

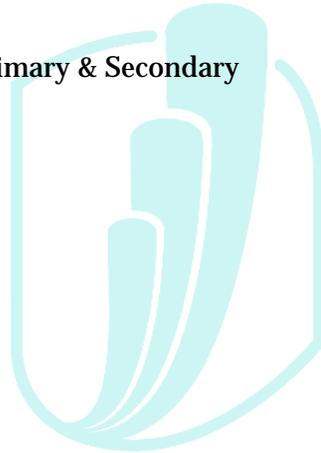
The British Academy

2017 Parent Hand Book



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Introduction

Welcome to the British Academy – you have entered into an exciting partnership with The British Academy, to ensure that your child has a nurturing and enriching learning experience. We will do this together, understanding that we are committed to providing your child with all that he / she needs to develop to his / her full potential. A child's early growth and development extend beyond the family to the school environment. It is important that at all times home and school work together for the benefit of the student. While the British Academy accepts its responsibility to provide a caring and nurturing learning environment for every student, we also require the reciprocal support of parents. We encourage open and positive communication, adhering to standards of communication that are always in the best interest of the student.

Parents are provided with copies of the **Student Handbook and the British Academy School Policies** on enrolment. These documents provide valuable information of how we operate and parents are expected to be fully informed and supportive of all our policies.

A bit about us:

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

How did the British Academy begin?

A group of business leaders, parents and educators came together, out of concern for their children’s education, to offer an alternative to secondary school education.

They decided to offer the British Curriculum because of its proven track record and familiarity. In September 2006, the Academy was opened. It is a registered Cambridge International Centre offering Cambridge Examinations to both registered and private candidates.

The British Academy is a registered Cambridge Centre, providing for the learning needs of our students from entry into Primary at age 5, to full secondary education to IGCSE and Advanced level. We follow the UK National Curriculum which emphasises the need to develop learners who are critical thinkers and problem solvers.

Cambridge Learner Attributes are:

- Confident
- Responsible
- Reflective
- Innovative
- Engaged



Our approach:

As a learning community, we stress the importance of the Parent, the child and the school working together for success. We put the child’s best interest first, and ask parents to place

their trust in us – as educators. Collaboration and open communication between parent and teacher is the key to our productive and successful partnership. A few reminders:

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. Term Plans are posted to the British Academy web site: <http://bracademy.wikispaces.com>

Parents support student learning when they:

- Ensure student attendance in the correct uniform; punctuality and regular attendance are good life habits.
- Provide student support materials.
- Ensure that Homework is completed on a timely basis
- For younger students, check that homework is done daily and that the student learns how to be prepared for the following day.
- Monitor student and contact the teacher if their son or daughter is struggling unduly and may need extra help.
- Provide a learning environment at home to support student with homework, regular revision and assessment preparations. No student is too old for a parent to monitor their studies.
- Support the development of your child's sense of responsibility, acceptance of consequences and respect for others and property.
- Meet with the teacher to address issues and problem solve.
- Maintain confidentiality regarding other students and families.
- Encourage student to support and abide with school standards.
- Support school programmes that help to develop a student's resilience and perseverance. Giving up too easily does no one any good.

Parent and School Communication:

A student's progress in school may be hindered by teachers or parents who speak disparagingly of each other – this will negatively affect the students trust and respect for the teacher. For teachers, this is unprofessional, for parents it is not good modelling of problem – solving behaviour. Parents are urged to avoid discussing with their children their views of a teacher or how a particular matter was handled. While we do not always agree, we must agree to disagree in such a way that the child's confidence in the teacher / school / system is not negatively affected.

Students have their part to play as well:

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
- Students are encouraged to take responsibility for their learning, checking for and completing any work missed due to absence, and asking for individual help when needed.

When should a parent or teacher bring their concerns to the Principal?

The principal is available to parents, teachers and students at all times. Any matter can be brought to the Principal's attention at any time. However, teachers are encouraged to address issues in the best interest of the student, and rely on the Principal for support and guidance. For the parent, the first line of contact is the Form Teacher or the subject teacher, depending on the concern. If however, the matter cannot be resolved at the teacher parent level, to the satisfaction of either or both parties, the Principal should be immediately notified to intervene.

Student Diary and Homework

The school provides every student with a Student Diary for \$100.00 paid at the start of the school year. The Student Diary is used for more than recording Homework on a daily basis. Students set their goals at the beginning of each term and parents are encouraged to review the sections on study tips and revision schedules with their children.

Every teacher must, in assigning Homework, ensure that it is recorded in the Diary. Form Teachers routinely check Student Diaries and remind parents to sign the entries. Merits are also recorded at the back of the Diary.

Student Records:

The Student File is a confidential document and available from the office on request. Teachers are urged to familiarize themselves with the student records to better understand each student's needs. Parents are encouraged to bring relevant information to the attention of the Principal to include on a student's file.

The British Academy Traffic Plan

The British Academy Traffic Plan works well, with the full co-operation of parents, guardians and drivers. Please ensure that everyone involved in dropping off or picking up your child is prepared to follow the plan to avoid unnecessary congestion on Alexandra Street.

All vehicles must approach the school pick up / drop off zone from St. Clair Avenue, and continue North on Alexandra Street. Please do not approach from the North and stop on the opposite side of the road or worse, pull over to the school side, as this can be dangerous and lead to traffic. (See Plan attached)



The British Academy School Day – Secondary and Primary

Secondary		Primary	
7:50 am – 8:00 am	Registration / Assembly	7:50 am – 8:00 am	Registration / Assembly
8:00 am – 8:40 am	Period 1	8:00 am – 8:40 am	Period 1
8:40 am – 9:20 am	Period 2	8:40 am – 9:20 am	Period 2
9:20 am – 10:00 am	Period 3	9:20 am – 9:30 am	SNACK
10:00 am – 10:15 am	BREAK	9:30 am – 10:00 am	Period 3
10:15 am – 10:55 am	Period 4	10:00 am – 10:15 am	BREAK
10:55 am – 11:35 am	Period 5	10:15 am – 10:55 am	Period 4
11:35 am – 12:15 pm	Period 6	10:55 am – 11:35 pm	Period 5
12:15 pm – 1:10 pm	LUNCH	11:35 pm – 12:35 pm	LUNCH
1:05 pm – 1:15 pm	PM Registration	12:35 pm – 12:55 pm	SILENT READING
1:15 pm – 1:55 pm	Period 7	12:55 pm – 1:40 pm	Period 6
1:55 pm – 2:35 pm	Period 8 & Dismissal	1:40 pm – 1:55 pm	DISMISSAL