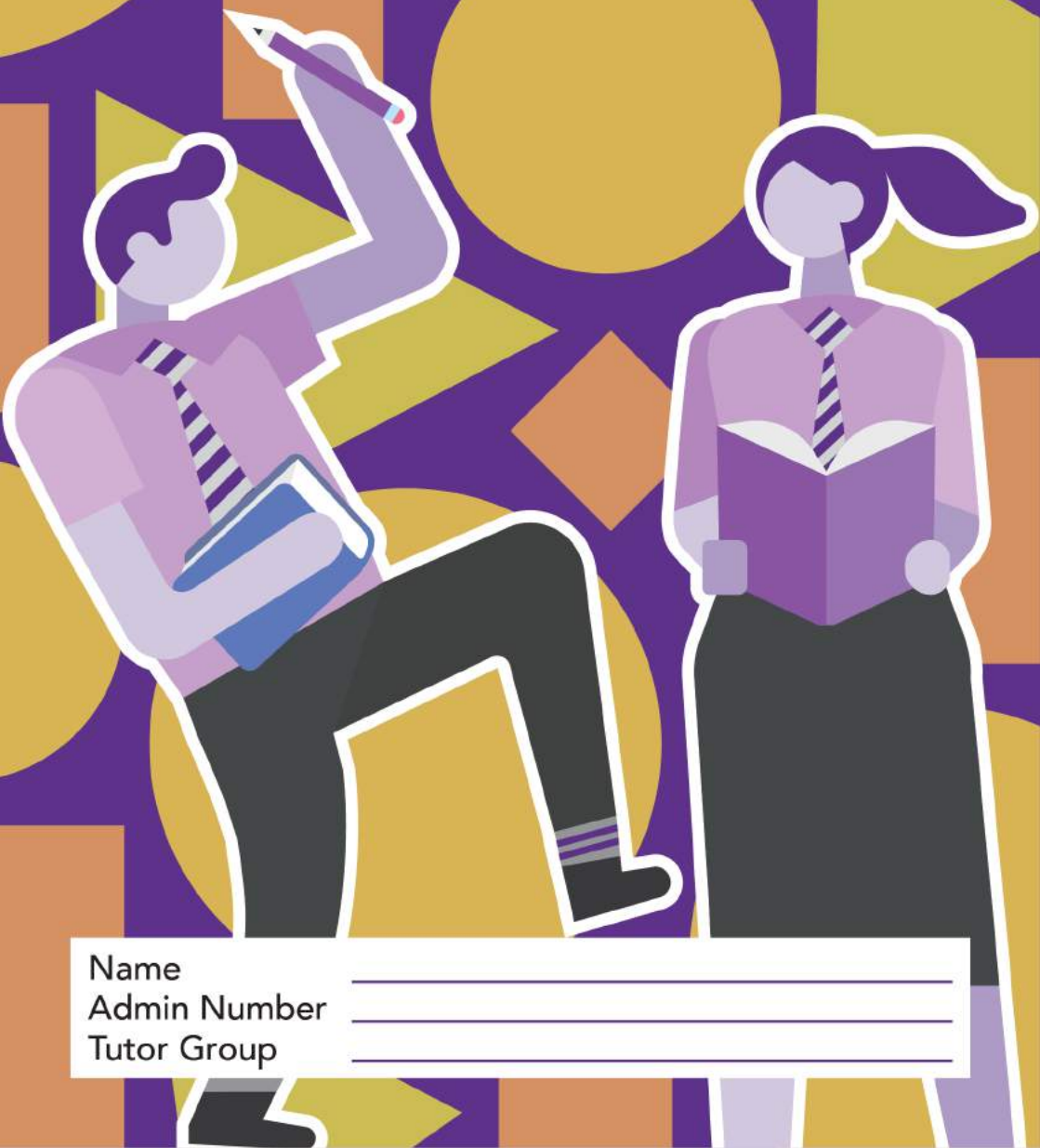




**THE BRITISH  
SCHOOL OF  
KUWAIT**

**Student Planner**  
*Middle Phase*  
2019-20



Name \_\_\_\_\_

Admin Number \_\_\_\_\_

Tutor Group \_\_\_\_\_

# The British School of Kuwait

## Kuwait's Premier School

### The History of the School

The British School of Kuwait (BSK) traces its origins to 1978 when Mme Vera and Mr. Sadiq Al-Mutawa established a small kindergarten which became known as The Sunshine School. Steady growth took place through the 1980s and, having recovered from the ravages of the 1990 invasion of Kuwait, by 1992 the School accommodated 550 Kindergarten and Primary age students. The decision having been made to serve the community at both Primary and Secondary levels, a move to the present site in Salwa took place and in September 1993, newly renamed, The British School of Kuwait opened to 900 students.

Currently, BSK provides a quality education from Reception to Year 13. These students come from more than 70 countries and follow the National Curriculum of England through to GCSE, IGCSE, AS and A Level qualifications. The school provides a structured, caring and happy environment for learning with excellent resourcing and a qualified, highly-trained and well-motivated staff.

In June 2018 BSK celebrated its Ruby Anniversary, marking 40 years at the forefront of British Education in Kuwait.

### The School Crest

The crest of The British School of Kuwait incorporates several aspects of the school's history. The bold sunrise symbolises our students' potential, setting out on their lives of achievement.



The sun also reminds us of the original Sunshine School and its climb to success. The sun is seen rising over blue water with its strong reference to Kuwait where the sun breaks daily over the Gulf on the eastern horizon. Finally, the crest is adorned with branches of laurel, a traditional accolade, in this setting celebrating academic and cultural achievement.

## PERSONAL DETAILS

Full Name			
Tutor Group		Admission Number	
Class Tutor		House	
School Email			
VLE			

## LEADERSHIP TEAM

Initials	Name	Role	Ext.
NIS	Mr Nicholas Smith	Secondary Head Teacher HT	5134
ALM	Miss Alya Muflihi	Academic Assistant Head Teacher AHT (A)	1220
SOA	Miss Sophie Ali	Pastoral Assistant Head Teacher AHT (P)	1205
EMG	Miss Emma Greaves	Assistant Phase Coordinator APC	1203

## SCHOOL DETAILS

Physical address	Salwa Area 1, Street 1, Building 214	Postal address	PO Box 26922 Safat 13130
Telephone	(+965) 1 830 456	Royal Scot	4520
School Clinic	3106	Transport Office	5204
BSK website	<a href="http://www.bsk.edu.kw">www.bsk.edu.kw</a>	BSK Facebook	Britannians
BSK Instagram	<a href="https://www.instagram.com/bsk_kw">bsk_kw</a>	VLE page	<a href="http://moodle.bsk.edu.kw">moodle.bsk.edu.kw</a>

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**Please note that policies, procedures and regulations may change without notice. The most recent versions are always on the BSK website: [www.bsk.edu.kw](http://www.bsk.edu.kw)**

## STUDENT CHARTER

- I will arrive on time to school and to each lesson.
- I will incorporate the core values of Resilience, Respect, Honesty, Empathy and Courage into my school routine and life.
- I will trust my teachers and follow their instructions carefully.
- I will take pride in my uniform, appearance and environment.
- I will do my very best work in all my lessons.
- I will use my planner and complete my homework on time.

If I ever fail to meet these standards, I will accept the sanction, think about how I can do better next time and re-commit to this charter.

Signed:

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(student should sign to agree)

# TERM DATES

## TERM 1

First day of term	Tuesday 03 September 2019
Parent consultation days	Saturday 19 and Sunday 20 October 2019
Last day of term	Thursday 24 October 2019

## TERM 2

First day of term	Sunday 03 November 2019
School closed to students	Thursday 07 November 2019
Holiday for Prophet's birthday (PBUH)	Sunday 10 November 2019
Last day of term	Tuesday 17 December 2019

## TERM 3

First day of term	Sunday 05 January 2020
Last day of term	Wednesday 19 February 2020

## TERM 4

First day of term	Sunday 01 March 2020
Holiday for Isra and Miraj	Sunday 22 March 2020
Parent consultation days	Thursday 26 and Saturday 28 March 2020
Last day of term	Thursday 02 April 2020

## TERM 5

First day of term	Sunday 12 April 2020
School closed to students	Tuesday 14 April 2020
School closed for Eid Al-Fitr	Sunday 24 to Tuesday 26 May 2020
Last day of Year 6-8 lessons	Monday 01 June 2020
Last day of exams	Tuesday 09 June 2020
Reports released	Monday 15 June 2020
Parent consultation session	Tuesday 16 June 2020

All holidays are subject to change at short notice. Other date and time changes may prove necessary. The British School of Kuwait (BSK) cannot be held responsible for any such changes. An up-to-date calendar is at [www.bsk.edu/termdates](http://www.bsk.edu/termdates).

## FEE PAYMENT DEADLINES

The first instalment of 60% of the annual fees is due by Sunday 15 September 2019.

The second instalment of the remaining 40% of annual fees is due by Thursday 02 January 2020.

For details, parents should please refer to their registration agreement with the school.

# MIDDLE PHASE EVENTS

## TERM 1

Y6 Lockers Issued	Thursday 05 September 2019
Y7 Lockers Issued	Sunday 08 September 2019
Y8 Lockers Issued	Monday 09 September 2019
Y6 Film Evening (Boys)	Monday 23 September 2019
Y6 Film Evening (Girls)	Monday 30 September 2019
MP Awards Evening	Wednesday 09 October 2019

## TERM 2

Remembrance Day at BSK	Tuesday 12 November 2019
Trampo Trips (Boys)	Monday 18 and Tuesday 19 November 2019
International Day	Thursday 21 November 2019
Trampo Trips (Girls)	Monday 25 and Tuesday 26 November 2019
Secondary School Show	Monday 02 to Wednesday 04 December 2019

## TERM 3

Core Values Celebration	Monday 13 January 2020
Student Council Trip (Boys)	Tuesday 21 January 2020
Student Council Trip (Girls)	Wednesday 22 January 2020
MP Inter-House Debate	Tuesday 11 February 2020
Enrichment Day	Thursday 13 February 2020
Sports Day	Wednesday 19 February 2020

## TERM 4

Science Fair	Sunday 15 March 2020
Middle Phase Variety Show	Tuesday 24 March 2020
Middle Phase Variety Show	Wednesday 25 March 2020

## TERM 5

Core Values Celebration	Wednesday 15 April 2020
F1 in Schools Race Day 1	Tuesday 21 April 2020
F1 in Schools Race Day 2	Wednesday 22 April 2020
Year 8 Trip (Girls)	Tuesday 28 April 2020
Year 8 Trip (Boys)	Wednesday 29 April 2020

All events are subject to change at short notice. Other date and time changes may prove necessary. The British School of Kuwait (BSK) cannot be held responsible for any such changes.

# STAFF EMAIL ADDRESSES

To email any member of staff, simply use their three letter initials at the BSK domain.

For example: soa@bsk.edu.kw is the email address for Miss Sophie Ali.

Students should always include their full name, tutor group and admission number in any email to a member of staff.

## TEACHERS

ARABIC TEAM		
Mr Ahmed Al-Adawi	AMA	Arabic Coordinator (SCC)
Mr Adnan Fares	ADF	Arabic Teacher
Mr Ahmad Farraj	AHF	Arabic Teacher
Miss Asma'a Shalabi	ASB	Arabic Teacher
Mr Fadi Al-Kurdi	FDA	Arabic Teacher
Mr Hamad Alawid	HAA	Arabic Teacher
Miss Jehan Al-Sherif	JEA	Arabic Teacher
Miss Lamyaa Hassan	LMH	Arabic Teacher
Mr Mahmoud Al-Sisi	MAA	Arabic Teacher
Mr Mahmoud Refaat	MAR	Arabic Teacher
ART AND DESIGN TEAM		
Mr Jon King	JOK	Art Coordinator (SCC)
Mr Andreas Scholz	APS	Art and Ceramics Teacher
Miss Ellice Gardiner	ECG	Art and Ceramics Teacher
Mr Hywel Jones	HYJ	Art and Ceramics Teacher
Mr Sebastian Gray	SBG	Art and Ceramics Teacher
Miss Sally Palmer	SLP	Art and Ceramics Teacher
Miss Dana Rae	DAR	Art Assistant
COMPUTING TEAM		
Mr James Henderson	JAH	Computing Coordinator (SCC)
Mr Ahmad Janoudi	AHJ	Computing and Social Studies Teacher
Miss Hilary Fitzjohn	HIF	Computing and Social Studies Teacher
Miss Lorraine Cavanagh	LOC	Computing and Social Studies Teacher

# TEACHERS

## DESIGN AND TECHNOLOGY

Miss Sophie Rees	SOR	Design and Technology Teacher
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## DRAMA TEAM

Miss Annmarie Rofail-McCall	ARM	Drama Coordinator (SCC)
Miss Denise Eleto	DEE	Drama and Critical Thinking Teacher
Miss Ema-Jayne Jones	EJJ	Drama and Critical Thinking Teacher

## ENGLISH TEAM

Miss Helena Cook	HEC	Middle Phase English Coordinator (SCC)
Mr Andrew Brennan	ADB	English Teacher
Mr Brendan Lavery	BRL	English Teacher
Miss Charlotte Cropper	CRC	English Teacher
Miss Emily Beaton	EIB	English Teacher
Miss Eimear Knightly	EMK	English Teacher
Mr Ivan McLaughlin	IVM	English Teacher
Miss Jodie Carney	JOC	English Teacher
Mr Jeremy Grigg	JRG	English Teacher
Miss Meryl Martin	MEM	English and Critical Thinking Teacher
Miss Mollie O'Conner-Convery	MOC	English Teacher
Mr Mark Rogers	MRR	English Teacher
Miss Rebecca Fauvel	REF	English Teacher
Miss Sue McGee	SEM	English Teacher

## GEOGRAPHY TEAM

Mr Paul Kemp	PAK	Geography Coordinator (SCC)
Miss Anne Henderson	AEH	Geography and Social Studies Teacher
Mr Bradley Thomas	BRT	Geography, History and Social Studies Teacher
Miss Catherine Nolan	CAN	Geography and Social Studies Teacher
Mr Esmond Howes	ESH	Geography and Social Studies Teacher

## HISTORY TEAM

Mr Ian Masters	IAM	History Coordinator (SCC)
Miss Charlotte Gaffey	CAG	History Teacher, Social Studies Coordinator (SCC)
Mr Luke Hegarty	LKH	History Teacher, Social Studies Teacher
Miss Sarah Lilley	SAL	History Teacher, Social Studies Teacher



# TEACHERS

ISLAMIC STUDIES TEAM		
Mr Waleed Al-Abboud	WAA	Islamic Studies Coordinator (SCC)
Miss Hana' Hamdan	HNH	Assistant Islamic Studies Coordinator (ASCC)
Miss Ameen Qatran	AMQ	Islamic Studies Teacher
Miss Hala Al-Dibs	HLA	Islamic Studies Teacher
Mr Hussein Al-Hamad	HUA	Islamic Studies Teacher
Mr Manaf Al Khairat	MFA	Islamic Studies Teacher
Dr Samer Swadat	SAS	Islamic Studies Teacher
MATHEMATICS TEAM		
Miss Sophie Gore	SOG	Middle Phase Mathematics Coordinator (SCC)
Mr Alistair Rae	ALR	Mathematics Teacher
Mr Conrad Phillips	COP	Mathematics Teacher
Miss Grace Parkin	GRP	Mathematics Teacher
Mr John Goldie	JHG	Mathematics Teacher
Mr Joel Darko	JOD	Mathematics Teacher
Miss Kirsty Ashton	KIA	Mathematics Teacher
Mr Kosa David	KSD	Mathematics Teacher
Miss Maxine Reardon	MXR	Mathematics Teacher
Mr Paul Blackledge	PAB	Mathematics Teacher
Mr Ravichandra Mavooru	RVM	Mathematics Teacher
Mr Ryan Chandler	RYC	Mathematics Teacher
Mr Ryan Dreyer	RYD	Mathematics Teacher
Mr Umair Attique	UMA	Mathematics Teacher
MODERN FOREIGN LANGUAGES TEAM		
Miss Jennie Russell	JNR	Modern Foreign Languages Coordinator (SCC)
Miss Linda Ward	LIW	German Coordinator (ASCC)
Miss Caroline Jennings	CAJ	French Teacher
Miss Deborah Kremer	DBK	French Teacher
Mr Peter Martin	PJM	French and German Teacher
Miss Sara De Angelis	SDA	French Teacher

# TEACHERS

## MUSIC TEAM

Mr Andrei Dascalu	AND	Music Teacher and tutor of woodwind and piano
Miss Emily Jeffcott	EMJ	Director of Performance Music and tutor of piano
Miss Galina Bojilova	GAB	Director of Strings and tutor of strings
Mr Iliya Uzunov	ILU	Tutor of strings and guitar
Mr Kevin Owen	KEO	Tutor of woodwind
Mr Eduard Timershin	EDT	Tutor of brass
Mr Elyor Nazarov	ELN	Tutor of percussion
Mr Jeslyn Asir	JSA	Tutor of voice and piano

## PHYSICAL EDUCATION TEAM

Mr Scott Weninger	SCW	Physical Education Coordinator (SCC)
Mr Adam Martin	ADM	PE Teacher, Student Leadership Coordinator
Mr Ashley Trodden	AST	Physical Education Teacher
Miss Elli Keatch	ELK	Physical Education Teacher
Mr Georgi Knjazev	GEK	Physical Education Teacher
Miss Hayley Kruse	HAK	Physical Education Teacher
Mr Joe Durling	JED	Physical Education Teacher
Miss Lauren Lefebvre	LRL	Physical Education Teacher
Miss Lucy Ferris	LUF	Physical Education Teacher
Miss Lucy Titley	LUT	Physical Education Teacher
Mr Madalin Turuica	MDT	Physical Education Teacher
Miss Megan Caldwell	MEC	Physical Education Teacher
Mr Ray Lane	RAL	Physical Education Teacher

# TEACHERS

SCIENCE TEAM		
Mr Adam Forrest	AAF	Middle Phase Science Coordinator (SCC)
Miss Amy Reynolds	AYR	Science Teacher, Assistant Science Coordinator (ASCC)
Mr David Doran	DVD	Science Teacher
Miss Emma Wood	EMW	Science Teacher
Miss Gabrielle Home	GAH	Science Teacher
Mr Gregory Cook	GEC	Science Teacher
Miss Hollie Clayton	HOC	Science Teacher
Mr John Hoban	JHH	Science Teacher
Mr John Sharp	JNS	Science Teacher
Mr Joshua Lewis	JSL	Science Teacher
Mr Keith Turner	KET	Science Teacher
Miss Lindsay Gilmour	LIG	PSHE Coordinator (SCC)
Mr Mark Wayne	MAW	Science Teacher
Mr Peter Halpin	PEH	Science and Critical Thinking Teacher
Mr Pankaj Chaurasia	PNC	Science Teacher
Miss Renée Richards	RER	F1 in Schools STEM Challenge Coordinator

## CLASS TUTORS

Your tutor is your first point of contact for any issues or concerns you may have. It is important that you and your tutor establish a good relationship.

Your tutor will run a variety of different activities which link to the core values and your personal, social and mental growth.

Your tutor will ensure that you maintain high standards by checking you have all your required equipment and that your uniform is correct.

Each morning your tutor will relay important notices and distribute letters.

Tutor Group	Class Tutor	Initials	Tutor Room
6.1	Miss Charlotte Cropper	CRC	047
6.2	Miss Jodie Carney	JOC	048
6.3	Miss Helena Cook	HEC	043
6.4	Miss Rebecca Fauvel	REF	042
6.5	Mr Mark Rogers	MRR	041
6.6	Mr Andrew Brennan	ADB	040
6.7	Miss Mollie O'Conner-Convery	MOC	114
6.8	Miss Emily Beaton	EIB	115
6.9	Miss Meryl Martin	MEM	145
6.10	Miss Susan McGee	SEM	146
6.11	Miss Eimear Knightly	EMK	140
7.1	Mr Gregory Cook	GEC	126
7.2	Mr Adam Forrest	AAF	127
7.3	Miss Gabrielle Home	GAH	128
7.4	Miss Hollie Clayton	HOC	129
7.5	Mr Joshua Lewis	JSL	131
7.6	Mr Mark Wayne	MAW	132
7.7	Mr Sebastian Gray	SBG	133
7.8	Miss Amy Reynolds	AYR	123
7.9	Miss Lorraine Cavanagh	LOC	122
7.10	Miss Emma Wood	EMW	121
8.1	Mr Timothy Whybrow	TIW	134
8.2	Mr John Goldie	JHG	135
8.3	Mr Conrad Phillips	COP	144
8.4	Mr Luke Hegarty	LKH	143
8.5	Miss Sophie Gore	SOG	142
8.6	Mr Alistair Rae	ALR	141
8.7	Mr David Doran	DVD	147
8.8	Miss Sara De Angelis	SDA	148
8.9	Miss Deborah Kremer	DBK	149

# HOW TO USE THIS PLANNER

Your planner is a very important book. It helps you organise your homework and plan ahead for tests. It is the main method of communication between your teachers and your parents. You must use your planner according to the following rules:

## On the first day of Term 1

- Complete the 'Personal Details' section on page 3
- Read and sign the Student Charter on page 4
- Complete the weekly timetable on page 154, including room numbers in pencil
- Complete your homework timetable on page 152
- Set yourself a homework for tomorrow to put a clear plastic cover on your planner
- Write your homework subjects into the left hand column for every week

## During the first week of Term 1

- Write your teachers' names and initials in the table on page 152
- Record on your weekly timetable (page 154) the room numbers of all your lessons in pen
- Ensure that you understand all the policies and procedures detailed in your planner

## Each Lesson

- Take your planner to AM Tutor Time and to every lesson, including PE
- Keep your planner on your desk throughout every lesson (except PE)
- Record all homework and its due date very carefully
- You must always record your homework in your planner (see page 69)
- If ever you do not receive a homework, write "No homework" beside that subject
- Record future assessment dates carefully, so that you can prepare thoroughly
- Record all your assessment results on page 151. Your parents have a right to know!

## Each Evening and weekend

- Check your planner carefully. Plan ahead and spread out your homework
- Cross out each homework only when it is complete and packed in your bag

## Your tutor's role

- Each morning, your tutor will check you have brought your planner to school
- If you have failed to bring your planner, your tutor will log -1 point
- Each week, your tutor will check that you have been using your planner correctly
- Your tutor will sign your planner weekly and may write a comment

## What to do if I lose my planner?

- If you think your planner might be lost, see Miss Emma (EMG) for a temporary planner sheet
- If you really have lost your planner, see Miss Emma (EMG) for a replacement. It will cost KD2 and you will be logged -2 points and have to attend a breaktime detention

# SAFEGUARDING AT BSK

## We are here to help

All staff at BSK aim to take care of you and make sure you are safe and well in school, at home, on-line and in the community.

If you are finding things difficult in your life, you are not alone.

Talking to someone can help you overcome whatever is worrying you and set you on the path to feeling better.

## Middle Phase Years 6 to 8



**Sophie Ali**  
soa@bsk.edu.kw  
Middle Phase  
Assistant Headteacher  
Deputy Designated  
Safeguarding Lead



**Nicholas Smith**  
nis@bsk.edu.kw  
Middle Phase  
Head Teacher  
Designated  
Safeguarding Lead



**Laura Whisker**  
lrw@bsk.edu.kw  
Student Welfare  
and Safeguarding  
Coordinator

**A culture of safety – a climate of care**

# FREQUENTLY ASKED QUESTIONS

## Who do I see to get a timetable or to discuss timetable changes?

Miss Alya (ALM) in Office R139

## How do I get my textbooks?

You will receive your textbooks from your subject teacher during your first lesson. If you register late, see Miss Alya (ALM)

## How do I get access to the Virtual Learning Environment?

Your admin number is your username.

If you have forgotten your password, press on the "Forgotten your username and password?" link and follow the instructions to re-set it.

If you still can't access the VLE see your tutor for help.

## What do I do if I lose my laptop or bag?

Lost laptops can be found in Office R139. Other lost property can be found either

- Outside the Middle Phase Office (046a), or
- In the lost property room in Wembley (N06)

## Who do I see if I'm struggling in or have any questions about a lesson

The most important person to see if you need help is your teacher.

You may also want to see the SCC for that subject. The SCCs for the core subjects are; Miss Sophie Gore (SOG) for Mathematics, Miss Helena Cook (HEC) for English and Mr. Adam Forrest (AAF) for Science. All the SCCs are detailed in the planner.

## How do I contact a member of staff?

Find their initials in the planner and add them to the address @bsk.edu.kw

For example, Miss Alya Muflihi (ALM) would have the email address alm@bsk.edu.kw

## Who do I see if I have any pastoral concerns?

Miss Sophie (SOA) or Miss Emma (EMG) in the Middle Phase Office

## Who do I see if I have any academic concerns?

Firstly: Your teacher.

Secondly: The SCC of the subject.

After you have taken these steps, if the issue is not resolved, see Miss Alya (ALM) in R139.

## Who do I see if I believe I may have received a negative unfairly?

Firstly: The teacher who awarded the negative

Secondly: The SCC of the subject

After you have taken these steps, if the issue is not resolved, Miss Sophie (SOA) or Miss Emma (EMG) in the Middle Phase Office (046a)

## OUR FIVE CORE VALUES

In the Middle Phase, we continue to teach students the 5 core values which run through the Primary Section of BSK.

Those values are

**Resilience** – Continuing to try and not giving up in difficult situations or when facing disappointment. Having mental toughness to bounce back and recover quickly.

**Respect** – Treating people with manners in a way that you would expect to be treated. Showing the ability to tolerate and understand other peoples' views.

**Honesty** – Telling the truth to others and yourself, alongside behaving in an honest way.

**Empathy** – Having an awareness of how other people feel and taking others' feelings, wishes and rights into consideration.

**Courage** – Being brave and having strength in difficult times or situations.

We teach these values because we believe they are vital life skills which help and encourage the academic achievement of students. The 5 core values will be taught through Tutor Time, PSHE lessons and Assemblies.

## OUR CORE VALUES BADGE SYSTEM

We want to celebrate our students when they demonstrate the values we feel are vital to their success and development. We will award students with Core Value badges, in recognition of their achievement. There are five value badges to collect, one for each value. You will earn badges through the following system:

- Teachers will nominate students who they feel have demonstrated the Core Value related to a specific term. Teachers will then email Miss Sophie (SOA) with their nominations.
- Nominations are then recorded, and badges will be given to students on a bi-weekly basis during assembly; this will be based on the number of times a student has been nominated.
- At the start of Term 3 and Term 5, the Middle Phase team will hold Core Value events, where those students who have achieved highly will be invited to a celebratory trip or event.

**Try to collect all five badges!**



# ATTENDANCE POLICY

Excellent attendance and punctuality are essential to success. BSK expects your attendance to be 95% or above throughout the year.

BSK promotes a healthy lifestyle: good hygiene standards, a balanced diet, a sensible sleep pattern and sufficient exercise. By living healthily you can reduce the chance of becoming ill and missing school.

## Arrival and line-up arrangements

You should not arrive to school before 06.45. From 06.45 onwards you should stay in the Inner Courtyard where supervision is provided.

You must arrive to school by 07.30 daily in time for the 07.32 bell, except during Ramadan when a revised timetable applies.

You should enter the campus through Outer Courtyard Gate W5 or Tunnel Gate PL08 and should wait in the Inner Courtyard. You may use only the Outer Courtyard toilets A08 (boys) or A09 (girls). You must not enter the school buildings except, if necessary, the Clinic (room A06).

The first bell, at 07.32, indicates that you should move immediately into your line-up position and listen to the morning announcements.

The second bell, at 07.35, signals the start of the Tahya Al-Kuwait and National Anthem. You should stand respectfully, facing the Kuwait flag.

Any talking or showing disrespect during the singing of the National Anthem will be sanctioned (-1 point)

## Registration sessions

Session attendance is recorded twice each school day.

Morning Tutor Time is from 07.35-08.00 and the attendance code recorded relates to the entire morning session. Afternoon attendance is taken from the attendance code of the last lesson of the day and relates to the entire afternoon session.

Absence from Tutor Time or the last lesson of the day constitutes absence for half of a school day. Two half-days of absence, whether or not they are on the same day, comprise the equivalent of a full day's absence.

## Authorised and unauthorised absence

A clear policy is followed in order to record all absence as either unauthorised or authorised. Such data appears on school reports.

Unauthorised absence from school is unacceptable. Parentally sanctioned instances of unauthorised absence represent a breach of the Terms and Conditions of Registration and Re-Registration.

In order for an absence to be authorised the correct procedure must be followed. At present this is a paper based process, although the plan is to move this online before the end of this year.

## Full-day absence and part day absences involving late arrival to school

The procedure for authorising a full-day absence, as well as part-day absence that involves a student arriving to school after Tutor Time is outlined below:

- The parent or student obtains form SE A2: Authorisation of Student Absence from School form from Miss Sophie the AHT (P), Miss Emma the APC, BSK Reception or [www.bsk.edu.kw/documents](http://www.bsk.edu.kw/documents).
- The parent completes the form, attaching supporting documentation.
- The student submits the form to their Class Tutor at least one day before any foreseen absence or on the first day back after an unforeseen absence.
- When the SE A2 form with supporting evidence documentation is provided, the Class Tutor will evaluate the evidence and will either authorise the absence or refer the student to the AHT (P)

## Part day absences involving leaving school during the day

The procedure for authorising a part-day absence that involves a student leaving school early during the school day is outlined below:

- The parent or student obtains form WS A1: Authorisation of Student Release from School form from Miss Sophie the AHT (P), Miss Emma the APC, BSK Reception or [www.bsk.edu.kw/documents](http://www.bsk.edu.kw/documents).
- The parent completes the form, attaching supporting documentation.
- The student submits the form to their AHT (P) or APC at least one day before the early departure.
- If the request is granted, the AHT (P) returns form WS A1 to the student. The student should show the form to their teacher at the start of the lesson and may leave the class 5 minutes before the stated departure time and go directly to BSK Reception.
- A member of the Reception Desk Team is responsible for checking the ID of the person collecting the student. Once their identification has been verified they sign, date and stamp the form, this must then be presented to a member of the Security Team at Front Gate A in order to leave the campus.

If you are absent from school but have not followed the procedure outlined above, the AHT (P) will inform the Class Tutor, who will follow up with you during morning Tutor Time on your first day back to school.

It is your responsibility to ensure that you follow this procedure. Failure to do so will be sanctioned each morning until the situation has been rectified.

Absences will only be authorised for the following reasons:

- **Code M:** Medical or dental. This is authorised only upon receipt of evidence that you visited a doctor or dentist during the period of absence. Such evidence may include a medical report, a private clinic receipt or a government clinic doctor's form. A parental note or email does not authorise medical absence, except in rare cases in which Mr Nicholas, the Head Teacher has approved official documentation of a recurrent and/or chronic condition
- **Code R:** Religious observance. Evidence could consist of a parental note which states clearly the occasion and duration of the observance
- **Code T:** Approved travel out of Kuwait. This is authorised only upon receipt of the SE A2 Authorisation of Student Absence from School form
- **Code I:** Attending testing/interviewing for another school within Kuwait. Evidence may include letters of invitation for interview, confirmation of appointments or test bookings etc
- **Code C:** Other authorised reasons; compassionate reasons such as bereavement or attending a funeral; official ministry/embassy related business. Evidence may include parental letters, confirmation of appointments or test bookings etc

The following reasons for absence are not accepted and remain unauthorised. However, if they are explained you will not be sanctioned. Class tutors record **Code O** when parental notification of the following circumstances is received;

- Medical absence (without documentary evidence)
- Spending time with relatives who are visiting from abroad
- Chalet or desert trip
- Social occasions within Kuwait
- Preparing for assessments or examinations (except within official study leave)
- Receiving private tuition
- Catching up on a backlog of work
- Going to a salon ahead of a special event (even a school event)
- Absence if tired after an evening event (even a school event)

Requests to authorise absence due to special reasons not covered by this policy must be referred to Mr Nicholas, the Head Teacher (HT). This may often be granted, for example a high-level competition such as swimming or martial arts, or another valuable activity, with the HT's approval for each specific case.

BSK organised educational visits, in or out of Kuwait, eg field trips, ISACK, BSME & COBIS competitions are not considered to represent absence.

School days on which special events take place, such as the Middle Phase Sports Day, are considered to be normal school days. This entire policy applies equally to such days.

There is a one week time limit for retrospective amendments of your attendance record following the late receipt of an SE A2 or WS A1 form and the explanatory documentation. However, any winter or summer school report issued before receipt of the explanatory document will not be amended or reissued.

## **Consequences of unauthorised absence**

The school will send a warning letter to parents if you have five full days or ten half-day sessions of unauthorised absence during an academic year.

The school will send a second warning letter after ten full days or twenty half-day sessions of unauthorised absence.

If you accrue fifteen full days or thirty half-day sessions of unauthorised absence, the school will issue a third and final warning letter. The school will also inform the Private Education Department, who will take the appropriate action, which may include you being deemed to have failed the academic year.

All attendance data is included on school reports.

## **Lateness to school before 08.00**

All lateness before the end of Morning Tutor Time is recorded and included on school reports. This does not apply to lateness due to a late school bus.

## **Lateness to school after 08.00**

If you arrive after Morning Tutor Time, or just before 08.00 but fail to arrive in your tutor room in time to be recorded as late by your tutor, you must ensure that you enter the campus via Back Gate W5, which is the security office at the end of Park Lane at the back of the school. The security guard will record Code G lateness and the time of entry on the school attendance database.

This type of lateness counts as unauthorised absence for the entire morning session.

Arriving too late to attend Morning Tutor Time but failing to enter through Gate W5 is a breach of this policy and is sanctionable. The consequence of not entering through Gate W5 is that you will have been recorded for the morning session as Code N (unauthorised absence) by your tutor. Once the situation is understood, the tutor will overwrite the morning session mark to Code O (explained but still unauthorised). You should use the SE A1: Authorisation of

Student Absence from School form in applying to have such morning session absence authorised.

## End of day procedure

At 14.35, you are released from lessons.

If you travel by school bus you must go directly to your bus, which will begin to leave the school at or shortly after 14.40.

If you travel by car once you leave the campus you must go directly to your car, which should then drive away immediately.

If you are not authorised to attend afterschool activities you must leave the campus by 14.45.

At 15.00 if you are still on campus but not involved in an afterschool activity you must move to Gate PL07 and wait sensibly to be collected by the Back Gate W5.

If you have been absent from school you may not arrive to take part in an afterschool activity, including tuitions.

## Leaving school early

Your attendance at lessons is very important, and missing classes will disrupt your learning.

If you must leave early, you and your parents should adhere to the procedure outlined above and use the the WS A1: Authorisation of Student Release from School form

Your parents should not come to the front reception desk during the day and expect to withdraw you from school without prior notice.

In accordance with Ministry of Education guidelines, we would advise parents strongly that students should not be withdrawn from their classes, except in the case of an emergency or unavoidable medical appointment.

If you feel sick during the day you should visit a clinic. If the nurse recommends that you are too sick to stay in school, you should go home. When you are collected your absence for the remainder of that school day will automatically be authorised as Code M (medical). However, should the absence extend into a second day, a medical report from a clinic or doctor will be required before such absence is authorised as Code M.

An exception is made for the siblings of students who leave school on the recommendation of the School Clinic, in the event that the parent also needs to take them. Such cases are authorised as Code C

## Catching up on missed school work due to absence

If you have been absent from school, it is your responsibility to find out the classwork and homework that was missed and to catch up as fully and as quickly as possible.

Teachers will be sensitive to such factors as:

- The length of the absence
- How ill you were
- The amount and the difficulty of work missed across all subjects
- Whether VLE resources should have enabled independent study

Every situation is different, so it is not possible to create precise guidelines, but in every case it remains your responsibility to catch up as best you can.

In the event that an absence results in you missing a scheduled test or examination, you will not normally be allowed to sit the test at a later day. However as long as the absence is authorised it will not effect your report grade.

# LAPTOP COMPUTERS

To access all your work, you must always bring:

- A fully charged, BSK network-enabled Windows laptop
- A compatible charger

If your computer or charger are not working correctly, or if you do not yet have all the required software (see below), you must arrange for a parent to write a note in this planner. The note should explain the circumstances and provide an estimate of the date by which the problem will be solved.

Your class tutor will check every morning that you have brought a suitable computer and charger. If you have not brought a laptop and compatible charger to school, and if you do not have a parental note, your class tutor will log the sanction (-1 point).

## Regulations

You must not use a laptop or any other type of computer anywhere on the school campus before morning line-up or during breaks (except in supervised break clubs).

The school has a very strong firewall and strict procedure in place to protect you from any harmful internet content.

All connections to the internet must be through the school network only. You must not bring into school a personal internet router.

The use of Virtual Private Network (VPN) software is strictly forbidden, as is any other attempt to circumvent ISP-level or school-level protections.

While on the campus, you may only use your computer for schoolwork. In particular, you may only access websites and download material as required by a teacher.

You must not share your password for any school-related account.

Teachers will not normally permit you to visit the Systems Helpdesk during lesson time.

## Required Software

Through the school's software licences, you are able to download a free copy of MS Office 365 for Windows.

You are expected to be able to use Microsoft Word, Excel and PowerPoint. Any other software which teachers will require you to download will either be freeware or provided by the school.

In the event that a teacher notices that you do not have the required software, the teacher will inform the class tutor, who will follow-up.

## ONLINE SAFETY

We expect students in Middle Phase to be proactive in keeping themselves safe online. In order to stay safe online, we expect you to take notice and be considerate of the following:

- Whatever you post online can be shared by anyone – Make sure that you are posting content which you wouldn't mind your parent or teacher seeing. Information can be shared by anyone and pictures can be taken by screenshot or saving.
- Anything you write about another person, can be traced back to you or could come back to haunt you – Make sure you are sharing positive thoughts with friends on social media. Avoid posting about people who you do not share a good relationship with, as this could be seen as online bullying and information can be traced back to you. You cannot take back what you post online, even if you delete it.
- Your images can be shared – Do not post anything you wouldn't expect your teachers or parents to see. Images of yourself should be of a decent nature and you should be respectfully dressed. Posting indecent images of yourself could get you into trouble with the police.
- What you read online might not always be true – Be critical in reading information online. Not everything that is posted online is fact and quite often, people will share their opinions rather than factual information. Do not believe everything you read.
- Do not share your passwords with anyone else, not even friends – When you share a password that information can be passed on and may end up in the wrong hands. Accounts can be hacked and harmful information could be shared.
- Parents should have access to all of your login details – This is for your own safety. It ensures that the content which you are sharing and viewing is of a suitable nature for your age range and also ensures you are staying safe online.





Whatever goes online  
Isn't just for you  
Anyone can save it  
So be careful what  
you do!



If you use an  
image  
You need to  
state the  
source  
Unless you own  
the image  
Yourself, of  
course!



What you read  
online  
Might not always  
be true  
So checking  
somewhere else  
Is a useful thing  
to do!



# ONLINE GOLDEN RULES

Anything  
online  
That you write  
or say  
Could come  
back to haunt  
you  
On another  
Day!

A password is  
private  
So don't even  
tell a friend  
Doing so will  
likely  
Have a very  
nasty end!



Always ask your parents before  
typing to a stranger  
Even though you're far away,  
There still could be some danger!

Cyber-bullying is when you say  
mean things online  
So make sure you say things with a  
really lovely shine!



**Delete & Defeat online bullying**

# PRESENTATION STANDARDS FOR WRITTEN WORK

You should always take pride both in the quality and presentation of your written work. It is very important that written work can be understood both by your teachers, when they mark it, and by you, when you review your work each evening and use it to revise for assessments and end-of-year examinations.

To help you develop habits of presentation that will support your learning, we have some simple rules.

## Take care of your books

- Cover your student planner and all books in clear sticky plastic on the day they are issued, before they have a chance to get worn or dirty!
- Take care not to 'doodle' or otherwise vandalise your exercise books or planner

## Use the correct pen or pencil

- Dark blue or black pen should be used for all written work unless otherwise agreed with the teacher. Buy pens that will not show through the paper to the other side
- Use a red pen for self-marking and a purple pen for peer marking
- Use a sharp pencil for drawings, diagrams and graphs
- Use only colouring pencils, not crayons, felt-tip pens or markers (unless your teacher allows you)
- Highlighter pens should be used, if your teacher allows, to draw attention to key words or phrases

## Getting ready to work

- Write the date at the start of each day's work
- Write and underline a suitable heading at the top of each section of work
- If you are working from a textbook, always write the page and exercise numbers, so that you can refer back to the work later

## Working neatly

- Put all numbering and lettering of questions in the margin
- Use your best handwriting and write on the lines. Take pride in your work!
- Make sensible use of space. Do not crush your work, so that it becomes hard to read. Do not space it out too much, so that you waste paper
- Corrector fluid is not permitted in school. If you make a mistake, just rule a single line through it and then correct it
- Always use a ruler for underlining and for any diagrams which require straight lines

## So many rules! What's in it for me?

If you follow these rules carefully, you will discover that;

- Lovely neat work can be done almost as quickly as horrible messy work
- The process of presenting work well will help you organise your thoughts and learn more easily
- Revising from neat, organised work is quicker and more effective. You will learn more, in less time

## How your teachers will help

- Your teachers will help by refusing to accept work that does not meet these standards
- Particularly neat or well organised work can earn you an achievement housepoint
- Failing to follow these rules may earn you negative points.

# UNIFORM POLICY

School uniform makes you look smart and encourages organisation.

Correct school uniform must be worn both at school and when on off-campus school activities. The only exceptions are certain field trips and creative arts or sporting activities for which school uniform would be unsuitable.

## Standards of appearance

School uniform items should fit properly and must not be dirty, faded, frayed or torn. You must ensure that you have sufficient quantity of each uniform item to wear the correct items every day.

Your personal appearance is also important. A smart personal appearance helps focus you on your work and thereby supports learning.

## Labelling uniform items

It is very important that all uniform items (especially PE kit) are clearly labelled with your name, tutor group and admin number. Only with this information on your uniform will you be able to identify any lost item as being yours.

- A fabric pen should be used to write your name and admission number, clearly but in an unseen place, on all uniform items
- Printed name labels may also be purchased from the Royal Scot

## Skirts and Trousers

- Girls' skirts must be long enough to at least cover the knees
- Boys' trousers must be worn on the waist, not the hip
- If a belt is worn, it should be plain black with a simple grey, black or silver buckle

## Blouses and Shirts

- Girls' blouses are worn outside of skirts
- Boys' shirts must be tucked securely into trousers at all times
- Top buttons must be fastened at all times
- If a vest or other garment is worn under the blouse or shirt, it must be tucked in and not be visible
- Long-sleeved shirts must be buttoned at the cuff
- Short-sleeved shirts must not be rolled up at the sleeve

## Ties

- The tip of the broad end should be at the top of your waistband
- The knot should be a standard size - neither too tight nor too large
- The knot should cover the top button of the shirt or blouse

## Shoes

- School shoes should have black leather uppers (not patent or suede)
- The sides of the soles should also be black
- The shoes must have a formal, business like style
- The shoes must not have sports-style soles or stitching
- The heel should be very low. Platform soles are not permitted
- Shoes should not have prominent buckles or obvious branding
- School shoes should be kept well polished

## Blazers

- Blazer collars must not be turned up
- Blazer sleeves must not be rolled or folded up
- Students may remove their blazers during lessons but must wear them elsewhere on the campus

## Hijabs

- The grey and purple BSK Middle Phase hijab, as sold in the Royal Scot, should be worn tight to the head and modestly covering the neckline, not hanging down or draped over the shoulder. If a garment is worn underneath the BSK hijab, it should either be completely concealed or, if that is not possible, exactly the same plain grey colour

## Jewellery and Accessories

- Jewellery is a banned item
- Girls may only wear one matching pair of very small, plain gold or silver stud earrings in the lobe of each ear. No other piercings are acceptable
- Wristwatches should not be an eccentric size, style or colour. Most smartwatches are banned
- Eyeglasses should not be an eccentric style or colour
- Students may not wear sunglasses or glasses with tinted or light-reactive lenses
- Students may not wear coloured contact lenses
- Official BSK badges may be worn on the tie, ID badge lanyard or blazer lapel
- No other accessories may be worn

## Hair

- Students' hair may not be shorter than a No.3 cut, which is 9 millimetres in length
- Boys' hair may not cover their eyebrows or extend below the top of their shirt collar
- Boys may not have facial hair, except that they may wear a neatly trimmed moustache
- Boys may not have noticeable stubble
- Sideburns should be short and natural in appearance, not unduly styled
- Girls with hair that is longer than their collar must have it tied at the back, so that their ears are visible.
- Girls' hair accessories may only be plain purple or black
- Students may not dye or highlight their hair in any way
- Students may not use products such as hair gel, wax, mousse, cream or oil
- Students may not have unruly, unnatural or eccentric hairstyles. In particular, hair may not be cut or shaped into mohawk, fauxhawk, quiff or rattail styles
- Lines or shapes may not be shaved into hair or eyebrows
- If the back and sides are worn short, this length should be blended gently into a slightly longer top. The top should not be considerably longer than the back and sides
- Any student whose hair is inappropriate will be sanctioned and must buy and wear a BSK cap until such time as the situation can be corrected. However, any Muslim student who has their hair shaved when performing Umra will not be sanctioned or required to wear a cap

## Cosmetics

- Students may not use eye makeup or facial makeup
- Students may not use lipstick, lip gloss or coloured lip balm
- Students may not use nail polish. This includes gels and acrylics
- Students may not wear henna tattoos without permission
- Students may not have any writing or drawing on their skin

## Adjustments to uniform items

- Uniform items bought in the Royal Scot must not be altered in any way without the written permission of the AHT (P)
- The only exception to this rule is for the length of trouser legs

## Schoolbags

- Shoulder bags or backpacks, laptop cases and lunchboxes may be used. These should be safe, appropriately branded and suited to their purpose
- Bags and lunchboxes should be small enough to fit into lockers and bag boxes
- Your name, tutor group and admission number should be either on a label or written in modestly sized text in an unseen place on each bag or box

- No inappropriate or offensive writing, patches, stickers or badges should be added
- Wheeled bags are a banned item

## Photographic identification badges

- The student ID badge comprises a printed card, its holder and the BSK lanyard
- The student ID badge is an essential uniform item
- The badge is issued free of charge at the beginning of each school year
- The badge remains the property of the school
- The badge must not be concealed, altered, defaced or accessorised
- If you lose or damage your printed card you must order a new one immediately
- If you lose or damage your lanyard or holder you must buy a replacement from the Royal Scot. One day's grace is allowed, to enable you to bring the correct money

## Adverse weather

During the Winter Uniform period:

- Coats may be worn as well as, but not instead of, school blazers
- You may wear only the scarf, gloves or hat from the BSK knitwear pack

During the Summer Uniform period:

- In the event of rain, blazers may be worn
- You may not wear a pullover, coat, scarf, gloves or hat

At any time:

- In the event of rain, you may wear formal, black leather shoes in a heavier than normal style, but you may not wear boots

## Relaxation of the Uniform Policy

- In the event that a uniform item which could only reasonably be replaced during a weekend is lost or damaged (eg shoes) you will not be sanctioned for the remainder of the week
- During non-uniform days (International Day etc) you must follow the dress code for the day
- A situation in which you are injured and need to wear a bandage or plaster cast might require some relaxation of this policy.
- Any other deviation from this policy will only be considered upon receipt by the Head Teacher of a parental request letter and an official medical report. Approval is not automatic and normal uniform must be worn until the request is approved

## Monitoring of uniform and appearance

This Uniform Policy has been agreed by the Strategic Management Team and is enforced by the Head Teacher and the Leadership Team. The wearing of correct school uniform and adherence to these standards are closely monitored by all tutors and teachers, who apply sanctions in the event of any policy breaches.

In the event of a serious breach of this policy the AHT (P) may escort you to the Royal Scot to obtain a correct uniform item, or send you home to correct your uniform or appearance.

In the event of any dispute about the application of this policy, the Head Teacher will arbitrate. In the event of any continued dispute, the Principal will be the final arbiter.

## MUSIC PERFORMANCE DRESS

BSK is well known for its excellent musicians and there are a wide variety of instruments that you can learn with a professional tutor.

If you are lucky enough to join one of the instrumental groups, that perform at many local events, you must wear the following:

### Boys

- Plain matt black two-piece suit (not velour or velvet effect)
- White long-sleeved shirt
- Plain black bow tie
- Plain black socks
- Formal black leather shoes (well polished)

### Girls

- BSK performance dress (ankle length, from the Royal Scot)
- Black ankle socks or black tights
- Black leather shoes with low heels (well polished)
- Long hair must be tied well back or into a bun, using only plain black hair accessories.
- Plain black hijab (optional)
- No makeup or lipstick
- No jewellery except very small, plain gold or silver stud earrings



# PE AND SWIMMING KIT

Full PE or swimming kit should be brought in accordance with the PE rotations.

## PE Kit

- BSK House coloured T-shirt
- BSK black shorts with House colour (or purple) stripes
- BSK black sports socks with purple stripes
- Training shoes with non-marking soles (not football boots)

Optional items:

- BSK black tracksuit
- BSK girls' long black sports trousers (instead of shorts)
- BSK black hijab with purple stripes

## Swimming Kit

- BSK swimming trunks/shorts – boys
- BSK swimming costume – girls
- BSK House coloured swimming cap
- Towel

Optional items:

- Goggles (not a dive mask)
- BSK swimming robe, towel and bag

On timetabled PE days, you must wear your normal school uniform to and from school. You should change into the correct PE or swimming kit at the beginning of the PE lesson and change back into full school uniform at the end of the lesson.

The only exception to the rule above is if you have a PE lesson during the last lesson of the day and then have scheduled afterschool sports on that day you need not change back into your school uniform.

If you play in a school sports squad you must still wear the same PE kit in lessons as other students.

You must wear full PE kit on Sports Day. Students not wearing the correct PE kit will not be allowed to participate in the day and maybe sent home.

# YOUR UNIFORM

All uniform items marked 'BSK' below may be purchased from the Royal Scot.

As well as wearing the correct uniform items, you must adhere to all required standards of appearance.

## Summer Uniform – Girls

- BSK lilac short-sleeved blouse with logo
- BSK lilac striped skirt
- BSK striped tie
- BSK white ankle socks with purple stripes
- Well polished formal black low-heeled leather shoes
- BSK student identification badge
- Plain black or purple hair accessories
- Optional: BSK lilac long-sleeved blouse and BSK grey hijab with purple edging

## Summer Uniform – Boys

- BSK lilac short-sleeved shirt with logo
- BSK grey trousers
- BSK striped tie
- BSK grey socks with purple stripes
- Well polished formal black leather shoes
- BSK student identification badge

## Winter Uniform – Girls

As for summer, except:

- BSK purple blazer
- BSK lilac long-sleeved blouse with logo
- BSK grey A-line skirt
- BSK thick grey or black tights (not socks)
- Optional: BSK grey pullover (only with blazer)

## Winter Uniform – Boys

As for summer, except:

- BSK purple blazer
- BSK lilac long-sleeved shirt with logo
- Optional: BSK grey pullover (only with blazer)

A BSK Art apron may be purchased from the Royal Scot and should be worn at appropriate times to protect your uniform.

## SUMMER UNIFORM



## WINTER UNIFORM



# HOMWORK POLICY

Homework is vitally important to help you start work, think and learn independently. Homework tasks include written work, research, project work, reading, learning work and revision.

Completing homework diligently gives you a wide range of skills and qualities, helping you to;

- Develop the ability to work alone and to self-motivate
- Develop the skills to research, organise and present work on a given theme or topic
- Consolidate and extend the work done in class, or prepare for subsequent lessons
- Develop the habit of reading
- Revise, learn or develop work covered in class
- Follow up a particular interest or develop expertise in a particular area of study
- Learn to plan and organise your time and work more effectively
- Do background work to prepare for what will be done next in class
- Develop problem-solving and other skills
- Develop skills in communicating what has been learned in a variety of ways
- Extend your knowledge by learning facts and information for tests and examinations
- Research information from books and online sources

## Using this planner for homework

All homework tasks, future test dates, test results and other such information must be recorded in this planner. You should not use any other method of recording such information, as that would make it impossible for your parents and tutors to check and help you.

You should remember that your parents and class tutor must sign this planner each week. Failure to use this planner correctly will earn you negative points.

## Technical requirements

Some homework requires you to access the internet. You will also need an A4 colour printer at home, as you may be required to print completed homework. You should ensure that there is sufficient plain white A4 paper and printer ink or toner.

## Homework arrangements and time allocation

You receive a homework timetable showing the subjects in which homework will be set each day. Teachers will not set homework on non-homework days.

You must learn to manage your homework around extracurricular activities and family commitments.

Year Group	Homeworks per evening	Expected time for each homework	Total expected time per weekday
Year 6	1	30 minutes	30 minutes
Year 7	3 or 4	30 minutes	1½ hours
Year 8	3 or 4	30 minutes	1½ hours

Year 6 only receive homework from English, Mathematics and Science.  
Year 7 and Year 8 receive homework from all subjects.

### Incomplete homework

It is your responsibility to ensure that you understand the homework given to you. If you do not understand the homework you must contact the teacher as soon as possible and at least the day before the homework is due.

Ordinarily, all homework must be submitted in full and on time. However, situations can occasionally arise which mean that you are unable to complete homework on time.

Examples include:

- An unavoidable technical problem
- An emergency situation or other unavoidable time pressure

If you cannot complete your homework you must arrange for a parent to write a brief explanation of the circumstances in this planner. It is your responsibility to obtain this written explanation.

Teachers will not sanction you for failing to complete homework on time if you have a note from your parents, although this will be recorded. Moreover, the homework must be completed, in full, as soon as possible thereafter.

# ATTITUDES TO LEARNING

Attitudes to learning in each subject are detailed in both winter and summer reports.

<b>Dependent Learner</b>	A passive student who requires frequent intervention and needs to seek support in order to make progress.
<b>Supported Learner</b>	A student who displays an inconsistent attitude to learning but accepts support to identify and resolve key issues.
<b>Engaged Learner</b>	A motivated student who willingly seeks assistance to identify and resolve issues.
<b>Independent Learner</b>	A highly motivated student who displays a consistent attitude to learning and is an attentive and reflective learner.
<b>Mature Learner</b>	An independent student who also approaches tasks with the aim of extending his or her learning.

To illustrate the above categories of learner, here are some examples:

A **Dependent Learner** would likely not complete any work or contribute in a lesson unless they are questioned directly by the teacher. They would need constant help throughout simply to finish the work.

A **Supported Learner** would need some help during every lesson but would be able to work individually after receiving this assistance.

An **Engaged Learner** actively participates in every lesson and makes progress without any additional assistance from the teacher.

An **Independent Learner** successfully completes all work set by the teacher and is able to make use of extension tasks to further their own learning.

A **Mature Learner** will make excellent progress during lessons, complete extension work and drive their own learning in new directions through independent work.

One of the housepoints given during each lesson is for attitude, which may include attitude to learning. In addition, students' attitude to learning (A2L) in each subject is detailed on their winter and summer reports.

# ASSESSMENT POLICY

BSK follows the English National Curriculum for all subjects except Social Studies, Arabic, Islamic Studies and Quranic Studies.

At BSK the grading system focuses upon measuring the learning and developing of a year's prescribed topics and the progress made towards mastering these.

Attainment will be measured by way of statements which reflect the extent of your knowledge and skills.

- A (Pass) Working above the expected BSK standard for the year group
- B (Pass) Working at the expected BSK standard for the year group
- C (Pass) Working towards the expected BSK standard for the year group
- D (Fail) Working below the expected BSK standard for the year group

As well as a grade the positions within the grade will be indicated with a 'plus' (+), an 'equals' (=) or a 'minus' (-) sign for most subjects.

- + : Very secure; working at the top end of the grade
- = : Clearly secure; working within the mid-section of the grade
- - : Emerging; working at the lower end of the grade

Year 6	Year 7	Year 8
6A+	7A+	8A+
6A=	7A=	8A=
6A-	7A-	8A-
6B+	7B+	8B+
6B=	7B=	8B=
6B-	7B-	8B-
6C+	7C+	8C+
6C=	7C=	8C=
6C-	7C-	8C-
6D	7D	8D

## DD Procedure

If you receive Grade D in both English and Mathematics on your winter report:

- An explanatory letter will be included with the report
- The Head Teacher and the Academic Assistant Head Teacher, AHT (A) will meet your parent(s), usually in February, to explain the situation
- A letter confirming the key details of the parent meeting is issued to your parent(s)
- You will pass the year if you receive a Grade C or above for at least one of English or Mathematics on your final summer report
- You will fail the year if you receive Grade D again in both English and Mathematics on your summer report
- If you fail the academic year you may either repeat the year or leave the school
- If you fail the same academic year twice, you must leave the school

## REGULATIONS FOR IN-CLASS ASSESSMENTS

You must know and understand all these rules. They are intended to ensure fairness and to help you.

- Listen to the teacher and do exactly what you are asked to do, first time
- You may have on your desk or in your pockets only the materials and equipment which are allowed
- You may not be in possession of any notes, papers or books, unless these are authorised by the teacher
- Leave any item that is not allowed in your bag. Do not reach into your bag
- During the assessment, you may not borrow anything from another student or the teacher
- You may not talk, communicate with, seek help from, give help to, or disturb other students
- Do not sit in such a way that you can see any other student's answers or that they can see yours
- When you have finished your test, turn your paper over so no one can see your answers
- At the end of the test, put your pen down, stop working immediately and wait for instructions from your teacher

## WARNINGS

- Breaking the rules of an assessment will result in the SCC logging -3 behaviour points.
- Compromising the integrity of an assessment will result in the AHT (A) logging -5 behaviour points
- If you try to use any unfair practice or break these rules in any way, your paper may be cancelled



# REGULATIONS FOR END-OF-YEAR EXAMINATIONS

You must read this information carefully. It has been written to help you.

## EQUIPMENT

- You may take into the exam room only the materials and equipment allowed
- Leave anything that you do not need or which is not allowed in your bag
- You must bring all the pens, pencils, rulers, erasers etc that you will need
- You must bring tissues with you, for personal use
- Write in dark blue or black ink
- Coloured pencils or inks may be used only for diagrams, maps, charts etc if allowed
- You must not have a calculator case, calculator instruction leaflet, eraser cover, non-transparent pencil case, correcting fluid/pens, smartwatch or any other electronic device (except an approved calculator). If you are found in possession of any unauthorised material, even if you do not intend to use it, your paper may be cancelled
- You will not be allowed to borrow anything during the examination

## INSTRUCTIONS

- Listen to your teacher and do exactly what you are asked to do
- Read and follow the instructions printed on the question paper
- Fill in the details required on the front of your question paper and on any additional sheets of paper you use (eg name, tutor group, admission number and the code of your subject teacher)

## REGULATIONS

- You must not talk, communicate in any way with, seek help from, give help to, or disturb other students in the examination room.
- You must sit in such a way that you cannot see any other student's answers and that they cannot see yours.
- If you have a problem during the examination and are in doubt about what you should do, put your hand up to attract attention. Remain entirely silent. The teacher will come and assist you.
- You may not ask the teacher to read or explain any of the examination questions.

## LEAVING THE EXAMINATION ROOM

- You may not be able to go out during the examination. Ensure that you go to the bathroom beforehand
- At the end of the examination, place all of your answer papers in the correct order
- You must not leave the examination room until the teacher tells you to do so
- When you leave the examination room you must leave behind the question paper, all rough work and any other used or unused materials that were provided for the examination

## WARNINGS

- If you are not following the Uniform Policy you may not be allowed to sit examinations
- If you try to use any unfair practice or break the rules in any way, you will earn -5 negative points and your paper may be cancelled

## MISSING AN END OF YEAR EXAM

If you are absent for an end-of-year examination, you may not sit it (or a variant paper) separately, on another date or at another time. Upon receipt by the AHT (A) of a medical report demonstrating bona fide illness or injury; a family emergency for which there is compelling evidence; or absence due to participation in a School representative event, the relevant subject team will be asked to base a final grade on the available assessment evidence. Other authorised absences will be treated likewise.

Absence for unauthorised reasons, or if insufficient assessment evidence exists, will result in the assignment of Grade X or D.

## REWARDS

The rewards system aims to acknowledge noteworthy achievements, to reinforce positive attitudes and to promote such achievements and attitudes amongst all students.

### Housepoints (HP)

Our highest profile rewards are housepoints, two of which (one for achievement and one for attitude) are awarded in every lesson. Housepoints are also awarded for competition success, and other special achievements.

Housepoint Award thresholds are based on the following net points total:

Bronze	Silver	Gold	Platinum	Diamond	Double Gold	Double Platinum	Double Diamond
30	60	90	120	150	180	240	300

Award badges are distributed weekly to those students who reach a new threshold and certificates are issued at the end of the school year for the final award level achieved.

## Value Badges

In Middle Phase, you can also earn Value Badges. These are awarded for consistently showing one of the following 5 values – Resilience, Respect, Honesty, Empathy or Courage.

These badges do NOT count towards the Housepoint total but will result in their own special events throughout the year.

## Privilege events

Students whose net points are at or above zero, maybe invited to attend a range of fun events (see page 6).

## Club Zero

If you do not receive any negative points over the course of a term you become members of Club Zero for the following term and receive a letter of commendation from the Head Teacher, and a Club Zero badge. Club Zero members receive 10 bonus housepoints for each term of membership and their names are published on the Club Zero webpage.

Year 6 students, and those who are new to the school, have done particularly well if they manage to avoid any negative points during Term 1, so they receive 20 bonus housepoints instead of the usual 10.

If you do not receive a single negative point all year you will receive an Ultimate Club Zero Certificate with your summer report.

## Excellence Awards

Excellence Award winners are all-round achievers across a broad range of curriculum areas. In October returning students in Year 7 and 8 achieving at the highest level will be invited to the Awards Evening to celebrate their outstanding achievement.

## Subject Prizes

Subject Prizes are presented to returning Year 7 and 8 students who achieved the highest result in their year group in the end-of-year examinations.

In the event of equal results, or for subjects which do not hold end-of-year examinations, formal assessments from the rest of the year are considered.

## Head Teacher's Awards

The prestigious Head Teacher's Award is given to one student in each of the incoming Years 7 and 8 whose performance, in the opinion of the Head Teacher, has best exemplified the overall achievements and attitudes which we value at BSK.

## Middle Phase Awards Evening

The annual Awards Evening, held in October, recognises students in the incoming Years 7-9 who have received Subject Prizes, Excellence Awards and a range of Special Awards.

## Sports medals

Students will be awarded medals, at Sports Day, morning line-up or in assemblies, for;

- Winning events during Sports Day
- Winning certain International Schools Activities Conference Kuwait (ISACK) or British Schools in the Middle East (BSME) interschool events

The names of school sports record holders are listed at [www.bsk.edu.kw/records](http://www.bsk.edu.kw/records).

## School Colours

The Middle Phase Leadership Team (MPLT) may award School Colours to any student who, in their opinion, has represented the school or served the school community in an exceptional way.

The award is in the form of a tie with twin gold diagonal stripes. School Colours may be worn for the remainder of the student's time at the school.

## Sports Colours

If a student has achieved any two of the following within the same academic year, they will be awarded Sports Colours at the Sports Award Ceremony in May.

- Gold ISACK medal (team or individual)
- Gold BSME medal (team)
- Any BSME medal (individual)

This is reckoned per sport (eg swimming, football, athletics) not by separate sub-events within sports (eg different swimming strokes or different athletic disciplines).

An exception is made so that a student who achieves ISACK Gold in the same sport but in two age categories is also eligible for the award of Sports Colours.

The award is in the form of a tie with twin maroon diagonal stripes. Sports Colours may be worn for the remainder of the academic year in which they are received, and for the entire following academic year, but must be re-earned the following year to retain the entitlement to wear the special tie.

Note: The Middle Phase Leadership Team (MPLT) may decide to remove School Colours or Sports Colours from any student whose standards of work, behaviour or attitude fall below the very high level expected of the holder of such a prestigious and visible award.

## **STUDENT LEADERSHIP OPPORTUNITIES**

In the Middle Phase, you will have the opportunity to take on some responsibilities.

When you are appointed to one of these positions, you will get you some Housepoints but most importantly you will learn to become a leader.

Here are some of the opportunities for you to stand out:

- Prefect (Year 8)
- Library volunteer
- Announcer
- House Captain
- Class Monitor
- Discussion group expert
- Story Reader to KG children
- Helper (Year 6) for Year 5 to Year 6 transition
- Student Buddy
- Eco Ambassador
- Model United Nations
- Debating

# 7 Ways to be more OPTIMISTIC



## See setbacks as temporary

Viewing your setbacks as permanent makes you more likely to give up. See them as a learning opportunity and aim to come back better because of them.



## Get in control!

Think about what you can do to improve the situation. Focusing on this can help you find solutions and lead you to take action.



## Don't over-generalise

After a disappointment, it is easy to think that everyone and everything is against you. Remember, a setback in one aspect of your life does not make you a failure in others.



## Watch out for key phrases

Phrases such as "I will never", "I always mess up" and "This happens every time" after a failure are not helpful. Use phrases like "I might be able to" and "I could try this".



## Shift your focus

It is tempting to focus on things you can't change. This can lead to stress and frustration as it is out of your hands. Control the controllables!



## Take a balanced approach

Whether you succeed or fail, there are always things you did well and things you can do to improve. When things get hard, don't give up! With effort, a failure can become a success.



## Acknowledge your own contribution

Don't always put your success down to luck. Build your optimism by thinking about how you made your successes happen.

# SANCTIONS POLICY

BSK students take great care to follow the Student Charter and all policies and regulations. They work hard to earn housepoints and other rewards. Occasionally, however, things can go wrong.

Each unacceptable action has a negative points value, as shown below. When you are logged for misbehaviour, you lose housepoints and your House also loses points in the House Competition. You should support your housemates so that they can avoid losing points.

These various sanctions are organised into categories and are detailed below.

## SANCTION TYPES

### Abusive

Deliberately rough physical contact (not fighting) and retaliation	-3	AHT
Rudeness or swearing	-3	AHT
Highly offensive, eg sexual, racial or religious insult	-5	AHT
Physical bullying, fighting, spitting or assault	-5	AHT/HT
Emotional bullying, intimidation or threat	-5	AHT/HT

### Attendance and Punctuality

Not providing an explanatory document on the first morning back	-1	Tutor
Five or more minutes late to a lesson, without good reason	-1	Teacher
Truancy from a lesson or Tutor Time	-3	SCC/ AHT
Arriving after 08.00 and failing to sign in at Gate W5	-3	AHT
Truancy from school	-5	AHT/HT

## Dishonesty

Copying a student's work, or allowing work to be copied	-2	Teacher
Trying to hide the truth	-2	Teacher
Persistent attempt to deliberately hide the truth	-3	AHT
Forgery of a parental communication or signature	-3	AHT
Plagiarism from a textbook, internet or other source	-3	SCC
Breaking the rules in an in-class assessment (test)	-3	SCC
Breaking end of year examination rules	-5	AHT
Compromising the integrity of an assessment	-5	AHT

## Disrepute, Privacy and Reputation \*

Breaking the rules regarding privacy	-5	HT
Breaking the rules regarding reputation	-5	HT
Bringing the school into disrepute	-5	HT

\* This applies to activities on or off campus and online. Please refer to Privacy Rights and School Reputation section on Page 54

## Disrespect

Disrespecting the National Anthem	-1	Tutor
Being impolite, discourteous or insensitive	-1	Teacher
Reluctance to follow a reasonable staff instruction	-1	Teacher
Sustained reluctance to follow a reasonable staff instruction	-3	AHT
Refusal to follow a reasonable staff instruction	-5	AHT

## Disruption

Low-level disruption (eg chatting, distracting others)	-1	Teacher
High-level disruption (eg shouting, being noisy)	-2	Teacher
Serious disruption (eg repeated shouting or other disruption)	-3	AHT
Major disruption (which prevents teaching/learning)	-5	AHT/HT
Setting off a false emergency alarm	-5	HT



## Equipment

Not bringing your student planner to every lesson	-1	Tutor
Not following the rules for use of the student planner	-1	Tutor
Not bringing a suitable computer to school	-1	Tutor
Not bringing all required books and equipment to a lesson	-1	Teacher
Refusal to follow a reasonable staff instruction	-5	AHT

## Food

Eating outside your designated break area	-2	Teacher
Having or chewing gum	-2	Teacher
Eating or drinking in a fasting area during Ramadan	-3	Teacher

## Immoral

Inappropriate physical contact	-3	AHT
Overtly sexual behaviour	-5	HT
Accessing illegal or immoral material	-5	HT

## Library

Breaking the Library rules*	-1 to -5	AHT
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- \* Minor infringements of the Library rules will be logged as -1 point. However, infringements of the Library rules which are equivalent to -2, -3 or -5 point offences will be logged accordingly by the AHT (P).

## Organisation

Not returning a reply slip to the tutor by the specified date	-1	Tutor
Breaking the locker rules	-1	Teacher

## Property

Breaking the bag box rules	-1	Teacher
Leaving belongings unattended	-1	Teacher
Tampering with or accidentally damaging property*	-1	Teacher
Breaking the regulations for computer use (eg gaming, YouTube, messaging)	-3	Teacher
Using a Virtual Private Network (VPN) in school	-3	AHT
Having a banned item in school**	-1 to -5	AHT
Deliberate property damage, graffiti or theft	-5	AHT

\* If you damage another person's property, you may need to pay for repair or replacement.

\*\* This will depend on the item in question. See the banned item list (Page 56) for further details.

## Safety

Breaking the rules for safe movement around the school	-1	Teacher
Breaking the Science Lab or D&T safety rules	-2	Teacher
Being in an unauthorised area without staff permission	-2	Teacher
Littering, spilling liquid or misusing recycling bins	-2	Teacher
Spitting	-3	AHT
Throwing anything at another person	-3	AHT
Reckless endangerment (risk of injury)	-3	AHT
Reckless endangerment (clearly life-threatening)	-5	AHT
Having or using smoking or vaping materials	-5	AHT
Having any dangerous item in school	-5	AHT/HT

## Sanctions

Failure to complete a break detention	-3	AHT
Failure to have an on-report form completed	-3	SCC/AHT
Repeated failure to have an on-report form completed	-5	AHT/HT
Failure to complete an afterschool detention	-5	AHT
Attending a privilege event without AHT permission	-5	AHT/HT
Being on or near the campus while suspended	-5	HT

## Uniform

Incorrect or missing uniform item	-1	Tutor
Inappropriate haircut, facial hair, cosmetics or jewellery	-1	Tutor
Failing to take any action relating to haircut or facial hair	-3	AHT
Excessive use of deodorant, perfume, cologne or aftershave	-1	Teacher
Not wearing part of the correct PE or swimming kit	-1	Teacher
Not wearing full PE or swimming kit (and no doctor's note)	-2	Teacher
Not complying with all standards of appearance (correctable)	-1	Teacher

## Work

Not following the presentation standards for written work	-1	Teacher
Insufficient or inadequate classwork	-1	Teacher
Not speaking English (except in Arabic, Islam, French or German)	-1	Teacher
Not speaking Arabic in first language Arabic, Islam or Quran	-1	Teacher
Homework not submitted in full or on time (no parent note)	-2	Teacher

## SANCTIONS – GENERAL

The negative point allocations mentioned above carry with them the following sanctions:

Offence	Sanction	Parental Involvement
-1	Verbal warning*	Teacher records offence in student planner.
-2	Break detention	Teacher records offence in student planner.
-3	Afterschool detention	Issuing teacher records offence in student planner. AHT (P) issues afterschool detention letter the following Sunday, based on the preceding school week, and receives reply slip signed by a parent on Monday.
-5	Suspension from school	AHT (P) informs parents by telephone, issues suspension letter and arranges to meet parents and student for a readmission interview.

\* Three or more -1 point offences within the same school week will result in the AHT (P) issuing an afterschool detention for the following Tuesday.

## SANCTIONS – CUMULATIVE

In instances where a student accumulates a very large number of negative points within a single week the AHT (P) will issue the following sanction escalations:

Offence	Sanction	Parental Involvement
3 to 9 negative points	Afterschool detention	Issuing teacher records offence in student planner. AHT (P) issues afterschool detention letter the following Sunday, based on the preceding school week, and receives reply slip signed by a parent on Monday.
10 to 14 negative points	1 day suspension from school	AHT (P) informs parents by telephone, issues suspension letter and arranges to meet parents and student for a readmission interview.
15 to 19 negative points	2 day suspension from school	AHT (P) informs parents by telephone, issues suspension letter and arranges to meet parents and student for a readmission interview with the HT.
20 plus negative points	3 day suspension from school	AHT (P) informs parents by telephone, issues suspension letter and arranges to meet parents and student for a readmission interview with the HT.

Where a student accumulates a very large net negative score and this is not being addressed, the AHT (P) will issue the following sanction escalations.

Points	Sanctions
-50	1 day suspension from school
-75	2 day suspension from school
-100	3 day suspension from school

## Suspension

Suspension from school is a very serious sanction.

Students can be suspended from school either for receiving a single -5 sanction or for accumulating an excessive number of negative points within a single week.

The first suspension in an academic year is usually for one school day, although this can vary depending on the seriousness of the incident.

If a student is suspended from school a second time within the same academic year, the suspension will ordinarily be for three school days and the readmission interview will be with the AHT (P). Internal suspension will not be permitted if a student is suspended for three days.

Any student who is suspended from school a third time, or more, will serve five full days out of school. In such a situation, the Head Teacher may well commence permanent exclusion procedures, subject to the relevant Ministry of Education regulations.

N.B. The Middle Phase Leadership Team reserves the right to take further action in addition to the above if the circumstances of certain -5 incidents are deemed serious enough to warrant it. This could include the commencement of permanent exclusion procedures.

# PRIVACY RIGHTS AND SCHOOL REPUTATION

To protect the privacy of individuals and the good reputation of the school, you are strictly forbidden from posting the following to any website or internet-based service:

- Text about the school, staff members or other students
- Images or videos taken on or featuring school premises or students in school uniform
- Images or videos taken on school buses, school trips or at school-related functions
- Images or videos of any staff member, under any circumstances

You should be aware that this rule includes, but is not limited to, blog sites, social networking sites, photograph sharing sites, video sharing sites and social messaging sites.

BSK administers the official BSK Facebook and Instagram pages. You are permitted to interact with these official accounts, but only if you have received parental permission and if you post according to all relevant terms and conditions, both of the social media service and the school. In particular, all such interactions must be conducted in a polite, respectable and positive manner.

You should be mindful of the fact that any action (online or offline) which breaks these privacy rules or which has the potential to damage the school's good reputation in any way will be logged and will carry a behaviour penalty of -5 points.

## BUS RULES

If you use a school bus you are required to follow these rules.

- Sit down throughout the journey
- Wear a correctly fitted seatbelt throughout the journey
- Stay calm. Do not risk distracting the driver
- Be respectful, careful and kind
- Do not drop litter on or near the bus
- Do not put any object or part of your body outside the bus
- Never get off the bus before your home stop
- Respect the bus monitor's authority
- Follow the driver's reasonable instructions

Any student who is reported by their bus monitor, driver or the Transport Manager for a breach of these rules will be interviewed and any offence logged in line with the Sanctions Policy. In serious or repeat instances, a student may be banned from the bus for one or more days.

The provision of school transport is based on good conduct. The school reserves the right to remove the students from bus travel and to refuse bus registration in subsequent years if a student's conduct falls short of our expectations.

## REQUIRED EQUIPMENT

You must bring the following items to school:

- Student planner
- Suitable computer, charger and all required software
- Dark blue or black, red and purple pens
- Pencils, eraser, sharpener, colouring pencils, 30 cm ruler
- Glue stick, safety scissors
- Earbuds\* compatible with your laptop (not headphones, which are a banned item)
- Mathematical equipment (calculator, compasses, protractor)
- All required exercise books, sketchbooks, worksheets, workbooks and textbooks

\* Note: Earbuds must only be used to complete set classwork, not for private listening.

## Subject-specific equipment

You should make sure that you bring the following items to these specific lessons:

- Art and Design: BSK Art apron (all year groups)
- Design and Technology: HB pencil, 2H pencil, black fine liner pen
- Geography: USB memory stick
- Physical Education: Full BSK PE or swimming kit, as advised

## Optional equipment

You may also find it useful to bring the following items to school:

- Highlighter pens
- Large plastic folders in which to keep all the materials for each subject

## Equipment to keep at home

- Clear sticky plastic, to cover books on the day they are issued
- Colour computer printer and plain A4 paper

## MOBILE TELEPHONES

You are not permitted to bring a mobile telephone to school. Any breach of this rule will result in the phone being confiscated and you being sanctioned.

If you need to ring home during the day, you can use the phone in one of the MP offices. At the end of the day a phone is available at the Back Gate PL07 for you to ring home.

# BANNED ITEMS

You are not allowed to bring certain items into the school. These include:

- Jewellery (apart from 1 small plain pair of studs) (-1 point)
- Correction fluid (-1)
- Music or video players (-1)
- On-ear headphones (-1)
- Handheld games (-1)
- Hot or fizzy drinks (-1)
- Cans or glass bottles (-1)
- Wheeled bags (-1)
- Chewing gum or bubble gum (-2)
- Mobile phones (-3)
- Internet routers (-3)
- Cameras\* (-3)
- Smartwatches with communication abilities (-3)
- Smoking or vaping materials (-5)
- Powder Paint (-5)
- Water guns (-5)
- Any dangerous items (-5)

Unless AHT (P) permission has been granted, you may not bring restaurant food or drinks to school, or order a delivery of such items to school. These are also sanctionable as banned items.

If you have any banned items, the offence will be logged and the item confiscated. Such items will be given to the AHT (P) and placed in a secure location until returned to the student. In serious or repeat cases parents may be contacted to arrange return of the item.

\* Cameras may be permitted with AHT (P) permission to take photographs of a school event or for end of year presentation. However, these are the only circumstances under which a camera is not a banned item.

The Middle Phase leadership team reserves the right to search any student's locker or school bag if they have a suspicion that it contains a banned item that has been brought onto school property.

# CORRIDOR MOVEMENT

We have simple, common sense rules to ensure safety and a pleasant atmosphere.

- Follow the instructions on all relevant signage
- Walk on the right hand side



- Stay calm. No shouting or silliness
- Keep moving. Don't delay others
- Walk quickly but do not run
- Take extra care on stairs

## BREAKTIME RULES

These rules have been designed for you to ensure that your movement around the school is safe and efficient, you are properly supervised and that you take appropriate care of your belongings at all time.

### Break locations

Break 1 is only a five-minute changeover. During Break 1 you should proceed directly to your next lesson, but may use any suitable bathroom on your way. You may not eat, drink (except water) or access your locker, vending machines or a canteen during Break 1.

You must normally be in the following Break 2, 3 and 4 locations:

Year 6	Inner and Outer Courtyards
Year 7	Inner and Outer Courtyards
Year 8	Main building, South rooftop

Approved break activities include

- Prefect duties
- Librarian duties
- Scheduled break clubs
- Visiting Lost Property to retrieve a misplaced item
- Visiting the Senior Bursar (on valid business)
- Visiting the Clinic
- Buying something in the Royal Scot
- Use of a prayer room (only permitted during Break 4)
- Appropriate use of the Library (Breaks 2 and 3 only).

All break activities are supervised. You must never be in any unsupervised location.

You must not try to meet teachers during breaktimes, except by prior arrangement.

You should not take a friend unless it is strictly necessary, for example if you are feeling very ill and need to visit the Clinic.

## Timings

You must arrive at your correct break location within the first five minutes of the start of break. This rule applies both to normal break areas and to approved break activities. You must stay in your correct break location until the bell rings to signal the end of break.

If a break club or activity finishes before the end of break, you must go directly to the normal break location and stay there until the bell rings. You must not leave your break location before the bell or arrive early for lessons.

## Property

You may not leave any belongings in or near their next classroom, even if a teacher is present. Any student doing so will be logged as "leaving belongings unattended" (-1).

You must follow the published locker rules carefully.

You must follow the published bag box rules carefully. Belongings must not be in bag boxes during breaks. The only exception is that students who are praying during Break 4 may use a bag box near their prayer room.

Property that is accidentally left by students in their break areas after the end of break will be taken to Lost Property. Laptops will normally be taken to Office 139.

## Eating and drinking

You may eat or drink in your normal break locations and, with the supervising teacher's permission, while attending break clubs. However, you should not eat or drink in other areas. You may not eat or drink (except water) during detention.

## Canteens

Wherever your break activity, you may use only the following canteens:

<b>Years 6-7</b>	Outer Courtyard canteen
<b>Years 8</b>	Main building rooftop canteen

Duty staff may wish to move students back into their normal break areas after accessing the canteen.

## Vending Machines

You may only use a vending machine that is situated in your break location during breaks 2, 3 and 4.

You must not use a vending machine whilst walking to or from lessons or break.

## Bathrooms

You may use any nearby bathroom during the short changeover Break 1.

During Breaks 2, 3 and 4, you should go directly to your normal break location and then use the bathroom in that location. You must not use other bathrooms on the way to your normal break location.

Students in their normal break locations should only use the following bathrooms:

<b>Years 6-7</b>	Outer Courtyard bathrooms
<b>Years 8</b>	Main building rooftop bathrooms

Students in other acceptable break locations should use the closest bathroom.

Bathrooms may only be used during breaktimes. Teachers will not normally allow a student to visit a bathroom during lesson time.

## LIBRARY BREAKTIME RULES

- The library is closed to the secondary students during Break 4
- Students may use the library during Breaks 2 and 3 only
- Leave all bags neatly outside the library
- Silence! If you need to talk, whisper quietly
- You may read or exchange books
- You may not do written work or use your computer
- You may not eat or drink in the library
- Keep the library clean and tidy
- The Library Manager is in charge

If you break these rules in any way you will be required by the Library Manager to leave immediately. The Library Manager will inform the AHT (P), who will follow up and sanction as appropriate. In repeat or serious cases, the AHT may also ban you from the library for a period of time.

If the library is too busy, the Library Manager may decide to turn students away, do not argue with the Library Manager but follow their instructions immediately.

## LOCKERS

Your locker is positioned as close to your tutor room as possible. Lockers are issued on a first-come, first-served basis starting with Year 6 students.

The annual rental charge is KD5.

You must supply your own padlock after being issued a locker. So that the padlock fits our lockers, its metal arm should not have a diameter of more than 5 millimetres.

You should keep your key safe, or your combination secret.

The school will not be held liable for the security of items placed in lockers. You must keep your locker padlocked. You must not keep any belongings in an unlocked locker.

If you lose your key or forget your combination, you should inform the APC, who will break the padlock so that you can remove your belongings. In such a situation, you should not use your locker until you have replaced the padlock.

If a padlock breaks so that the locker cannot be locked, you should remove your belongings and should not use the locker until you have replaced the padlock.

If a locker breaks, you should inform the APC, so that it can be repaired. If the locker cannot be locked, you should not use your locker until it has been repaired. In such a situation you may be allocated a different locker.

You must not swap lockers, share lockers or place your belongings into another student's locker or an unassigned locker.

You must not keep any food, drinks or perishable items in your locker overnight.

You may not personalise the outside of your locker in any way. Any interior personalisation must be consistent both with school rules and Kuwait's cultural and religious norms. Blu-tack, not sticky tape, should be used inside lockers. We recommend that you keep a copy of your timetable inside your locker.

You must provide access to your locker to a member of the Middle Phase Leadership Team. In the event that such access cannot be provided, BSK reserves the right to remove padlocks without liability for replacement.

The rental period ends on the day before the end-of-year examinations. You must remove locks and all belongings. You must ensure that no trace of any interior personalisation remains. Lockers must also be emptied at the end of Term 2 for cleaning and maintenance over the winter break.

If a locker remains unused for a period of a month or more, it may be reclaimed and reissued to another student.

## Locker access times

You may access lockers during AM Tutor Time, but should first register and then seek your tutor's permission.

Lockers must not be accessed after the bell rings for the start of Lesson 1.

Lockers may not be accessed during the short changeover Break 1, but during Breaks 2, 3 and 4 for the first 10 minutes.

In Term 1 Year 6, will be allowed to access their lockers throughout break. Lockers should never be accessed after 14.45, even by students with afterschool activities.

Students who do not travel by school bus, and whose last lesson of the day takes place in the main building where their locker is located (meaning they don't have to cross Park Lane to reach it) may access their lockers in the 5 minutes (14.35-14.40) following the end of the school day. All other students, including those who travel by bus, may not access their lockers after they are dismissed from their last lesson at 14.35.

<b>07.30 - 08.00</b>	<b>AM TUTOR TIME</b>	Use your locker. Empty your bag and only take the books you need for lessons 1 and 2.
<b>08.00 - 09.05</b>	<b>LESSON ONE</b>	
<b>09.05 - 09.10</b>	<b>BREAK 1</b>	Do not use your locker. Lesson changeover. Walk to your next lesson.
<b>09.10 - 10.15</b>	<b>LESSON TWO</b>	
<b>10.15 - 10.35</b>	<b>BREAK 2</b>	Use your locker. You will only have 10 minutes at the start of the break. Put the books inside the locker, and take only the books needed for lesson 3
<b>10.35 - 11.40</b>	<b>LESSON THREE</b>	
<b>11.40 - 12.00</b>	<b>BREAK 3</b>	Use your locker. You will only have 10 minutes at the start of the break. Put the books from lesson 3 inside the locker, and take only the books needed for lesson 4
<b>12.00 - 13.05</b>	<b>LESSON FOUR</b>	
<b>13.05 - 13.25</b>	<b>BREAK 4</b>	Use your locker. You will only have 10 minutes at the start of the break. Put the books from lesson 4 inside the locker, and take only the books needed. For bus students this will be the last opportunity for you to access your locker.
<b>13.25 - 14.35</b>	<b>LESSON FIVE</b>	
<b>14.35- 14.45</b>	Locker access for non-bus students	

## BAG BOXES

Bag boxes have been placed near some classrooms, laboratories and the prayer rooms.

You may only keep your belongings in bag boxes:

- During a lesson (not the break before or afterwards)
- While using a prayer room during Break 4

You should put your belongings inside the bag boxes. Belongings should only be placed on top of bag boxes if there is no space inside, and care should be taken not to damage any wall displays. Belongings must not be placed on the floor or ground nearby.

Bag boxes must never be used before school, during AM Tutor Time, or after school.

Bag boxes are used at your own risk.

Any student who breaks these rules will be logged with -1 point. Their belongings may also be moved for safe-keeping to Lost Property, into a Middle Phase office or (if PE kit) into the PE office. Belongings which are moved into an office may only be retrieved at a time that suits the AHT or PE staff. Any food or drinks which are left unattended may, for health and hygiene reasons, be disposed of. Any resultant inconvenience, lateness, uniform issues, lack of equipment, inability to complete work or any other consequence is the student's own responsibility.

## EMERGENCY EVACUATION PROCEDURE

In the event of an emergency:

- The school bell will sound continuously
- You must, under the instruction of the teacher, leave the buildings silently and in an orderly fashion, leaving all bags and personal possessions behind
- If you are in the Main Building or Balmoral you assemble in Wembley. If you are on the South Campus you assemble in the Marble Arch
- The evacuation route is indicated on the Emergency Evacuation notice which is posted in a prominent position, close to the door, in each room
- You will line up as advised by your teacher and in total silence
- You will return to class in an orderly way when told to proceed by the member of staff in charge

# STUDENT GUIDE TO HEALTHY LIVING

## Keep Clean.

As you get older your body starts to sweat more. If you do not wash regularly this sweat starts to smell. You must ensure that you shower regularly to keep clean. Brushing your teeth with a good toothpaste at least twice a day is also important to ensure your teeth stay healthy and your breath does not smell bad.

## Get enough sleep.

Doctors recommend that students of Middle Phase age should sleep for at least eight hours each night. Being tired causes poor concentration, reduced memory, behaviour issues and mood problems.

## Drink plenty of water.

Becoming dehydrated can cause headaches, confusion and dizziness. Dehydration also prevents you from learning effectively. Water is the best drink to hydrate your body. You should take water bottles into lessons. Avoid sugary drinks.

## Don't skip meals.

A good breakfast is very important, but so are lunch and dinner. Skipping meals causes problems with your blood sugar levels and may make you want to eat unhealthy snacks at the wrong times. With good eating habits, you will have the energy to learn effectively.

## Eat a balanced diet.

A properly balanced diet will keep you healthier, give you more energy and help you learn.

## Get enough exercise.

Exercising reduces stress, keeps your digestion working properly and makes you feel more energetic. It also helps you get a good night's sleep and stay a healthy weight. Walk, jog, run or swim. Do what you enjoy and what feels comfortable.

## Stay safe.

If you have an accident and are absent from school, it can seriously affect your studies. Do not take unnecessary safety risks. Sit in the back seat of your car, always wear your seatbelt and do not allow whoever is driving you to behave recklessly.

## Don't fall victim to stress.

If something is worrying you, talk about it with an adult you trust. In school, your class tutor will be particularly keen to try and help you.

# EFFECTIVE STUDY SKILLS

If you are to make the most of the work you do, how you learn is as important as what you learn. People who have developed advanced study skills can learn more, at a deeper level in less time than those with poorer study skills. Taking the time to learn and practice study skills will save you time and effort.

## Study environment

Some people prefer to work alone in quiet. Others prefer to work with others. You must find out what is right for you. Be honest with yourself. Very few people actually work well with the TV or loud music on!

Your study environment should be free of all distractions. Switch your phone off. Be disciplined if you are using your computer for work purposes. What starts out as a minute or two on WhatsApp or Facebook can easily turn into an hour or more, and then before you know it, your evening has been wasted! Please speak to your Class Tutor or Teacher if you think this is a problem for you. They will be able to help.

## Starting out

When you are set a piece of work, make sure you are clear about exactly what you need to do. Where possible break the work down into small tasks. Allocate a certain amount of time to each of these. This will mean that the piece of work does not look so big and you will get satisfaction as you complete each part.

Some people like to work in short periods such as half an hour at a time whilst others prefer to work for longer periods, perhaps for one or even two hours. Choose the method which is best for you. Having a timetable pinned up in your room is a helpful way of making sure that you do the work at the correct time.



## Reading

- Use the contents and index of a book to look for what you want
- Learn to skim read before reading in detail
- Learn to scan, to look for specific things in a book or newspaper
- Add a dictionary and an encyclopaedia website to your browser favourites

## Making notes

- List only the main ideas
- Abbreviate to save time. For example, 'possible' could become 'poss'
- Write clearly in ink
- Use key words, phrases and sentences
- Use a highlighter pen to pick out key words
- Use colour to distinguish sections
- Use quotation marks to identify quotes
- Use flow charts, spider diagrams and mind maps as other useful methods

## Writing up projects and experiments

- Write down the headings for each section
- Make sure that these are in a logical order
- Write clearly and carefully using your own words
- Check your spelling and punctuation
- Label any drawings clearly and accurately

## Revision

- Start early! Less revision per day over a long period of time works much better than 'cramming'
- Don't just read! Reading alone is an extremely inefficient way of learning. Instead, revise actively by making notes, drawing diagrams and using lists
- Try making postcard-sized study cards or sticky labels
- Work with your family or friends to check your knowledge and understanding of such things as vocabulary, facts and scientific and mathematical formulae
- Try to fit all you know about a topic on just one side of paper. The process of selecting what is truly important and expressing it in short form will really help to cement it in your understanding

# SCIENCE LABORATORY SAFETY RULES

- Do not enter a laboratory unless told to do so by a science teacher
- Under no circumstances should you enter a prep room
- Always put your bag in the bag boxes provided
- Do not play with electrical sockets, gas taps and water taps
- You must not touch or do anything with equipment or materials unless told to do so by a teacher
- You must obey instructions from your teacher precisely and at once. If you are not sure what to do you must ask for help. Your safety and the safety of others depends on it
- You must wear eye protection when told to do so and keep it on until told to take it off when all practical work, including clearing away, is finished
- When told to use a Bunsen burner, make sure that hair, scarves, ties etc are tied back or tucked in to keep them well away from the flame
- Beware of putting electrical equipment near a sink
- When using chemicals, check bottle labels carefully and always replace the tops on bottles when you are not using them
- When performing any experiment you must stand up and push your stool under the bench. Then you can move out of the way quickly if there is a spill
- Always look where you are going and never run or hurry in the laboratory
- Always make sure you are aware of what others around you are doing. Avoid dangerous situations
- Stay calm and composed at all times. Behave sensibly. Take care not to make any uncontrolled, unpredictable or careless movements, or to startle anyone else
- Do not eat or drink in the laboratory. Never taste anything or put it in your mouth unless your teacher tells you to do so. This includes sweets, gum, fingers and pens or pencils that might have picked up dangerous chemicals from the bench
- If small amounts of chemicals or microbiological cultures get on your hands or any other part of the body, wash them off. Wash your hands after working with chemicals or with animal or vegetable matter
- Put waste solids in the correct bin
- Report any accident to the teacher immediately. This includes burns or cuts and chemicals in the mouth, the eyes or on the skin
- If you break anything, tell your teacher at once and wait for instructions before clearing it up
- Keep your bench clean and tidy. Wipe up small splashes with tissue and report bigger ones to the teacher

# DESIGN AND TECHNOLOGY RULES

- Only enter a Design and Technology workshop when a teacher tells you to do so
- Put your bags where the teacher tells you, so that they are not a trip hazard
- Only touch hand or power tools if the teacher tells you to do so
- Never run in a Design and Technology workshop
- Do not throw anything in a Design and Technology workshop
- Carry all tools (including scissors, sharp pencils, and compasses) carefully and with regard for those around you
- You must obey the instructions of the teacher at once. If you do not understand what you are being asked to do, ask for an explanation
- When using power tools, you must always wear safety goggles and an apron. Make sure that long hair and loose clothing are secured
- You may only drink water when and where your teacher says you may
- Eating is strictly forbidden in the workshop
- You should wash your hands after a Design and Technology lesson
- When doing practical work, stools should be placed where they are not a trip hazard. You should work standing up
- To avoid spills when using paints, glues, varnishes or other liquids, always put the lid back on to the container as soon as possible
- If you do spill something, tell your teacher straight away, so they can advise you of the correct cleaning procedure for that chemical
- If you break a blade or a tool, or notice a tool that is damaged, tell your teacher so they can fix it. Do not attempt to fix it yourself or put it back in the rack
- If you injure yourself, tell your teacher immediately, so they can judge the correct first aid procedure to follow
- Do not cross yellow and black flow lines until you are told to by the teacher
- You must be supervised by a teacher when using power tools fixed to the bench which are behind the yellow and black lines
- If you are unsure how to correctly use a tool, ask for clarification until you understand how to use the tool safely
- Keep your work area tidy to prevent slips, trips and falls
- Place tools in the centre of work benches to prevent them rolling onto the floor
- Whenever possible, try to prevent work sticking out from the work bench. Be aware of others working around you
- Do not enter any storeroom unless escorted or instructed to do so by a teacher
- Inform the teacher if you need to leave the workshop for any reason
- All work and tools must be neatly cleared away at the end of the lesson
- Make sure that computer cables and extension leads will not be a tripping hazard
- Follow all safety signs and instructions



*be:* **AMBITIOUS**

# EXAMPLE PLANNER PAGE

You should fill out your planner like this to ensure that you know exactly what homework and assessment you have to do. See page 13 for more details on how to fill out this page.

Sun 10 Sep - Thu 14 Sep

Term 1 - Week 1

	Subject	Due date	Homework task
Sun 10 Sep	History	Sun 17 Sep	Finish road map of Henry's timeline
	Science	Thu 14 Sep	Finish diagram started in class and then Answer Q1 to 4 Pg72
	Art		No Homework
Mon 11 Sep	Drama	<del>Wed 13 Sep</del>	<del>Read the playscript and choose a character to act</del>
	Maths	Thu 14 Sep	MyImaths section 6 on Fractions exercise 8 and 9
	Geog	Mon 18 Sep	Use VLE and internet to research volcanoes. Answer the worksheet
Tue 12 Sep	English		Revise for test next Tuesday
	French	Mon 18 Sep	Answer questions 12 to 17 page 107
	Islam		No homework
Wed 13 Sep	Science	Wed 13 Sep	Internet research on helpful bacteria
	Arabic		
	Maths		
	Social st		
Thu 14 Sep	Computing		
	English		
	Music		
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

	Subject	Due date	Homework task
<b>Sun 01 Sep</b>			
<b>Mon 02 Sep</b>			
<b>Tue 03 Sep</b>			
<b>Wed 04 Sep</b>			
<b>Thu 05 Sep</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 08 Sep</b>			
<b>Mon 09 Sep</b>			
<b>Tue 10 Sep</b>			
<b>Wed 11 Sep</b>			
<b>Thu 12 Sep</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.



Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 15 Sep</b>			
<b>Mon 16 Sep</b>			
<b>Tue 17 Sep</b>			
<b>Wed 18 Sep</b>			
<b>Thu 19 Sep</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 22 Sep</b>			
<b>Mon 23 Sep</b>			
<b>Tue 24 Sep</b>			
<b>Wed 25 Sep</b>			
<b>Thu 26 Sep</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 29 Sep</b>			
<b>Mon 30 Sep</b>			
<b>Tue 01 Oct</b>			
<b>Wed 02 Oct</b>			
<b>Thu 03 Oct</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 06 Oct</b>			
<b>Mon 07 Oct</b>			
<b>Tue 08 Oct</b>			
<b>Wed 09 Oct</b>			
<b>Thu 10 Oct</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>



Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 13 Oct</b>			
<b>Mon 14 Oct</b>			
<b>Tue 15 Oct</b>			
<b>Wed 16 Oct</b>			
<b>Thu 17 Oct</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 20 Oct</b>			
<b>Mon 21 Oct</b>			
<b>Tue 22 Oct</b>			
<b>Wed 23 Oct</b>			
<b>Thu 24 Oct</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

YOU NEVER  
**FAIL**

*until*

**YOU STOP  
TRYING**



	Subject	Due date	Homework task
<b>Sun 03 Nov</b>			
<b>Mon 04 Nov</b>			
<b>Tue 05 Nov</b>			
<b>Wed 06 Nov</b>			
<b>Thu 07 Nov</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.



Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
Sun 10 Nov			
Mon 11 Nov			
Tue 12 Nov			
Wed 13 Nov			
Thu 14 Nov			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 17 Nov</b>			
<b>Mon 18 Nov</b>			
<b>Tue 19 Nov</b>			
<b>Wed 20 Nov</b>			
<b>Thu 21 Nov</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 24 Nov</b>			
<b>Mon 25 Nov</b>			
<b>Tue 26 Nov</b>			
<b>Wed 27 Nov</b>			
<b>Thu 28 Nov</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 01 Dec</b>			
<b>Mon 02 Dec</b>			
<b>Tue 03 Dec</b>			
<b>Wed 04 Dec</b>			
<b>Thu 05 Dec</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.



Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 08 Dec</b>			
<b>Mon 09 Dec</b>			
<b>Tue 10 Dec</b>			
<b>Wed 11 Dec</b>			
<b>Thu 12 Dec</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 15 Dec</b>			
<b>Mon 16 Dec</b>			
<b>Tue 17 Dec</b>			
<b>Wed 18 Dec</b>			
<b>Thu 19 Dec</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

it all begins and ends in

**YOUR** mind. what

YOU GIVE POWER TO, has power over you

if you **ALLOW** it



	Subject	Due date	Homework task
<b>Sun 05 Jan</b>			
<b>Mon 06 Jan</b>			
<b>Tue 07 Jan</b>			
<b>Wed 08 Jan</b>			
<b>Thu 09 Jan</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>



Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 12 Jan</b>			
<b>Mon 13 Jan</b>			
<b>Tue 14 Jan</b>			
<b>Wed 15 Jan</b>			
<b>Thu 16 Jan</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 19 Jan</b>			
<b>Mon 20 Jan</b>			
<b>Tue 21 Jan</b>			
<b>Wed 22 Jan</b>			
<b>Thu 23 Jan</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 26 Jan</b>			
<b>Mon 27 Jan</b>			
<b>Tue 28 Jan</b>			
<b>Wed 29 Jan</b>			
<b>Thu 30 Jan</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 02 Feb</b>			
<b>Mon 03 Feb</b>			
<b>Tue 04 Feb</b>			
<b>Wed 05 Feb</b>			
<b>Thu 06 Feb</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.



Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 09 Feb</b>			
<b>Mon 10 Feb</b>			
<b>Tue 11 Feb</b>			
<b>Wed 12 Feb</b>			
<b>Thu 13 Feb</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 16 Feb</b>			
<b>Mon 17 Feb</b>			
<b>Tue 18 Feb</b>			
<b>Wed 19 Feb</b>			
<b>Thu 20 Feb</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

don't cry over the  
past, it's gone.  
don't stress  
about the future,  
it hasn't arrived.  
live in the present and  
make it beautiful.

# NOTES

A series of 25 horizontal dotted lines for writing notes.

	Subject	Due date	Homework task
<b>Sun 01 Mar</b>			
<b>Mon 02 Mar</b>			
<b>Tue 03 Mar</b>			
<b>Wed 04 Mar</b>			
<b>Thu 05 Mar</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.



Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 08 Mar</b>			
<b>Mon 09 Mar</b>			
<b>Tue 10 Mar</b>			
<b>Wed 11 Mar</b>			
<b>Thu 12 Mar</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 15 Mar</b>			
<b>Mon 16 Mar</b>			
<b>Tue 17 Mar</b>			
<b>Wed 18 Mar</b>			
<b>Thu 19 Mar</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:	Detention	B3	B4	
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			

**Parent's Comments:**

Parent's weekly signature: \_\_\_\_\_

**Tutor's Comments:**

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 22 Mar</b>			
<b>Mon 23 Mar</b>			
<b>Tue 24 Mar</b>			
<b>Wed 25 Mar</b>			
<b>Thu 26 Mar</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 29 Mar</b>			
<b>Mon 30 Mar</b>			
<b>Tue 31 Mar</b>			
<b>Wed 01 Apr</b>			
<b>Thu 02 Apr</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>



Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

*you must expect*  
**GREAT THINGS**  
*of yourself*  
**BEFORE**  
**YOU CAN DO THEM.**



	Subject	Due date	Homework task
<b>Sun 12 Apr</b>			
<b>Mon 13 Apr</b>			
<b>Tue 14 Apr</b>			
<b>Wed 15 Apr</b>			
<b>Thu 16 Apr</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 19 Apr</b>			
<b>Mon 20 Apr</b>			
<b>Tue 21 Apr</b>			
<b>Wed 22 Apr</b>			
<b>Thu 23 Apr</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
Sun 26 Apr			
Mon 27 Apr			
Tue 28 Apr			
Wed 29 Apr			
Thu 30 Apr			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.



Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 03 May</b>			
<b>Mon 04 May</b>			
<b>Tue 05 May</b>			
<b>Wed 06 May</b>			
<b>Thu 07 May</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 10 May</b>			
<b>Mon 11 May</b>			
<b>Tue 12 May</b>			
<b>Wed 13 May</b>			
<b>Thu 14 May</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 17 May</b>			
<b>Mon 18 May</b>			
<b>Tue 19 May</b>			
<b>Wed 20 May</b>			
<b>Thu 21 May</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 24 May</b>			
<b>Mon 25 May</b>			
<b>Tue 26 May</b>			
<b>Wed 27 May</b>			
<b>Thu 28 May</b>			
	<i>Tutor</i>	<i>Sunday</i>	<i>Arrange for a parent to check and sign your planner.</i>



Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

	Subject	Due date	Homework task
<b>Sun 31 May</b>			
<b>Mon 01 Jun</b>			
<b>Tue 02 Jun</b>			
<b>Wed 03 Jun</b>			
<b>Thu 04 Jun</b>			
	Tutor	Sunday	Arrange for a parent to check and sign your planner.

Notes and reminders:

Weekly Points received	+ 've		- 've	
After-school detention letter received			Date	
Offences and sanctions:		Detention	B3	B4
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		

Parent's Comments:

Parent's weekly signature: \_\_\_\_\_

Tutor's Comments:

Tutor's weekly signature: \_\_\_\_\_

## FINDING YOUR WAY AROUND

The room numbering system at BSK is very logical.

In the main building on the ground floor:-

- Corridor 3 there are Science laboratories
- Corridor 4 there are English rooms.

In the main building on the first floor:-

- Corridor 1 contains the English
- Corridor 2 contains the Arabic and Islamic Studies rooms
- Corridor 3 contains the Arabic and Modern Foreign Language rooms
- Corridor 4 contains the Modern Foreign Language and English rooms

The rooms have 3-digit numbers. The hundreds digit tells you the floor, the tens digit tells you the corridor and the units digit is the room. For example:

- Room 114 is on the first floor, corridor 1, room 4
- Room 062 is on the ground floor, corridor 6, room 2

The staircases in the main building are A, B, C and D.

In the White House:

- G are the Ground floor Science Laboratories
- F are the management offices on the First floor
- M are Science laboratories at Mezzanine level
- B rooms are in the Basement, D&T, Drama Studio and Computing

In the White House:

- P are in the Portman building: Science labs and some Mathematics
- R are on the White House Roof: History and Geography
- WA are Music rooms and PE changing rooms
- WF are the Mathematics rooms on the Whitehall First floor
- WG are on the Whitehall Ground floor
- T are Mathematics rooms in the Trafalgar building
- E are in the Euston building (Art, Ceramics)

# NOTES

A series of 20 horizontal dotted lines for writing notes.





## YOUR TEACHERS' NAMES AND INITIALS

Subject	Code	Teacher's name	Initials
English	En		
Mathematics	Ma		
Science	Sc		
Arabic	A1/A2		
Art and Design	Ar		
Ceramics	Ce		
Computing	Co		
Critical Thinking	Ps		
Design and Technology	Dt		
Drama	Dr		
French	Fr		
Geography	Gg		
German	Ge		
History	Hi		
Islamic/Quranic Studies	Is/In		
Music	Mu		
Physical Education	Pe		
Social Studies	Ss		

## HOMework TIMETABLE

You receive a homework timetable showing the subjects in which homework will be set each day. You must manage your homework around extracurricular activities and family commitments. Parents may need to help until you learn to organise this for yourselves. Your parents should check your planner daily and discuss the most appropriate homework schedule for each evening.

Sunday	Monday	Tuesday	Wednesday	Thursday



# THE PERIODIC TABLE

GROUP																	
I	II	III										IV	V	VI	VII	VIII	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1 <b>H</b> hydrogen [1.007, 1.009]	2 <b>He</b> helium 4.003	3 <b>Li</b> lithium [6.938, 6.997]	4 <b>Be</b> beryllium 9.012	5 <b>B</b> boron [10.80, 10.83]	6 <b>C</b> carbon [12.00, 12.02]	7 <b>N</b> nitrogen [14.00, 14.01]	8 <b>O</b> oxygen [15.99, 16.00]	9 <b>F</b> fluorine 19.00	10 <b>Ne</b> neon 20.18	11 <b>Na</b> sodium [22.99, 23.01]	12 <b>Mg</b> magnesium [24.30, 24.31]	13 <b>Al</b> aluminium 26.98	14 <b>Si</b> silicon [28.08, 28.09]	15 <b>P</b> phosphorus 30.97	16 <b>S</b> sulfur [32.05, 32.08]	17 <b>Cl</b> chlorine [35.44, 35.46]	18 <b>Ar</b> argon 39.95
19 <b>K</b> potassium 39.10	20 <b>Ca</b> calcium 40.08	21 <b>Sc</b> scandium 44.96	22 <b>Ti</b> titanium 47.87	23 <b>V</b> vanadium 50.94	24 <b>Cr</b> chromium 52.00	25 <b>Mn</b> manganese 54.94	26 <b>Fe</b> iron 55.85	27 <b>Co</b> cobalt 58.93	28 <b>Ni</b> nickel 58.69	29 <b>Cu</b> copper 63.55	30 <b>Zn</b> zinc 65.38(2)	31 <b>Ga</b> gallium 69.72	32 <b>Ge</b> germanium 72.63	33 <b>As</b> arsenic 74.92	34 <b>Se</b> selenium 78.97	35 <b>Br</b> bromine [79.90, 79.91]	36 <b>Kr</b> krypton 83.80
37 <b>Rb</b> rubidium 85.47	38 <b>Sr</b> strontium 87.62	39 <b>Y</b> yttrium 88.91	40 <b>Zr</b> zirconium 91.22	41 <b>Nb</b> niobium 92.91	42 <b>Mo</b> molybdenum 95.96	43 <b>Tc</b> technetium	44 <b>Ru</b> ruthenium 101.1	45 <b>Rh</b> rhodium 102.9	46 <b>Pd</b> palladium 106.4	47 <b>Ag</b> silver 107.9	48 <b>Cd</b> cadmium 112.4	49 <b>In</b> indium 114.8	50 <b>Sn</b> tin 118.7	51 <b>Sb</b> antimony 121.8	52 <b>Te</b> tellurium 127.6	53 <b>I</b> iodine [126.90, 126.91]	54 <b>Xe</b> xenon 131.3
55 <b>Cs</b> caesium 132.9	56 <b>Ba</b> barium 137.3	lanthanoids	72 <b>Hf</b> hafnium 178.5	73 <b>Ta</b> tantalum 180.9	74 <b>W</b> tungsten 183.8	75 <b>Re</b> rhenium 186.2	76 <b>Os</b> osmium 190.2	77 <b>Ir</b> iridium 192.2	78 <b>Pt</b> platinum 195.1	79 <b>Au</b> gold 197.0	80 <b>Hg</b> mercury 200.6	81 <b>Tl</b> thallium [203.3, 204.4]	82 <b>Pb</b> lead 207.2	83 <b>Bi</b> bismuth 208.0	84 <b>Po</b> polonium	85 <b>At</b> astatine	86 <b>Rn</b> radon
87 <b>Fr</b> francium	88 <b>Ra</b> radium	actinoids	104 <b>Rf</b> rutherfordium	105 <b>Db</b> dubnium	106 <b>Sg</b> seaborgium	107 <b>Bh</b> bohrium	108 <b>Hs</b> hassium	109 <b>Mt</b> meitnerium	110 <b>Ds</b> darmstadtium	111 <b>Rg</b> roentgenium	112 <b>Cn</b> copernicium	113 <b>Uut</b> ununium	114 <b>Fl</b> flerovium	115 <b>Uup</b> ununpentium	116 <b>Lv</b> livermorium	117 <b>Uus</b> ununseptium	118 <b>Uuo</b> ununoctium

Key:  
 atomic number  
**Symbol**  
 name  
 standard atomic weight

LANTHANIDE																	
57	58	59	60	61	62	63	64	65	66	67	68	69	70	71			
<b>La</b> lanthanum 138.9	<b>Ce</b> cerium 140.1	<b>Pr</b> praseodymium 140.9	<b>Nd</b> neodymium 144.2	<b>Pm</b> promethium	<b>Sm</b> samarium 150.4	<b>Eu</b> europium 152.0	<b>Gd</b> gadolinium 157.3	<b>Tb</b> terbium 158.9	<b>Dy</b> dysprosium 162.5	<b>Ho</b> holmium 164.9	<b>Er</b> erbium 167.3	<b>Tm</b> thulium 168.9	<b>Yb</b> ytterbium 173.0	<b>Lu</b> lutetium 175.0			
89 <b>Ac</b> actinium	90 <b>Th</b> thorium 232.0	91 <b>Pa</b> protactinium 231.0	92 <b>U</b> uranium 238.0	93 <b>Np</b> neptunium	94 <b>Pu</b> plutonium	95 <b>Am</b> americium	96 <b>Cm</b> curium	97 <b>Bk</b> berkelium	98 <b>Cf</b> californium	99 <b>Es</b> einsteinium	100 <b>Fm</b> fermium	101 <b>Md</b> mendelevium	102 <b>No</b> nobelium	103 <b>Lr</b> lawrencium			

The volume of one mole of any gas is 24 dm<sup>3</sup> at room temperature and pressure (r.t.p.)

# WEEKLY TIMETABLE AND ROOMS

Lesson	T1	Lesson 1		B1	Lesson 2		B2	Lesson 3		B3	Lesson 4		B4	Lesson 5	
		P1	P2		P3	P4		P5	P6		P7	P8		P9	P10
Period															
Normal	07.30 08.00	08.00 08.35	08.35 09.05	09.05 09.10	09.10 09.45	09.45 10.15	10.15 10.35	10.35 11.10	11.10 11.40	11.40 12.00	12.00 12.35	12.35 13.05	13.05 13.25	13.25 14.00	14.00 14.35
Ramadan	08.30 08.55	08.55 09.20	09.20 09.45	09.45 09.50	09.50 10.15	10.15 10.40	10.40 10.55	10.55 11.20	11.20 11.45	11.45 12.00	12.00 12.25	12.25 12.50	12.50 13.15	13.15 13.40	13.40 14.10
<b>Sun</b>															
		Room			Room			Room			Room			Room	
<b>Mon</b>															
		Room			Room			Room			Room			Room	
<b>Tue</b>															
		Room			Room			Room			Room			Room	
<b>Wed</b>															
		Room			Room			Room			Room			Room	
<b>Thu</b>															
		Room			Room			Room			Room			Room	















# THE AIMS OF THE SCHOOL

What you learn at The British School of Kuwait is based on a clear set of aims. During your time at the school you will be encouraged to:

- develop self-awareness, a positive self-image, and the confidence to take advantage of opportunities to develop your own talents and personality in order to live as an independent and self-motivated member of the community
- develop a lively enquiring mind, including the ability to question and argue rationally and to approach the solution of problems in an imaginative and methodical way
- develop the skills necessary to work confidently and sensitively in collaboration with others
- acquire the knowledge, skills and understanding relevant to adult life and employment in a fast-changing world
- comprehend information and communicate effectively through the appropriate use of language, number and graphics
- acquire a reasoned set of attitudes and to be able to respect and tolerate other races, religions and ways of life
- recognise and evaluate human achievement and aspirations
- acquire an understanding of social, economic, political, scientific and technological issues, the interdependence of individuals, groups and nations
- appreciate a variety of aesthetic, creative and imaginative forms and to express yourselves creatively through a variety of media
- promote your own good health and physical development
- heighten awareness and understanding of the environment and environmental issues, and to encourage a sense of personal responsibility for environmental stewardship on a local and global scale.

## To help you achieve these aims you will be:

- given the opportunity to learn by increasing your knowledge and understanding, and by developing skills in an enjoyable and interesting way
- challenged to work hard and achieve success at a high level
- offered a range of activities which help to prepare you for life beyond school, at work, at leisure and at home
- challenged to become a well-informed citizen of the twenty-first century
- encouraged to think about important things such as beliefs, right and wrong and the needs of others
- expected to behave in a correct and courteous way, as outlined in the Rewards and Sanctions Policy
- invited, with your family, to attend regular reviews of your progress.

The background is a complex geometric composition of various shades of purple. It features a large circle in the upper center, a smaller circle above it, and several triangles and rectangles of different sizes and orientations scattered throughout. The colors range from a deep, dark purple to a lighter, almost lavender hue.

[www.bsk.edu.kw](http://www.bsk.edu.kw)