

# Primary School Handbook

2018/2019



A community of vibrant and global thinkers



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# Welcome to Berlin British School, Primary School

Following their introduction to inquiry based learning in the Early Years classes, students continue their learning journey at the Primary School.

In May, 2106, Primary School became a fully accredited International Baccalaureate Primary Years Programme (PYP) School. This conceptually based curriculum utilises a broad-based inquiry learning style that supports, challenges and extends each student's learning.

From Year 2 up to the end of Year 6 we offer two separate streams; i.e. a) a monolingual English-only programme, which is based upon the framework of the International Baccalaureate (IBPYP), and b) a bilingual programme, where up to 50% of lessons are taught in German. The latter programme is based upon a blend of the framework of the International Baccalaureate – the IBPYP – merged with the local Berlin framework; i.e. the Berliner Rahmenlehrplan. The curriculum is taught through transdisciplinary 'Units of Inquiry' which provide a context through which the students explore eight key concepts – form, function, causation, changes, connection, perspective, reflection, and responsibility.

The depth of understanding and complexity of skills and knowledge is increased as the students' progress through the school. The transdisciplinary units that the students will inquire through are:

- Who we are
- Where we are in place and time
- How we organise ourselves
- How we express ourselves
- How the world works
- Sharing the planet

Lessons are characterised through flexible groupings and differentiated learning tasks to meet the needs of students. Extra support is offered to students through 'English as an Additional Language' classes and through teaching assistants across the learning spaces.

The open-plan classrooms allow teachers to collaboratively plan, prepare, teach, assess and reflect on each student's learning. Students are grouped for their learning across the year level rather than just within their class.

The use of a range of technologies is available for students to utilise in their learning. The Primary School has two movable lap-top trolleys, and a portable class set of i-pads, available to all classes.

Through learning provocations and guided and independent inquiries the school presents a curriculum that is engaging, relevant, challenging and significant.

Supporting the pedagogical practice is a set of Attitudes, and a Learner Profile that draws together the characteristics and actions we wish all students to develop whilst at Berlin British School.

The Attitudes are:

- |                |              |                |
|----------------|--------------|----------------|
| * Appreciation | * Commitment | * Cooperation  |
| * Confidence   | * Creativity | * Curiosity    |
| * Empathy      | * Enthusiasm | * Independence |
| * Integrity    | * Respect    | * Tolerance    |

The Learner Profile comprises ten actions that make the Attitudes visible:

- |                |                 |               |
|----------------|-----------------|---------------|
| * Inquirer     | * Knowledgeable | * Thinker     |
| * Communicator | * Principled    | * Open-minded |
| * Courageous   | * Caring        | * Balanced    |
| * Reflective   |                 |               |

### **Ersatzschulstatus and Bilingual classes**

At BBS, two separate programmes (streams) are available for students: a) monolingual English-only, and b) bilingual English-German.

As of September 2015, BBS has been granted the status of 'genehmigte Ersatzschule' from the Berlin Senat. Regulations about Ersatzschulen state that up to 50% of the education provided must be in German. Children attending the bilingual programme receive reports written in German for all subjects irrespective the language of instruction. We are gradually phasing in bilingual instruction for all classes in Primary School, and at present, Years 2, 3 and 4 receive instruction in Mathematics and P.E. through the medium of German. In addition, all students receive regular German lessons each week, either at Native or non-Native level.

At Primary school, within each Ersatzschul year group, the children are divided into two groups for Maths and P.E. Those children who have obtained a 'Befreiung von der deutschen Schulbesuchspflicht' will receive instructions in English, and those in the bilingual group in German. The curriculum followed by both groups is a mixture of the IBPYP curriculum and the Berliner Rahmenlehrplan, and care is taken in teachers' planning to ensure that both groups cover the same content during the year. Diplomatic families, and those families who are regarded as 'high mobility' and whose children are exempt from 'Schulpflicht', can opt for an education purely in English on application to BBS.

**We welcome you to the Berlin British School: A community of 'vibrant and global thinkers'.**



# 1 Locations

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Berlin British School occupies three separate sites:



- Early Years at the Berlin British School (Toddlers, Nursery and Reception)
- Primary School (Year 1 – Year 6)
- Secondary School (Year 7 – Year 13)

Our Primary School is a five-minute walk from Berlin’s historic Olympic stadium in the suburbs of Charlottenburg. The single-story building houses open airy and bright learning spaces, as well as a library, music room, gym and computer lab. There is a large, well equipped playground.

## 2 The Primary School Day

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Our day begins at 8.30, when students are expected to be in their classrooms for registration. Teachers are on duty in the classrooms from 8.15 for those students that arrive early.

Each Year group develops a timetable allocating classes for: Mathematics, English, Visual Arts, Unit of Inquiry and single subject times including German, PE and Music. Year 2 have an additional morning break at 9.45.

|                   | Lesson 1  | Lesson 2   | Lesson 3    |                             | Lesson 4    | Lesson 5    |                           | Lesson 6    | Lesson 7    | Lesson 8    |
|-------------------|-----------|------------|-------------|-----------------------------|-------------|-------------|---------------------------|-------------|-------------|-------------|
| Registration 8.30 | 8.40–9.20 | 9.20–10.00 | 10.00–10.40 | Morning Break 10.40 – 11.00 | 11.00–11.40 | 11.40–12.20 | Lunch Break 12.20 – 13.20 | 13.20–14.00 | 14.00–14.40 | 14.40–15.20 |

## 3 Behaviour

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The school has adopted a ‘positive discipline’ approach to behaviour management. We believe that good behaviour is fostered by focusing on the positive and by continually articulating what is expected, rather than drawing attention to the negative. However, on occasion students do require firmer reminding of the school’s expected behaviour. During these occasions, we seek your support in the measures taken.

The International Baccalaureate Attitudes and Learner Profile are key points of focus in developing positive behaviours and attitudes.

Management of inappropriate behaviour is dealt with tactfully and compassionately, ensuring students realise and accept responsibility for their actions and focuses upon developing and rebuilding relationships.

Each classroom has an ‘Essential Agreement’. This is a collaboratively written by the students and teachers, about expected behaviour within each area of the school.

## 4 Primary rewards

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Rewards given to students follow the principle of recognising positive behaviours and attitudes. These are linked to the International Baccalaureate Attitudes and Learner Profile.

The Attitudes:

- |                |              |                |
|----------------|--------------|----------------|
| * Appreciation | * Commitment | * Cooperation  |
| * Confidence   | * Creativity | * Curiosity    |
| * Empathy      | * Enthusiasm | * Independence |
| * Integrity    | * Respect    | * Tolerance    |

The Learner Profile:

- |                |                 |               |
|----------------|-----------------|---------------|
| * Inquirer     | * Knowledgeable | * Thinker     |
| * Communicator | * Principled    | * Open-minded |
| * Courageous   | * Caring        | * Balanced    |
| * Reflective   |                 |               |

### House points

As part of the House System, students are awarded points for notable social and academic achievements. The House points are announced at the Monday morning assemblies. A record of the number of house points each student receives is kept by the PE department.

### Star of the week

During the course of the week when teachers and staff award merits to students for their many success and endeavours, teachers consider which one of these has been the most significant within the class as a whole, and a Star of the Week certificate is awarded. Certificates are awarded at the Monday morning assemblies.



## 5 School uniform

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School uniform is compulsory at Berlin British School. A list is provided before students start school and can be ordered directly from the suppliers. Sample items of uniform are available through the site administrator to try on for size.

|                                   |                                                                                              |
|-----------------------------------|----------------------------------------------------------------------------------------------|
| <b>For cooler weather</b>         | White school polo shirt                                                                      |
|                                   | Blue school jumper                                                                           |
|                                   | Grey trousers/skirt/pinafore dress                                                           |
|                                   | Black shoes with grey socks (boys) and white socks (girls)                                   |
| <b>For warmer weather</b>         | Girls may wear a blue school summer dress                                                    |
|                                   | Girls and Boys may wear grey shorts                                                          |
|                                   | Black sandals with grey socks (boys)/ white socks (girls)                                    |
| <b>PE</b>                         | School PE shorts                                                                             |
|                                   | White school T-shirt                                                                         |
|                                   | Navy hooded school top (optional school tracksuit top)                                       |
|                                   | Navy school tracksuit bottoms                                                                |
|                                   | <sup>1</sup> Predominantly white trainers (no black soles)                                   |
|                                   | House T-shirt for inter-house sports competitions                                            |
| <b>Swimming<br/>(Year 4 only)</b> | <sup>1</sup> One-piece swimsuit (girls) / <sup>1</sup> Swimming trunks or swim shorts (boys) |
|                                   | <sup>1</sup> Towel                                                                           |
|                                   | <sup>1</sup> In winter a silicon swim hat is required for long hair                          |
|                                   | <sup>1</sup> Flip-flops                                                                      |

*Students who have PE during their first lesson at school may arrive in their sports clothes. They then change into their regular uniform at the end of the lesson.*

To ensure compliance with School uniform rules, **all items**, except those marked (¹) **must be purchased on-line with** [www.directschoolwear.co.uk](http://www.directschoolwear.co.uk) and <http://www.sportshop-staaken.de/Berlin-British-School-Sportsuniform/>

### Shoes

In school students need to wear simple black shoes. They may change into other suitable footwear during break times, for example snow boots when the weather is very cold. Trainers are not to be worn to or in school.

### Labels

Everything must be clearly labelled with the student's name. Textile pens are available from the school shop. It is possible to order labels online from Marks and Spencer, which can be sewn into clothes.

### **Other things to bring to school**

**A school book bag:** These are used for carrying school reading books, library books, homework diaries and homework folders to and from school.

**A pencil case:** Students in Year 2 and Year 3 are strongly encouraged to bring a pencil case to school; from Years 4 upwards it is compulsory. The case needs to contain a handwriting pen, a pencil, a rubber, a pencil sharpener, a small ruler and coloured pencils.

### **Cloakrooms/lockers**

Students in Year 2 and Year 3 have cloakrooms with pegs in which they may hang their bags and coats. In Years 4, 5 and 6, students have individual lockers in which to keep their belongings.

### **Lost Property**

Should uniform go missing, lost property boxes are located in cloakrooms. These containers are emptied at the end of every term. Named items are returned to their owners. Unnamed items are donated to charity or added to the stock in the second-hand uniform shop.

## **6 Food**

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It is part of our school ethos to promote healthy eating. We also encourage good manners when eating together and allow students plenty of time to finish their food.

### **Drinks and Water bottles**

Students may bring a water bottle into the classroom with them, particularly when the weather is warmer. Other drinks may not be brought into the classroom.

Students may bring in other drinks, such as fresh fruit juices, to be drunk during snack and lunch times. Drinks containing artificial flavours and colours are not to be brought into school.

### **Snack & Packed lunches**

Parents are requested not to send sweets, crisps and fizzy drinks in their child's snack or packed lunch. For safety reasons, glass bottles are not allowed in school. Please do not include peanuts, as they produce a severe allergic reaction in some children.

### **Hot school lunches**

Many students elect to eat the hot meal provided at school by *Greens Unlimited*. More details are given when students are registered.

### **Birthdays**

On birthdays, parents are welcome to send in a treat for the year level to share. We suggest that cupcakes are a preferred option. As an alternative, we have found that the children enjoy a plate of prepared sliced fruit.

## 7 Learning at home

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During the Primary years we place great importance on reading aloud to an adult each night, and ask that you spend a little time each day talking with your child about the book they are reading. Books are changed twice a week. Book bags need to be taken home every day and returned the next morning.

As students progress through the school, daily reading remains a vital part of their acquisition and development of language skills. However, the amount of additional 'Learning at home' tasks also increase. These tasks are a valuable way of both consolidating learning and involving parents in the learning process.

Helping your child to organise their time so that the 'learning at home' tasks are not left to the last minute, making sure there are suitable quiet working conditions and spaces and checking their work are useful ways of supporting your child. If at any time your child becomes distressed whilst doing learning tasks at home, stop the tasks and write a note to the teacher letting them know.

Students in Years 2 – 4 do not receive formal 'homework': all tasks which may be sent home are 'authentic', and related to the curriculum currently being studied. Students may be asked to complete work unfinished during the day in class, or to undertake a project based on their Unit of Inquiry. In addition, Years 4 – 6 receive weekly Mathematics tasks, which complement the work done in class and are differentiated according to need and ability.

### **Other ways to support your child's learning at home**

While learning at home tasks establish necessary working routines, learning at home can also be promoted through a more 'hands-on' approach. Learning is most effective when parents are interested in the learning taking place. Following are some fun out of school activities to extend your child's learning:

- When you go on holiday, collect postcards, photos, tickets, maps etc to make a scrapbook or make a page for a travel brochure to advertise your holiday destination showing what interesting things there are to do there.
- Visit the amazing museums, galleries and examples of history and art in and around Berlin.
- Explore what each of the Learner Profiles might look like within your home environment.
- Look at food parcels at home and locate their origin on a world map.
- Visit the local flea markets and discuss some of the strange and wonderful things that you see.
- Go for a walk in the many wooded and park areas within the city.
- Get a bike and ride along the Spree or through the Tiergarten.
- Find a recipe from another culture and cook it together.

## 8 Single subject teaching

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Full participation in all single subjects is key to ensuring children develop essential lifelong learning skills and attitudes. Therefore, all single subjects are compulsory elements of the Primary curriculum at Berlin British School. Where appropriate, single subject lessons will be an integral part of the year level's units of inquiry. Teachers will facilitate the student's inquiry into the central ideas and concepts through their single subject focus.

### **German**

The programme caters for the language needs of both German mother tongue speakers and non – mother tongue speakers. The German language department endeavours to ensure that all students experience an excursion. These excursions immerse the students in the German culture, whilst allowing them to apply their language skills outside the classroom experience.

### **Physical Education (PE)**

Participation in sporting activities is an essential element of any healthy and balanced lifestyle. Through our Physical Education programme, we aim to develop each student's ability to be courageous and try to do better, to set goals and find the determination to pursue them, to appreciate and learn the importance of fair play and healthy competition, to understand the co-operation involved in team sports and to appreciate the fun of taking part.

### **Performing Arts - Music**

Students participate in two Music lessons per week. Through these lessons they are taught to analyse, reflect, compose and perform. The students learn about and through a range of musical instruments, compositions and experiences.

Should your child be unable to attend Music, German or a PE lesson, please ensure that a note is sent to the appropriate teacher.

## 9 Learning support

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### **English as an Additional Language (EAL)**

When necessary, additional support is available to help students whose first language is not English. Emphasis is on providing opportunities for students to use English in authentic contexts. While explicit teaching of grammar is given when appropriate, the main objective is in creating an environment in which students gain confidence, and 'take risks' by trying a new language in a supportive environment.

Students are encouraged to communicate through reading, writing, listening and speaking to the necessary level in order to successfully access the curriculum in a variety of ways.

- Withdrawal – Small groups of students are withdrawn from the classroom and given intensive English tuition during Literacy and/or Foreign Language lessons.
- In-class support - Students are supported in class by trained teaching assistants.

### **Special Educational Needs (SEN)**

At any point in their school life, students may experience educational, physical, emotional or behavioural needs that require additional educational provision. The school has a network of support staff that work to:

- Ensure that needs are identified, assessed, provided for and reviewed
- Enable all students to have full access to the school curriculum
- Make clear the expectations of home, school and outside agencies in the process
- Ensure that students have a voice in this process

Identification of students who are thought to have Special Educational Needs can come from a range of sources including class and single subject teachers, parents, information from previous schools and even students themselves.

When a referral has been made, further assessment and diagnostic testing are usually necessary in order to initiate appropriate strategies.

When a student receives some degree of ‘*School Action*’, the Learning Support Co-ordinator takes responsibility for monitoring and managing the student’s Individual Education Plan (IEP). This identifies specific targets to cater for individual needs. Provision for SEN is reviewed on a regular basis and information is shared with parents through reports and meetings as necessary.

## **10 Library**

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Classes visit the library once a week. During these sessions, the students may choose two new books to take home in addition to hearing stories, learning library skills and conducting research. The teachers offer guidance to students when browsing for books, but one of our aims is to encourage students to enjoy all sorts of books, and we allow them some freedom to make their own choices. The Library is open to students every day between 12.50 - 13.20 for them to come and browse and develop their love of books.

Students need to return their books to the library each week in order to borrow other titles. If it has not been reserved by another child, they may also extend the length of time for which they have borrowed a book, There is always keen competition to borrow the most highly sought after titles and this rule keeps the books in circulation. Please remind your child to pack their books into their school bag the night before their library sessions. There is also a ‘Suggestions Box’, where the children can request new titles – every effort is made to supply the titles requested.

### **Late returns**

If a book is not returned, the class teacher will send home a note identifying the title and asking you to help look for it.

### **Lost or damaged library books**

The school expects students to take care of the books which they borrow from the library, and return them promptly and in good condition so that other students may enjoy them. We do understand that books can occasionally be lost or damaged. We try to deal with this problem in a fair and sympathetic manner, so that students are not discouraged from borrowing library books.

If a student has lost or damaged a book, the class teacher should be informed. Parents are likely to be asked to either provide the library with a replacement copy of the book or pay the cost of replacing the book. The cost of the replacement book will be invoiced to parents.

As ever, the library remains indebted to everyone who has been kind enough to donate books and those who give up their time to help.

## **11 Additional activities**

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### **Extracurricular clubs**

Clubs are a great way for students to get to know others outside their year group, to work with different teachers, to develop new skills and interests and, most of all, to have fun. Clubs run during the lunch breaks from 12.50 -13.20 and after school from 15.30 onwards. These enable our students to take part, on an entirely voluntary basis, in a variety of activities such as chess, art and crafts, football, tennis and computer club. While many do not, some clubs incur a small cost. In some cases, where it is necessary to provide transport to the club venue or to hire an outsider or specialist teacher, a charge will be made to cover costs.

### **Instrumental tuition**

We are fortunate to have the services of many excellent peripatetic music teachers who offer individual instrumental tuition for a wide range of instruments including piano, violin, cello, voice, flute, clarinet, saxophone, and percussion. If your child already plays a musical instrument, or would like to learn one, they have the opportunity to receive lessons after school. Sometimes, the teachers also give lessons during the school day, and your child would have to miss some other lessons (usually on a rota basis) in order to attend.

### **Extra team sport opportunities**

Tennis and football training is also available after school. A range of other clubs is offered and information is sent out every term informing parents and children of the activities available that term.

### **After School care**

Activities and supervision are offered by qualified staff from 15:20 until 18:00 Monday to Friday. Students may attend on a flexible or regular basis according to requirements.

## 12 Absence

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- **Illness:** When your child is unwell and needs to stay at home, please inform the school/teacher by email. When they return to school, please confirm their absence in writing. This is important for our records as, without this, absences are recorded as unauthorised. If your child is absent for more than two days, the school needs a doctor's certificate, which should also confirm they are well enough to return to school. In cases of diarrhoea or vomiting we strongly recommend students are kept at home for at least 24 hours once they have recovered.
- **Personal Reasons or Family Holidays:** We recognise that there are times when you may wish to take your child out of school for personal reasons or a family holiday. As a general rule, up to ten days leave of absence per school year will be granted. Please write to us well in advance requesting your child's absence, and do not automatically assume your request will be granted. During these times teachers are not required to set work for your child to take with them.
- **Religious Observance:** The school recognises that due to the international nature of families, school holiday periods may not coincide with your family's religious celebrations. Time away from school will usually be allowed for religious observances. Please write to us well in advance requesting your child's absence.

*Further information on absence and illness is available in Appendix I*

## 13 Home bus

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If you would like your child to travel from home to school by bus, please contact Firma *Osterberg* directly on 030 332 5036. Alternatively, enquiry forms for this service are available from our site administrator.

## 14 Health and safety

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### **Medical forms**

When your child begins school, you will receive a medical questionnaire, which must be filled out and will be kept in your child's personal file in the school office. It is vital that the school is notified of conditions such as asthma, allergies or epilepsy and that all emergency contact numbers are up to date. Any health information given is held in the strictest confidence and only shared with the staff responsible for your child or attending medical personnel.

### **Accidents and emergencies**

In the event of your child suffering from an illness or being involved in a serious accident at school we will immediately attempt to contact you. In the event that we are unable to contact you, we will call

for an ambulance to take your child to hospital. Your child will be accompanied by a member of staff who will inform the ambulance staff of any allergies or relevant medical information.

If your child suffers a head bump or injury, but does not require an ambulance, you will be contacted and requested to come to school and take your child to your local doctor.

### **Medicines in school**

Apart from asthma inhalers, Primary school pupils are not allowed to carry any medication – prescribed or over-the-counter – with them to school. Should your child require medication during the day, a ‘Medicines in School’ form should be sent to the class teacher, together with the medication, outlining the dosage. A written confirmation from a doctor is also required, giving permission for members of staff to administer the medication. The medication will then be stored safely in school.

### **Fire safety**

Please familiarise yourself with the ‘Fire Safety’ notices that are displayed throughout the school. If you hear the Fire Alarm ringing, you MUST follow the given instructions quickly and quietly leave the building.

### **Head lice**

Please read the school’s policy and practices regarding head lice.

### **Signing students ‘in and out’ during the school day**

If for any reason (doctor/dentist appointment) you either bring your child late to school or collect them before the end of school bell, we ask you to ensure that Fr Eder at Reception is informed, in order that the register can be amended. This is vital because, in the unfortunate event of an emergency, we can identify which children have been collected early and which children have arrived late for school, thus providing us with accurate numbers.

## **15 Communication**

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### **Raising a query or concern**

Please follow the school’s communication protocols by contacting the teacher concerned in the first instance. If you wish to speak with your child’s teacher, please email them to make an appointment at a mutually suitable time - as they will usually be busy preparing for class or settling children into the day at the beginning of school. If such queries or concerns cannot be resolved, the Head of Primary or Primary Years Programme Coordinator may be contacted.

The following aim to strengthen communication within the Primary School:

### **The School Calendar**

This contains planned events for the upcoming term such as assemblies, sporting competitions, incursions/excursions and other special events. It is available on the school website.



## **Bi-weekly Newsletter**

To facilitate close communication between home and school, a 'Newsletter' is sent electronically to parents every two weeks. The Newsletter provide parents with information about current and upcoming events both at Primary School and across the school as a whole.

## **Assemblies**

We welcome parents to join our assemblies, but request them not to talk and to turn their phone off or onto silent once the assembly begins.

## 16 Formal Reporting

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Formal communication about your child's progress takes place throughout the academic year.

During the Autumn Term, a settling-in report is conveyed to you through a Parent/Teacher meeting. This report is for you to formally meet your child's teacher and to share any observations you have made about their settling into the school year. The teacher will also share their observations about your child's social and academic progress.

Formal written reports are written at the end of the first and third terms. In addition to a general comment, teachers will provide specific detail about your child's progress in areas across the curriculum. This report will also include comments from the single subject teachers and a reflection by your child about their own progress and goals they may set themselves for future learning.

During the Summer Term, you will be invited to attend a Student Led Conference. This conference is led by your child who, with some support by their teacher will guide you through their portfolio, highlighting their learning journey and areas of achievement. The teacher is there to support and assist your child to facilitate the discussion about their learning. During the Student Led Conference you are invited to discuss and ask questions of your child about their learning.

If at the end of the Student Conference, if you would like to discuss things further with the teacher, please email them to arrange a mutually convenient meeting time.

## 17 Parents

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In order to promote respect and integrity throughout our community the high expectations associated with staff and students also lie with parents. We ask that you:

- Use the communication Protocol when raising a query or concern.
- Raise concerns with your child's teacher and not other parents.
- Be mindful and respectful that classes begin promptly at 8.40 and finish at 15.20.

- Remember that teachers often have meetings after classes finish - prompt collection of your child is appreciated. Children who are not collected by 15.35 will be taken to After-School Care, and parents invoiced accordingly.

## 18 Voluntary parental involvement

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Parents are encouraged to be a pro-active participant in their child's education.

### **The Parent-Teacher Association**

Berlin British School has a long-standing parents' association. Its primary aims are to provide a friendly network for members of our community and support the school by providing another channel for the sharing of information, fundraising and organising special events for students.

### **Helping with year level based activities**

If you are interested in cooking, arts and crafts, listening to reading or helping out on excursions, there are always opportunities to help out. Likewise, if you have an interesting job, hobby or interest there are opportunities throughout the year to share your talents and interests. Please contact your child's teacher to let them know.

### **Running a club**

Parents are always welcome to offer an extra-curricular club either after school or during lunch-time for students or adults. Please contact the Clubs Coordinator if you would like to volunteer.

Parents helping out in class or attending excursions will be required to supply the school with a 'Working with children police check'.

### **School improvement projects**

Over the course of the year the school embarks on improvement projects covering a variety of areas. These often benefit from parental perspective and/or expertise.

### **Developing the library**

Volunteers are always welcome to help organise, re-shelve and repair books, and create displays or make resources.

### **And finally...**

Please remember that although we have tried to include as much information about our Primary School as possible, you will probably still have questions. We encourage you to come and speak with us whenever you have a query or concern.

## Appendix I / Absence and illness

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- Absence from school for special family occasions (e.g. weddings) may be given. Requests for such absence must be made in writing to the appropriate Head of School at least five days in advance of the start of the event. It should not be assumed that the request will be granted.
- Students may be given a maximum of ten days' 'leave of absence' per academic year for personal or family reasons, including extended holidays. Any additional days of absence beyond this, even with prior notice, will be regarded as an 'unauthorised absence' and recorded as such.
- If a student is absent because of ill health, the site administrator should be informed immediately, by telephone or e-mail. The administrator will inform the student's class teacher and relevant subject teachers. When returning to school, the student should bring a written note from parents/carers confirming the day/s off, and reasons for, the absence.
- All absences and late arrivals will be recorded on the student's records and reports. Parents may be invited in to school in order to discuss persistent absence or lateness.
- The school should immediately be informed if a student is diagnosed with a serious infectious disease e.g. scarlet fever. Families of other members of that year group and, if appropriate, members of the whole school community will then be informed that there is a case of the illness in the relevant year group. The student must not return to school until certified by a medical practitioner to be clear of the infection.
- If a student has head-lice, he or she cannot return to school without a signed note from a medical practitioner stating that the infestation has been cleared. Families of other members of that year group will be informed immediately that head-lice have been found within the cohort.
- If a student is taken ill during the day, he or she should go to the site administrator. Parents will be informed, and, if appropriate, the student kept in the sick room at Primary School or Early Years or at Reception at Secondary School until they can be collected.
- All staff are First Aid trained. Students involved in minor accidents during the day should report to the teacher on duty, or the site administrator, where basic First Aid will be administered. If appropriate, parents will be informed, and the student kept in the sick room at Primary School Early Years and at Reception at Secondary School. Parents will be informed in ALL cases if a student receives any injury to the head, and a recommendation will be made that medical advice is sought.
- All accidents are logged in the 'Accident/Incident' book kept at Reception on all three sites.
- Students who are unfit to take part in PE must bring a written explanation from parents or a medical practitioner. If not participating, they will be expected to watch the session or perform some simple tasks beneficial to the school community. Those with long-term or chronic conditions may be allowed to work in the Library or classroom, but in these cases a medical note must be provided.

## Appendix II / School rules, use of ICT, personal property and more

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### **School rules**

- The school expects full support from parents regarding the application of school rules as well as the imposition of sanctions as deemed appropriate by the school if one or more rules are broken.

### **Student movement**

- Students in Primary School are not allowed out of classrooms at the end of the day until collected by an adult. Bus students are sent to the Hall at 3.25. If a parent wishes to change the usual pick-up arrangements for their child, requests must be made to the site administrator before noon on the day the changes are to be implemented.
- Primary students should be picked-up before 3:35. If they are not, the student will be placed in After-School Care, and a charge made.

### **Use of Information and Communication Technology**

Parents are expected to monitor their student's use of the internet at home. The school accepts no responsibility for messages and dialogues which students may exchange on social networks outside school time. For further information, please ask to see the Acceptable Usage Policy, which must be signed by both parents and students in Year 2 and above before the internet can be used in school.

### **Safeguard of personal property**

- The school does not accept responsibility for the personal property of students. All items should be clearly marked with the student's name, and placed in lockers. Loss of any items should be reported immediately to the class teacher.
- Bags should not be left unattended.
- Large sums of money should not be brought to school. If this is unavoidable, such sums should be given to the site administrator for safe keeping during the day.

### **Play areas in Primary School**

Students are closely supervised whilst in the playground, and staff ensure they stay in areas safe for play.

### **Medicine**

If a student is required to take medication during the school day, parents must inform the class teacher in writing as to when and how the medicine is to be administered. A 'Medicines in School' form is available for this purpose.

## Appendix III / Exceptionally cold weather and snow

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### **Wrap up warm**

- Hat, scarf, gloves
- Warm coat or ideally a snow suit
- Boots (Please bring black inside shoes to change into at the end of break)

### **Snow balls**

Following a fresh fall of snow (within the previous few hours), snowballs may be thrown in the fenced off football area in the playground. This may only happen if a teacher on duty agrees the snow is fresh and is prepared to supervise the activity.

In all other cases, no snowballs may be thrown anywhere in the playground at any other times. Please remember that usually it is often only the person who throws the snowball who enjoys the game.

### **Sliding and sledging**

- Only if an adult is there to supervise
- You must be wearing a ski suit or snow trousers and snow boots
- You do not slide down a slope if someone is at or near the bottom

## Appendix IV / Head lice policy

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### **General information**

There has been a worldwide increase in the number of cases of head lice in schools. Anyone can become infected, irrespective of their personal hygiene or age.

Head lice are small insects, which live close to the scalp and are parasites. The female lays five to eight eggs a day. These are 'glued' to the base of the hair shaft and take 5-7 days to hatch. The lice grow to full size in ten days, and are then ready to lay further eggs. They can live for up to 40 days. Head lice move by crawling through hair. They cannot jump or fly and head to head contact is the only way of becoming infected. Empty egg cases are white and called nits. They grow out with the hair. They cannot spread head lice and are not contagious. An itchy scalp is an indication that lice may be present.

### **Prevention and control**

The responsibility for the treatment of head lice lies with the parent or carer. The local doctor or pharmacists may offer advice on treatment. Courses of medication include *Goldgeist* or *Infectopedicul* which usually need to be used several times in order to remove the problem.

Preventing the spread of an outbreak of lice is a community task.

In order to reduce the number of cases of head lice at school we request that parents check their child's hair at least once a week. A fine-toothed comb can be useful in helping to find the whitish-grey, oval-shaped eggs the females lay; these stick to the individual hairs and sometimes resemble dandruff. If a parent finds that their child has head lice, he or she should not be brought to school until full treatment has been administered. Equally, if we discover a case of lice in school, we will ask parents to collect their child and take them home to complete treatment.

The school will require a doctor's note stating that the individual is no longer infected, to allow a return to school.

The school will also send an email to parents whose children are in the same year group as the affected student, stating that an incident of head lice has occurred. Parents of students in the year group will need to be particularly vigilant in checking their child.

Should parents have any questions regarding this policy, they should speak with their child's class teacher or the Head of School.

## Appendix V / Rules for using the Internet safely and responsibly

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- We use the Internet to help us learn and we learn how to use the internet safely and responsibly
- If we see anything on the internet, or receive a message, that is unpleasant, we inform an adult
- Approval from an adult may be needed before we email, chat to or video-conference anyone at school
- We can write polite and friendly emails or messages to people whom we know
- We use only our first names when communicating electronically
- We never post photographs or video clips without a teacher's permission and never include names with photographs
- If we receive a message sent by someone we do not know, we inform an adult
- We know who and when to ask for help
- We aim to look after each other by using our safe internet in a responsible way
- We never give out passwords or personal information (like our last name, address or phone number)

## Appendix VI / Admissions - Age and school year entry

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Regardless of their educational experience up to the point at which they are admitted, or their rate of progress following admission to our school, it is Berlin British School policy that students enter and remain in the school year group that reflects their age and the date of birth between 1 September, and 31 August of the following year. It is the school's experience and belief that, even if the student appears to stand above or below the academic level of the year group into which he or she is due to be entered or of which they are already members, it is in his or her wider educational, as well as social, interests to learn in an environment with other children of similar age. Thereby, the teacher may more easily identify the student's strengths and weaknesses and take the necessary measures to ensure his or her individual needs are met: as a mixed ability school, differentiation within year groups plays a key part in our teaching and learning. Prospective and current parents are welcome to seek further information on and advice about this policy from the appropriate Head of School.