



THE BRITISH INTERNATIONAL SCHOOL
KUALA LUMPUR
A NORD ANGLIA EDUCATION SCHOOL

PRIMARY PARENT HANDBOOK



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1 The British International School of Kuala Lumpur

1.1 Welcome to the British International School of Kuala Lumpur

Dear parents,

A very warm welcome to the *Primary School Parent Handbook* for the academic year 2023/2024. I am truly honoured to write to you as Head of Primary. Taking on this role has fulfilled a lifelong dream of mine and to do this at BSKL, a place extremely close to my heart, is extra special. I believe strongly in our school's philosophy to 'Be Ambitious', both professionally and personally. Being ambitious sits firmly at the heart of everything I do. Today, I write this welcome message to you, realising I have been ambitious, and I have achieved something I set out to do almost 15 years ago.

I have thoroughly enjoyed the previous ten years at BSKL; as a class teacher, a middle leader and as deputy head and am now looking forward to taking on the responsibility of Headteacher. I am proud to be leading such a prestigious school and remain determined to ensure that BSKL successfully builds upon its outstanding achievements. I am passionate about providing our pupils with a world class education. I want to help create a school, working closely with our amazing team of staff, that your children want to attend, a place where they feel safe and happy, excited, and engaged. A school they can flourish in and proudly call their own. This intention underpins everything we do at BSKL and I know you will see it in your interactions with us.

This handbook has been created as a guide for parents to provide information about school life and to enable parents to feel informed. In it you will find the school hours, school updates, full details of school uniform requirements, homework guidelines and other useful information. I hope you will find it helpful. Your comments and feedback are always appreciated.

We truly believe that it is good to talk, so if you have any questions, please do email me or any relevant member of the Primary Leadership team and we will be happy to help. I very much look forward to working with you to support your child on their learning journey. Best wishes for another successful year at BSKL.

Mr Simon Clarke

Head of Primary



STRIVE FOR HAPPINESS



BE AMBITIOUS



TAKE RISKS



ACT WITH INTEGRITY





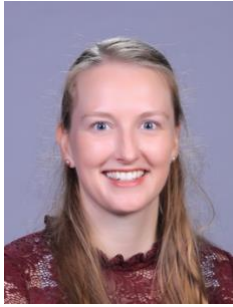


BE RESILIENT



BE KIND

1.2 Academic Staff











			
Dr Mike O'Connor Principal			
Primary Leadership Team			
	Mr Simon Clarke Head of Primary		Mr Thomas Kimber Deputy Head of Primary (Teaching, Learning & Assessment)
	Mrs Vickie Stringer Deputy Head of Primary (Pastoral & Safeguarding)		Ms Leah Lewis Assistant Head of Primary (Head of EYFS)






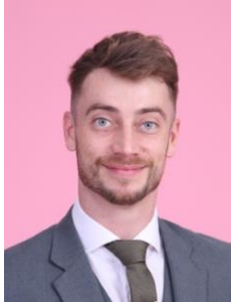


Year Group & Academic Leadership Team

Heads of Year are responsible for all the operational elements and pastoral care within their year group. Teaching, Learning and Assessment Leaders are responsible for the quality of teaching and learning and the academic progress of learners within their year group.

	<p>Mrs Leah Lewis</p> <p>Assistant Head of Primary (Head of Early Years Centre)</p>		<p>Mrs Emily Clark</p> <p>Head of Reception</p>
	<p>Mr Guy Taylor</p> <p>Head of KS1</p>		<p>Ms Marissa Chin</p> <p>Teaching, Learning & Assessment Leader</p>
	<p>Mr Mark Vickerstaff</p> <p>Head of Year Three</p>		<p>Mrs Stephanie Taylor</p> <p>Teaching, Learning & Assessment Leader</p>
	<p>Mr Robert Walsh</p> <p>Head of Year Four</p>		<p>Mr Alex Walsh</p> <p>Teaching, Learning & Assessment Leader</p>
	<p>Ms Leah Quaite</p> <p>Head of Year Five</p>		<p>Mrs Amy Wright</p> <p>Teaching, Learning & Assessment Leader</p>













	<p>Mr Jonathan Hurley</p> <p>Head of Year Six</p>		<p>Mr Martyn Stuart</p> <p>Teaching, Learning & Assessment Leader</p>
	<p>Ms Chloe Tabley</p> <p>Teaching, Learning & Assessment Leader</p>		<p>Mr Daniel Meadows</p> <p>Teaching, Learning & Assessment Leader & STEAM Coordinator</p>





Heads of Department

	<p>Mr Tom Harron Director of Sport</p>		<p>Mr Tom Lewis Head of Primary PE</p>
	<p>Mr Wilson Chai Head of Performance Swimming</p>		<p>Mr Nicholas Bentley Director of Modern Foreign Languages</p>
	<p>Ms Rachael Elizabeth Howarth Director of Music</p>		<p>Ms Nathalia Stein School Counsellor</p>
	<p>Mrs Marie Mutter Head of Primary Learning Support</p>		<p>Ms Agneswary Francis Senior School Nurse</p>

[Full Primary Teaching Staff Listing](#) for 2023/24, including email addresses, can be accessed via the link.





1.3 Administration Staff

A full list of Administration staff can be found on our website. Please find below a key list of contacts for all the major administrative functions at the School.

Administration Leadership		
Raja Nurul Adila	Head of Operations (Services, Facilities)	rajanurul.adila@britishschool.edu.my
Carl Esposito	Director of Marketing & Admissions	carl.esposito@britishschool.edu.my
Jacqueline Lim	Director of Finance	jacqueline.lim@britishschool.edu.my
Noor Azah Mokhtar	Head of HR	noorazah.mokhtar@britishschool.edu.my
Elil Arasu	Head of IT	elil.arasu@britishschool.edu.my
Front Desk		
Our Front Desk Team are on hand by the telephone and by our school entrances to assist you should you have any enquiries, need to relay a message, transfer you to speak to another department or if you are visiting the School		
BSKL Front Desk	+60 3 7727 7775	bskl.frontdesk@britishschool.edu.my
Yuga Kannan	Head of Front Desk	yuga.kannan@britishschool.edu.my
Personal Assistants		
Our Personal Assistants provide communications and administrative support to our Principal and Head of Primary		
Siti Quraisyah Zulkifli	PA to the Principal	sitiquaisyah.zulkifli@britishschool.edu.my
Noor Ashreen Ismail	PA to the Head of Primary	noor.ashreen@britishschool.edu.my
Services		
Our Services Team are responsible for liaison with our caterers, buses, trips and visits		
Services Team	service@britishschool.edu.my	
Facilities		
Our Facilities Team are responsible for repairs, maintenance and cleanliness of the site		
Facilities Team	bskl.facilities@britishschool.edu.my	
Finance		
Our Finance Team are responsible for billing and payments		
Finance Team	finance@britishschool.edu.my	





Admissions

Our Admissions Team are responsible for applications, assessments and enrolments for new students into school. They are also responsible for assisting with study permits, student visas, and re-enrolment.

Admissions Team

admissions@britishschool.edu.my

IT

Our IT team are responsible for the school's IT services and can provide IT assistance with any school-issued item of IT hardware

IT Team

itdepartment@britishschool.edu.my

Marketing & Communications

Our Marketing Team are responsible for school communications, publications (such as the Yearbook), press releases and advertising

Marketing Team

marketing@britishschool.edu.my





1.4 Academic Calendar

Below you will find a list of key term and holiday dates for the 2023/24 Academic Year. A full list of dates can be found via our Parent App which is updated regularly.

Term One	
18 th August	Meet the Teacher Day
21 st August	First day of Term One
31 st August	National Day - Holiday
16 th September	Malaysia Day - Holiday
28 th September	Prophet Muhammad's Birthday - Holiday
19 th October - 13 th October	Half Term - Holiday
13 th November	Deepavali - Holiday
11 th December	Sultan of Selangor's Birthday - Holiday
25 th December	Christmas - Holiday
8 th December	Last Day of Term One

Term Two	
2 nd January	First day of Term Two
25 th January	Thaipusam - Holiday
12 th February – 16 th February	Half Term - Holiday (inclusive of Chinese New Year)
28 th March	Nuzul Al-Quran - Holiday
5 th April	Last Day of Term Two

Term Three	
22 nd April	First day of Term Three
1 st May	Labour Day - Holiday
22 nd May	Wesak Day - Holiday
3 rd June	Agong's Birthday - Holiday
17 th June	Hari Raya Haji - Holiday
28 th June	Last Day of Term Three

Malaysian holidays and religious festivals are subject to change. Please be aware of this when booking for travel plans.



2. Our School

2.1 Admissions at BSKL

The British International School of Kuala Lumpur provides education for expatriates, as well as local children, living in and around Kuala Lumpur. All children applying for a place at BSKL are subject to a pre-entry assessment unless transferring from within another Nord Anglia School.

Upon making an application, all parents will be asked to provide an up-to-date school report and a name and email address of a current class teacher in order for us to send out a reference form. Following this, our Early Years team assesses children who are eligible to join Pre-Nursery, Nursery and Reception by inviting them for a classroom visit. Families with children eligible for our Primary School (Years 1-6) will meet our Head of Primary/PLT who will conduct a short interview and admissions will complete some short, simple assessments.

For all of these assessments there is an overseas option available for families who are unable to visit Kuala Lumpur. The final decision over whether a child can be accepted or offered a conditional place in Early Years or at the Primary School, is made by the Head of Primary or the nominated Deputy Head in his absence. The decision is often a complex one involving a number of factors. However, the importance of protecting the balance of students that makes BSKL a successful and unique school is paramount.

2.2 Our School Values

With a child-centred approach at The British International School of Kuala Lumpur, the most important people are the pupils. The children in our school are at the heart of everything, and there is a strong family atmosphere shared by all at BSKL.

We are ambitious for every child to succeed. Ambitious because that leads our children to believe that anything is possible. It is a shared ambition; one which aims for the highest personal achievement in academic studies, throughout the curriculum and in the pursuit of hobbies and interests. It is this ambitious, positive education which will equip our children to live happy, fulfilled lives and become successful global citizens.

Our Values

- **Strive For Happiness**
- **Be Ambitious**
- **Take Risks**
- **Act with Integrity**
- **Be Resilient**
- **Be Kind**

Our values govern the way in which we operate and the way in which we do things as a school. Our values are also firmly related to our well-established belief in the scientific model of Positive Education. You can find a link to our [Positive Education Policy](#) here.



2.3 Our Positive Behaviour Policy

At BSKL, we expect the highest standards of behaviour from our students and so we aim to create an environment which is safe, friendly, and fair.

We will do this by:

- **Promoting positive relationships**
- **Promoting kindness, integrity, respect and emotional resilience**
- **Ensuring that behaviour is managed consistently and that rewards and consequences are applied fairly**
- **Promoting peaceful and sensitive resolution of conflict**
- **Helping pupils to reflect on their behaviour choices**

In Primary, we have adopted the following as our school rules:

We are:

- **Ready**
- **Respectful**
- **Safe**

Clear expectations ensure that pupils feel safe and secure. Staff take time to discuss and teach behaviour expectations with students and refer to the three rules when giving rewards or consequences.

2.4 Our Curriculum

We pride ourselves on our broad and balanced, yet academically rigorous curriculum, based on the very best of British Education but with a uniquely international twist. Your child will delight in our positive education inspired approach to personal and social development, our rigorous approach to the teaching of English and Mathematics, our broad and balanced Art and Humanities curriculum, our unique MIT STEAM offer of Science and Technology, high-quality modern foreign languages, the excitement and flair of our Juilliard collaborations featuring our world-leading Music programme and our top quality Sport and Swimming curriculum. And if your child has any energy left after all that- our wide-ranging enrichment and Co-Curricular offering including Enrichment, clubs, school trips and, for our older Primary children in Years 4,5 and 6: a residential.

Below is a broad outline of the school's curriculum. More specific outlines are published by each year group towards the beginning of each term.

Early Years (Age 2-5)

In Early Years we focus on the seven areas of learning.

They are:





- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

These are taught in partly play-based, partly teacher-led environments in order to develop your child and to ensure that they are ready for Year One. All of the above subjects are incorporated into a holistic child-centred curriculum. However, we also include formal teaching of:

- English
- Phonics
- Mathematics
- Modern Foreign Languages (Spanish or Mandarin)
- Music
- Physical Education
- Swimming

The Primary School (Age 5-11)

Although we are a British International School, we utilise the most of our international environment and our freedom to build the best curriculum for our children. Thus, at BSKL you will see a bespoke curriculum, unlike anything else on offer anywhere in the world.

We teach the following academic subjects. Periods are 50 or 55 minutes long. The table below is given as a guide as an average for each subject per week.

Subject	Curriculum Allocation (Number of Periods)
Positive Education & Assemblies	2
English (including phonics where applicable)	5
Mathematics	5
STEAM (Science, Technology, Engineering, Aesthetics, Computing and applied Mathematics)	3
Art & Humanities (History and Geography)	3
Juilliard (Music, drama or dance)	2



Primary Instrumental Programme (PIPs)	1 (from Year 2 upwards)
Modern Foreign Languages (Mandarin or Spanish)	4
Bahasa Malaysia	1
Physical Education	2
Swimming	1
Connections (time as a class to build positive relationships and self awareness)	1

2.5 Assessment and Marking

We believe that effective assessment should improve teaching and learning. To do this in our school we regularly use a range of Responsive Teaching (Assessment for Learning) methods, this includes facilitating frequent pupil self-assessment and peer-assessment opportunities. We complement assessment *for* learning by undertaking summative assessments at set points throughout the academic year, using our GL Assessment Suite. Teachers use a combination of evidence collected through assessment *for* learning, and test results to build a picture of what children can do. We formally record and analyse assessment data each term.

We give our children regular feedback on their learning so that they understand what it is that they need to do better. Research has shown that their involvement in the review process raises standards, and that it empowers pupils to act towards improving their performance. Our teachers ensure that each pupil is fully informed of the purpose of the task set, the expectations, the desired outcome, and the criteria by which the task will be evaluated.

See our [Assessment Policy](#) and our [Marking and Feedback Policy](#) for more information.

2.6 Reporting

We report to parents regularly about how your child is doing- this may come vicariously through a face to face conversation at the door, via email or at a short meeting. It may also come through the variety of formal opportunities which we have throughout the year to report on your child's attainment and progress.

Term One

- **Settling in Meeting:** By the end of the first half-term you will be invited to meet for a short time with your child's class teacher. This meeting will give you information about how your child has settled into the new school year as well as their main pastoral, social and behavioural strengths as well as areas for improvement.
- **Term 1 Report:** Received before the end of Term 1, this details your child's progress and attainment across all curriculum subjects.





Term Two

- **Parent-Teacher Consultation (including specialists):** At the start of Term 2 you will have the opportunity to focus on your child's learning with a Parent-Teacher Consultation which focuses on your child's progress across the curriculum. This will also provide an opportunity for you to get more information on their end of term 1 report.
- **Term 2 Report:** Received at the end of term 2, this details your child's progress and attainment across all curriculum subjects.

Term Three

- **Student-Led Consultations:** Your child will astound you at an appointment in school with all their newfound knowledge and skills in their academic subjects.
- **End of Year Report:** Received at the end of the year, this is a comprehensive report detailing your child's pastoral and academic progress and attainment across the whole year.



3. School Procedures

3.1 Communication

If you have a question or a wish to talk about your child's progress or general welfare, then, in the first instance, it is best to discuss this directly with the class teacher. The school operates an 'open door policy'. Parents need not wait for an official opportunity to meet with teachers. We kindly request you to make an appointment, either by telephone or email, if the member of staff is not available, in order to prevent any disruption to the teaching day. If you need further advice, help or guidance then please contact the Head of Year, Teaching, Learning & Assessment Leader, Head of Department, or appropriate member of the Primary Leadership Team.

Class Communication & BSKL Parent App

Each class teacher will share with you what is happening in school via a weekly email. Any changes to normal school routine or important dates/events will be shared via the school calendar and/or by means of an announcement in the BSKL Parent App. We encourage parents to download the mobile app as it's the most convenient way to keep up-to-date with what is happening in school. Any letters from the school or from teaching staff of whatever nature (selecting enrichment activities, instrumental programme, field trips, weekly review etc) are sent by email.

Keeping Us Informed

Parents are asked to keep the school informed of any changes that may occur to their home or telephone contact details. Please make sure you inform the Administration Department or Front Desk of any changes as soon as possible. You also need to make these changes on your BSKL Parent App.





3.2 The School Day, Arrival & Departure

Normal Arrangements

Students should arrive after 7:30am. Any pupil arriving before this time must wait at the Front Desk. Students are allowed up to their classrooms at 7.45am.

Early Years Centre Timings

Time	Routine
7.45	Classroom doors open
8.00	Reception Soft Start Ends
8.15	Nursery Soft Start Ends
8.15 - 12.30	Early Years Lessons
12.30 - 1.20	Lunch
3.10	Early Years Day Ends

Primary School Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:30 Registration, 8am deadline	Assembly	Class time	Class time	Class time	Class time 7:45 - 8:10am
8:30 - 9:25	Period 1	Period 1	Period 1	Period 1	Period 1 8:10 - 9:05
9:25 - 10:20	Period 2	Period 2	Period 2	Period 2	Period 2 9:05 - 10:00
10:20 - 10:40	Break	Break	Break	Break	Break 10:00 - 10:20
10:40 - 11:35	Period 3	Period 3	Period 3	Period 3	Period 3 10:20 - 11:15
11:35 - 12:25	Period 4	Period 4	Period 4	Period 4	Period 4 11:15 - 12:10
12:25 - 13:15 13:15-13:25	Lunch Cool Down time	Lunch Cool Down time	Lunch Cool Down time	Lunch Cool Down time	Lunch (12:10-13:00)
13:25 - 14:15	Period 5	Period 5	Period 5	Period 5	Period 5 13:00 - 14:00
14:15 - 15:10	Period 6	Period 6	Period 6	Period 6	CCAs
15:15 - 16:15	CCAs	CCAs	CCAs	CCAs	



Please ensure that you provide the school with the details of any member of your family or any friend who will pick your children up: school staff will only allow children to go home with an adult who is authorised.

The school works with two external Bus Service providers to offer optional transportation service from specific areas around KL and Selangor. You can find contact information for the providers and service details [here](#). Please also see the link for the [School Transportation Policy](#) here which contains the details of our behaviour expectations on the school bus.

Students who are involved in activities after school must make alternative arrangements for collection. Should any activity be cancelled, registered bus students can travel on the bus adhering to the normal departure times. Buses depart at 3.45pm (Monday to Thursday) and 2.15pm (Friday). If any children do miss the school bus they must report to the school reception where the parent/guardian will be called to come and collect them from school to take them home.

If any parent or guardian is not at the drop off point to collect their child/children, they will then be brought back to school. A member of PLT will be informed by the Service team member to contact.

3.3 The House System



All students are allocated to one of four houses: Normans (red), Saxons (green), Romans (blue), Vikings (yellow), with siblings being allocated to the same house. The houses run across the primary and secondary school. The house system is used to promote team identity and competition, as well as opportunities to promote the school's values. Throughout the year, various house sporting and other events are held. For example: house quizzes, sporting events, assemblies, charity events, etc.

Students are awarded house points for good effort or work. These points contribute to the House Cup, along with points won in other competitions/events.

3.4 Information Technology

Children in Years 1-3 have access to shared iPads and laptops. BYOD programme applies to children in Year 4 and 5. Children in Year 6 are given individual school iPads. The school takes its responsibility to Online Safety very seriously and works in partnership with parents to ensure that all children are kept safe online. Children who use the internet in school are taught Online Safety as part of the curriculum and parents should emphasise the importance of online safety at all times.

Parents and children who are loaned IT equipment by the school are expected to sign and comply with the school's user agreement for their own safety.



3.5 Homework

Homework is an integral part of life at The British International School of Kuala Lumpur. As a general rule, the following policy will be used.

Homework should:

- Be manageable for parents, pupils and teachers;
- Directly related to children's class work and the school curriculum;
- Be regarded as important and monitored by parents and teachers;
- Target objectives and feedback which are clearly understood by all pupils.

Daily reading at home is an expected part of school homework. There are 5 main ways to help support your child's reading development:

- 1. Hear your child read their school reading book or any other suitable book on a daily basis. Reading aloud helps develop fluency and understanding.*
- 2. Read with your child – take turns reading a page or paragraph each. In that way your child will hear how an experienced reader deals with the sentences and punctuation. It's also fun!*
- 3. Read stories to your child – all children benefit from hearing stories that they themselves may have difficulty reading.*
- 4. Talk about the books you have read together. Discussing the plot, characters, making predictions and the way the author writes will support your child's comprehension skills.*
- 5. Let your child see you reading – show them reading is both highly enjoyable and very useful. Set a great example.*

In the Early Years Centre, children will have optional practical tasks for literacy and numeracy enhancing learning.

In years 1 and 2, children will be given a weekly literacy (e.g. phonics/spelling) and mathematics task of approximately 15 minutes. This may also be linked to their topic work.

In Key Stage 2, teachers will use homework tasks to consolidate learning and offer opportunities for practice of key skills. We encourage regular reading and mental arithmetic practice to improve fluency of number facts, particularly multiplication and division.

3.6 Partnership with Parents

Partnership with Parents Since BSKL first opened its doors here in KL, it has had a strong sense of community spirit. All research shows that children benefit from a strong partnership with parents. We value the support of parents in school and are keen to promote strong home school links.



Class Representatives

To help facilitate effective links between teachers and parents each primary class appoints one or two class representatives from the parent body. There are guidelines

for parents to help them with their role and the Head of Primary supports this group of parents by organising meetings or giving advice.

Please see the [link here](#) for an explanation of what a Class Representative does.

Please note, the role of a class representative is not to act as a problem solver in the class for academic issues. Please direct parents initially to the class teacher or, thereafter, the Year Leader before approaching the Deputy Heads or Head of Primary.





3.7 Uniform

EARLY YEARS

BOYS



GIRLS



Additional required items for Primary
School blazer - will be added to the school shop soon
All black leather dress shoes for 13+ school uniform available from the retailer your choice
All white covers for PE kit - available from the retailer of your choice

Optional items coming to the school shop soon
Grey Long Sleeve Jumper
Grey Jumper Vest
Grey Cardigan

PRIMARY

BOYS



GIRLS



PE (UNISEX)



SWIMMING (UNISEX)



3.8 School Lunches

A hot, nutritious and varied lunch is available to all students in school. Students preferring to bring their own lunch from home are welcome to do so. School lunches are paid for in advance using the Vircle app or on the day itself using the prepaid ID card. Please refer to this [GUIDE](#) for details.

If you have not already informed the school that your child has dietary restrictions (whether for health, religious or allergy reasons), please do so immediately. We will inform the school kitchen and special arrangements will be made to provide proper suitable alternatives. There is a coffee bar available and pupils are able to buy healthy snacks and drinks at published times.

- Early Year Foundation Stage (EYFS) children are served a family style lunch. They sit together with the Early Years Teachers in the canteen.
- A variety of healthy snacks are served to Early Years and KS1 students.
- Children in year 3 and above are welcome to bring in a suitable healthy snack from home (fruit, dry biscuit) to eat mid-morning if they wish to.

Nut Free School

Please be advised that the school is a nut-free zone. Some children have severe allergies to peanuts in particular. No products containing any nuts whatsoever are allowed within the school premises.

3.9 Special Days and Events

A number of school events are organised throughout the year to both enhance and provide information for parents about the curriculum:

- Year group productions
- Class Performances
- Musical concerts, instrumental recitals
- Festive celebrations (e.g., Hari Raya, Deepavali, Chinese New Year)
- Charity work
- Talent Shows
- Poetry performances
- An opportunity for pupils to take part in a Pupil led Assembly
- Curriculum Weeks
- International Days or Week
- Celebrations of the local culture and those represented in the school community
- Story week supported by a guest author
- An opportunity to display and exhibit work in an Art Exhibition
- Christmas Bazaar / Summer Fair with fundraising
- Swimming Galas
- Competitive age appropriate Sports Day for all pupils
- Annual Speech Day celebrating the efforts and achievements of the year
- Parent Information evenings / Parent Workshops



3.10 Medical & Allergies

The school employs 3 full-time qualified nurses, who deal with day-to-day matters such as cuts and bruises and those children who feel unwell whilst at school. In the unlikely event of a more serious incident occurring at school, parents will be telephoned to inform them of the accident and if deemed necessary, they will be asked to meet the child and the school nurse at school who will support them in getting to the hospital. Payment of medical care is the responsibility of the parent.

Asthma, Allergies and Children with Infectious Illness

If your child has a medical issue such as an allergy, epilepsy, asthma, or anything that you think is important for the school to know, please notify the school. Arrangements can be made for you to meet with the school nurse who will put in place, if needed, an individualised health care plan for your child.

Children are not allowed to attend school in these conditions:

- If your child's temperature is above 37.5
- If your child has been vomiting or has diarrhoea
- If your child has been coughing for an extended period of time, has green/ yellow nasal discharge.
- If your child has red eye producing discharge or a sore ear

3.11 Security

When you join the school, you will need security passes for your family. These should be kept safe and may be used to gain access to the school at any time.

- Please show your pass to the guard and wear it whilst in school. If you have a driver/maid/ bodyguard, then they will also require security passes, which they should wear in school.
- Please keep the school informed of any changes as all information is entered on our database. If you arrive without a pass, then you will need to sign the visitor's book and show proof of identity. Please let the office know immediately if a pass is lost.
- All cars driven onto the school premises should have a current BSKL car sticker displayed on the windscreen.

Visitors to school should report to the guard house and sign the visitor's book at reception desk.

