

**2016-2017**



**PRIMARY HANDBOOK**

**KEY STAGES 1 & 2**

***'To educate global citizens in pursuit of personal excellence in an ever evolving community to become lifelong learners'***

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## **Welcome to Primary**

We would like to welcome you and your child to our school. We are all part of a community with a shared aim of making your child's school life happy and successful. In order to achieve this, we will endeavour to work closely with you as we all have an important role to play.

This document provides some specific Key Stage 1 and 2 information which is hoped will assist you and your child as they progress through their primary education at the British School of Ulaanbaatar.

## **Expectations of Primary Pupils at BSU**

All students will:

- Be an active part of the BSU community
- Attend school regularly
- Respect all other members of the BSU community
- Wear the correct uniform at all times
- Be equipped and prepared for lessons
- Be active in their learning
- Follow the school rules and expectations

## **Curriculum**

Primary pupils follow the National Curriculum for England and Wales in all subjects. Through the curriculum, a balanced programme is offered to pupils early in their education. The school sends home information each term that will inform you of what your child is being taught in each subject.

English and Mathematics have priority in terms of teaching time and are taught daily. In Science, History, Geography, Art and Design Technology, Computing, Physical Education (PE) and Music, children learn about the world in which they live as well as developing their own creativity and physical expression. A cross curricular approach is used to teach these subjects where possible. All subjects are taught by class teachers except Physical Education, Computing and Music which are taught by specialist staff.

At BSU children also participate in Mongolian Language and Mongolian History lessons from Year 1 and Chinese from Year 3. These are taught by specialist Mongolian teachers.



## **Assessment**

Assessment of pupil's progress is continuous through Teacher Assessment. Alongside this, teachers also do more formal assessments once per term that they use to judge children against the expectations for their year group. Children are judged to be A (above the level of expected attainment), O (on the expected level of attainment) or B (below the level of expected attainment). This information is shared with parents through a written report sent home at the end of each term. Twice per year we invite parents to meet with their child's class teachers to discuss their educational development, progress and behaviour.

## **Assemblies**

Each week KS1 and KS2 meet together for an assembly. These are opportunities to celebrate good work and think about our school values. One child per class is awarded the sought after 'Star of the Week' award. Each class also leads one assembly per term with songs and performances which parents are invited in to watch.

At the end of every term KS1 and 2 join together for a celebration assembly during which a Dojo Champion for each class is presented with a certificate. Children are also rewarded for 100% attendance. In Term 3 there is also other awards given for achievement in specific areas of school life.

## **Attendance**

Good attendance and punctuality are very important for continuity of learning. Children who arrive late to school miss vital information during registration and lessons, as well as disturbing other children by disrupting the lesson.

Attendance is monitored by the school and unauthorised absences will be recorded. Children who have less than 95% attendance in any one term are seriously jeopardising their academic development. If this figure falls below 90%, parents will be asked to attend a meeting with the Head of Section. Please ensure you inform the school office if, due to sickness or for an appointment, your child is going to be absent from school.

## **Birthday Parties**

We understand that birthdays are a special time and in Primary we are happy to mark the occasion in class. However, it is also important not to disrupt the learning routine of our children. Therefore please take note of the following:

- Let the class teacher know at least 3 days before the event so a suitable time can be agreed
- Provide a cake or individual cupcakes for each child and a drink if you wish.
- Do not send individual gifts for every child as this puts pressure on other parents

## **Bullying - a zero tolerance approach**

Children have a right to learn in a supportive, caring and safe environment without fear of bullying. We believe that good discipline and organisation can minimise the occurrence of bullying. The school has a clear Positive Behaviour Strategy which promotes good citizenship and behaviour. Bullying is a form of anti-social behaviour which is not tolerated at BSU. If you have any concerns about your child please don't hesitate to contact the class teacher.

## **Class and Teacher Names**

|                                |                      |
|--------------------------------|----------------------|
| <b>Key Stage 2 Coordinator</b> | Peter Norton         |
| <b>Key Stage 1 Coordinator</b> | Mary Norton          |
| <b>1 Squirrels</b>             | Georgina Chadwick    |
| <b>2 Owls</b>                  | Gillian Mitchell     |
| <b>2 Penguins</b>              | Mary Norton          |
| <b>3 Koalas</b>                | Camilla Hatton-Brown |
| <b>3 Kangaroos</b>             | David Paget          |
| <b>4 Tigers</b>                | Peter Norton         |
| <b>4 Lions</b>                 | Peter LaFontaine     |
| <b>5 Camels</b>                | Agatha Brinker       |
| <b>5 Yaks</b>                  | Samantha Rawlings    |
| <b>6 Elephants</b>             | Helen Jones          |

## **Communication**

All children are given a student passport at the start of the year. This is a book that you as parents can use to communicate with your child's teacher. The teacher will check it regularly and will also use it to send messages. Children in KS2 also use it to record their homework in.

Parents have the opportunity to meet formally with their child's teachers at least twice per year. During these parent meetings your child's progress, behaviour and attainment is discussed. If you require a meeting at any other time regarding specific issues you can contact the school to arrange this.

Throughout the year the school also conducts information evenings about various topics which are aimed at increasing parent knowledge and developing relationships further between the school and families.

## **Equipment**

Your child should arrive at school prepared to learn. They will need the following in a pencil case:

- Writing pencil and pen
- Coloured pencils and felt tips
- Rubber
- Sharpener
- Scissors
- Ruler
- Glue Stick
- Whiteboard marker

## **Healthy Eating**

BSU strives to promote a healthy eating ethos. We believe that good habits learned early will benefit the children throughout their life. If your child does not have a snack or lunch from school, please provide your child with a nourishing, healthy option and ensure any drink is in an unbreakable container. Carbonated drinks, chocolate and sweets are not permitted.

***Chewing gum is banned from school.***

## **Homework**

Home learning should enhance and extend a child's understanding. All primary children are expected to read regularly at home - at least 4 times a week. They also have spellings tests and regular Literacy and Numeracy homework set as well as topic based learning when appropriate. Children will also be set homework by their Mongolian Language and Chinese teachers. It is the expectation that all homework is completed by the child and handed in according to the deadline set.

## **Pastoral Care**

Personal, Social, Health and Economic (PSHE) education is important for creating a happy and successful school environment and for developing students' self-esteem. All year groups take part in PSHE which aims to help the students become aware of themselves and of others through developing the knowledge, skills and understanding they will need throughout their life. We deal with some of the real issues affecting children and young people at a class, school and community level and give them the opportunity to discuss their different experiences, viewpoints and attitudes and to listen and respond appropriately to others.

It is a primary aim of our school that every member of the school community feels valued, respected and safe, and that each person is treated fairly. We are a caring community, whose values are built on mutual trust and respect for all people and property.

We encourage and reward positive behaviour. All classes write rules at the start of the year which the children are then expected to follow. Alongside positive encouragement and stickers we also use an interactive online program called Class Dojo which parents are able to access. Children can receive Dojos for various reasons including being helpful, working hard and being polite. They can lose Dojos as sanctions for various negative behaviours including, talking out of turn, not listening and being off task.

Children are also assigned to House Teams, a system that runs through primary and secondary. Children take part in House Events where they represent and support their House (St Andrew, St David, St George and St Patrick). This helps the children to be part of a team and collaborate with children in different year groups.

## **Phones**

Phones and other electronic equipment are banned for Primary children. If your child needs to bring a phone to school it should be given to the school office during the day for safekeeping. If they need to phone home for any reason, your child will be asked to use the school phone.

## **School Routine**

In Primary the daily routine is as follows:

| <b>Time</b> | <b>Activity</b>                           |
|-------------|---|
| 8.15-8.30   | Children arrive at school                 |
| 8.30-8.40   | Registration                              |
| 8.40-9.25   | Period 1                                  |
| 9.25-10.10  | Period 2                                  |
| 10.10-10.30 | Morning break                             |
| 10.30-11.15 | Period 3                                  |
| 11.15-12.00 | Period 4                                  |
| 12.00-12.45 | Period 5                                  |
| 12.45-1.35  | Lunch                                     |
| 1.35-2.20   | Period 6                                  |
| 2.20-3.05   | Period 7                                  |
| 3.05-4.00   | ECA's (Tuesday, Wednesday, Thursday only) |

## **Uniform**

All children are expected to wear full uniform every day except their designated PE day, when they should come to school in their BSU sports kit. If your child has a sports ECA they will need to bring their sports kit to change into. Children will need to dress appropriately for the weather conditions including hats, gloves and scarves during the winter and sun hats for the summer. Your child should bring a bottle of water to school with them every day (no glass bottles or fizzy drinks).