



# **BIS Induction Pack for Parents**

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Dear Parents/Guardians,

Welcome to BIS and thank you for making BIS your school of choice. Starting school for the first time - or joining a new school community as a result of a move - can be a little daunting. We want to make you and your child/ren feel very welcome and 'at home' at BIS as quickly as possible.

This Parents induction booklet provides you with a brief information about our school and we would appreciate if you read this along with our school handbook which will provide you with more information about our school and relevant policies. Our website is updated regularly with latest news and activities happening at our school. You can visit our website on <https://www.bismesl.com>

Our Vision:

At the British International School and Montessori Education we believe that a happy child is a successful one. We are committed to providing our students a safe, friendly, positive and stimulating environment where everyone is valued regardless of their abilities. We intend that all learners at BIS should enjoy their learning, love what they do, achieve their true potential and become independent life-long learners. We believe that all children should learn in a fully inclusive environment with equal opportunities thereby learning to value and appreciate religious and cultural differences. As a school we value;

- The wellbeing, happiness of children, families and staff.
- Dedicated and caring staff who respect and know the children well.
- Teamwork, collaboration and co-operation.
- Safe and secure environment where learners can explore, discover and experiment.
- Nature and the preservation of the natural environment.
- The development of self-confidence, self-motivation, innovation, creativity and independence.
- A stimulating yet challenging curriculum tailored to the needs of the learners enabling them to develop intellectually, academically and reach their full potentials across all areas of learning.
- The achievements of every learner through praise and celebrations of their efforts.
- All aspects of tradition and culture; celebrating diversity, differences and core values of our global community.

We are excited that you are going to be a part of an exciting and diverse community and we look forward to welcoming your child to our school.

With best regards,

Ms. Jenny

## **New Student Registration**

There are various forms that are required to be completed before your child starts school. We therefore ask you to complete these forms to make the admission process as smooth as possible. These will be issued to you in soft copies along with a welcome email.

The forms include:

- New Student Registration Form
- Student Health Information Form
- Parents Terms, Conditions and Commitments
- Child pick-up and authorization Form

If you have any questions about any of these documents, please contact the school office who will be happy to help.

## Organization of Our School

Our school is divided into three sections; The Early Years which is located at the Montessori Garden Building, Primary School which is located at the Tiwai Park building and our Secondary School section which is located at Sierra Eden.

### Staff 2023-2024

Ms. Jenny Condron: **Principal**

#### Office Staff

#### Library

#### Grounds Team

Ms. Apolonia Mukashuri: **DSL**

Ms. Julia Kamara

Ms. Hawa Magao

Ms. Aminata Sesay

Mr. Francis Harding

Ms. Laila Ben-Kaddour: **ADSL**

Ms. Julie Smith

Ms. Memunatu Kargbo

Mr. Rashid Kargbo

#### Section Coordinators

#### Teaching Assistants

Ms. Fanta Turay

Ms. Buhle Mpala: EYS

Ms. Linda Cole

Ms. Kadiatu Sesay

Mr. Leroy Hoyte: EYS and Primary

Ms. Zainab Bangura

Ms. Mariatu Turay

Mr. Dare Falodun: Secondary

Ms. Aminata Kamara

Ms. Yanda Coomba

Ms. Yvonne Koroma

Mr. Mohamed Mansaray

#### Teaching Staff EYS

#### Teaching Staff Primary

#### Teaching Staff Secondary

Ms. Buhle Mpala

Mr. Leroy Hoyte

Mr. James Augustine

Ms. Beth Nyambura

Mr. Ajani Ahmed

Ms. Amie Fullah

Ms. Apolonia Mukashuri

Ms. Nevine Mohamed

Ms. Ann Van Malder

Mr. Ezekiel Foday

Mr. Adrian Bultman

Ms. Ricarda Kigwe

Mr. Mustapha Momoh

Mr. Marshal Moyo

Mr. Daniel Taylor

Ms. Victoria Harding

Ms. Laila Ben-Kaddour

Mr. Edward Kanu

Mr. Dare Falodun

Mr. John Oliver

Ms. Nanah Daramy

Ms. Maria Anayochukwu

Ms. Christiana Abimaje.

Mr. Abdul Razak Mansary

Ms. Isata Tholley

Ms. Kaleigh Whetzel

Mr. Peter Koledoye

Ms. Manju Saini

Mr. Abdul Rahman Sesay

Ms. Fatmata Samura

Mr. Abubakarr Kamara

## **Board of Governors**

Our school's board has 7 members who meet three times a year except during emergency situations. We are supported by a Clerk and Safeguarding Governor who works closely with our Designated Safeguarding leads to monitor safeguarding, learning, and health & safety. Fundamentally, school improvement is the heart and purpose of school governance and everything our governors do is directed at increasing learners' performance and ensuring that all learners achieve their full potential.

Yusufu Silla: **Chair**

Hussine Yilla: **Vice Chair**

Pius Nishimwe: **Safeguarding and Health/Safety Governor**

Mahawa Sandi: **Clerk**

Mariam Mason: **Associate Governor**

Marshal Moyo: **Staff Governor**

Jenny Condron: **Principal**

## The School Day

BIS is made up of the following age groups. School start and finish times differ with age groups, as do the drop-off and pick-up points. Please familiarize yourself with the following information and adhere to drop-off / pick-up times to ensure your child's experience is as smooth as possible.

Nido 16 months -2.5 years: 8:00/9:00 am to 1:00 pm

Pre-school 2.5 – 3.5 years: 8:00/9:00 am to 2:00 pm

Lower and Upper Kindergarten 3.5 – 5.5 years: 8:00/8:15 – 2:00 pm

KS1-2 (primary classes 1-6): 8:00/8:15 am – 3:00 pm

KS3-5 (secondary classes 7-13): 7:45/8:00 am – 3:00 pm

Please note that school ends each Wednesday at 1:00 pm for all learners except learners in secondary school (*see school handbook for more information*).

### Break Times

Learners have two break times; The first break is a mid morning break when learners enjoy healthy snacks and drinks. The second break time runs between 12noon- 1:00pm and is divided between lunch and play time. Learners bring in packed lunches to school. Please note we are a **nut-free school** so packed lunches must be nut free. We have different play areas in the premises and a variety of equipment for the children to use over lunchtime.

## Extra-Curricular Clubs/Activities

We offer a range of extra-curricular activities after school organised by teachers and external providers. The following after-school clubs are offered at the school. Registration forms and clubs’ cost are available at the front office (please keep an eye out on our website and clasdojo platform for any changes):

Days	Name of Facilitator	Name of Club	Time	Place
Monday	Ms. Victoria	Rhyme and Dance (Ages 6-16)	3:05-4:05pm	EYFS Playground
	Ms. Laila & Mr. Ezekiel	Drama (Ages 5-16)	3:05 -4:05pm	Year 3 Classroom
	Ms. Maria	Yoga and Brain Boost (Ages 5-16)	3.05-4:05pm	Playground
Tuesday	Ms. Victoria	Rhyme and Dance (EYFS 2-5)	1:30-2:30pm	Playground
	Coach Eddie	Tennis (Ages 6-16)	3:05-4:05pm	Playground
Wednesday	Ms. Zainab	Phonics and Reading (Ages 5-10)	1:05-2:05pm	EYFS Reading Area
	Dr. Chinelo	Cooking and Crafts (Ages 5-10)	1:05-3:05pm	Kitchen Area
	Dr. Chinelo	Cooking and Crafts (Ages 11-16)	3:10-5:10 pm	Kitchen Area
	Mr. Oliver	Music (Ages 4-10)	1:05-2:05pm	Music Room
	Mr. Oliver	Music (Ages 11-16)	3:05-4:05pm	Music Room
	Ms. Laila	Language French & Spanish (Ages 5-10)	1:05-2:05pm	Language Room
Thursday	Ms. Amie	Creative Arts (EYFS 2-5)	2:05-3:05pm	EYFS Lunch Area
	Ms. Nevein	Arabic language (Ages 5-15)	3:05 – 4:05 pm	Language Room
Friday	Mr. Edward & Mustapha	Football (Ages 4- 16)	3:05-4:05pm	Playground
	Ms. Nevein	Creative Arts & STEM (Ages 5-16)	3:05-4:05pm	Art Room
	Ms. Aminata	Board Games (Ages 5-16)	3:05-4:05pm	Primary Lunch Area

## Day to day running of our school

Ms. Julia, our School Administrator run our school office. She is often supported by Ms. Julie. The office is open from 8:15am to 4:00 pm Mondays - Fridays.

The office email address is: [info@bisme.org](mailto:info@bisme.org). The office telephone number is +23278824258 and the number is also on whatsapp. Our first priority is to support your children and should there be any changes of circumstances at home, please let the office staff know.

### Messages and Class Stories

All messages to class teachers must be sent via classdojo. Please note teachers are unavailable before school to discuss issues concerning your child without prior arrangement, but please speak to the teacher or office staff to arrange an appointment for after school. Teachers will also use the Classdojo platform to share their class stories. For other communications from the school, the classdojo app or whatsapp platform will be used.

### School policies

Our statutory school policies are reviewed annually and some of the more commonly requested policies can be found on the school handbook and website.

### Newsletters

We publish termly school newsletters at the start of each term. These newsletters are shared on the classdojo School story and PTA whatsapp platform, to highlight key events and share news about the school.

### Personal belongings

Learners should only bring in personal belongings when they relate to learning taking place in school, or if the teacher has requested them. If such an item is brought to school, it should be named and given to the class teacher for safekeeping. The school takes no responsibility for loss or damage to any item brought into school.

### Lost property

Any unnamed items found on the site are placed in the Lost Property Storage, situated outside the Tiwai Park Building. The items are displayed outside periodically for parents to claim them. Any remaining un-named items of lost property are disposed of at the end of each term.



## **Photographs**

We are keen to promote our school by uploading and sharing photographs of events and activities on our website and include them in our school prospectus and social media channels. You will be asked to complete a consent form as your child starts school, to give permission for your child to be in such photographs.

Any photographs taken by parents whilst on the school site should only be taken of your own child(ren). Photos of other children should never be uploaded and shared on the internet/social media (e.g. Facebook, Twitter, Instagram YouTube etc.)

Parents are not allowed to take photograph of the school's premises during visit without prior permission from the principal.

## **Compliments and complaints**

We hope your child will enjoy coming to school and that as a parent, you will be happy and satisfied with your child's education. Should you have any concerns or problems, please let us know. Please discuss it in the first instance with your child's class teacher and, if unresolved, with the Principal. We will endeavour to offer solutions to help with the problem or issue.

If you feel that a complaint has not been handled satisfactorily by the school, you may wish to make a formal complaint. Details of the procedure for doing this can found in our Complaints Policy.

Please also let us know when you are happy with what we are doing. We kindly urge you to take the time to read our School's Handbook.

## **School Calendar**

The school's calendar is available on the website and a copy will also be sent via email along with this information pack or follow the link below

<https://acrobat.adobe.com/id/urn:aaid:sc:eu:30408197-0758-438f-85b5-83d205be0cfa>