



# PRIMARY

# Contents

Introduction	4
Mission, Vision and Values	5
Mission Statement	6
Philosophy	6
School Values	6
School Crest - Primary	6
Primary Leadership Team	7
Primary Team Leaders	7
Primary Curriculum Leaders	7
Attendance Expectations	8
The School Day	8
Lunch	8
Absences from School	9
Dress Code	10
Non Uniform Expectations	11
Jewellery/Make up/Hair/General Appearance	11
Lockers	11
Health	12
Annual Health Check	12
Nursing Care	12
Medication	12
Vaccinations	12
Primary House System	13
Awards: Recognition and Rewards	13
Behaviour	14
Beliefs and Practices	14
Homework	15
Reporting to Parents	15

Documenting Learning (Year 1 to Year 6)	15
Student Portfolios Year 1-6	16
Seesaw at BISP	16
Parent Teacher Conferences (PTCs)	16
Written Reports	16
Informal Conferences	16
The Primary School Curriculum	17
The Activities Programme	17
Smoking	17
Drug/Alcohol Abuse	17
Bake Coffee Shop	17
ICT – Responsible Use of ICT at BISP	18
Mobile Telephones and Smart Watches	18
Child Protection	18
Learning Support	19
Counselling and Guidance	19
Specialist Teaching	19
The Primary Library	20
Computer Science	21
Communication	21
Withdrawal Form	21
Boarding	21
Safety and Security	23
School Buses	23
Emergency Procedures	23
Educational Visits	23
Supervision of Students on Site	23

# Introduction



**Susan Walter**  
Principal - Primary School

---

It is my genuine pleasure to welcome you to BISP Primary School. We have so much planned for your children this academic year and are excited about continuing to watch them grow as successful learners in a climate designed to ensure they thrive both socially and academically. We will continue to focus on our mission to inspire learning, nurture wellbeing and ignite passion and will keep our whole school values of **Respect, Compassion and Integrity** at the centre of everything we do.

We believe that positive relationships are fundamental to a successful school, and truly value the partnership that has been built with our parent community. I look forward to meeting you all over the course of this, my first year at BISP, and getting to appreciate for myself just how this partnership supports the positive outcomes our children continue to achieve.

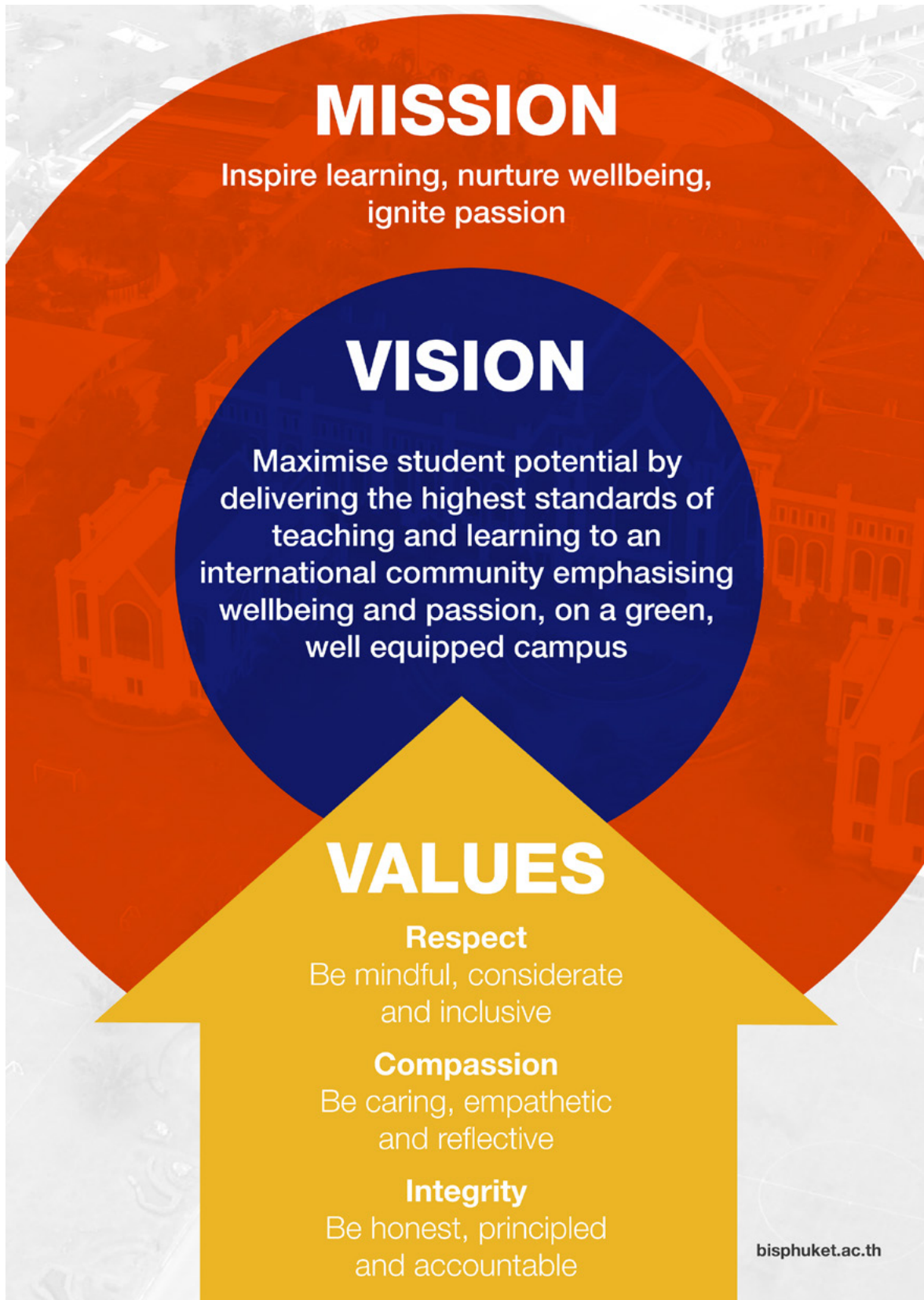
We have high expectations for academically excellent outcomes for your children and this comes from us ensuring, first and foremost, that your children feel safe, happy and secure with us. When they thrive personally and socially, they flourish academically and we are extremely grateful for the support you give them and us as we work towards these goals. Learning happens all the time at BISP, and we are extremely proud of the range of exciting and impactful learning experiences we provide for the children. These include, although are not limited to; sporting activities, school trips, residential camps, music performances, assemblies, and our diverse after school activities programme.

The BISP Primary Team are all looking forward to the coming year and getting to know the children in their classes. I would like to take this opportunity to thank everyone in our teaching team for the high expectations they hold for your children in the coming year and everything they will be doing to ensure that each and every child is heard, supported, challenged and celebrated over the course of this year.

I hope you are all as excited as I am!



# Mission, Vision and Values



## Mission Statement

To provide a curriculum of academic excellence and opportunity to enable all students to fulfill their academic potential, to identify and pursue significant talents to the highest levels, and to develop essential life skills within a clearly articulated values framework.

## Philosophy

BISP believes that the purpose of formal education is to develop the necessary skills to maximize the potential of young people, thereby enabling them to lead quality lives.

Such skills can only be fully developed within a cohesive and supportive community and through a curriculum of opportunity, where curiosity is valued and encouraged, and each student is able to experience personal, physical, creative and aesthetic expression within a strong and rigorous academic framework.

The core skill is 'learning how to learn', and this can best be developed through an understanding of the physiological and neurological processes that underpin learning, supported by the on-going promotion of critical self-reflection.

Compassion and a strong values framework must lie at the heart of the educational process and collectively and individually, all members of the BISP community should, through discernible action, demonstrate a concern for the welfare and support of others.

## School Values

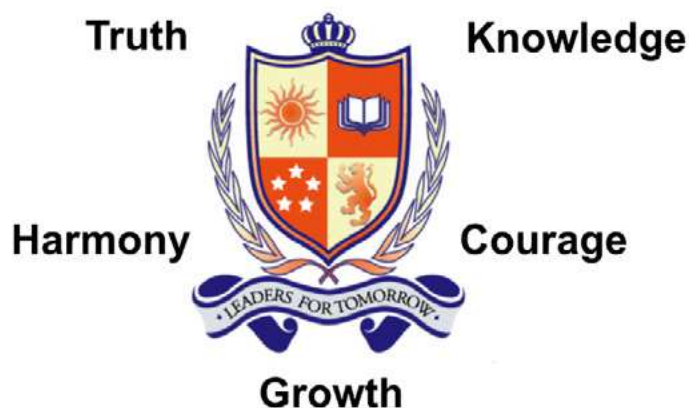
**Respect:** Be mindful, considerate and inclusive.

**Compassion:** Be caring, empathetic and reflective.

**Integrity:** Be honest, principled and accountable.

## School Crest - Primary

BISP believes that the purpose of formal education is to develop the necessary skills to maximize the potential of young people,



## Primary Leadership Team

### **Susan Walter**

Principal - Primary School  
[swalter@bisphuket.ac.th](mailto:swalter@bisphuket.ac.th)

### **David Hyde**

Deputy Principal, KS1, Early  
 Years & Little Ducks  
[dyhde@bisphuket.ac.th](mailto:dyhde@bisphuket.ac.th)

### **Emma McCarthy**

Deputy Principal, KS2  
[emccarthy@bisphuket.ac.th](mailto:emccarthy@bisphuket.ac.th)

## Primary Team Leaders

### **Lindsay LaMantia**

Year Leader - Little Ducks  
[llamantia@bisphuket.ac.th](mailto:llamantia@bisphuket.ac.th)

### **Neil Griffith**

Year Leader - Nursery  
[ngriffith@bisphuket.ac.th](mailto:ngriffith@bisphuket.ac.th)

### **Laura Smith**

Year Leader - Reception  
[lsmith@bisphuket.ac.th](mailto:lsmith@bisphuket.ac.th)

### **Jessica Newhouse**

Year Leader - Year 1  
[jnewhouse@bisphuket.ac.th](mailto:jnewhouse@bisphuket.ac.th)

### **Rebecca Krijewsk**

Year Leader - Year 2  
[rkrijewsk@bisphuket.ac.th](mailto:rkrijewsk@bisphuket.ac.th)

### **Kate Thongsen**

Year Leader - Year 3  
[kthongsen@bisphuket.ac.th](mailto:kthongsen@bisphuket.ac.th)

### **Kirsty Els**

Year Leader - Year 4  
[kels@bisphuket.ac.th](mailto:kels@bisphuket.ac.th)

### **Colin McGuigan**

Year Leader - Year 5  
[cmcguigan@bisphuket.ac.th](mailto:cmcguigan@bisphuket.ac.th)

### **Melissa Hewison**

Year Leader - Year 6  
[mhewison@bisphuket.ac.th](mailto:mhewison@bisphuket.ac.th)

### **Chaisuda Viponchai**

Thai Language Team Leader  
[cviponchai@bisphuket.ac.th](mailto:cviponchai@bisphuket.ac.th)

### **Clare Bolzon**

Learning Support (LS) Team Leader  
[cbolzon@bisphuket.ac.th](mailto:cbolzon@bisphuket.ac.th)

### **Alex Wilson**

English Language Acquisition  
 (ELA) Leader  
[awilson@bisphuket.ac.th](mailto:awilson@bisphuket.ac.th)

## Primary Curriculum Leaders

### **Katie Coleman**

Primary English Leader  
[kcoleman@bisphuket.ac.th](mailto:kcoleman@bisphuket.ac.th)

### **Sam Lord**

Primary Maths Leader  
[slord@bisphuket.ac.th](mailto:slord@bisphuket.ac.th)

### **Sam Davy**

Primary Wellbeing Leader  
[sdavy@bisphuket.ac.th](mailto:sdavy@bisphuket.ac.th)

## Attendance Expectations

The process of education includes a combination of instruction, classroom participation, learning experiences, and study. Regular attendance at school and participation in learning activities with teachers are vitally important for student success. At BISP students have 181 school days each year and we encourage 100% attendance so students can maximise their academic progress. However, if students are sick we do of course expect that they stay home. Universities and Schools around the world note the number of missed school days or late arrivals as an indicator of student commitment and time management.

## The School Day

- Children can drop their belongings off in the classroom from 7.35 am and may stay in the classroom if it is raining.
- School starts at 7.50 am- Late students sign in on arrival at the Primary Office after 8:05am.
- Lessons from 8.05 am to 10.10 am.
- Morning Break at 10:10am - 10:40am.
- Lessons resume at 10:40am until Lunch.
- Lunch Break 11.40 am to 12.30 pm- Children eat a buffet style lunch in the refectory until 12.05 then go out to play until 12.30 pm.
- Lessons resume at 12.30 pm until end of the school day at 2.35 pm.
- ECA's begin from 2.45 pm until 3.30 pm
- Teacher Lead activities for KS1 are on Mondays and Thursdays and for KS2 are Mondays, Tuesdays and Thursdays.

Parents are asked to email [primary@bisphuket.ac.th](mailto:primary@bisphuket.ac.th) before 7:30am if your child will be absent. All absences will be listed as unauthorised until notification is received.

### Notes

- Registration will be taken at the beginning of each day with the classroom teacher from 7:50am.
- Late students sign in on arrival at the Primary Office after 8:05am.
- Parents are asked to email [primary@bisphuket.ac.th](mailto:primary@bisphuket.ac.th) before 7:30am if your child will be absent. All absences will be listed as unauthorised until notification is received.
- The Primary secretaries will call parents of absent students if they haven't received notification via [primary@bisphuket.ac.th](mailto:primary@bisphuket.ac.th) or other means.
- Students who have permission to leave during the day should acquire a Security Form signed by a parent/guardian and administrator, which needs to be shown to the security guards on leaving the campus.
- Requests for permission for student absence/leave should be made, at least two weeks in advance



# Absences from School

A consistent, prolonged absence from school may result in enrolment being cancelled. Students who have unavoidable absences over a period of time should discuss the matter with the relevant Deputy Principal.

It is not the teachers responsibility to provide work for children to complete in the case of an absence except when specifically agreed in advance with the Principal in the following particular circumstances:

- BISP educational visits; sports tours: or field trips; or educational course endorsed by the school (3 day minimum absence)
- Sustained absence due to ill health (3 day absence minimum - medical certificate required)

In these situations the intention is, over a short-term period, to enable the student to maintain reasonable contact with their class; to identify key tasks for completion based around 'class teacher' work of Wellbeing, English Maths and Topic; for the student to access similar content to that being taught in their absence and to support transition back into school.



## Dress Code

We expect all Primary Students to be neat, clean and dressed appropriately in their school uniform. All uniforms are available from the school shop. Items of clothing that have not been purchased from the school shop are not acceptable.

On days when students have PE lessons, or are required to wear their PE kit for an after school activity, they can wear their PE kit throughout the day.

Students who are out of uniform may be sent home or asked to purchase the appropriate uniform


B r i t i s h  
International School, Phuket
SCHOOL UNIFORM  
DRESS CODE FOR PRIMARY STUDENTS

**Years Nursery/Reception**



-  BISP Blue Polo Shirt
-  BISP Blue Shorts
- 
-  For girls (optional)  
BISP Blue Dress
- 
-  Black Shoes (completely black)
-  Socks (black; grey; white)
- 
-  Sun Hat: BISP options available

### Years 1-6

-  BISP Blue Shirt
-  BISP Brown Shorts
-  BISP Brown Culottes
- 
-  For girls (optional for year 1 and 2)  
BISP Blue Dress
- 
-  Black Shoes (completely black)
-  Socks (black; grey; white)
- 
-  Sun Hat: BISP options available



### Sports Kit for Years 1-6



BISP Sports Shirt  
BISP Sports Shorts  
BISP House T-Shirt  
Training Shoes



## Non Uniform Expectations

At certain times throughout the year BISP may declare a Non Uniform day. Dress code expectations for such events are below.

- Clothing should be neat, clean and of proper fit and not frayed, tattered or torn.
- No sleeveless tops or singlets.
- Any slogans or logos on clothing must be appropriate.
- Skirts and shorts must reach mid-thigh or extend beyond the fingertips of the wearer when the student has their hands by their sides, whichever is longer.
- Beachwear and lycra/spandex is not permitted.
- Shoulders must be covered.
- Midriff region of the body must not be visible.
- Sleepwear pyjama pants are not permitted.
- Footwear must not be a safety hazard to the wearer or others. School type shoes, sport shoes or sandals with straps are acceptable. (Note closed toe shoes may be required in some subjects)

## Jewellery/Make up/Hair/General Appearance

- Hair should be of natural colour(s) and be styled moderately.  
Long hair must be worn neatly off the face.
- One plain stud per ear is permitted. Large stones, loops or hanging earrings are not allowed.
- One discreet, plain necklace is allowed.
- No makeup

## Lockers

Years 3-6 students are allocated a locker at the start of the school year, or when they first arrive in the school. Lockers are provided for the temporary safe and secure storage of books and other items during the school day.

Other non-secure storage is provided in some areas of the school, outside the refectory entrance and in the foyer on the ground floor near Security. These temporary storage areas are provided for student convenience only and to make sure that bags do not create a safety hazard by being left on corridor floors or allowed to fall off the tops of the secure lockers onto passers-by. Any bags or other items that create a safety hazard will be removed and deposited at Security.

Years 1-2 students are allocated an open cubby hole for the storage of their bags and hats. Teachers will keep the student water bottles in a large basket/tray.

The school cannot be held responsible for the loss or damage of personal items or school property left in either the secure lockers or the temporary storage shelves.

# Health

## Annual Health Check

Every year students are offered a routine check up in accordance with current Department of Health Policy. This includes weight and height check, eye and vision check, general health and physical examination and dental check.

## Nursing Care

24 hour nursing cover is provided at the school and there are regular visits to the campus by a doctor. The school also has a programme of regular health checks. If there is any cause for concern regarding a student's health, a report is sent to the parent or guardian. You are also welcome to enquire about your child's health by directly contacting the Head Nurse, Khun Chitchanok Changward (Goi), ([chitchanokc@bispuket.ac.th](mailto:chitchanokc@bispuket.ac.th)).

If a student has to be admitted to hospital, the school nurse will inform the parent or guardian immediately. Please note that the infirmary is located at the end of the sports hall near to the boarding houses.

## Medication

If you send your child to school with any form of medication, it is very important that you inform the Head Nurse and appropriate member of the Primary Leadership Team of the precise details. Medication must be stored in the infirmary and can only be administered by the School Nurse.

## Vaccinations

Vaccinations are not provided by the school. Please check with your local doctor about your child's vaccination requirements. A list of recommended vaccinations is provided in the medical form upon admission.

## Primary House System

On entering the school all the students and staff are divided up into 4 house teams – Red Tigers, Yellow Leopards, Blue Sharks and Green Cobras. The students will stay with their colour team for their entire time at BISP. The teams are across the ages from Reception to Year 13. This helps to foster good relationships between different age students, students from different classes, day and boarding students and also between students and teachers.

Children can earn house points in class and outside of class for demonstrating the school values of **Respect, Compassion** and **Integrity**. Certain house team events are also held throughout the year, such as the cross-country competition, sports day and the swimming gala.

## Awards: Recognition and Rewards

BISP gives opportunities for all students to be recognised for their achievements and efforts. BISP awards are presented at school assemblies and recognition may also be given by posting details on the school social media postings or blog. Excellence and effort in all aspects of school life are encouraged amongst students. The value of positive recognition for student achievement is actively acknowledged.

## Behaviour

At BISP our behaviour guidelines are underpinned by:-

- A positive approach and success orientation driven by explicit use of positive language, in line with our school's values of **Respect**, **Compassion** and **Integrity**.

It is expected that children are displaying these values at all times.

We should be mindful of the needs and rights of others, we should be honest in our dealings, we should be peaceful in our intentions, we should be considerate in our actions.

## Beliefs and Practices

At BISP we endeavour to create safe environments for rigorous learning through the following practices:

- Understanding that all emotions are acceptable but all behaviours are not.
- Maintaining a culture of mutual respect.
- Developing an understanding that punishments have limited value and that restorative justice corrects and educates.
- Nurturing an understanding that we are in control of and are responsible for our own actions, behaviours and thus consequences.
- Teachers and students working in partnership to develop class expectations, rights and responsibilities and revisiting these frequently to build a supportive environment. These will be visible in the classroom.
- Teachers and students establishing agreed routines for reflection time to enhance class dialogue.
- School values being embedded into the teaching and learning of all social and emotional skills.
- Trusted adults giving adaptive and effective guidance based on multiple approaches to classroom management in response to student needs.
- Using conflict as a teaching moment to understand feelings, reflect on behaviour and/or emotions and identify areas for growth.
- Students and teachers always working to maintain a positive school environment.

At times, some individual students are unable to work within the above system. For these children:

- A 'consequence conversation' with the child, which follows a predetermined, standardised approach to encourage the student to reflect upon his or her behaviour, and upon better ways to manage their emotions. Where relevant, a record of this conversation will be sent to the student's parents for their information to follow up at home.

•



# Homework

Homework is an important feature of learning at BISP. We also recognise that homework should not prevent children from taking part in a wide range of out-of-school activities, family time and a good night's sleep. To this end, teachers will set an age-appropriate amount of homework consisting primarily of reading and mathematics

We recommend that:

- Children in Year 1 and 2 are recommended to read for a minimum of 10 minutes per day, spend a minimum of 20 minutes on maths per week. Homework may also include other activities including handwriting and spelling.
- Children in Year 3 and 4 read for a minimum of 15 minutes per day, spend a average of 20 minutes on maths per week. Homework may also include other activities including handwriting and spelling.
- Children in Year 5 and 6 read for a minimum of 30 minutes per day, spend a minimum of 20 minutes on maths per week. Homework may also include other activities including handwriting and spelling.

These times are only a recommendation and timings should be negotiated to support children's learning and fit into their schedules.

Teachers are responsible for allowing children to share and celebrate homework, marking homework and providing feedback that moves learning forward. Teachers will decide what style of marking and feedback will be used that best suits the homework your child has presented. This may include verbal, written, peer and self assessment.

Thai nationals, in Year 1 - 6, will also receive homework to support the development of their mother-tongue. Thai homework should range from 10 minutes a week in year 1 to 1 hour a week in Year 6.

Modern Languages (ML) teachers may provide optional on-line activities to support children's development in their Modern Language choice. These may include resources such as links to songs and Quizlet.com.

We strongly encourage parents to speak with their classroom teachers regarding any issues with homework so that we work as a team to support each child to use homework in the most productive way for their learning.

## Reporting to Parents

Reporting on assessment is about communicating what students know, understand and can do. It describes the progress of the students' learning and identifies areas for growth. Reporting provides clear information that is useful to students, teachers and parents.

## Documenting Learning (Year 1 to Year 6)

Throughout the school students' thinking is made visible in the classrooms and learning environments. Working walls, collaborative books and displays exhibit student's successes, efforts, progress, higher order thinking, creativity and reflection. Student learning that is being documented throughout the

## Student Portfolios Year 1-6

Portfolios are one method of sharing and storing information that can be used to help document and assess student progress and achievement and which give parents a direct window into their children's learning. Seesaw portfolios result in a collection of student work that exhibits the student's successes, efforts, progress, higher order thinking, creativity and reflection. Portfolios should not be thought of as a collection of work but rather an exhibition of an active mind at work. Samples show evidence of student growth across the elements of the BISP Primary curriculum (Concepts, Knowledge, Skills and Action), curriculum areas (Language, Mathematics, Science, Social Studies, The Arts and PSHE). Seesaw portfolios become meaningful when updated, reflected-on and shared regularly and we actively encourage parents to comment on the children's portfolios. Seesaw entries document both the process and the outcome of learning, including multimedia and evidence of students in the process of constructing meaning. It can be used as a tool for assessment and reporting purposes for students, parents, teachers and administrators.

## Seesaw at BISP

- New Seesaw classrooms are set up in the first few weeks of school.
- Each child will have their own Seesaw portfolio.
- Year Leaders will collaborate with their teams to plan scaffolded development of the Learning Skills needed to effectively use Seesaw for students and teachers.
- Within each Unit, teachers work with students to select a range of entries that represents the student's growth across multiple curriculum areas.
- Teams will develop reflective practice strategies to use with students.
- Learning goals the students set with their teachers will be shared via Seesaw prior to Parent Teacher Conferences.

## Parent Teacher Conferences (PTCs)

The purpose of PTCs is to share information between teachers, students and parents. Conferences may take a formal or informal approach. Conferences will always include goal setting, action planning and reflections on learning.

## Written Reports

Written reports are seen as a record for students, parents and the school itself of a student's progress. Reports clearly indicate areas of strength and areas for growth. Reports on all subjects are issued in the first and third terms to all pupils from Year 1 to Year 6. Early Years students will receive an end of year written report in Term 3.

## Informal Conferences

Parents are encouraged to contact teachers in the first instance and schedule meetings when they have any questions regarding their child's progress. [action planning session] Schedule meetings

## The Primary School Curriculum

We follow the English National Curriculum, adapted to our particular circumstances. For further details, see our website: <https://www.bisphuket.ac.th/inspire-learning/primary/> or speak to one of the Deputy Principals.

## The Activities Programme

Activities typically last for one hour or more. Students are encouraged to select a balanced programme including some physical activity. Some activities are undertaken outside of school. Activities run by outside providers often involve an extra expense. Students select their preferred activities online at the beginning of each term. Full details are given at that time.

## Smoking

The school is a Non-Smoking Campus.

## Drug/Alcohol Abuse

The unlawful use, possession of, buying or selling of, giving of or trafficking in alcohol narcotics, stimulants, barbiturates, suppressants, hallucinogenic drugs, marijuana or any other dangerous drug by anyone on the campus, or in its immediate environs, or during school-sponsored activities is prohibited. Any student who violates this policy will be withdrawn from classes immediately.

The school reserves the right to drug test any student at any time.

## Bake Coffee Shop

Food/Drink from Coffee Shop – Must be consumed within the coffee shop area.

**Primary students are only allowed in Bake or the school shop before school and after school, under parent supervision.**

## ICT – Responsible Use of ICT at BISP

The networked computer system is owned by BISP and access to it is granted to all students who are also issued with a Network account. Digital Citizenship is an integral part of the curriculum. All users are expected to abide by the following rules.

- **Student use of computers during break or lunchtime and before or after school is restricted to the Library and other specified areas.**
- Internet access is for study or for school authorised/supervised activities.
- Instant messaging services (receiving or sending) should not be used during the school day and such services/devices (including Skype, Twitter, and Facebook) should be switched off, unless a teacher gives clear instructions to use such a service during a particular lesson.
- Games should **ONLY** be played on the school network if they are part of a lesson or organised activity.
- Downloading from the internet should only be for academic purposes.

Children in Years 2-4 will be provided with an iPad on a one-to-one basis, for use in school. From Year 5, BISP operates a BYOD (Bring Your Own Device) policy with children expected to bring their own laptop, preferably a MacBook. Please note that the school may install software on students' laptops that will allow teachers to monitor and control student computers during lessons.

### Mobile Telephones and Smart Watches

**Children in the primary section of the school are not permitted to bring mobile phones or smart watches to school.**

Any child who does bring such technology to school will have the items placed in the Primary Office for subsequent collection by a parent.

### Child Protection

At BISP we believe that we should work in partnership with parents and carers to protect children and to ensure all are afforded a safe, secure and supportive environment in which to grow and develop.

If any child feels unsafe, either at school or outside of school, then they should talk to a trusted adult (eg their parents, tutor, teacher, nurse or a member of the student support services). We take children's concerns seriously and will act professionally in order to maximise their safety and well-being.

If anyone has concerns for a child, or for those who have responsibility for caring for a child, they

## Learning Support

The focus of the Learning Support Department is to monitor students who have a specific learning need in order to help them fulfil their potential. We support the whole child; cognitively, socially, and emotionally, promoting a greater sense of general well-being. We also advise teachers on how to best accommodate the learning needs and styles of children within their class.

The Learning Support Department aims to:

- Assess students to identify learning needs and areas of strength to support these needs and design and develop solutions for the student to use in collaboration with the teachers.
- Gather and share information and strategies about students to support teachers in their delivery.
- Maintain records and operate systems to refer and review student progress.
- Offer in-class support to students and teachers.
- Provide sessions for students to build their skills and develop personally outside of the main classroom if appropriate.
- Provide a multi-agency graduated approach involving students, parents, teachers and outside agencies where appropriate

The Learning Support department is holistic in nature. We are interested in supporting the whole child; cognitively, socially, emotionally and in general wellbeing. We also look to see what we can do to enable teachers to be more successful when students become challenging.

This is the 'mouldable' department, we shape ourselves to the needs of the staff and students in order to support them in being successful.

## Counselling and Guidance

In addition to the pastoral care provided by classroom teachers and the members of the Primary Leadership Team, the school also provides counselling. The Counsellors' role is to offer counselling to individual students and/or parents about behavioural, social or emotional problems affecting students.

Referrals for counselling are usually made by a teacher/appropriate member of the Primary Leadership Team or by a student themselves. Parents may also contact the counsellor directly and make a referral or discuss any problem of a personal nature.

Improved communication skills, broadening ways of dealing with conflict and encouraging changes to problem behaviour patterns are some of the goals of counselling. Counselling fosters independent thinking, decision-making and personal responsibility. Counselling encourages students to develop

## The Primary Library

The Library is located centrally on the first floor of the Primary Building. The Primary Library is open Monday-Thursday 7.30am-4.30pm, Friday 7.30am to 3pm. The Library can be used by anyone from the BISP community.

The Library offers comfortable reading and group work areas. There is a Primary school teacher librarian and two library assistants available to help, give advice and support the students' recreational reading and learning. In addition to the physical library, with its large print collection in many languages, there is a digital library. Please ask the Librarian for the login details to Sora

Borrowing privileges:

- Nursery and Reception = 1 book at a time
- Year 1 and Year 2 = up to 2 books at a time
- Year 3, 4, 5 and 6 = up to 5 books at a time.

During school holidays (apart from the Summer Holidays), students may borrow up to 5 books.

All parents are welcome to use the Library, and they can borrow up to 7 books at a time. Older students and parents are also welcome to borrow from the Secondary Library.

Children are welcome to use the Library after school hours when accompanied by a responsible adult or sibling. We welcome parents to come and borrow from the library during the day, but only when there are no classes taking place.

All borrowed resources are on loan for 2 weeks and can be renewed. Resources should be treated with respect and returned in good condition. The Library will issue invoices for lost or damaged resources.

Primary children are allowed to use the library during the following break times:

- Year 1-3 - Lunch Break
- Year 4-6 - Morning Break



## Computer Science

All classes in Year 1 to Year 6 will have timetabled weekly Computer Science lessons, for which purpose the Computer Science room can be used.

## Communication

We recognise the importance of communication between home and school.

Any matters arising from home should be addressed to the relevant teacher in the first instance. It is best to arrange a mutually convenient time with the teacher so the matter can be fully addressed; email is often the best method. Further support is available from the Year Leaders. If necessary, after meeting with the teacher and Year Leader, the Deputy Principals and the Primary Principal will be available to assist.

It is important that the school maintains up-to-date parent contact details (email address, telephone number) so that the school can contact you when the need arises.

### **Contacting Administration**

The Primary School Administration Office is open Monday to Friday from 7.30 a.m. to 5.00 p.m.  
Tel: 076 33 5555 ext. 6211

## Withdrawal Form

If a student is going to leave the school, please inform the school's Admission Officer as soon as possible. You may collect a Student Withdrawal form from the Admissions Office or download it from our website. Completion of this form is an essential part of the process of withdrawing a student and the endowment cannot be repaid without its completion in a timely manner.

## Boarding

Boarding at BISP provides a safe, caring atmosphere ideal for both intellectual and emotional growth. The aim is to foster a lively, happy community, which operates from a stable base where the feeling of belonging to a large family is important. Boarders learn how to live, to work and to play in a community environment, sharing experiences with people of their own age who originate from many different countries and cultural backgrounds.

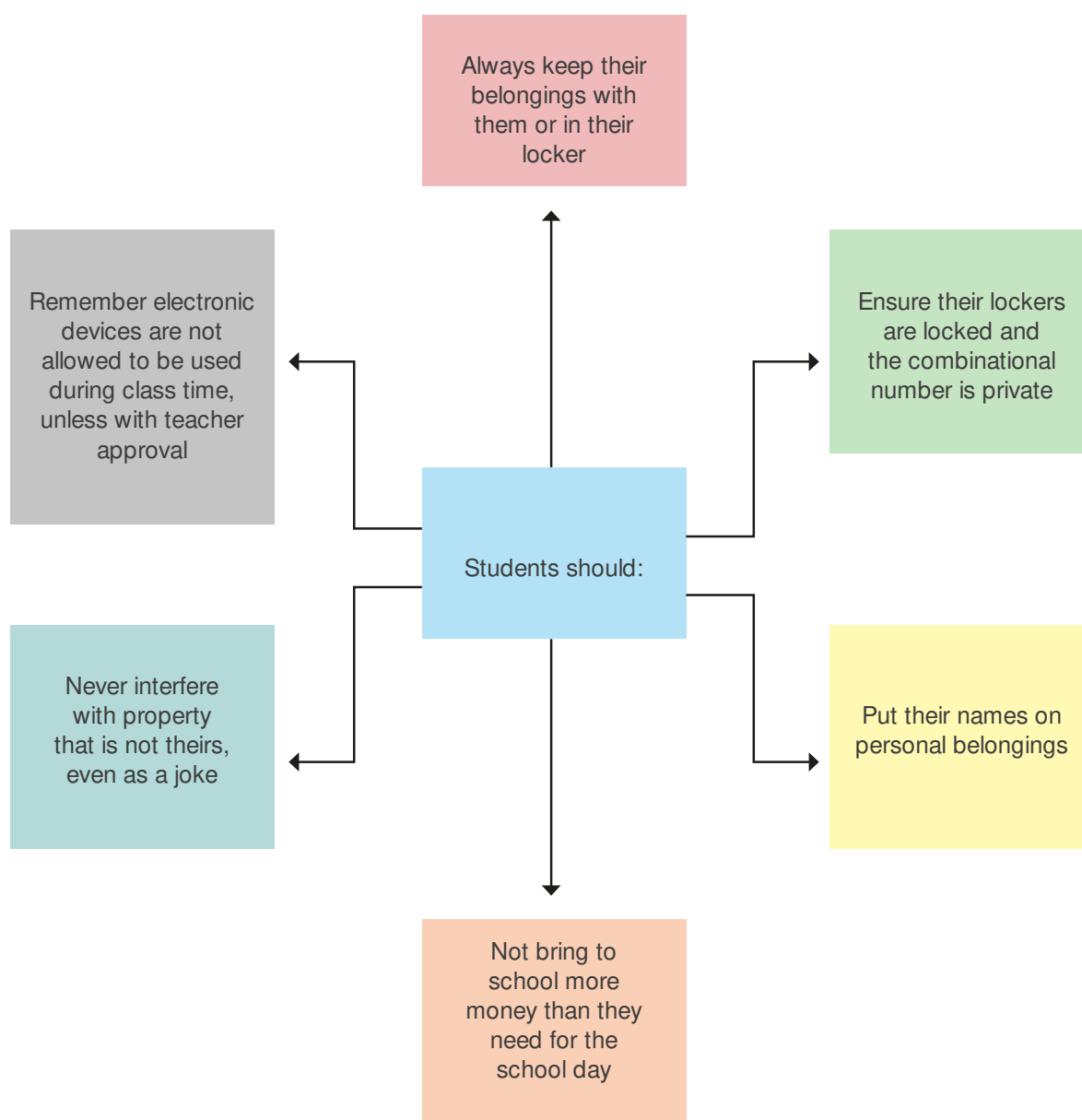
Daily, weekly, short term and long term boarding is possible.

See our Head of Boarding for more information.

## Lost and Found

If a student loses anything in the school they should tell their teacher, and go to the Security Desk on the ground floor in the MTB or ask at the Primary office. If a student finds anything in the school they should hand it in to Security or to the Primary office.

Generally students should not bring valuable items, toys or large amounts of money to school and on any rare occasions that they must, they should never leave such items unattended at any time.



## Safety and Security

During school hours, students must be collected from the Primary office by parents who sign an exit form to be given to the security guards at the gate.

The swimming pool is always out of bounds unless a lifeguard is present and a teacher is notified.

**THE SCHOOL IS NOT INSURED FOR DAMAGE, LOSS OR THEFT OF PERSONAL POSSESSIONS. IT IS ESSENTIAL THAT STUDENTS DO NOT LEAVE VALUABLE ITEMS WHERE THEY MIGHT BE STOLEN.**

## School Buses

The school operates bus services to different parts of the island in the morning and afternoon. Full details, including routes and rates are available from the Admissions Department. Children may listen to music through personal headphones but due to safety issues, must not play games on their devices.

## Emergency Procedures

The school has a detailed set of procedures to follow in the event of any emergency evacuation, lock-down or closure of the school. Students have drills throughout the year to become familiar with these procedures.

The school encourages all parents to have comprehensive medical insurance cover for all family members

## Educational Visits

Our aim in organising and running educational visits is to enable our young people to learn in the environment, through the environment and for the environment.

Educational visits within a range of different environments bring great benefits to young people involved, including:

- Intellectual and physical challenges
- The development of personal and social skills
- Relationships between adults and young people when involved together in these common experiences are strengthened

There are many benefits to the whole curriculum, especially when the learning experiences are carefully planned beforehand and built on afterwards.

We recognize that Educational Visits require detailed planning, including a formal risk assessment procedure.

## Supervision of Students on Site

Day students should not be on the school site, or on the school playground, without active adult supervision.

