



**King's College**  
The British School of Alicante

## Parent Guide 2009

### Key Stage 4

## *Mission Statement :*

*To sustain and develop an educational environment in which all students are able to fulfill their maximum potential, both as individuals and as members of a community.*

## *Secondary School Structure:*

### **KEY STAGE 3**

Year 7	National Curriculum (UK) plus complimentary elements of the Spanish Education System	End of year school exams
Year 8	National Curriculum (UK) plus complimentary elements of the Spanish Education System	End of year school exams and MIDYIS
Year 9	National Curriculum (UK) plus complimentary elements of the Spanish Education System	End of year school exams and INSIGHT

### **KEY STAGE 4**

Year 10	First year of GCSE courses (some exams taken in May / June)	End of year exams and
Year 11	Second year of GCSE courses Leading to <b>External Examinations</b> in May/June	Mock exams in December. Convalidation

### **KEY STAGE 5 (SIXTH FORM)**

Year 12	First year of A Level Courses A/S <b>External Examinations</b> in January, May /June	Mock exams in February
Year 13	Second year of A Level Courses A2 <b>External Examinations</b> in January, May / June	Mock exams in February

*NB: Some oral examinations take place from January onwards*

## *KS 4 - Key Personnel:*

Mr Derek Laidlaw (Head of Secondary)	<a href="mailto:derek.laidlaw@kingsgroup.org">derek.laidlaw@kingsgroup.org</a>
Mr Graham Birrell (KS 4 Co-ordinator)	<a href="mailto:graham.birrell@kingsgroup.org">graham.birrell@kingsgroup.org</a>
Mr Simon Wicks (Director of Studies)	<a href="mailto:simon.wicks@kingsgroup.org">simon.wicks@kingsgroup.org</a>
Mrs Karen Laidlaw (Exams Officer)	<a href="mailto:Karen.laidlaw@kingsgroup.org">Karen.laidlaw@kingsgroup.org</a>
Sra Ana Ruiz (Nurse)	<a href="mailto:anaisabel.ruiz@kingsgroup.org">anaisabel.ruiz@kingsgroup.org</a>

## *KS 4 Form Tutors :*

10C Mrs Collingwood	<a href="mailto:sam.collingwood@kingsgroup.org">sam.collingwood@kingsgroup.org</a>
10S Miss Welsh	<a href="mailto:sophie.welsh@kingsgroup.org">sophie.welsh@kingsgroup.org</a>
11P Mr Panter	<a href="mailto:david.panter@kingsgroup.org">david.panter@kingsgroup.org</a>

## *School Contact:*

Telephone : 965 106 351 (Carole, Cristina, Maricarmen)

Fax : 965 108 096

Email : [info@bsalicante.com](mailto:info@bsalicante.com)

Website : [www.bsalicante.com](http://www.bsalicante.com)

Address : Glorieta del Reino Unido, 5  
03008 Alicante, Spain

## *School Timings :*

Start of school day	9.00am
Morning Break	11.30am
Lunch Break	2.00pm
End of school day	4.30pm

## *School Routine:*

8.58 am	<i>Bell</i>
9.00am	Form Time/Assembly
9.20am	Lesson 1
10.05am	Lesson 2
10.45am	Lesson 3
11.30am	<i>Morning Break</i>
11.48am	<i>Bell</i>
11.50am	Lesson 4
12.35pm	Lesson 5
1.15pm	Lesson 6
2.00pm	<i>Lunch</i>
2.58pm	<i>Bell</i>
3.00pm	Lesson 7
3.45pm	Lesson 8
4.30pm	<i>End of Lessons</i>

### **FORM TIME**

Each form class will meet for 20 minutes at the beginning of each school day. This will allow tutors to.....

- provide closer monitoring of pupil planners & pupil progress
- follow up referrals from class system (positive and negative)
- implement any new reward systems and celebrate individual successes
- encourage discussions of school , local and wider issues
- prepare for any forthcoming school events or activities
- complete electronic attendance registers

### **ASSEMBLIES**

Assemblies form an important part of the pastoral programme. Key Stage assemblies, Year Group assemblies and House assemblies will take place from 9.00am – 9.20am on a regular rotation. Key Stage co-ordinators will be responsible for providing a programme of assemblies and each class will be expected to contribute two presentation assemblies per year. Form tutors and pupils are also invited to lead assemblies.

**KS 4 Assemblies take place on TUESDAYS at 9.00am**

## COMMUNICATION

**Pupil planners** have been redrafted to allow more space for teacher / parent comments. This is the most routine way of communicating between home and school. Form tutors will closely monitor these on a weekly basis. E mails and/ or telephone calls are encouraged from tutors and parents on individual and specific pupil matters.

**‘Letter Sent’ Stamp** All tutors will stamp pupil planners to inform parents when a letter has been sent home via your child.

**Email contact groups** for each form class will be updated. KS co-ordinators will assume a greater role in liaising with parents regarding general and academic overview of pupils and also specific matters which require their intervention and / or support. Face to face meetings between parents & staff should be agreed with the Head of Secondary in advance.

**Form time** and assemblies will be used to communicate important information to pupils.

**Staff meetings** will take place regularly throughout the week to monitor and plan appropriate strategies regarding pupil performance and progress.

**Newsletters** will be available on our website each month.

**Bulletin Boards** will be placed at the main school entrances to update parents and pupils.

**Parent consultation** meetings have been arranged as follows .  
(all meetings and are held in the library from 4.45pm until 7.00pm)

**Lunch time detentions** will be communicated to parents through the pupil planner in the first instance, which you are asked to sign. Second lunch time detentions will be communicated to parents via e mail and the pupil planner. If it is necessary to issue a third detention, this will take place in school from 4.30pm -5.30pm. Parents will be contacted by telephone beforehand to make any necessary arrangements. If problem behaviour persists beyond this it will be necessary to arrange a conference between parents, senior staff and the pupil to ensure that current and future behaviour improves.

*Please check our website for regular updates - [www.bsalicante.com](http://www.bsalicante.com)*

## *KS 4 Curriculum:*

The curriculum in Year 10 and 11 is based on the National Curriculum for England and Wales supplemented by elements of the Spanish Education System. Pupils study GCSE or IGCSE subjects which involve 'mock examinations' (December) in preparation for the external examinations at the end of Y10 and Y11. Most exams are taken at the end of Year 11.

All pupils study English , Mathematics, Science and Spanish/Lengua. In addition, they choose a further 3 subjects from the list below. They also follow complementary studies in Sociales, Valencian, PSHE and P.E.

<b>English</b>	<b>COMPULSORY.</b>
<b>Mathematics</b>	<b>COMPULSORY</b>
<b>Science</b>	<b>COMPULSORY.</b>
<b>Spanish / Lengua</b>	<b>COMPULSORY</b>
<b>Geography</b>	<b>OPTION.</b>
<b>History</b>	<b>OPTION.</b>
<b>Physical Education</b>	<b>COMPULSORY &amp; ALSO OPTION.</b>
<b>Art</b>	<b>OPTION.</b>
<b>Music</b>	<b>OPTION.</b>
<b>I C T.</b>	<b>OPTION.</b>
<b>French</b>	<b>OPTION</b>
<b>Business Studies</b>	<b>OPTION</b>
<b>PSHE</b>	<b>Complementary Studies</b>
<b>Sociales</b>	<b>Complementary Spanish Studies</b>
<b>Valencian</b>	<b>Complementary Spanish Studies</b>

*For further details of each subject please see the Curriculum Outlines on our web page.*

[www.bsalicante.com](http://www.bsalicante.com)

## Code of Conduct for Secondary Pupils

We have high expectations of the entire community at the BSA.

We are valued and should value others. This means that each of us will:

### Be Respectful

- in speech and conduct
- by showing respect for others
- by being attentive
- by speaking when it is your turn to do so
- by respecting school equipment and that of your classmates
- by speaking in the language of the class

### Be Prepared

- by wearing the school uniform correctly
- by being on time
- by being organised
- by having all the correct equipment
- by being ready to work

### Be Hard-Working

- by following instructions
- by starting work quickly
- by being focussed on the learning activity
- by completing homework

### Be Responsible

- by taking pride in your work
- by caring for your surroundings
- by moving around the school calmly
- by observing all safety practices
- by using all equipment carefully

Certain forms of behaviour will not be tolerated under any circumstances:  
**BULLYING AND UNKIND TEASING, FIGHTING, STEALING, VANDALISM,  
 INSOLENT TO STAFF, MISBEHAVING ON SCHOOL TRANSPORT**

Mobile phones should not be used in school between 9am and 4.30pm.

Chewing gum is not allowed in school.

I-pods are only to be used during break times.

### Reporting other incidents

You have a responsibility to report incidents of bullying, stealing and vandalism to a member of staff because these things are very damaging to the community to which you belong; covering up for others will do much more harm than good. Honesty is always the best solution to any wrongdoing.

## *Uniform :*

Official King's Group school uniform is compulsory for all students in secondary school up to and including Y13. Winter uniform is to be worn from mid October until the end of the spring term. Summer uniform can be worn until mid October and again from the start of the summer term.

*Please see our uniform regulations on our website in the news category.*

## *Homework : (no tears at bedtime !)*

Homework forms an integral part of your child's education. We are currently reviewing our procedures for homework in light of most effective practice and new arrangements for the curriculum in KS3 and KS4. As an initial guide, we recommend the following advice to parents at this time :

**KS 3** : Pupils should receive homework regularly each week from core subjects (English, Maths and Science). Other subjects may vary the regularity of homework and set longer time frames for projects and research topics etc... In general, each homework task should last no longer than 30 minutes. Where specific homework tasks have not been set, pupils are encouraged to revise notes, continue with further reading and preparation of the topics in class.

**KS 4** : Pupils should receive 1 homework task per GCSE subject each week. This may take the form of further reading and / or revision of work. Revision techniques will be given to all pupils to aid them in their self-study at home.

**KS 5** . Students should receive at least 1 homework per A Level subject each week and are expected to undertake substantial amounts of self-study at home.

*Homework should be seen as additional study at home to compliment the work done in school time. It should not be excessive and pupils should not become stressed over this. Pupils are, however, expected to hand in homework on time and must record the due date for each piece of homework in their pupil planner.*

## *Student Leaders:*

The school **House System** affords pupils the opportunity to display leadership and organisational qualities. Each of the 4 Houses (*Columbus, Darwin, Gaudi, Orwell*) has House Captains from each year group and a Senior House Captain from Y13. They are elected by peers and staff and have responsibility to organise and lead teams for House events and competitions. Each form class also elects one representative for the **School Council** which meets regularly to discuss pupil issues and to contribute to the wider life of the school community. In addition, students from Y13 are elected as **Head Boy, Head Girl** and Sixth Form Committee, who meet with senior staff every week.

## *Enrichment Activities:*

Educational trips form an integral part of our school provision. These take the form of day trips and longer residential trips in Spain and abroad. Apart from the educational value of such trips, there are many life skills which are developed and the value of shared responsibility and team work are often nurtured.

Super Learning Activities are held regularly throughout the year to allow pupils the opportunity to develop deep learning skills and to work with pupils from other year groups. Flexibility with the school timetable and teaching staff allow pupils to benefit from an integrated themed approach to learning.

Our lunchtime activities programme gives pupils the opportunity to develop many skills and pursue leisure activities during their lunch break. Several events support the Inter House Competition and pupils are encouraged to participate in at least one activity per week. Pupils in Y7 and Y8 must attend at least 1 activity per week for two terms.

In KS4 and KS5, students are offered the opportunity to attend voluntary revision and exam preparation classes.

Structured support is offered for pupils who would benefit from directed support lessons and also to further challenge our more able pupils.

School events, such as Sport Day, Music and Art events etc.. are planned to allow pupils to demonstrate their skills and abilities in those areas.

In Y10 , all pupils are invited to take part in a 1 week Work Experience Placement.

## *Concerns :*

If you have any concerns regarding the well fare or academic progress of your child, you should contact your child's **form tutor** in the first instance in order to raise the matter. Thereafter, the appropriate KS Co-ordinator will be able to meet with you to discuss any specific ongoing concerns. If there are any matters of urgency, you can contact the school office who will arrange for you to discuss your concern with the Head of Secondary, Head Teacher or KS Co-ordinator as appropriate.

*In most cases, the first port of call should be your child's form tutor.*

The school operates an Anti Bullying Policy and we encourage pupils, parents and staff to discuss concerns openly towards a satisfactory conclusion. In all cases of wrong-doing, we aim to change attitudes and behaviour to more acceptable levels and where necessary implement appropriate sanctions.

If you have a concern regarding a member of staff, or a particularly sensitive issue, please contact the Head of Secondary.

## *School Calendar:*

The school calendar is available on our website in two month blocks and regularly updated throughout the session. The main school term dates for the whole session are also posted on our website.

[www.bsalicante.com](http://www.bsalicante.com)

*'BSA Moodle':* [www.bsamoodle.com](http://www.bsamoodle.com)

This is a new Virtual Learning Platform which will greatly enhance the learning experience for our pupils. Teachers will be uploading resources, lessons, video grabs, revision sessions and tests which pupils should access on a regular basis. This facility will allow staff and parents to log on and monitor pupil progress and to access some of our teaching materials. Primarily, it will support pupil learning through revision, extension, homework and enable pupils to catch up with work they may have missed through absence. It can be accessed from any computer via the internet through a secure log on password (some courses are open access and you can easily log in under 'Guest').

Mr Smith (Science) and Sr Esteban (Lengua) will be developing the 'Moodle' system over the coming months.

