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PARENTS' HANDBOOK

SENIOR SCHOOL

2024-2025

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Timings of the School Day:

Activity	Times
Arrive at school	By 07.50
Form time / Registration	08.00 – 08.10
Period 1	08.10 – 09.10
Period 2	09.10 – 10.10
Break	10.10 – 10.30
Period 3	10.30 – 11.30
Period 4	11.30 – 12.30
Lunch	12.30 – 13.20
Period 5	13.20 – 14.20
Period 6	14.20 – 15.20

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

Early Morning Procedures

Pupils enter through **Euclid gate** and should **arrive at school before 07.50**, to be seated in their Form rooms by 08.00. Any pupil arriving **after 07:50** is considered **late**.

We consider punctuality to be a key life skill which should be instilled from an early age. Therefore, any pupil arriving late, i.e. after 07.50 will be required to stay at school until 15.30 that day.

Regular attendance is essential and a key to success. Therefore, please 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 Zayed, the Senior School Administrator, must be notified by e-mail at **secondary@bsalex.net**

Registration is a legal requirement and any lateness or absences not notified in advance are communicated in line with safeguarding requirements to the parents via telephone.

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 Zayed, in the administration office.

Break Times

There are three main areas where pupils can spend their break times (the gym, the hardcourt and Heron garden) and a member of staff is on duty with each group of pupils and also one member of staff who tours around the school. During very rainy days, pupils will be directed to an indoor area.

Snacks and lunch can be eaten at break times and rubbish must be 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 canteen. Pupils should bring a reusable water bottle to school which can be refilled during break.

End of School Day

All pupils leave through Euclid gate at 15.20 and are either collected by an adult or leave school alone if they have a Walking Home Pass. There is a teacher on duty to assist the school security guards with the safe exit of pupils. The school does not take responsibility for pupils once they have left the school premises but expects responsible behaviour from them on their way home.

Role of the Form Tutor

Every pupil is a member of a Form. The Form Tutor is responsible for the wellbeing of the student, caring for their pastoral and academic needs. Form tutors register the students in the morning, check equipment and uniform, and help 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.

General information is sent to parents by School Communication through Engage Notices.

Timetables and Homework Timetables

Timetables and homework timetables are posted on Engage and Google Classroom. Homework forms an integral part of the learning journey. Pupils have a responsibility to complete all homework to the best of their ability 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, although it is expected students may spend more time revising prior to exams.

Curriculum Overviews

Curriculum overviews for each Year group are posted on the school website.

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 but 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 a coach, team manager, analyser, 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) during PE lessons only. Students must change into school uniform at the end of their PE lesson.

School Uniform:

All pupils must wear the correct school uniform and failure to do so will result in the pupil being given a restore session (referral). The school uniform consists of a red or blue school polo shirt and navy blue school shorts, a skirt or trousers and (fully) black shoes. The only jewellery permitted are a watch, a necklace of religious significance worn below the polo shirt and one pair of stud earrings. During cooler weather, students can wear a school hoody or school jacket. Full details of the school uniform are available on our website through this link: <https://www.bsalex.net/school-uniform>

Behaviour, Rewards and Sanctions

We always expect the highest standards of behaviour from all our pupils and our aim is for all pupils to be:

- **Ready**
- **Respectful**
- **Safe**

These traits underpin the rules and code of behaviour we expect all our pupils to follow to excel in learning and prepare for life and leadership.

Students are given levels for each lesson they attend. All students start with a Level 2 which is a positive behaviour level, and if their behaviour, effort and contribution to learning is exceptional, a Level 1 is given.

Students who consistently perform at levels 1 and 2 are rewarded with certificates and other prizes during assemblies as well as being recognised in the newsletter and display boards. Students who perform exceptionally well in lessons or demonstrate great improvement in their attitude to learning and behaviour are rewarded with an email or a postcard sent to parents, documenting their child's success.

There is a Prize-Giving ceremony at the end of every year when excellent attendance, behaviour and performance are recognised in each subject area.

If the behaviour falls below expectations, a Level 3 (or 4 or 5) is given. These levels carry consequences which require students to attend Restore Sessions (referrals). These sessions vary between 5 to 20 minutes, depending on the severity of the misbehaviour, where students are expected to reflect on their behaviour and learn how to make better choices. Restore sessions are led by form teachers, subject teachers and pastoral leaders (Key Stage managers) as appropriate, during break, lunch and after school times.

The school reserves the right to keep any pupil at school until 15.30 without informing parents.

Mobile phones

We are a mobile phone-free school. Students are NOT allowed to bring personal mobile phones onto the school premises.

Phones if required in school should be handed in a named envelope to the school office for

safe keeping during the school day and will be returned at the end of the school day.

If a student is found to be using a mobile phone, the phone will be confiscated and stored in the administration office until the end of the school day. If the same student is found using the mobile phone again, the phone will be confiscated and the phone must be collected from the school office by the parent.

Assessment and Reporting to Parents

A wide variety of assessment procedures is used in Senior School. These include class work, projects, tests and examinations. Parents are kept informed of their child's progress through feedback in exercise books and parent consultation meetings. We report student progress every half term as well as a long report at the end of the school year.

Formal internal examinations are held twice a year in the form of mid-year and end-of-year examinations. Students sitting external examinations are also required to sit mock exams. Information regarding all examinations is shared with students and parents through Engage notices.

Equipment

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

- Black or blue handwriting pens
- Orange pen
- HB writing pencils
- Pencil sharpener
- Pencil eraser
- 30cm clear rigid plastic ruler
- Maths set (including a protractor and a compass)
- Highlighters
- Glue stick
- Scientific calculator
- Colouring pencils
- Reading book
- Reusable water bottle

Students may require additional equipment specific to subjects such as Art, Science and other practical subjects. In this case, specific equipment requirements will be communicated with students and parents through Engage notices.

In addition, **at home**, pupils should have access to a desk or table and a computer or tablet, in a quiet room where they can complete their homework and encourage them to revise regularly.

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

Transition from Lower to Upper School

When Year 8 pupils have completed the Lower School Programme of Study, they move to Upper School and study GCSE/IGCSE courses. For an informed decision to be made, we deliver workshops about future careers, hold an Options meeting with parents, as well as provide a Year 9 Options Booklet, before students choose their courses.

GCSE/IGCSE Examinations and Coursework

The IGCSE/GCSE courses offered at BSA are outlined in the Year 9 Options Booklet. IGCSE/GCSE examinations are taken in January of Year 10 for Edexcel courses and May/June for CIE courses, and are organised by the British Council. An examination fee is charged by the British Council which is paid in total by parents.

Key Stage 5 Education

We currently offer a range of Advanced Subsidiary (AS) and A-level courses – Arabic, Art, Biology, Business Studies, Chemistry, Economics, English Literature, French, Geography, History, Information Technology, Maths and Physics. The courses offered depend on pupil demand and teacher availability. Parents are encouraged to contact university faculties early in Year 10 to check specific AS and A-level subject course requirements for their child's university requirements.

Contacting the School

If you need to contact the school, please send an e-mail to Ms Sherin Zayed as this is the most reliable form of communication. You can also telephone the main switchboard at 03-544-5426 and then choose the option for the Senior School department and you will be put through to the Senior School Administrator. We are always very willing to meet with parents but an appointment should be arranged beforehand.

Useful E-mail Addresses

Mr Andrew Short	ashort@bsalex.net	Head of School
Ms Sherin Zayed	secondary@bsalex.net	School Admin
Ms Heba Selim	studentservices@bsalex.net	Exams Officer
Miss Amira Ismail	aismail@bsalex.net	SENCO
Miss Mahy Mohamed	mamohamed@bsalex.net	Librarian
Ms Sarah Bunn	sbunn@bsalex.net	English
Miss Summer Ibrahim	sibrahim@bsalex.net	English
Mr Mgwazo Ngoma	mngoma@bsalex.net	English
Mr Ahmed Hassan	ahassan@bsalex.net	Arabic
Mr Hossam Khalifa	hkhalifa@bsalex.net	Arabic
Mr Mahmoud Saharty	msaharti@bsalex.net	Arabic
Mr Mohamed Gaber	mgaber@bsalex.net	National Studies
Ms Jacklin Attia	jattia@bsalex.net	Christian Religion
Mr Neil Montgomery	nmontgomery@bsalex.net	Geography
Ms Sally Davies	sdavies@bsalex.net	History
Ms Sandy Elliott	sellott@bsalex.net	Art
Mr Ali Arif	aarif@bsalex.net	Maths
Mr Antoine Ibrahim	aibrahim@bsalex.net	Maths
Ms Chéroutine Ragab	cragab@bsalex.net	French
Ms Marta Carvalho	mcarvalho@bsalex.net	Deputy HOS/ Chemistry
Mr Sergey Sartakov	ssartakov@bsalex.net	Physics
Mr Essam Zidan	ezidan@bsalex.net	Physics
Mr Peter Doherty	pdoherly@bsalex.net	Biology
Ms Amal Khadr	akhadr@bsalex.net	Biology
Dr. Eslam Ezz	eezzeldin@bsalex.net	PE
Miss Lauren Watts	lwatts@bsalex.net	PE / Safeguarding Lead
		Business
		ICT

School Lockers:

Lockers are available for all students. This is the system that must be followed if a student wishes to have a locker.

- A refundable deposit of LE200 needs to be paid. If there is any damage or graffiti on the inside or outside of the locker, the deposit will not be refunded.
- The student will be given one key. If the student loses the key and needs another one, the replacement will be given to the student in two days' time and the cost of the replacement is LE20.
- If the student forgets their key, they will not be able to access their locker that day. Parents are requested not to send in a forgotten key as it will not be given to the child (just like any other piece of forgotten equipment).

Please note that the point of having a locker is to put items in for the day i.e. lunch boxes; PE kit; heavy books. A locker is not to be used as a storage point to leave items untouched for weeks.

Walking Home Passes:

If you would like to give permission for your child to walk home from school at the end of each school day, please fill out the form sent home with your child on the first day of school.

Pupils will not be allowed to walk home unless you have signed this form. Pupils should bring 1 recent passport-size photo into school to put on their walking home pass, which they will receive after 3 days.

If you pick your child up, do not wish for them to walk or send a driver, then you do not need to fill out this form.