If you have any additional questions, queries or information regarding the above process, please contact A. Evans via email on aevans@bsalex.net