

THE BRITISH INTERNATIONAL SCHOOL, CAIRO
THE SENIOR SCHOOL



INFORMATION FOR PARENTS

2010-2011

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The British International School Cairo

Principal	Mr. S. O’Grady
Business Manager	Mrs. M. El Fawal
Head: Curriculum & Professional Development	Mrs. B. Zora
Head of Senior School	Dr. C. Wall
Deputy Head of Senior School	Ms. C. Miller
School Doctor	Dr. D. Attallah

Physical address of New Campus:

The British International School, Cairo,
Beverly Hills Compound,
Kilometre 38,
Cairo Alexandria Road

Postal Address of New Campus

The British International School, Cairo,
P. O. Box 137,
Gezira,
Cairo,
Egypt

Tel : **3859 2000**
Fax : **3857 1720**
Email : senior@bisc.edu.eg

Please check the school website for policy documents, inspection reports and updates.

Website : www.bisc.edu.eg



Dear Parents,

I should like to welcome you to the Senior School of The British International School, Cairo, as we look forward to the prospect of new academic year.

The Senior School Information Booklet For Parents 2010-2011 is what it says. I do hope you find this document a useful tool. You should find information on most of the topics that may concern you as a parent.

Should you have additional questions, please do not hesitate to contact your child's tutor, or the appropriate member of staff concerned; a list of contact email addresses is included and I would encourage you to email your child's tutor or relevant teacher whenever you have a query to resolve. Ms Hanaa, my personal assistant, is also a very good source of information and is always happy to try to help. If she does not know the answer she will be able to find someone who does.

A detailed academic calendar is posted up on our website. Please do note down key dates in your diary.

Yours sincerely,

Charles Wall
Head of Senior School,
British International School, Cairo
Charles.Wall@bisc.edu.eg

1. BISC MISSION STATEMENT

The British International School, Cairo is a selective, co-educational, academic day school committed to excellence in all of its activities in and out of the classroom. It aims to be a first-class school in which children are prepared to go on to the best local, regional and international universities and institutions of higher education and to positions of leadership in all walks of life. BISC provides a challenging and stimulating environment in which English-speaking pupils from diverse international backgrounds benefit from an education which is British in its principles, practices, curricular structures and assessment, and which encourages pupils' appreciation of the host culture and ensures appropriate competence in the Arabic language. At BISC all are valued equally and encouraged to fulfil their aspirations and potential.

The British International School, Cairo promotes the values of a pluralist society and provides equal opportunities to all pupils to develop their full intellectual, aesthetic, emotional, physical and moral potential. It gives boys and girls a broadly based, appropriate education in which they strive for excellence and aim for the highest standards in their sporting and extra-curricular activities. BISC provides a structured and challenging academic education within a disciplined and supportive environment, which enables pupils to develop into responsible men and women of integrity who can take their place confidently in a rapidly changing world. The school will provide the best possible resources and facilities for teaching and learning.

BISC fosters an atmosphere of mutual respect, tolerance and regard for all members of society. The school teaches essential human values such as honesty, trustworthiness, honour, loyalty, compassion and charity. It reaches out to all of our families, the local community and the wider world and promotes international co-operation and understanding.

2. THE SCHOOL DAY

The School Day is usually from 08.00 until 15.00.

Pupils are asked not to arrive before 07.45 as teacher supervision will begin at that time. Registration begins at 08.00.

Sun – Wed		Thursday	
Registration	0800 – 0810	Registration	0800 – 0810
Period One	0810 – 0850	Period One	0810 – 0850
Period Two	0850 – 0930	Period Two	0850 – 0930
Period Three	0930 – 1010	Period Three	0930 – 1010
Period Four	1010 – 1050	Period Four	1010 – 1050
Senior Lunch	1050 – 1130	Senior Lunch	1050 – 1130
Period Five	1130 – 1210	Period Five	1130 – 1210
Period Six	1210 – 1250	Period Six	1210 – 1250
Period Seven	1250 – 1330	Second Break	1250 – 1305
Second Break	1330 – 1345	Period Seven	1305 – 1345
Period Eight	1345 – 1425	Period Eight	1345 – 1425
Period Nine	1425 – 1500	Period Nine	1425 – 1500

Every Tuesday

13.45 -- 14.25 Period 8 - PSHE with Form Tutor
 14.25 – 15.00 Period 9 – Assembly

Every Thursday

14.25 – 15.00 Enrichment Period

Extra-Curricular Activities

In addition to the Enrichment period, Thursday period 9, the Senior School has a busy Extra-Curricular Activities (ECA) programme which runs from 15:15-16:30 Sunday to Thursday. An ECA fair is held each term and pupils are encouraged to enrich, explore and extend themselves by signing up for a healthy blend of activities. Sport coaching, practices and fixtures are after school and on weekends as are Performing Arts practices and rehearsals. The relevant staff and coaches will keep pupils and parents updated.

Buses

Buses drop pupils at the school by 07:45 Sunday – Thursday

After school the early bus departs at 15:15 and the late activity bus at 16:30

For weekend activities parents are expected to organise transport to and from school.

For fixtures against other schools and trips, the school provides transport from and back to BISC.

THE STAFF

The Senior Management Team

Mr. S. O' Grady	Principal	principal@bisc.edu.eg
Mrs. M. El Fawal	Business Manager	mona.elfawal@bisc.edu.eg
Ms. B. Zora	Head: Curriculum & Professional Development	basman.zora@bisc.edu.eg
Mr. M. Higgins	Head of Junior School	michael.higgins@bisc.edu.eg
Mrs. R. Layton-Short	Deputy Head of Junior school	rebecca.layton-short@bisc.edu.eg
Dr. C. Wall	Head of Senior School	charles.wall@bisc.edu.eg
Ms. C. Miller	Deputy Head of Senior School	carol.miller@bisc.edu.eg

The Senior School Leadership Team

Dr. C. Wall	Head of Senior School	charles.wall@bisc.edu.eg
Ms. C. Miller	Deputy Head of Senior School	carol.miller@bisc.edu.eg
Ms. D. Wellington	Head of Key Stage 3 (Years 7-9)	debra.wellington@bisc.edu.eg
Ms. E. Zora	Head of Key Stage 4 (Years10-11)	eavan.zora@bisc.edu.eg
Ms. A. Phaup	Head of Sixth Form (Y12-Y13) / IB Coordinator	alison.phaup@bisc.edu.eg

Heads of Key Stage

Ms. D. Wellington	Head of Key Stage 3 (Years 7-9)	debra.wellington@bisc.edu.eg
Ms. E. Zora	Head of Key Stage 4 (Years10-11)	eavan.zora@bisc.edu.eg
Ms. A. Phaup	Head of Sixth Form (Y12-Y13) & IB Coordinator	alison.phaup@bisc.edu.eg

Heads of Year

Ms. D. Wellington	Head of Year 7 (& KS3)	debra.wellington@bisc.edu.eg
Ms. E. Phulpin	Head of Year 8	elise.phulpin@bisc.edu.eg
Mr. A. Mackenzie	Head of Year 9	andrew.mackenzie@bisc.edu.eg
Ms. P. Bailly	Head of Year 10	peggy.bailly@bisc.edu.eg
Ms. E. Zora	Head of Year 11 (& KS4)	eavan.zora@bisc.edu.eg
Mr. R. Stewart	Head of Year 12 (and Assistant Head of Sixth Form/Careers coordinator)	robert.stewart@bisc.edu.eg
Ms. A. Phaup	Head of Year 13 (and Head of Sixth Form/IB coordinator)	alison.phaup@bisc.edu.eg

Tutors	Tutor Group	Room	Email
Ms. R. Sabet	7R	Drama studio	rosemary.sabet@bisc.edu.eg
Mrs. T Jenkinson	7T	S303	trudy.jenkinson@bisc.edu.eg
Mr. N. Farag	7N	S204	nasr.farag@bisc.edu.eg
Ms. H. Foley	8H	S205	helen.foley@bisc.edu.eg
Mr. S. Armstrong	8S	S208	steve.armstrong@bisc.edu.eg
Mrs. R. Radwan	8R	S307; ESL room	ruth.radwan@bisc.edu.eg
Mr. P. Carrigan	9P	S202	peter.carrigan@bisc.edu.eg
Mrs. B. Conway	9B	A201; Green room	bridgette.conway@bisc.edu.eg
Mrs. M. Stiebel	9M	S302	mandy.stiebel@bisc.edu.eg
Ms. J. Forde	10J	S101	jackie.forde@bisc.edu.eg
Mr. A. Bazeley	10A	S122	alan.bazeley@bisc.edu.eg
Mr. M. Joyce	10M	S314	michael.joyce@bisc.edu.eg
Mr. A. Bonham	11AB	S301	andrew.bonham@bisc.edu.eg
Mr. A. Sartain	11S	S123	andrew.sartain@bisc.edu.eg
Mr. M. Benchaabane	11M	S103	mehdi.benchaabane@bisc.edu.eg
Ms. T. Peszle	12T	S101	terri.peszle@bisc.edu.eg
Mr. JP. Downie	12J	S207	johnpaul.down@bisc.edu.eg
Mr. N. Harvey	12N	L101	nick.harvey@bisc.edu.eg
Mr. D. Doyle	13DA	S304	david.doyle@bisc.edu.eg
Mr. D. Dorrان	13D	S121	daniel.dorrان@bisc.edu.eg
Mr. H. Haynes-Wood	13H	L102	henry.haynes-wood@bisc.edu.eg

Heads of Department

Mrs. T. Rifaat	Director of Arabic	tomader.rifaat@bisc.edu.eg
Mrs. R. Nemr	Arabic Coordinator – Senior School	riman.nemr@bisc.edu.eg
Mr. P. Jenkinson	Head of Art	peter.jenkinson@bisc.edu.eg
Ms D. Kabisch	Head of Curriculum Support	dorothy.kabisch@bisc.edu.eg
Mrs. R. Sabet	Head of Drama and Visual & Performing Arts Coordinator	rosemary.sabet@bisc.edu.eg
Mrs. T. Jenkinson	Head of English	trudy.jenkinson@bisc.edu.eg
Mr. S. Armstrong	Head of Humanities	steve.armstrong@bisc.edu.eg
Mr. H. Haynes-Wood	Head of ICT	henry.haynes-wood@bisc.edu.eg
Dr. T. Morland	Head of Mathematics	tatyana.morland@bisc.edu.eg
Ms. C. Jouffrai	Head of Modern Languages	candice.jouffrai@bisc.edu.eg
Mrs. B. Conway	Head of Music	lisa.clarke@bisc.edu.eg
Mr. J. Wyre	Head of Physical Education	jeremy.wyre@bisc.edu.eg
Mr. D Dorrان	Head of Science	daniel.dorrان@bisc.edu.eg

Subject Teachers

Arabic

Mrs. R. Nemr	Arabic Coordinator	riman.nemr@bisc.edu.eg
Mr. Y. Ali		yasser.ali@bisc.edu.eg
Mr. N. Farag		nasr.farag@bisc.edu.eg

Art

Mr. P. Jenkinson	Head of Department	peter.jenkinson@bisc.edu.eg
Mr. N. Farag		nasr.farag@bisc.edu.eg
Ms. N Anwar	Artist in residence	nehal.anwar@bisc.edu.eg

Drama

Mrs. R. Sabet	Head of Drama & Visual Performing Arts Coordinator	rosemary.sabet@bisc.edu.eg
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English

Mrs. T. Jenkinson	Head of Department	trudy.jenkinson@bisc.edu.eg
Mr. A. Bonham	Second in Department	andrew.bonham@bisc.edu.eg
Dr. J. Bloom		james.bloom@bisc.edu.eg
Mr. D. Doyle		david.doyle@bisc.edu.eg
Mrs. C. Livingstone-Wyre		carol.livingstone-wyre@bisc.edu.eg
Mrs. M. Stiebel		mandy.stiebel@bisc.edu.eg
Ms. B. Zora		basman.zora@bisc.edu.eg

ESL

Ms. Ruth Radwan	English as a Second Language teacher	ruth.radwan@bisc.edu.eg
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Humanities

Mr. S. Armstrong	Head of Department / History	steve.armstrong@bisc.edu.eg
Mr. P. Carrigan	Geography	peter.carrigan@bisc.edu.eg
Mr. JP. Downie	History	johnpaul.downie@bisc.edu.eg
Mr. A. Mackenzie	Business Studies	andrew.mackenzie@bisc.edu.eg
Mr. S. O' Grady	History	principal@bisc.edu.eg
Mr. J. Paddon	Business Studies / Economics	john.paddon@bisc.edu.eg
Ms. A. Phaup	Geography	alison.phaup@bisc.edu.eg
Ms. E. Zora	Business Studies / Economics	eavan.zora@bisc.edu.eg

ICT

Mr. H. Haynes-Wood	Head of Department	henry.haynes-wood@bisc.edu.eg
Mr. A. Mackenzie	ICT, Computer Science	andrew.mackenzie@bisc.edu.eg

Mathematics

Dr. T. Morland	Head of Department	tatyana.morland@bisc.edu.eg
Mr. M. Benchaabane	Second in Department	mehdi.benchaabane@bisc.edu.eg
Ms. I. Dalzell		isabelle.dalzell@bisc.edu.eg
Ms. C. Miller		carol.miller@bisc.edu.eg
Mrs. A. Mudgal		anjali.mudgal@bisc.edu.eg
Dr. C. Wall		charles.wall@bisc.edu.eg

Modern Foreign Languages

Ms. C. Jouffrai	Head of Department French	candice.jouffrai@bisc.edu.eg
Ms. P. Bailly	French	peggy.bailly@bisc.edu.eg
Mr. M. Joyce	German/ French	michael.joyce@bisc.edu.eg
Ms. E. Phulpin	French/ Spanish	elise.phulpin@bisc.edu.eg
Ms. M. Sanchez	Spanish	mercedes.sanchez@bisc.edu.eg

Music

Mrs. B. Conway	Head of Department	bridgette.conway@bisc.edu.eg
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Physical Education

Mr. J. Wyre	Head of Department	jeremy.wyre@bisc.edu.eg
Ms. H. Foley		helen.foley@bisc.edu.eg
Mr. N. Harvey		nick.harvey@bisc.edu.eg
Ms. D. Wellington		debbie.wellington@bisc.edu.eg

Science

Mr. D. Dorran	Head of Department/ Chemistry	daniel.dorran@bisc.edu.eg
Ms. Jackie Forde	Science/Physics/Chemistry	jackie.forde@bisc.edu.eg
Mr. R. Stewart	Science/Biology/ES	robert.stewart@bisc.edu.eg
Mr. A. Bazeley	Science/Chemistry	alan.bazeley@bisc.edu.eg
Mr. F. Day	Science/ Physics	frank.day@bisc.edu.eg
Mr. A. Sartain	Second in Department/ Science/Bio/ES	andrew.sartain@bisc.edu.eg
Dr. C. Wall	Physics	charles.wall@bisc.edu.eg

Coordinators

Careers Coordinator

Mr. R. Stewart	Careers Coordinator and Assistant Head of Sixth Form	robert.stewart@bisc.edu.eg
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IB Coordinator		
Ms. A. Phaup	IB Coordinator and Head of Sixth Form	alison.phaup@bisc.edu.eg

Gifted and Talented Coordinator for Senior School

Mr. A. Bazeley		alan.bazeley@bisc.edu.eg
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International Award Coordinator

Mr. P. Carrigan		peter.carrigan@bisc.edu.eg
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Senior School Librarian

Mrs. S. Yousef		sahar.yousef@bisc.edu.eg
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TOK & CAS Coordinator

Dr. J. Bloom		james.bloom@bisc.edu.eg
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Administration Staff

PA to Head of Senior School

Mrs. H. Tobia	PA to the Head of Senior School	hanaa.tobia@bisc.edu.eg
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Attendance Officer

Mrs. S. Mansy	Senior School Secretary and Attendance Officer	saly.mansy@bisc.edu.eg
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Curriculum and Exam Secretary

Mrs. S. Ezz Eldin	Curriculum Secretary & Exams Officer	sherien.ezzeldin@bisc.edu.eg
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Assistant Examination Officer

Ms. M. Abou Hussein		mena.abouhussein@bisc.edu.eg
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School Secretary

Mrs. N. Fikri	School Secretary	nahed.fikri@bisc.edu.eg
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Staff Secretary

Ms. M. Reda	Staff, Music & Admissions	maha.reda@bisc.edu.eg
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Transport Manager

Mr. A. Gad	Transport Manager Mobile no. 0101283047	ashraf.gad@bisc.edu.eg
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IT Manager

Mr. J. Metry		joseph.metry@bisc.edu.eg
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IT Coordinator

Mrs. N. Soliman		nashwa.soliman@bisc.edu.eg
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4. AIMS

The British International School, Cairo (BISC) was established in 1976 to provide educational facilities, based on British curricula and educational principles, which will satisfy as far as possible the needs of:

1. The children of the expatriate and Anglo Egyptian communities.
2. Children from Commonwealth and other countries with education systems based upon British models.
3. The children of the English-speaking Egyptian community and other nationalities who are tied to the British type of schooling due to previous or likely future education outside Egypt.

The Senior School came into existence in 1980 and moved to its present location at the beginning of the 2008-09 academic year.

We aim for a high level of academic achievement; candidates are entered for GCSE at the end of Year 11 and the International Baccalaureate Diploma at the end of a two-year Sixth Form course. We also feel that it is important for pupils to achieve success in more than just the academic sphere and, therefore, encourage them to develop a wide range of interests.

As an International School serving the needs of the international community within Cairo, we aim to develop an understanding of the world in which we live; to appreciate the interdependence of people and nations; and to show respect and tolerance for all races, religions, beliefs, and customs.

The international aspect of the School was strengthened by the introduction, in 1989, of a Sixth Form working towards the International Baccalaureate Diploma.

The Senior School comprises three Key Stages for pupils from 11 to 18 years old.

Key Stage	Year Group
Key Stage 3	Years 7, 8 and 9
Key Stage 4 - GCSE Course	Years 10 and 11
Key Stage 5 - IB Programme	Years 12 and 13

4. CURRICULUM

The curriculum for KS3 & KS4 is based on the National Curriculum of England. At, KS5, students pursue the IB Diploma programme.

Key Stage 3 and 4

Pupils study a range of subjects at Key 3 and 4. The table below outlines the number of lessons per week per subject:

Subject	Year 7	Year 8	Year 9	Year 10	Year 11
Tutor	1	1	1	1	1
PSHE	1	1	1	1	1
Enrichment	1	1	1	1	1
PE	4	4	4	4	4
Maths	5	5	5	6	6
English	6	6	6	6	6
Science(s)	5	5	6	10	10
Arabic	4	4	3*	4	4
French	4	4	3*		
German	NA	NA	NA		
Spanish	0	0	3*		
ESL**	(4)	(4)	(4)	(4)	(4)
History	3	3	3	4	4
Geography	3	3	3		
Business	0	0	0		
Art	2	2	2	4	4
Drama	2	2	2		
Music	2	2	2		
ICT	2	2	3	4	4
Totals	45	45	45	45	45

*Pupils select two languages in Year 9. **ESL is offered to pupils who need extra support in English, and is timetabled against French.

Parents will be issued with the relevant detailed *Curriculum Handbook for Key Stage 3, GCSE, and IB* during Parents' Information Meetings in September.

The IB Programme

Pupils normally study three subjects at Higher Level and three at Standard Level. Additionally, they must complete an independent Extended Essay, Theory of Knowledge course and CAS (Creativity, Action and Service) hours (please refer to IB Handbook for further details of the Diploma regulations). The Head of Sixth Form and IB Coordinator, the Assistant Head of Sixth Form and the CAS Coordinator at school closely monitor pupils' progress.

The table below outlines the number of lessons per week per subject:

Subject	Year 12	Year 13
Tutor period	1	1
PSHE period	1	1
Enrichment period	1	1
Higher Level Subjects	18 (3x6 ppw)	18 (3x6 ppw)
Standard Level Subject	12 (3x4 ppw)	12 (3x4 ppw)
Theory of Knowledge (TOK)	2	2
PE*	2	2
Total	35	35

*PE is provided but is optional

Modern Foreign Languages at BISC

In Years 7 and 8, all pupils study Arabic and French.

In Year 9, pupils are given the opportunity of selecting *two* languages from the following options:

- Arabic (GCSE or Beginner)
- French
- Spanish

In Years 10 and 11, pupils are again offered the opportunity of specialising in one modern foreign language leading towards a GCSE qualification. Pupils can opt for two languages at GCSE; however, this is subject to availability and pupils' choices (*please refer to the GCSE Handbook for further details of GCSE options at BISC.*) Pupils can only select languages they studied prior to GCSE.

The following languages are offered at BISC at **Key Stage 4 (GCSE)**

- Arabic (GCSE or IGCSE First Language)
- French
- German
- Spanish (started with Year 10 from September 2008)

In Years 12 and 13, pupils must select to study a modern foreign language as part of the IB diploma. BISC offers the following languages at IB level:

- Arabic A2 (subject to the viability of running the course)
- Arabic B (Higher and Standard Level) -- GCSE or IGCSE A/A* necessary
- French B (Higher and Standard Level) – GCSE A/A* necessary
- German B (Higher and Standard Level) – GCSE A/A* necessary
- German *ab initio* – beginner's course (subject to the viability of running the course)
- Spanish B (Higher and Standard Level) – GCSE A/A* necessary
- Spanish *ab initio* – beginner's course

Exceptionally, and at the discretion of the Deputy Head, pupils may be entered privately for their own mother tongue languages. However, the following must be noted:

- Such entries are subject to supplementary fees, as agreed with the private tutors.
- Such entries will depend on parents securing a well-qualified tutor.
- For IB students, such tuition may be arranged to occur at home out of school hours.
- Such tuition can only occur on the school site, at a time, which fits with the student's timetable commitments, if the tutor has been CRB cleared.

Entry Requirements

Standards in the Senior School are high with teaching geared towards the upper half of the ability range. Acceptance into the Senior School is via two main paths:

- (i) For existing BISC pupils, by promotion from the Junior School at BISC after passing the entrance tests for Senior School (taken in March of Y6);
- (ii) For new pupils, by entrance tests, School report, and interviews.

A pupil who applies for a place will be expected to demonstrate both ability and background knowledge commensurate with his/her peer group within BISC. Where background knowledge is limited, a high level of ability and potential for success must be discernible before the application will be accepted.

Progression from year to year is dependent upon satisfactory academic progress

and attainment, high standards of behaviour in school and satisfactory attendance (95% is the minimum expected norm)

Parents will be contacted promptly should the school have concerns about a pupil's attainment, attendance or behaviour.

The school intranet (<http://intranet.bisc.edu.eg>) provides parents and pupils with detailed outline of the curriculum in each subject area. Teachers also upload worksheets, revision guides, syllabi, and other relevant academic documents on these pages.

Additionally, Curriculum Handbooks for Years 7-13 are published annually and distributed during Parent Information Meetings (see School Calendar for 2010 dates). Alternatively, parents can access Curriculum Handbooks by visiting the school intranet (<http://intranet.bisc.edu.eg>)

Parents should contact Ms. C. Millar (Deputy Head of Senior School, (carol.millar@bisc.edu.eg) if there are any questions regarding the curriculum.

Assessment

Each pupil is encouraged to realise the best of his/her potential; achievement is measured against previous personal performance. Self-motivation of this type works well in the lower classes, but of necessity, the Year 11 pupils are assessed by the standards of the external examinations. Some of the formal assessments at GCSE are staged internally and sent to the UK for external moderation.

Although there is regular, testing and assessment we do not produce form rankings. Pupils differ in ability, so throughout the School credit is given for effort; this is regarded as highly as attainment. A positive attitude and a commitment to do one's best are encouraged. Such a firm foundation is good preparation for the demands of GCSE and IB courses.

Assessment of pupils, both formal and informal, is used to influence teachers' planning. Pupils are given specific feedback on strengths, and areas for development. Explicit steps are given to pupils to ensure progress.

Pupils are asked to regularly self assess, to ensure a reflective and independent approach to learning.

Assessment for Learning

Assessment for Learning is the driving force at BISC which seeks to improve pupil progress and raise standards. This is in line with current educational practice in the UK.

Assessment at BISC is an integral part of teaching and learning. It is based on the principle that assessment is not a singular activity; it is about measurement of performance at a given point in time and a way of gaining information to promote future learning.

Therefore, rather than simply grading pupils in several aspects, BISC staff provide a variety of assessment tasks that help to give a holistic understanding of what the pupil has achieved, and use this information to further develop their learning. Assessment **for** learning helps to identify the next steps needed to make progress. It takes account of each pupil's strengths as well as weaknesses.

At BISC we have identified the following new features in our assessment procedures:

Variety of Assessment Tasks: Pupils are allowed the opportunity to demonstrate their learning in a variety of ways. This can include formal, traditional tests; however, the achievement grade is not exclusively based on this type of assessment, and takes into account their performance throughout the term. In fact, many departments have embedded several activities throughout the term to allow pupils to demonstrate their learning.

Examples include: *oral presentations (English), ISA practical exams (Science), Independent Project / Research Projects (Humanities), Coursework (English and Humanities), Reading Journals (English), listening activities conducted in class (MFL and ESL Departments).*

Formative Assessment: Rather than just grading the pupils' progress (known as summative assessment), teachers attempt to **explain** why the pupils have achieved this grade. Behaviour and effort are an integral part of the Formal Report, and teachers are asked to comment on factors that directly impact the pupil's learning.

Target Setting: Each subject specialist sets specific, realistic, and achievable targets; these identify actions students should take in order to improve, and should explain to the pupils how to 'get to the next grade/level.' These targets are important, indeed essential, to ensure further progress.

Self Evaluation: Pupils are being encouraged to become reflective learners and share the responsibility for their progress. Meetings with teachers and tutors will involve careful discussions of targets and ways of achieving these.

Parents are encouraged to read reports carefully and discuss the teachers' comments and targets. **The achievement grade** states the stage the pupil has reached so far this academic year, **the comment** should explain *why* and *how* this

grade was reached. **The targets** should identify clear strategies/actions for improvement. Parents are encouraged to monitor these targets and discuss these with the teachers during forthcoming parents meetings.

The Assessment, Reporting and Recording Cycle for 2010-2011 is enclosed. Parents can also refer to the School Calendar for Parents Meetings. Bulletin reminders, SMS messages will be posted nearer to the date.

Useful Websites:

DFE

www.dfe.org.uk

QCA

www.qca.org.uk

National Strategy

www.standards.dfes.gov.uk

BISC Marking Policy:

BISC has a marking policy which is based on the assessment principles set out above. Pupils are issued with the policy (below) at the beginning of the autumn term.

BISC marking policy – Pupil Copy

How your work will be marked at BISC Senior School

Your teacher will use these symbols when marking your work:

?	- I don't understand - it doesn't make sense
T	- You need to talk to your teacher
P	- Punctuation error (? ! “”) You can be specific e.g. capital C if capital letter is missing/
//	- New paragraph or new line e.g. for speech
the in ^ car	- you have left a word out
Exp	- Incorrect expression/grammar error
^^^^	- Develop (content/skill/subject specific.)
Sp	- Spelling
TEXT	- Unnecessary word/phrase. Teacher cancels word in text -

- Your teacher will probably write a comment at the end of your work, **informing you of the strengths of the piece and areas that need improving**. This is for you to read and act upon.
- Each subject area will specify how grades are allocated.
- You must ask your teacher if there is anything about the work, or the marking of the work, that you do not understand.

Pupil Copy

How your work will be graded at BISC Senior School

General Grade Descriptors

KS3 (Years 7-9)

A	Excellent performance
B	Good performance
C	Passing performance
D	Some difficulties with the topics assessed.
E	Little understanding of the topics assessed.

KS4: (Years 10 & 11)

Teachers will award grades A*-G using their specific syllabus criteria and mark schemes. Generally:

A	Excellent performance
B	Good performance
C	Passing performance
D	Some difficulties with the topics assessed.
E	Little understanding of the topics assessed.

KS5: (Years 12 and 13)

Teachers allocate IB levels (Level 1-Level 7) for achievement in Years 12 and 13, using specific IB syllabus criteria and mark scheme:

7	Excellent
6	Very good
5	Good
4	Satisfactory
3	Mediocre
2	Poor
1	Very poor
N	No grade

6. GENERAL INFORMATION

Absences and Sickness

Please telephone the school on the (first) morning of any absence to inform us of your child's absence. If he/she is sick please speak to the school Doctor, Dr. Dalia Attallah, who can advise you as to when your child should return to school. All pupils who do not attend school on a school day must bring an absence note to their Form Tutor.

Flu-Pandemic

The School has a policy which is available on the intranet. The first line of defence is that parents are asked to monitor their children's health and to keep them at home if they are unwell. During the period of the pandemic parents are asked to take their children's temperature each day and to keep them at home if their temperature is above 37.5 C. There are strict procedures for pupils and visitors to school during a period of any pandemic – please refer to these as outlined in the school policy.

Activities

A compulsory enrichment period is scheduled every Thursday period 9 (14.25 – 15.00). In addition, optional extra-curricular activities run after school and/or weekend (e.g. horse riding, EMAC training, Drama rehearsals). A schedule is set up every term to inform pupils as to the activities on offer and pupils then sign up.

For some activities, a charge has to be levied to cover the cost of the activity. Pupils are encouraged to bring additional food and water to school and appropriate clothing.

Annual Events

There are a number of events that occur annually such as parents' meetings, concerts, open days and exhibitions. Please see the termly calendar and the BISC Bulletin to keep up to date and well informed!

Attendance Policy

Aims

The correlation between school attendance and educational success is strong. The school has an established attendance policy with the following principal aims:

- 1 To ensure that our pupils derive maximum benefit from the school's curriculum and extra-curricular activities
- 2 To enable our teachers to complete teaching and learning programmes
- 3 To foster self-discipline and a sense of autonomy in our pupils
- 4 To inculcate sound working practices and attitudes for later life and to develop responsible social behaviour
- 5 To prevent pupils gaining unfair advantage over other pupils by taking additional

time off to complete coursework and other assessment requirements

Absence

Absence from school is either authorised or unauthorised. The Principal is empowered by the Board of Directors to determine whether an absence is to be recorded as authorised or unauthorised. The Principal delegates this authority to the Head of Seniors and/or Head of Juniors for practical purposes.

Definitions:

Authorised absence: This is an absence accepted as legitimate by the school and recorded as an authorised absence in the attendance register. The following reasons for failure to attend lessons may be treated as *authorised* absences:

- a) sickness or any unavoidable cause;
- b) a day exclusively set apart for religious observance by the religious body to which his or her parent belongs;
- c) school trips locally or abroad; other school events or competitions requiring leave from lessons;
- d) special leave granted by the Principal or by authority delegated by the Principal to the Head of Seniors and/or Head of Junior.

Unauthorised absence: This is an absence not authorised by the Principal or delegated authorities and which will be recorded as such in the school's attendance registers. The school cannot prevent parents from withdrawing their children from school sessions but is under no obligation to accept a simple expression of parental wishes as constituting authority for absence. The recording of an absence as authorised or unauthorised is at the discretion of the Principal or delegated authorities.

The following is a non-exhaustive list of the types of absences, which will be or are likely to be recorded as *unauthorised* if parents withdraw their children from lessons without the support of the school:

- a) Holidays: extensions of family holidays at the beginnings and ends of terms or extensions of half-term breaks and other short closures; family holidays in the middle of a term or half-term; early departures for summer camps or other such leisure activities;
- b) Family occasions which could be arranged within school holiday times; birthday parties and similar family celebrations which could be held at the weekend before or after the anniversary;
- c) Special trips: accompanying siblings or other family members on non-essential or non-emergency trips or outings; trips deemed 'educational' by parents but not accepted as being so by the school;
- d) other types of absence the Principal deems to be non-essential or to be avoidable.

Truancy and wilful absence from school activities is automatically unauthorised absence. The school is obliged to report the total percentage of unauthorised

absences in all reports, references (such as those required by universities and other schools).

Procedures:

- a) SMS notification of absence:** From 0930 each day the attendance officer will text the parents of any absent child. We will do this on everyday of a child's absence even if you have provided a note; we do this to ensure you are aware that your child is not at school.
- b) Planned absences:** Where parents can foresee an absence, parents should write to the Head of Seniors through the relevant Senior School Head of Year. The specific nature of the absence and some explanation to support the application is necessary. The application will be considered on its merits and treated as authorised or not as the case may be. The attendance officer will text parents for each day of the absence to confirm the child is absent.
- c) Unforeseen absences:** In instances where absences are unforeseen (e.g. illness, accident, etc.), parents should please ensure that pupils return to school with a note signed by their parents certifying their absence and, for the purposes of our records, giving a brief explanation of the reasons for the absence. *The school reserves the right to ask for further information or for medical certificates to support the note where this would be helpful. Normally the school will ask for medical certificates to support absence notes for illness in the three days before public examination, coursework deadlines and in the three days at the beginning and end of terms and other holiday periods.* Absences, which are not covered by a valid note and/or medical certificate, will sit on the record as unauthorised absences. The school is obliged to include attendance information in reports and references.
- d) Persistent lateness to school:** Persistent lateness to registration, late arrival resulting in the missing of early morning lessons and wilful absence from classes during the school day has a cumulative effect equal to unauthorised absence and truancy. Three such instances will be treated as the equivalent of a whole day of unauthorised absence for the purposes of evaluating a pupil's attendance (see below).

Consequences

The consequences of an accumulation of unauthorised absences are based on the premises that the school provides ample holiday time in its annual calendar and that 100% attendance at school should be the norm. Where problems arise with attendance, the school will take prompt action and will write to express its concern to parents and may ask parents to meet with senior staff to discuss the matter. Should the problem persist, parents will be informed in writing of the school's concerns and that their children risks **being required to repeat the year or not being entered for public examinations.**

In the case of authorised absences accumulating in a similar manner, the school will deal with this as a pastoral and academic matter and discuss the difficulties with parents. Where authorised absences run to a high percentage of the academic year, the school may advise the parents that it is in the child's interest to repeat the year.

In this, as in other matters, the school reserves the right to require a student to repeat an academic year or to refuse to enter a student for public examinations.

In the case of pupils who wilfully fail to attend important or special occasions (for example, the ends of terms) and where the absence is not authorised, ***the school reserves the right not to issue reports until the beginning of the next academic year and until an acceptable explanation has been given.*** In the case of pupils leaving the school, the school reserves the right to respond to unauthorised absence of this nature ***by refusing to issue certificates and letters of attendance, good conduct, etc.*** to pupils seeking them for future educational, employment or official purposes. Persistent ***poor attendees will have that problem noted on transcripts and references*** where such information is required by other institutions of learning and employers.

Assemblies

All pupils are involved in weekly assemblies either with the whole of Senior School or as a Key Stage or as a Year Group. These are not open to parents as they are internal educational events. Parents will receive invitations to attend if a special assembly has been planned for parents to attend. Please watch for notices in the Bulletin as we also place reminders in this paper every week.

Behaviour for Learning

We have a senior school policy on behaviour for learning (see also Code of Conduct and our website (www.bisc.edu.eg)) to see policies and we expect the children to adhere to a code of conduct and behave appropriately at all times. Good discipline is based on a clear and shared understanding of what is expected and with this in mind matters are dealt with by the Form Tutor, the Heads of Year, Heads of Key Stage and the Head of Senior School. Parents are kept informed at times when it is felt to be necessary.

At BISC, we have very few disciplinary problems; however, we do have a number of mechanisms to deal with the pupils both to reward good behaviour and to deal with undesirable traits.

Good work is rewarded in a variety of ways. We have a merit system for effort and success in academic work. Teachers give merits for any work that a pupil produces that displays extra qualities of care and success. When a pupil has collected ten merits from his or her teachers they will be rewarded with a book token. If a pupil produces an excellent report then their parents are sent letters of commendation. House points may be awarded for sporting activities and for other activities where a pupil is representing his/her House.

Sanctions

Any pupil who commits a serious enough offence enters the system of sanctions at an appropriate level.

Detentions

For problems with work and behaviour, there are teacher detentions, departmental detentions, or more seriously, a detention on Monday after school and more seriously again, Saturday detentions.

The school reserves the right to detain a pupil until 4:30pm Sunday –Thursday provided we have given parents 24 hours notice.

Behaviour Monitoring and Support

In parallel with these sanctions we have a supportive monitoring system based on White, Yellow and Red Cards, which we use where necessary to help students set and meet behavioural targets. The first level is the Tutor (white) Disciplinary Report. With this they will have to present the card to every teacher before the lesson begins to ensure that the particular aspect of the pupil is commented upon. The white card has to be presented to the tutor on a daily basis. The next level is the Head of Section (Yellow) Disciplinary Report and this card has to be shown to the Section on a daily basis. The final level of the card System is the Principal (Red) Disciplinary Report where the student has to report to the Principal on a daily basis.

BISC Bulletins

This is published on the school website every Thursday in term time and given to pupils in hard copy to take home. Besides general news, it contains information specifically for Senior School Parents.

Senior School Daily Bulletin is published on the school intranet giving information relevant to each key stage in the senior school.

Calendar

We have a calendar that is sent home at the beginning of each term and we publish a weekly BISC Bulletin, which goes home on Thursdays and is posted on the school intranet. We try to keep you informed as much as possible through class and school events that show pupils' work or achievements. Please do ask if you require any additional information that we have not considered.

The school website: www.bisc.edu.eg is also an important way of staying in touch and updated with latest news.

Careers

The school helps pupils towards the next step after BISC by providing careers lessons during the PSHE time. In addition, the careers advisor, Mr. R. Stewart is available to meet pupils and parents for individual guidance. A careers library is available, (for use by pupils and parents), which has information about career choices and university applications.

Code of Conduct

Pupils are expected to behave at all times in a manner that brings credit to them and to the school. They are to be sensitive to the needs of others and to work to ensure the smooth running of the BISC community. They are expected to behave courteously towards other pupils and staff and to carry out instructions from teachers. In particular we ask pupils to be always aware of the following points:

For personal safety and for the safety of others:

- To know the fire drills and carry them out in silence.
- When moving around the school to keep to the left of corridors & stairs
- Not to bring knives or other weapons into school.

To ensure a pleasant school environment pupils should:

- Respect and take care of school property
- Throw litter into bins provided
- Take lunch and snacks in the canteen. Fast food is not permitted.
- Refrain from bringing the following to school: chewing gum or correction fluid as these can easily spoil our school environment.
- Enter classrooms once they have the specific permission of a teacher

To ensure that pupils make the most of their time at school pupils should:

- Get involved in activities
- Come to lessons prepared with the correct kit, equipment, and books. All pupils are to have their own pens, pencils, rulers, and calculators and a reading book. The school provides paper, exercise books and files.
- Arrive on time for all lessons and activities.
- Refrain from using mobile phones except at break times.
- Bring the Pupil Logbook to all lessons and tutor sessions and to look after it.
- Remain within the school grounds during the day unless going on a visit arranged by a teacher or unless given permission to sign out by the Head of Seniors, for which a valid reason will have to be provided.
- Pupils are not allowed to smoke. This includes smoking on school premises, near the school, at school functions, on school trips or whilst in school uniform or on the way to or from school. Drugs and alcohol are strictly forbidden.
- To help develop facility with English and Arabic, social inclusivity and the monitoring of student interactions by duty staff, pupils are to speak English

during lessons except when required to speak Arabic or another Modern Foreign Language by a teacher.

- To ensure all are happy and safe at BISC there is zero tolerance of disruptive classroom behaviour, bullying, or fighting.

Contacting School

If you need to contact school at any point during the day please telephone the main switchboard numbers: **3859 2000** and ask for Mrs. Hanaa Tobia. Alternatively, use her school mobile number **0111121984**. For queries about subjects please email the teacher direct and cc the tutor and the Head of Department upwards as necessary. For queries of a more general or pastoral nature please email the tutor and cc the Head of Year upwards as necessary.

Drugs, Alcohol and Smoking Policy

The possession, use, sale, or distribution of drugs or alcohol is prohibited. Pupils suspected of taking drugs or alcohol will be reported to their parents. Smoking is not allowed at BISC nor when travelling to and from the school or when representing it in other places. Pupils not observing this rule may be removed from the pupil roll and banned from trips. In cases where a child is taking a course of prescribed drugs, parents are obliged to write to the Head of Seniors for permission to bring these into school. He will thereafter inform the school doctor.

Emergencies

If there is an emergency, of any nature, we will contact you. We **must** have up-to-date contact numbers and email addresses. Please complete the Data Capture Form inserted in this handbook and return to Form Tutors as soon as possible. Please inform us, in writing with your signature and date, of any changes, including postal address and medical information.

End-of-Day Arrangements

Only students involved in an Extra-Curricular Activity, or with special permission, may remain on the school campus after 15:15 Sunday -Thursday. Students involved in an Extra-Curricular Activity may remain on site until that activity has ended.

At the end of school all senior pupils should either leave the campus and make their way home by school bus or by their own means, or, wait for their driver within the school compound. Parents are required to collect their children punctually, so that all senior pupils have left the campus and its vicinity by 15:15. When pupils are involved in an after-school activity they will leave by bus or by their own means or are collected at; however, the same rules apply and they must wait within the school compound. Parents are required to collect their children punctually, so that all pupils doing extra-curricular activities have left school and its immediate vicinity by 16:45.

Equipment

Pupils require a pencil case with pens, pencils, coloured pencils, eraser, ruler, sharpener, protractor, pair of compasses, a scientific calculator (suggested model: Casio fx-8 2TL) and it is recommended that GCSE pupils have a graphical calculator (suggested model: Texas Instruments TI-83).

EMAC (Eastern Mediterranean Activities Conference)

The school is a full member of EMAC, an organisation of some sixteen schools from all over North Africa, the Middle East, and the eastern Mediterranean.

We take part in varsity volleyball and football, junior varsity volleyball, football, basketball and tennis and the Middle School festival for younger pupils. In addition, all age groups compete in Track and Field.

EMAC is a valued part of the school programme and over half of the Senior School pupils are involved. In order to qualify for a team every pupil will be invited to participate but selection is on merit, and is based on the judgement of the coach. *Furthermore, students are only considered for selection if parents have signed the EMAC terms for selection letter to say they will uphold the EMAC policies. In particular, EMAC requires that students are hosted by families of the school hosting the EMAC event.* The school strives to have students hosted in pairs but cannot guarantee this. *If parents are not prepared to allow hosting or to host they should refrain from signing the EMAC terms for selection letter.* It is an excellent opportunity for good sports competition and cultural development, as well as meeting and making friends throughout the region.

Field Studies and Trips

The School organises many field trips to various regions of Egypt and takes advantage of alternative facilities offered by other educational establishments within the Cairo area. Considerable importance is placed on this aspect of education. Classes are taken on field trips to develop work in many subjects, notably Geography, Biology, History, Mathematics and Business Studies and in order to further interest in projects which are being followed.

The school has its own buses and, when necessary, hires additional coaches for these visits. Before such excursions take place, parents give written consent. This is also required for the general use of the school buses.

Grouping

On school trips of any sort, the school reserves the right to group the participants as it sees fit.

Hosted and Hosting Arrangements

In addition, where hosting arrangements apply, pupils will only be selected for teams if their parents have signed the trips terms for selection letter which requires students to be hosted and to host visitors if required to do so and on the understanding that the school will decide where and with whom pupils are hosted. The school strives to have students hosted in pairs but cannot guarantee this

Jewellery and Valuable Items

Such items, which include necklaces, bracelets, rings, earrings, broaches and badges, may not be worn at school. Girls who have had their ears pierced may wear up to 2 studs, but these may have to be removed for PE or other activities. ***If such items are brought and lost, the school will not be held responsible.***

We do **not** encourage mobile phones or other valuable items on to the premises and if a pupil does bring these items on to the site, *we will not accept any responsibility for them.* Mobile phones should not be used in classrooms and will be confiscated if they are.

Holidays

We have very short intense terms. We ask that you do not take children out of school over and above the holidays already scheduled. The school policy on attendance (sec.6) will clarify issues pertaining to examinations in this regard.

Homework

Homework has a fixed timetable for the first three years and is arranged so that some is set to be done each school day. Whilst the amount of time spent on homework may vary from pupil to pupil, the following times may be considered appropriate: -

Year 7:	a total of one hour's concentrated work per day
Year 8:	a total of one and a quarter hour's concentrated work per day
Year 9:	a total of one and a half hour's concentrated work per day
Year 10:	an average of two hours work per day.
Year 11:	This will average out at more than two hours per day though the actual amount will vary from pupil to pupil and from day to day. If the pupils have been working during the week, at least one day off during the weekend should be seen as a necessity.
Sixth Form:	This will average out at more than three hours per day though the actual amount will vary from pupil to pupil and from day to day. If the pupils have been working during the week, at least one day off during the weekend should be seen as a necessity.

Homework timetables will be issued to each pupil during the first week of term. A Pupil Logbook is also given to pupils to record all the assignments given.

Teachers also record homework daily on the school intranet (<http://intranet.bisc.edu.eg>). Parents can check homework set and deadlines by clicking on departmental pages.

Library

The School has a well-stocked library, under the control of a full-time librarian. The library is open from 8:00am to 4:30pm each day during term time.

Lockers

Any personal items brought into the school are the responsibility of the pupil. Such items ought to be clearly marked with the pupil's name.

Each pupil has a locker which they may use for storing schoolbooks and equipment. These lockers are not safe deposit boxes, so pupils are asked to leave any article of value, which it has been necessary to bring to School, in the Office, where it can be locked in a safe. Personal stereos may be used on the journeys to and from school. However these are not to be used during the school day or during lessons. We will confiscate such items for the day if necessary. ***The school holds no responsibility, should such items be lost or stolen while on our premises.***

Logbooks

Each Senior School pupil is issued with a Pupil Logbook at the beginning of the year. This is to be carried round by the pupil to all lessons and used at all times. It is to be used for all the day-to-day information that a pupil needs in school. It is used for keeping a record of all homework, test, and exam dates. Teachers use the Pupil Logbook to comment on a pupil's work, to reward efforts and achievement by recording merits, and to communicate any important information to parents. It is extremely important that parents check the Logbook every week and that they sign it at the end of each week.

Medical

The school has both a full-time, qualified doctor and nurse on the premises during school hours together with an ambulance on site. They will deal with any accidents and illness as they arise, informing parents of any action needed or taken. When it is necessary for a pupil to be sent home, parents will be notified and asked to collect him/her; if it is deemed necessary to send a pupil to a hospital, the medical officer will arrange transport and notify the parent with the necessary details.

Parents will be asked to complete a form giving the medical officer permission to deal with medical emergencies. They will also be required to complete a form covering their children's medical history.

Pupils returning to school after absence due to illness must bring a letter from their doctor.

Music Tuition

There is a number of peripatetic music staff who offer instrumental lessons on a private basis. Please contact the VPA secretary maha.reda@bisc.edu.eg for further

details or Ms. B. Conway (bridgette.conway@bisc.edu.eg) if you need further advice.

Parental Meetings

At the start of each academic year we hold Parents' Information Meetings to inform you as to the programme for the academic year.

Further Parents' Meetings are then held at regular intervals throughout the year, usually following the reports (*Assessment, Reporting and Recording Cycle 2010-2011* is enclosed at the end of this information book). The parents will be informed of the dates by letter and in the BISC Bulletin together with a text reminder. These meetings give parents an opportunity to talk about pupil progress with Subject Teachers, Form Tutors and Heads of Year.

Members of the teaching staff are generally available during the term to answer any queries from individual parents. Appointments are made through the PA to the Head of Senior School, Ms Hanaa Tobia (hanaa.tobia@bisc.edu.eg). When any pupil becomes a cause of concern, arrangements are made for the parents to come in to talk to the relevant teachers and tutors.

Parental Concerns:

Parents can arrange meetings with relevant staff via Ms Hanaa. BISC recognises the importance of clear and effective communication between the School and the parents. We encourage parents to contact the relevant member of staff should there be any concerns. The lines of communication we would like parents to use are as indicated in the table below.

<p style="text-align: center;">The Form Tutor</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">The Head of Year</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">The Head of Key Stage</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Head of Seniors</p>	<p>For general concerns parents are encouraged to contact the tutor first then the Head of Year, Head of Key Stage, Head of Senior School, Principal in that order.</p> <p>The tutor is responsible for the overall welfare of the pupil, and has an overview of their academic and social progress at school. She/he is the link person between the parent and the school.</p>
<p style="text-align: center;">Subject Teachers/specialist</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Head of Department</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Deputy Head (Academic)</p>	<p>For academic concerns in any <i>specific</i> subject, parents are encouraged to contact the subject teachers then the Head of Department. Parents can contact the Deputy Head (Academic) should they have general academic concerns over academic progress or curriculum queries.</p>
<p>The Principal</p>	

Pastoral Support

There is a pastoral support structure based, in the first instance, around the Form Tutor. Every day there is a meeting between the Form Tutor and Form; a ten-minute registration period is scheduled for the beginning of the day. It must be stressed that this is seen as an important contact period and parents are urged to see that all pupils are in the building in good time so as to attend the flag ceremony at 07.50 and registration at 08.00.

There is a single Tutorial Period on one day of each week, thus giving scope for a developing relationship between pupil and tutor. The majority of teachers have been assigned to a tutor group and are in close contact with that group. This leads to a monitoring of progress, both academic and social, within the confines of the pupils' peer group.

In addition to the channels outlined, each pupil is under the overall charge of a Head of Year. S/he is involved with the overall pastoral care of the pupils and as such, you or they can approach him/her. The Head of Key Stage provides yet further pastoral care.

The Head of Key Stage 3 Years 7-9

The Head of Key Stage 4 Years 10-11

The Head of Sixth Form Years 12-13

Prefects – Sixth Form

The Prefect System in the Sixth Form aims to provide leadership opportunities for the Sixth Form pupils and to develop a sense of social responsibility and inclusion in the wider school community. BISC aims to provide opportunities for pupils to improve their personal skills, supporting university applications.

We have a Head Boy, Deputy Head Boy and a Head Girl, Deputy Head Girl and a team of prefects who help with duties and the promotion of different subject areas and events. Prefects are also expected to assist with activities outside the traditional school academic/pastoral structure e.g. MUN, IA, the activities programme, and the yearbook. Candidates should indicate their particular interest in their application. Other extra ordinary projects (e.g. environmental initiatives) can utilise the whole prefect body via the Head Boy, Deputy Head Boy and a Head Girl, Deputy Head Girl. All prefects assist their House Captain.

Student Council

There is a Student Council, which comprises a Social and a Welfare Representative from each form. The council meets weekly and the representatives bring a range of topics and suggestions from their forms to the meetings. The pupils are therefore active in the running of the school and have an official voice. There have been many changes in the Senior School as a direct result of the council's work.

Prefects and the Student Council

The Student Council represents the pupil body. It is composed of pupils from all years and has a pupil-specific constitution and agenda. It is expected that sixth form pupils can be both Prefects and members of the Student Council. Prefects that are members of the Student Council will be positive role models to the younger members and will be expected to act as senior members of the school.

Snacks and Drinks

Pupils need either to bring a sensible snack to school each day or to bring money to

buy snacks from our school canteen. Pupils are not allowed to have food delivered during the school day.

Students

The Senior School consists of around 420 pupils, where the age range is from 11 to 18+ with approximately equal numbers of boys and girls. Classes cover the seven years from Year 7 up to and including Upper 6 (Y13): -

3 Forms at Year 7 level	ages 11-12	
3 Forms at Year 8 level	ages 12-13	
3 Forms at Year 9 level	ages 13-14	
3 Forms at Year 10 level	ages 14-15	
3 Forms at Year 11 level	ages 15-16	GCSE and IGCSE taken at the end of year
3 Forms at Year 12 level	ages 16-17	
3 Forms at Year 13 level	ages 17-18	IB taken at end of year.

While many of the pupils are from the UK and other English speaking nations, some 43 nationalities are represented within BISC. The natural development of friendliness, tolerance, goodwill, and understanding is seen as an important part of a pupil's personal growth.

Transport

Safety is paramount and students using the school buses must adhere to the school code of conduct and must wear their seat belt properly for the whole journey. **Students failing to adhere to these rules will be banned from using the school bus. Should you have questions about transport, please contact Mr. Ashraf Gad, our Transport Manager, on his mobile 0183000536 or via his email address ahsraf.gad@bisc.edu.eg**

Uniform

- Uniform is worn for all Years 7-11. Please see the separate uniform list supplied.
- Trousers: There are separate boys' and girls' trouser styles. Boys wear trousers with a suitable belt. Boys in KS3 may wear tailored blue shorts of the same design as those used in the Junior School if they wish.
- Shoes: The uniform shoes black. Neither sandals nor trainers.
- Girls are allowed to wear stud earrings (only one in each ear) but otherwise no jewellery should be worn. Facial and body piercing are not acceptable. A fine chain with one small pendant of a religious significance may be worn provided the pendant is out of sight.
- The Sixth Form do not wear uniform but must adhere to the Sixth Form dress code as laid out in the uniform list.
- Hair: Pupils should not have dyed hair. Boys' hair should be short enough not to touch their collar.
- Boys Shirts should be tucked into their trousers.

BISC WINTER UNIFORM SENIORS (Year 7 to Year 11)

GIRLS	SKIRT/TROUSERS SHIRT JUMPER	navy blue blue and white check, long-sleeved navy blue with school logo
BOYS	TROUSERS SHIRT JUMPER	navy blue tailored blue and white check, long-sleeved navy blue with school logo
GIRLS	SOCKS TIGHTS	plain navy blue or white plain white (juniors) tan (seniors)
BOYS	SOCKS	plain navy blue, black or white

BLACK SHOES (POLISHABLE) FOR GIRLS AND BOYS

SENIOR SPORTSWEAR FOR GIRLS AND BOYS

White shorts, house T-shirts, white socks, white or black gym shoes, training shoes (optional)

*School hooded tops should only be used in PE lessons.

BISC SUMMER UNIFORM SENIORS (Year 7 to Year 11)

GIRLS	SKIRT/TROUSERS SHIRT	navy blue blue and white check, short-sleeved
BOYS	TROUSERS SHIRT	navy blue tailored blue and white check, short-sleeved
GIRLS	SOCKS	plain navy blue or white
BOYS	SOCKS	plain navy blue, black or white

BLACK SHOES (POLISHABLE) FOR GIRLS AND BOYS

SENIOR SPORTSWEAR FOR GIRLS AND BOYS

White shorts, house T-shirts, white socks, white or black gym shoes, training shoes (optional)

JEWELLERY

No jewellery is to be worn apart from one pair of stud ear-rings for girls. Make-up and coloured nail varnish should not be worn.

ALL THE ABOVE CLOTHING ITEMS ARE TO BE BOUGHT FROM THE OFFICIAL SCHOOL OUTFITTERS, MOBACO, AT THE FOLLOWING OUTLETS:-

6TH OCTOBER

Dandy Mall, Carrefour
Open from 9:30am to 10pm

Tel. 35391440
Everyday

ZAMALEK

8 Ahmed Sabri Street
Open from 10am to 10pm

Tel. 27382790
Everyday

Uniform: SIXTH FORM DRESS CODE

The dress code for the Sixth Form is **clean, smart casual**, such as would be worn by good quality business people. All boys must be clean shaven with hair no longer than collar length. Hair should not be dyed in a fashion which attracts attention; this applies to boys and girls.

	Suitable	Unsuitable
Boys:	Leather shoes Smart trousers Tailored shirt / shirt with collar/smart polo shirt. <i>Shirts must not have slogans</i>	Trainers, canvas shoes, or similar. Jeans/shorts/casual trousers/track suits
Girls:	Leather shoes Leather sandals or similar which protect the feet Smart trousers Reasonable length skirts (approximately knee length) Tops / shirts with sleeves <i>Shirts/tops must not have slogans</i> Neutral nail paint	Trainers, canvas shoes, or similar, High heeled shoes, strappy sandals Jeans / shorts / casual trousers with multiple pockets and / or zips/ leggings/skinny jeans/track suits Very long skirts / very short skirts / skirts with thigh length slits. Sleeveless tops / T shirts /Tops with slogans/ tops showing midriff False nails / nails which attract attention
Ladies and Gentlemen:	Jewelry: discrete, unobtrusive, reasonable jewelry	Jewelry: ostentatious, attention seeking, expensive, dangerous, and absolutely no facial piercings

7. Academic Calendar 2010-2011

Autumn Term 2010

Term Begins:	Sunday 29th August
Term Ends:	Thursday 16th December
Eid El Fitr*	Thursday 9 th September Sunday 12 th September (inclusive)
Armed Forces Day & Half Term	Wednesday 6 th October Sunday 14 th November to Saturday 20 th November (inclusive.)
<i>Eid El Adha*</i> <i>Islamic New Year</i>	<i>Tuesday 16th to Friday 19th November</i> <i>Tuesday 7th December</i>

Spring Term 2011

Term Begins:	Sunday 9th January
Term Ends:	Thursday 14th April
<i>Coptic Christmas</i>	<i>Friday 7th January</i>
Half Term	Thursday 24 th February Monday 28 th February (inclusive)
<i>Prophet's Birthday</i>	<i>Saturday 26th February</i>
<i>Western & Eastern* Easter</i> <i>Sham El Nessim*</i>	<i>Sunday 24th April</i> <i>Monday 25th April</i>

Summer Term 2011

Term Begins:	Sunday 1st May
Term Ends:	Thursday 30th June
Half Term	Sunday 29 th May to Tuesday 31 st May (inclusive)

***Dates for Islamic Holidays are approximate**

8. Important Dates

Results and Sixth Form Interviews

IB Exam Results at BISC

Tuesday 6th July

These will be issued to Year 13 students in person from the Sixth Form office on the 6th July from 12noon to 3pm. Students can also obtain their results directly using their IB website log in. Ms. Phaup, The Principal and Dr. Wall will be at school to help with University applications as necessary. We do not issue results over the phone.

GCSE Exam Results at BISC

Tuesday 24th August

Senior Staff will be on hand from 10:00-15:00 to assist with the receipt of GCSE results. Students should come to the Senior Office area.

Year 12 Formal Interviews for Sixth Form at New Campus Friday 27th and Saturday 28th August

All students wishing to join BISC Sixth Form have to attend a formal interview at which we explore their aspirations, subject choices and expectations. Students will receive a letter with an appointment time and should report to the Sixth Form Common Room at least 5 minutes before the interview is due to start dressed in smart casual clothing with a copy of their GCSE (or other) results. There will be ample opportunity to talk with the Head of Sixth Form and IB Coordinator, The Careers Coordinator, The Deputy Head or The Head of Senior School to help you finalise any option choices for IB. It is advisable to bring a book to read and some money for refreshments.

9. Arrangements for Start of Autumn Term 2010 and Ramadan

Start of Term Y7-13 Sunday 29th August 2010

Pupils should arrive by bus or by car by 07:45 and will be met at the gates by Senior School Staff who will direct Key Stage 3 to The Theatre, Key Stage 4 to The Black Box Theatre and The Sixth Form to The Drama Studio. Once in these venues The Head of Key Stage, Heads of Year and Tutors will present a Welcome assembly prior to taking the students to their form rooms for tutor time. Timetables, log books, homework timetables, lockers and the school code of conduct will be discussed in some detail. From period 3 onwards students will follow normal lessons as indicated on their timetable.

Programme for the 1st day of Autumn Term

08:00	Assembly in the Theatre Ks3 Y7, 8 and 9
	Black Box Theatre Ks4 Y10 and 11
	Drama Studio Sixth Form Y12 and 13
08:30	Tutor time Timetables, log books, lockers issued Expectations discussed
09:30	Normal lessons period 3 onwards
10:10	Period 4
10:50	Senior Lunch
11:30	Period 5
12:10	Period 6
12:50	Period 7
13:30	Second break
13:45	Period 8
14:25	Period 9
15:00	Buses depart 15:00 onwards

During the holy month of Ramadan the school ends at 15:00 each day and the buses leave by 15:15 and there will be no after school activities.

10. Beverly Hills Campus – Drop-off & Pick-up

For reasons of safety, school buses and private cars have distinct places for child drop-off and collection at the beginning and end of the school day.

Please see the school map, with reference to Gate 1 (Main School Gate) and Gate 4 (Gate at north end of campus). No other Gates should be used for child drop-off and collection.

School Buses – Gate 1

Buses will enter the front gate of the school using a dedicated bus-lane. Drop-off will take place just outside the Theatre Building. All bus pupils will enter the building via the main pedestrian walk-way.

Bus pupils will use the same pedestrian walk-way at the end of the day, at 3.00 p.m. There is a dedicated bus pick-up area in front of the Theatre Building. At 3.15 p.m. buses will depart for their destinations.

Private Cars (Pupils in Years 1-13) – Gate 4

Private cars carrying Y1-Y13 pupils will be directed to the top of the campus and children will enter the school from the top gate, via a pedestrian walk-way. Afternoon collection works in the same way. Parents should collect their children from the top gate. There is space to park your vehicle outside the top of the campus, allowing for a short walk before you collect your child. Security staff will not be permitted to release children on their own; all pupils will have to be received by the parent or nominated carer.

Private Cars (Foundation Stage Pupils Only) – Gate 1b

Pupils in FS1-2 should be taken into the front gate of the campus and walked to the Foundation Stage areas. Foundation Parents should collect their children from their classes at the designated times in the afternoon (FS1 1.15 p.m.; FS2 2.25 p.m.), using the same gate.

Information Evenings, Parents' Evenings and Reports Dates

5 th Sept. 2010	Information evening for parents of Year 7 and new Year 8 and 9 students 2:00 – 3:00pm
15 th Sept. 2010	Information Evening for parents of Year 10 and new Year 11 students 2:00 – 3:00pm
19 th Sept. 2010	Information Evening for parents of Year 12 and new Year 13 students 32:00 – 3:00pm
21 st Oct. 2010	Year 11 and 13 Progress Reports
27 th Oct. 2010	Year 13 Parents Meeting 3:30-5:30pm
3 rd Nov. 2010	Year 11 Parents' Meeting 3:30-5:30pm
11 th Nov. 2010	KS3 Progress Reports
9 th Nov. 2010	Year 10 Parents' Meeting 3:30-5:30pm
8 th Nov. 2010	Year 12 Parents' Meeting 3:30-5:30pm
24 th Nov. 2010	Year 7 Parents' Meeting 3:30-5:30pm
1 st Dec. 2010	Year 8 Parents' Meeting 3:30-5:30pm
30 th Nov. 2010	Year 9 Parents' Meeting 3:30-5:30pm
1 st – 6 th March 2011	Year 7, 8 and 9 Assessments
10 th – 17 th Jan. 2011	Year 10 and 12 Mid year Exams
10 th – 20 th Jan. 2011	Year 11 and 13 Mock exams
24 th March 2011	Year 7, 8 and 9 Full Reports
10 th Feb. 2011	Year 10-13 Exam Reports
29 th March 2011	Year 9 options afternoon
15 th Feb. 2011	Year 13 Parents' Meeting 3:30-5:30pm
22 nd Feb. 2011	Year 11 Parents' Meeting 3:30-5:30pm
10 th March 2011	Year 10 Parents' Meeting 3:30-5:30pm
16 th May 2011	Year 12 Parents' Meeting 3:30-5:30pm
1 st – 8 th March 2011	Year 7, 8 and 9 Assessment Week
14 th April 2011	Year 7, 8 and 9 Progress Reports
3 rd May 2011	IB Exams
3 rd May 2011	Year 7 Parents' Meeting 3:30-5:30pm
9 th May 2011	Year 8 Parents' Meeting 3:30-5:30pm
11 th May 2011	Year 9 Parents' Meeting 3:30-5:30pm
12 th May 2011	GCSE Exams
15 th – 19 th May	EOY exams for Year 10
27 th May 2011	Year 13 Graduation
2 nd - 9 th June	EOY exams for Year 12
16 – 22 nd June 2011	End of Year Exams Years 7-10 and 12
30 th June 2011	Speech Day: Full Reports Issued for Years 7-10 and 12.