



PARENTS HANDBOOK

September 2011 to July 2012

Research has consistently shown that positive involvement by parents in their children's education has a measurable positive effect. Please start by reading this handbook.

Contents

Page number	
3	Mission Statement
3	Helping Each Other – the role of the school and the role of the family.
4	The School Day – punctuality, the structure of the day.
5	Guidelines for collecting your child at the end of school – on foot and by car. Changes of transport and collecting children for a party.
6	After school facilities: crèche and clubs.
7	Home/school communications.
8/9	General information for parents. Homework guidelines.
10	Learning Support Unit Code of Conduct
11	The Golden Rules.
12	Procedure for making complaints.
13/14	Other school bodies: the Board of Directors and the PTA.
15/16	Medical Information, including Head Lice and Healthy Eating.
17	Emergency Procedures.
18	School Uniform
19	House System and Yearly events.
20	Teaching staff.
21	School Calendar.

MISSION STATEMENT

Our purpose is to enable each child to achieve his or her potential as an individual and as an active member of our school community

Aims of the School

The British School Caracas aims to provide a high quality British style primary education up to Year 10 based upon the framework of the National Curriculum for England and adapted to meet the varied needs of our international school community, highlighting the richness and diversity of Venezuelan culture and history. The school seeks to educate the whole person, to foster respect, tolerance and understanding, and to develop the skills and aptitudes that will allow students to adapt and succeed in a world which is rapidly changing.

The school offers a secure, family environment where children are challenged to reach their full potential in academic, social, sporting and aesthetic fields. We emphasize the development of the individual but also encourage students to see themselves as valued and productive members of our school and the community.

Helping Each Other

The Role of the School:

- Provide a safe and stimulating environment in which your child can develop socially, emotionally, physically, creatively and intellectually.
- Provide a broad and balanced curriculum that builds on your child's current knowledge and understanding, extending their learning.
- Carefully assess, to ensure that each child's education is based upon continuity and progression.
- Treat each child as an individual, providing both support and enrichment activities, where appropriate.
- Encourage your child to develop an understanding and tolerance of themselves, others and the rules and expectations of the societies in which they live.
- Address inappropriate behaviour immediately discussing with the child why their actions were unacceptable and how they should respond to similar situations in the future.
- Keep you informed of your child's progress on a regular basis through written reports and consultations.
- Be available to discuss, at pre-arranged times, any queries or questions you have relating to your child's progress.

The Role of the Family:

- Support your child's learning at home – paying particular attention to their English language development.
- Encourage your child to be self-disciplined, motivated and responsible.
- Read and respond to all communications.
- Ensure that your child arrives on time.
- Name all of your child's belongings and stress the importance of looking after their own and school property.
- Ensure that your child is dressed and equipped appropriately for their school day.
- Discuss with the class teacher any concerns or worries that you have.
- Inform staff of any changes in your child's circumstances, e.g. changes of transport or parent away from home.
- Respect, support and adhere to the policies and procedures described in this handbook.

The School Day

Primary School			Secondary School
Pre-School	Infants	Juniors	Seniors
Early Years & Key Stage 1		Key Stage 2	Key Stage 3/4
Pre-School	Kinder - Year 2	Year 3 - Year 6	Year 7 - Year 10
7.40 am - 12.00 noon	7.40 am - 2.10 pm	7.40 am - 2.45 pm	7.40 am - 2.45 pm

Punctuality

The first few minutes of the day is valuable “whole-class” time and it is important for your child’s well being that he or she does not miss the instructions or messages given at this time.

- Please ensure that your child arrives at school at around 7.30 am so that he or she has time to store lunch boxes etc. before the flag-raising at 7.40 am.
- You can leave your child in the assembly hall after 7.00 am, when an adult will be supervising. Playground supervision begins at 7.30 am and the children will be allowed to enter their classrooms. **Please do not leave your child before 7.00 am**, as there is **no** supervision available at this time.
- Children arriving late, after 7.40 am, will be marked as late in the register. The number of late arrivals is tallied and the total written in the end of term report. If your child is late three times in a two week period they will be referred to the Head of School. Children arriving after 7.40am will be kept in the hall until flag-raising has finished.

Structure of the School day

- The school day begins at 7.40 am. On Monday, Tuesday, Thursday and Friday, all the children (excepting Pre-School) assemble in the amphitheatre. This is an opportunity to share news and achievements with the whole school. Wednesday is Year Group Assembly day – each year group in the Primary School takes it in turns to present a short assembly. You will be informed well in advance of your child’s performance.
- The timetable for the day is different for each section of the school:
 - Pre-School – the timetable for Pre-School is the most flexible, however, each day starts with whole class time, which is an important aspect of the day and one which your child should not miss. Pre-School teachers teach all classes except for Music, which is taught by a specialist.
 - Kinder – Y2 – Children in these year groups have their break time from 9.50 to 10.10 am. They should bring a healthy snack to eat before this break. Lunchtime is from 11.35 – 11.55 (although younger children might start earlier) followed by outside play until 12.30. Classes finish at 2.10 pm. Teachers of these children teach all subjects except Spanish and Music and (in Y2) P.E. Clubs are offered each term – these run from 2.10 until 2.45 pm (see p6).
 - Y3 – Y6. Break-time for KS2 students is from 10.25 – 10.45 and lunch is eaten between 11.55 and 12.15. They then have outside play until 12.50. Classes finish at 2.45. Class teachers teach all subjects except PE, Spanish and Music. After school clubs are available each term running from 2.45 to 3.45 (see p6).
 - Y7 – Y10 students follow a secondary style timetable with specialist teachers for each subject. The year groups will have a ‘home room’ tutor who will take the register and be responsible for pastoral needs.
- **Lunch time.** K – Y2 eat in their classrooms. There are no facilities to heat lunch for Infant children. Years 3 – 9 use the canteen and garden area in Quinta Alicia. Lunch boxes are taken there and Rapid Lunch purchases are distributed in this canteen for KS2/3/4 students. Students wishing to have their meals heated also have this facility.
 - Children should bring all the food they need for the day in their lunch-boxes when they arrive in the morning. **Lunches should not be delivered during the morning.**
 - The children should not bring glass containers or fizzy drinks.
 - The British School of Caracas promotes healthy eating and would like to ask all parents to support this: children are asked not to bring fast food. *Please see separate information on page 16.*

- Please send in a cloth napkin for your child to spread on the desk so that all the remnants of lunch can be tidied away before afternoon classes.
- **No child is forced to hurry lunch.** If he or she needs more time to finish eating, this is always possible. However, if your child regularly brings home some uneaten food, please talk to the class teacher to ascertain why this is happening.
- On special occasions such as birthdays, many parents like to provide a treat for the class. It is perfectly acceptable to bring a birthday cake to school for all the class to enjoy. Please contact the class teacher in advance to organise this. It is not possible to organise or hold parties during school time.

Guidelines for collecting your child at the end of the School day

Picking up on foot

- Those collecting their children on foot should park their cars nearby and walk to the door of the hall. Please remember to park responsibly, leaving access to the school and neighbouring buildings clear.
- Please use the British School card with each child's name written clearly in large letters.
- Hold this card up for the teacher on duty to see.
- Please do not stand in the doorway or call your children's name yourself.
- Please do not visit the office unless absolutely necessary after collecting your child. Children may not return to the premises once they have been dismissed from our care into yours, as this causes confusion.
- If you have designated another person to collect your child, please could you explain these guidelines to this person.

Going home by Car.

- **Always use the British School cards** as a means of identification. Members of staff do not know all the parents or drivers by sight, and the use of the card helps security and also speeds up the process of delivering each child.
- **Keep the card(s) close to the windscreen as you approach the front of the queue, so that the teacher on duty can read the names.**
- If the children you are collecting have not arrived promptly, you will be asked to drive on, so that other children are not delayed. Please park off school premises and walk back.
- Please do not park on the road directly outside the school at dismissal times. This is dangerous and disrupts the traffic flow.
- **Never leave your car unattended on the school drive.**
- **Please ensure that all drivers are aware of the regulations. Anybody collecting children should be willing to comply with instructions from the guards or from the teachers on duty.**

Change of Transport.

If your child's normal routine varies (e.g. someone else is collecting him/her) it is **essential** to complete a **Change of Transport Form** so that we have written authorisation from you allowing your child to go with another person. This also applies to large groups, such as children going to a party.

- Please call the office or notify the class teacher to inform them of the change in transportation. They will issue a form to the teacher on duty.

Please note that children without such a form will be required to wait inside school until we can contact you to confirm the arrangement.

If you have an emergency during the course of the school day, please phone the office. We will complete a Change of Transport Form on your behalf, after receiving verifiable identification.

Such a procedure should be rare, as the school is taking a risk in responding to a telephone request without any written consent.

Moreover, young children feel very insecure when a change of transport comes as a surprise.

Collecting a Group for a Party.

- If you are collecting a large group of children please help us by submitting, to the Office, at *least 24 hours in advance*, a list of the names of all the children.
- The teachers on duty will assemble the group, and have them waiting for you to collect. Please try to avoid entering the school at dismissal time.

After School Facilities

The Crèche

- As school for KS2, 3 and 4 finishes at 2:45 pm, Infant children who have older brothers and sisters may wish to attend the supervised crèche. This is a free service offered by the school, where younger children can play, relax or read whilst waiting from 2:10 until 2:45 pm.
- The Crèche is only available to those children who have a genuine need to wait on a regular basis.
- Your child needs to remember that although Crèche is not part of the formal school day, school rules still apply. Any parent whose child consistently ignores these rules may be asked to remove their child from this facility.

Clubs

- Infants clubs run from 2:10-2:45 pm.
- Junior and Senior clubs run from 2:45-3:45pm.
- A variety of clubs are organised for the children each day, some by British School teachers, others by external tutors.
- Registration and payment for the clubs takes place at the start of each term. Acceptance is in a club for one term and does not imply that your child will be able to continue that same club the following term if demand is high.
- Payment for clubs is made directly to the school office.
- There are no clubs for Pre-School children.
- If your child is regularly collected late after a club or consistently misbehaves in a club, they may be asked to be withdrawn from the club.

Home / School Communication

Verbal Communication

- At the beginning of the Autumn Term there will normally be an opportunity to attend '**Parent/Teacher Class Meetings**' so that you can be kept informed of the programme for the year and given an opportunity to talk to your child's teachers.
- During the year we arrange Individual **Parent/Teacher Appointments**, when you will have an opportunity to talk with the teachers about your child's progress, and open evenings when you will be invited to look at your child's work. In the third term, we encourage children to attend the parents meeting, to share their work with you.
- However, if at any time, a parent or the teacher is concerned about a child's progress, a **private discussion** should be arranged. If you wish to make such an appointment with your child's teacher please do so using the home / school booklet.

Written Communication

- Every child will have a small **notebook** (provided by the school) in which to record homework and messages between parents and teachers. Please check your child's notebook each day for new messages.
- At the beginning of the school year your child's class teacher will send home a class **timetable** informing you on which days your child has P.E. and needs to bring their library book.
- At the end of each term you will be given a detailed, **written report** of your son or daughter's achievements and targets.
- Throughout the year your children will go on **trips** outside of school to support their learning. Trips are always well-planned and the safety of the children is of prime importance. You will be given at least 3 days notice of any trip and will be asked to sign a permission slip allowing us to take your child off the school premises. **Without written permission your child cannot leave the school grounds.** We usually require additional adult supervision on trips, if you are willing and able to help please talk to the class teacher.
- **Wednesday Morning Assembly at 8:05 a.m. in the Amphitheatre.** Regularly, each class or year group in the Primary School takes its turn to present an Assembly to the whole school. These are often linked to the theme of that term's topic work and include many of the songs that the children have learned in their music lessons. Parents are actively encouraged to attend.
- **The weekly bulletin tells you when each Assembly is taking place.** Parents are welcome to attend any of these Assemblies, but you are especially encouraged to attend an Assembly in which your son or daughter is taking part. Afterwards you will have the opportunity to chat with other parents, and to see the displays of written work and art, which the children have prepared.
- Parents are kept informed of day-to-day events via **the weekly bulletin** and the **School website** - www.tbscaracas.com - where photos and information can be found, as well as email contacts for all staff. Many of our communications (including the weekly bulletin) are now sent by email, so please ensure that we have an active email address for you and that you check it regularly.

General

- We encourage all parents (and other family members) to visit the school and participate in school activities. When doing so, please follow the advice given by the guards regarding parking and signing in.
- The British School Caracas is a non-smoking environment.
- When attending school activities, please turn your cell phones etc to *silent* and remember that although you may be out of sight of the amphitheatre, people may still be able to hear you.
- Please remember that language you might use and consider appropriate is not always suitable for all ages of children to hear.
- The British School Caracas encourages all members of the community to speak English.

Homework Guidelines

Homework is important because it:

- Encourages and promotes good private study habits and attitudes.
- Reinforces lessons and provides practice of those topics which have been taught.
- Consolidates learning through regular revision.
- Prepares students for future study.
- Encourages individual learning, research, and reading. Informs all parents of the work the child is currently covering.

Setting Homework

Pre-school

- A library book will be taken home to be shared with parents each week.

Kindergarten

- The children are expected to read in English every day. They might bring home a new book or have one book for several days.
- He/ she will not be expected to know all the words, but together with their parents, they should enjoy the story and talk about the pictures.
- As the year progresses, each child will have high frequency words to learn and occasionally a simple task to complete.
- A Spanish reading sheet is given to reinforce work covered in class.

In Key Stage 1

Year 1

- Reading in English every day
- Learning tasks – starting with words to read and then later in the year, to spell.
- One short task, not greater than 10 minutes, may be given
- Reading in Spanish three times a week

Year 2

- Reading in English every day
- Reading in Spanish once a week and a short written task
- Learning tasks – new words to read and spell, and, later in the year, the multiplication tables of 2, 5 and 10
- One short written task in English and Mathematics each week

In Key Stage 2

Year 3

- Reading or reading activities everyday for 20-30 minutes
- One written task in Numeracy and Literacy each week
- Tables and/or number bond activities in preparation for a weekly test
- Spelling in preparation for a weekly test
- Extra project/research work or reinforcement activities will be given occasionally by the teacher
- Daily Spanish reading
- On one day of the week a Spanish assignment will be set
- Vacation work will be given at the discretion of the teacher

Year 4

- In addition to the Year 3 assignments, a written Maths task and a written spelling task will be set on a weekly basis.

Year 5

- In addition to the Year 4 assignments a second written task will be set for literacy on a weekly basis

Year 6

- In Year 6, students are given a homework timetable. Assignments are set on a daily basis with spellings set on a Friday. Students are expected to spend approximately 30 minutes on this work in addition to their reading and Spanish homework.

In Key Stage 3

Homework is set once or twice a week for the majority of the subjects. It is expected that each homework task will take approximately 30 minutes. Assignments will vary from week to week. Students are given a homework timetable at the beginning of each term.

In Key Stage 4

The Cambridge IGCSE is a two year course that is externally assessed through an examination process. Consequently, teachers will set regular homework in order to complete the curriculum. Students need to plan and prioritise the completion of tasks. Form teachers can assist in this organisation and provide strategies for completing tasks effectively.

Curriculum

The British School of Caracas follows the framework of the National Curriculum for England. More details of this curriculum may be found at <http://curriculum.qcda.gov.uk>
To help deliver this curriculum in the Primary School, we use a thematic approach drawing on the International Primary Curriculum (IPC) (www.internationalprimarycurriculum.com) whilst using the richness and variety of the culture, history and traditions of Venezuela.

The Learning Support Unit (LSU)

The school has a Learning Support Unit to assist children who may need extra help to develop to their potential. The Unit is staffed by qualified and experienced teachers, who provide extra assistance for those experiencing difficulties with the curriculum, or with English as an additional language

Children are monitored in order to identify those who need individual instruction. In addition, new children are assessed to ascertain whether they might need a period of extra support to enable them to cope confidently with the class work.

Support may take the form of individual or small group withdrawal sessions with focused teaching, or in – class support where an additional teacher works alongside the class teacher. At all times, there is close liaison so that the areas of most need are being covered, and our support is not confined to one particular child, so that all children in the class benefit. Homework may be set by the LSU teacher, in consultation with your child’s class/subject teacher.

The Learning Support Unit does not generally work with Pre-School children.

Code of Conduct

Children are required to behave courteously and to show consideration for others. We encourage our pupils to care for their environment, and to develop an understanding and appreciation of the cultural diversity of our international community.

Training in social skills begins in Pre-school and continues throughout the School.

- Pupils are expected to be honest and to comply with instructions willingly.
- All children are encouraged to exchange courteous greetings with each other and with members of staff.
- Pupils are taught to use “Please” and “Thank you” appropriately.
- Learning to share is regarded as an important aspect of social education.
- Children are encouraged to welcome new pupils and to help them to settle into the school family.
- Considerate behaviour is expected throughout the school community. Pupils are taught to treat others as they themselves would like to be treated.
- Pupils are required to use the containers provided for litter and to take pride in helping to keep the school environment clean and tidy.

Teachers are always available, in class or during recess, to supervise behaviour and to help resolve any problems that arise.

To ensure the smooth running of the school day, the following rules must be observed.

- Children are not allowed unsupervised access to the classrooms.
- Pupils are required to move around the school quietly, in an orderly way, avoiding running, crowding or pushing, especially on the stairs.
- Pupils must take responsibility for the appropriate use and care of all school facilities.
- For obvious safety reasons, playing is not allowed around the water fountains, the bathroom areas, the Amphitheatre steps or the stairs.
- Children should not bring expensive or fragile personal belongings or toys to school.
- Exchanging or ‘swapping’ valuable items must not take place at school.
- Money should not be brought to school unless parents have received an official written request.

Anti-social behaviour, outlined below, is *never* tolerated at The British School.

- Bullying - either verbal or physical. A copy of the school's Anti-bullying Policy is available from the Head's office
- Fighting.
- Bad language - either verbal or sign language.
- Name calling, unkind remarks or negative criticism.
- Interfering in any way with the property or personal space of others.

Consequences of non-compliance.

- Most minor infringements are resolved non-controversially within school by the teachers. (Inappropriate behaviour is addressed immediately in a calm, controlled manner discussing with the child why their actions were unacceptable and how they should respond in future similar situations.)
- More serious or frequent incidents will be referred to the Key Stage coordinator who may inform the parents of the problem. The Deputy Head and Head of School will also be notified. Subsequent action will take into account the age of the pupil, previous behaviour patterns and the seriousness of the incident. Ultimately, this could result in a request to the parents to remove their child from the school, either temporarily or permanently.
- Due to the very dangerous nature of human bites, **any child who bites will be sent home for the day.** This procedure is carried out in order to reinforce the seriousness of such action.

Golden Rules

In consultation with the Student Council, we have developed some Golden Rules that apply throughout the school:

We listen
We do not interrupt

We talk calmly
We don't need to shout

We are tidy,
We do not drop litter

We are kind and helpful
We do not hurt people's feelings

We are honest
We do not hide the truth

We try to work hard
We do not waste time

We are gentle
We do not hurt people

We look after property and the environment
We do not waste or damage things

The IPC (see p9) emphasises Personal Goals that link nicely to our Golden Rules. All children are helped to develop their ideas of morality, resilience, communication, respect, cooperation, adaptability, inquisitiveness and thoughtfulness.

Procedure for making complaints

General Principle

The British School of Caracas, with great professionalism, hires and supervises its personnel, develops its curriculum and selects its instructional materials. Nevertheless, in a cooperative effort to improve the general quality of the School, Members of the School community are encouraged to present any concerns to the appropriate member of staff concerned.

The administration, staff, and School Board will listen attentively and courteously to parents, students, or any other School members, who have any concern or complaint about the School or its people and will seek to respond to such concerns or complaints in a spirit of openness and willingness to improve.

-As a matter of principle and courtesy **concerns should, in the first place, be expressed directly to the member of staff involved.**

-Should a parent feel that the problem has not been properly resolved, he/she may proceed to request a meeting with the Key Stage Coordinator or other supervising administrator, such as the Deputy Head.

-In the event that the problem is still not resolved to the parent's satisfaction, the Head of School may be consulted.

-As a last resort, the problem may be submitted to the Board or to a committee of the Board.

In each instance the member of staff concerned should be informed of the level to which the complaint has been taken.

1. Complaints about School Personnel

The School must trust its employees and will support them so that they can perform their duties in a professional manner. In the event of a complaint about school personnel, the above outlined procedure should be followed. Every effort will be made to give everyone a fair and unbiased hearing and to protect both the employee's professional and personal rights and the person(s) presenting the complaint.

2. Complaints about the Curriculum or Materials

The School supports a spirit of free enquiry and sees education as a continual exposure and interrelation of young minds to a wide variety of facts and ideas. Sometimes this information may be considered controversial. Our professional personnel have the responsibility of presenting these issues with care, tact and objectivity. Any concerns with curriculum content should be addressed to the teacher involved.

3. General Complaints

The School strives to provide a safe and stimulating environment for its pupils. If however, there is a complaint of a general nature, regarding the buildings, structures or services offered within, they should be made directly to the relevant member of staff.

4. Complaints about the Board

The Board decides upon the curriculum model to be used and will ensure that proper procedure is followed in all complaints. Beyond this, the Board involvement in the complaints procedure will be restricted to general philosophy and policy matters. If however, the complaint is about a Board matter or decision thereof, complaints should be made, in writing, to the Head, who will forward the letter to the President of the Board.

5. Complaints Policy

A copy of the school's complaints policy is available from the Head's office .

Anonymous complaints will not be considered.

SCHOOL BODIES

The Board of Directors

Introduction

The British School, Caracas is a “not for profit” organisation where any surplus generated, is reinvested in the school’s programme and facilities for the benefit of the school community. We have a Board of Directors which consists of the representatives of the school community. The Board are elected at an Annual General Meeting and each family has the right to vote. There are very clear guidelines for the AGM and the election process, which are published for everyone (available on the website or in the Head of School’s office), so that they understand the process and the parent’s rights and responsibilities. It is worth highlighting that the Directors undertake this work on a voluntary basis, in addition to their own careers and responsibilities.

Board Composition

- *The Board is composed of 14 members, 11 elected and 3 co-opted. (At least 5 of the Board must be of British or of Commonwealth nationality)*
- *Elected members serve for two years.*
- *All members are entitled to vote.*
- *Board officers are – President, Vice President, Treasurer and Secretary. These offices are elected by the Board.*
- *There are ex officio members including the Head of School, a Staff Representative and Honorary members.*
- *Current focus is on Governance, Legal, Finance, Vision, Marketing and Institutional Relationships.*

Board Duties

The Board of Directors, amongst other tasks is responsible for:

- The selection and formal appraisal of a chief school administrator (the Head),
- The determination and approval of policy, including the schools legal status
- The funding of policy, through the adoption of sound financial practices.

The operation of the Board is set out in the Board policies, which are available from the Head of School’s office and on the school’s website.

Relationship between Board of Directors and Head of School

Board of Directors	Shared Duties	Head of School
<p>Sets the Legal and Strategic Framework of School: Mission and Philosophy Aims & Objectives Agreeing Policies Priorities Achieving targets Monitoring and Reviewing progress</p> <p>Advises and Supports the Head of School</p> <p>Delegates functions to the Head of School and requires him, or her, to comply with those directions.</p>	<p>Develop key policies</p>	<p>Responsible for the internal organization, management, administration and control of the School.</p> <p>Advising on, and implementing the Board's Strategic Framework.</p> <p>Advises the Board of Directors.</p> <p>Reports to the Board of Directors.</p> <p>Provides the Board with necessary information to confirm that delegated functions and own responsibilities are met.</p>

The P.T.A. (Parent Teacher Association)

The British School encourages parents or guardians of children in the School to become involved in School activities, to whatever level they wish. The School believes that this encourages the feeling of community and goodwill that is strong in the School.

PTA Composition

All parents or guardians of children in the school are welcome to join the P.T.A. The P.T.A. holds an annual AGM where its results are presented to the School community. It is able to elect its own officers of Chairman, Vice-chairman, secretary and treasurer. The P.T.A. holds its working funds separate from that of the School.

PTA Duties

- To organise social events and other events for children and teachers.
- To organise fund-raising activities. The funds obtained are used for external charities (chosen in consultation with the school's community relations officer) and for School materials.
- To stock and run the School Uniform shop.

Medical Information

Please check the school's website for all medical information and forms.

Pupil Database

At the start of the academic year, new parents to the school will receive a number of papers to fill in for your child. These will include:

- Medical History Form
- Medical Questionnaire and consent Form
- Emergency Contact Form
- Emergency Medical Treatment Form

These are all very important forms and should be returned to the School Nurse as quickly as possible. It is also important that the School Nurse and the School office are aware of any changes to the information during the year.

When to inform the School Nurse

Please inform the School Nurse if:

- You are travelling. A letter should be sent outlining the temporary changes to the emergency number, etc.
- Your child is regularly taking any form of medication.
- Your child has been given any medicine before coming to School. This includes cough medicine, medicine for upset stomachs and mild fever medication.
- Your child has been ill before coming to School (e.g. at night)
- Your child is wearing a plaster cast (a disclaimer form will need to be signed)
- Your child has a medical reason for not participating in swimming lessons.
- Your child has special dietary requirements.

If your child requires medication during the School day, you should discuss this with the School Nurse and complete a Temporary Medication Form (see website). The medication should be labelled with your child's name, the amount of medication to be taken, and the times at which it should be administered. Any prescription drugs that are to be given should be accompanied by a doctor's prescription.

Illness in School

If your child is ill with an infectious disease e.g. measles, chicken pox, mumps, the school nurse must be informed.

Children cannot return to school after such an illness unless they have a letter from the Doctor giving them the all clear.

If your child is ill at school he/she will be sent to, and remain with, the School Nurse until you can be contacted to come and collect them.

Medical Appointments

Please inform your child's class teacher in advance if your child is going to be absent from school for a medical appointment.

Sun Protection

Sun protection is taken very seriously at the British School. All children are expected to have and wear their named **school hat** whilst outside for any substantial period of time. Sun Cream is applied to the children when necessary, upon receipt of the relevant consent form.

Head Lice

- It is not unusual for young children to catch head lice or eggs (nits) and therefore all children in The British School are checked for head lice and lice eggs at least twice a year.
- Any child who is found to have head lice or lice eggs (nits) will be sent home until he or she is clear. The School Nurse can advise parents on medication and prevention.
- If you find head lice or eggs in your child's hair please inform the School Nurse so that other children in the class can be checked thus preventing spread in School.
- Any child who is returning to school following a head lice infestation must be checked by the School Nurse at 7:30 am before returning to class.

Healthy Eating Policy

- The British School Caracas has a Healthy Eating Policy. The policy states that certain foods and drinks should not be brought to school (biscuits, cakes, crisps, Doritos, crackers, energy bars, chewing gum, sweets, fizzy drinks etc.). Sandwiches, pasta, rice, cheese, eggs, dried/fresh fruit, yoghurt and so on are all excellent alternatives. For a full list and helpful suggestions, contact Edwina Wilkinson directly.
- All children at the school follow this policy. Should a child bring an "unhealthy" snack, the teacher will send the child to Mrs Wilkinson, who will replace the snack with a healthy alternative.
- This policy is enhanced by the curriculum: children participate in healthy eating picnics and discuss options and choices.
- On Party days and special events children may bring a cake.

Parents are expected to comply with and support the school's medical policies including those for Healthy Eating, Biting, Head Lice and Sun Awareness.

The School Nurse is always available to speak or advise parents with or without an appointment.

- Email edwinathenurse@hotmail.com
or ewilkinson@tbscaracas.com
- Cellular: 0412 234 4934
- School: 266 2270 / 265 5870 ext: 204

Although most parents have their own medical insurance schemes, the school is covered by Seguros Qualitas CA. This policy covers children for accidents both in school and out. Contact the Office for further details.

Emergency Procedures.

The school has procedures to follow in case of emergency.

At least once a term we have a **fire drill**. This involves leaving any buildings and gathering in a safe place on the school grounds. Children are expected to walk sensibly with an adult to the correct place, wait quietly for a register to be taken and then return to the buildings when the all-clear has been given.

Earthquake drills are practised within the buildings. Individual classes choose when to undertake the practises and the children are instructed to quickly and quietly hide beneath tables away from any large moveable pieces of furniture. If in corridors etc, they are instructed to move away from windows and to find a doorway to wait in. The school follows the advice of the Venezuelan Seismological Foundation.

In the third term, we practise a **total evacuation** of the school. As we do this in the afternoon, **this does not involve the preschool children**. In consultation with Policia Chacao, we walk from the school to "Parque Infantil Caballo Blanco" on Av. 7, between Transv. 6 and Transv. 7 (up the street from Colegio Cristo Rey). The children are accompanied by adults. On arrival at the park, a register is taken and then we return to school. In the event of a real evacuation, parents would be phoned using the cascade system (see below) and would collect their children from the park. Any children that had not been collected after 2 hours would be taken to a previously designated safe area. *This is the only time that we will take the children from the school without written permission.*

The school uses a telephone **cascade system** to inform parents and staff of any emergencies that might occur in or out of school time. Parent representatives are sought and they have the responsibility to contact other parents. Contact lists are provided and the cascade should only be used when a member of the school's management team contacts the parental representative. The telephone cascade is practised several times during the school year.

It is important that you inform the school of any changes to your home or cellular phone numbers.

The British School Uniform

The School complies with the uniform regulations as laid down by the Venezuelan Ministry of Education. This is set out below.

The starred items (*) are available for purchase through the **PTA Shop at School**, each **Tuesday morning during the School Term from 7:40 - 8:30 a.m.**

Other items can be purchased in Caracas. A list of shops is available through the PTA.

All items of school uniform must be labelled clearly with the pupil's name.

Jewellery should not be worn to School other than small stud earrings, or watches (which should be named).

Hair, if worn long, must be fastened back from the face.

All children are expected to wear a named school hat whilst outside for any substantial period of time.

Pre-school, Kindergarten and Year 1

Boys:

***Red** polo shirt with The British School logo

Navy shorts.

*British School navy sweatshirt or cardigan

Black or dark blue leather shoes with white socks.

Girls:

***Red** polo shirt with The British School logo

Navy skirt or pinafore dress.

*British School navy sweatshirt or cardigan

Black or dark blue leather shoes with white socks.

It is recommended that Pre-School children wear shoes with Velcro and shorts and skirts with elasticated waists.

Year 2 to Year 6

Boys:

***White** polo shirt with The British School logo.

Navy Bermuda shorts.

*British School navy sweatshirt or cardigan

Black or dark blue leather shoes with white socks.

Girls:

* **White** polo shirt with The British School logo.

Navy skirt.

*British School navy sweatshirt or cardigan.

Black or dark blue leather shoes with white socks.

Year 7 to Year 9

Boys:

***Blue** polo shirt with The British School logo.

Navy Bermuda shorts or navy trousers

*British School navy sweatshirt or cardigan

Black or dark blue leather shoes with white socks.

Girls:

* **Blue** polo shirt with The British School logo.

Navy skirt.

*British School navy sweatshirt or cardigan.

Black or dark blue leather shoes with white socks.

Year 10

Boys:

***Beige** polo shirt with The British School logo.

Navy Bermuda shorts or navy trousers

*British School navy sweatshirt or cardigan

Black or dark blue leather shoes with white socks.

Girls:

* **Beige** polo shirt with The British School logo.

Navy skirt.

*British School navy sweatshirt or cardigan.

Black or dark blue leather shoes with white socks.

Physical Education (P.E.)

In **pre-school**, children can arrive at school in their white P.E. t-shirt on P.E. days.

In **Kindergarten**, children should bring a white t-shirt and trainers on P.E. days to change into.

Children in **Years 1 – 10** should bring a full change of uniform, i.e.: P.E. shorts, white t-shirt and trainers.

All children will need a **“House” t-shirt** for special occasions such as Sports Day, Spelling Competition, etc.

Swimming (Years 3-6)

Blue swimming costume and hat (available from the PTA shop), towel and flip-flops.

HOUSE SYSTEM

The British School Caracas has a house system. Each child when starting at the school is allocated to one of the following teams:

Andres Bello – green

Bolívar – blue

Miranda – red

Sucre - yellow

Siblings are placed in the same house. Children compete in a variety of activities throughout the year for their house. They may earn *house points* for good behaviour or good work. These points are collected by our house captains (chosen from the oldest students) and each week, the totals are added to find the leading house. The points are accumulated throughout the year, and at Prize Giving, the overall winning house is presented with the Britannia Shield.

Other house competitions include Spelling, Swimming, General Knowledge, Handwriting, Athletics and Football.

Events

There are many events organised throughout the school year. More information will be given – look in the bulletin, at your emails and in your child’s book bag. Here are a few regular events:

Term 1

In the first couple of weeks of the school year we hold a parents evening. This will enable you to meet other parents in the year group and hear the teachers describe the programme for the year.

School photos are usually taken in the first half of the first term. You will have the opportunity to order individual or sibling pictures of your children.

The PTA hold their Annual General Meeting.

The PTA organise a Halloween party.

The School holds a Christmas Carol Concert often on the last Sunday of the term.

In the final week of the term, all Primary children participate in a show (one for EY/KS1 and one for KS2).

Term 2

A parents evening is held early in the second term to give parents the opportunity of having an individual meeting with the class teacher.

The Spring Fayre is organised by the PTA towards the end of the second term and is held on a Saturday.

We have a Decorated Egg competition in the last week of the term.

Term 3

The parents evening this term is to allow the children to attend and share their work with you. They can explain the targets they have.

Towards the end of the term, we host the Art Exhibition. Every child has something exhibited. Prize Giving is usually in the last week of term and is the culmination of all the children's efforts. It is a special evening for all the family.

Staff 2011-2012

Head of School	Neil McBurney
Deputy	Keith Bailey
Bursar	Nathaniel Garcia Sánchez
EY Coordinator	Amanda Botelho
KS1 Coordinator	Chris Hall
KS2 Coordinator	Becky Nicholls
KS3/4 Coordinator	Nick Cardall
LSU Coordinator	Leilah Zahedi
Spanish Coordinator	Morella Parra

Other teaching staff:

Alison Pisarski	Marianne Kelly	Lucinda Elliott	Geraldine Servat
Claudia Vowles	Elizabeth Armour	Gabriela Nuñez	Emiliana Martinez
Valeria Rodriguez	Mariana Hernández	Kanthi Fanthome	Kelly Achtymichuk
Andreina Padrón	Jennifer Rodriguez	Jessica Bain	Douglas Allan
Courtney Collins	Sara Mansi	Simon Rumsey	Vicki Scott
Paul Beattie	Howard Garlick	Neil Armour	Fraser McPhie
Katie Daly	Paul Anderson	Graeme Lorimer	Emma Fravigar
Daniela Flores	Marisol Perez	Cristina Delgado	Kathleen Dunn

Teaching Assistants

Claudia Crowe	Ben Cole
Terry Maestres	Irmiz Rosas
Lola Hutchinson	Isabela Hernandez
Mari Carmen Hernández	Laura Hall
Yolima Pérez	Michelle Manning
Carlos Marin	

Administration and Non-Teaching Staff

Geraldine Aristimuño	Myriam Obregón	Ma Gabriela Urdaneta
Elke Asshoff	Eduardo Rojas	Evelyn Quintero
Ramon Duran	Edwina Wilkinson	Daniel Garcia
Ricardo Llerena	Octavio Gonzalez	Erika Lazzaro
Roquelina Ruidiaz	Alejandro Ferrer	Juan Villalobos
Alexander Azócar	Carolyn Cardall	Ma Carmen Figueredo
Tatiana Melo	Maria Zuloaga	

Calendar for School Year 2011-2012

Term 1

Friday, 2 nd September	Staff in service training
Monday 5 th September	
Tuesday 6 th September	
Wednesday 7th of September	First day of Term 1
Wednesday 12 th October	National Holiday
Monday 24 th – Friday 28 th October	Half Term Holiday
Friday 16th December	End of Term 1
<i>Christmas Holiday 19th December to 7th January</i>	

Term 2

Monday 9th January	First Day of Term 2
Friday 20 th January	VANAS Staff training – no school for students
Monday 20 th & Tuesday 21 st February	Carnival Holiday
Friday 30th March	End of Term 2
<i>Easter Holiday 2nd April to 13th April</i>	

Term 3

Monday 16 th April	Staff In-service training
Tuesday 17th April	First Day of Term 3
Tuesday 1 st May	Labour Day
Wednesday 4th July	End of Term 3 and the school year