

Sixth Form  
Parent Handbook  
2024-2025

## Table of Contents

Table of Contents/School Motto	Page 1
Code of Conduct	Page 2
Letter from the Principal	Page 3
Letter from the Headteacher of Senior School and Sixth Form	Page 4
Section A – School Terms and Timings	Page 5
Section B – Curriculum and After School Clubs	Page 6,7,8
Section C – Sixth Form life and structure	Page 8-9
Section D - Universities	Page 9
Section E - Enrichment	Page 10
Section F – Communication between Home and School	Page 10, 11
Section G – Pupils’ Wellbeing	Page 11,12,13
Section H – School Uniform	Page 13
Section I – School Fees	Page 13,14
Section J – Safeguarding	Page 14
Section K – Use of Social Media	Page 14
Appendix 1 – Medical Form	Page 15

### 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



# BISAK

## 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 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, Mr. J Coll the Deputy Headteacher, and Mr Thorne Head of Sixth Form, the 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 FCMI  
**Principal**



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

Dear Parents,

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

BISAK Sixth Form provides the very best of the English education system for boys and girls of ages 16-19. We teach the English National Curriculum with some modifications to reflect our international context. In the Sixth Form, pupils study for AS, A2 and A level courses.

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. However, once exams start in May, pupils will only be expected to attend when they have an exam.

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.

For pupils who have passed their test and wish to drive to and from school, a copy of their insurance details need to be shown.

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

For non-contact lessons, pupils can use the school facilities in the Common Room, dedicated study rooms, break-out areas and the canteen.

Please note that during the Holy Month of Ramadan, the 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, or additional lessons which run until 3.00pm. On Thursdays, classes finish at 1.00 pm, After School Clubs and additional lessons end at 2:00pm. 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 day, transport needs to be arranged to collect the Sixth Form pupils. If their normal arrangements for transport changes, the parent needs to inform the school.



## Section B - Curriculum and After School Clubs

### Entry requirements for the Sixth Form

The rigours of A Levels, the jump in difficulty from GCSE, and the very nature of independent study mean that we have to set limits on pupils applying to the Sixth Form. A pupil will need to have 5 GCSEs at grade 5 or above, and they will need at least a grade 6 for any of the subjects that they wish to study. Without the ability to achieve these grades they would find it very difficult to access any of the courses that we offer.

### Options

An up-to-date options booklet for Sixth Form courses is available on the school website. In addition to this, an options evening for parents and pupils is provided in the summer term, so that our teachers and Heads of Department can help with those all-important decisions on which subjects would be best suited to the pupil.

### Curriculum

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

Pupils have a choice of subjects at AS Level to take in Year 12, the details of which are available in the options booklet on the website [[hyperlink to options booklet required](#)]. They will usually take three to four subjects in Year 12. If they have taken four, then they have the option to drop one of those subjects moving into Year 13. In Year 13 they progress to A2. Universities will usually ask for three A Levels at certain grades to access any particular course. Therefore, a fourth A Level may be superfluous.

### Form Tutor and Subject Teachers

Each pupil 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, delivers any messages and also delivers PSHE. The subject teacher is responsible for teaching and learning, assessment and reporting for all the pupils.

### 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 1:00pm.



## **Homework and independent study**

Homework and independent studies are an integral part of A Levels. Outside of teacher contact lessons, pupils have non-contact time in which they are expected to build on what they have been shown in class and augment their understanding of the subjects and modules they are taking.

## **Data analysis and supervised study**

The transition from Senior school to Sixth Form can be difficult for some pupils. The Head of Sixth Form is responsible for checking on pupil progress through liaising with teachers and Heads of Department, and through regular data analysis. If it is clear that a pupil is underachieving through lack of independent study, then they are put on a Supervised Study Programme. This means that any non-contact hours are supervised until they are up to speed with their studies.

## **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 progress.

## **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 may be withdrawn.

## **PSHE**

A comprehensive PSHE programme is provided for the pupils during their Form time. This covers a range of issues from advice on exam preparation to mental health.

## **Library**

Sixth Form pupils have access to the Senior School Library for reference and study purposes. Timetables are available to pupils for appropriate times to visit the library.

## **Textbooks**

Textbooks are issued to all pupils in Key Stage 5. These books are issued through the library system and it is 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 finishes 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 have been paid.

## **Mobile Devices**

Pupils are permitted to carry mobile phones. They can be used in the Common Room and designated study rooms, as well as in class if needed to enhance learning and at the teacher's discretion. However, as a safeguarding issue, phones are not permitted to be used at any other time or in any other part of the school premises.

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

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 at the pupil's own risk. All devices must follow the ICT policy in school.





## **School devices/software**

All Sixth Form 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 – Sixth Form Life and Structure**

### **Supervision of Pupils**

Sixth Form pupils are expected to follow the same school day as Senior School (see Section B). However, due to the nature of A Levels they may have several hours of non-contact time in the day. 'Down time' is permitted, but it is expected that pupils spend their school hours engaging in the independent study for which A levels are designed. This can be difficult to adjust to at the start of the year and anyone struggling can easily start to fall behind. However, we run a supervised study programme which is designed to get any underachieving pupil back on track (see Section B). Breaktimes are supervised and will be spent between the Common Room, designated study rooms, the canteen and Departmental volunteering programmes (see Section E).

### **Common Room and Designated Study Areas**

The Common Room is an area where pupils can relax between classes and their own, self-regulated study time. Here they can play card games, play pool and use their mobile devices. There is a kettle for hot drinks and a microwave for heating food. A designated study room is positioned directly opposite the Common Room with a large bank of computers for the pupils use. They also have use of the library for studying, break-out areas and outdoor spaces. We expect them to use their time and these areas wisely, in order to gain the most out their time in Sixth Form. The independence we allow them, and the responsibility they take on, should go some way to helping with the transition to university life.

### **Head/Deputy Head Pupils and Prefects**

We have a Head Pupil and Prefect system in the Sixth Form, the nature of which is as follows:

#### Purpose:

- To assist in leading the Pupil Council in representing the pupil body at BISAK.
- To act as a lead and to delegate in the preparation of activities that encourages the learning and support of others.

#### Main Duties:

- To represent BISAK and the pupil body at a variety of public functions throughout the year.
- To act as role models for all pupils at BISAK.
- To be internal and external ambassadors for the school.
- To help develop and deliver key presentations about the school for prospective parents and pupils at school events.
- To greet important visitors to BISAK.
- To help deliver assemblies.



## Additional Duties:

- To act as a 'peer mediator' for pupils lower down the school (an impartial adviser in conflicts between pupils).
- To help organise Leaver's events.
- To run charity and fundraising events.
- Any other duties that may be called upon to undertake by senior members of staff.

## **Hustings Week and Voting**

In Year 12, all pupils are given the opportunity to run for Deputy Head Boy/Girl. They compete with each other over a week of Hustings, where they deliver a speech to their peers and interested members of staff. Following this is an election where all members of the Sixth Form and BISAK staff can vote for the best candidates (one boy, one girl). Convention has it that the Deputy Head Pupils then go on to take the role of Head Pupils in Year 13. Any candidate unsuccessful in gaining the role of Deputy Head Pupil will be awarded a Prefect badge and be expected to assist in the performance of the above duties.

## **Section D – Universities**

### **University Applications**

It is expected that our A Level pupils apply for a university placement in Year 13. Occasionally, a Year 12 pupil will also need to apply, if they are moving on after their AS Levels. Being an international school, this means that we assist with applications to universities all over the globe and we are able to adapt our paperwork and references accordingly. Pupils will need to think carefully about where and what they wish to study and research thoroughly any courses and universities they decide to apply to.

### **UCAS/Common App**

When applying to UK universities, pupils will usually go through UCAS. This is a relatively straight forward application process, but it has deadlines that pupils need to be aware of:

- Medicine/Oxbridge – mid October
- General application – end of January (equal consideration)

Pupils need to keep these dates in mind and make sure they have everything in place well in advance.

Common App is commonly used for applications to the U.S.

Deadlines vary for different universities and some universities in the U.S. require you to apply directly. So, it is important to check with each university as to their application process and requirements.

### **Careers Counsellor and Head of Sixth Form**

For assistance with applications, transcripts, personal statements and essays, pupils can rely on the expertise of the Head of Sixth Form. For any help with researching universities and future career prospects our Careers Counsellor is on hand to research, assist and support.

## **Section E – Enrichment**

### **University Fairs and Representatives**

Universities are always keen to visit the Sixth Form at BISAK in order to catch the attention of potential applicants. This is mutually advantageous, as pupils have the opportunity to question professional representatives on courses, campuses, university life and qualifying grades. The more

universities that the pupils encounter, the more understanding they have of the choices that are on offer to them. Therefore, we arrange, and encourage attendance to, fairs both inside and outside of school, as well as individual university visits, or webinars.

### **Trips and Visits**

Not only do we have universities visit the school, but we also have trips to universities so that pupils can visit working campuses and explore the range of courses on offer. This is a particularly valuable experience even if the pupil is not considering the university visited. There will usually be a couple of trips to universities in Bahrain, but also a chance to visit universities and colleges further a-field on a residential trip: an enriching and edifying experience for any pupil.

### **Graduation and Prom**

Although pupils do not officially 'graduate' from BISAK, as we operate under the British education system, we still celebrate our Leavers with an event that family members can attend. Pupils adorned in caps and gowns are given a final send off that they can cherish as a memory in the years to come. Alongside this we hold an end of year Prom for Years 11, 12 and 13, where pupils get to enjoy getting dressed up in their best suits and dresses and dance and feast into the night.

### **Volunteering**

The volunteering programme at BISAK is well established within the Sixth Form. Departments and teachers who need help in areas of day-to-day administration, or subject related projects, will ask for a certain number of pupils to volunteer and help out. There is a system whereby pupils can respond to advertised positions and attend interviews, mirroring real-life job applications. Volunteering for these positions helps to create a sense of self-worth and satisfaction and looks great on any university application.

### **Charity Events**

Throughout the year, Sixth Form pupils have the opportunity to get involved in charity events, from National day celebration bake sales to Springtime fundraisers. Money raised will go to a range of causes, but they will also be given the chance to raise funds for the Common Room. In the past enough money has been raised to buy an entirely new set of furniture and a new pool table. It is truly rewarding and worth contributing time to.

## **Section F – 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 [absentee@bisak.org](mailto:absentee@bisak.org). 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 Sixth Form 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 lines of communication for contacting staff about pastoral or academic matters are the following, via the Senior PA, or Head of Sixth Form/Assistant Head of Sixth Form:

*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 and website**

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.

Further to this, information can be found in the Sixth form section of the website. News from events can be found in the News section of the website.

### **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 G – 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.

In addition to this, pupils are supported extensively through the university application process (see Section D – Universities) and exams.

Issues that students may be experiencing are recorded on the online safeguarding system: CPOMS.



## 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 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 can bring their own snacks into school. Sixth Form pupils also have the privilege of ordering food to be delivered at the discretion of the Head of Sixth Form. They also have the use of the school canteen throughout the day.

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.**

## Pupils' Behaviour

Sixth Form Pupils from BISAK must display high standards of personal and social responsibility while inside the school grounds and transiting to and from the school. Behaviour is expected to be exemplary. As the oldest pupils in the school, Sixth Form pupils are expected to set the example for behaviour to the lower school. Immature, rude and disrespectful behaviour is not tolerated and is sanctioned accordingly. The common room and study areas are expected to be kept clean and any damage caused through willful neglect or silly behaviour is, once again, sanctioned accordingly.

## Expectations

Sixth Form pupils are permitted more freedom and independence than lower down in the school. Therefore, a higher level of maturity is expected from them.

Lateness and unauthorised absences will be recorded as such and may need to appear on university, or change of school, applications if they are requested. Sixth Formers are expected to start the day at the same time as the Senior School, 7.15am. Form time is compulsory unless for an authorised absence, regardless of any non-contact time a pupil may have that morning. Any leaving of the premises during school hours will be at the discretion of the Head of Sixth Form and they must ensure they sign out at the reception desk.

## Section H – School Uniform

The uniform guidance for Sixth Form can be found on the school website. All uniform can be bought direct from the uniform store.



## Uniform for Sixth Form Pupils:

- Black polo shirt with a 'BISAK Sixth Form' logo, alongside a similarly logoed black jumper. Both items are available to buy at the uniform shop.
- Black trousers or knee length skirt.
- Predominantly black shoes or black trainers with no visible logos.
- Black or white socks.

Hair can be worn in any style for both boys and girls, but it must appear clean. For shaved hair the minimum hair length is a number 2 cut.

Long hair (below shoulder) can be worn loose but must be tied back for practical subjects. Facial hair should be trimmed and kempt.

Jewellery is permitted in the Sixth Form: necklaces, bracelets, and earrings.

However, emblems considered to be offensive will be asked to be removed and no jewellery is to be worn in PE and DT classes.

Excessive, or what could be deemed inappropriate jewellery will be confiscated and parents will be requested to personally collect and sign for the items.

Any jewellery not claimed by the end of the school year will be donated to charity.

Make-up should be minimal. Visible tattoos are not permitted.

## Section I – 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 J – 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.

### 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 K – 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:**

--

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

--

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).