

The British Academy

School Handbook



January 2026

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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 they need to develop to their 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 a copy of **The British Academy School Handbook** and **School Policies** on enrolment. These documents provide valuable information on 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: To create a learning facility that compares favourably to any international school providing a high quality primary and 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?

About Us

The British Academy, founded in 2006, has celebrated many years of steady growth. What started as a need for an education that offered a seamless transition from primary to secondary education, bypassing the dreaded SEA system, has evolved into a school that prepares children for life and not just for an exam.

Over the years, we have found that the ideal classroom for us was small class sizes, a room where our children were able to question the teacher on how something works and not get a reply of ‘write the notes’. Classes where the subject was engaging, students debate and have enthusiasm for the topic. We wanted teachers to be a balance of young and experienced educators who are open-minded, progressive and believe in the potential of **every** student, who have a passion for teaching, who genuinely enjoy and have the requisite desire for working with young adults.

Discipline was another important aspect of The British Academy, as parents, we wanted to know the respect we fostered at home continued in school. We needed to know that the school environment would be supporting our child’s development into a productive, confident and innovative young adult.

We wanted our children to want to come to school, to want to learn and have fun doing this; to be engaged and energised by their learning.

Hence our motto became **“questioning minds and adventurous spirits”**.

There was also a need to have a system that recognised that no two children were alike and they don’t learn the same way. We wanted our children to be

happy and comfortable, growing in confidence with every small step, believing that they can learn that they can progress.

The Cambridge Curriculum offered this diversity, structured in incremental steps, allowing for a range of abilities, learning styles and teaching strategies. In addition, the Curriculum recognises that some children do well at exams while others crash at exam time, so course work is offered at Cambridge in some subject areas – students can still get a good grade by doing well throughout the term. More importantly, as they experience success with course work, they are more willing to persevere to the ultimate goal.

The British Academy follows the UK Curriculum model, which had formed the development of the local educational system almost 30 years ago. However the UK curriculum has evolved to meet the needs of the modern student with 21st century skills.

The Cambridge Curriculum follows the requirements of the UK National Curriculum, which was reviewed in 2014 – 2015 to meet the changing needs of the future global markets. This curriculum is flexible, evolving and respectful of Trinidad & 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 goal of the British Academy, it is expected to fit within the wider development of every individual – student and staff – participation, involvement, community service and finding your individual strengths and gifts are equally important to those Cambridge Grades of Excellence. Participation in sporting and extra-curricular activities creates balanced and well-rounded students with diverse interests and abilities.

Island life is enjoyable and for some of us we want our children to call Trinidad their home; however we also want our children to be able to compete in the international market. Today’s learner needs an education

system that is internationally recognised and accepted and prepares them for the world.

The Cambridge International Examinations Qualification at both the Ordinary and Advanced Levels is a globally recognized qualification that prepares all our students for the demands of a modern technology driven environment. The Cambridge International General Certificate of Secondary Education is recognised internationally by universities and employers and is one of the most popular international qualifications for 14 to 16 year old learners. Cambridge International AS & A Level qualifications prepare learners who need advanced study to prepare for university and higher education.

Many years later we are graduating students who have grades worthy of most University entries in the UK, Canada, USA and Europe and beyond. Our students have built lasting relationships with their teachers, many of whom have inspired them to continue their tertiary education following in their footsteps.

We have many challenges as the students of today are joining us dejected, uninspired, lacking motivation and discipline. Our track record suggests that we welcome these students, embrace them and bring about a much needed change in them. Only with parental support and involvement are we able to turn these children around and set them on a path of successful learning.

The Cambridge Learner Attributes encourage students to become



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.

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 / 360-5048

email: 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.
- Students are expected to arrive to school on time and maintain at least a 90% attendance rate.
- Student absence from school activities especially at the end of each term due to early family vacations should be avoided.

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 on line and parents are given access.
- Students are expected to be prepared for every class with relevant books, notes and other materials.
- It is expected that all homework will be completed prior to the due date, with the 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:
 - Vacation Classes to improve performance
 - 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.

Parents support student learning when they

- Ensure their child's 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 the 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

The first line of contact is the Form Teacher or the subject teacher, via email, 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.

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.

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.

Student Diary and Homework

The school provides every student with a Student Diary paid for at the start of the school year. The Student Diary is used for more than recording Homework on a daily basis. Secondary 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. Primary parents can use the Notes pages to communicate directly with their child's teachers.

Every teacher must, in assigning Homework, ensure that it is recorded in the Diary. Form Teachers routinely check Student Diaries. 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 Parent Support

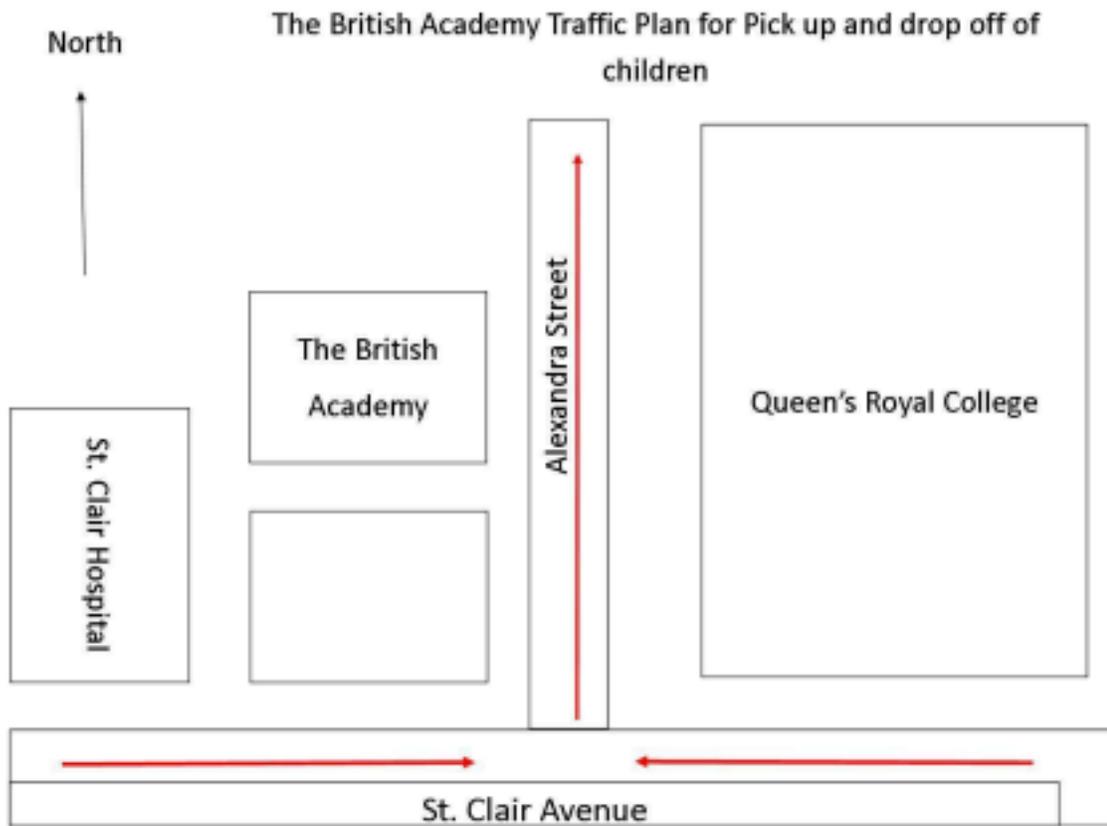
Parents are an important part of our school community, and all parents are urged to become involved. Parents may be invited to join working committees during the school year to assist in the planning and execution of various school activities. Activities include Read-a-Thon, Art Competitions, Tuck Shop on special days / activities.

As part of our Emergency Communication Protocols, each class will have an assigned Class Representative to facilitate the communication of important notices and messages.

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 below diagram



The British Academy School Day

Primary Schedule

Early Years, Year 1 & 2	
Assembly	7:50 – 8:00 a.m.
Period 1	8:00 – 8:40 a.m.
Period 2	8:40 – 9:20 a.m.
Break	9:20 – 9:40 a.m.
Period 3	9:40 – 10:20 a.m.
Period 4	10:20 – 11:00 a.m.
Lunch	11:00 – 11:40 a.m.
Period 5	11:40 – 12:20 p.m.
Period 6	12:20 – 1:00 p.m.
Period 7	1:00 – 1:40 p.m.
Dismissal	1:45 p.m.

Year 3, Year 4 & Year 5	
Assembly	7:50 – 8:00 a.m.
Period 1	8:00 – 8:40 a.m.
Period 2	8:40 – 9:20 a.m.
Break	9:20 – 9:40 a.m.
Period 3	9:40 – 10:20 a.m.
Period 4	10:20 – 11:00 a.m.
Lunch	11:00 – 11:40 a.m.
Period 5	11:40 – 12:20 p.m.
Period 6	12:20 – 1:00 p.m.
Period 7	1:00 – 1:40 p.m.
Period 8	1:40 – 2:00 p.m.
Dismissal	2:05 p.m.

Secondary Schedule 2025-2026

Year 6 to Upper 6	
Assembly	7:50 – 8:00 a.m.
Period 1	8:00 – 8:40 a.m.
Period 2	8:40 – 9:20 a.m.
Period 3	9:20 – 10:00 a.m.
Break	10:00 -10:20 a.m.
Period 4	10:20 – 11:00 a.m.
Period 5	11:00 – 11:40 a.m.
Period 6	11:40 – 12:20 p.m.
Lunch	12:20 – 1:00 p.m.
Period 7	1:00 – 1:40 p.m.
Period 8	1:40 -2:20 p.m.
Dismissal	2:25 p.m.

1. School Uniform (All uniforms are available at Espree, West Mall)

Boys

- White school polo
- Khaki school pants (Shorts - Year 1 - Year 5)
- Black belt
- Black shoes
- White ankle height socks
- Navy blue cardigan

Girls

- White school polo
- Khaki skort (No shorter than 2” above the knee or school pants)
- Black shoes
- White ankle height socks
- Navy blue cardigan

Students will not be allowed to attend school in slippers or other types of footwear unless approved by Administration after communication from a parent/ guardian.

Games Uniform: Boys & Girls

- House T-shirt (Red, Green, Blue)
- Black shorts

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.

Jewellery

Boys

None except for a watch

Girls

1 pair of small studs in lowest hole

Hairstyle

Boys

- Simple haircut, clean, neat and well-groomed
- No marks
- Facial hair is to be kept short and neat at all time

Girls

- No hair colour, streaks, highlights
- Hair must be kept clean, well-groomed and neatly tied back

2. Attendance

School hours: 7.50 a.m. – 2:20 p.m.

Students are expected to be punctual and attend 90% or more of the school year.

Students are expected to attend and participate in all school activities, and absence due to early family vacations should be avoided.

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. 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 Policy**

- 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, use or supply of alcohol, cigarettes, e-cigarettes or other smoking paraphernalia.
- 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.

4. School's Disciplinary Process

Discipline Procedures

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 issue log and the teacher's grade book. Detentions will be held on specified days identified by Administrative Assistant and be overseen by the Form 6 Prefect body.

- 1) After two detentions for the same issue, the Form teacher will then inform the parent, and the student can be placed on a mandatory IBP (Individual Behaviour Plan).
- 2) Parents will be informed of incidents via telephone calls and/or emails, and scheduled meetings with the Principal if necessary.
- 3) IBP will track students' progress up to and including in-school suspension (single class or all day) and suspensions (out of school).
- 4) After an accumulation of detentions and suspensions, the Principal and the Board will meet for expulsion procedures to determine an alternative course of action. Serious incidents may result in immediate expulsion procedures.

The British Academy School Consequence System

Consequence Level	Infringements	Action
Level 1	<ul style="list-style-type: none"> • Wearing jewellery and /or refusing to hand over the item for confiscation. • Failing to wear uniform correctly and ignoring requests to do so from a member of staff. • Wearing make-up • Disrupting other students' learning, despite several warnings issued by the teacher. • Having a visible or audible mobile device and failing to hand it to a member of staff for confiscation. • Failing to complete two consecutive homework tasks. • Writing graffiti on a workbook or planner. • Being late to the lesson without a satisfactory reason. 	<ul style="list-style-type: none"> • 2 consequence points will be added to your student profile. • Detention at the discretion of teachers.

	<ul style="list-style-type: none"> • Presenting your work without care or attention. • Failing to have the correct equipment for the lesson. 	
Level 2	<ul style="list-style-type: none"> • Persistent and open defiance of instruction despite warnings and the issue of a Level 1. • Using inappropriate language (not directed at teacher) in lesson. • Misuse of ICT network (please refer to school's ICT policy). • Failing to attend a detention issued by the teacher / department. 	<ul style="list-style-type: none"> • 4 consequence points will be added to your student profile. • Referral to Principal • Detention.
Level 3	<ul style="list-style-type: none"> • Using inappropriate or offensive language towards an adult. • Truanting lessons. • Leaving the classroom without permission. • Intentionally damaging another student's work or assignment. • Walking away from an adult 	<ul style="list-style-type: none"> • 6 consequence points will be added to your student profile. • Referral to Principal. • Parent communication Internal or external suspension.

	<p>without permission (in defiance).</p> <ul style="list-style-type: none"> • Bullying another student. • Demanding money or other articles from another student. • Gambling on school premises. • A significant breach of health and safety. • Knowingly bringing a ‘trespasser’ onto the school site. • Inappropriate physical interaction with another student on the school compound. 	
<p>Level 4</p>	<ul style="list-style-type: none"> • Making racist, homophobic or other offensive comments. • Fighting on the school premises or in the local vicinity. • Damaging school property (including theft). Please note that you will be charged for a new replacement. • Intentionally setting off the fire alarm system outside of a genuine emergency. • Viewing racially or sexually offensive material on the internet on school site 	<ul style="list-style-type: none"> • 10 consequence points will be added to your student profile. • Referral to Principal. • Parent communication • External suspension or expulsion.

	<p>or in the local vicinity.</p> <ul style="list-style-type: none"> • Taking photos or videos without the consent of other students and/ or staff. • Possession of matches, lighter or fireworks. • Bringing offensive or dangerous weapons to school (including blades and pointed objects). • Serious actual or threatened violence against another student or member of staff. • Sexual abuse or assault. • Possession, use or supply of alcohol, cigarettes, e-cigarettes or other smoking paraphernalia. • Use of any banned or illegal items on the school compound. • Possession, use or supply of illegal drugs. 	
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Bullying

All incidents of bullying are recorded, including the actions taken to resolve the issue.

The School recognizes that there are many definitions of bullying but consider it most commonly to be:

- Behaviour which is deliberately hurtful, (including verbal, indirect and physical);
- Repeated over a period of time;
- Difficult for victims to defend themselves against;
- Bullying includes verbal and physical abuse and the inappropriate use of electronic media such as mobile phones or the internet.

Different types of bullying include

- Bullying related to the race, religion and /or the cultural background of a student;
- Bullying that incorporates the use of sexist language;
- Sexual bullying;
- Homophobic bullying;
- Bullying of students with Special Educational Needs;
- Bullying of students with a disability;
- Cyber bullying;
- Bullying where items are stolen;
- Bullying which results in the injury to others.

Some examples of specific behaviours that constitute bullying include:

- Spreading rumours 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 The Principal. Sign the behaviour log; 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 the Principal. Sign the behaviour log; conference with the Principal; 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.

5. 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
- No use of electronic devices outside of teaching and learning activities
- 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.

6. 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) Emergency Closure:

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

7. Lost & Found

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

8. School Services

The following services are provided by the school:

- Lunch Options – the Academy has a small canteen that provides breakfast, lunch and afternoon snacks. All lunch orders should be placed no later than Break time. The menu can be found on the school’s website.
- Wireless Internet as required for student learning
- Supervised after School Homework (additional cost)
- Extracurricular Activities: these activities change from term to term and are at an additional cost

9. House System

Students and staff are assigned to one of the three (3) Houses – Cook (Red), Livingstone (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. Activities include Board Games, Small goal etc.

- Intra Mural – runs throughout the school year.
- On Fridays, students wear their House / P.E. Tee shirt and school pants or skirt.
- Sports Day
- 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.

10. 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.

- 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.

The British Academy Policies

Attendance Policy

Purpose

To develop the student's sense of personal responsibility for his/her learning through maintaining a high level of attendance (90% or more).

Form Teachers monitor attendance and mark class attendance.

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 excuses are required from parents.
- 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 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 for ensuring work is set and the school may assist in identifying 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. Parents 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.

End of Term / Year Examinations – the school calendar is issued to all parents at the beginning of the school year, and Examination periods are clearly identified. Makeup examinations for students absent due to illness are scheduled for the first two (2) working days and the last two (2) working days of the school vacation. Corrected scripts are returned to students within the first week of the new school term. **Makeup examinations for any other reason for absence will not be facilitated.**

Electronic Communication Policy

Electronic Policy for students Primary & Forms 1-5

Devices

- With the exception of Form 6 **ALL** electronic devices (phones, iPad, laptops etc) must be physically brought to the front office before 7:45am. A sign in and sign out sheet is provided as a record.
- Any student found in possession of an electronic device unauthorised by staff will have it confiscated, and Parents will be required to collect it.
- Students will not be able to retrieve any confiscated electronic device.
- Laptops & electronic devices are only allowed to be used when a teacher has authorised it for class. The relevant teacher will send students to the office to retrieve their logged device for use during the specific classroom activity, after which students must immediately log it back in with the office.
- 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.
- Students are responsible for securing their laptops/ devices while in use in supervised classroom activities.
- At the end of each school day students must collect and sign out their device.
- Any student who is a repeat offender of not logging in their device will lose the right to bring their laptop/ electronic device to school.
- The British Academy reserves the right to check students school bags and conduct a personal search.

Lower 6 & Upper 6

Cellular phones

- Cell phones must be turned off during the hours of 7:50 a.m. to 2:20 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.
- At no time are students allowed to take photos or videos of students on the school's premises unless authorised by a staff member for a specified activity, event or function.

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 external storage devices 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:

- Taking, 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.

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 form (***see Appendix 2***) as evidence of your approval and their acceptance of the school rules on this matter.

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 Office. 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

Textbook 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 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

1.0 - Introduction:

This policy should be read alongside the School's current **Fee Schedule** (local and non-nationals), which sets the applicable dollar values and payment options. In the event of any inconsistency between this policy and the Fee Schedule, the **Fee Schedule** will apply to the extent of the inconsistency.

2.0 - Glossary:

- **Academic Year** means the school year as published on the School Calendar.
- **Term** means each of the three (3) teaching periods in the Academic Year as published on the School Calendar.
- **Term Commencement Date** means the first scheduled day of instruction for students for that Term (as per the School Calendar).
- **Mid-Term Date** means the midpoint date published on the School Calendar for that Term.
- **First Week** means the end of the fifth (5th) scheduled school day of the Term (as per the School Calendar).
- **Business Day** means a day the School's administrative office is open (excluding weekends and public holidays).

3.0 - Registration Fees:

Registration fees are due upon registration of each student. Registration fees are non-refundable once paid.

4.0 - 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.

5.0 - Capital Fund:

Once a student has been accepted to The British Academy (“Academy”), parents need to confirm their acceptance of the place offered by paying the Capital Fund. The Capital Fund is a non-refundable, one-time, per family fee and covers that student for their academic career at the Academy.

6.0 - School Fees:

School fees are quoted per annum; however, The British Academy facilitates payments over the three (3) school terms for Early Years, Primary to Form 4. Upon entry into Form 5 and Form 6 the Academy will ONLY facilitate Half Year Payments (TWO payments).

6.1 - Payment Schedule

- 1) The first term’s fee for the New Academic Year must be paid as outlined in the acceptance letter.
- 2) Fees are due and payable before the start of each school term of the Academic Year, for which there are three terms.
- 3) Fees for Forms 5 and 6, are due and payable before the start of Term 1 and Term 2.

Unless otherwise stated in writing by the School, fees are due and payable in full before the start of each Term. Term fees are non-refundable once the Term Commencement Date has passed, whether or not the student attends for the full Term.

6.2 - Foreign Currency Payments

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 administrative cost of **USD\$20.00** bank charge for all transfers from non-local bank accounts. If the amount wired is incorrect it will be added to the following invoice.

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

6.3 - Sibling Discount

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

7.0 - Late Payment of Fees

School fees are considered late if they have not been paid by the first 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 Academy may, at its discretion, waive or reduce late payment charges where parents have communicated promptly and entered into an agreed payment arrangement. Where fees remain outstanding, the Academy reserves the right (after written notice) to suspend a student's attendance until outstanding fees are paid or a written payment arrangement is in place.

8.0 - 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 midterm, in which case parents will be charged for half of the term's fees. Where a student is withdrawn during a term, no pro-rata refund applies. Any exception is at the sole discretion of the Board and must be approved in writing.

Parents must, in writing, provide the Academy with at least one (1) month's notice of their intention to withdraw their child from the Academy either during the term or before the commencement of the following term. If withdrawal notice is given at least one (1) month before the start of a new term, fees for the upcoming term will not be charged; however, fees already paid are not refundable.

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

9.0 - Acceptance of Terms

By enrolling a student and/or paying any fee, parents/guardians acknowledge and accept the School's published policies, including this School Fees Policy and the Fee Schedule, as updated from time to time.

Appendix 1

The British Academy Anti-Bullying Policy

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 rumours 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 Principal. 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 Principal. Conference with Principal; 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.

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.

Appendix 2

Internet Parent/Student Policy

Student

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Parent

As the parent of the pupil, I grant permission for my son or daughter to use electronic mail and the Internet within school. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept a shared responsibility with the school for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.