

PARENT/STUDENT BOOKLET

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BACKGROUND INFORMATION

- The BES was established in 1999 with the aim of offering secondary education through the English language in the Benghazi area.
- The BES follows the guidelines of the British National Curriculum, aiming for public, international examinations at ages 14, 16 and 18 (IGCSE and A Level).
- The BES is an independent, non-profit making organization.

LICENCE

The BES is a community school and is licensed as the Benghazi European School under the auspices of the Greek Community. However, the school keeps its complete autonomy as to its objectives, philosophy, curriculum, teaching methods, by-laws and finances.

SCHOOL GOVERNANCE

School policy is decided by a board of governors, which meets on a regular basis.

AFFILIATIONS

- The school is an Edexcel Examination Centre No: 94311 for Lower Secondary Curriculum, IGCSE and A level.
- The school is recognised by the British “Department for Education and Science” (DfES) and “Qualifications and Curriculum Authority” International Recognition No: 1640001.
- Authorised by the Greek Ministry of Education and Religious Affairs (Greek language) Authorisation NO: 21801.

FINANCE

100% of the schools revenues are derived from tuition and fees paid by parents and/or their employers. Over the years the school has received generous donations from companies to get the school up and running.

ADMISSION

- Admission is decided by entrance tests in English and Mathematics together with an interview.
- A copy of the student’s last school report is required.
- The school reserves the right to place new students in the level which corresponds to the student’s ability. An assessment period of 5 weeks will confirm the school’s decision.

PROGRAMMES OF STUDIES

SCHOOL TIMES

School is from Sunday to Thursday

School commences daily at 7.55 sharp and finishes at 14.40

Students have 50 minutes teaching periods, 35 per week

Morning Break 10.30-10.45 (15 minutes)

Lunch Break 12.25 – 13.00 (35 minutes)

SCHOOL CALENDAR

The School calendar will be made available each year.

CURRICULUM

The BES provides a balanced programme which encourages students to discover, enquire, solve and think critically and creatively (information booklets for each Key Stage are included in this

publication).

COMMUNITY & SERVICE

In the BES we encourage students to become involved in Community & Service. Community & Service encourages responsible citizenship, an understanding of the world and the development of the adolescent.

FIELD TRIPS

School trips are organized by the School administration or by individual departments according to the curricular needs.

FORM TUTORS

Each year group has a teacher (Form Tutor) who is responsible for the social welfare of the students in his/her group. This teacher has strong links with parents in the interest of the child.

ACADEMIC POLICIES AND INFORMATION

ASSESSMENT

CONTINUOUS ASSESSMENT

Continuous Assessment is a method of monitoring and evaluating student work at regular intervals over a period of time. Continuous Assessment is carried out by a wider system called the "BES Assessment and Report System" based on good teaching practice. Each subject has a defined marking method based on the objectives of that subject, the learning outcomes and the student expected outcomes. In each subject a list of assessment tasks has been established and all students are marked against criteria that have been determined for every subject. The continuous assessment of the student's performance and attitude to learning is then computed and written in the student's report card.

EXAMINATIONS

Exams are prepared internally for all subjects other than English, Mathematics and Science. In Years 7 and 8 students will take externally set Progress Tests which will use external mark schemes provided by Edexcel. Year 9 English, Mathematics and Science will be externally set and marked by Edexcel and students will receive Edexcel Certification.

Year 10 will sit Foundation level GCSE/IGCSE exams in all subjects. These will be marked by the teacher concerned using the Edexcel Mark Scheme. They will then be controlled by another expert in the subject. Year 11 students sit Edexcel IGCSE external examinations.

Years 12 and 13 will prepare for the Advanced Level examinations of Edexcel, London, (see entry requirements in A level booklet) where success will guarantee entry to the best universities worldwide.

HOMEWORK

Homework is an integral part of school life and is a major element in continuous assessment. Homework is given at the discretion of the teachers and varies in amount depending on year group and course. Our homework policy is set out in a separate document. Each student is given a homework timetable at the beginning of the academic year.

ASSESSMENT POLICY OF THE BES

The assessment policy in the Benghazi European School is based on Continuous Assessment and

End of Year Exams.

1. From Years 7 to 13 the marks are from A* down to U.
2. Y11 students will receive their London Edexcel examinations stating their grades at IGCSE. This certificate is the students' passport to further education and to future employment.
3. The entry requirements for Year 12 are outlined in the section concerning A levels. It is important that students are aware of these requirements.

Please note:

The cost of Edexcel external examinations for Years 9 to 13 has to be met by parents. Specific details of the cost involved can be obtained from the administration office.

ACADEMIC HONESTY

Plagiarism, cheating in tests and quizzes, or any representation of another's work as one's own is entirely unacceptable and may lead to withdrawal from a programme or denial of a grade. In general, academic dishonesty results in a zero grade for the paper, project, test or quiz involved. Students may be required to re-do the work without receiving further credit, as the work itself is part of the learning process. Students who help others cheat also lose credit for their work.

REPORTING SYSTEM

REPORT CARDS

Reports are issued in December and June. They are used to describe a student's accomplishments and progress over a period of time. Report cards inform parents of the child's academic and social progress as well as highlighting areas where improvement is needed.

PROGRESS REPORTS

In the BES parents will be contacted if there is a problem with their child/children's academic performance in any subject. An appointment can also be made to meet with any of our teachers in the school.

PARENT/TEACHER MEETINGS

The BES holds two parent/teacher meetings annually. One will take place in November and the other in February/March. At other times, parents and teachers may schedule meetings by arrangement through the school's office.

STUDENT/PARENTS RESPONSIBILITIES

Responsibilities of Parents:

1. to get students to school before 7.55 am each day.
2. to ensure students have brought with them all the books and equipment they will need during the day
3. to ensure students do homework each evening and bring it in to school on time
4. to check students' bags each day and to ask if any communication has come from school
5. to check website regularly for information
6. to return reply slips to school promptly
7. to ensure the office has current mobile phone numbers and e mail addresses in case of an

emergency

8. to come to school at the earliest convenient time it asked to meet teachers, Form Tutors, Director to discuss behaviour or progress problems
9. to attend Parents' Meetings or if unavailable to make separate appointments

Responsibilities of students:

1. to come to school on time every school day
2. to learn the timetable to be ready for each lesson of the day
3. to be suitably dressed, not wearing sports clothes but to bring suitable clothing to change into on PE days
4. to bring all books and equipment needed for each day
5. to have pens that write, pencils, mathematical instruments and any other regularly needed stationery items
6. to keep bags tidily in classrooms and to keep books not needed in lockers
7. to move quietly around the school and to get to lessons on time with the books, papers and stationery that is needed
8. to get into lessons after a break time without wasting time
9. to show respect for the teacher by
 - listening to instruction and information
 - by responding to questions politely
 - by taking part in class discussions in a constructive manner
 - by completing class work to the best standard
 - by accurately noting down homework
 - by giving in good quality homework on time

ATTENDANCE

Attendance is recorded by the Form Tutor, who is also responsible for alerting the administration office when there is an attendance irregularity or a problem is developing.

The school has very high expectations of students regarding attendance. Students are expected to avoid missing school whenever possible (i.e. late arrivals and early departures, vacations during school etc.) School attendance is critical at all ages. Absence is disruptive to the student's educational process and disruptive to the child's class as it may force teachers to alter their plans in order to accommodate the student who has missed instruction.

Students absent for any reason must bring a letter of explanation for the absence from a parent or guardian on their return to school. This should be given to the Form Tutor. Where parents expect that their children may need to be absent from school for a day or part of the school day for any other reason, they should inform the Registrar verbally or by letter in advance.

When considering a possible absence, parents should not be swayed by the thought that the make-up work adequately covers the lost time. There is no substitute for the classroom experience. If this cannot be avoided, the parent/student must apply in advance to the School Director. If permission is granted, students will be held accountable for all work missed. We regret that we are not in a position to provide work programmes or "catch up" programmes for students who take time off during the academic year.

Detention system for late arrival at school

Students who are late will automatically be detained after school on the same day for twice the amount of time they were late. Students who are an hour or more late must come with their parents to the office to explain. For consistent offenders there will be four hour Saturday morning detention.

LEAVING SCHOOL WITHOUT PERMISSION

Students are expected to remain on the school premises throughout the school day, and may not leave without permission. If a student leaves the school premises without permission responsibility for the student's safety reverts to the parents and the school will accept no liability in case of accident or injury. Students who leave without permission will be sanctioned appropriately and a letter will be sent to their parents.

DRESS CODE

BES has no school uniform. Clothing worn to school should be clean, in good condition and worn so as not to offend others, given the School's multi-cultural and multi-ethnic environment. The dress code of the school was prepared in consultation with the students of the school and is outlined below:

School Clothing

- Regular jeans/trousers (at proper length for safety reasons).
- $\frac{3}{4}$ trousers/shorts for boys and girls
- Skirts below knee
- T-shirt covering shoulders and midriff for boys and girls
- Comfortable Shoes

Dress Code Rules

- No hats during class time (recommended in the sun)
- No sunglasses during class time
- No heavy chains
- No string tops
- No sleeveless tops
- No high-heels (for safety reasons)
- No dropped earrings (studs only – for safety reasons)
- No exposed tummies
- No heavy make-up allowed
- No bright coloured or chipped nail polish allowed

Sportswear for P.E:

- White T-Shirt
- Navy/black track-suit bottom below knee or sports shorts above knee
- Proper trainers for sports

Lab Wear:

- White lab coat

TEXTBOOKS

Textbooks are purchased by parents as required for each course. They are available from the school.

SCHOOL PROPERTY

Every student is expected to have respect for the property of the school. It goes without saying that students should not damage property or write graffiti anywhere. If property is damaged accidentally students are expected to report it immediately to the office. Interference with school property such as whiteboards, furniture, etc. will be taken very seriously. Parents are responsible for any damage to property caused by students.

STUDENT PROPERTY

Students should not bring expensive belongings or large amounts of money to school. Student should be aware that if they bring any electronic equipment to school they are responsible for it. **The school takes no responsibility for personal equipment, money brought on the premises by the student.**

MOBILE PHONES

Mobile phones may be brought to school only for use at the gate after classes. During the day, phones must be in bags or lockers, switched off. If a student uses a mobile phone or electronic device during school time it is confiscated and returned after school. For a second offence the phone/or electronic device is confiscated for one week and for a third, for one month. However, if a student uses a phone in a classroom during lesson time, the phone will be confiscated for one month. As a privilege Years 12 and 13 students are allowed to bring their mobile phones to school but may not use them in lesson time.

The School will not be responsible for replacing missing items. Students are expected to have due care and respect for their own property.

CODE OF CONDUCT

Discipline at the Benghazi European School is based on respect for people, environment, property and safety. All school rules follow these basic principles which are intended to create and maintain a happy and stable community.

The best way in which the school can operate with maximum happiness and fulfillment for everybody is if courtesy and respect are shown for other people. Students at the school are expected to respect the dignity of other students, teachers and other staff in the school and have the right to expect that their own dignity will be respected. Every student is expected to be courteous, friendly and well-behaved while in school, travelling to and from school or while attending school functions and trips. It is also understood that our code of conduct is based on good communication between students, parents and the administration.

It is the duty of every student to contribute positively to the learning environment in every class and to have a good standard of behaviour. It is the responsibility of every member of staff to encourage such attitudes and to take appropriate action when students do not cooperate. The consequence of such is a productive, stable and happy working environment. The consequences of detracting from the learning atmosphere is a less productive class where the student has invited sanctions to be used. It should be emphasized that the choice of consequences, good or bad, is entirely that of the student. The teacher is not the initiator of sanctions. The student, by his/her misdemeanor has chosen the consequences of extra work, detention, report, etc.

Praise and positive attitudes are seen as more important by the staff in maintaining a good relationship with the student rather than punishment and negative attitudes. Corporal punishment

is forbidden in the Benghazi European School.

Methods of positive reinforcement of good behaviour

- Praise for academic progress and achievement
- Affirmation of student's self-esteem and self-worth
- Record system showing achievement
- Complimenting good behaviour, initiative, courtesy, neat appearance, neat presentation of work etc.
- "Catching" students doing something good or helping someone else and giving them a reward.
- Giving grades for presentation and effort as well as achievement.
- Agreeing rewards with a pupil or class for better effort or better behaviour – a discussion, a debate, a video, an outing etc.

Sanctions recommended for use at the Benghazi European School

It should be noted that reasoning with the student should always come before sanctioning. These sanctions are in an approximate order of ascending seriousness but there is flexibility in how sanctions are used:

- Rebuke
- Moving student's position or isolating him/her in class
- Points system (black cross on teacher's mark sheet)
- Extra work
- Detention by teacher for 10,30 or 60 minutes during breaks or after school
- Reporting to Form Tutor
- Detention by Form Tutor
- Being placed on report for an indefinite period of time
- Asking for a letter of apology signed by the student
- Letter by Teacher, Form Tutor or School Director of Parents
- Report to the School Director (put in student's file)
- Report to the Board
- Suspension or Expulsion

Serious breaches of discipline

This policy exists to ensure that the interests of parents, students, staff and the school are fairly served. On the rare occasion, when a pupil is accused of a serious breach of discipline or of an accumulation of other offences, this may result in a lengthy suspension or in expulsion.

Breaches of discipline, such as the following, may be regarded as serious – **bringing of offensive/dangerous weapons, vandalism, theft, substance abuse, malicious injury, fighting, inappropriate sexual behaviour, gross misbehaviour such as striking a teacher or another person, repeatedly defying or swearing at a teacher, repeated or serious bullying.**

The parents of the student concerned will be invited to an interview with the School Director, Form Tutor and Registrar. The student may be present for all or part of the interview. The details of the breach will be read to the parents and the pupil's contribution to the school, academic record, character, conduct in the past, etc. will be taken into account.

The School Director may consult with other staff and will then decide on a course of action and communicate his/her decision to the parents and the student. There will be, in case of long (more than 4 days) suspension or expulsions, a right of appeal to the Appeals Committee of the Board of Governors. The appeal will check only that proper procedures have been followed and that the

sanction is commensurate with the breach.

A student returning from suspension will be helped by the appropriate staff to reintegrate into the school as smoothly as possible and will be advised on how to avoid any future trouble. A student and/or parents may be required to sign a written undertaking to obey the rules of the school. This will state that the student may be removed from the school for breaking that agreement.

Substance Abuse

Smoking is forbidden in the school, the grounds, on the way to and from school and at school functions. It is forbidden for a student to have cigarettes, tobacco, matches or lighters in his/her possession.

Drugs/Alcohol: Drugs and alcohol are illegal in Libya and having anything to do with them is regarded by the school as one of the most serious breaches. Any such case would be referred to the Board of Governors. In almost all circumstances, the pupil or students concerned would be expelled from the school. The school has a drug education programme which is covered in PSD classes from Years 7 to 9 which seeks to inform students of the damage of drug use. The policy also applies to students while travelling to and from school or while on any school related activity. This statement of our policy is made in the interest of protecting the health and well-being of all of our students.

Bullying

Mutual respect naturally excludes any form of bullying, whether it is physical, mental, excessive teasing or name-calling, exclusion from conversation, etc. Bullying reflects very badly on those who carry it out. Every student at the Benghazi European School has the right to come to school entirely free of the fear of bullying and to experience an atmosphere of safety and security. It is the duty of every student, parent and member of staff to report any incidents or suspected incidents of bullying in the school or on the way to school to a trusted member of staff, the Registrar or the School Director immediately. Action will be taken promptly and the student will be advised on how best to deal with the situation. **Bullying will not be tolerated at the Benghazi European School.**

STUDENT ACTIVITIES

STUDENT COUNCIL

The Student Council role is two-fold:

1. It represents the student's interests at administrative/governance level.
2. It suggests and/or organizes school activities

Council members are appointed. They include Head and Vice Head of the Council, a secretary and treasurer. The council has a representative in each level.

EXTRA CURRICULAR ACTIVITIES

The school has a programme of regular extra-curricular activities.

MISCELLANEOUS

CHANNELS OF COMMUNICATION

We believe that most problems are best resolved at their point of origin, using the following

procedure:

1. Speak first to the person closest to the problem (e.g. the teacher if the concern is about a student, or the School Director if it relates to general school matters, policy or administrative decisions).
2. Communicate to the Form Tutor if the matter has not been resolved at the teacher's level or to the School Director if it is not resolved at the Form Tutor's level.
3. If a parent would like to meet with a teacher they should contact the office and make an appointment.

COMMUNICATION HOME AND TO STUDENTS

All students regularly bring home letters from school. Parents should regularly check the school's website as all matters relating to the school are posted there.

GENERAL SAFETY

All students are expected to strictly follow the safety rules set by the school especially in the Science lab. Evacuation drills will be held once a year and participation is mandatory. A thorough set of instructions is posted and reviewed with students periodically by the Form Tutor.

LIBRARY AND INTERNET USE

The school has a small but growing library. All students are responsible for the materials they sign out and are required to pay for missing or damaged materials. Students are expected to return all books by their due dates. Internet access is provided by the school and students are required to abide by the school's Internet Use Policy.

PHOTOCOPYING

There is a photocopier for students' use which is restricted to school work only.

WITHDRAWAL FROM SCHOOL

To request withdrawal from school, the parent should notify the office in writing. The office will arrange checkout procedure for the student. If fees or fines have not been paid, school records will not be released. Please allow the school five days notice in order to prepare report cards.

PAYMENT OF FEES

An invoice for the full amount of fees is issued at the beginning of the academic year with a breakdown attached of the amount of the three installments plus deadlines. It is important that parents pay all fees on time. The school reserves the right not to allow a student to school if fees are outstanding. No certificates, reports, exam results will be issued to Parents if accounts have not been settled.