

Senior School and Sixth Form  
**Parent Handbook**  
**2023-2024**



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### Our School Motto

‘Let there be peace on earth’.



### Mission

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:

- B** Belief – growing positive attitudes, consideration and helping others
- I** Internationalism – growing as global citizens
- S** Success – Always learning in everything we do
- A** Aspiration – nothing is impossible
- K** Knowledge – of ourselves, each other and the world around us



## 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.



## Letter from the Principal

Dear Parents,

Welcome to the Senior School and Sixth Form Pupil handbook. As a school we have been providing the very best education for the wider community of Al Khobar since 1977. Under the guidance of Mr. W L Marsh, Headteacher and Mr. J Coll the Deputy Headteacher, the Senior School and Sixth Form continues to grow and develop every year.

We expect everyone in our school to make the most of their opportunities, to 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 that they do. We will assist and support them through their journey, by providing them with the best possible learning environment and outstanding teaching, in an atmosphere of order, discipline and care.

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 runs through every element of our academic and personal lives each and every day.

I hope you and your children have an enjoyable and enriching experience during this academic year.

Stephen Viner BSc (Hons), PGCE, NPQEL, C. Mgr FCMl  
**Principal**



## Letter from the Headteacher – Senior School and Sixth Form

Dear Parents,

On behalf of the staff and pupils at BISAK Senior School and Sixth Form, welcome.

BISAK Senior School and Sixth Form provides the very best of the English education system for boys and girls of ages 11-19. We teach the English National Curriculum with some modifications to reflect our international context. Pupils in Year 10 and Year 11 are taught and examined for IGCSEs/GCSEs. In the Sixth Form, pupils' study for AS, A2 and A level courses.

Key Stage 3	-	Year 7 to 9
Key Stage 4	-	Year 10 and 11
Sixth Form	-	Year 12 and 13

Our international school provides diverse and challenging learning experiences for everyone in our community. We celebrate the fact that children learn in a multitude of different ways and that our pupils come from a rich variety of backgrounds, bringing with them a wealth of different strengths, experiences and interests. Our school motto is 'Let There Be Peace on Earth' and we positively encourage all of our pupils to adopt a truly international outlook as global citizens of the 21<sup>st</sup> Century. As a school with a supportive family atmosphere, we expect the highest standards of behaviour and are very proud to say that this is precisely what we achieve.

We are fortunate in having a team of talented, committed teachers and support staff who create a learning environment that is motivating for every pupil and will inspire your child to achieve their own personal goals and dreams. Our pupils are taught how to be resilient, how to enjoy learning and are expected to share in the responsibility for their own and everyone else's achievement. They are encouraged to think creatively and expected to complete schoolwork and homework to the very best of their ability. We want all of our pupils to leave us prepared to tackle the challenges of studying at university or to succeed in the workplace.

We look forward to working in partnership with you to provide your children with the optimum learning experience throughout their time at BISAK.

William Lee Marsh, BSc (Hons), PGCE, NPQH  
**Headteacher**  
**Senior School and Sixth Form**



## Section A – School Terms and Timings

### School Terms

There are three terms to the school year at BISAK, which follow British term dates as far as possible.

Autumn Term - starts early September to mid-December.

Spring Term - starts early in January and finishes around the end of March or early April.

Summer Term - starts around mid-April and runs to the end of June or early July.

Dates vary annually and depend on several factors, including the dates of major festivals and the dates proposed by other nearby schools.

Dates for the school year are issued to parents during term 3 of the previous year.

### The School Day

Pupils should arrive in school no earlier than 7.00am and be in their classroom for registration no later than 7.15am. 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. The school day ends at 2.00pm (Sunday to Wednesday) and 1:00 pm (Thursday) for all Senior School and Sixth Form pupils.

Each lesson lasts for 1 hour. Pupils also have one 15-minute break and one 20-minute break during the course of the day.

Please note that during the Holy Month of Ramadan, the Senior School and Sixth Form will amend the timings of the school day.

### Departure from School

All classes finish at 2.00pm from Sunday to Wednesday unless a pupil is attending After School Clubs which run until 3.00pm. On Thursdays, classes finish at 1.00 pm and After School Clubs end at 2:00 pm. 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 unsupervised at school.

At the end of the school, transport needs to be arranged to collect the Senior and Sixth Form pupils. If their normal arrangements for transport changes, the parent needs to inform the school.



## Section B - Curriculum and After School Clubs

### Curriculum

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

### Key Stages

Key Stage 3	Year 7, Year 8 and Year 9	Lower Senior School
Key Stage 4	Year 10 and Year 11	Upper Senior School
Key Stage 5	Year 12 and Year 13	Sixth Form

Pupils entering Year 10 are at the beginning of a two-year course (referred to as Key Stage 4) which culminates in public examinations known as the General Certificate of Secondary Education (GCSE) or the International General Certificate of Secondary Education (IGCSE). IGCSEs are a development of the GCSE, with the content adapted to provide an international perspective. KS4 pupils follow the IGCSE or GCSE examinations, depending on the subject. At the end of Year 9 pupils will have to choose their optional subjects for Year 10 and 11.

### Form Tutor, Subject, and Specialist Teachers

Each class from Year 7 to 13 has a form tutor. The form tutor has the closest daily contact with the pupils in the class and takes on a more pastoral role. He or she meets the pupils each morning before school starts, takes the register, and checks the pupils' planners. The subject teacher is responsible for teaching and learning, assessment and reporting for all the pupils. Specialist teachers teach the class a range of subjects, including Music, Art, French, Arabic, Spanish and P.E.

### Daily Schedule

The following schedule applies each day (Sunday- Thursday):

Time	Session
7.15-7.25	Registration
7.25-8.25	Lesson 1
8.25-9.25	Lesson 2
9.25-9.40	1 <sup>st</sup> Break
9.40-10.40	Lesson 3
10.40-11.40	Lesson 4
11.40-12.00	2 <sup>nd</sup> Break
12.00-13.00	Lesson 5 (Last period on a Thursday)
13.00-14.00	Lesson 6
14.00	End School for Senior School & Sixth Form After school activities commence

On Thursdays, school ends at 1:00 pm.

### Homework

Homework is an integral part of the school day. It is designed to be reinforcing, motivating and supportive, rather than a chore. If a pupil seems to take far too long to complete an assignment, the parent is asked to note this in their child's planner or send a note to the class teacher or form

tutor. Homework is given regularly in all year groups and pupils are expected to meet the deadlines set by the class teachers.



## Reporting to Parents

School reports are provided at the end of each term. These reports contain information about the pupil's achievement in each subject area, as well as comments about their social development.

## Assemblies

Assemblies take place regularly, encompassing a range of themes related to pastoral and curriculum matters.

## After school activities

A variety of after school activities are offered for pupils. No activities will take place during Ramadan except for examination booster classes, if required. Pupils must sign up for an activity and places will be confirmed on a first come, first served basis or by invite. Activities will take place from 2pm until 3pm (Sunday to Wednesday) and from 1pm until 2pm every Thursday. Virtual after school activities are also scheduled. Parents must make arrangements for a timely collection. If a pupil is regularly absent from an activity, their place will be allocated to someone else. Also, if a pupil is picked up late more than once in a term, their place maybe withdrawn.

## Arabic Classes

Arabic classes for Arabic speakers are held each weekday afternoon from 2pm until 3pm, Sunday to Wednesday. On Thursday they take place between 12pm to 1pm. 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 and that their child has sufficient snacks and drinks to see them through the long school day. Arabic classes are only offered if the minimum threshold is met to run classes.

## 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 on a cycle of 30 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](http://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

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.

## **Physical Education**

All pupils take part in the school's physical education programme. All pupils must wear their PE kit for PE lessons. If a pupil is excused from lessons on medical grounds, they will still be asked to participate in the lesson in a different capacity.

Pupils must wear the correct school PE uniform. These are tee-shirt (house colour) with the school logo, black shorts (both are available in the Zaks uniform shop). In addition, pupils must wear white socks with plain black or white gym shoes or trainers.

Fashion trainers and plimsolls are unsuitable for PE activities and are not allowed. Properly designed athletics/running shoes i.e. cross-training shoes are required.

Senior pupils come to school wearing their normal uniform and only get changed to their PE kit before their PE lesson. They must change back to their normal school uniform afterwards.

## **Library**

All classes have the benefit of timetabled library sessions, with Key Stage 3 pupils having a weekly access. The number of books that may be borrowed varies from one to four, depending on the pupil's year-group, as does the length of time a book may be kept. There is a fee for all lost books.

## **Textbooks**

Textbooks are issued to all pupils in Key Stage 4 and 5. These books are issued through the library system and are the pupil's responsibility to maintain all textbooks. Not all subjects require textbooks and this at the discretion of the class teacher. When a pupil finished the course or leaves BISAK then all books must be returned in a suitable condition. Any loss or damage of books will result in a fine to cover the costs of a new book plus shipping. If a pupil fails to return their books, then this could result in the withholding of certificates or transcripts until the books are recovered or the costs to replace these has been paid.

## **Mobile Devices**

Senior School has a strict no device policy. Pupils are permitted to carry mobile phones, but they should not be used during the school day. Any phone calls home must be made through the senior school office or reception.

## **Devices (Laptops/Tablets)**

In some cases, pupils maybe permitted to bring a device into school which involves a school project or coursework. These devices are permitted in school, but we do not take responsibility for any damage that may happen whilst in school. Any device brought into school is done so under permission of a teacher and is at the pupil's own risk. All devices must follow the ICT policy in school.

## **School devices/software**

All senior school pupils are issued with a Microsoft Office 365 account. This gives access to all necessary software needed for pupils to complete ICT related tasks at home. Pupils are also issued a school e-mail address. Any pupil found misusing any software or BISAK device will have their accounts suspended or withdrawn from use.



## Drop off and pick up timings

Pupils are expected to attend registration for a 7:15am start. All pupils are expected to be collected on time at 2pm (1pm Thursday). It is the parents' responsibility to ensure that transport is arranged at the correct times. Parents must also ensure that transport is arranged for any after school clubs. If transport cannot be arranged, then pupils' access to these clubs maybe withdrawn.

## Section C - 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 to [seniorpa@bisak.org](mailto:seniorpa@bisak.org), or a written and dated note from the pupil's parent or guardian, addressed to the class teacher. 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 Senior School and Sixth Form for an extended absence. We expect pupils to maintain an attendance of at least 95%.

Absence from school will be monitored closely and if absence falls to an unacceptable level, then the pupils place in senior school will be at risk.

### Contacting staff

For general questions or ones that are not pastoral or academic, parents should email the Senior School and Sixth Form PA at [seniorpa@bisak.org](mailto:seniorpa@bisak.org).

The line of communication for contacting staff about pastoral or academic matters are the following, via the Senior PA:

#### *Pastoral*

Form Tutor → Head of Year → Head of Pastoral → Deputy Headteacher → Headteacher

#### *Academic*

Subject Teacher → Head of Department → Deputy Headteacher → Headteacher

### 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.

### Newsletters

The Headteacher of Senior School and Sixth Form 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 the correct details. Email [seniorpa@bisak.org](mailto:seniorpa@bisak.org) to update your details.



## Emergency Contact List

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.

Should parents need to contact the school urgently if an emergency arises about their child, they should contact the Senior School and Sixth Form office at [seniorpa@bisak.org](mailto:seniorpa@bisak.org).

## Parents' Meetings

Apart from the written reports, parents have the opportunity to meet the teachers formally twice a year (Autumn and Spring Term). These meetings are conducted by our online meeting system. During these conferences, parents will be updated for each teacher on their child's progress to date. These conferences do not normally extend beyond 5 minutes.

## Section D – Pupils' Well-Being

### Pastoral Support

The school offers additional pastoral support for all 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. Our Child Protection and Safeguarding Policy ensures that pupils receive the correct help when required.

Part of the school pastoral care service is also to provide help to groups of children 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 Appendix 1 for the medical form.

The school reserves the right, under the advice of the nurse, to send a pupil home if he or she is not considered well enough to be at school, or if her/his condition is contagious or infectious. In this case, the parent will be telephoned to collect the child.

Parents are not to send their children to school if they have a high temperature, a streaming cold, an undiagnosed skin rash or any other obvious ailment. A child should be at least 24 hours free and for younger children 48 hours free of a fever (without medication) before returning to school. The nurse's function is to deal with medical problems which arise during school hours. The nurse must be informed if a pupil has been diagnosed with a potentially serious contagious disease or if there are any changes in their health.

### Food

Pupils bring their snack to school in lunch boxes. Parents should ensure that these boxes are clearly named and contain 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. **We are a nut-free school.**

## Canteen

At the time of writing, the school canteen is only open to sixth form pupils. More information will be available via the newsletters.

## House System

Each pupil is placed in a “house” when they join BISAK. 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:

Blue

Green

Yellow

Red

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

Sports and swimming events and other competitions are also point-earners. 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 will elect their House Captains and Vice Captains for the year. Aspiring House Captains can canvas support at the annual elections which usually take place in September.

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

The names of class BISAK Point winners are published on a weekly, retrospective basis for Preparatory School.

## 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.

## Lost Property

There is a lost property box in the school reception area. Pupils can check the box at the beginning and end of the school day. The lost property is cleared out at the end of each term. It is important to please name all items clearly to ensure they are returned to their owner.



## Section E – School Uniform

### Year 7 to 11

The uniform guidance for Year 7 to 11 boys and girls can be found on the school website. All uniform can be bought direct from the uniform store.

We do expect the pupils to follow the rest of the uniform code that includes sensible footwear, no jewellery except a standard watch, no make-up, and no nail polish.

Girls can wear only one ear stud in each ear and their hair must be tied back.

Boys' hair should be short and not obstructing vision. If a pupil persistently fails to meet the school uniform requirements this could result in a suspension from school until the matter is resolved.

### Sixth Form (Year 12 and 13)

Below is the Sixth Form dress code:

#### Girls

- Formal Blouse: White
- Fleece: Navy blue or black cardigan/jumper
- Trousers: Black – tailored, loose-fitting (NO jeans-style trousers or leggings)
- Skirts (optional): Black - must be tailored, knee-length and loose-fitting.

#### Boys

- Formal Shirt: White
- Fleece: Navy blue or black jumper
- Trousers: Black – tailored, loose-fitting (NO jeans-style trousers)

#### All Sixth Form pupils

- Shoes for both girls and boys should be black and formal. No trainers or high heels should be worn.
- To maintain a smart appearance, excessively long hair, beaded hair (including dreadlocks) and outrageously styled or coloured hair is not permitted. For shaved hair, the minimum hair length is a number 2 cut. Long hair (below shoulder) must be tied back for practical subjects.
- Make-up should be minimal, and coloured nail varnish and visible body piercing or tattoos are not permitted.
- Students in the Sixth Form may wear a loose necklace, simple rings or bracelet, and small hoops in place of studs. No jewellery must be worn in PE and DT classes.

#### **Tattoos/Piercings**

Are not permitted in BISAK. Temporary or permanent tattoos should not be visible at any time in any age group. Nose piercings are not permitted in any age group.

**Please refer to Appendix 2 for the school uniform guide.**



## Section F – School Fees

### Fees

The Governing Body determines the annual tuition fees and After School Arabic fees for the following year in advance during Spring Term of the current year. Parents are informed a year in advance as per MoE rules.

Tuition and Arabic fees are payable termly in advance. The Finance Office issues a schedule of payment dates. A pupil could be asked to stay away from school if the fees are not paid by the due date. No pro-rated fees are possible; we will, however, 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](mailto:bursar@bisak.org).

All fees, except in exceptional circumstances, should be paid through the bank; however, the school does deal with cash in this context. The school's Finance Office deals with all banking and other questions relating to fees.

Subject to the circumstances of the case, a refund of tuition fees paid may be made provided that the fees have been paid by the due date and the school receives in writing an application for the child's withdrawal and refund request by the following dates:

- By 1st August for Autumn Term withdrawal
- By the close of business on the last working day of the preceding term for Spring and Summer Terms

We refund by cheque or bank transfer (the parent will meet any bank charges incurred).

Please email the following for fee enquires: [schoolfees@bisak.org](mailto:schoolfees@bisak.org)

### Finance Office

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



## Section G – Safeguarding

### Child Protection and Safeguarding Policy

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

### 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. However, parents must not take photographs or video of pupils on the playgrounds before or after school.

### Fire Drill/Evacuation Drill

Whole-school drills are carried out at the start of each term.

In the event of the fire alarm sounding or evacuation, everybody in the school at the time walks to designated areas in the school grounds where they are checked off by school staff. This includes visitors who may be in the school.

### Mobile phones, toys and electronic items

Mobile phones may be brought to school, but must remain switched off and in pupils' bags until they have left the school site.

Pupils are not allowed to bring toys to school unless requested by a teacher via a letter. This includes mobile digital devices.

### Visiting Procedures

All visitors to the school must enter through the main gate. They will first be checked by the security guard who may telephone the school before allowing entry. A visitor cleared for entry will be asked to exchange his/her ID document for a visitor's badge. Cars cannot be taken into the school's car park unless first cleared with the authorities. A visitors' badge should be worn at all times while on school premises.

## Section H – 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.

Please contact [seniorpa@bisak.org](mailto:seniorpa@bisak.org) in the first instance if you have any concerns. This will ensure that any concerns are dealt with fairly and effectively for all concerned.



## Appendix 1- Medical Form

### Pupil Medical Update Form

Pupil		
First and Middle Name	Last Name	Class/Form Group:

To ensure the safety of pupils in our care, it is important we hold the most up to date medical information for them.

If there are no changes in your child's medical status, please confirm this in the box below.

If there are changes, please add the relevant details below. The school nursing team may need to contact you for further information.

If you wish to discuss any specific concerns or issues with the school nursing team, please email them directly at [nurse@bisak.org](mailto:nurse@bisak.org) and they will be happy to talk to you.

I confirm there are **no** changes to my child's medical status.

Print Name	Signed:	Date:

I confirm there are changes in my child's medical status and I have updated them in the box below.

Print Name	Signed:	Date:

**Please outline the change in medical needs:**

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**Please list if any medication is required:**

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Please place inside a sealed envelope and mark confidential and return to your child's Class/Form teacher or you may email the form directly to [nurse@bisak.org](mailto:nurse@bisak.org).



## Appendix 2 – School Uniform Guide

### ***BISAK - School Uniform*** ***Year Group: 7-11y - BOYS***



### ***BISAK - School Uniform*** ***Year Group: 7-11y - GIRLS***



## ***BISAK - School Uniform*** *Description: House Colours Polos*

*PE Polo*  
*White / Red*



*White / Yellow*



*White / Green*



*White / Blue*



*White Socks*



*Training shoes*



*Plain Black Jogging Bottoms may also be worn.*