

Preparatory School
Parent Handbook
2023-2024



WELCOME TO
BISAK
2023 - 2024





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Belief

Developing positive attitudes, consideration and helping others



Internationalism

Growing as global citizens



Success

Always learning in everything we do



Aspiration

Nothing is impossible



Philosophy & Objectives



Mission Statement

Through our British values in an international environment, to inspire everyone to be positive global citizens by reflecting upon equality, community service and peace.

Our mission is supported and embedded through our BISAK Values:

Belief

Developing positive attitudes, consideration and helping others

Internationalism

Growing as global citizens

Success

Always learning in everything we do

Aspiration

Nothing is impossible

Knowledge

Of ourselves, each other and the world around us



**“Let there be
Peace on Earth”**



Welcome to **BISAK**

Message from the Principal



Dear Parents,

The British International School, Al Khobar (BISAK) has been providing the best British education for the wider community in Al Khobar since 1977. In 2019, we moved to our new state-of-the-art campus, demonstrating the success of our school and the trust our families place in us. We are committed to the growth and development of our school with the support of our community and the British Embassy. From our foundation as a not-for-profit school, all our resources are used to support the development and growth of our pupils, of which we are both intensely proud and protective.

Our school motto, “Let there be peace on earth” symbolises what we expect from all members of our school. We are a community, and a family. This ideal impacts upon every element of our academic and personal lives.

We expect everyone in our school to make the most of their opportunities, learn something new each day and to reflect upon their experiences. We expect our pupils to work hard and always try their very best at everything they do. We will assist them by providing them with the best possible learning environment and outstanding teaching, in an atmosphere of order, discipline and care.

We are a school that is committed to delivering high-quality UK education, and to undertaking the British Schools Overseas (BSO) Inspection which proudly provides us our Department for Education, England number.

In April 2022, our BSO inspection, led by PENTA International, stated that: “BISAK provides a high standard of education. As a result, pupils make excellent academic progress and attainment. Pupils show positive attitudes to learning and their behaviour is excellent. The levels of care provided ensure all pupils feel safe and thrive at school. Strong leadership ensures a focus on continuous improvement. Pupils and their parents are proud to be part of the school community”.

We are very proud of our school and our pupils. It is very heartening to have a professional and external organisation confirm what we already know.

I joined the school as Head of Secondary in 2010 and I am very proud of our continued achievements, both big and small. I continually watch with pride while demonstrating to the outside world how our fantastic school continues to flourish.

I very much hope your family will join us on our amazing learning journey.

I hope in the very near future you can visit our wonderful school.

Best wishes

A handwritten signature in black ink, appearing to read 'Stephen Viner'.

Mr Stephen Viner BSc (Hons), PGCE, NPQEL, C. Mgr FCSI
Principal

Message from the Headteacher Preparatory School



Dear Parents,

Welcome to BISAK Preparatory School! I am honoured to be the headteacher of such an amazing school.

BISAK has the reputation of being a leading school in the Eastern Province. The children of our school community have great potential.

Children thrive when they are happy and in a nurturing environment. Our focus is that we do what is best for the children. Through our motto 'Let there be peace on earth' and instilling the BISAK values, we look to bring out the best in each of our pupils, academically, socially and emotionally as well.

Their success can only come about when every individual in their lives works purposefully together. At BISAK we believe that a strong, close home-school partnership is essential for your child's optimal education.

This guide is intended to provide quick and easy reference to some aspects of the Preparatory School operations. Please read this handbook with your child in conjunction with the information contained on the school website and, for convenience, web links given to key policies and procedures. If you have any questions, please contact the school office and our staff will be more than happy to help you.

We look forward to working with you and your child. We also look forward to a productive school year filled with enriching experiences.

Your support and cooperation are always appreciated.

A handwritten signature in black ink that reads "Naidoo".

Ms Tammy Naidoo B.Prim Ed, M.Ed, NPQH
Head of Preparatory School



Parent Code of Conduct

We expect parents, carers and visitors to:

- Respect and model the caring ethos of our school whenever on school premises or when communicating with BISAK.
- Understand that school staff and parents need to work together for the benefit of all.
- Demonstrate that all members of the school community should be treated with tolerance and respect and therefore set a good example in their own speech, conduct and behaviour.





Curriculum

Key Stages

The curriculum follows the English National Curriculum and the Early Years Foundation Stage Curriculum (EYFS), whereby different age-band groupings are referred to as “Key Stages”. A member of the Preparatory Leadership Team leads each age phase.

Pre-Prep

- **Lower Pre-Prep (EYFS)**
Pupils aged 3-5 (Nursery and Reception)
- **Upper Pre-Prep (KS1)**
Pupils aged 5-7 (Year 1 to Year 2)

Prep

- **Lower Prep (Lower KS2)**
Pupils aged 7-9 years old (Year 3 to Year 4)
- **Upper Prep (Upper KS2)**
Pupils aged 9-11 years old (Year 5 to Year 6)

Curriculum

We teach the English National Curriculum England and Wales and make modifications due to our local context.

In Early Years (Nursery and Reception), we adhere to the statutory framework for the Early Years Foundation Stage (EYFS). Pupils from Year 1 to Year 6 follow the English National Curriculum for English, Mathematics, Science, History, Geography, Design Technology, Computing, Art, Music, PE and Spanish.

English	Computing
Mathematics	Art
Science	Music
History	PE
Geography	Spanish
Design Technology	





Reading Books

Pupils have access to online and physical reading books and should read daily at home. If a hardcopy book is lost, the school will charge for a replacement book.

Class and Specialist Teachers

Each class from Nursery to Year 6 has a class teacher. The class teacher is responsible for the teaching and learning, assessment and reporting for all the pupils. In general, the class teacher teaches at least the core subjects (English, Mathematics, Science, Geography and History) and is responsible for the production of the three written reports to parents. Specialist teachers teach the class a range of subjects, including Music, Art, Arabic, Spanish and P.E.

Reporting to Parents

Written school reports are provided three times a year for the Preparatory School. We issue an Interim Report at the end of the Autumn and Spring Term and an End of Year Report at the end of Summer Term. These reports contain information about the pupil's achievement in each subject area, as well as targets for their social development.

Assemblies

We hold Pre-Prep and Lower and Upper Prep School weekly assemblies. Assemblies are secular, although they may refer to world festivals.

Extra-Curricular

A variety of After-school Activities will be provided. No activities will take place during Ramadan. Pupils must sign up for an activity. These activities will take place from 1.10pm until 2.00pm. Parents must make arrangements for a timely collection at 2.00pm. If a pupil misses two sessions of an activity, their place may be offered to someone else.

School visits or talks may also be arranged to enhance our provision.

Arabic Classes

Additional Arabic classes are held each weekday afternoon from 1.10pm until 2.00pm. Fees are charged separately for these classes. The nature and number of classes can change annually in response to demand for places. Parents must ensure adequate transport arrangements for their child at 2.00pm.





Instrumental Music Tuition Programme

We offer tuition in piano, clarinet, flute, saxophone, violin, viola, voice and music theory. Pupils enrolled in the programme receive lessons of 30 minutes duration delivered weekly throughout the academic year, individually or in a small group (maximum 3, subject to availability of suitable grouping). Lessons are timetabled during the school day on a rotational extraction system to ensure they do not miss the same curriculum lesson each week. Our instrumental music programme at BISAK follows the same model as used in UK schools.

Staff tailor lessons to the individual's needs and requirements. Western notation is taught, and lessons include technique, repertoire, improvisation, theory and aural skills. Pupils may take examinations following the Associated Board of the Royal Schools of Music (ABRSM) graded syllabus (Grades 1-8) at an additional charge. Please see www.abrsm.org for more details.

Following successful enrolment, an invoice, tuition agreement and timetable will be issued. Fees are paid in termly blocks and payment must be returned to the Finance Office before the first lesson.

Individual lessons = SAR1400 + VAT per term

Group lessons = SAR930 + VAT per term

Please note that we do not provide refunds or replacement lessons for timetabled lessons missed due to pupil illness or emergency school closure. In the event of school closure, live lessons will be delivered virtually using suitable online teaching platforms.

Enrolment for Music Tuition

To enrol your child in the programme, please complete the Instrumental Music Tuition Enrolment Form. This is available from the front office, the Music Department or downloaded from the school website. Please return the form to your child's class teacher clearly marked 'Instrumental Tuition Programme Enrolment'. On receipt of the enrolment form, we will advise you if your child has secured a place on the programme or if they are on the waiting list.

Homework

Homework is an important part of the school day. It is designed to be reinforcing, motivating and supportive, rather than a chore. A summary of the school's current homework policy so far as it relates to suggested duration is included below. If a pupil seems to take far too long to complete an assignment, the parent is asked to email or send a note to the class teacher.

Lower Pre-Prep

Nursery

- **Reading** (10-15 mins each day)
Share books together, read lovely stories to your child and talking about the story.
- Play games together throughout the week – Snakes and Ladders, Dominoes, Ludo, Pictionary etc.
- Chat and talk about what you are doing, what you can see, how children are feeling. Talking and building vocabulary is an important part of the children's development at this age.

Reception

- **Reading** (10-15 mins each day)
either child to adult or adult to child.
- Play games together throughout the week – Snakes and Ladders, Dominoes, Ludo, Pictionary etc.
- Chat and talk lots about what you are doing, what you can see, how children are feeling.
- Practise phonics flashcards, as directed by the class teacher.

Upper Pre-Prep

Year 1

- **Reading** (10-15 mins each day)
child to read the allocated school book. Sign the Reading Record book everyday once you have heard your child read.
- Practise number bonds to 10 and 20.
10-15 mins each day or up to an hour over the week
- Everyday maths such as recognising coins and notes when shopping, adding up values, comparing (mass) weights, ordering sizes, telling the time, counting various items both forwards and backwards.
- Purple Mash (optional) - there are many games and tools the children may wish to access on here.

Year 2

- **Reading** 10-15 mins each day
child to read the allocated school book. Sign the Reading Record book everyday once you have heard your child read.
- Times Tables Rock Stars - once introduced.
3 times each week for 10-20 mins
- Everyday maths such as recognising coins and notes when shopping, adding up values, comparing (mass) weights, ordering sizes, telling the time, counting various items both forwards and backwards.
10-15 mins each day or up to an hour over the week
- Purple Mash (optional) - there are many games and tools the children may wish to access on here.
- AR and quizzes once they reach this stage.
- **Grammar** weekly
- **Spellings** weekly



Lower Prep

Year 3 / Year 4

- **Reading** *10-20 mins each day*
The child can read or be read to. The child's reading record must be signed each weekday.
- **Spellings** *10 mins each day*
There is a weekly spelling test.
- **Grammar** *20 mins*
This is taught in class first; the children have a week to complete the work.
- We then go through it as a class before teaching the next lesson.
- **Maths** *10 mins each day*
Times tables (based on the current times table that the child is working on). There is a weekly test. They have access to Times Tables Rockstars or various resources on Purple Mash.

Upper Prep

Year 5

- **Reading** *Read daily for 20 mins and discuss reading with an adult*
The child can read or be read to. The child's reading record must be signed each weekday.
- **Spellings** *3 times per week*
- **Maths** *20 mins*
Key maths skills practice
- **Grammar** *15 mins*
This is taught in class and follow up work for homework.
- **Occasional research/topic tasks**
15 mins each day

Year 6

- **Reading** *30 mins each day and discuss reading with an adult 3 times each week*
The child can read or be read to. The child's reading record must be signed each weekday.
- **Spellings** *30 mins*
- **Maths** *20 mins*
Key maths skills practice.
- **Grammar** *15 mins per day*
This is taught in class and follow up work for homework.
- **Occasional research/topic tasks**

BISAK

Code

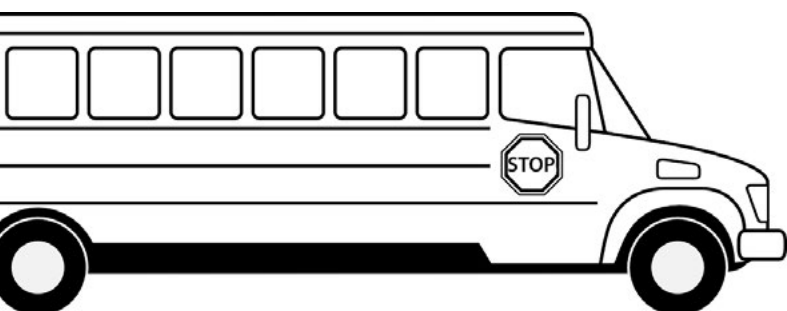
School Timings

The School Day

Time	Session
7.20 – 7.25	Registration. Pupils should arrive in school no earlier than 7.00am and no later than 7.20am
7.25 – 8.25	Lesson 1
8.25 – 9.25	Lesson 2
9.25 – 10.10	1 st Break
10:10 – 11.40	Lessons 3 and 4
11.40 – 12.00	2 nd Break
12.00 – 1.00	Lesson 5
1.00	End of school for Preparatory
1.00 – 2.00	After-school clubs, including After-school Arabic, for Preparatory finish at 2pm.

- The entry to the school grounds depends on the pupil's method of transport.
- Each compound bus must be fitted with seat belts and comply with all requested security requirements to enter the school site.
- Lessons range from 30 minutes to 1 hour.
- Please note that during the Holy Month of Ramadan, the Preparatory School will amend the timings of the school day.

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Departure from School

- Arrangements need to be made by parents for timely pick-ups. Pupils who have a sibling in the Senior School and Sixth Form cannot wait at school.
- A member of staff will take a pupil who has not been collected up by 1.10pm to the Admin Reception and they will be looked after until the parent arrives.
- Parents who continually collect their child/children late may incur a childcare fee to cover the cost of a staff member being redirected from other responsibilities to supervise them. This applies to After-school clubs as well.
- No pupil is allowed out of school unless accompanied by an 'agreed adult'*, a parent or an older Senior School sibling.
- Pupils who live on Ronda Compound and are in Year 3-6 may go home unaccompanied, but the class teacher must be informed.
- No pupil who has departed is allowed back into school.
- Pupils are not allowed to go home with friends for playdates. Off-school site arrangements must be made for this.
- The class teacher must be informed of all collection arrangements or any changes to these.

*An agreed adult is someone the parent has permitted to collect the child, such as a nanny or bus monitor.

Pupils' Behaviour

Pupils from BISAK must display high standards of personal and social responsibility while inside the school grounds and transiting to and from the school. Class teachers are most closely associated with the pupils on a daily basis and deal on the spot with minor behaviour issues. The school's Behaviour for Learning Policy makes clear to staff and pupils the consequences for actions which fall outside the school's expectations.

School Rules

B Be honest and truthful.

I Inspire others to make good choices that keep us safe, even when using or playing with equipment.

S Show respect for other people and their property.

I Always do your best to listen to others, follow instructions the first time and show good learning behaviours.

K Kindness is always shown to all adults and all children, this includes using kind hands and feet.

Fees

The Governing Body determines annual tuition fees for After-school Arabic and mainstream provision for the following year in advance during Spring Term of the current year, and we inform parents before the commencement of Summer Term. The fees are published on our website. School fees for 2023/24 remain the same as for 2022/23. There is no sibling discount no matter the size of family.

All tuition fees for Arabic and mainstream classes are payable annually in advance and are invoiced with a 28-day payment requirement. We do, however, offer a termly payment option and the Finance Office issues a schedule of payment dates. A pupil will be asked to stay away from school if the fees are not paid by the due date, after the Bursar has contacted the parent. No pro-rated fees are possible; we may be willing to work with any parents experiencing difficulties in paying the fees. In the first instance, they need to contact the bursar@bisak.org.

For more information on Fee, click [here](#) or email schoolfees@bisak.org

Finance Office

The Finance office is open each school day from 7.30am to 2.45pm.

“ Our focus is that we do what is best for the children.”



School Uniform

From June 2023, uniform is to be purchased through our partner [Zaks](#) in their shop which is located in Amwaj Mall, Al Khobar. Orders can be made online and the link to the online ordering service will be available on the school website. The in-shop offering includes everything that is required at BISAK apart from shoes. There will also be a tailor within the shop so that alterations can be made quickly and efficiently.

Absolutely no purchases of uniform will be made through school from 1 June 2023 onwards.



Full Uniform List

Nursery	
Girls	Boys
Red polo shirt	Red polo shirt
Navy pull up trousers or shorts – elasticated waist – no buttons/zips, jeans Black smart, formal, polishable shoes No sandals / open toed shoes	Navy blue trousers or shorts. Navy pull up trousers – elastica ted waist – no buttons/zips. No jeans Black smart, formal, polishable shoes No sandals / open toed shoes

Reception to Year 6	
Girls	Boys
Navy/white striped dress	Striped navy/white shirt
Navy pinafore dress	
White polo shirt with blue edging	White polo shirt with blue edging
Navy trousers or knee length shorts. No leggings or jeans under dress.	Navy trousers or knee length shorts. No jeans
Red jumper or cardigan	Red jumper or cardigan
White socks / White or navy tights / Plain black low heel shoes (Velcro or buckle). No sandals / open toed shoes Black smart, formal, polishable shoes No sandals / open toed shoes Reception – comfortable black shoes	Navy socks, black, smart, formal, polishable shoes No sandals / open toed shoes

PE
Plain black game shorts, PE shirt (House colours), white socks, tracksuit trousers (plain black)
Trainers – Nursery to Year 2 (Velcro) - Year 3 to Year 6 (Velcro/Laces)

Whole School Purchases
Navy hat with logo, fleece from 3 years to XX large), backpack, gym bag, water bottle

Reception to Y6 - Boys



Reception to Y6 - Girls



Nursery



Reception - Year 6



@zaks.me



P.E. Uniform

BISAK

Cares



Pastoral Support

The school offers additional pastoral support for nominated pupils. Teachers refer pupils for additional pastoral support provided by our staff. All meetings are confidential unless otherwise agreed between pupil, pastoral care and parent. The Designated Safeguarding Lead is kept informed of pupils who have been seen by pastoral care. Only where pastoral care members of staff consider a pupil's wellbeing to be at risk, will they divulge details of those meetings or will refer details of the meeting/s to other relevant parties.

Part of the school pastoral care service is also to provide help to groups of pupils to explore and set goals about treating each other well. The aim is to build trust and assist all pupils to communicate positively and effectively.



Medical/Health

The school employs nurses who work from a well-equipped medical room. They are responsible for the overall provision and maintenance of a healthy and safe environment.

The school has many first-aid trained personnel on the staff that can be called upon to support the nurse in case of emergency. It is important that the school is made aware of any changes to your child's health. **NB:** Refer to [Illness Exclusion table](#) in our website. This tells you the period your child should be off sick for different illness.



Photographs

Parents are allowed to take photographs or videos of their children during sports days, assemblies and concerts. Any photographs taken can only be for personal use and should not be posted on social media websites, where it includes other pupils who are not in their family. No videos of any school event should be uploaded onto social media websites. Photographs or videos of pupils on the playgrounds before or after school must not be taken.



Food

Pupils bring their snack to school in a lunch box. Parents should ensure that this box is clearly named and contains a range of healthy foods and snacks. All pupils should bring a named water bottle to school every day, containing fresh water.

Pupils must not bring nut or nut products into school. (e.g., peanut butter, Nutella or products containing any nuts or sesame seeds). No canned or bottled drinks are permitted, and the school does not encourage the inclusion of sticky or sweet foods such as chocolates and cream cakes. Pupils in Years 3–6 may place an order with the canteen. The food available will be cold options such as sandwiches and salads. Orders are collected after Registration and delivered to the classroom before 1st break. For health and safety reasons pupils are not allowed to share food.



Child Protection and Safeguarding Policy

The BISA Child Protection and Safeguarding Policy can be found on the school website.



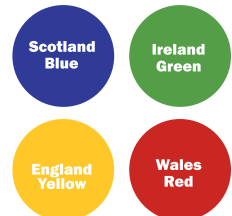
Lost Property

There is a lost property box based the Main Entrance. Parents are able to check the box at the beginning and end of the school day. The lost property is emptied at the end of each term. It is important to name all items clearly to ensure they are returned to their owner.



House System

Each pupil is placed in a “house” when they join BISA. The houses comprise groups of pupils organised vertically through the full age-range and thus allow for some mixing of the year groups. Where possible we place siblings in the same house. The names and colours of the houses are:



The house provides a focus for healthy competition in the school. Pupils can earn BISA Points for special effort or attainment, kindness, thoughtfulness and good manners.

Sports events and other competitions are also ways to earn points. House membership does, therefore, provide the pupils with extra motivation to try their best and also gives the pupil a sense of belonging to a group larger than his/her own class.

Pupils elect their House Captains for the year. Aspiring House Captains (drawn from Year 6) can canvas support at the annual elections which usually take place in September.

The Registrar allocates pupils to houses, keeping an overall balance.

Communication

Communication between Home and School

Absence from School

If a pupil has been, or is to be, absent from school for any reason, the absence must be accompanied by an email, or a written and dated note from the pupil's parent or guardian, addressed to the class teacher and absentee@bisak.org. For illness exclusion times see "Medical/Health". Ordinarily, the school does not grant extended holidays during term time. Permission must be sought from the Head of the Preparatory School for an extended absence. We expect pupils to maintain an attendance of at least 95%.

Please email pupil absences to absentee@bisak.org.

The process for the communication of concerns:

Class Teacher/Specialist Teacher → Head of Phase → Assistant Headteacher → Deputy Headteacher → Headteacher

Use of Social Media

Social media websites should be used by parents to share appropriate information. Complaints against the school, naming children involved in incidents, sharing confidential information regarding an aspect of school life, making allegations or accusations or sharing false news are all inappropriate and unacceptable. These are not in the best interests of the children or the whole school community.

Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, phase leader, Mr van der Eyken or Ms Naidoo, so they can be dealt with fairly, appropriately and effectively for all concerned.

Failure to abide by our school's registration process on the use of social media could risk your child's place in school.

If you are unsure of a school process, upcoming event or an aspect of the curriculum, please communicate with the school rather than ask other parents. As by doing this, you are guaranteed to receive the most accurate information.

Newsletters

The Head of the Preparatory School produces a weekly newsletter which is distributed by email. A whole school newsletter is produced and emailed during term time.

The newsletter is the school's primary communication device and generally contains items of crucial interest and importance, e.g., dates for forthcoming events, meetings and productions. If, for some reason, you do not receive the newsletter, please check that we have your correct details. Email preparatorypa@bisak.org to update your details.

School Calendar

The dates of terms for the academic year can be found on the [school website](#). Dates of upcoming events are also published in the weekly newsletter.

Emergency Contact List

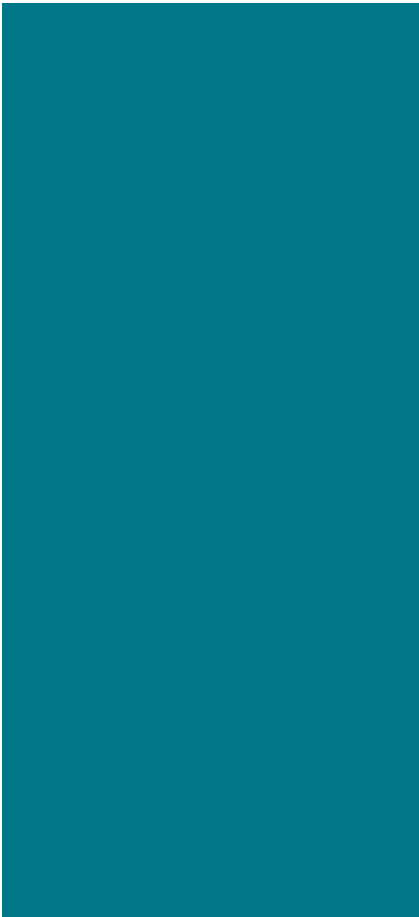
If the school had to close unexpectedly, parents would receive notification through an Emergency SMS system. Parents must register their current mobile phone numbers and email addresses with the school.

Should parents need to contact the school urgently, they should either contact the Prep office by:

Email: preparatorypa@bisak.org

or **call** the Main Reception: (+966) 13 831 7300

It is essential that we have up-to-date emergency contact details for all our children in school. It is also important that if either parent is out of the district or the Kingdom, we are made aware of this, and if possible, have another local contact provided. This enables the school to provide the best possible support for your child.



“ Inclusive, good-quality education is a foundation for dynamic and equitable societies ”

