

The British Academy



School Policies

2017

Attendance Policy (Students)

Purpose: To develop the student's sense of personal responsibility for his/her learning through maintaining a high level of attendance (85% or more).

Form Teachers monitor attendance and Class Attendance Registers are marked for the AM and PM sessions daily. Student absences are recorded and parents are required to notify the Administration office of any absence i.e. illness, emergency, medical appointment, etc.

If a student is absent for two (2) or more consecutive days, Form Teachers or Administration will contact parents to verify.

Monitoring Absence:

The Form Teacher plays a key role in monitoring attendance and obtaining accurate reasons for absence. Parents are contacted as soon as a poor pattern of attendance is observed even when notes are being received.

1. Written excuse is required from parent.
2. Parent-Teacher and Principal Conference is scheduled to address attendance irregularities and to establish systems to prevent reoccurrence.
3. Students can be placed on Daily Report to assist in monitoring attendance.
4. The Form Teacher must report repeated patterns of absence or unacceptable reasons for absence to the Dean and Principal for closer monitoring.

Punctuality:

Late arrival to school is unacceptable and recorded in the Class Attendance Register. Parents will be notified when a student exceeds three (3) times late in a given four (4) week period.

Punctuality is valued and parents are urged to support the school's policy and ensure that their child develops a good attendance record.

If all attempts at improving attendance fail or if there are significant patterns of non attendance, a referral should be made to the Principal.

Prolonged absence due to medical problems:

The Form Teacher should alert the Principal if absence of more than four (4) weeks due to illness is anticipated. Evidence of the medical condition is to be provided to the school. A request for class work copies, worksheets and homework assignments can then be made. The Form Teacher will take responsibility of ensuring work is set and identifying a named person to

liaise with a home tutor (provided by the family). It is important for parents and students to realise that we will be flexible in our approach and the school will support the student in the transition from home tuition to full-time schooling. Liaison will be particularly important to keep all parties informed and involved.

Prolonged student absence due to vacation is not to be encouraged. Parent must request prior approval from the Principal for any prolonged student absence (not due to illness). It is the responsibility of the student to obtain missed work and resulting learning gaps from such an absence.

Absence from End of Term Examinations – the school calendar is issued to all parents at the beginning of the school year, and Examination periods are clearly identified. Make up examinations due to students going on early vacation cannot be accommodated.

Electronic Communication Policy

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.

Internet Policy

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 misuse this valuable resource. Remember that access is a privilege, not a right and that access requires responsibility. **Internet access for personal devices will be limited to specific class use and must be authorised by the ICT officer via a controlled password.**

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.

Staff access to the Internet:

Training is available in the use of the Internet and the school's Database. The ICT Coordinator is responsible for this programme. **The school's wireless password is NOT to be given to students. When needed, students can use one of the school computers to access the Internet for class work.**

Staff using the Internet must never deliberately:

- Use it for any private purpose without permission from a member of the senior management team.
- Access information that is offensive and/or inappropriate for use in a school, and/or save it to floppy disc or the hard drive.
- Send offensive material through the school's internal or external email facilities.
- Open an email attachment without having it virus checked.

Information within files in staff personal areas on the network may, on rare occasions, be accessed by the network manager as part of their monitoring role. Such information cannot be assumed to be confidential. Abuse of the Internet can result in disciplinary action.

BE SMART - Internet Use by Example

The British Academy teaches its pupils to be safe and responsible when using the Internet. We therefore recommend the SMART code of safety when browsing the net.

- S** Keep your personal details Secret - Never use your parents' credit card without their permission, and always keep your name, address, and password private - it's like giving out the keys to your home!

- M** Never Meet someone you have contacted in Cyberspace without your parent's/guardian's permission, and then only when they can be present.

- A** Don't Accept emails or open files from people or organisations you don't really know or trust - they may contain viruses or nasty messages.

- R** Remember that someone on line may not be who they say they are. If you feel uncomfortable or worried in a chat room simply get out of there!

- T** Tell your parent or guardian if someone or something makes you feel uncomfortable or worried. Remember you're in charge out there!

Parent's Permission Letter

As part of the school's ICT programme, we offer pupils supervised access to the Internet. As part of our policy to allow use of the Internet, all pupils must now obtain parental permission. Both they and you must sign and return the attached form as evidence of your approval and their acceptance of the school rules on this matter.

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.

Health & Safety Policy

Health & 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.

Textbook Policy

Text book Requirements

Textbooks are coded and supplied to each student at the beginning of the school year. The student must enter their name on the inside cover on their assigned textbook and cover all books within the first week of the school term. These textbooks must be kept in good condition and returned at the end of the school year. Students are responsible for the specific book coded and issued to them.

The school will not issue a school report or examination results unless all the textbooks are returned.

Lost or damaged

In the event that a student has lost or damaged a textbook, parents will be invoiced for the total cost of replacement for immediate payment.

Other books

Students are required to purchase workbooks in several of the subjects. These must be kept clean and covered and brought to every class as required by the teacher.

Lab books, Soft Cover Notebooks , Lined Examination Pads and Homework Diaries are also available from the office.

School Fees Policy

Please refer to the Fee Schedule for details of applicable fees for local and non nationals.

Registration Fees:

Registration fees are due upon registration of each student.

Assessment Fees:

Assessment fees are due prior to the assessment.

Assessments for the September term will be conducted in the third term of the academic year. Following this assessment, once a student has been accepted to The British Academy, parents need to confirm their acceptance of the place offered by paying the Capital Fund. Thereafter, the first term's fee for the New Academic Year must be paid by the 30th June of that year.

Capital Fund:

This is a non- refundable, one-time, per student fee and covers the student for their academic career at The British Academy.

However, the Capital fund will be waived, from 4th July 2016 and going forward, for the third child with elder siblings attending The British Academy.

School Fees:

School fees are quoted per annum however; The British Academy facilitates payments over the three (3) school terms for Lower 1 to Form 4. Fees are due and payable within the first two weeks of each school term of the Academic Year, for which there are three terms.

Upon entry into Form 5, The British Academy will ONLY facilitate Half Year Payments (TWO payments). Fees are due and payable within the first two weeks of Term 1 and Term 2.

School fees being paid in US Dollars and Sterling Pounds (GBP) must be paid at the bank's daily foreign exchange "**cash**" rate. Please call the administrator for the rate at the time of paying fees.

There is a non-negotiable **\$75.00** bank charge for all transfers from non local bank accounts.

The Board of Directors reserve the right to withhold transcripts, examinations results and certificates if school fees are outstanding.

Sibling Discount:

The British Academy offer families with two or more children enrolled during the same term, a discount of **TT 2,000.00** per sibling per term.

Late Payment of Fees:

School fees are considered late if they have not been paid by the third week in the school term.

Late payments will incur a **\$50.00 per day** administrative charge. Parents are urged to communicate with the school administration should they not be able to settle the fees in a timely manner. The Board of Directors reserves the right to suspend a student's attendance at The Academy until outstanding fees are paid.

Admission / Departure during the term or Academic Year

If a student is admitted after the commencement of the school term, parents are liable for a full term's fees unless the student is admitted after the half term, in which case parents will be charged for half of the term' fees.

Parents must, in writing, provide The British Academy with at least one (1) months notice of their intention to withdraw their child from The Academy either during the term or before the commencement of the following term.

If a student voluntarily withdraws from The British Academy or is expelled prior to half term, The British Academy will refund half of the term's fees. If the decision is made after the half term, there will be no refund of the term's fees.

The Board of Directors reserves the right to withhold transcripts, examination results and certificates if inadequate or no notice is provided to the school administration.