



**Bishkek  
International  
School**

# **Staff Handbook**

Reviewed by the Management Board: August 2016  
Previous Review: June 2015

**Approved by the Governing Board: 26 August 2016**

## Preface

### Policies, Handbooks and Regulations

This policy is one of several policies, procedures and related documents that guide operations at ESCA – Bishkek International School (BIS). The full list of relevant documents, prepared by the Management Board and approved by the Governing Board, comprises:

Policies:

1. Vision, Mission and Development Policy (*revision approved by Governing Board 26 Aug 2016*);
2. Admissions Policy (*revision approved by Governing Board 26 Aug 2016*);
3. Special Educational Needs Policy (*revision approved by Governing Board 26 Aug 2016*);
4. Language Policy (*revision approved by Governing Board 26 Aug 2016*);
5. Academic Honesty Policy (*revision approved by Governing Board 26 Aug 2016*);
6. Assessment Policy (*revision approved by Governing Board 26 Aug 2016*);
7. Health & Safety Policy (*revision approved by Governing Board 26 Aug 2016*);
8. Child Protection Policy (*revision approved by Governing Board 26 Aug 2016*);
9. Educational Visits Policy (*revision approved by Governing Board 26 Aug 2016*);
10. Ethics Policy (*revision approved by Governing Board 26 Aug 2016*);
11. Accounting Policy (*approved by Governing Board 16 April 2014*);

Handbooks:

1. Staff Handbook (*revision approved by Governing Board 26 Aug 2016*);
2. Parents & Guardian Handbook (*revision approved by Governing Board 26 Aug 2016*);
3. Student Handbook (*revision approved by Governing Board 26 Aug 2016*).

All Governing Board members and all staff must be aware of each of these documents and their contents. All policy documents and handbooks are available to students and parents/guardians via the BIS website or provided in PDF form to parents/guardians on request.

All policy documents and handbooks are reviewed and revised by the Management Board every year, normally in April/May for approval by the Governing Board in June for the following academic year. All students, parents and staff are invited to send comments and suggest any changes to the Management Board at any time before the end of April each year for consideration for policies/handbooks for the next academic year.

Overall Governance of BIS is guided by the legal Charter of the Public Foundation 'ESCA - Bishkek International School' and various internal regulations. These are:

1. Legal Charter of ESCA-Bishkek International School (*first registered in the Ministry of Justice December 1<sup>st</sup>, 2010. Revised and re-registered in April 22<sup>nd</sup> 2015 and February 16<sup>th</sup> 2016*)
2. Regulations of the Governing Board (*approved by the Governing Board, October 31<sup>st</sup>, 2013*);
3. Regulations of the Parents Association (*approved by the Founders, March 7<sup>th</sup>, 2011*);
4. Regulations of the Advisory Council (*approved by the Founders, March 7<sup>th</sup>, 2011*);

# International Baccalaureate

BIS is an International Baccalaureate World School, offering the International Baccalaureate Diploma Programme (DP), and is an official candidate school for the Primary Years Programme (PYP) and the Middle Years Programme (MYP). IB World Schools share a common philosophy and commitment to high quality, challenging, international education that BIS believes is important for our students. For further information about International Baccalaureate, see [www.ibo.org](http://www.ibo.org)

## International Baccalaureate mission statement

*“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right”*

## International Baccalaureate Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

1. **Inquirers:** Develop a natural curiosity that allows them to become lifelong learners.
2. **Knowledgeable:** They explore ideas of importance and dig deep into its meaning creating a balance of their learning.
3. **Thinkers:** They apply thinking skills that allow them to tackle complex problems in creative ways.
4. **Communicators:** They understand and can articulate information in confident, creative ways, including a second language.
5. **Principled:** Students are honest, fair, just and full of integrity. They strive to solve their own problems and to take responsibility for their own actions.
6. **Open-minded:** Students understand and embrace other cultures. They recognize and celebrate their own backgrounds and learn tolerance for others.
7. **Caring:** Students actively care about others and participate in active service.
8. **Risk-Takers:** Students are brave in the face of new challenges. They strive to take on new roles and to defend their own beliefs.
9. **Balanced:** Students understand the need to be emotionally, physically and mentally balanced. They strive for this in themselves and others.
10. **Reflective:** Students reflect on their own learning. They are able to adjust for weaknesses and strengths.

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## 1 INTRODUCTION

This handbook sets out the main information and guidance that staff needs to know to work at BIS and is one of ten policy documents and three handbooks described in the preface, that all staff must read and understand. In addition to these policy documents and handbooks, each member of staff has their own employment contract, job description, performance standards and specific instructions to guide them at work.

Several sections of this Staff Handbook are repeated verbatim in the Student Handbook and/or the Parents & Guardian Handbook.

Sections highlighted in green are repeated in both Student Handbook and Parents & Guardian Handbook.

Sections highlighted in light blue are repeated in the Student Handbook only.

Sections highlighted in pink are repeated in the Parents & Guardian Handbook only.

## 2 HISTORY OF THE SCHOOL

ESCA - Bishkek International School was founded by a group of international and local parents as a non-profit community school and legally registered as a non-profit foundation in the Kyrgyz Republic on December 1, 2010. The first school Advisory Council meeting was held with the President of the Kyrgyz Republic, Roza Otunbaeva, on May 16, 2011 in the Ministry of Education. The school opened for students in September 2011, in a building which was built as a school but unused for this purpose for many years before being purchased by the school foundation in July 2011. Student numbers increased from 20 students in 2011 to over 150 students in 2016. The school was initially called the 'European School in Central Asia' and changed to 'ESCA - Bishkek International School' in 2016 to coincide with accreditation as an IB World School.

## 3 VISION, MISSION & COMMITMENTS

The vision, mission and commitments are based on the Charter and concept documents when founding the school, and a collaborative process involving students, staff, parents and Founders in 2014, before approval by the Governing Board in June 2014.

### 3.1 Our Vision

To be the best international school in Central Asia providing inspirational education in a happy environment to globally minded students who are the leaders of the future.

### 3.2 Our Mission

Our Mission is to enable our students to:

- Develop their intellectual curiosity and achieve their academic, sporting and creative potential;
- Be confident in their abilities and respectful of others;
- Learn about local and global issues and prepare to tackle common challenges.

In a school which:

- Delivers and celebrates excellent teaching for internationally accredited education;
- Values diversity;
- Contributes positively to development of the Kyrgyz Republic.

### 3.3 Our Commitment

BIS is a non-profit foundation, founded by the community as a liberal secular and multi-cultural school with transparent governance and operations, providing education in a supportive, family orientated and safe environment. BIS welcomes any individual regardless of their gender, ethnicity, language, political and religious beliefs and everyone is encouraged to take part in all school activities<sup>1</sup>.

In accordance with the BIS Charter, in addition to providing excellent education, our mission includes raising awareness of human rights, development of social responsibility, social justice and democratic participation, awareness and tolerance of cultural difference, humanity, development of team spirit, creativity, environment protection and sustainable development.

We are a community school, inspiring students who reflect the power of community to achieve extraordinary transformative change for a better world. Our aim is that BIS becomes an exceptional school in Central Asia demonstrating the benefits of our approach to education, inspiring much wider changes in education in the region.

## 4 GOVERNANCE & MANAGEMENT STRUCTURE

BIS is a non-profit foundation, established for the benefit of the community.

### Governing Board

BIS is governed by a Governing Board of nine members which sets strategy and policy and ensures funding and sustainability as a non-profit Foundation. Three members of the Governing Board are elected by the Parents Association, three members are elected by the school Advisory Council, and three members are elected by the school Founders, though Founders have delegated these elections to school staff from 2016. Governing Board members are normally elected for a three year period and may be re-elected for a maximum consecutive period of nine years. The Chair of the Governing Board is elected by the Board members for a two year period and may not be re-elected for consecutive terms. The Charter of the school and the Regulations of the Governing Board are available to download from the school website.

BIS recognises the importance of a strong professional Governing Board to oversee the development of the school and the provision of excellent international education. Therefore, the executive body of the school - the Management Board – has a responsibility to facilitate and support both the Governing Board and the bodies electing members of the Governing Board i.e. the Parents Association, the Advisory Council, and the Founders.

### Founders

The Founders have delegated most of their powers under the Charter to the Governing Board but retain the right to elect three members of the Governing Board (currently delegated to school staff), a right of veto over decisions of the Governing Board and the right to approve any changes to the school Charter. The right of veto has never been used and is unlikely to be used except in a case where a Governing Board decision contradicts the intentions of the founding Charter or BIS vision, mission and commitments.

### Parents Association

The Parents Association plays a substantive role in the community life of the school. All parents and/or guardians of students are included in the Parents Association as part of their agreement when enrolling their child in the school. The Parents Association represents the interests of parents by inter-alia:

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<sup>1</sup> Any member of the school community may request special access and use of school facilities and BIS will accommodate these requests where they are reasonable and practical and do not interfere with other operations of the school. BIS does not guarantee that requests may be accommodated or that provision is permanent since the educational activities of BIS take priority at all times.

- (i) Electing three members of the Governing Board;
- (ii) Meeting with the Management Board to discuss school issues and to nominate representatives for school working groups;
- (iii) Appointing Class Representatives to help parents communicate with each other and the school;
- (iv) Organizing social events with the school and providing volunteers to help with school activities.

The Parents Association elects a Parents Association Management Committee (PAMC) to organise its affairs. Regulations of the Parents Association are available to download from the school website.

The Parents Association has grown into a very effective supporting body for the school, operating in a professional way with strong leadership from the PAMC. BIS is committed to maintain this positive parental involvement in the school as a vibrant community school.

### **Advisory Council**

BIS Advisory Council represents permanent institutions in the Kyrgyz Republic with an interest in development of the school. The Council helps to set and maintain the ethos and direction of the school and has the right to elect three members of the Governing Board. It meets around three times a year to discuss development of BIS, education issues in the Kyrgyz Republic and to elect members of the Governing Board. Regulations of the Advisory Council are available to download from the school website.

BIS is committed to further development of the Advisory Council for effective engagement with the vision, mission and activities of BIS and educational outreach for positive impact on the education sector in Central Asia.

### **Management Board**

BIS has a collegiate management structure, as defined in the Charter, with up to five members of an executive Management Board, appointed by the Governing Board, including the Chair of Management Board who is authorised to sign documents on behalf of BIS.

BIS is committed to maintain a collegiate management structure and effective teamwork amongst staff.

### **Staff Resources**

BIS opened in September 2011 with seven staff, increasing to over sixty staff (including non-teaching staff) in June 2015. In September 2016 we will have forty-six teaching staff and teaching assistants, including nine who work part-time.

Staff resources will continue to expand in line with the expanding school curriculum and students numbers.

## **5 CODE OF CONDUCT**

The overall rule for BIS is that both staff and students must behave in a responsible, thoughtful and considerate manner towards each other and all members of the BIS community.

### **5.1 Rules for Students**

#### **Students Must:**

1. Follow all behaviour guidelines and follow instructions from staff;
2. Behave politely and respectfully during mealtimes;
3. Only eat food in the dining room or café, not elsewhere in the school.
4. Have permission from duty staff before leaving the small dining room;
5. Have permission from teachers before they leave a class for any reason;



6. Walk (not run) in corridors and stairs;
7. Be responsible for not getting sunburnt or dehydrated in hot weather (e.g. wear a hat, use suntan cream, have a water bottle) and not getting frozen or wet in bad weather (e.g. warm & waterproof clothing). *This rule does not apply in Preschool, where the teachers are responsible.*
8. Not bring in dirt from outside on their shoes, so either wear indoor shoes inside (not outdoor shoes or just socks) or make sure that their outdoor shoes are very clean before going inside;
9. Clear lockers of any towels and clothing every Friday;
10. Greet any visitors they meet in the school.

#### **Students Must Not:**

1. Bully anyone
2. Use abusive or cursing or derogatory language at school or on school trips
3. Spit at school or on school trips
4. Pick leaves or flowers or damage trees
5. Play games for money or other valuable prizes
6. Play with balls, paper planes or other projectiles inside the school without permission
7. Use mobile phones for any purpose before 16.30 without specific permission
8. Have chewing gum, crisps, sweets, fizzy drinks, or other unhealthy food/drink at school
9. Wear hats, caps or other head coverings inside the school without permission<sup>2</sup>

Rules for students using the outside play areas are given in Annex 3 to this Handbook.

## **5.2 Rules for Staff**

#### **Staff Must:**

1. Role model acceptable behaviour at all times
2. Ensure that lessons start and finish on time and are not interrupted
3. Ensure that students know and understand their homework tasks

#### **Staff Must Not:**

1. Use mobile phones in class to make or receive phone calls or for any social networking in class
2. Chew gum when with students
3. Smoke at school or on school trips
4. Have alcohol at school or on school trips
5. Comment on any student, teacher or parent in any negative way while other students are present
6. Wear hats, caps or other head coverings inside the school without permission<sup>3</sup>

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<sup>2</sup> Permission to wear a head covering inside the school may be requested by any parents, with the consent of the student, for any reason, provided the request is for constant (not occasional) head covering and is either for a specified time period or a permanent arrangement. Permission is normally given provided the head covering does not interfere with the work and activities of either the student concerned or other students. If the student does not wear the head covering for any reason, permission automatically lapses.

## 5.3 Behaviour Guidelines

### 1. In class, make it easy for everyone to learn and for the teacher to teach

*For example*

- Arrive on time
- Be properly equipped
- Be helpful when required
- Ensure order at the beginning and end of the lesson
- Complete all work on time and to a high standard
- Develop effective study habits and do the best you can do in every subject

### 2. Move calmly around School

*For example*

- Don't push other people
- Wait patiently in queues
- Keep to the right side on the stairs
- Stand back to let people pass

### 3. Speak politely to everyone and be kind

*For example*

- Stay silent when others are speaking
- Never use bad language or shout or tease or verbally abuse
- Never hit or hurt or bully
- Never behave in an uncaring manner, especially to those younger than yourself

### 4. Keep the premises tidy

*For example*

- Put all litter in bins
- Do not deface school property, including books and desks

### 5. Behave Safely

*For example*

- Do not climb on buildings or walls
- Do not throw things out of windows
- Do not tamper with fire extinguishers
- Follow instructions when using specialist equipment in science labs and the art room

### 6. Dress appropriately

*For example*

- Dress in a way that does not cause offense or distract other people
- Wear clothes that are appropriate for your expected role in the school at the time
- Clothing and other possessions must not have visible slogans or words which are racist, sexist, religious, nationalist, or may in any other way cause offense to other students or staff.
- Ensure that your clothing and personal presentation contribute to the positive image of the school

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<sup>3</sup> Permission to wear a head covering inside the school may be requested by a member of staff for any reason. Permission is given by the Management Board if the head covering does not interfere with the work and activities of staff or students and does not detract from the representative role that all staff have during their time at BIS.

If you are concerned about the attire of any staff or student member, the matter should be raised with the Head of Education or any member of the Management Board. Their joint decision on appropriate attire is final.

## **7. Do not bring inappropriate things to School**

*For example*

- Do not bring expensive toys or games or any toy guns or weapons
- Do not bring anything else which is likely to be distracting or dangerous

Please note that the school takes no responsibility for any toys or other possessions brought into school by staff or students and any loss or damage is the responsibility of the staff or student concerned.

## **8. Be courteous at all times**

*For example*

- Be courteous to the public
- Do not eat or drink while walking around
- Ensure you are appropriately dressed and your clothes are clean

## **9. Use Social Media wisely**

*For example*

- Staff must not befriend students on any social media.
- Staff must not post photographs of students on social media without approval from the Admissions Officer
- All staff, students and parents are welcome to repost any BIS social media posts on their own pages
- If you don't have anything nice to say about Kyrgyzstan or BIS or any other school or any person, say nothing
- All staff and students should follow the ICT policy on the use of social media

## **10. Use political and religious freedoms carefully to avoid promoting personal beliefs**

As a liberal, secular, and multicultural school, BIS welcomes staff and students from all religious and political persuasions but does not allow promotion of any political or religious views at the school. This applies to both students and staff but is of primary importance for staff as they are in a position of authority for students.

*For example*

- Staff must not promote their personal political or religious beliefs at the school via teaching resources or by their personal appearance and possessions.
- Staff must not promote their personal political or religious beliefs when working with students or staff and must be balanced in treating all religious and/or political views as equally valid, provided the views expressed do not conflict with the UN Declaration of Human Rights or with well-established factual evidence.
- Students must not promote their personal political or religious beliefs in discussions with other students or staff.
- When political or religious topics are a valid subject of discussion (e.g. during History or Geography or PSHE classes) all participants must be open to respectful discussion and judge contributions by universal standards – such as the UN Declaration of Human Rights – not by their own personal beliefs.

## 5.4 Rewards & Sanctions for Students

### Rewards

#### Commendations

Commendations are awarded by subject teachers or form teachers for significant effort and top quality work.

#### Star Achiever

Every week during term time, each Form class in Preschool and Primary (and specialist teachers by agreement) award a “Star Achiever” for the week. The criteria for selection are decided by the teacher and all students will have the opportunity to be rewarded for their individual achievements.

#### Head of Education Award

The Head of Education Award is made for significant, sustained effort and achievement in academic or other work across the whole school.

#### School Prize

Awarded at the end of each term to a student who shows most improvement in their work (awarded to someone who isn't necessarily an academic high achiever) or personal development (e.g. making a significant contribution to a service activity, school society or event). Separate Prizes are given for Primary and Secondary

#### Special Prizes

Prizes are awarded for excellence in academic, sport, musical, drama or service activities.

### Sanctions

Students who engage in wilful, persistent, and disruptive behaviour that interferes with the educational process or who engage in hostile behaviour on campus or at an off-campus school sponsored/sanctioned activity will be subject to school discipline. This includes breaking any rules or behaviour guidelines as described in this document.

The administration reserves the right to treat each disciplinary case on its specific merits. This section describes the most commonly used sanctions that may be imposed as required.

The first step towards any sanction is the Behaviour Incident Report, using the format in Annex 4.

#### Detentions

Detentions are given to students:

- Who fail to do their homework or intentionally do not do homework properly.
- For poor behaviour or failure to complete coursework.

Detentions are given by a teacher. If a student is given more than one detention in one term, the student must also be reported to the Head of Education.

Detentions may take place on weekdays during the lunchtime outside break period or after school. Detention from 15.30-16.30 (for Primary students) or 16.30 – 17.30 (for Secondary students) is at the discretion of the Head of Education and parents will be informed. Work given during detention may be to learn aspects of the Student Handbook or it may be to complete unfinished homework or classwork, or a specific task given by the teacher assigning the detention.

### **Head of Education Report**

For misdemeanours such as noisy or disrespectful behaviour, repeated forgetting of books, persistent talking in class, minor disobedience, lateness, swearing, untidiness and the like. A 'Report' is given by a teacher. The Head of Education then decides on appropriate action which may be to:

- Write a handwritten letter of apology to the teacher concerned. The Head of Education may also require the letter to be signed by the student's parents.
- Carry out a service activity such as tidying a classroom or updating a noticeboard.
- Copy out a relevant section of the Student Handbook or complete a research assignment.
- Other appropriate action suited to the student and the situation.

In the event of repeated referral to the Head of Education, or a single serious incident or breach of school discipline, the Head of Education may also issue a warning. This may be an:

- Informal warning - recorded internally
- Formal warning - recorded internally and parents informed
- Final warning - recorded internally and parents informed.

### **Behaviour Reporting**

If a student is persistently late or badly behaved, the Head of Education may put the student 'on report'. The student must then get the signature of each member of staff after each lesson or activity. The report period may last for one day, one week, or longer as determined by the Head of Education.

#### **Behaviour Contract**

Following persistent poor behaviour a clear written contract is drawn up containing specific targets for the student to achieve in a certain period of time with transparent guidelines if the student fails to adhere to the contract. The behaviour contract is signed by the student, their parents and the Head of Education. Regular review takes place by the Head of Education.

#### **Temporary Exclusion and Permanent Exclusion**

A student may be temporarily excluded from School for a designated period of time, or excluded permanently, at the discretion of the Head of Education. Sanctions will be applied proportionally, consistently and reasonably, taking account of any special educational needs that students have..

Every student has the right of appeal. The appeal procedures are given below.

## **6 COMPLAINTS AND APPEALS PROCEDURES**

### **6.1 Introduction**

If any student or parent or guardian or staff member has a complaint for any reason, the procedure set out here will be followed.

All concerns and complaints will be treated seriously and confidentially. Written records will be kept of all complaints, and of whether they are resolved at the preliminary stage or proceed to a panel hearing. Correspondence, statements and records relating to individual complaints will be kept confidential except where a judicial body requests the information.

### **6.2 Informal Resolution**

It is hoped that most complaints and concerns will be resolved informally and quickly.

1. Students should approach their own Form teacher, or the designated Student Counsellor, to raise any concerns they have or to appeal against any punishment they received if they feel it is not justified.

2. Parents should approach their child's Form Teacher in the first instance.
3. Staff should approach their own line manager, or the HR Specialist, in the first instance.

If complaints or appeals are not resolved via these routes, then the person consulted by the complainant should bring the case to their own line manager in BIS. The line manager will make a written record of all concerns and complaints raised in this way and the date on which they were received, and try to resolve the problem.

In case of a serious complaint, a written record of the complaint and outcome will be sent by the BIS staff member for review by the Management Board.

If the complaint is not resolved to the satisfaction of the complainant within ten working days, the complainant will be advised to proceed with their complaint in accordance with '*Formal Resolution*'.

### **6.3 Formal Resolution**

If the complaint cannot be resolved on an informal basis, then the complainant should put their complaint in writing to the Management Board. If any member of the Management Board is the subject of the complaint, this member must not take part in any deliberation or decision regarding the complaint, in order to avoid any conflict of interest.

The Management Board will consider the complaint together and decide on the best course of action. In most cases, the Management Board will meet or speak to the complainant, normally within 5 working days of receiving the complaint. If possible, a resolution will be reached at this stage.

It may be necessary for the Management Board to carry out further investigations. The Management Board will keep written records of all meetings and interviews held in relation to the complaint. Once Management Board are satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and the complainant will be informed of this decision in writing within a further 5 working days. The Management Board will also give reasons for the decision.

If the complainant is still not satisfied with the decision, they should proceed to '*Resolution by the Complaints Panel*'.

### **6.4 Resolution by the Complaints Panel**

If the Management Board cannot resolve the complaint, then the complainant should put their complaint in writing to the Chair of the Governing Board who will refer the complaint to a Complaints Panel established by the Governing Board.

The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the School. The Panel will acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 20 working days.

If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 5 days prior to the hearing. One other person may accompany the complainant to the hearing. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Panel will resolve the complaint immediately without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 15 working days of the Hearing. The Panel will make findings and recommendations and a copy of the findings and recommendations will be sent by electronic mail or otherwise given to the complainant and, where relevant, the person complained about. The findings

and recommendations will be available for inspection by the Chair of the Governing Board, the Chair of Management Board and Head of Education.

## 7 CURRICULUM & ACCREDITATION

BIS is an International Baccalaureate (IB) World School offering the IB Diploma for students' age 16-19 years. B World Schools share a common philosophy and commitment to high quality, challenging, international education that BIS believes is important for our students. For further information about International Baccalaureate, see [www.ibo.org](http://www.ibo.org)

For students' age 3-11 years, BIS offers the International Baccalaureate Primary Years Programme (PYP) and for age 11-13 the International Baccalaureate Middle Years Programme (MYP). BIS is an official candidate school for both the PYP and MYP and the MYP programme will be expanded over the next two years to cover the full programme from age 11 to 16.

BIS is also accredited by Cambridge International Examinations and provides the International General Certificate of Secondary Education (IGCSE) for students age 14-16. Students choose at least seven subjects from five different groups so that they also qualify for the ICE (International Certificate of Education) Group Award. The ICE Group Award provides a broad and balanced curriculum, including two different languages, and is a good base for entry to the International Baccalaureate Diploma programme. BIS will continue to offer IGCSE examination options in addition to the IB MYP in future.

BIS is licenced as an educational institution by the Ministry of Education of the Government of the Kyrgyz Republic. For those children who are interested in qualifying for Kyrgyz universities, BIS provides additional tuition to study for the common university entrance exams in the Kyrgyz Republic.

BIS has applied for accreditation with the Commission on International Education (CIS) of the New England Association of Schools and Colleges (NEASC) <https://cie.neasc.org/> and is currently in the accreditation process.

## 8 TEACHING METHODOLOGY

Teachers carefully design their teaching programmes with the aim of giving children the skills, values and knowledge that they need. In accordance with the International Baccalaureate Learner Profile (in the Preface to this handbook) we aim to develop students who are: Inquirers; Knowledgeable; Thinkers; Communicators; Principled; Open-minded; Caring; Risk-Takers; Balanced; and Reflective.

Teaching is based on inquiry-based learning to encourage creative thinking in asking questions about the world around us and finding the answers to those questions.

Inquiry-based learning aims to:

- Make students actively responsible for their own learning, with the teacher as facilitator;
- Ensure that students are able to develop and demonstrate their abilities in a variety of ways, applying a variety of methods and means to find answers;
- Focus on the abilities of students to formulate hypotheses, design, experiment and analyse results;
- Encourage a social learning process, since children do not learn in isolation but with their peers and facilitators such as teachers, parents and others.
- Develop good communication skills, facilitated by the frequent exchange of ideas, interactions with others and sharing of the findings and the answers.

Teachers create a full year or term plan for each subject giving an overview of how the curriculum will be covered for the subject. Annual or term plans are given to the Head of Education and/or Deputy Head of Education within one week of starting the academic year and ideally before the start of the academic year.

Teachers also prepare Unit plans as directed by the Head of Education and/or Deputy Head of Education.

## 9 ACADEMIC HONESTY POLICY

Academic honesty is an integral part of the BIS culture at all levels of the school and applies to all members of the community, including: Governors; staff; students and parents. Our policy is based on two of the ten attributes of the IB Learner Profile, given in the Preface to this document, specifically attributes #5 'Principled' and #10 'Reflective':

**Principled:** Students are honest, fair, just and full of integrity. They strive to solve their own problems and to take responsibility for their own actions.

**Reflective:** Students reflect on their own learning. They are able to adjust for weaknesses and strengths.

Learner profile attributes are equally applicable to staff as they are to students. Misconduct at any level of the school including plagiarism, collusion, misrepresentation and abuse of intellectual property is treated seriously.

All IB Diploma students and their parents/guardians must read, understand, and sign the BIS Academic Honesty Policy for the IB Diploma Programme and all students and staff must fully adhere to the Academic Honesty Policy at all times.

## 10 HOUSES

The House System exists to promote healthy competition based on inclusion and team work. Various competitions contribute to house points. Points are accumulated throughout the year to produce an overall winning House.

BIS has three Houses for students from Primary and Secondary school, representing 'land', 'water', and 'air'. These Houses were formed at the start of the 2014/15 academic year and students assigned to each house elected their house name by choosing a creature living primarily in their realm. Houses were named as 'Snow Leopards', 'Piranhas', and 'Phoenix' These names will be retained until such time as students in a house decide by majority vote to rename their house as another creature living primarily in the realm of 'land' or 'water' or 'air' as appropriate. Students, who are already a member of one of these Houses, stay in the House until they leave BIS, or may move between Houses only by agreement between the student and Head of Education if this is necessary to rebalance the houses. New Students are assigned to one of the Houses in the first week of autumn term, with assignment elected to ensure that all year groups have a good balance of students in each House and to ensure a good overall balance between Houses. If a family has more than one child in the school, parents may request all of their children to be in one House (or in different Houses) and this request will be accommodated if possible.

Each member of the teaching staff, except those on the Management Board, is assigned to a House. One of these staff members is appointed as 'Head of House' to help in the organization of different competitions.

In the first two weeks of the first term, each House elects a Captain and Vice-Captains from the students in the House.

## 11 STUDENT COUNCIL

BIS has Student Councils for Primary and for Secondary. Both are organized and supported by a designated teacher as 'Student Council Organiser'. The Councils sometimes meet as separate Councils and sometimes jointly for the whole school.



Each form class elects two representatives (normally one boy and one girl) to represent them on the Student Council at the end of September. Elections are held again in the first week of the spring and summer terms with different students normally elected to serve for one term on the Student Council.

Student Councils can meet as often as required to discuss any issues related to BIS and to present recommendations to BIS management. The Councils also organize school events for students such as Valentine's Day and Halloween.

## **12 STUDENT SUPPORT**

Any students who have any issues in dealing with their peers or Form Teacher may approach the designated Student Support Teacher. The Student Support Teacher will listen to the issue and assist the student in resolving it.

## **13 TIMETABLE**

The initial school calendar for the 2016/17 academic year is given in Annex 7. An updated version is on the BIS website <http://esca.kg/esca-education/calendar-2016-2017/>

Teaching staff hours are from 7.45 to 16.30, or as defined in individual contracts. Children arrive at school between 7.45 and 8.00 with formal lessons starting at 8.00 am. Primary have seven 45 minute lessons each day finishing at 15.00. The secondary timetable runs from 8.00 to 16.30 with 60 minute lessons.

Extra-Curricular activities run every day from 15.30 to 16.30 for Primary and from 16.30 to 17.30 for Secondary. Supervision is available until 17.30 for students after ECAs are completed. No supervision is available after 17.30.

Timetables are established for each year group. Initial timetables and any updates are sent to staff, students and parents by email. The outline timetables showing break-times, drop-off time and pick-up time is given in Annex 8.

## **14 EXTRA CURRICULAR ACTIVITIES**

BIS offers a wide range of extra-curricular activities (ECAs) both on-site and off-site. ECAs run every day from 15.30 to 16.30 for Primary students and 16.30 to 17.30 for Secondary students,. ECA timetables are provided to staff, students and parents before the start of each term by the ECA Coordinator.

## **15 OUT OF CLASS SUPERVISION AND DUTY ROSTER**

Two staff in Preschool and two for Primary/Secondary have additional working hours until 18.00 every school day to supervise any children not collected at 16.30 or 17.30.

Supervision of Primary/Secondary students at morning and afternoon break and at lunchtime is provided by teaching staff according to a duty roster. Three staff are required outside for the morning and afternoon breaks. At lunchtime, ten staff are required every lunchtime for 30 minutes each either inside in the canteen or outside in the playground. The staff duty roster is prepared by the Head of Education and is normally unchanged for a full term. Any member of staff who is unable to fulfil a duty must find another teacher to take their place in the roster for that day and inform the Head of Education of the change.

## **16 STAFF ROOM**

The Staff Room is for the use of all teachers to prepare lessons and materials. All teachers must keep the room tidy and share the facilities. Two teachers are appointed at the start of each academic year as joint Directors of the Staff Room. Whatever rules they impose must be followed. Any member of staff who persistently breaks the rules will be excluded from the staff room.

## **17 PROFESSIONAL DEVELOPMENT**

BIS is committed to professional staff development. All teaching staff must complete online and face to face professional development courses as designated by the Head of Education and/or the Deputy Head of Education.

All staff are encouraged to continuously upgrade their skills and qualifications. BIS is supportive in providing study time and financial assistance to improve qualifications, where this also benefits BIS capacity. This is particularly important for national teachers studying for international qualifications.

All staff are offered either English language training or Russian language training as part of the standard training program provided by BIS.

All staff also receives annual training in first-aid, health & safety and child protection.

## **18 PERFORMANCE MANAGEMENT**

Performance assessment is via 360 degree assessment of all staff by students, parents, peers, subordinates and supervisors/managers.

Assessment normally takes place in March before the spring break to allow time for compilation of all information and feedback to staff during the last academic term.

Results of the assessment will be used by the staff concerned working with their supervisor to identify areas for improvement and to create an agreed personal development plan for the next 12 months.

All teachers are also assessed at least annually on lesson delivery.

## **19 STAFF & STUDENT ABSENCE**

### **19.1 Staff Absence**

Attendance during school time is the first priority for all staff members. All leave that can be planned must be planned for vacation period or school holidays.

If a teacher will be absent for any reason, their direct line manager, or the Head of Education, must be informed as soon as possible, and always before the start of school (before 8 am). Notification should be by direct telephone or email explaining the reason and length of absence. An SMS is not acceptable. If you fail to inform the school, an oral warning will be given. If you fail to inform a second time, a written warning will be given. If you are delayed due to circumstances beyond your control please call and inform the Receptionist before 8.00, and clearly give your expected time of arrival. The Receptionist will inform the line manager or Head of Education

Teachers should also notify which classes need to be covered during their absence. This is important for organizing cover for the absent staff member. If a teacher will be absent, work should be set for the students and sent by email, if possible. The person substituting for the teacher must ensure that this work is correctly distributed to the class.

The person contacted (line manager or Head of Education) will communicate about the absent staff member to the relevant form teachers, subject teachers and co-teachers in order to organize cover, and to the receptionist, who is responsible for the timesheet of working hours. Information about the absent teacher will also be written on the board in the staff room.

Absences which can be planned must be agreed with the Management Board at least three days in advance. The Leave Request Form is given in Annex . For family circumstances or other valid reasons, staff members can take leave without payment for up to 5 days for the following reasons: birth of a child, marriage registration, death of close relatives (spouse, parents, child). As standard policy, leave for family

circumstances will not be paid. Exceptions to this policy may be approved by the Management Board in exceptional circumstances.

If sick leave is no more than two working days, the staff member must provide their own written explanation for the sick leave when they return to work and give it to the HR Officer. If sick leave is for three or more working days, the staff member must bring a sick leave certificate or other appropriate document explaining the absence and give it to the HR Officer. International teachers who use the services of private clinics should bring the certificate from the clinic. Payment for sick leave will be according to the Labour Code:

- 60% of the average wage for employees with experience up to 5 years;
- 80% of the average wage for employees with experience from 5 to 8 years;
- 100% of the average wage for employees with experience more than 8 years.

If you have to leave the school during a working day, you must register your leave in the Absence Book at the Reception. The hours of leave will be deducted from your working day and will not normally be paid.

All leave records are kept by the HR Officer. If you are absent more than 3 times a term, a meeting may be organized with the Management Board to discuss contributing problems and possible corrective measures.

## 19.2 Student Absence

The Form teacher is responsible for the class register. If a student is absent without explanation, the Form teacher or Co-teacher must request the Reception to contact their parents/guardian before 11.00 am and ask the reason for absence and when the student is likely to be at school. Frequent absences must be reported in writing to the Head of Education who will investigate the reasons.

To ensure a healthy and safe environment for students, any student returning to school after illness must provide a written note from their doctor or parent to explain the reason for absence. The Form teacher will give the note to the school doctor, who will keep them in student files and update school records.

It is the responsibility of each member of the staff in charge of a specific timetabled event or extra-curricular activity to ensure that those who should attend actually do attend. Absence without good reason of any student must be investigated and reported to the Head of Education.

## 20 COMMUNICATIONS

### 20.1 Internal Communications

Effective communication between BIS staff is essential for smooth operation of the school. All staff must regularly check their email since most written communication is sent via email.

Regular staff meetings are held, normally every three weeks in term time. All staff must attend these meetings if they are not on duty elsewhere at the time.

### 20.2 External Communications

BIS operates as transparently as possible with as much information as possible about the school available on the BIS website.

A weekly PDF newsletter – Voices - is sent by email to all parents, and students in Secondary school, to inform them of school activities and forthcoming events. **If you are not on the Voices mailing list and you would like to receive Voices, just send an email to [admissions@BIS.kg](mailto:admissions@BIS.kg) and ask to be added to the Voices mailing list.** Any students can be added to the list (not just Secondary students) if they have an email address and want to receive Voices.

Parent-Teacher evenings are held once a term to enable parents to discuss their child's progress with the Form teacher or subject teachers.

The Parents Association Management Committee appoints a class representative for each class, to facilitate communication between parents in the class and between parents and the Form teacher.

### **Email Communication with Students and Parents**

Every Teacher has a BIS email address, which is available to students and parents. Teachers are encouraged to have open communication but are not expected to be involved in lengthy email communications. Email communications from teachers should be brief, professional and well written.

Every time a Teacher or Co-Teacher sends an email to a student or parent of a student, they must always cc the Form Teacher AND Co-Teacher of the student's Form class, and always cc the Head of Education (or another member of the Management Board IF the Head of Education has nominated someone else to receive the cc emails, and notified staff about this in writing.)

In every email communication, staff must follow the Ethics Policy and apply the same guidelines as for social media. If you don't have something nice to say, say nothing.

## **21 SECURITY**

This security section is copied verbatim from the BIS Health & Safety Policy.

### **21.1 Security of the School Site**

The Facilities & Logistics Manager is responsible for security. Security staff is always on-site, day and night every day of the year. All buildings are locked at night when not in use.

School gates are kept locked, except for morning period of 7.30 to 9.00, pick-up time from 15.00 to 17.45, and for organised events for parents and children. The security guard must watch the pedestrian and vehicle entrance gates when they are unlocked. Anyone requiring access to the site outside this time will need to ring the bell to obtain the attention of the security guard.

Security personnel follow a protocol to ensure the safety of students, staff and visitors to the school during the school hours of 07:30 to 17:45.

School Reception is manned continuously from 07.45 to 17.30. All visitors to the school, including parents, must report to Reception before going elsewhere in the school. Visitors, including parents, will normally be accompanied by a staff member after reporting to Reception.

When the school is used for events outside normal school hours, security will ensure that only BIS staff has access to the school building. Other individuals (students, parents etc) are only allowed access when accompanied by a responsible member of BIS staff.

### **Vehicle Access**

1. Visitors and contractors should produce identification if requested to do so by the security personnel.
2. Security staff may inspect any vehicle that enters the school premises. Such an inspection will involve looking inside the passenger area of the vehicle and the trunk of the vehicle.
3. Vehicles that enter the site on business must present proof of identification with the security staff and leave this with them while the vehicle remains on the site. The identification is returned before it exits from the site. Refusal to cooperate with the school security staff may result in the prevention of access to the site.

### **Pedestrian Access**

1. The school pedestrian gate is open for student and parental access from 07:30 until 09:00 and 15.00 to 17.45 and for organised events for parents and children. The entrance is always monitored by the school security staff.
2. The school gates are locked between 09:00 and 15.00 and entrance is controlled by the security guard.
3. Any staff, students and parents entering and leaving between 9.00 and 15.00 must sign the register presented to them by the security officer, so that we have a record of who is on-site during the day in case of emergency.
4. Any parents entering between 9.00 and 15.00 should first report to Reception before going elsewhere in the school.
5. All visitors to BIS at any time must sign the register presented to them by the security officer.
6. Visitors to the school should wear a visitor's badge given to them by the security officer on duty after they have signed the visitor's book.
7. The visitors badge will be collected by the security officer when the visitor signs the visitor's book at the time of exiting the school site.
8. All visitors to the school must report to Reception before going elsewhere in the school. Visitors will normally be accompanied by a staff member after reporting to Reception.

## **21.2 Security of Children On-Site**

### **Preschool Children arrival, supervision and collection**

1. Preschool children must be accompanied by their parent/guardian to the Preschool reception, assisted by parents/guardians with coats and changing to inside shoes, then handed over to one of the Preschool teachers or assistant teachers.
2. All children will be recorded as 'in-school' in the class register each day they arrive in school. Any absences will be investigated.
3. Preschool children must be observed by one of the Preschool teachers or assistant teachers at all times during the school day. Under no circumstances should one of the Preschool children be out of sight of a Preschool teacher or assistant-teacher at any time.
4. Preschool children must be collected from Preschool reception area by their parent/guardian.
5. Each day a designated Preschool teacher and assistant teacher is responsible for handover to parents/guardians and to provide information to parents/guardians about the child's day in Preschool.
6. Children will only be handed over to those parents/guardians who are registered with the school. The Preschool will keep a register of names with photographs of registered parents/guardians to ensure that this policy is always effective.

### **School Children arrival and collection (Primary 1 and up)**

1. Parents/guardians are responsible for safe arrival of students up to the point of passing the pedestrian entrance beside the security cabin between 7.30 and 8.00 am.
2. Any students in Primary 1 to 6 arriving before 8.00 am should go to the designated classroom where there will be teacher supervision until 8.00 am. Secondary students should go directly to their own classroom. From 8.00 to 8.15, students will be registered as 'in-school' in the class register. Any absences will be investigated.
3. No student will be allowed to leave the school grounds by themselves during the school day.

4. If students are collected from school during the school day, the parent/guardian collecting the student must go to Reception. Reception will organize collection of the student from the Reception area, and record the absence in the school register.
5. Students in Primary 1 to 6 must be collected from the school by their parent/guardian or designated driver. The class teacher and co-teacher are jointly responsible for safe handover of children to their parent/guardian or designated driver. When children are in ECA activities before leaving school, the ECA teacher/supervisor is responsible for safe handover of children to their parent/guardian or designated driver. This rule is waived if parent or guardians give advance written notice to the school that the child will leave the school by themselves, in which case these children will be allowed to leave by themselves.
6. Primary 1-6 students will only be handed over to those parents/guardians who are registered with the school. The school will keep a register of names with photographs of registered parents/guardians to ensure that this policy is always effective. If a parent/guardian requires the child to be picked up by a different parent/guardian or driver on any day, the parent/guardian of the child must inform the school in advance. This rule is waived if parent or guardians give advance written notice to the school that the child will leave the school by themselves, in which case these children will be allowed to leave by themselves.
7. Secondary students are themselves responsible for meeting parents/guardians or drivers or finding their own route home. If any of these students are not being met by a parent/guardian or designated driver, the parent/guardian must give advance notice to the school that the student will leave the school by themselves, or they will not be allowed to leave.

### **21.3 Control of Vehicles On-Site**

Control of vehicles is of paramount importance on the School site.

The following rules must be observed at all times:

- Speed must be kept to a minimum.
- Care to be exercised as there are students around at all times.
- Parking must be in designated areas.
- On any day that school is open for students, school staff must park their own vehicles on a public road at least 100 meters away from the school to avoid blocking roads near the school or the parking area used for student drop-off.
- Cars parked at school should be locked for security reasons and any loss of property is not the responsibility of the school.
- Any vehicle that is parked on school property must have its engine switched off, even if the driver is sitting in the car, to reduce air pollution.
- Any damage to a vehicle or accident on the school property should be reported to the Health & Safety Officer immediately.
- Drivers entering the school must follow instructions given by the school security.

## **22 OTHER ISSUES**

### **22.1 Admissions Policy**

The Admissions Policy is a separate document which must be read and adhered to by all staff. The Admissions Procedure is given in Annex 1 of this Handbook.

## **22.2 Special Educational Needs Policy**

The Special Educational Needs Policy is a separate document to be read and adhered to by all staff.

## **22.3 Language Policy**

The Language Policy is a separate document which must be read and adhered to by all staff.

## **22.4 Assessment Policy**

The Assessment Policy is a separate document which must be read and adhered to by all staff.

## **22.5 Health & Safety Policy**

The Health & Safety Policy is a separate document which must be read and adhered to by all staff.

## **22.6 Child Protection Policy**

The Child Protection Policy is a separate document which must be read and adhered to by all staff.

## **22.7 Educational Visits Policy**

The Educational Visits Policy is a separate document which must be read and adhered to by all staff.

## **22.8 Ethics Policy**

The Ethics Policy is a separate document which must be read and adhered to by all staff.

## **22.9 ICT Policy**

BIS has a clear ICT policy for staff and students presented in Annex 2 to this Handbook.

## **22.10 Preschool Ground-rules**

Ground-rule for Preschool attendance and teacher interaction are given in Annex 5.

## **22.11 Text Book Deposit Scheme**

The Text Book Deposit scheme is described in Annex 6

## **22.12 Educational Outreach**

The Kelechek Education Endowment Fund (KEEF) <http://kelechek.org/> was established by the six Founders of ESCA - Bishkek International School who are Kyrgyz citizens. KEEF was legally registered on June 11, 2012 with initial funding provided by one of the other BIS Founders.

The mission of KEEF is to “create the enabling environment for improved access to quality pre-school and school education of children in Kyrgyz Republic”.

KEEF supports the operations and mission of BIS by:

- Legally owning the school land, leased to BIS;
- Facilitating the charitable work of BIS in the wider education sector of the Kyrgyz Republic;
- Providing a platform to attract charitable funding for education in the Kyrgyz Republic.

From 2012 to 2014 KEEF worked largely independently from BIS in providing training in orphanages and in running a university scholarship programme for rural youth. From 2014, the work of KEEF is more closely integrated with BIS activities, though KEEF is administered by a separate Board from BIS.

## APPENDICES

### ANNEX 1: ADMISSION PROCEDURE

#	Action	Details	BIS Person responsible
1	<b>A Parent/Guardian telephones or emails or visits the school for information</b>	The following information is provided by email or via the website: <ul style="list-style-type: none"> <li>• Admissions Policy</li> <li>• Enrolment Application form</li> <li>• School Fee information</li> </ul> The person responding for BIS also records contact details, the age of potential students and information about how the parent found out about BIS	<b>First point of contact at BIS</b>
2	<b>The Parent or Guardian makes an appointment to see the Admissions Officer</b>	The Admissions Officer, or other person nominated by the Admissions Officer, shows parents or guardians around the school and explains the school education policy and practice.	<b>Admissions Officer</b> (or their delegate)
3	<b>Enrolment Application</b>	The following must be provided to BIS <ul style="list-style-type: none"> <li>• Completed Enrolment Form</li> <li>• 2 passport size photographs of the child</li> <li>• Copy of the last school report (if applicable)</li> <li>• Copy of the student's birth certificate or international passport</li> <li>• Completed Medical Form</li> <li>• Immunization Certificates</li> <li>• Copy of parents/guardians passport</li> </ul>	<b>Admissions Officer</b> (or their delegate)
4	<b>Administration Fee Payment</b>	The Enrolment Administration Fee of \$200 must be paid and receipt given to the BIS Accountant or Cashier, in order to proceed further	<b>BIS Accountant</b>
5	<b>Enrolment assessment and approval</b>	The Management Board check the application for completeness and availability of places in the school. Decision on acceptance (or other conditions) is made and given to applicants within 10 working days of application.	<b>BIS Management Board</b>
6	<b>Contract signature and payment of fee invoice</b>	Two copies of the Enrolment Contract are prepared and signed (one for each party). The invoice is prepared and given to the applicant for payment. Full invoice payment must be made before the student starts at school, or within 15 days of enrolment and invoice, if this date is earlier. No student may start school before receipt of payment by BIS.	<b>Admissions Officer</b>
7	<b>Support and Education</b>	<ul style="list-style-type: none"> <li>• The student is placed on a class list and introduced to the form teacher</li> <li>• Any relevant information for starting school is given to the parents/guardians</li> <li>• Parents/guardians are assisted with any questions that they may have.</li> <li>• A file record is started for the child with all relevant documents</li> </ul>	<b>Admissions Officer &amp; Head of Education</b>



## ANNEX 2: ICT POLICY

### 1. Philosophy

Information and Communication Technology prepares students to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. Students use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning, with students being able to make informed judgements about when and where to use ICT to best effect, and consider its implications for home and work both now and in the future.

The overall aim for Information and Communication Technology in BIS is to enrich learning for all students, to support their academic studies, pastoral care and recreational interests and to promote effective communication.

### 2. Duty of Care

BIS has a duty of care towards every member of the school to ensure the safe use of computing facilities. New members of the school are asked to read and agree to the rules for the acceptable use of the school computer network and sign to indicate that they have done so. This acceptable use policy applies without exception to all members of the school at all times and to visitors with temporary access. It is assumed that by logging into a school computer or by accessing any of the school's ICT services, you agree to abide by this policy.

### 3. Personal security

The security of your own files is your own responsibility. Do not give anyone your password. Change your password if you think someone else has discovered it. Every member of the school has a responsibility to protect the security and confidentiality of the school computer network.

**DO NOT GIVE YOUR PASSWORD TO ANYBODY**

### 4. Use of BIS ICT equipment

Access to the school computer network must only be made using an authorised account username and password. Your individual account should be used to store all your work and is available from any terminal in the school. Any work that is confidential or sensitive should be kept securely inside your 'M' folder. Your personal folder must regularly be cleared of unnecessary files & you should change your password regularly.

All computer equipment serial numbers are logged. Computers and their peripherals are all property of the school and must not be moved or removed from the premises without permission.

Work may be shared or exchanged with others using the folders on the Z drive, USB storage devices, via email and Google Drive.

### 5. General Rules

Any activity that threatens the integrity of the school computer systems, or that hacks, attacks or corrupts the network, is forbidden. You must also always notify the Computer Science Teacher or your teacher if you identify a problem or witness unacceptable behaviour. Whilst some recreational use of the facilities is acceptable, you are expected to respect the guidelines in this document at all times.

## Never:

- attempt to log into a computer using another person's credentials or attempt to log in as a system administrator.
- engage in any inappropriate, antisocial or illegal behaviour when using the school computer systems.
- send offensive or harassing material to others or take part in any form of cyber bullying.
- use school computer equipment for any commercial purpose.
- tamper with or vandalise school computer equipment or attempt to install or download software.
- connect your own computer hardware or mobile device to the school network without permission.
- unplug a school computer or disconnect its network cable.
- create or store files that contain unsuitable or offensive language or images.
- download or attempt to use any unauthorised executable files on the network.
- commit copyright violations, such as illegal copying of music files, movies, pictures or software.

## 6. Internet Use

All members of the school have access to the Internet, for educational purposes. Internet content is lightly and responsibly filtered and access is monitored and the websites you visit are logged. Online games are forbidden without the express permission of a teacher.

### Never:

- attempt to access inappropriate websites or material by trying to circumvent the school Internet filtering system.
- create, share, store, download or display any offensive, obscene, indecent or menacing images, stories, data etc.
- engage in any commercial activities online.
- use the school computer systems for political purposes or advertising.
- promote or provide instructional information about illegal activities or promote physical harm to anything or anyone.
- use peer-to-peer services within school.
- upload, download or attempt to spread any computer virus.
- use the school's facilities to attempt to gain unauthorised access to any other computer systems.
- use any technique which would disrupt network communication, security or integrity.

If you are unsure about the suitability of a web page, close the page and consult a member of staff immediately.

You should be aware of the regulations and school guidelines about copyright and plagiarism; Any passage of text, copied from a public source such as the Internet should be acknowledged, giving the site URL where appropriate, author and date. The school librarian, your class co-teacher or the Computer Science Teacher can offer advice.

Requests for particular sites and sources to be unblocked should be made to the ICT department and will be considered, as long as they do not affect the safety and security of our school systems.

## 7. E-mail

- You should check your email account regularly.
- You should attempt to respond to or acknowledge email messages reasonably quickly.
- You are responsible for the emails you send and for contacts you make.
- Do not to provide your address, telephone number, bank account number, credit card details or photograph as part of an email unless the recipient is known personally.
- Document attachments to emails should be sent as PDF files if you do not wish them to be easily altered by the recipient.

E mail is a vital business and educational tool, but an informal means of communication. Give consideration to the appropriate use of language in your email messages. In general, try to write an email as professionally as you would a letter. When you write an email with multiple recipients, remember to use the Bcc: field to keep your recipient's email addresses private.

### **Never:**

- transmit obscene, hateful or threatening communications.
- communicate or publish inaccurate, defamatory or racially offensive materials.
- transmit via e mail any unsolicited advertising, junk mail, spam, chain letters, or any other form of e mail solicitation.
- use the email system to commit crimes or to bully, harass or stalk others.
- use the school email system for personal financial gain, gambling, political purposes or advertising.

## 8. Cyber-bullying & Whistleblowing

Behaviour that is of a bullying nature is never acceptable and this also applies online. Cyber-bullying refers to the use of information and communications technologies to victimise threaten or harass others. Mobile phone text messages, e mail, phone calls, Internet chat rooms and instant messaging and social networking websites can all be misused for cyber-bullying. Students should ask their form teacher for more information about bullying if they are at all unsure.

If you wish to report inappropriate behaviour you can speak to any teacher. The teacher will ensure that you will remain anonymous in any follow up action.

## 9. Social networks, blogs and Twitter

The use of social networking websites in school time is discouraged and access to acceptable sites is limited to certain times of the school day. Most social networks and communication tools such as Twitter have age restrictions.

The school and some individual departments and teachers have blogs and Twitter accounts and these can be used in school.

### **Never:**

- post anonymous messages, personal remarks or personal details about anyone else or impersonate someone else.
- use photographs of groups or individuals on a website or blog without their permission.
- post or respond to electronic communications or messages that are impolite, indecent, abusive, discriminatory or racist or in any way intended to cause hurt to another person.

- post personal information about yourself, such as your age, hobbies, phone numbers or your address.
- post anything that could be considered upsetting.

When interacting on a school blog or social media account (for example, the school Facebook page), never be derogatory to any person or bring the school name into disrepute. Be careful what you post. It will be monitored and moderated if necessary.

Never use the Internet or email to arrange to meet someone you do not know. Not everyone is who they say they are.

## 10. Internet Access from Personal Laptops or Mobile Devices

Whilst wireless Internet access is available in the school, students are not permitted to access the 'ESWL2' network on a personal device. Instead, they may connect to the 'BIS\_Students' network for school related Internet activities only.

All Secondary students are encouraged to bring own laptop or mobile device to school to use for school work as allowed or instructed by their teachers for each class or for homework assignments.

All Diploma students must always bring their own laptop to school for coursework and assignments.

### **When using your own device at school, you agree:**

- Never to connect your device into the school network, without written permission.
- Never try to access the 'ESWL2' wireless network without written permission.
- You are wholly responsible for your actions, or the actions of any other user you permit to use your device.
- You are responsible for ensuring that your computer equipment is stored securely when it is not being used.
- You are responsible for maintaining your own computer equipment. No direct technical support, software or maintenance should be expected from the school's ICT department.
- To not leave equipment switched on when unattended for any period of time.
- You are responsible for ensuring that any important work is backed up regularly.
- The school must be given permission to carry out physical inspections of equipment, including electrical safety testing, and examination of the contents your equipment, including any storage devices.
- To keep a fully updated antivirus program installed on your computer and to scan your computer for viruses, malware and other undesirable software on a regular basis.
- Never to access inappropriate websites or material by trying to circumvent the school Internet filtering system. This includes the use of VPNs or other packet encryption, which is forbidden on the network.
- Never to create, share, store, download or display any offensive, obscene, indecent or menacing images, stories, data etc.
- Not to engage in any commercial activities online.
- Not to use the school computer systems for political purposes or advertising.
- Not to promote or provide instructional information about illegal activities or promote physical harm to anything or anyone.
- Not to use peer-to-peer services within school.
- Not to upload, download or attempt to spread any computer virus.
- Never to use the school's facilities, including wireless access from your personal device, to attempt to gain unauthorised access to any other computer systems.
- Not to use any technique which would disrupt network communication, security or integrity.

## **11. Printing Facilities**

The school has printing and photocopying facilities but printing, especially colour printing, can be very costly and wasteful. You can save time & money and reduce waste easily:

- Print more than one page per sheet of paper or print double sided (see the instructions in the ICT room).
- Use more of the page by changing your document margins and remove blank pages.
- Email it, or share your work using Google Drive.

Teachers are allowed to check any printing from students to be sure it is appropriate and school related.

## **12. Monitoring**

The school, through the ICT department, has the right to openly monitor the use of computer equipment and Internet and e mail systems to prevent them being used inappropriately, for unlawful purposes or to distribute offensive material, balanced against an individual user's right to privacy. Administrators reserve the right to examine, use and disclose any data found on the school's networks for the purposes of ensuring the health, safety, discipline or security of any student or staff member or to protect property. This information may, if necessary, be used in disciplinary actions.

## **13. Sanctions**

Depending on the severity of the offence and at the discretion of the Computer Science Teacher, Form teacher or Head, one of the following will apply:

1. Temporary ban on Internet or network use.
2. Permanent ban on Internet use.
3. Permanent network ban.
4. Normal school disciplinary action.
5. Police involvement, where appropriate.

### ANNEX 3: PLAYGROUND RULES

1. No crossing any red tapes or walking behind or in front of swings.
2. No standing on top of the climbing frame.
3. No climbing trees or walls.
4. Don't do anything that is a danger to someone else (pushing someone, throwing stones, fighting etc.).
5. Don't play in any area which is not being supervised by a teacher.
6. If you use play equipment (balls, bats, etc.) return them to the storage area at the end of playtime.
7. Leave the play area as clean and tidy as you found it, or better than you found it.
8. No going out of bounds (e.g. behind the e-centre or outside the school) without permission from the duty teacher.
9. If the ball goes out of the school grounds, two children from Secondary 3 or higher should go to the security guard at the main gate and ask him to let them out to walk around to collect the ball, then immediately return to the school via the main gate.
10. If you hurt yourself, tell a duty teacher.
11. Enjoy yourself and help others to enjoy the playground.
12. Flying Fox. Only one person at a time on the platform. If you cannot get on the seat by yourself OR you weigh more than 45 kg, you cannot use the Flying Fox.
13. No pushing into queues. Take your turn and be considerate.
14. Smile, be happy!

## ANNEX 4: BEHAVIOUR INCIDENT REPORT

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_

Period/Subject: \_\_\_\_\_ Reporting Teacher: \_\_\_\_\_

**Behaviour Reported:**

<input type="checkbox"/>	Aggressive behaviour towards staff member	<input type="checkbox"/>	Refusal to follow directions
<input type="checkbox"/>	Aggressive behaviour towards a student	<input type="checkbox"/>	Frequent tardiness
<input type="checkbox"/>	Showing disrespect to a staff member	<input type="checkbox"/>	Disruptive in class
<input type="checkbox"/>	Showing disrespect to a student	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Damage to school property	<input type="checkbox"/>	

Is this an on-going behaviour in this class/subject? \_\_\_\_\_ YES \_\_\_\_\_ NO

**Details of incident:**

**Actions that were taken:**

\_\_\_\_\_ Date: \_\_\_\_\_

*Reporting Teacher Signature*

\_\_\_\_\_ Date: \_\_\_\_\_

*Form Teacher Signature*

\_\_\_\_\_ Date: \_\_\_\_\_

*Co Teacher Signature*

## ANNEX 5: PRESCHOOL GROUND-RULES

These ground-rules supplement the Parents & Guardian Handbook and are specific for Preschool.

1. Children should normally be out of nappies and potty-trained before starting Preschool, though exceptions may be made depending on the number of children enrolled and staff resources at the time. Children should also be able to feed themselves before they start Preschool.
2. Children in Preschool 1 who stay for the afternoon will normally have a rest/sleep time in bed from 13.00 to 14.00 (12.45 to 14.15 including changing time). For Preschool 2 the rest/sleep time is optional and parents can choose if their child should sleep or not. Bed mattresses are normally stacked and put out on the carpet on the floor for sleeping, with personal bedding provided for each child by parents. Bedding must be named and must be changed by parents every week – or more frequently if required.
3. Children are not allowed to suck ‘dummies’ or ‘pacifiers’ in Preschool, except when they are in bed if they have rest/sleep time.
4. Children must not arrive before 7.45 am and should arrive before 8.15 am. No child should arrive after 8.45 am, except by prior agreement with the class teacher, to avoid disruption to educational activities for all children.
5. Children should be collected between 15.00 and 15.30 each day except for:
  - Children who are always picked up earlier by agreement with the class teacher
  - If Preschool 3 has an Extra-Curricular Activity when the pick-up time is 16.30
  - If parents are unable to collect at the normal time and need to leave their child to be supervised until 17.30. All children must be collected before 17.30.
6. If parents/guardians are also collecting older children from the school, they should collect the older children first, to avoid any risk to Preschool children walking around the main school.
7. When parents come to Preschool to hand-over or collect children, they are welcome to come into the Locker Area to help children change. Parents should not enter classrooms without invitation from the class teacher, except on the first day of school when parents are invited to accompany their child to their classroom.
8. No outside shoes are allowed in the Preschool classrooms. If parents are invited to classrooms, they must wear the plastic shoes covers provided in the Locker Area.
9. If a parent has something important to discuss with the class teacher, they should make an appointment with the class teacher via BIS Reception.
10. If a child is disruptive to the class environment and teachers are unable to manage the child’s behaviour to minimise disruption to other children, the child’s parents will be invited to a meeting with the class teacher to agree on a joint approach to deal with behaviour. If disruption continues, despite additional support, a parent may eventually be asked to remove their child from Preschool and any unused school fee for the remainder of the term or year will be refunded.

These rules are applied consistently for all children in Preschool so that children understand expectations and learn the routines that all children follow.



## ANNEX 6: TEXTBOOK DEPOSIT SCHEME

BIS temporarily provides textbooks/calculators/instruments for students to use and return to BIS at the end of each course, with returned textbooks/calculators/instruments assigned to the next group of students coming through the school.

This system normally works well, as most students are very responsible in looking after books and returning them when requested, but sometimes books are missing or badly damaged. To be fair to everyone and to make sure responsible students do not end up paying for the less responsible, we now have a 'Textbook Deposit Scheme' based on a standard deposit at different stages of the school.

Provided all books and instruments are returned in good condition, deposits will always be refunded when leaving the school, or at the end of each school year if this option is selected.

### Textbook Deposit Scheme 2016/17 Academic Year

<b>Preschool:</b>	<b>No deposit required</b>
<b>Primary School:</b>	<b>\$150</b>
<b>Secondary 1-3:</b>	<b>\$300</b>
<b>IGCSE:</b>	<b>\$500</b>
<b>Diploma:</b>	<b>\$200*</b>

\* Diploma must students pay for and keep their own textbooks and this deposit is to cover other items, such as mathematical calculators, which must be returned to BIS.

The initial deposit is paid at the same time as initial tuition fees at the time of enrolment and before starting school. No learning materials are provided to a student until the deposit is paid.

The deposit is refunded once the last textbook is returned before leaving the school. Alternatively, the deposit may be refunded at the end of each school year and a new deposit made at the start of the new school year, if parents select this option when making their deposit. If annual payment/repayment is not selected, the initial deposit will be held by the school and parents only requested to top up the deposit in case of lost or seriously damaged books/instruments or when moving up to a higher level in the school, or if the overall deposit scheme level is increased.

If a textbook or other school support material is not returned on time, the textbook deposit will be used to purchase replacement textbooks and this amount deducted from the deposit owed to the parent.

## ANNEX 7: LEAVE REQUEST FORM

### LEAVE REQUEST FORM

Please complete this form and submit to your line manager or the Head of Education / Chair of MB  
**at least 3 days in advance**

Employee Name \_\_\_\_\_

I am requesting \_\_\_\_\_ days of leave,

Beginning on: \_\_\_\_\_ and returning to work on: \_\_\_\_\_

Reason for absence. Please mark all that apply:

Reason	X	Explanation
Unpaid Leave	<input type="checkbox"/>	
Sick Leave	<input type="checkbox"/>	
Bereavement Leave	<input type="checkbox"/>	
Personal Leave	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### APPROVAL

Member of Management Board

Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

# ANNEX 8: ACADEMIC YEAR 2016/2017 CALENDAR



## ESCA-BIS SCHOOL YEAR 2016/2017

■ School Vacation   
 ■ Public Holiday in KR – School Closed   
 ■ Teacher In-Service Day   
 ■ First Day of School   
 ■ Events   
 ■ Meetings or Exams

August 2016						
Sun	M	Tu	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-19 Aug: English Summer School  
 22-26 Aug: New staff arrives to Bishkek  
 29 Aug – 2 Sep: Teacher In-Service Orientation  
 31 Aug: Independence Day

September 2016						
Sun	M	Tu	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Sept: First Day of School for 2016/17 year  
 12 Sept: Kurban Ait – public holiday  
 15 Sept: All Parents Meeting & Teachers  
 24 Sept: Open Day – All welcome

October 2016						
Sun	M	Tu	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 Oct: Parent-Teacher Meetings  
 21 Oct: UN Day  
 24-28 Oct: Half Term Break  
 31 Oct: First Day & Fall Festival/Halloween

November 2016						
Sun	M	Tu	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Nov: Socialist Revolution Day – public holiday  
 12 Nov: Parents Association Garage Sale  
 19 Nov: Teacher In-Service Day

December 2016						
Sun	M	Tu	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3 Dec: BIS 6<sup>th</sup> Anniversary Show  
 14 Dec: Parent-Teacher Meetings  
 16 Dec: End of Year Assembly  
 16 Dec: Last Day of First Term

January 2017						
Sun	M	Tu	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 Jan: New Year's Day  
 7 Jan: Orthodox Christmas  
 9 Jan: First Day of Second Term  
 27 Jan: Winter Sports Day  
 28 Jan: Teacher In-Service Training

February 2017						
Sun	M	Tu	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

14 Feb: Valentine's Day organised by Students  
 22 Feb: Science Fair  
 23 Feb: Homeland Defender's Day – public holiday

March 2017						
Sun	M	Tu	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8 March: International Women's Day  
 20-24 March: Spring Break  
 21 March: Nooruz Public Holiday  
 27 March: First Day of Third Term  
 31 March: Nooruz Celebration at BIS

April 2017						
Sun	M	Tu	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7 April: Day of the People's April Revolution – public holiday  
 18 April: All Parents Meeting  
 21 April: Art Exhibition and Poetry Evening  
 26 April: Parent-Teacher Meetings  
 End of April: IGCSE Examination Session Starts

May 2017						
Sun	M	Tu	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 May: Labour Day – public holiday  
 5 May: Constitution Day – public holiday  
 8 May: Additional holiday  
 9 May: Victory Day – public holiday  
 13 May: Europe Day Festival  
 28 May: International Children's Day at Maple Leaf Golf Course – Games & Golf & Ice Cream

June 2017						
Sun	M	Tu	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3 June: Parents Association Garage Sale  
 5–16 June: School Examination Period  
 22 June: Parent-Teacher Meetings  
 29 June: Graduation Ceremony/ All Americas Barbecue  
 30 June: Last Day of School

July 2017						
Sun	M	Tu	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 July: Teacher In-Service  
 3-14 July: Summer School

## ANNEX 9: OUTLINE TIMETABLE

<b>ESCA-BIS 2016/17 Secondary School Timetable Template</b>						
Bell rings 5 min before the start of the lesson for students to leave current activity and go to the next lesson		<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Arrival</b>	7.45-8.00					
<b>1st Period</b>	8.00 - 9.00					
<b>2nd Period</b>	9.00 - 10.00					
<b>Break</b>	10.00 - 10.15					
<b>3rd Period</b>	10.15 - 11.15					
<b>4th Period</b>	11.15 - 12.15					
<b>MYP Lunch/DP Tutorial</b>	12.15 - 12.40					
<b>MYP Tutorial/DP Lunch</b>	12.40 - 13.00					
<b>5th Period</b>	13.00 - 14.00					
<b>6th Period</b>	14.00 - 15.00					
<b>Break</b>	15.00 - 15.15					
<b>7th Period</b>	15.15 - 16.30					
<b>ECAs</b>	16.30 - 17.30					

## ESCA-BIS 2016/17 Primary School Timetable Template

		Monday	Tuesday	Wednesday	Thursday	Friday
<b>Arrival</b>	7.45-8.00					
<b>Morning Block (I)</b>	8.00 - 10.15					
<b>Break</b>	10.15 - 10.45					
<b>Morning Block (II)</b>	10.45 - 12.30					
<b>Lunch</b>	12.30 - 13.30					
<b>Afternoon Block</b>	13.30 - 15.00					
<b>Break</b>	15.00 - 15.30					
<b>ECAs</b>	15.30 - 16.30					
<b>Additional Russian/Kyrgyz</b>	16.30 - 17.30					

## ESCA-BIS 2016/17 Preschool 2&3 Timetable Template

		Monday	Tuesday	Wednesday	Thursday	Friday
<b>Arrival</b>	7.45-8.15					
<b>Morning Block (I)</b>	8.00 - 9.00					
<b>Breakfast</b>	9.00 - 9.30					
<b>Morning Block (II)</b>	9.30 - 11.40					
<b>Lunch</b>	11.40 - 12.10					
<b>Afternoon Block</b>	12.10 - 14.25					
<b>Snack</b>	14.25 - 14.55					
<b>End of day activities</b>	14.55 - 15.30					
<b>ECAs on some days for PS3 only</b>	15.30 - 16.30					