



**THE BRITISH INTERNATIONAL SCHOOL, CAIRO**

**THE SENIOR SCHOOL**

**INFORMATION BOOK FOR PARENTS**

**2009-2010**

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# The British International School Cairo

**Principal** **Mr. S. O'Grady**

**Business Manager** **Mrs. M. El Fawal**

**Head of the Senior School** **Dr. C. Wall**

**Deputy Head of the Senior School** **Ms. B. Zora**

**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](mailto:senior@bisc.edu.eg)

Do also check our website for any updates.

website : [www.bisc.edu.eg](http://www.bisc.edu.eg)



Dear Parents,

Allow me to warmly welcome you to The British International School, Cairo, Senior School. We are really excited about the prospect of teaching your children in the state of the art educational facilities we have at our new campus.

The Senior School Information Book For Parents 2009-2010 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.

If you cannot find the answer here, please do not hesitate to contact your son or daughter's tutor, or the appropriate member of staff concerned. 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.

Finally, can I wish you all the best of fortune as we forge ahead into this exciting academic year.

Yours sincerely,

Charles Wall  
Head of Senior School,  
The British International School, Cairo  
[Charles.Wall@bisc.edu.eg](mailto: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. On arrival, pupils will congregate on the large canteen area and begin to move towards Form Rooms at 07.55. Registration begins at 08.00.

<b>Sun – Wed</b>		<b>Thursday</b>	
Registration	0800 – 0810	Registration	0800 – 0810
Period One	0810 – 0850	Period One	0810 – 0850
Period Two	0850 – 0930	Period Two	0850 – 0930
<b>Fruit Boost</b>	<b>0930 – 0935</b>	<b>Fruit Boost</b>	<b>0930 – 0935</b>
Period Three	0935 – 1015	Period Three	0935 – 1015
Period Four	1015 – 1055	Period Four	1015 – 1055
<b>Senior Lunch</b>	<b>1055 – 1125</b>	<b>Senior Lunch</b>	<b>1055 – 1125</b>
Period Five	1125 – 1205	Period Five	1125 – 1205
Period Six	1205 – 1245	Period Six	1205 – 1245
Period Seven	1245 – 1325	<b>Second Break</b>	<b>1245 – 1300</b>
<b>Second Break</b>	<b>1325 – 1340</b>	Period Seven	1300 – 1340
Period Eight	1340 – 1420	Period Eight	1340 – 1420
Period Nine	1420 – 1500	Period Nine	1420 – 1500

### **Every Tuesday**

13.40 -- 14.20      Period 8 - PSHE with Form Tutor  
14.20 – 15.00      Period 9 – Assembly

### **Every Thursday**

14.20 – 15.00      Activities Period

### **Extra-Curricular Activities**

In addition to the compulsory activities period, Thursday period 9, the Senior School has a busy Extra-Curricular Activities (ECA) programme which runs from 15:15-16:30 Sunday to Wednesday. 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 the transport to and from school.

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

## **THE STAFF**

Mr. S. O'Grady	- Principal
Mrs. M. El Fawal	- Business Manager
Dr. C. Wall	- Head of the Senior School
Ms. B. Zora	- Deputy Head of the Senior School

### ***Administration Staff***

Mrs. H. Tobia	- Personal Assistant to the Head of Senior School
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### ***Heads of Year***

Ms. D. Wellington	-Head of Lower School (Years 7-9)
Ms. E. Zora	-Head of Middle School (Years10-11)
Ms. A. Phaup	-Head of Sixth Form (Y12 + Y13)

### ***Heads of Department***

Mrs. R. Nimer	- Arabic Coordinator – Senior School
Ms. J. Hunter	- Head of Art
Ms. A. English	- Head of Curriculum Support
Mrs. R. Sabet	- Head of Drama and Visual and Performing Arts Coordinator
Mr. M. Hollis	- Head of English
Mr. R. Short	- Head of Humanities
Mr. H. Haynes-Wood	- Head of IT
Dr. T. Morland	- Head of Mathematics
Ms. C. Jouffrai	- Head of Modern Languages
Ms. L. Clarke	- Head of Music
Mr. J. Wyre	- Director of Physical Education
Mr. P. Badham	- Head of Science

### ***Subject Teachers***

#### ***Arabic***

Mrs. R. Nimer	-Arabic Coordinator
Mr. Y. Ali	
Mr. N. Farag	

#### ***Art***

Mrs. J. Hunter	-Head of Department
Mr. N. Farag	
Mr. T. Saville	

#### ***Drama***

Mrs. R. Sabet	-Head of Drama & Visual Performing Arts Coordinator
Mr. M. Sabet	

#### ***English***

Mr. M. Hollis	-Head of Department
Dr. J. Bloom	
Mr. A. Bonham	-2 <sup>nd</sup> in Department

Mrs. K. Hollis  
Mrs. C. Livingstone-Wyre  
Ms. B. Zora

**ESL**

Ms. Ruth Radwan

**Humanities**

Mr. R. Short	- Head of Department -History
Mr. P. Carrigan	- Geography
Mr. JP. Downie	- History
Mr. J. Paddon	- Business Studies / Economics
Ms. A. Phaup	- Geography
Ms. E. Zora	- Business Studies / Economics

**ICT**

Mr. H. Haynes-Wood	- Head of Department
Mr. A. MacKenzie	- ICT, Computer Science

**Mathematics**

Dr. T. Morland	-Head of Department
Mr. M. Benchaabane	-Second in Department
Ms. M. Brunt	
Ms. E. Eccleston	
Dr. C Wall	-Mathematics, Physics, Science

**Modern Foreign Languages**

Ms. C. Jouffrai	- Head of Department -French
Ms. P. Bailly	- French
Mr. M. Joyce	- German
Ms. E. Phulpin	- French and Spanish

**Music**

Ms. L. Clarke	-Head of Department
Ms. C. Dawson	

**Physical Education**

Mr. J. Wyre	-Director of PE
Ms. H. Covey	
Mr. N. Harvey	
Ms. D. Wellington	

**Science**

Mr. P. Badham	-Head of Department
	-Science/Physics/Chemistry
Mr. R. Stewart	-Science/Biology/Env. Sys.
Mr. A. Bazeley	-Science/Chemistry
Mr. F. Day	-Science/ Physics/Chemistry
Mr. S. Robinson	-Science/Physics
Mr. A. Sartain	-Second in Department
	-Science/Biology/Env. Sys.
Dr. C. Wall	-Science/Physics

***TOK & CAS Coordinator***

Dr. J. Bloom

***Careers Coordinator***

Mr. R. Stewart

***Examinations Officer***

Ms. S. Ezz El Din

***IB Coordinator***

Ms. A. Phaup

***International Award Coordinator***

Mr. P. Carrigan

***Librarian***

Mrs. S. Yousef

***Form Tutors 2009 - 2010***

<b><u>New Group</u></b>	<b><u>Tutor</u></b>	<b><u>New Tutor</u></b>	<b><u>Form Room</u></b>
<b>7S</b>		Mrs. R. Sabet	S208
<b>7F</b>		Mr. N. Farag	S204
<b>7P</b>		Ms. E. Phulpin	S105
<b>8H</b>		Mrs. K. Hollis	S304
<b>8B</b>		Ms. P. Bailly	S203
<b>8D</b>		Ms. C. Dawson	A201 (Green Room)
<b>9M</b>		Mr. A. MacKenzie	L101
<b>9E</b>		Ms. E. Eccleston	S101
<b>9H</b>		Mr. M. Hollis	S303
<b>10C</b>		Mr. F. Day	S121
<b>10B</b>		Mr. A. Bonham	S301
<b>10L</b>		Ms. M. Brunt	S104
<b>11J</b>		Mr. M. Joyce	S307
<b>11S</b>		Mr. A. Sartain	S123
<b>11B</b>		Mr. A. Bazeley	S122
<b>12P</b>		Mr. J. Paddon	S207
<b>12H</b>		Ms. J. Hunter	IB Art room
<b>12W</b>		Mr. H. Haynes-Wood	L102
<b>13B</b>		Mr. M. Benchabaane	S103
<b>13D</b>		Mr. N. Harvey	S205

#### **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 into 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. Needless competition is avoided and we attempt to foster a genuine desire to learn, encouraging pupils to attain the highest possible standard in whatever they undertake.

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 has been strengthened by the introduction, in 1989, of a Sixth Form working towards the International Baccalaureate Diploma: this provides our pupils with the means to gain entrance to university on a world-wide basis.

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

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

## 5. CURRICULUM

The curriculum is under continual review. The National Curriculum and the National Secondary Strategy in Britain have influenced current thinking and planning, and the changes in examination requirements and techniques brought in with the General Certificate in Secondary Education (GCSE) and International GCSE. At the same time, much consideration is given to the multi-national aspect of the pupil body and for that reason our 6<sup>th</sup> form pupils follow courses that will lead them towards the award of the International Baccalaureate (IB) Diploma.

### **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
Activity	1	1	1	1	1
PE/games	4	4	4	4	4
Maths	5	5	5	6	6
English	6	6	6	6	6
History	3	3	3	4	4
Geography	3	3	3		
Business	0	0	0		
Science (s)	5	5	6	10	10
Art	2	2	2	4	4
Music	2	2	2		
Drama	2	2	2		
ICT	2	2	3	4	4
Arabic	4	4	3*	4	4
French	4	4	3*		
German	0	0	3*		
**Spanish	0	0	3*		
***ESL	(4)	(4)	(4)		
<b>Totals</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>

\*Pupils select two languages in Year 9

\*\* Spanish introduced in 2007

\*\*\*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 IB and CAS Coordinators at school closely monitor pupils' progress.

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

<b>Subject</b>	<b>Year 12</b>	<b>Year 13</b>
Tutor	1	1
PSHE	1	1
Activity	1	1
Highers	18 (3x6 ppw)	18 (3x6 ppw)
Standards	12 (3x4 ppw)	12 (3x4 ppw)
ToK	2	2
<b>Total</b>	<b>35</b>	<b>35</b>

### ***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
- German

**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 *ab initio* – beginner’s course

Exceptionally, and at the discretion of the Deputy Head (Academic), 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 students’ 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 BISC pupils, by promotion from the Junior School at BISC after testing;
- (ii) for new pupils, by entry test, 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.

Parents are asked to note the following:

- (i) any pupil who fails to respond to, or benefit from the academic approach used at BISC, may be asked to seek an alternative school;
- (ii) a pupil may be excluded if his/her presence is found to be threatening the smooth running of the school in any way or affecting the progress of other pupils;
- (iii) a pupil may, because of frequent unauthorised absence, drop so far below expected standards as to endanger their future at the school.

Unless exceptional circumstances prevail, ample warning will be given to the parents of any pupil in danger of falling within either category.

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 2008 date). Alternatively, parents can access curriculum handbooks by visiting school intranet (<http://intranet.bisc.edu.eg>)

Parents should contact Ms. B. Zora (Deputy Head of Senior School, Academic) 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 level are done internally and then sent to Britain for moderation by the Examining Board.

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 is encouraged. Such a firm foundation is preparation for the later demands of GCSE and IB, whether taken at BISC or elsewhere.

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, this is to ensure a reflective and independent approach to learning.

### ***Assessment for Learning***

Assessment for Learning is now the driving force at BISC. Our practice is in line with the most current educational practice in the U.K; indeed schools across the globe have now embraced *Assessment for Learning* as a driving initiative to raise standards, and improve pupils' progress.

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 are asked to 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 has set 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 step.' 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 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 ways for improvements. Parents are encouraged to monitor these targets, and discuss these with the teachers during forthcoming parents meetings.

***The Assessment, Reporting and Recording Cycle for 2009-2010 will be published in August 2009. Parents can also refer to the School Calendar for Parents Meetings. Bulletin reminders, SMS messages will be posted nearer to the date.***

**Useful Websites:**

DfES: [www.dfes.org.uk](http://www.dfes.org.uk);  
QCA: [www.qca.org.uk](http://www.qca.org.uk)  
National Strategy: [www.standards.dfes.gov.uk](http://www.standards.dfes.gov.uk)

### **BISC Marking Policy:**

BISC has a marking policy which is based on the assessment principles set out above. Pupils will be issued with the policy below in the beginning of the autumn term.

#### **BISC Marking policy – Pupils’ Copy**

##### **How your work will be marked at BISC Senior School**

Your teacher will use these symbols when marking your work:

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

#### General Grade Descriptors

##### KS3 (Years 7-9)

<b>A</b>	Excellent performance
<b>B</b>	Good performance
<b>C</b>	Passing performance
<b>D</b>	Some difficulties with the topics assessed.
<b>E</b>	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:

<b>A</b>	Excellent performance
<b>B</b>	Good performance
<b>C</b>	Passing performance
<b>D</b>	Some difficulties with the topics assessed.
<b>E</b>	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:

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

## **6. GENERAL INFORMATION**

### ***Absences and Sickness***

Please would you telephone the school at your earliest possible convenience 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 in a note to justify the absence 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 38C. Adults are not allowed to come in contact with students at the school within 5 days of flying. Visitors to the school have to make an appointment and are required to complete a questionnaire confirming they satisfy the above requirements before they will be permitted to enter the campus.

### **Activities**

A compulsory activity period is scheduled every Thursday period 9 (14.20 – 15.00). In addition optional extra-curricular activities run after school and/or weekend (for example: horse riding, EMAC training, Drama rehearsals). A schedule is set up every half 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' conferences, 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 irrefutable. This applies not only to academic work but also to the moral, social, psychological, and physical development of our pupils. The school has adopted the following attendance policy with these principal aims:

- 1) To ensure that pupils derive the maximum benefit from the school's curriculum and extra-curricular activities and that they are given the opportunity to develop their full potential; in particular, to support weaker pupils.
- 2) To ensure that all pupils receive equal treatment and equal opportunities and that they are not disadvantaged through others' absences.

- 3) To minimise disruption to the work of the teachers and other pupils and ensure that teachers are able to progress through the programmes of teaching, assessment, and revision at the appropriate rate.
- 4) To foster self-discipline and a sense of autonomy in our pupils.
- 5) To inculcate sound working practices and attitudes for later life and to develop responsible social behaviour, in particular, to ensure that pupils become punctual, reliable, considerate and courteous higher education pupils and employees.
- 6) To prevent pupils cheating and gaining an advantage over other pupils by taking additional time off to complete coursework and other assessment requirements.
- 7) To ensure that all pupils participate in and contribute to the wider life of the school and to ensure that they do not become isolated or unconnected to the ethos of the school through non-attendance at whole-school activities and events such as Speech Day, end-of-term assemblies, the beginnings of academic years and terms, sports days, galas, etc.
- 8) To combat simple truancy.

### **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) 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) extensions of family holidays at the beginnings and ends of terms or extensions of half-term breaks and other short closures;
- b) family holidays in the middle of a term or half-term;
- c) early departures for summer camps or other such leisure activities;
- d) family occasions which could be arranged within school holiday times;
- e) birthday parties and similar family celebrations which could be held at the weekend before or after the anniversary;
- f) accompanying siblings or other family members on non-essential or non-emergency trips or outings;
- g) trips deemed 'educational' by parents but not accepted as being so by the school;
- h) 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:** By the end of period 2 each day the senior office will SMS the parents of any child who is absent asking that you provide a note to explain the absence. 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 please write to the Head of Seniors through the relevant Senior School Head of Section. 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.

**b) 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 from 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 beginnings and ends 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.

**c) *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 tantamount 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 is the norm. Where problems arise with attendance, the school 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 risk 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 repeat an academic year or to be refused entry 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 Lower School, Middle School or Sixth Form Assembly. These are **not** usually open to parents as they are internal educational events. You will receive invitations to attend if a particular assembly is a more general event. Please watch for notices in the Bulletin as we also place reminders in this paper every week.

## **Behaviour for Learning**

We have a Secondary School policy on behaviour (see also Code of Conduct) 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 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 10 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 Bulletin***

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](http://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 their own safety and 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 passages and stairs
  - Not to bring knives or other weapons into school.
- In order that everyone works in a pleasant environment:
  - Not to write on desks or walls.
  - To always throw litter into bins.
  - To have lunch and snacks in the canteen.
  - Not to bring chewing gum, bubble gum, or correction fluid into school as these can easily spoil our school environment.
- To ensure that pupils make the most of their time at school:
  - To get involved in activities.
  - To 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.
  - To arrive on time for all lessons and activities.
  - Not to use mobile phones except at break times.
  - To bring the Pupil Logbook to all lessons and tutor sessions and to look after it as it is the school's record of the year and is kept in the school files after they have finished with it.
- To bring food and drink with them in the morning or buy it from the canteen. Not to order food to be brought in during the school day as this is not permitted.
- To remain within the school grounds during the day unless going on a visit arranged by a teacher.
- To remain within the school grounds unless given permission to sign out by the Head of Seniors, for which a valid reason will have to be provided.
- Since classrooms often contain valuable equipment, or have, work set out, not to enter these without a teacher's permission.

- Pupils are not allowed to smoke on the school premises, near the school, at school functions, on school trips or while in school uniform or on the way to or from school. Drugs and alcohol are strictly forbidden.
- To help develop facility with English, social inclusivity and the monitoring of student interactions by duty staff, pupils are to speak English throughout the school day except when in their language lessons.
- 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**.

### ***Drugs, Alcohol and Smoking Policy***

The possession, use, sale, or distribution of non-prescribed 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.

### ***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, of any changes, including postal address and medical information. If you need to contact us please telephone the main switchboard.

### ***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 the school site until that activity has ended.

At the end of the school day, all senior school pupils should either, leave the school 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 school pupils have left school and its immediate vicinity by 15:15. Obviously, when senior school pupils are involved in an after-school activity they will leave the school site by bus or their own means or be collected at some time after 16:30; however, the same rules apply and they must wait within the school compound. Parents are required to collect their children punctually, so that all senior school 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 east 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. It is an excellent opportunity for good sports competition and cultural development, as well as meeting and making friends throughout the region.

**On school trips** of any sort, the school reserves the right to group the participants as it sees fit. In addition, where hosting arrangements apply pupils are selected for teams on the understanding that their parents will 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.

### ***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.

### ***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 in which they should 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 unless the teacher in charge has given permission. 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. 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 are a number of peripatetic music staff who offer a range of instrumental lessons on a private basis. Please contact Ms. L. Clarke or Ms. C. Dawson if you wish your child to learn an instrument.

### ***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 2009-10* will be published in August 2009). The parents will be informed of the dates by letter and in the BISC Bulletin. 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 personal assistant to the Head of Senior School. When any pupil becomes a cause of concern, arrangements are made for the parents to come in to talk to the Heads of Year or the Head of Senior School.

### **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;"><b>The Form Tutor</b></p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>The Head of Section</b></p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>Head of Seniors</b></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;"><b>Subject Teachers/specialist</b></p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>Head of Department</b></p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>Deputy Head (Academic)</b></p>	<p>For academic concerns in any <i>specific</i> subject, parents are encouraged to contact the subject teachers/Head of Department. Parents can contact the Deputy Head (Academic) should they have general academic concerns over academic progress or curriculum queries.</p>
<p style="text-align: center;"><b><i>The Principal</i></b></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 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 Section. S/he is involved with the overall pastoral care of the pupils and as such, you or they can approach him/her. It is best to make an appointment via Ms Hanaa.

The Head of Lower School Years 7-9  
The Head of Middle School 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 and a Head Girl and a team of prefects who help with duties and the promotion of different subject areas and events.

#### **Role of the Prefect body:**

1. To provide positive role models for the whole school community
2. To assist in the day-to-day running and organisation of the school
3. To provide assistance to members of the school community requiring support or help
4. To uphold the school rules
5. To behave in a manner consistent with the school's ethos
6. To promote tolerance and understanding
7. To help with the running of school events and activities outside the traditional school academic/pastoral structure e.g. MUN, IA, the activities programme, and the yearbook.
8. To support the house captain and house events.

### ***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.

### ***The Personal Assistant of the Head of Senior School***

Mrs. Hanaa Tobia is the personal assistant to the Head of Senior School. She is the person to contact concerning anything to do with the Senior 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 350 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: -

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	
2 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.

## **Uniform**

- Uniform is worn for all Years 7-11.
- There are separate boys and girls trouser styles.
- Boys wear trousers with a suitable belt.
- Boys in Key Stage 3 may wear tailored blue shorts of the same design as those used in the Junior School if they wish.
- Girls are allowed to wear the uniform trousers.
- A uniform sweater, which is a navy cable-knit v-necked sweater with the school logo.
- The uniform shoes are polishable black and neither sandals nor trainers.
- Female pupils are allowed to wear stud earrings but otherwise no jewellery should be worn.
- The Sixth Form do not wear uniform but must adhere to the Sixth Form dress code as laid out in the uniform list.
- Pupils should not have dyed hair.
- Boys hair should be short enough not to touch their collar.
- Facial and body piercing are not acceptable.
- Boys Shirts should be tucked into their trousers.
- A fine chain with one small pendant of a religious significance may be worn provided the pendant is out of sight.

### **BISC WINTER UNIFORM SENIORS (Year 7 to Year 11)**

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

<b>GIRLS</b>	SKIRT/TROUSERS SHIRT	navy blue blue and white check, short-sleeved
<b>BOYS</b>	TROUSERS SHIRT	navy blue tailored blue and white check, short-sleeved
<b>GIRLS</b>	SOCKS	plain navy blue or white
<b>BOYS</b>	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)

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

##### **6<sup>TH</sup> OCTOBER**

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

Tel. 35391440  
Every day

##### **ZAMALEK**

8 Ahmed Sabri Street  
Open from 10am to 10pm

Tel. 27382790  
Every day

#### **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.

## 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.

	<b>Suitable</b>	<b>Unsuitable</b>
<b>Boys:</b>	Leather shoes Smart trousers Tailored shirt / shirt with collar/smart polo shirt. <b><i>Shirts must not have slogans</i></b>	Trainers, canvas shoes, or similar. Jeans/shorts/casual trousers/track suits
<b>Girls:</b>	Leather shoes Leather sandals or similar which protect the feet Smart trousers  Reasonable length skirts (approximately knee length)  Tops / shirts with sleeves <b><i>Shirts/tops must not have slogans</i></b>  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
<b>Ladies and Gentlemen:</b>	Jewelry: discrete, unobtrusive, reasonable jewelry	Jewelry: ostentatious, attention seeking, expensive, dangerous, and absolutely no facial piercings

### ***Transport***

(See Beverly Hills Campus – Drop-off & Pick-up, page 38)

**If you have questions about transport, please contact Mr. Ashraf Gad, our Transport Manager, on 0183000536.**

## **7. Academic Calendar 2009-2010**

**All events are at BISC New Campus unless stated otherwise**

### **Autumn Term 2009**

IB Exam Results at <b>BISC</b>	Sunday 5 <sup>th</sup> July
GCSE Exam Results <b>BISC</b>	Thursday 27 <sup>th</sup> August
Year 12 Formal Interviews for Sixth Form at <b>BISC</b>	Friday 28 <sup>th</sup> August Thursday 29 <sup>th</sup> August

#### **Term Begins:**

Y1-Y13 pupils begin on  
Foundation Students 1<sup>st</sup> day

**Sunday 30<sup>th</sup> August**  
Monday 31<sup>st</sup> August

#### **Term Ends:**

Half Term: Eid El Fitr  
& Armed Forces Day

**Thursday 17<sup>th</sup> December**  
Sunday 20<sup>th</sup> September  
Tuesday 22<sup>nd</sup> September inc.

Eid El Adha

Sunday 26<sup>th</sup> November  
Monday 30<sup>th</sup> November inc

Islamic New Year

Friday 18<sup>th</sup> December

### **Spring Term 2010**

#### **Term Begins:**

**Sunday 10<sup>th</sup> January**  
**Wednesday 31<sup>st</sup> March**

#### **Term Ends:**

Coptic Christmas

Thursday 7<sup>th</sup> January

Teaching Staff INSET

Saturday 9<sup>th</sup> January

Half Term

Wednesday 24<sup>th</sup> February  
Saturday 27<sup>th</sup> February inc.

Prophet's Birthday

Western Easter

Sunday 4<sup>th</sup> April

Eastern Easter

Sunday 4<sup>th</sup> April

Sham El Nessim

Monday 5<sup>th</sup> April

### **Summer Term 2010**

Teaching Staff INSET

Saturday 17<sup>th</sup> April

#### **Term Begins:**

**Sunday 18<sup>th</sup> April**  
**Thursday 24<sup>th</sup> June**

#### **Term Ends:**

Senior school teachers workday (day off for Senior Students)  
Work day for admin and teaching staff

Thursday 17<sup>th</sup> June  
Friday 26<sup>th</sup> June

**Dates for Islamic Holidays are approximate**

## **8. Important Dates**

### **Results and Induction Days**

#### **IB Exam Results at BISC**

**Sunday 5<sup>th</sup> July**

The Head of Sixth Form and The Head of Senior School will be on hand from 09:00-15:00 to assist with receipt of IB results and University applications.

#### **GCSE Exam Results at BISC**

**Thursday 27<sup>th</sup> August**

Senior Staff will be on hand from 09:00-15:00 to assist with the receipt of GCSE results.

#### **Year 12 Formal Interviews for Sixth Form at New Campus Friday 28<sup>th</sup> and Saturday 29<sup>th</sup> 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 Senior School Office 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 Curriculum 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 2009 and Ramadan**

### **Start of Term Y7-13 Sunday 30<sup>th</sup> August 2009**

Pupils should arrive by bus or by car by 07:45 and will be taken to meet their tutor.

**During the Holy Month of Ramadan the school ends at 15:00 each day and the buses leave by 15:15.**

### **Programme for the 1<sup>st</sup> day of Autumn Term**

08:00	Tutor time Timetables, log books, lockers issued Expectations discussed
09:00	Assembly in the Theatre
09:30	Fruit boost 1 (time for a quick snack or drink)
09:35	Normal lessons period 3 onwards
10:15	Period 4
10:55	Senior Lunch
11:25	Period 5
12:05	Period 6
12:45	Period 7
13:25	Second break
13:40	Period 8
14:20	Period 9
15:00	Buses depart by 15:15

## **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

Mon 14 <sup>th</sup> September	Information evening for parents of Year 7 and new Year 8 and 9 students 2:00-3:00pm
Tues 15 <sup>th</sup> September	Information Evening for parents of Year 10 and new Year 11 students 2:00-3:00pm
Wed 16 <sup>th</sup> September	Information Evening for parents of Year 12 and new Year 13 students 2:00-3:00pm
Mon 5 <sup>th</sup> October	Year 11 and 13 Progress Reports
Wed 14 <sup>th</sup> October	Year 13 Parents Meeting 3:15-5:30pm
Tues 20 <sup>th</sup> October	Year 11 Parents' Meeting 3:15-5:30pm
Thur 29 <sup>th</sup> October	Year 10 and 12 Progress Reports
Mon 2 <sup>nd</sup> November	Year 10 Parents' Meeting 3:15-5:30pm
Wed 4 <sup>th</sup> November	Year 12 Parents' Meeting 3:15-5:30pm
Mon 9 <sup>th</sup> November	Year 7 Parents' Meeting 3:15-5:30pm
Mon 16 <sup>th</sup> November	Year 8 Parents' Meeting 3:15-5:30pm
Wed 18 <sup>th</sup> November	Year 9 Parents' Meeting 3:15-5:30pm
Sun 13 <sup>th</sup> – Wed 16 <sup>th</sup> December	Year 7, 8 and 9 Assessments
Thur 17 <sup>th</sup> December	Year 10-13 Full Reports
Thur 14-21 <sup>st</sup> January inclusive	Year 10 and 12 Mid year Exams
Thur 14 <sup>th</sup> – Mon 25 <sup>th</sup> January	Year 11 and 13 Mock exams
Thur 21 <sup>st</sup> January	Year 7, 8 and 9 Full Reports
Thur 11 <sup>th</sup> February	Year 10-13 Exam Reports
Tues 16 <sup>th</sup> February	Year 13 Parents' Meeting 3:15-5:30pm
Tues 22 <sup>nd</sup> February	Year 11 Parents' Meeting 3:15-5:30pm
Mon 22 <sup>nd</sup> March	Year 10 Parents' Meeting 3:15-5:30pm
Wed 24 <sup>th</sup> March	Year 12 Parents' Meeting 3:15-5:30pm
Wed 24-Tues 30 <sup>th</sup> March inclusive	Year 7, 8 and 9 Assessment Week

Thur 29 <sup>th</sup> April	Year 7, 8 and 9 Progress Reports
May 4 <sup>th</sup> – 22 <sup>nd</sup>	IB Exams
Mon 3 <sup>rd</sup> May	Year 7 Parents' Meeting 3:15-5:30pm
Wed 5 <sup>th</sup> May	Year 8 Parents' Meeting 3:15-5:30pm
Mon 10 <sup>th</sup> May	Year 9 Parents' Meeting 3:15-5:30pm
13 <sup>th</sup> May-19 <sup>th</sup> June	GCSE Exams
Friday 29 <sup>th</sup> May	Y13 Graduation
Thur 10 <sup>th</sup> –Wed 16 <sup>th</sup> June inc.	End of Year Exams Years 7-10 and 12
Thur 24 <sup>th</sup> June	Speech Day: Full Reports Issued for Years 7-10 and 12.