

TBSC	Issued: 23rd October 2002	Policy No.: C&O 1
Committee Name: CURRICULUM & ORGANIZATION	Revised: 23rd February 2006	Page 1 of 10

Assessment Standards and Quality Assurance Policy

1. The School Management Team shall make available to all parents, guardians and students the school's grading systems, report frequencies and schedules for parent/teacher meetings throughout the school year.
2. In keeping with the school Mission Statement, the assessment processes should promote school improvement by providing tangible evidence of
 - Performance of pupils
 - Educational standards set by the school
3. The School Management team shall make clear to all parents, guardians and students the school's expectations for the student to progress.
 - A clear and comprehensive Whole School Assessment Statement, detailing the purposes of assessment and reporting should be updated regularly by the School Management Team and given to parents.
 - The outcome of regular and different types of assessment should be made available also, to provide evidence of school standards.
4. Assessment, reporting, and quality assurance will be undertaken in line with the procedures and statements which have been developed for
 - The English National Curriculum
 - Other organizations (e.g., QCA, UCLES), which may be deemed appropriate in particular circumstances.

TBSC	Issued: 23rd October 2002	Policy No.: C&O 2
Committee Name: CURRICULUM & ORGANIZATION	Revised: 23rd February 2006	Page 2 of 10

Appraisal Policy Statement

1. The British School of Caracas shall use staff appraisal to assist in the improvement of the school in line with the School Development Plan.

TBSC	Issued: 23rd October 2002	Policy No.: C&O 3
Committee Name: CURRICULUM & ORGANIZATION	Revised: 23rd February 2006	Page 4 of 10

Whole School Curriculum Policy

1. The Whole School Curriculum Policy derives directly from the School Mission Policy and the School Philosophy and Objectives Policy.
2. The curriculum shall be delivered in English.
3. There shall be a strong Spanish Language programme within the TBSC Curriculum.
4. TBSC shall adopt key elements of the National Curriculum for England, and will conform as appropriately as possible to the integral assessment procedures of the National Curriculum for England.
5. The Whole School Curriculum Policy shall be implemented in the school by means of a Whole School Curriculum Statement. This outlines all curriculum provision, levels of planning, budget allocation, management structure, roles and responsibilities, assessment procedures and review procedures, ensuring that they are in line with the School Development Plan.
6. Special consideration should be given to the following:
 - Equal opportunities,
 - Health and safety through the curriculum,
 - Incorporating aspects of Venezuelan culture into the curriculum,
 - Resourcing the curriculum,
 - Monitoring and evaluating curriculum policy,
 - Homework
 - The development of statements and plans at Key stage and subject level, to ensure articulation of vertical and horizontal links between subjects and areas of study.

Equal Opportunities

TSBC should provide through planned programmes the chance for all students to succeed, without discrimination.

Health and Safety through the curriculum

Students shall have the opportunity, to develop an awareness of health and safety issues, at a level appropriate to their maturity.

Incorporating elements of Venezuelan Culture into the curriculum

Venezuelan Culture and Society shall be incorporated into the curriculum and articulated by staff in their long term, medium term and short term planning.

TBSC	Issued: 23rd October 2002	Policy No.: C&O 3
Committee Name: CURRICULUM & ORGANIZATION	Revised: 23rd February 2006	Page 4 of 10

Resourcing the curriculum

The curriculum shall be resourced to allow the effective delivery of the curriculum as stated in the Whole School Curriculum Statement, and to allow long term planning in line with the School Development Plan to be implemented.

Monitoring and evaluation of curriculum policy

The School Management Team and all teachers shall engage in the frequent monitoring and evaluating of the curriculum. Methods for monitoring and evaluating curriculum policy will be agreed by staff and stated in the School Development Plan.

Homework

Homework shall be set in line with procedures adopted by the school.

TBSC	Issued: 23rd October 2002	Policy No.: C&O 4
Committee Name: CURRICULUM & ORGANIZATION	Revised: 23rd February 2006	Page 5 of 10

Language Policy

English shall be the main language of instruction and for social discourse at The British School, Caracas.

Spanish shall be taught as a curriculum subject.

TBSC	Issued: 23rd October 2002	Policy No.: C&O 5
Committee Name: CURRICULUM & ORGANIZATION	Revised: 23rd February 2006	Page 6 of 10

Policy for Students with Special Educational Needs

The British School Caracas shall provide a Learning Support Unit to enable the students to benefit from the entire educational program to the best of their ability.

TBSC	Issued: 23rd October 2002	Policy No.: C&O 6
Committee Name: CURRICULUM & ORGANIZATION	Revised: 23rd February 2006	Page 7 of 10

Extra Curricular Activities Policy

The school shall provide a broad and balanced program of extra-curricular activities which encourages all students to develop.

TBSC	Issued: 23rd October 2002	Policy No.: C&O 7
Committee Name: CURRICULUM & ORGANIZATION	Revised: 23 rd February 2006	Page 8 of 10

Professional Development Policy

Professional development programmes will be coordinated within a School Development Plan.

Recommendations as to the type and format of in-services and courses undertaken by staff will be prioritised

- according to long and medium term whole school needs, as determined by the School Development Plan
- according to a considered view of the needs of individual staff members, arising from the outcomes of staff Appraisal.

TBSC	Issued: 23rd October 2002	Policy No.: C&O 8
Committee Name: CURRICULUM & ORGANIZATION	Revised: 23rd Febraury 2006	Page 9 of 10

Management structure (School Development Plan)

1. The school shall maintain oversight of the Curriculum and School Organisation through the management structure outlined below.
2. The Subject Coordinators, Key Stage Coordinators, and the Director of Studies should report through the Head of School to the Board, in accordance with the line management structure outlined below.

TBSC	Issued: 23rd October 2002	Policy No.: C&O 9
Committee Name: CURRICULUM & ORGANIZATION	Revised: 23rd February 2006	Page 10 of 10

Discipline Policy

1. The school shall ensure that disciplinary arrangements are in place consistent with the ethos articulated in the Mission Statement.
2. Adequate disciplinary procedures will be in place to ensure that students acquire self-discipline and respect for others.