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The British International School Bratislava is the only school in Bratislava to produce *consistently outstanding* academic results and *unige* personal enrichment programme with the Highest Quality Learning delivered on a Global Campus.



SCHOOL OFFICE

- Student's Absence
- School Lunches / Snacks
- School Bus
- Lockers
- Photocopy Cards
- Library Books
- Pupil Information update including change
- in Medical Condition
- Covid-19 Pandemic
- Medicines at School
- Personal property

COMMUNICATION

Home-School communication

UNIFORM SHOP

SCHOOL UNIFORM

Uniform list for secondary Girls - Year 7 to Year 11 Uniform list for secondary Boys - Year 7 to Year 11 Footwear Accessories, Hair and Make-up Physical Education (PE) kit IB Dress Code School Security Arragements Parent Cards Parking and Traffic Flow outside the Oaks Building (Pekníkova 6) Parking Arrangements for Drop off

SCHOOL CALENDAR 2021-2022

ACADEMIC STAFF

NON-ACADEMIC STAFF

When you join BISB you are welcomed into our warm and friendly community of students, parents and staff of We want our parents to play an active and supportive role within our school, and together our community can help you make the most of your life in Bratislava. Partnership with parents is central to success in all of our endeavours.

The purpose of this handbook is to provide a quick point of reference for parents of BIS Bratislava. It also endeavours to set out aspects of the ethos that drives the routines and procedures that go to maintain a upbringing for the students purposeful learning community. One of the great strengths of the British style of international education is that it involves all aspects of students' aesthetic, social and academic development focused on each individual's personal best.

Here at BISB, this is achieved through superb teaching supported and complemented by the guidance of our Class Phase Leaders, Secondary Year Group Pastoral Leaders, Heads of Subjects, Careers and University Guidance Counsellor and our School Counsellor. Class Teachers in Primary are always the first point of contact for parents and a source of information and advice on school matters.

We are proud of our community, united by the common goal of providing education and an of BISB. A strong community provides the conditions for successful learning everyone. Community means everyone. Our Code of Conduct sets out ways of acting within our community. Shared values, consistently enacted, by everyone.

LETTER FROM THE PRINCIPAL

This handbook plays a part in building the community in our school. It is designed to be a point of reference containing which guide the daily life of the school and the regular annual

A Parent Handbook can never be fully comprehensive, nor should it be a static document. If there is anything which you are unsure about, do not hesitate to come and talk to me, another member of the PTA Committee or your child's Form Tutor or Class Teacher. Equally, if you have any in this handbook, I would be delighted to hear your views.



Karen Eastwood Principal

INTRODUCTION



NORD ANGLIA EDUCATION GROUP

The Nord Anglia Education Group opened The British International School Bratislava in September 1997. Nord Anglia Education is the world's leading premium school's organisation, with campuses located across 30 countries in the Americas, Europe, China, Southeast Asia, India and the Middle East. Together, our 73 schools educate more than 67,000 students from kindergarten through to the end of secondary school. We are driven by one unifying philosophy: we are ambitious for our schools, students, teachers, staff and communities, and we inspire every child who attends a Nord Anglia Education school to achieve more than they ever imagined possible.

Our Philosophy

We are united by our philosophy, to be ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every student can achieve
- Creativity and challenge help us get better every day
- Learning should be personalised to each child
- Unique global opportunities enhance every student's learning experience

We believe that being part of our family gives our schools a special advantage. Working together, we can achieve more than we can individually. Our schools have access to a wide range of resources and support to enhance their success. We also create unique opportunities to benefit our students and people, such as the Global Campus, Nord Anglia University, and our collaborations with The Juilliard School, MIT, UNICEF and King's College London. Even when campuses have to close, we can welcome students into the classroom through our Virtual School Experience. Our highly qualified teachers will continue to bring personalised learning to your child through innovative and inspiring lessons.

In Nord Anglia we are ambitious for all of its students in all of its schools believing there is no limit to what our students can achieve. So, we encourage them to be ambitious. To reach for their dreams. To step outside their comfort zones and try something new. We ignite their curiosity.

Being ambitious is inspirational. It urges our students to stretch

themselves that little bit further. To be relentlessly optimistic. To be the best that they can be. And beyond that to make a difference, to make things better, throughout our world. Ambition can take you anywhere. It is transformational. It is what makes the extraordinary possible. But it is only the spark. It takes passion, determination and commitment to make it a reality. It takes creativity and innovation. It takes resilience and courage. It takes confidence. All of these are built into the Learner Profile (© IBO 2003).

That is what our outstanding teachers nurture through personalised learning for each child. We build on each student's individual strengths and passions. We create challenge in every lesson and every activity so that they continuously grow and learn. We offer unique experiences to open new opportunities.

We empower our students to achieve beyond what they may have imagined, academically, socially and personally across our family of schools.

This is the Nord Anglia Approach

THE BRITISH INTERNATIONAL SCHOOL BRATISLAVA

The British International School Bratislava is the only school in Bratislava to produce consistently outstanding academic results and a unique personal enrichment programme with the Highest Quality Learning delivered on a Global Campus. This school caters for children between 3 and 18 years of age. We have students from over 40 different countries and with many different home languages. As an international school we value individuality and aim to develop, within our students, knowledge and understanding of the differences and commonality of the peoples of the world. In school, however, all children are encouraged to speak English, even with their own nationals.

Our curriculum up until Year 9 is based on the English National Curriculum and the International Primary Curriculum (IPC). However, we recognise that children transfer to and from very many different school systems and bring with them a varied educational and cultural background. We therefore adapt the Curriculum to meet the needs of our international student body. In Years 10 and 11 students study courses from the University of Cambridge in England, known as the International General Certificate of Secondary Education (IGCSE).

The IGCSE courses are twoyear programmes requiring a considerable amount of indepth study in each subject. In May and June of Year 11, usually when they are aged 16, the students sit the Cambridge examinations at the school. The completed examination papers are sent back to Cambridge where they are marked. Results are issued in August with final certificates arriving in October. Those students who achieve the required standard are awarded IGCSE diplomas by Cambridge. In Years 12 and 13, students embark on the International **Baccalaureate** Diploma Programme, a two-year course of study culminating, if successful, in the gaining of the IB Diploma, awarded in July. This qualification is a passport to further and higher education around the world. For instance, the IB Diploma is welcomed by hundreds of universities worldwide, including the Universities of Oxford, Cambridge, New York, Boston, Yale, and Harvard, where students can gain advanced placement on degree courses.

New School Vision

Having a clear school vision is vital in giving the whole school community direction and purpose. The following statement accurately captures the essence of what we are all striving for at BISB.

Innovate together, inspire others, be ambitious!

We live in a world in which innovation is not only exciting but is also essential to ensure a thriving society. It will be our students who solve existential issues that have been created in our lifetimes and in order to do this they will need the mindset to come up with new ideas. This means that we need to teach our students how to innovate collaboratively and to share these innovations with our community. We want our students to **'innovate together'**.

Within a warm, sharing community such as at BISB we love nothing more than to share the successes of our passionate students. When students see their peers excelling in academics, the arts and in sport, it serves to **'inspire others'** and this collective celebration is so important in helping our students realise the impact their endeavours can have on those around them.

Across the whole family of Nord Anglia schools, we create an atmosphere where all ideas are embraced, where students learn alongside passionate teachers and where, above all else, we have ambitious outcomes for our whole community. From guiding students in nursery to learn their first words through to achieving world beating IB scores, the simplicity of the **'be ambitious'** Nord Anglia motto, is something that pervades all that we do and one that you can see our students living every single day at school.

We firmly believe that our school vision statement guides us in the need for us all to look to the future, be inspirational in all that we do and also to 'shoot for the stars' when it comes to wanting and delivering the very best opportunities for our students.

COLLABORATIONS

THE JUILLIARD SCHOOL

enhance performing arts education for students age 5-18. The program includes an embedded curriculum along with continued support and engagement with Juilliard alumni and affiliated artists. It also includes professional development for teachers, a summer school and private lessons.

The Music curriculum was rolled out in the British International School Bratislava in September 2016, the Dance curriculum started in September 2018 and the Drama curriculum in September 2019.

In addition to inspiring a love of learning for music, dance and drama, the collaboration with the Juilliard school develops students' cultural awareness, international perspective and skills for life such as critical thinking, creativity, complex problem solving, people management and negotiation.

MIT (MASSACHUSETTS INSTITUTE OF TECHNOLOGY)

In September 2018, BISB started with another exciting collaboration with the Massachusetts Institute of Technology on STEAM subjects for students age 5-18. The collaboration is developing a new approach to implement science, technology, engineering, visual arts and mathematics at BISB and across the other 73 Nord Anglia schools worldwide.

Subjects traditionally taught in school do not necessarily give the knowledge and skills needed in an ever-changing world and the greatest discoveries in our century exist at the cross-section of subjects.

Core to the collaboration is the reflection of MIT's philosophy of 'Mens et Manus', 'mind and hand', which calls for a hands-on approach to problem solving. Students will learn directly from lecturers and students at MIT. STEAM discipline teachers at Nord Anglia will also benefit from unique professional development opportunities through annual workshops and ongoing training with MIT staff, hosted by the MIT Museum.

UNICEF

The United Nations have identified 17 Sustainable Development Goals (Global Goals), to transform our world and create a better future for our planet and everyone living on it. BISB students will work together to raise awareness of and take action on the goals, whilst researching and designing practical solutions to achieve them in our community.whilst researching and designing practical solutions to achieve them in our community.

SCHOOL POLICIES AND RULES

All students and parents are obliged to follow valid and effective School Policies and Rules meaning this Parent Handbook, School Operational Manual, Virtual Schooling Policy, and other policies setting out the rules and regulations adopted by School as they govern the rights and obligations of the student during his/her participation in the educational process at BISB.

These documents can be found on the School's website under Parents' Essentials.









BISB LEARNER PROFILE*

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

of balancing different aspects

* © IBO 2003

WHAT DOES THIS MEAN FOR YOUR CHILD?

- We encourage them to be ambitious.
- To reach for their dreams.
- To step outside their comfort zones and try something new.
- We ignite their curiosity.
- Being ambitious is inspirational.

- It urges our students to stretch themselves that little bit further.
- To be relentlessly optimistic.
- To be the best that they can be.
- And beyond that to make a difference, to make things better, throughout our world.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

SCHOOL STRUCTURE





Key Stage	Class	Age of Student at 1st September on Entry	Age of Student at 31st August on Leaving	Student Date of Birth
	Year 7	11	12	1/9/2009 to 31/8/2010
Key Stage 3	Year 8	12	13	1/9/2008 to 31/8/2009
	Year 9	13	14	1/9/2007 to 31/8/2008
Key Stage 4	Year 10	14	15	1/9/2006 to 31/8/2007
(IGCSE)	Year 11	15	16	1/9/2005 to 31/8/2006
Key Stage 5 (IB1)	Yearly Ib		17	1/9/2004 to 31/8/2005
Key Stage 5 (IB2)	Year 13	17	18	1/9/2003 to 31/8/2004

Term
Wednesday 25th August
Thursday 26th August
Wednesday 1st September
Wednesday 15th September
Monday 25th October to Tuesday 2nd November
Monday 1st November
Wednesday 17th November
Friday 17th December
Term
Monday 10th January
Monday 28th February to Friday 4th March
Tuesday 12th April
Term
Wednesday 20th April
Thursday 26th May to Friday 27th May
Friday 24th June

The academic year starts in late August and ends in late June. There are three terms and dates are set in such a way as to accommodate traditional holidays while retaining a good balance of continuous teaching time through the academic year. Term dates are available on the website: https://img. nordangliaeducation. com/resources/europe/_ filecache/542/240/69441-termdates-2021-2022-1.pdf

Please abide by the published school calendar, arranging your family holidays to coincide with school holidays. Absence

m 1
New Students Welcome Day
Term Starts 08:05
Public Holiday
Public Holiday
Half Term Holiday
Public Holiday
Public Holiday
Term Ends
m 2
Term Starts 08:05
Half Term Holiday
Term Ends
m 3
Term Starts 08:05
Half Term Holiday

during term time is disruptive to a students' education. The days immediately before and after timetabled holidays form part of the planned curriculum and attendance is important. If there is a special reason to request absence, you should seek permission from the Head of Secondary.

THE SECONDARY SCHOOL DAY

Timetables exist for all classes and you should have a personal copy for your child's class. The timetable runs over a two-week period, so it is important that your child knows which week is operating and that they have the right books and materials for each day of that week. The alternate weeks are labelled A and B and will be clearly signalled in school, starting the year with week A.

Registration with form tutors begins at 08:05 followed by the first lesson at 08:20. The academic day is from 08:05 until 15:45 on Monday to Wednesday and until 14:45 on Thursday and Friday. Periods are usually 60 minutes long, with a few double lessons. There is a 30-minute morning break at 10:15. Secondary lunch starts at 12:45 and lasts until 13:45.

Enter Oaks (Peknikova main site for Year 7 – Year 13) via the security gates by the car park, not via the Front Office. Students must arrive by 08:05 in the morning. Students coming to school later than 08:15 need to register their late arrival at the Front Office.

Please remember to wear parents' ID cards at all times if you wish to enter the BISB premises.

	Monday to Wednesday	Thursday and Friday	Minutes	Notes
Arrival	07:45-08:05	07:45-08:05		Arrive in tutor group by 08:05 (bell)
Tutor time & Registration	08:05-08:20	08:05-08:20	15 min	'Late' mark recorded from 08:06
		08:15 need to register their late arrival at the Front Office		
Period 1	08:20-09:15	08:20-09:15	55 min	Bell at 09:15
Period 2	09:15-10:15	09:15-10:15	60 min	Bell at 10:15
Break	10:15-10:45	10:15-10:45	30 min	Break ends 10:45 (bell)
Period 3	10:45-11:45	10:45-11:45	60 min	Bell at 11:45
Period 4	11:45-12:45	11:45-12:45	60 min	Bell at 12:45
Lunch	12:45-13:45	12:45-13:45	60 min	Lunch ends 13:45 (bell)
Period 5	13:45-14:45	13:45-14:45	60 min	Bell at 14:45
Period 6	14:45-15:45		60 min	Bell at 15:45

PUNCTUALITY AND ATTENDANCE

Students should be at registration promptly in the morning by 08:05.

Students who are not in the registration room by 08:06 will be marked absent.

Students who arrive at school between 08:06 and 08:15 will be marked as 'Late' by their Form Tutor. AFTER REGISTRATION IS CLOSED (08:15) in the morning, STUDENTS MUST REPORT TO THE FRONT OFFICE BEFORE

GOING TO CLASS.

Regular attendance at school, and arriving to school on time, are basic expectations of all students. Regular or significant absence, or poor punctuality, have an impact on the ability for a student to learn effectively. Poor attendance or poor punctuality can affect a student's chances to progress to the next stage of their learning, (research suggests that an absence rate of 10% can impact a student's achievement by as much as one whole grade at IGCSE.)

The proper place for students to be on a school day is in school. If a student is not here, we need to know why, so we request that parents telephone us or email in the morning of the first day of absence to explain where they are.

Parents are requested not to arrange family holidays, or other activities which take children away from school during term time. Unavoidable absences should be notified to the school as far in advance as possible.

It is the responsibility of the student to catch up any work missed due to their absence from school, including school trips. If a student misses an essential assessment task through absence, it may not be possible for them to catch this up because of the nature of the task (for example, practical assessments).

Coursework required for external examinations in IGCSE and the IB Diploma cannot be easily caught up and students may not therefore be awarded a grade by CIE or the IBO at the end of these programmes.

Where a student has an extended or continuing authorised absence that will extend beyond three days, parents should contact the Form Tutor, but the student should take responsibility to ask teachers for 'catch-up' work that can be done before your child returns to school. Form tutors can help facilitate this but we hope students take the lead. When the student returns from a medical absence of 3 days or more then the student is expected to bring in a Doctor's Medical note.

Please note also that we are obliged to the Slovak authorities to give proper account of the attendance of all students of compulsory school age and to the International Baccalaureate Organisation to ensure that IB Diplomas are awarded only to students who have completed the required number of hours of taught courses. Unexplained or excessive absences will be followed up by the school through the BISB code of conduct.

WORKING TOGETHER TO RAISE ACHIEVEMENT

It is imperative that students, parents and teachers work together with the goal of ensuring all students work optimally. Communicating performance and suggested improvements as well as celebrating success it vital and as such, we have a comprehensive timetable of communication points throughout the year.

We are moving towards a data rich format of reporting which, when coupled with face-to-face meetings involving students and parents is a recipe for success. Parents in Years 7 to 9 will be able to access grades according to our A, I, D, B scale via the parent portal on Firefly. Subjects will post marks at regular intervals depending on how many lessons a subject has. There will also be an Approach to Learning (ATL) report and a more detailed, data rich report. Students in years 10-13 will receive short reports which include a grade and an ATL score. They will also receive a detailed data rich report or a traditional long report.

At the start of the academic year there will be settling in and target setting Student Parent Teacher Conferences (SPTCs). There will another SPTC in term 2 and a final, extended SPTC which will allow a deeper dive into performance as a result of looking at data in more detail, in term 3.. We prefer our conferences to be three-way conferences involving the parent, teacher and the student. Student-Teacher-Parent Conferences are held regularly in the school year to support discussion with subject teachers about individual student progress. Conferences are by appointment only and can be booked online through the CHQ parent portal. Parents will receive an email about how to do this.

At any time during the year if teachers or parents have any concerns about performance then it is important that we communicate this in a timely fashion with parents and students. Individual teachers



can be contacted by email by sending a message to

office@bisb.sk or at the teacher's school email address (please see the Staff Section at the end of this handbook). Please do not wait for a scheduled conference if a matter is very urgent, make an appointment to see the teacher as soon as you can.

Reports and Student Parent Teacher Conferences will run according to the dates as set out in Table 1.

Year Group	Event	Date
Year 7	Settling in SPTC and welcome	30 September
	ATL report	15 December
	Target setting SPTC	27 January
	Data report and extended SPTC	2 May
Year 8	Target setting SPTC	12 October
	ATL report	15 December
	Progress SPTC	27 January
	Data report and extended SPTC	10 May
Year 9	Target setting SPTC	20 October
	ATL report	2 December
	Long report	28 January
	IGCSE Options evening	8 February
	Progress SPTC	27 April
Year 10	Target setting SPTC	7 October
	Short report	9 December
	Short report	11 March
	Progress SPTC	15 March
	Data report and extended SPTC	9 June
Year 11	Long report	12 November
	Target setting SPTC	2 December
	Mock examination report	10 February
	Mock review SPTC	17 February
	IB Options evening	23 February
Year 12	Target setting SPTC	7 October
	Short report	9 December
	Short report	11 March
	Progress SPTC	15 March
	Data report and extended SPTC	2 June
Year 13	Long report	12 November
	Target setting SPTC	2 December
	Mock examination report	10 February
	Mock review SPTC	17 February

LEARNING SUPPORT – STUDENT ASSESSMENTS

Our aim is to give our students a level of education that matches their ability and potential. In some cases, a student's progress may be inhibited by a learning difficulty. Students with properly diagnosed learning difficulties will be supported by school, examining boards and universities, giving them the opportunity to demonstrate their true ability. In particular, assessment procedures will be designed to eliminate the impact of the learning difficulty.

Please inform us of any previous learning support your child may have received so that we may continue to provide proper support. If you feel that your child might be experiencing some unexpected difficulties

with his/her school work, please bring it to the attention of his/ her form/ subject teacher. We can then take a closer look and decide upon a course of action, if necessary.

As part of regular assessment, we monitor for signs of learning difficulties and may ask the learning support teachers to take a closer look at individual students as a consequence. We will inform parents of any support that may be needed and make recommendations should further diagnosis be required.

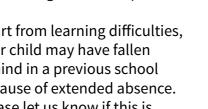
Apart from learning difficulties, your child may have fallen behind in a previous school because of extended absence. Please let us know if this is

the case and we will discuss with you what extra provision could be made to recover lost time. If there is anything of this nature which you have not yet discussed with us, please advise us as quickly as possible.

Your contacts in the Secondary School for learning support issues are:

LEARNING SUPPORT

Ms. Pauline Mably Pauline.Mably@bisb.sk.





HOMEWORK

Homework in the Secondary School is organised to take account of the variety of requirements across subject areas. For example, frequent short homework is ideal for reinforcing techniques in Mathematics, whereas longer project style work spread over two weeks is more appropriate in Geography.

To accommodate this variation, the homework timetable sets a total expectation of time spent over a two - week period. It is important that students tackle homework early to avoid accumulation of work on one night. This will be monitored by tutors in Key Stage 3 (Year 7 – 9) with students encouraged to take increasing responsibility for organisation of work as they progress through the school.

All students are issued with a journal and have access to an online planner on FireFly where they can set themselves tasks. Staff will record homework on Firefly in KS3 and 4. If a homework assignment is missed, teachers will make a note of this and will inform students. Repeated failure by a student to do homework will be dealt with through the code of conduct.

SCHOOL COUNSELLOR

Our School Counsellor is Mrs. Natália Hanulíková, Natalia.Hanulikova@bisb.sk is a gualified and experienced school psychologist who provides support to children who are experiencing difficulty in their home or school lives. This may include issues with friendships, self-esteem, bereavement, divorce etc. Mrs. Hanulíková also works closely with the Learning Support team to assess and support children with specific learning difficulties. Children may refer themselves to speak to the Counsellor, and parents and teachers can contact her if they have any concerns about their child. Parents will be informed if Mrs. Hanulíková feels

it would be beneficial to see a child regularly and views parents as partners in providing support for the child.



EQUIPMENT FOR SCHOOL

All students (Years 7-13) require the following:

- Writing instruments (pens, pencils, colouring pencils, etc.)
- Drawing instruments (a ruler, eraser, pencil sharpener, plotting compasses, etc.)

Students in Years 10-13 will also require a graphing calculator. The mathematics department recommends the model TI84 Plus CE/CET.

It is expected that students in the IB Diploma bring a personal laptop or tablet to school for use in their studies. Guidance on the care and use of the laptop in school is described in the following section in this handbook "Bring Your Own Device" (below). In Key Stages 3 and 4, students

will be given a school iPad to use at school which they can also take home. For new students, the iPads will be handed out at the start of the academic year or they will keep them if they are continuing into years 8-11. It is the students' responsibility to look after this iPad. All iPads come in a protective case, with a keyboard. The protective case must not be removed. It is also essential that students come to school with their iPad fully charged ready for the school day.

Each student is given a school email address with access to Office365 cloud services. This entitles them to install Microsoft Office on up to five devices while they are enrolled at BISB. There is no additional charge for this. For additional information on



Office365 and Microsoft Office please see the IT Help page on Firefly Resources -> IT Help -> Staff and Students -> IT Manuals -> Office365

All personal items brought to school must be marked with the student's name. Students should avoid bringing large amounts of money or expensive equipment to school. Valuables must be placed in a secure locker.

SCHOOL DEVICES AND **BRING YOUR OWN DEVICE**

Students in Key stages 3 and 4 are issued with a school iPad which they should use. IB students should bring their own device (laptop, iPad etc).

- BISB provides a wireless network which students may connect to while using their devices in school.
- Students will not be allowed to connect their personal computing device to the BISB hard wire network.
- Students must ensure that devices brought to school are fully charged in the morning. Students and/or their families are responsible for their personal computing devices at all times. BISB takes no responsibility to search for lost or stolen devices, nor is there any assumption of financial responsibility by BISB for damaged, lost or stolen personal computing devices, or for the loss of personal data. It is suggested that devices are insured to cover damage and/or loss at the expense of the family. BISB insurance does not cover this eventuality.
- In the case of the KS3 and 4 iPads, if one is broken, stolen or damaged the school will send it for repair or buy a new one, and the student will be given a replacement iPad.

- Parents will cover the cost of this; again, parents may purpose.
- Students may use their devices in class as instructed by the teacher.
- Students may use their devices during study lessons during break and after school, and when in the library (excluding mobile phones).
- Students should not use devices in corridors or the dining room • Students can access printing
- the ID card credit.
- Students at BISB are encouraged to conserve paper resources at school and at home.



wish to buy insurance for this

services in the usual way using

- Students should not use their headphones/earbuds on arrival to school and when moving around corridors.
- Students must at all times adhere to the Acceptable Use of Technology agreement in school. A copy of this is to be found on FireFly.

FIELD TRIPS AND OUTINGS

At BISB we value the learning experience that a trip or outing out of school can provide to our students. We plan trips in a way that the disruption to student learning in other subject areas is kept to a minimum. All trips and outings are thoroughly evaluated before it takes place so that it is safe for our students to participate.

Trips and outings within the Bratislava region that are wholly within school time will be announced in the newsletter, or by special letter for the students who will be affected. Trips further afield or outside normal school hours will require the completion of a permission slip from parents.

Students cannot travel without a permission slip. Parents will be asked to contribute to the cost of residential trips requiring an overnight stay, or visits/ trips which do not take place during the school day and/or are not linked to the teaching curriculum. Details of residential trips will be announced during the course of the school year.

We always plan trips and outings on the basis that all students will participate. If you wish your child not to take part, a message to the school to this effect is required. An alternative learning experience may not be available in school when the trip takes place, and your child will be marked absent on the day the trip is out if this is the case.

Trips Week is usually organised in the penultimate week of the summer term. The intention of Trips Week is to give students an opportunity to explore their personal education in a unique location. In June 2019, trips were run to:

- Piestany outward bounds adventure – Year 7
- Hockhar outward bounds adventure - Year 8
- Neusiedler See Sailing Year 9
- Berlin Culture, History and Language - Year 10
- Ruzomberok outdoor education - Year 12

All educational visits and residentials are subject to change or cancellation due to changing Covid-19 restrictions in place over the academic year.



CO-CURRICULAR ACTIVITIES

There is an extensive range of co-curricular activities for students. We have clubs at lunch times and after school hours from 15:45 – 16:45 on Monday, Tuesday, Wednesday and 14:45 – 15:45 on Thursday and Friday. There are also several clubs which run outside these times including during weekends.

In addition, we have the curriculum CAS time once per fortnight allowing everyone to get involved with something outside the academic curriculum. The aim of this time is to help students grow on a personal level, helping them learn how to reflect as well as them learning new skills. During the year students will have one term each covering one of these three topics - Creativity, Activity, and Service. Creativity - is the arts, drama and other experiences that involve

imaginative thinking. Activity anything that gets the students moving. Service – volunteering and helping others, in order to fulfil a real community need.

EXAMPLE OF SECONDARY CLUBS

SPORTS

A wide range of competitive and recreational sports are offered to develop skills, tactics and allow students in Middle and High School to represent BISB in a variety of sports festivals and tournaments throughout the year.

CLUBS

These clubs provide students with the opportunity to gain further insight into service-based courses delivered at school, including International Award and Sports Leadership Level 2.

STEAM

Science technology, engineering, arts and mathematics (STEAM) clubs that will enable students to develop academic, social and personal success. A variety of hands-on problem-solving clubs including Robotics, Project Euler and STEAM clubs.

HEALTH AND WELL BEING

Alongside the academic and other areas for students to develop skills, these clubs will allow students to have a balanced experience, in terms of physical, emotional and social well-being. Clubs include touch typing, cross stitch and chess.

CULTURE

Clubs allowing students to develop their language skills as well as a wider knowledge of certain countries, including Spain and France. PERFORMING ARTS

Clubs which focus on students developing their skills using instruments as well as deepening their understanding of music through a range of areas, including Orchestra, Jazz and Drumming.

UNIVERSITY & CAREERS GUIDANCE COUNSELLOR

Applying for universities and choosing what to do after the International Baccalaureate can be daunting for our students. The IB Diploma is excellent preparation for our students and their higher education and also gives them more options of further study by studying six subjects at higher and standard level. Universities appreciate the rigour and diversity the IB offers. Today's students are faced with a wide range of choices and locations to start and complete their studies. Here at BISB we now have a dedicated service to helping students make the right choices and help guide them in the best direction.

Our University and Careers Guidance Counsellor is available to answer any questions and queries students may have about their future options and how that might impact their IB Diploma Higher and Standard level choices. It is never too early to start thinking about the future and it is very important to make the right options early on in your school career in order to not close any doors you may wish to open in the future.

From the beginning of Year 12 it is essential that students start thinking about their strengths and preferences in terms of subjects and ways of studying and start doing research about university choices, requirements and countries. Students will have individual meetings with our university counsellor to help them develop their ideas and will also have one lesson a fortnight as a class to do workshops and research to prepare them for the application process. Our students will be helped from A- Z with the various application processes and issues they may encounter, but it is still important to note that the student must be an active participant in choosing their future studies and university.





SECONDARY PARENT HANDBOOK 2021-2022

We are also developing an internship programme for students in years 12 and 13 to engage with in the summer holidays. More details on this will be shared in the summer term.

University and Career Guidance Counsellor – Joshua Cuttell (Joshua.Cuttell@bisb.sk)

CODE OF CONDUCT

BISB aims to promote high standards of behaviour by creating a positive, safe and supportive environment. We provide students with clear expectations and use positive reinforcement so that students can develop confidence and pride as members of the BISB community. We equip students with the skills to manage their behaviour so they can develop self-control and empathy towards others. We do not believe in punishment, but in consistent positive behaviour support. We seek to create an atmosphere where all members of the school are valued as individuals and positive relationships can flourish.

The Code of Conduct is a framework outlining behaviour expectations so that we can create a community in which every student, staff member, parent and guest can feel respected and valued. We believe that our goals for learning and behaviour are best achieved when students, parents and all adults in the school have a clear and consistent understanding of expectations. They recognise their responsibility to work together to develop equitable approaches to meeting those expectations. In our multicultural, international community, it is important to understand that values and expectations may differ and so we need to be respectful.

Respect yourself

- Develop individual's selfesteem and self-control
- Have pride in their own achievements
- Show an interest/ engagement in their activities

STUDENTS: show commitment in all endeavours, manage their time effectively, be fully prepared for lessons, hand in homework on time and demonstrate self-control and self-respect.

STAFF: show commitment in all endeavours, be prompt, properly prepared and equipped for lessons, adhere to the dress code with pride, model self-care, encourage and support students to develop self-esteem.

PARENTS: model self-care and self-control to their children and encourage children to develop self-respect.

Respect our shared community

- Maintain an environment free from discrimination: religion, sexuality, gender, age, ability, ethnicity and country of origin etc.
- Have empathy, consideration and kindness for others
- Behave in a way that supports the learning and wellbeing of others

STUDENTS: show respect and tolerance for others, conduct themselves in a safe, sensible manner, follow instructions given by adults, allow others to

learn, show courtesy and good manners to all members of the school community and guests, refrain from inappropriate public displays of affection.

STAFF: model respect and tolerance for others, provide a safe and secure environment for students.

PARENTS: model respect and tolerance for all members of the school community, support the ethos of the school.

Respect our environment:

- Respect school facilities and keep them tidy
- Maintain an eco-friendly environment

STUDENTS: show respect for the working environment and care for school equipment; eat only in designated areas and keep our school free from chewing gum; recycle, reuse and reduce waste, keep our school safe.

STAFF: model respect for the working environment and care for school equipment; recycle, reuse and reduce waste, encourage students to be responsible for their surroundings.

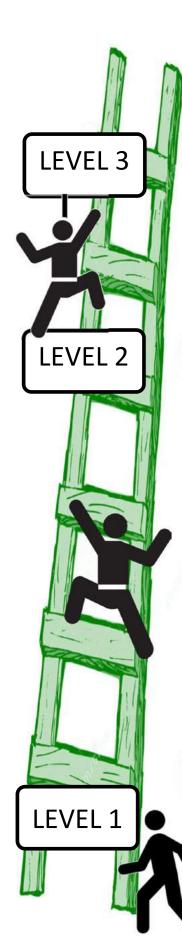
PARENTS: model and encourage their children to be responsible for their surroundings.







BEHAVIOUR LADDER

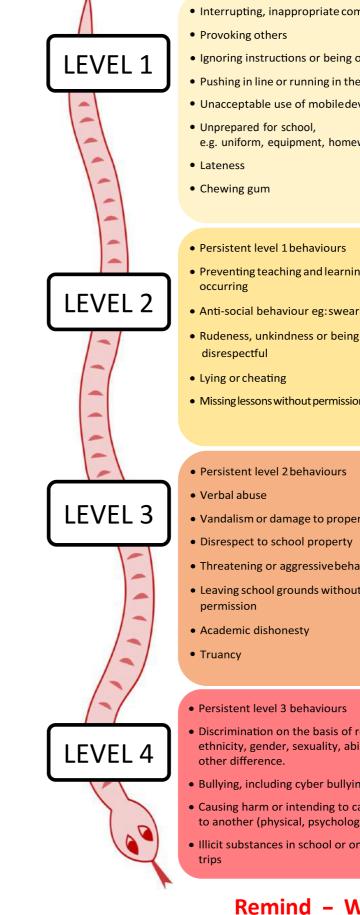


Praise – House Point – Celebrate – Record

- The continuous and consistent demonstration of positive behaviour.
- Displaying positive leadership with peers and younger students.
- All outstanding behaviour and effort grades on reports
- Consistent Level 1 Behaviour
- Being caring to members of our community
- Taking the risk of doing something new
- Being reflective about the world around us and our own learning
- Being open-minded in appreciating views other than our own
- Being knowledgeable about specific issues and ideas
- Being an inquirer who shows enthusiasm for learning
- Showing a balanced approach to the demands placed upon you
- Being a thinker who can analyse and discuss complex problems
- Being a communicator who expressed their ideas coherently
- Being principled and showing fairness and respect for others
- Commitment to extracurricular activities and fixtures.
- Producing excellent pieces of academic work
- Producing consistently high quality work
- Showing an increased level of effort and/or attainment

- Special mention, certificates and vouchers in assemblies.
- Invitation to a celebration afternoon or special activity
- A special certificate from the Principal, the Head of School or the Deputy Head.
- A meeting with the Principal, the Head of School or the Deputy Head.
- Verbal and written praise from other staff
- The use of awards points, merit stickers, house points, certificates
- Special responsibilities given
- Success stories displayed in class or on school notice boards
- Showing work to other students, teachers, HOD, Key Stage Leader or Head Teacher
- Parents informed verbally, email, post cards
- Acknowledgement in school newsletter.
- Special mention in assemblies

- Verbal and written praise from staff
- The use of awards points, merit stickers, house points
- Success stories displayed in class or on school notice boards
- Parents informed verbally, email,
- Showing work to other students, teachers



\$2

	•
omments	 Reflective and learning conversation Change of seating
g off task	Teacher will monitor behaviour
he building	Restorative apology
levices	• Debits
ework	 Completing unfinished homework in free time
	Removal of mobiledevice
	Parents / carer will beinformed
ingfrom	Attend behavior support session
aring	 Removal of privileges such as golden time/activities/break time
ng	 Spoken to by Form Tutor /HOD/Key Stage Leader
	• A reflective assignment/activity
ion	Behaviour recorded on ISAMs
1011	 Student report card withtargets
	Parents are called in to school
	Attend behavior support session
erty	 Behaviour plan, communicated with parents
/	Removal of privileges such as trips or
navior	camps
navior out	
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	camps Exclusion from a favouredactivity Exclusion from the right to represent the
	camps Exclusion from a favouredactivity Exclusion from the right to represent the school
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Remind – Warn – Sanction – Record

SCHOOL OFFICE

STUDENT'S ABSENCE

If a student is absent, please contact the school preferably by email. Please inform the Form Tutor and the School Office office@bisb.sk at the same time. Please let us know the reason by 08:05 in the morning of the first day of absence. Unexplained absences will be followed up by the school.

Authorised/Unauthorised Absences

As an educational institution we believe it is in the best interest of your child that they attend every school day of the year. As a school we are aiming for a minimum attendance level of 95% and understand, of course, that there are valid reasons why 100% attendance may be impossible. We do try to support our students and their families in special circumstances.

Should your child be absent in either a morning or an afternoon this will be counted as a half day absence rather than the full day's absence. If your child is going to miss school, it is vital that you notify the school and give the reason.

Representing the School as part of a team or going on a trip or outing is not registered as absence and is automatically documented at school. With 15 - 16 weeks of school holiday per year we believe that there is sufficient time for families to make their own holiday arrangements during the times when school is closed.

Authorised absence

(automatic) This request can be communicated by email or telephone. 1. Medical 2. Bereavement

Authorised absence by request

Parents must seek permission for absence in writing, email or letter to the Head of Secondary under the following circumstances. Parents cannot simply inform of nonattendance. We are required to go through a documented process of communication that 'authorises' absence.

1. Attendance at high level training for music/sport

This will only be authorised if the student represents their country or the high level of musical or sporting talent necessitates



lessons outside the locality. The school may impose a limit on occurrences or set certain expectations of the students involved so that schoolwork does not suffer. Please arrange a meeting at the start of term to discuss this further with the Head of Secondary should your child require this level of authorisation.

2. Educational leave

Up to 5 days per year for expat families toarrange new schools or for IB students to arrange universities.

3. Family Leave

Up to 3 days per year at the Head of Secondary/ Principal's discretion.

Unauthorised absence

Parents may inform the school that they choose to take their children out of school for other reasons, but will have to accept that this absence is unauthorised and will berecorded as such. In such cases the school will not provide catch up materials/input for lessons missed.

- 1. Holidays
- 2. Attendance at sports/riding/ music clubs. (Unless at a national level - see above) 3. Driving lessons

Any absence from school where parents have communicated nothing to the school will be recorded as unauthorised absence.

Notification of appointments or requirement to leave school early

If you wish to take your child out of school to attend a medical appointment etc., it is essential that you inform the school office by phone or email office@bisb.sk by 08:05 on the day of the appointment at the latest. Early notice is required in order that the office staff can inform the class teachers and arrange for the child to be waiting at the given time for pick up.



THE BRITISH

SCHOOL LUNCHES/ SNACKS

Our caterers offer a cooked lunch meal service and a cold morning snack service. Every day a selection of two main cooked meals will be offered adhering to the Hygiene Department's regulations to provide a balanced diet for students in Year 2 upwards. The daily lunch menu consists of soup, main meal with two side dishes (e.g. meat with rice and grilled vegetable), vegetable salad bar, dessert (in a 5-day week this will be 4x fruit, 1x cake), drink (water with herbs/ fruit/pure water). The school's catering partner is Little Chef.

The Secondary students use their school badges (ID cards). Only one lunch can be deducted from the card each day.

How to enroll your child for the food services

If you wish to sign up your child for lunches and/or snacks, please do so by filling in the form online here: https:// littlechef.sk/application-form/. You will receive a confirmation email. The invoices will be sent to the email address which will be specified in the registration form. Shortly after lunch registration, you will receive log in details to https:// littlechef.biometric.sk. Please log in and make the necessary changes (menu selection/ lunch cancelation) by yourself. We would like to encourage you to choose the menu with your

child. Please note that the changes, including cancellation, must be done by 12:00 at the latest on the preceding working day (e.g. you should cancel your Monday lunch by Friday noon time at the latest).

Please note that you will be charged for the lunch if you do not cancel the lunch before the above-mentioned deadline.

EXTRA CHARGES: Please note that your child will receive an ID card after registration. This ID card is used at lunchtime. If your child loses it, you will be charged 5 Euro for its replacement. There is a school cafeteria where students are able to buy additional snacks and drinks. The school has control of the products on sale and only approved products are on offer. The cafeteria accepts cash payments only (meal cards or credit cards are not accepted here).

<image>

SCHOOL BUS

The official bus service provider for BISB is JUMAP s.r.o., Mr. Juraj Pátek being the contact person. You can reach them at + 421 905 352 776 or

schoolbusbis@gmail.com.

Parents requiring this service need to contact the company directly to make the necessary arrangements. JUMAP issues invoices directly to the parents.

Cancellation or Changes

Please always inform the bus company if you need to cancel the transport to/from the school.

Please include the School Office as well if you need to cancel the transport from school on a particular day, by 12:00 noon at the latest. There are two bus pickup times at 14:45 (buses leaving the school parking zone by 15:00 at the latest) and 15:45 (buses leaving the school parking zone by 16:00 at the latest).

Please note that if the students are signed up for the later bus owing to club attendance it is not be possible to take an earlier bus.

If parents opt for their child not to attend their scheduled club for any reason, responsibility for collection and transportation of children will fall to the parent.

Important

The buses leave at the abovementioned times promptly. Those students who miss the bus departure have to be collected by their parents or designated guardians. There is no alternative covered by the school or bus company.

LOCKERS

Each Secondary student can be assigned a locker to store personal items. Lockers are located on the ground floor in the designated cloakroom areas. Students should provide their own small lock.

PHOTOCOPY CARDS

Each Secondary student will be issued with a school ID card which can be used for printing. Cards are being issued by the Logistics Manager with a total photocopying allowance depending on the year group. If the allowance is used up, students can buy extra credit using the coin operated recharging machine located in front of the Secondary library. The first card is issued for free, but if the card is lost, there is a fee to be paid of 5 Euros for a replacement card that needs to be paid at the Front Office.

LIBRARY BOOKS

Students are allowed to borrow 2 books (maximum) for 2 weeks. If they need to, they can extend this for a further 2 weeks.

All Year 11 and Year 13 students must return all library books and all books borrowed from their subject teachers after their final exams in May/June. These books should be returned in good condition otherwise a charge may be made for a replacement copy.

Year 11 and Year 13 students must return all the books they have borrowed from the secondary library when they finish their IB/IGCSE examinations before the summer holidays. Books may not be borrowed during the summer holidays.

Year 12 (IB1) students who have no overdue books and will continue their study at BISB in September, are allowed to borrow books for the summer holidays to help them prepare for their extended essays and further study.

In all cases, if a book is lost, students will be asked to pay the full replacement.

PUPIL INFORMATION UPDATE INCLUDING CHANGE IN MEDICAL CONDITION

Please ensure that the office is promptly informed, in writing, of any change in address, contact phone numbers and email addresses. In case your child suffers with some chronic disease; or anything concerning health of your child has changed, please inform the school nurse at nurse@bisb.sk so that she could provide adequate first aid.

If children are suffering from heavy colds or coughs, we strongly encourage you to keep them at home until they are better. If your child has a temperature, they should be kept at home. If your child has been sick or has diarrhea, they should be kept at home for 24 hours without showing the symptoms. This avoids the spread of illness to other children and means that children are not struggling through the physical and mental challenges of the school day when they are tired, ill and emotional.

COVID-19 PANDEMIC

Since the emergence of Covid-19 it is vital that children are not sent to school when experiencing any of these symptoms: severe cough, sneezing, shortness of breath, muscle aches, tiredness and fever. To minimise the spread of the virus, we expect that

children wash their hands regularly and use the hand sanitizers placed around the school. If during the day your child's temperature rises above normal, you will be asked to collect your child without delay. We will continue to follow the updates in recommendations from the local health authorities or the Slovak government and communicate these to parents. It is important that you update your child's medical history forms as needed and advise the school of any change in the medical information you disclosed at the time of admission.

MEDICINES AT SCHOOL

In order to administer any prescription medicines, the School Nurse must be given a full report from the doctor including the dosage information etc. The school nurses will not administer antibiotics because if a child is on antibiotics, they should be kept at home until the course of medicine is completed. Over the counter medicine can be administered only with a written consent signed by the parent and only in urgent matters. If parents wish to request the administration of medicines by the School Nurse, they must complete an Authorisation for the Administration of Medication form. Both the completed form and the medication, in its original container, must be taken to the School Nurse,

ideally by the parent. If a student is bringing medicines to the nurse, they should do so at the beginning of the school day. **Class Teachers and Teaching** and Learning Assistants cannot be asked to administer or be responsible for medicines. Please do not send vitamins, natural or homeopathic remedies to school and remind your child never to share medicines with others.

In the case of a head injury parents will be called and advice and assistance given by school staff. A written report will follow. An ambulance would only be called if the injury was lifethreatening.

We occasionally have occurrences of head lice. If you notice head lice on your child's hair, please treat their hair by combing and using medicated shampoo. As preventative measures it is advisable to tie long hair up. During May to September, although we take some control measures, we sometimes have ticks in the grounds, so we advise that parents check their children at night if they have been in the forest or in long grass.

Medical Sign out procedure

If your child becomes ill at school, he/she must first be seen by the school nurse. Depending on what the nurse finds, your child might be OK to return to their lessons. If the nurse finds that your child is not well

enough to stay in school, then the nurse will ask the student to follow the below steps:

- 1. The nurse will fill in a pink medical sign out slip for your child.
- 2. Your child will then get the pink medical sign out slip signed by their Head of Year, Deputy Head of Secondary or Head of Secondary School.
- 3. Only once the pink medical slip is signed by one of the above teachers will they be allowed to leave school via the Front Office. This will only happen once you have been notified and given your consent for your child to leave school
- 4. If your child's Head of Year, the Deputy Head of Secondary or Head of Secondary School have any concerns about why your child is leaving school early they will make a note of this on the pink medical sign out slip.

Please be aware that under no circumstances should a student contact a parent before visiting the school nurse. Even if you arrive at school to collect your child, due to medical reasons, they will still need to follow the above procedure and get a pink medical sign out slip signed by their Head of Year, Deputy Head of Secondary or Head of Secondary School, in order to leave.

Health Insurance

BISB expects that parents have local health/medical insurance for their children. In case of emergency, the hospital requires patient's medical insurance card/information for any treatment before they can admit the patient. We would kindly ask parents to provide a copy of the Local Health Insurance Card/or information about Health Insurance if they have not done so with admission process yet. The cards will be stored in our medical information database and will be confidential. The school is obliged to submit Health Insurance details in case a child is taken to hospital because of serious injuries. Additionally, parents are responsible for insurance of the personal belongings of their children.

Finance

For any finance related queries (e.g. payments for school fee, deposit refunds, due dates) please contact the Finance Department at bis-finance@bisb.sk.

All important information can be found on our website and published via the school newsletter.

PERSONAL PROPERTY

We ask that students do not bring expensive items to school if they are not essential for learning, especially valuable or irreplaceable items. If Students bring such property, we expect them to take care of their property and make sensible use of lockers to keep their property safe.

The School will not be responsible in the case of items that are stolen/damaged or otherwise lost or missing including, without limitation, money, jewellery, computers and personal electronic devices, mobile phones and/or valuable objects. The School has no responsibility for safe keeping of personal effects of the Student or the Student's Guardians. Parents are responsible for insurance of the personal belongings of their children. The school cannot accept responsibility for loss or damage to any personal items.

COMMUNICATION

HOME-SCHOOL COMMUNICATION

Newsletters

Secondary Newsletters are issued bi-weekly on Fridays and will appear on the BISB website. Newsletters contain news about student activities and events and send out information to parents about events inside the school. This is the official communication channel between school and parents, so it is important that parents read them.

School App

The British International School Bratislava app by SchoolInfoApp is now available for iPhones®,

iPads[®], Android[™], Blackberry[™] and Windows[™] devices. BISB app is free and gives parents and students quick access to:

- Keep up with all of the latest news, information and announcements
- Find out about events and activities
- Contact teachers, staff and administration
- Get important documents, picture galleries & other media

Social Media

Stay connected with BISB no matter where you are. Follow us on social media to keep up to date with all the latest news, events, information, photos and videos from the School.

Explore what's happening around BISB:



MUSIC: twitter.com/BISB_Music TRIPS: twitter.com/BISB_Trips SPORTS: twitter.com/BISB_Sports

@bisb bratislava

0 **BISB** Bratislava

Get involved and see what people are saying and join the conversation using #BISB_Bratislava

CONTACT INFORMATION



WILLOWS Nursery & Reception J. V. Dolinského 1 841 02 Bratislava



MAPLES Year 1 & Year 2 Pekníkova 4 841 02 Bratislava



OAKS Primary & Secondary School Pekníkova 6 841 02 Bratislava

T +421 2 6930 7081 M +421 905 773 632 office@bisb.sk

T +421 2 6436 6992

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T+421 2 6930 7082

M +421 918 657 025

office@bisb.sk

office@bisb.sk

FINANCE DEPARTMENT

bis-finance@bisb.sk Pekníkova 6 841 02 Bratislava, T +421 2 6930 7084 M +421 0905 247 000 F +421 2 6930 7083

PRINCIPAL'S PA Danica Paprnáková Danica.Paprnakova@bisb.sk T +421 2 6930 7081 M +421 917 204 527

SECONDARY SCHOOL SECRETARY

Jarmila Polónyová Jarmila.Polonyova@bisb.sk Pekníkova 6 841 02 Bratislava T+421269307081



SCHOOL UNIFORM

All students at the British International School Bratislava must wear the school uniform. Our students are ambassadors for our school, and their dress and behaviour convey an impression to the public of our school. Teachers are required to enforce the dress code at all times and to encourage students to take pride in their appearance. School uniform must be worn correctly at all times on buses, in school and when on a school trip (unless special permission has been given). All uniform pieces should be clearly labelled with your child's name.



UNIFORM LIST FOR SECONDARY GIRLS - YEAR 7 TO YEAR 11

- BISB navy blue cardigan, jumper or V-neck vest. (All have the pale blue trim at the collar and school logo)
- BISB pale blue short or longsleeved collared shirt
- BISB Ramsey Blue tartan skirt or BISB tailored trousers
- Plain white or navy blue socks Plain white or navy blue socks or plain navy blue tights
- Plain black fully closed shoes

UNIFORM LIST FOR SECONDARY BOYS - YEAR 7 TO YEAR 11

- BISB navy blue jumper or blue trim at the collar and school logo)
- sleeved collared shirt • BISB tailored trousers or
- shorts
- no boots, trainers or sandals

UNIFORM SHOP

School uniforms can be purchased online: http://www.bisbuniforms.sk or in person at the school uniform shop during the designated hours. The school shop is located walking distance from the BISB at Žatevná Street 12.

If you have any questions please email: info@bisbuniforms.sk or call +421 944 94 37 37.

- Shop is closed during Slovak public holidays and BISB holidays.
- Cash and Card payment available.

July CLOSED

2nd August to 13th August

By appointment - please send us an email at info@bisbuniforms.sk

16th August to 27th August 10:00 - 17:00

30th August 2021 to 30th June 2022

14:00 - 17:00



V-neck vest. (All have the pale

• BISB pale blue short or long-

• Plain black fully closed shoes - no boots, trainers or sandals

FOOTWEAR

If students choose to arrive at school in outdoor shoes, then they need to ensure that they have the appropriate plain black indoor shoes that meet the uniform requirements.

Students may choose to go outside at break or lunch time in their outdoor shoes, but they are expected to change their footwear before returning to lessons.

ACCESSORIES, HAIR AND MAKE-UP

- Students can wear a watch.
- Students can wear make- up, including nail varnish, but both need to be conservative in colour and style.
- Hairstyles must be conservative. Hair can be dyed as long as it is a natural colour.
- Students can wear one stud earring in each ear.
- Nose piercings and earcartilage piercings are allowed as long as the studs are discrete.
- Eyebrow, lip and cheek piercings are not allowed.
- Visible tattoos are not allowed on any part of the body.

PHYSICAL EDUCATION (PE) KIT

- Lightweight indoor trainers or gym shoes with non-marking soles.
- Plain white or navy sports socks.
- Short sleeved T-shirt with school badge in their house colour: red, blue, green or yellow (to be bought after the confirmation of their house, available from Uniform shop).
- Navy blue shorts.
- Navy blue or black tracksuit trousers (plain, minimal logos visible).
- In winter, black or navy blue zipped top or hoodie (plain, minimal logos visible).

IB DRESS CODE

IB students are the role models of the school, and as such are expected to dress in a smart and respectable manner at all times. This means that they must dress in a professional attire. Our IB Dress code mirrors the staff dress code.

More detail on the IB dress code is as follows:

Clothing

- Students must wear a collared business shirt or blouse (for females), in a conservative colour.
- Tailored trousers for male or female students should be worn. Female students can wear a knee- length dress or skirt. Dresses and skirts cannot be more than 5cm above the knee.
- Blazers and ties are optional.
- No denim or denim-look material, in any colour.
- No leather or leather-look clothing.
- No ripped clothing.
- No leggings.
- No sports clothes or hoodies.
- No beachwear. Footwear
- Students can wear smart business-style shoes in any colour, or a smart sandal with an ankle strap.
- Walking shoes/boots, trainers, flip-flops are not allowed.

Hair, make-up and accessories

- Students can wear make-up, including nail varnish, in a conservative colour.
- Hairstyles must be conservative. Hair can be dyed as long as it is a natural colour.
- Stud and dangly earrings are allowed.
- Nose piercings and earcartilage piercings are allowed as long as the studs are small. Eyebrow, lip and cheek piercings are not allowed.
- Visible tattoos are not allowed on any part of the body.

For further clarification, please speak to the IB coordinator. Any student who does not follow the school dress code will lose the privilege of wearing their own clothes, and will be required to wear school uniform, for a period defined by the IB coordinator. Suitable uniform items will be provided.

There are designated teachers who will have the final say on whether an item of clothing is acceptable or not to wear for school. They are the IB Coordinator and Head of Year 12/13.

BO	YS	GIF	RLS
Allowed	Not allowed	Allowed	Not allowed
 Upper Body Buttoned-up shirt in a conservative colour Blazer jacket Smart jumper such as a V-neck or wool jumper Waistcoat Tie or Bow tie Lower Body Smart tailored trousers Knee length tailored shorts not more than 5cm above the knee Footwear Smart business-style shoes A smart sandal with an ankle strap Jewellery and accessories Stud or dangly earrings. Nose piercings and earcartilage piercings are allowed as long as the studs 	 General Rules No denim or denim-look material, in any colour this includes trousers, shirts, jackets, shoes etc. Sports clothes No leather or leather-look clothing No ripped clothing Upper Body T-shirts of any kind Hoodie Polo shirts Brightly patterned or "fashion" shirts e.g. lumberjack or Hawaiian Vests Large logos, images or text Elower Body Combat trousers Tracksuit / sports trousers Shorts more than 5cm above knee 	 Upper Body Buttoned-up shirt in a conservative colour Blouse Blazer jacket Smart jumper such as a V-neck or wool jumper Waistcoat Tie or bow-tie Lower Body Smart tailored trousers Knee length tailored shorts- not more than 5cm above the knee. Skirt - not more than 5cm above the knee Smart dress - not more than 5cm above the knee Smart dress - not more than 5cm above the knee Footwear Smart business-style shoes A smart sandal with an ankle strap Smart leather boots in winter 	 General Rules No denim or denim-look material, in any colour this includes trousers, shirts, jacket, shoes etc. Sports clothes No leather or leather-lood clothing No ripped clothing Upper Body T-shirts of any kind Hoodie Polo shirt Brightly patterned or "fashion" shirts e.g. lumberjack or Hawaiian Exposed shoulders or thin-strapped vest tops Exposed stomach Low necklines Large logos, images or text
 are small. Hair and Make-up Make-up, including nail varnish, in a conservative colour. Hair can be dyed as long as it is natural colour. 	 Footwear Trainers Converse shoes Crocs Flip flops or beach sandals Jewellery and accessories Eyebrow and lip piercings Unnatural hair colour or radical hairstyles. Visible tattoos are not allowed on any part of the body. No oversized scarves/ blankets 	 Jewellery and accessories Stud or dangly earrings. Nose piercings and earcartilage piercings are allowed as long as the studs are small. Hair and Make-up Make-up, including nail varnish, in a conservative colour. Hair can be dyed as long as it is natural colour. 	 Short skirts/shorts more than 5cm above knee, even when worn with tights. Combat trousers Tracksuit / sports trouse Beach shorts No stocking-style tights Footwear Trainers Converse shoes Crocs Flip flops or beach sand. Ugg boots Jewellery and accessories Eyebrow and lip piercing Unnatural hair colour or radical hairstyles.

- allowed on any part of the body.
- No oversized scarves/ blankets

SCHOOL SECURITY ARRANGEMENTS

Security arrangements at BISB are important to us. While the relatively open-door culture maintains an air of ease and friendliness, we always need to be careful and vigilant. Currently due to COVID restrictions parents are not able to come on site. Should conditions improve this will be reviewed during the academic year.

Anyone entering the BISB premises needs to be easily identifiable.

All visitors must sign in the visitor's book and wear a visitor's badge on a visible place.

All parents are issued with parent cards that must be worn at all times while on the premises.

Cards and badges enable staff and students to easily recognise that people inside the school are authorised to be in the building.

For any special events during the school day all visitors and parents must use only the Front Office entrances at Oaks, Maples or Willows.

PARENT CARDS

- Each parent is issued a card.
- The colour of parent cards is orange for an easy identification.
- Parents coming inside the

building must wear these on a visible place so students and staff can easily identify them.

- Cards for new parents will be issued prior to the first school day of the student.
- If parents forget their cards, they need to sign in and wear a visitor's badge.
- Every entrance is guarded by a member of our facility team in the morning drop off and afternoon pick up and proof of ID may be requested at the gate.

PARKING AND TRAFFIC FLOW OUTSIDE THE OAKS BUILDING (PEKNÍKOVA 6) We would like to propose one

We would like to propose one of the following routes (blue or yellow arrow) for those of you who drop your children at Oaks.

PARKING ARRANGEMENTS FOR DROP OFF

There are two car park areas created for parents. Parking 1 (P1) at the corner of Pod Záhradami Street and Pekníkova Street and Parking 2 (P2) at Pod Záhradami next to the Court Office Building (see map - blue Parking sign P1 and P2). 841 02 Bratislava



SCHOOL CALENDAR 2021-2022

School and Public Holidays

First Day of Term Last Day of Term

August							
Мо		2	9	16	23	30	
Tu		3	10	17	24	31	
We		4	11	18	25		
Th		5	12	19	26		
Fr		6	13	20	27		
Sa		7	14	21	28		
Su	1	8	15	22	29		
		Ν	ove	mbe	er		
Мо	1	8	15	22	29		
Tu	2	9	16	23	30		
We	3	10	17	24			
Th	4	11	18	25			
Fr	5	12	19	26			
Sa	6	13	20	27			
Su	7	14	21	28			
		F	ebr	uar	y		
Мо		7	14	21	28		
Tu	1	8	15	22			
We	2	9	16	23			
Th	3	10	17	24			
Fr	4	11	18	25			
Sa	5	12	19	26			
Su	6	13	20	27			
			M	ay			
Мо		2	9	16	23	30	
Tu		3	10	17	24	31	
We		4	11	18	25		
Th		5	12	19	26		
Fr		6	13	20	27		
Sa		7	14	21	28		
Su	1	8	15	22	29		

Week A Week B		В									
September				Octo	obe	r					
		6	13	20	27		4	11	18	25	
		7	14	21	28		5	12	19	26	
	1	8	15	22	29		6	13	20	27	
	2	9	16	23	30		7	14	21	28	
	3	10	17	24		1	8	15	22	29	
	4	11	18	25		2	9	16	23	30	
	5	12	19	26		3	10	17	24	31	
		Dec	cem	ber				Jan	uary	/	
		6	13	20	27		3	10	17	24	31
		7	14	21	28		4	11	18	25	
	1	8	15	22	29		5	12	19	26	
	2	9	16	23	30		6	13	20	27	
	3	10	17	24	31		7	14	21	28	
	4	11	18	25		1	8	15	22	29	
	5	12	19	26		2	9	16	23	30	
		Ν	larc	h				Ap	oril		
		7	14	21	28		4	11	18	25	
	1	8	15	22	29		5	12	19	26	
	2	9	16	23	30		6	13	20	27	
	3	10	17	24	31		7	14	21	28	
	4	11	18	25		1	8	15	22	29	
	5	12	19	26		2	9	16		30	
	6	13	20	27		3	10	17			
			June		_		_		July		
		6	13	20	27		4	11	18	25	
		7	14	21	28		5	12	19	26	
	1	8	15		29		6	13	20	27	
	2	9		23	30		7	14		28	
	3	10		24		1	8	15	22	29	
	4	11	18			2	9	16	23	30	
	5	12	19	26		3	10	17	24	31	

SEPTEMBER

New student CAT and CEM testing Y7 parent lesson experience Global Campus launch

OCTOBER

2nd SATs 22nd International Day Teaching and Learning parent lecture

NOVEMBER

Student Leadership event 16th House poetry slam

DECEMBER

IGCSE drama showcase 4th SATs X-mas Concert

JANUARY

11-24 Y11 and Y13 Mock exams Ski Trip 26-28 Music Festival

FEBRUARY

8th IGCSE Options evening 23rd IB Options evening Secondary Musical

MARCH

IB Art Exhibition IGCSE Drama presentations **Big Sing** 12th SATs

APRIL

Book week 29th TEDx 22nd Y11 and Y13 last day of term

MAY

2-13 Year 10 and 12 exams 7th SATs 21 IB Graduation

JUNE

ABRSM Music Exams 13-17 Residentials Trips week CAS Trip STEAM Festival Music Festival



ACADEMIC STAFF

Senior Leadership Team						
Karen Eastwood	Principal	Karen.Eastwood@bisb.sk				
Mark Hatherell	Head of Secondary	Mark.Hatherell@bisb.sk				
Philippa Williams	Deputy Head of Secondary	Philippa.Williams@bisb.sk				
James Gilmour	Assistant Head	James.Gilmour@bisb.sk				
	Secondary Academic Leadership Team					
Mark Hatherell	Head of Secondary	Mark.Hatherell@bisb.sk				
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Michaela Tucker-Blackford	Head of Physical Education	Michaela.Tucker-Blackford@bisb.sk				
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Philippa Williams	Deputy Head of Secondary	Philippa.Williams@bisb.sk				

Philippa Williams	Deputy Head of Secondary	Philippa.Williams@bisb.sk
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Year 7			
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7KE Katarína Euell	1.9	Katarina.Euell@bisb.sk	
7FS Fiona Shanks	2.23	Fiona.Shanks@bisb.sk	
7SB Sarah Byrne	1.1	Sarah.Byrne@bisb.sk	
	Year 8		
8MS Matúš Sagan	1.13	Matus.Sagan@bisb.sk	
8EJ Eliza Jonczyk	1.11	Eliza.Jonczyk@bisb.sk	
8YC Youngran Cho	2.22	Youngran.Cho@bisb.sk	
	Year 9		
9SO Stephen Ormston	2.17	Stephen.Ormston@bisb.sk	
9JY Justine Young	1.2	Justine.Young@bisb.sk	
9JW Joanne Wilcox	1.3	Joanne.Wilcox@bisb.sk	
	Year 10		
10LC Lucia Cebová	1.8	Lucia.Cebova@bisb.sk	
10JL Johnny Lawlor	2.15	Johnny.Lawlor@bisb.sk	
10AP Andrew Pheby	Art 2	Andrew.Pheby@bisb.sk	
	Year 11		
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11CM Catherine McNeilly	Primary Music room	Catherine.Mcneilly@bisb.sk	
11PM Pauline Mably	2.14	Pauline.Mably@bisb.sk	
	Key Stage 5 Leaders – IB		
Monica Gautama	IB Coordinator, Biology	Monica.Gautama@bisb.sk	
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Joshua Cuttell	Careers and University Guidance Counsellor and Geography Joshua.Cuttell@bisb.sk		
Clare Palušák	CAS Coordinator, History, Global Perspectives	Clare.Palusak@bisb.sk	
Stephen Marson	EE Coordinator, Head of Years 10 and 11, English	Stephen.Marson@bisb.sk	
David Keys	TOK Coordinator, History	David.Keys@bisb.sk	

Year 12			
Tutors	Tutor rooms	Email	
12HR Heidi Rowlands	Chem Lab	Heidi.Rowlands@bisb.sk	
12RW Robert Wilcox	1.10	Robert.Wilcox@bisb.sk	
12MS Michael Shkurka	2.24	Michael.Shkurka@bisb.sk	
	Year 13		
13JC Joshua Cuttell	2.18	Joshua.Cuttell@bisb.sk	
13JB Joshua Burrell	2.21	Joshua.Burrell@bisb.sk	
13TF Thomas Finley	2.16	Thomas.Finley@bisb.sk	
· · ·			
Teaching Assistants			
Zuzana Nováková	Laboratory Technician	Zuzana.Novakova@bisb.sk	
Anna Brezová	Laboratory Technician	Anna.Brezova@bisb.sk	

Secondary Subject Faculties			
A1 Languages	Role	Email	
Justine Young	Head of A1 Languages	Justine.Young@bisb.sk	
James Gilmour	Assistant Head, ICT, TOK and English	James.Gilmour@bisb.sk	
Joanne Wilcox	English	Joanne.Wilcox@bisb.sk	
Stephen Marson	English, Drama and EE Coordinator	Stephen.Marson@bisb.sk	
Youngran Cho	Secondary Korean	Youngran.Cho@bisb.sk	
Marek Križan	Secondary Slovak	Marek.Krizan@bisb.sk	
Stanislava Taranová	Primary and Secondary Slovak	Stanislava.Taranova@bisb.sk	
EAL	Role	Email	
Sarah Keys	Head of Whole School EAL	Sarah.Keys@bisb.sk	
Pauline Mably	EAL and Head of Whole School Learning Support, History, English	Pauline.Mably@bisb.sk	
Lucia Cebová	EAL	Lucia.Cebova@bisb.sk	

Secondary Subject Faculties			
Visual and Performing Arts	Role	Email	
Nicholas McGauley	Head of Whole School Visual and Performing Arts and Music Teacher	Nicholas.McGauley@bisb.sk	
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Sarah Byrne	Drama and Dance	Sarah.Byrne@bisb.sk	
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Nicola Bingham	Visual Arts	Nicola.Bingham@bisb.sk	
Humanities	Role	Email	
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David Keys	History, Head of TOK	David.Keys@bisb.sk	
Clare Palušák	History, Global Perspectives, CAS coordinator	Clare.Palusak@bisb.sk	

World Languages	Role	Email
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Matúš Sagan	Primary and Secondary German	Matus.Sagan@bisb.sk
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Paula Gubová	Slovak as a second language	Paula.Gubova@bisb.sk

Mathematics & Computer Science	Role	Email
Michael Shkurka	Head of Mathematics and Computer Science	Michael.Shkurka@bisb.sk
Johnny Lawlor	Mathematics	Johnny.Lawlor@bisb.sk
Stephen Ormston	Mathematics	Stephen.Ormston@bisb.sk

NON-ACADEMIC STAFF

Secondary Subject Faculties

Mathematics & Computer Science	Role	Email	
Thomas Finley	Mathematics	Thomas.Finley@bisb.sk	
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Fiona Shanks	Mathematics, English, History, Global Perspectives	Fiona.Shanks@bisb.sk	
Experimental Sciences & SEHS	Role	Email	
Heidi Rowlands	Head of Experimental Sciences and SEHS, ESS, Science, Chemistry	Heidi.Rowlands@bisb.sk	
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Pauline Mably	Head of Whole School Learning Support	Pauline.Mably@bisb.sk	
	nead of mole ochoor Learning oupport		
School Support	Role	Email	
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Senior Leadership Team			
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Director of Admissions and Marketing	Milina Bireš	Milina.Bires@bisb.sk	
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Role	Name	E-mail	
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Marketing Officer	Lucia Remšíková	Lucia.Remsikova@bisb.sk	
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Nurse	Daniela Marenčáková	nurse@bisb.sk	
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Domestic Staff			
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	Iveta Némethová	Marie Therese Che Sahuwu	Zuzana Krivjanská
Caretaker	Vladimír Vilém	František Jánoš	Tomáš Zelenák



THE BRITISH INTERNATIONAL SCHOOL BRATISLAVA

Parent Satisfaction Survey 2021





Our first contact with the school was positive and welcoming

My child feels safe at school



My child receives a quality education from the school



My child is happy at school



My child is developing independence at school



My child was given a good induction when starting the school

What our parents like about our school:

Excellent teaching staff who care about their students and work incredibly hard to provide an excellent educational experience as well as pastoral support.

Your collaboration with MIT and Juilliard is greatly appreciated, the sports tournaments are always a unique experience for resilience and sportsmanship and the expedition to Tanzania a life time experience. The Duke of Edinburgh program and charity events are great opportunities for the students.

Excellent teaching of relevant topics presented in imaginative ways. Exposure to a larger view of the world, meeting students from around the world and giving them skills so they will thrive in the future.

Transition to online and teachers' ability in maintaining a positive spirit throughout COVID situation.







The school provides a stimulating learning environment

Taught by quality teachers



Very good values in real school life, great approach by teachers and overall all the staff, even heads of schools and principal are very accessible and it is very visible how they created great team, very good communication, respect for children and individual approach, motivating children to strive, children are happy at the school, high standard for hygiene and related measures for COVID-19 period, opening horizons to global topics.

In BISB, children grow in the multicultural environment, zero bullying tolerance and learn continuously to be kind and carrying for people and environment. The education is high quality including music, art, PE, books.

Excellent culture oriented on values; believing in children; excellent dedicated teachers; real individual approach; strong academic program even now in virtual environment, nice community.





WILLOWS

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MAPLES

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OAKS

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Join our BISB community: f facebook.com/BISB.Bratislava

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- twitter.com/BISB_Bratislava
- in The British International School Bratislava