Preparatory School

Parent Handbook 2026-2027

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Belief
Developing positive attitudes, consideration and helping others
B
Internationalism
Growing as global citizens
I
Success
Always learning in everything we do
S

Aspiration
Nothing is impossible
A
Knowledge
Of ourselves, each other and the world around us
K

Philosophy & Objectives

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.

VISION

Empower our pupils to become confident, compassionate learners and proactive global citizens prepared to thrive in an ever-changing world.

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 our previous BSO Inspection of February 2025, our school became the first school in Saudi Arabia to achieve Outstanding in 'ALL' areas. The report stated: "BISAK provides an environment where pupils thrive, due to the positive commitment of staff to develop them as confident, compassionate learners. The values of "Belief, Internationalism, Success, Aspiration and Knowledge" are central to school life. The high quality of the many additional learning experiences provided, is commendable. Behaviour is excellent. The leadership and management of the school are outstanding in all respects. BISAK is highly respected within the community. A sense of care permeates the school".

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.

Best wishes

Mr Stephen Viner BSc (Hons), PGCE, NPQEL, C. Mgr FCMI
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. This was reinforced by our BSO inspection in February 2025, where we achieved an Outstanding grading.

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 .

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.

Naidoo

Ms Tammy Naidoo B.Prim Ed, M.Ed, NPQH, NPQEL
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.

Our Learning Journey
TAKES FLIGHT!
BISAK

BISAK

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
STEM	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 hard copy 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, STEM, 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 weekly assemblies. Assemblies are secular, although they may refer to world festivals.

Wellbeing

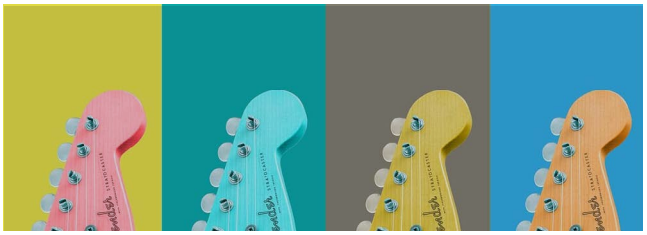
The physical and mental wellbeing of our pupils is our most important aim. We deliver a comprehensive PSHE and Wellbeing curriculum which prepares our pupils for the challenges that may lie ahead when dealing with friendships, disagreements and setbacks.

Tolerance and acceptance are key features of our wellbeing ethos. We celebrate all cultures and languages and believe that the rich diversity of backgrounds which our pupils come from is a great strength of the school.

We focus on four strands of wellbeing: taking care of the body; taking care of the mind; taking care of relationships and taking care of the self and the world. Occasionally, there are times when individuals may require extra support for their wellbeing and the school is pro-active in providing that support.

Pupils develop metacognitive skills in order to deal with complex problems so that they view challenges as opportunities to deepen learning and to become independent learners and critical thinkers. We believe that providing our pupils with the confidence, belief and mindset to deal with problems is central to their future success.

All of our pupils, staff and parents are valued members of the BISAK community and we treat all with respect, making our school a safe and happy place to learn and grow.



Extra-Curricular

A variety of After-school Activities are provided. No activities take place during Ramadan. Pupils must sign up for an activity. These activities 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

PROGRAMME INFORMATION

Tuition is available in the following instruments: piano, clarinet, flute, saxophone, violin, viola and voice. Due to limited availability, **priority will be given to Senior School pupils** followed by Preparatory pupils in Years 5 and 6. Priority will also be given to pupils wishing to learn a woodwind instrument (flute, clarinet or saxophone) followed by violin/viola and pupils with prior learning experience. We have very limited spaces for piano.

Pupils enrolled on the programme receive 1 x 30 minute lesson per week individually or in a small group (maximum 3) throughout each term with 30 lessons delivered in total for the academic year. Lessons are scheduled during the school day and are rotated to ensure pupils do not miss the same curriculum lesson each week.

CURRICULUM

Lessons are tailored to the individuals' needs and requirements. Western notation is taught and lessons include technique, repertoire, improvisation, theory and aural skills.

Exams may be taken 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.

APPLICATION

Click here to complete the application form.
All pupils who had instrumental lessons in 2024/5 are guaranteed their continued place on the programme. For new applications, we will contact you to advise if your child has secured a place on the programme or has been placed on the waiting list. We deal with a high volume of applications so this may take some time but we will endeavour to make contact within a week (during term time).

PAYMENT & FEES

Following successful application, details of the lesson schedule and an invoice will be issued. Fees are paid in termly blocks and payment must be returned to the Finance office prior to the first lesson.

Individual lessons = SAR1660 + VAT per term
Group lessons = SAR1100 + VAT per term

Please note that refunds or replacement lessons will not be provided for timetabled lessons missed due to pupil absence. In the event of emergency school closure online lessons will be offered.

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.
- Update the reading record book when you have heard your child read.
- 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 (using flashcards, video, or QR Codes) as directed by the class teacher.

Upper Pre-Prep

Year 1

- **Reading** *20 mins each day*
  Child to read the allocated school book.
- Practise number skills.
- Practise number bonds to 10 and 20.
- Practise 2 and 10 times tables.
- QR codes for reading will be shared weekly. Complete the review activities (optional).

Year 2

- **Reading** *20 mins each day*
  Child to read the allocated school book.
- Times Tables Rock Stars - once introduced for 2÷x, 10÷x, 5÷x
  3 times each week for 10-20 mins
- **Spellings** *weekly*
- Alternating Weeks
- Comprehension
- Directed maths activities

Lower Prep

Year 3 / Year 4

- **Reading** *20 mins each day*
  The child can read or be read to.
- **Spellings** *10 mins each day*
  There is a weekly spelling test.
- **Grammar**
  Weekly grammar review on spag.co.uk
- **Maths** *10 mins each day*
  Times tables (based on the current times table that the child is working on). They also have access to Times Tables Rockstars.
  Weekly maths review on maths.co.uk

Year 4 only

- **Occasional topic tasks**

Upper Prep

Year 5

- **Reading** *Read daily for 20 mins and discuss reading with an adult*
  The child can read or be read to.
- **Spellings** *Weekly*
- **Maths** *20 mins Weekly*
  Key maths skills practice
- **Grammar** *Weekly*
  spag.co.uk
- Occasional research /topic tasks

Year 6

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

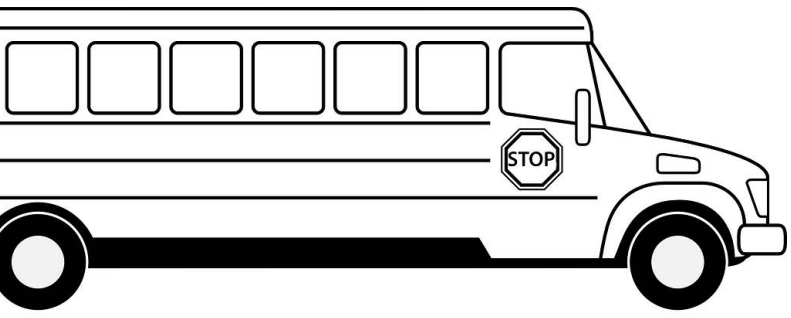
BISAK Code

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	1st Break
10:10 – 11.40	Lessons 3 and 4
11.40 – 12.00	2nd 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.



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.

Finance Office

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

Fees

BISAK school fees are determined for mainstream provision, After-school Arabic and Music on an annual basis, post informing parents for at least one year in advance, following Ministry of Education regulations. We have consistently informed parents, and affected businesses that the school fees for 2026/27 will increase and that increase has been published on our website since before the beginning of Term 3 of this academic year.

BISAK does not offer sibling discount.

All tuition fees are payable annually in advance and are invoiced with a 28-day payment requirement. We do, however, offer a termly payment option, at the request of the parent and agreement of the Chief Operating Officer (COO). When agreed, the Finance Office issues a schedule of payment dates.

A pupil can be asked to stay away from school if the fees are not paid by the due date. This will only occur once the COO has been in contact with 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 finance team at schoolfees@bisak.org

Fees are not currently expected to increase in 2027-2028.
For more information on fees, click here
or email schoolfees@bisak.org

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

School Uniform

School Uniform Uniform is to be purchased through our partner Zaks from 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 the shoes. There will also be a tailor within the shop so that alternations can be made quickly and efficiently. As we transition to our new school uniform pupils may wear previous school uniforms items this academic year

Full Uniform List

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

Reception to Year 6	
Girls	Boys
Navy polo shirt	Navy polo shirt
Navy polo dress	Navy trousers or shorts.
Navy trousers, shorts or skorts.	Jumper
Cardigan or jumper	Navy socks Black, smart, polishable shoes. No sandals or open toed shoes.
White socks, white or navy tights. Plain black low heel shoes (Velcro or buckle). Black, smart, formal, polishable shoes. No sandals or open toed shoes	

PE
Plain black games shorts, PE shirt (House colours), white socks, tracksuit trousers (plain black). Plain black cycling shorts or plain black leggings.
Trainers – Nursery to Year 2 (Velcro) – Year 3 to Year 6 – (Velcro or laces)

Whole School Purchases
Navy hat with logo, backpack, gym bag, water bottle.

Jewellery and SMART Watches
No jewellery allowed except for stud earrings. No SMART watches allowed at all.

Bookbags
Bookbags are available for purchase at school for Year 1 and Year 2 pupils.

Nursery Uniform

Polo T.Shirt

Bermuda

Trouser

Skort

5

Reception - Year 6 Uniform

Polo Dress

Polo T.Shirt

Jumper

Cardigan

Polo Dress

Skort

Bermuda

Trouser

6

P.E. Uniform

9

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 are for personal use only and should not be posted on social media websites, especially where they include 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. For health and safety reasons pupils are not allowed to share food.

Parents are not permitted to send in birthday cakes or gift bags for their child, to avoid any child feeling left out on their birthday.

Child Protection and Safeguarding Policy

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

Lost Property

There is a lost property room based at 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 BISAK. The houses comprise groups of pupils organised vertically through the full age-range and thus allow for mixing of the year groups. Where possible, we place siblings in the same house. The names and colours of the houses are:

Oryx Falcon Barracuda Caracal

The house provides a focus for healthy competition in the school. Pupils earn BISAK points for displaying behaviours that reflect the BISAK values.

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 school allocates pupils to houses, keeping an overall balance.

BISAK

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 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 Deputy Head of the Preparatory School for an extended absence. **We expect pupils to maintain an attendance of at least 95%. Late arrival at school also counts toward a child's attendance figure.**

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

Newsletters

The Head of the Preparatory School produces a weekly newsletter which is distributed by Parent Portal on Engage. 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 including dates for forthcoming events, meetings and productions.

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.

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 Odam, Mr van der Eyken or Ms Naidoo, so they can be dealt with fairly, appropriately and effectively for all concerned.

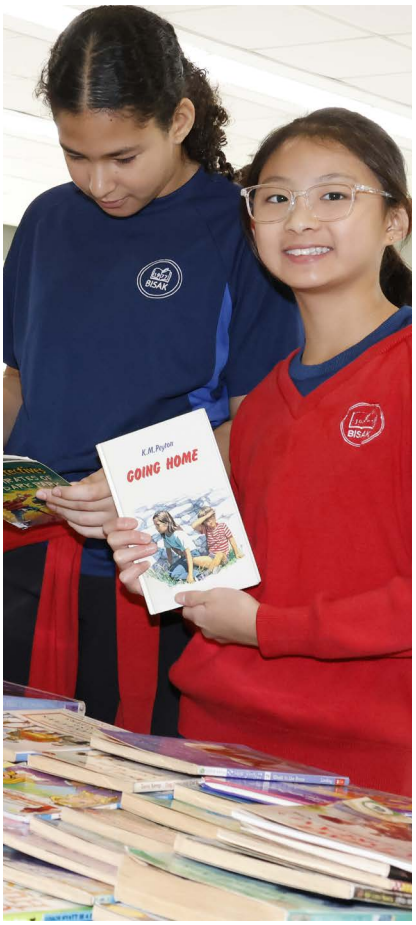
Failure to abide by our school's registration process on the use of social media could risk your child's place in school.

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.

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 ”