

The British Academy

2017-2018 Student Hand Book

SECONDARY



Our Mission

To create an environment that nurtures questioning minds and adventurous spirits.

Our Vision

We will create a learning facility that compares favourably to any international school providing a high quality secondary education within a fully integrated campus.

Our Motto: A questioning mind and an adventurous spirit.

In striving to achieve the highest educational standards, we **value:**

- Learning and Achievement
- Questioning and Fearlessness
- Nurturing
- Innovation
- Self-discipline
- Trust



Our students will become:

- Ready
- Responsible
- Respectful
- Resourceful
- Resilient

Brief Background / History

The British Academy is the only private international school in Trinidad that follows the UK Curriculum model, which had initially influenced the development of the local education system. The purpose has been to provide an alternative to both the local and private schools, via the British standard of private secondary schooling in Trinidad. Established in 2006, there have been an increasing number of parents, educators, business people and expatriates who opt for the UK Curriculum outside of the national education system.

The British Academy offers the Cambridge International General Certificate of Secondary Education (IGCSE) qualification at both Ordinary and Advanced Levels. This globally recognised qualification prepares all our students for the demands of a modern technology driven environment.

The UK Curriculum is flexible, evolving and respectful of Trinidad and Tobago's cultural and religious diversity and provides latitude for the individuality of every student to develop and reach their true potential. While academic achievement is the primary goal of The British Academy, the school also encourages participation in sporting and extra-curricular activities towards creating balanced and well-rounded students with diverse interests and abilities.

School Rules

1. Uniform:

BOYS

White school polo worn inside pants

Black Belt

Khaki school pants

Black shoes

White socks

GIRLS

White school polo worn inside skirt or pants.

Khaki skirt (No shorter than 2" above the knee)
or school pants

Black shoes

White ankle height socks

Students will not be allowed to attend school in slippers.

Jewellery:

None except for a watch

1 pair of small studs in lowest hole

Necklaces, for religious purposes must be worn under the polo shirt.

Any other jewellery will be confiscated and returned at the end of the school term.

The school will accept no responsibility for lost or missing items of jewellery.

Hairstyle:

BOYS

Simple haircut,

No marks or Mohawks

Facial hair is to be kept short and neat at all times.

GIRLS

No hair colour, streaks.

Hair must be kept clean and neatly tied back.

Nails:

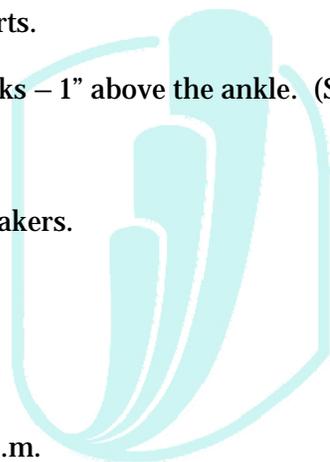
Boys & Girls – Nails must be kept short and neat and of a natural colour. No nail polish.

Make up:

No facial make-up will be permitted at school. Make-up and fingernail polish are not to be brought to school.

Games Uniform: (All uniforms are available at Espree, Mezzanine Level, West Mall.)

Boys and Girls: House t-shirt. (Red, Green, Blue)
 Black shorts.
 White socks – 1” above the ankle. (Socks that cannot be seen are not allowed).
 Black Sneakers.

**2. Attendance**

School hours: 7.50 a.m. – 2:35 p.m.

Students are expected to be punctual and attend 85% or more of the school year.

Excuses: Parents are to provide an excuse for each day their child is absent. Requests for approval for prolonged absence must be submitted in advance of the expected period.

Students are not allowed to leave the school compound during school hours except with permission of the Principal.

3. School Day

Daily Schedule	7:50 – 8:00	<i>Class Registration</i>
	8:00 – 8:40	Period 1
	8:40 – 9:20	Period 2
	9:20 – 10:00	Period 3
	10:00 – 10:15	BREAK
	10:15 – 10:55	Period 4
	10:55 – 11:35	Period 5
	11:35 – 12:15	Period 6
	12:15 – 1:05	LUNCH
	1:05 – 1:15	<i>PM Registration</i>
	1:15 – 1:55	Period 7
	1:55 – 2:35	Period 8

Lower 1 Class dismissed at 1:55 pm

4. Behaviour

The school values the development of self-discipline and students are required to behave in a disciplined manner at all times. Courtesy, respect for self and others, adherence to the Uniform and Class room rules should be the norm for our school environment.

Appropriate Behaviour

- Respect each other
- Respect for the whole community
- Care for the community and environment

- Responsibility for own actions
- Recognition of differences in race, religion, gender, and ethnic background
- Honesty
- Consideration for everyone's safety
- Courtesy and helpfulness

Failure to comply will result in detention, internal or external suspension and expulsion should the situation escalate.

Inappropriate Behaviour

The following behaviours are unacceptable at any time:

- Bullying, whether physical, verbal, psychological, cyber or social media.
Students should be reminded that all forms of bullying are unacceptable and will not be tolerated. Every student and parent must sign the Anti-bullying Agreement at the start of every School Year, acknowledging they understand the Policy and Procedures.
See Appendix 1 – The Anti-Bullying Agreement
- Damage to property and/or the environment
- Disruptive behaviour in class and on the school compound
- Disrespect to fellow students or members of staff.
- Prejudicial statements, racist behaviour or any other form of discrimination and / or offensive or abusive language.
- Dishonesty - Stealing and lying
- Fighting, violence of any kind.
- Possession of any illegal items (drugs, weapons)

Behaviour before and after school

There is an expectation that children will behave appropriately coming to and from school.

Detentions are issued at the teachers' discretion and used as a sanction in response to punctuality, poor quality class work, lack of or poor quality homework and behaviour concerns. No more than one per period.

- The detention will be recorded in the behaviour log and the teachers' grade book. Detentions will be served on Tuesdays and Wednesdays from 7:00 a.m. to 8:00 a.m. or 2:45 p.m. to 3:45 p.m. within one (1) week of issue.
- Work will be provided to occupy students in detention. Failure to do this will result in a second detention being given and / or Community Service.
- After two detentions for the same issue, the teacher will then write a referral for review by the Deans. At this point parents will be called in for a meeting and the student can be placed on a mandatory IBP (Individual Behaviour Plan).
- Parents will be informed of incidents via telephone calls and emails, and scheduled meetings with the Principal and Deans.
- IBP will track students' progress up to and including in school suspension (single class or all day) and suspensions (out of school).
- After an accumulation of detentions and suspensions, the Dean, Principal and the Board will meet for expulsion procedures to determine an alternative course of action.

5. School's Disciplinary Process

Discipline Procedures:

1. Teachers initiate classroom rules. Classroom rules and guidelines are as follows:
 - any behaviour deemed to be too disruptive in your class
 - anything that stops the lesson multiple times to get a student back on task
 - students are held accountable for their actions

2. Detentions are issued at the teachers' discretion. No more than one per period.

The detention will be recorded in the behaviour log and the teachers' grade book. Detentions will be served on Tuesdays and Wednesdays from 7:00 a.m. to

7:50 a.m. or 2:40 p.m. to 3:30 p.m. within one (1) week of issue. Failure to do this will result in a second detention being given. Students must bring their signed detention slip in order to serve the detention.

3. After two detentions the teacher will then write a referral for review by the Deans. At this point parents will be called in for a meeting and the student is placed on a mandatory IBP (Individual Behaviour Plan).
4. IBP will track students' progress up to and including in school suspension (single class or all day) and suspensions (out of school).
5. After an accumulation of detentions and suspensions, the Deans, Principal and the Board will meet for expulsion procedures to determine an alternative course of action.

6. Electronic Devices

Primary & Forms 1-5

Cellular phones

- ***No cell phones allowed on the school compound.***
- Any student found in possession of a cell phone will have the device confiscated and will receive an after-school detention.
- Parents will be required to collect the cell phone from the Principal during Office Hours.

Laptops & other electronic devices

- Laptops & electronic devices are only allowed to be used in specific classes, authorized and supervised by the teacher.
- Any unauthorized use, e.g. during break and lunch, the electronic device/ laptop will be confiscated.
- Students are responsible for securing their laptops/ devices at all times.
- Repeat offenders will lose the right to bring their laptop/ electronic device to school.

- Parents will be required to collect confiscated devices from the Principal during Office Hours.
- The British Academy will not be responsible for the loss of or damage to any cellular or electronic equipment.

Lower 6 & Upper 6

Cellular phones

- Cell phones must be turned off during the hours of 7:50 a.m. to 2:35 p.m.
- Students are responsible for securing their electronic communication devices at all times.
- The use of these devices during the morning break or lunch period is **NOT ALLOWED**.
- Failure to comply will result in the device being confiscated, and returned to parents **ONLY** during the school's Office hours.
- Repeat offenders will lose the privilege to bring their device to school.

Laptops & other electronic devices

- Laptops are allowed to be used for academic purposes only. Unauthorized use of laptops/ devices i.e. for non-academic purposes (gaming, social media etc...) will result in the device being confiscated.
- Repeat offenders will lose the right to bring their laptop/ electronic device to school.
- Parents will be required to collect confiscated devices from the Principal during Office hours.
- The British Academy will not be responsible for the loss or damage to any cellular or electronic equipment.

7. Internet Use

The Internet is provided for students to support their learning, conduct research and communicate with others. Students are required to use the Internet responsibly and not mis-use this valuable resource. Remember that access is a privilege, not a right and

that access requires responsibility.

Individual users of the Internet are responsible for good behaviour on the Internet and communications over the network just as they are in the classroom or on the school compound. General school rules apply.

Computer storage areas and floppy disks will be treated like school lockers. Staff may review files and communications to ensure that users are in compliance of all school rules.

Students accessing inappropriate or offensive material will be denied further use of the Internet while on the school compound.

The following are **not permitted**:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Accessing and/or deleting others' folders, work or files
- Intentionally wasting limited resources
- Using a flash drive from home without having it virus checked.
- Playing non educational games is not allowed.
- Playing of games unless authorized and supervised by a teacher.

8. Merit System

Merit points are awarded to students every term in recognition of outstanding / noteworthy attitude and behaviour in any of the following:

BA MERITS	ACHIEVEMENTS	ACTION
Level 1	<ul style="list-style-type: none"> • Completing an exceptional piece of work in class or at home. • Making a significant contribution in class. • Demonstrating initiative or foresight. • Completing extra work/research. • 100% attendance. • Commitment to a club or extracurricular activity. • Effective use of the Yearly Planner. 	<ul style="list-style-type: none"> • 2 BA merits points will be added to your report.
Level 2	<ul style="list-style-type: none"> • Assisting staff with the organisation of an event or performance. • Presenting an assembly. • Completing a piece of exemplary work. • Recycling/helping the school be “green”. • Helping to create or put up a display. • Contributing to a student publication. • Leading a PHSE lesson. • Displaying work in a school based exhibition. 	<ul style="list-style-type: none"> • 4 BA merits points will be added to your report.
Level 3	<ul style="list-style-type: none"> • Representing the school at a sporting event or performance. • Involvement in a community based event or project. • Performing or participating or displaying work at a local event (reference needed from organisers). • Assisting another student to overcome a challenging situation. 	<ul style="list-style-type: none"> • 6 BA merits points will be added to your report.
Level 4	<ul style="list-style-type: none"> • Organising a school charity event. • Representing the school at a national level. • Election to the Student Leadership Team (Head Prefect, Prefect, House Captain, Vice-Captain, Sport-Captain). • Showing resilience/overcoming a personal difficulty. 	<ul style="list-style-type: none"> • 10 BA merits points will be added to your report.

Merits are to be entered by the teacher/staff member in the relevant section of the student

planner.

At the end of every Term, the Form Teacher collates and records merits on the student's report and these contribute to the overall House Merits for which the House Merit Cup is awarded at the annual Prize Giving.

9. Classroom Rules:

Students are expected to be prepared for each class, to stand when the teacher enters and leaves, and to greet the teacher in a polite and respectful manner.

- No walking around when class is in session
- No horse playing in the classroom
- No eating or drinking in the classroom
- No sitting on tables, desks
- The classroom must be kept clean and tidy at all times.
- Students are not permitted to stay in their classrooms during lunch and / or break unless authorized and supervised by a teacher.

10. Emergency Procedures

There are three (3) practiced emergency procedures:

1. **Intruder / Lock down:** At the sound of the Intruder / Lock down alarm, students are to remain in their classrooms. Teachers lock the entrance door, close curtains and supervise students crouched under tables. No one is permitted to leave the room until the "all clear" is given by the Safety officer and / or Administration
2. **Emergency evacuation / Fire:** At the sound of the Emergency evacuation alarm, students and staff proceed in an orderly manner, quickly to the front yard and exit through either of the 2 gates to the Muster Point at Jackson Square ...

Students assemble in Form Class Groups and the Form Teacher checks attendance. No one is permitted to return to the school compound until the “all clear” is given by the Safety officer and / or Administration

3. In the event of an emergency closure of school, the Administration notifies each Class Representative who in turn notifies via text message all of the parents in their class.

11. Lost & Found

Items that may be lost or left behind are placed in the Lost and Found and managed by the School Nurse. Unclaimed items will be discarded after 1 school year.

12. Services

The following services are provided by the school:

- a) Nurse – emergency care and minimal medicine is given.
- b) Lunch Options – Orders and payment for hot lunch must be done by Break each day
- c) Friday Tuck Shop (PTA) and Club Sales
- d) Library
- e) Wireless Internet only as required for student learning
- f) Supervised after school Homework (additional cost)

13. House System

Students and staff are assigned to one of the three (3) Houses – Cook (Red), Livingston (Blue) and Shackleton (Green) – all named after famous English Explorers. House Captains, Vice Captains and Sports Captains are encouraged to develop their leadership skills and motivate students to participate in the Inter House

events.

- Intra Mural – runs throughout the school year every other Friday. Activities include Board Games, Small goal etc. On Fridays, students wear their House / P.E. Tee shirt and school pants or skirt.
- Sports Day – held in Term II
- Merit Cup – awarded to the House at the end of the school year that has obtained the highest number of Merits for student work and behaviour.

14. Grievance Procedures

The British Academy is committed to ensuring that grievances are dealt with in a transparent and equitable manner. All are encouraged (staff, students and parents) to come forward with their grievances confident that The British Academy will take the necessary and appropriate action to resolve them.

Grievance Procedure

1. The school policy is to encourage free communication between all parties concerned. Where possible these parties should endeavour to resolve issues directly between themselves informally before invoking the grievance procedure.
2. When (1) does not resolve, the complaint should be brought to the attention of the Principal verbally or in writing if necessary.
3. The complainant is encouraged to identify himself or herself in the written complaint so that an appropriate response can be made. Responding to anonymous complaints will be at the discretion of the Principal.
4. If a complaint has been made to a member of staff and the staff member is unable to resolve the matter immediately and directly, the complaint will be referred to the Principal at The Academy.

5. Written complaints will be acknowledged within five (5) working days and signed and dated by the Principal.
6. Where the grievances may have legal consequences, the complaint will be referred to the Principal and the Board.
7. The Principal will investigate to achieve a resolution, and record the matter in the school's Log Book.
8. The Principal will ensure procedural fairness and inform all persons involved, giving time to respond to any allegations, and protecting all from future adverse treatment resulting from complaints lodged by them (students, staff, parents and the public).
9. Addressing the grievance should produce the following outcomes:
 - a) The complainant gains a better understanding of the situation and no longer maintains the grievance
 - b) The complainant receives a verbal or written apology
 - c) The respondent receives a verbal or written reprimand
 - d) One or both parties agree to participate in some form of counselling or mediation
 - e) Disciplinary action takes place where misconduct or unsatisfactory performance has occurred
10. Grievances sent directly to the Board will be directed to the Principal for advice and information, then tabled and discussed at a Board Meeting.
11. Where the grievance involves the Principal, the matter is referred to the Chair of the Board.
12. Addressing Anonymous Complaints - Staff, students, parents and members of the public lodging complaints should be encouraged to identify themselves, with the reassurance that their complaints will be handled confidentially, appropriately

and without fear of retribution.

If a complainant wishes to remain anonymous, it is at the Principal's discretion as to what action, if any, should be taken, depending on the nature of the complaint.

Anonymous complaints should be recorded in the log.

All grievances (information / resolutions) will be recorded and treated with the appropriate levels of confidentiality.

15. Role of Parents

Student Attendance

- Parents have the responsibility to ensure attendance at school. Unless there is a major health concern, attendance should rarely drop below 90%.
- Parents are asked to communicate with the school on the **first day of absence** by:
 - Phone: 622-4285
 - E-Mail: admin@britishacademy.edu.tt
- Parents or Guardians must inform the school administration in writing if they would be out of the country or unavailable for any period of time and give an emergency contact during their absence.
- Prolonged absence from school will have a negative effect on the student's performance and should be avoided. Holidays in term time are not advisable but when unavoidable parents must notify the Principal in writing and arrangements must be made for the student to cover all work missed. Parents must submit a written request for student's absence.

Student Performance

- Early involvement of parents/guardians is not only desirable but essential if links between home and school are to be established. Parents/Guardians will be informed of any concerns with their child's learning, behaviour and/or attitude. Similarly the concerns of parents/guardians will be treated as equally valid and if necessary, appropriate action taken.
- Parents are asked to monitor students' homework and study time and to sign off the daily homework records in the Students Homework Diaries.
- Parent support and encouragement are important for each child's development and progress. Teachers provide Term Plans at the start of each term and parents are encouraged to use these plans to guide their children with their studies.

16. Role of Students

Attendance

- Students are expected to arrive at school in good time for registration. Tardiness will be recorded and detentions given for persistent tardiness.
- It is expected that attendance at school will be above 90% unless there is a serious medical problem.
- Tardiness of more than 30 minutes after registration will count as an absence and a note from parents will be needed.
- If students arrive after registration, they **must** sign in at the Administration Office.

Performance

- Students are expected to be prepared for every class with the relevant text books, notes and other materials.
- It is a requirement that all homework be completed prior to the due date, understanding that homework is given to reinforce classroom instruction and learning.
- Student attendance and performance are closely related. Being absent for more than 50% of classes for the school year, the Principal will conduct an Academic Review and make one of the following recommendations:-
 - i.) Vacation Classes to improve performance
 - ii.) Repeat of the Current Year Level

17. Health and Safety

The British Academy will endeavour to provide safe and healthy working conditions for employees and others who use the school.

We will refer to expert advice to determine and assess the risks to health and safety within the school.

Co-operation from everyone is required in order to achieve the objectives of the safety policy.

We have a responsibility to other persons using the school, other than employees e.g. pupils, students, visitors and contractors.

Aim

The aim of our school is to create an atmosphere of carefulness and healthy habits both in and out of school; this is for all users of the school.

This carefulness includes:

- The ability of each individual to protect his/her self from risks to their Health and Safety
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control of good habits

Accidents

Accidents will occur. Most accidents in school are minor and can be dealt with by the Nurse. A fully equipped medical kit is kept on the compound, as is the school's Accident Register, accident forms and a completed medical questionnaire for each child which includes a list of any allergies children may have. If the accident is more serious, the aim of the school is to get the child further medical attention as quickly as possible. Parents/Guardians will be notified immediately and if necessary an ambulance will be requested.

Medication

From time to time parents/guardians request that the school dispense medicines which need to be administered at regular intervals to children.

These requests fall into two (2) categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness, e.g. asthma and epilepsy
- Children who are suffering from casual ailments (coughs, colds, headaches, etc.)

Allergies / Long Term Illness

A record is kept of any child's allergy to any form of medication (if notified by the parent/guardian), any long term illness such as asthma and details of any child whose health might give cause for concern.

Smoking Policy

- It is the policy of the Board that The British Academy is a no-smoking school.
- Pupils are not permitted to smoke on the school premises
- Staff, parents/guardians or visitors are not permitted to smoke in the school.



Appendix 1
The British Academy Anti-Bullying Agreement
Student and Parent/Guardian Agreement

Everyone has the right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment. In my school, The British Academy, bullying is not tolerated.

Bullying refers to verbal acts, physical acts, or other acts of harassment by using electronic devices.

Some examples of specific behaviours that constitute bullying include:

- Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as "cyber-bullying").
- Taunting or making sexual slurs about a person's gender orientation or sexual status.
- Name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status.
- Physical acts of bullying, such as punching, slapping, or tripping someone.

We understand that bullying, whether it is cyber bullying, physical, or verbal acts that disrupt the learning environment, will result in the following disciplinary actions:

- **1st Offense:** Name reported to Dean - Discipline. Sign the behaviour log; conference with Mrs. Garcia; conference with The Principal, peer conference and parental contact. If an immediate consequence is needed, it will be based on severity.
- **2nd Offense:** Name reported to Dean - Discipline. Sign the behaviour log; conference with Dean – Discipline; 2 days out of school suspension, with mandatory parent meeting. **(3 out of school suspensions in a term grading period will result in a Board Hearing.)**

Student's responsibility:

I commit that I will not bully my peers. When I witness bullying, I will report it to an adult. I understand the anti-bullying policy and procedures.

Student's Name

Form

Teacher's Signature

Date

Parent/Guardian's responsibility:

I commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities. I understand the anti-bullying policy and procedures.

Parent/Guardian's Signature

Date

