



**Bishkek
International
School**

VOICES



1 September 2016

Newsletter for BIS Parents and Friends | www.bis.kg

No: 2 / 2016-17

FIRST DAY OF SCHOOL - MONDAY 5th SEPTEMBER

All staff are ready to welcome you on Monday 5th September, when you will also see many improvements in the facilities which have transformed the overall school building.

The school day will start as normal at 8.00 am, and parents are welcome to stay for a very brief presentation in the school yard from 8.05 to 8.15. After this, Preschool and Primary school parents will have a chance to walk around the school with their child, visit classes and stay a little longer with their child, so they feel more comfortable on the first day of school after summer holidays.

Please note, that the first day of school will be an introductory one. Students and teachers will get to know each other through special activities during the day. English as an Additional Language (EAL) testing will take place across the whole school. No PE is planned for any classes on Monday, so no sports clothes are needed – but we may have games during ECA time so students should come dressed for an active life!

The school day will finish at 15.30 and there will be activities and supervised play until 17.30, so you can collect students either at 15.30 or 16.30 or any-time before 17.30, as for a normal school day. Preschool children should be collected at 15.30 if possible, since they get very tired.

For all the information you need to know before the school year starts, please see

Parents & Guardians Handbook

<http://esca.kg/Files/File/Policies/H2%20Parents%20&%20Guardian%20Handbook%20-%20Aug%202016%20ENG.pdf>

Student Handbook <http://esca.kg/Files/File/Policies/H3%20Student%20Handbook%20-%20Aug%202016%20ENG.pdf>

If you want to check who your teachers are before you arrive on Monday, please see these documents:

Educational Leadership Team

http://esca.kg/Files/File/ENG_Educational%20Leadership%20Team%202016-2017.pdf

Preschool Team

[http://esca.kg/Files/File/ENG_Preschool%20Team%202016-2017%20\(1\).pdf](http://esca.kg/Files/File/ENG_Preschool%20Team%202016-2017%20(1).pdf)

Primary School Team

[http://esca.kg/Files/File/ENG_Primary%20School%20Team%202016-2017%20\(1\).pdf](http://esca.kg/Files/File/ENG_Primary%20School%20Team%202016-2017%20(1).pdf)

Specialist Teaching Team

[http://esca.kg/Files/File/ENG_Specialist%20Teaching%20Team%202016-2017%20\(1\).pdf](http://esca.kg/Files/File/ENG_Specialist%20Teaching%20Team%202016-2017%20(1).pdf)

SCHOOL BUS

There are two bus routes for the first term. One connects the school with central Bishkek and the other to south-east Bishkek. More buses may be added later, depending on demand. Each bus will start the route at 7.00 am with pick-up points along the route, to arrive at school by 7.45 or 8.00. In the afternoon, buses will leave the school at 16.40 to arrive at their final destination before 18.00. You received a separate email yesterday, with a map of bus routes and sign-up sheet.

EXTRA-CURRICULAR ACTIVITIES - ECAs

Aida Irsalievna is organising ECAs this year and she will send you an email later this week with a sign-up sheet for September - October ECAs.

LUNCH MENUS

The lunch menu for the first week is here: [Menu A](#)

Form Teachers and our Chef are responsible for adjusting this menu to avoid any foods your child cannot eat, according to the information provided to us by you.

SECURITY AT SCHOOL

Safety and security of students at school is our first priority and is the focus of our Health and Safety Policy available here <http://esca.kg/Files/File/Policies/P7%20Health%20&%20Safety%20Policy%20-%20Aug%202016%20ENG.pdf> and our Emergency Response Plan, which is not a public document. As part of our Emergency Response Plan, parents and guardians will receive a letter this week about their response during any potential emergency.

BIS works actively with the Embassy of USA security services and our most recent on-site security review was held this summer. The Embassy also regularly sends patrols to the school and is very supportive in providing guidance to improve security systems. We extended the high-level fence along the east and west sides of the grounds this summer to reduce potential access points to the school. To further improve security we now have two full time security day guards, as Kanat (our previous guard) has returned from Russia, and will join Felix (our guard in 2015/2016) to provide full time daytime security for the school, enabling one guard to deal with any visitors or issues that arise without weakening the initial security response as the other guard will still be available. We also have full time night security, and a private armed security company for emergency back-up.

COMMUNICATIONS WITH SCHOOL STAFF

With the school growing, communication lines are also changing to be more direct with education staff. **For most enquiries**, including education, activities, timetables, events and food at school, **you should first talk with or email your child's teacher or co-teacher**. A list of email addresses is given at the end of this newsletter. If you cannot find the information you need this way, then email the head of the appropriate section of school for your child and ask them.

For **Preschool** contact Ms Juliana, Head of Preschool and Preschool 3 Form Teacher jgonzalez@bis.kg.

For **Primary School** contact Mr William, Head of Primary School and Deputy Head of Education wpolan@bis.kg and/or Ms Nurjan nsharshenalieva@esca.kg who will assist Mr William in communications in Kyrgyz and Russian.

For **Secondary school** contact Ms Marta, Head of Education mbobiatynska@bis.kg.

However there are some specific questions that you can ask other staff directly. These are:

Extra-Curricular Activities (ECAs): If you have any questions about the ECAs, regarding organisation or payments at any time during the year, please contact Aida airsalievna@bis.kg

Admissions and Enrolment: Aziza Kerimova, Admissions Officer, akerimova@bis.kg

If you want to enrol your child or you know someone who is interested in our school, please email Aziza. She is also responsible for re-enrolment in subsequent years but this is the only time you are likely to interact with her after you have joined the school. Aziza's main role is to bring new students to the school so that individual fees do not have to increase too much and we make full use of the new facilities.

Invoices and Payments: If you have questions about payments, email our Accountant, Rumilia Kulukaeva rkulukaeva@bis.kg or Accountant Assistant/Cashier Ermek Alybekova ealybekova@bis.kg or send to finance@bis.kg

Construction and Development of the school: Email either David Grant, Development Director, dgrant@bis.kg or Oksana Nam, Head of Administration, onam@bis.kg

Any other general questions should be sent to the school reception info@bis.kg and they will be dealt with by the appropriate person.

UPCOMING EVENTS

Monday 5th September – First Day of School

Tuesday 13th September– Kurban Ait – Official Holiday - NO SCHOOL

Thursday 15th September – Parents Association General Meeting at the school

Saturday 24th September – Open Day – Invite your friends to see the school!

More information about all of these events will be sent to you later, or see www.bis.kg

KEEP IN TOUCH

If you have anything you want to discuss or suggestions for the school, please contact your Form Teacher and they will either answer directly or pass the message on to the right person. Messages can be sent in English or Russian, or in your own language.

| Class | Form Teacher | Email |
|--------------------|------------------------|--|
| Preschool 1 | Ms Meerim Kanatova | mkanatova@bis.kg |
| Preschool 2 | Ms Jane Rajaratnam | jrajaratnam@bis.kg |
| Preschool 3 | Ms Juliana Gonzalez | jgonzales@bis.kg |
| Primary 1 | Ms Sheila Joseph | sjoseph@bis.kg |
| Primary 2 | Ms Cristina Baez | cbaez@bis.kg |
| Primary 3 | Ms Magdalena Matysow | mmatysow@bis.kg |
| Primary 4 | Mr Alexander McQuillan | amcquillan@bis.kg |
| Primary 5 | Ms Brittany Zart | bzart@bis.kg |
| Primary 6 | Mr Ryan Dunn | rdunn@bis.kg |
| Secondary 1 | Darren McQuay | dmcquay@bis.kg |
| Secondary 2 | Toon Cavens | tcavens@bis.kg |
| Secondary 3 | Jason Lorenowicz | jlorenowicz@bis.kg |
| IGCSE 1 | Brian Totman | btotman@bis.kg |
| IGCSE 2 | Brian Totman | btotman@bis.kg |
| DP 1 | Mr Thierry Taberna | ttaberna@bis.kg |