



Handbook for Parents

Key Stage 2

Academic Year 2024-2025

Welcome to BSA

Dear Parents,

We are delighted to welcome both you and your child to Key Stage 2, an exciting new chapter in their learning journey. KS2 marks a time of great development, as your child continues to grow academically, socially, and emotionally. Our dedicated team of teachers and staff are here to support them every step of the way, ensuring they feel encouraged, challenged, and motivated to achieve their best.

Over the next few years, your child will build upon the foundations laid in Key Stage 1, exploring more in-depth subjects, developing greater independence, and becoming more responsible for their own learning. We believe in fostering a positive, nurturing environment where each child can flourish and feel confident in their abilities.

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. We value your involvement and look forward to working in partnership to help your child succeed.

Thank you for your continued support. Together, let's make this a wonderful year for learning and growth!

Kind regards,
Mrs. Rima Ahmed
Head of Primary

BSA KS2 Teachers

If you would like to contact your child's teacher please use the email address below. Please note that teachers do not reply to email after 4pm however they will get back to you as soon as they can.

Name	Position	Class	Email
Ms. Thompson	Yr3 Red	Yr3 Red	jthompson@bsalex.net
Ms. Louca	Yr3 Blue	Yr3 Blue	hlouca@bsalex.net
Ms. McCall	Yr4 Red	Yr4 Red	lmccall@bsalex.net
Ms. Poole	Yr4 Blue	Yr4 Blue	a.poole@bsalex.net
Mr. Mancini	Yr 5 Red	Yr5 Red	bmancini@bsalex.net
Mr. Sani	Yr 5 Blue	Yr5 Blue	osani@bsalex.net
Mr. Hall	Yr 6 Red	Yr6 Red	thall@bsalex.net
Ms. Abdel Rahman	Yr 6 Blue Deputy head of primary	Yr6 Blue Lead of KS2	eabdelrahman@bsalex.net
Ms Samar	Cover teacher	Cover Teacher	selmarakshy@bsalex.net
Ms. Watts	Head of PE Teacher	KS2	lwatts@bsalex.net
Dr. Agamy	PE Teacher	KS2	eagamy@bsalex.net
Ms. Samar	Arabic Teacher	Primary	selkeliny@bsalex.net
Mr Mo'men	Arabic Teacher	Primary	mabdelgawad@bsalex.net
Mr Sharti	Arabic Teacher	Primary	msaharti@bsalex.net
Ms. Frouda	Arabic Teacher Non Native	Primary	fismail@bsalex.net
Ms. Naglaa	Arabic Teacher	Primary	nmahmoud@bsalex.net
Ms. Jacklin	Christianity teacher	Primary	jattia@bsalex.net

Ms. Nelly	Art teacher	Primary	nbakr@bsalex.net
Ms. Christine	Music Teacher	Primary	cyacoub@bsalex.net
Ms. Dalia	Admin Supervisor	Hypatia KS2 admin	prepadmin@bsalex.net

KS2 School – Times of the School Day

School Day: 7.50 am – 3.20 pm (Gates open at 7.50am and close at 8:20am)

8:00 – 8:10	Registration
8:10 - 09:10	Period 1
09:10 – 10:10	Period 2
10:10 – 10:30	Morning Break
10:30 – 11:30	Period 3
11:30 – 12:30	Period 4
12:30 – 13:20	Lunch Break
13:20 – 14:20	Period 5
14:20 – 15:20	Period 6
Year 3 15:10 Leave	
Year 4 15:15 Leave	
Year 5/6 15:20 Leave	

Years 3-5 - Hypatia campus.

Year 6 - Wilson Building at Hypatia

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

Early Morning Procedures

The school gate opens for children in KS1 and KS2 at 7:50 am. The gate will close promptly at 8:10 am. If you arrive after this time you must ring the bell and the security team will open the gate for you. Our first session starts at 8:10am. Children arriving after 8:10am will be marked as late.

It is mandatory for students to arrive on time to school as they miss valuable learning that can have a negative impact academically and result in disruption for their class.

Break times

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

A healthy lunch should consist of sandwiches, fruit, yoghurt, salad, 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. Sweets, chocolates, fizzy drinks and energy drinks should not be packed in their lunch boxes and children should not be selling them. If they are, these items will be returned home at the end of the school day. 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. **Please make sure that children have enough healthy food for both 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 on duty will deal with it and report it on engage. Accidents will be recorded in the Accident Book by the doctor, if a child hurts their head or anywhere on their face the parent/guardian will be contacted immediately.

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

End of School Day

Between 3:10 – 3:20pm 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:

- 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.
- Those in year 6 with a walk home alone badge will present it to the teacher and security before they leave the premises.

We advise that all students are collected. However, if your child is in Year 6, please inform the Head of School, Ms Ahmed and Ms El Sammak 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 Sammak, via email.

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

Communication with parents

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.

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 via 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 8:45am. We will contact you if we have not heard from you by this time.

If your child is suffering from sickness, fever 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.

Dropping property off for Students

In order to minimise disruption to the school day we do not allow forgotten items to be dropped off at school including PE kit, home-work 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 into school. Your child can collect this from the school office at lunchtime.

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. If your child has asthma or an allergy they must bring their inhaler or epipen to school and inform the school about it. They will also be required to take their inhaler/epipen to all lessons including PE.

Homework Schedule

Homework is optional at BSA and we avoid a heavy workload for the children outside of school hours. If extra optional homework is provided it is not the teacher's responsibility to mark this.

The homework that will be set are:

Mathematics Homework

- Learn times tables – practice using times tables rock stars.

English Homework

- Daily reading – around 15-20 mins in Year 3 and 4 and 20-30 mins in Year 5 and 6. Children should complete an AR quiz every week or every two weeks if it is a long chapter book.
- List of weekly spellings – sent home - that will be tested once every two weeks.

PE Arrangements

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

All students 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 email the head of PE explaining why your child cannot participate in PE. 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.

Year 6 will be having their PE sessions in Senior school and will be separated into girls and boys. Ms Watts will be teaching the girls and Dr Eslam will be teaching the boys.

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 Key Stage 2, 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 spoiled need to be replaced, and so parents will have to pay a charge 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. We will look at AR as a monitoring tool – your child should read at least twice a week and be testing. For children with longer books, then they can test once a week.

Rewards System

In Key Stage 2, 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. Commendation slips are also rewarded once a student reaches the top of the daily scale.

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. They win a mini extra reward.

Discipline & Sanctions

In Key Stage 2, we have consistent procedures for dealing with discipline problems. Class teachers deal with any problems within their classrooms. 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 excellent 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 Engage system. Persistent misbehaving may lead to a child missing part of their break time. During this time, they will reflect upon their behaviour.

If a child has been extremely poorly behaved consistently (e.g. violence/swearing) they will have an internal exclusion, the incident will be recorded on our internal system and parents will be informed.

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.

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/engage 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.

School Uniform

All students must wear the correct school uniform. The school uniform is essentially a blue or red school polo shirt and navy blue school shorts, dress or trousers. [Contact details are below for uniform stockists.](#)

[Naseej Contact Details](#)

[hotline: +20 3 5415817](#)

Contacting the School

If you need to contact the school, please use the engage portal or send an email to your child's class teacher. You cannot use your child's email to email their class teacher. Your child's class teacher should always be your first point of call.

Ms Sammak 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 Key Stage 2

Department and you will be put through. We are always very willing to meet with parents but an appointment should be arranged beforehand.

Assessments

The children are formatively assessed during the academic year. Summative assessments are used at the end of the academic year. Parents will have opportunities to talk with the class teacher during parent meetings about their child's progress and achievements in all subjects.

Parent Teacher Conferences will be held twice, once in the autumn term and once in the spring term. School will be closed to students during the Parent teacher conferences.

The National Curriculum and Methodology

At the beginning of the year we hold Parent Information Meetings - 'Meet the Teacher'. 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 Google classroom.

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

A termly overview is shared with you, so you know what is going to be covered in the curriculum.

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.

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