



British School of Geneva

SECONDARY SECTION HANDBOOK

2017-2018

It is with great pleasure that I welcome you to the new academic year, 2017 - 2018. All members of the BSG team look forward to working with you and your family throughout the coming school year. As we strive to ensure that all our students make optimal progress, no matter what their starting point or background, this booklet will help you understand how the school functions, and will inform you of any important changes to the structure of the school, such as the change in the times of the Secondary School day. Within this document, you will also find useful guidelines, including expectations on behaviour and homework. I would like to take this opportunity to wish you all an exciting and successful academic year.

Mr Daniel Lille
Head of Secondary

CONTACT INFORMATION

Address

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Phone : +41 22 795 75 10 (Reception) - Fax : +41 22 795 75 11

Website

www.britishschoolgeneva.ch

Administration

admin@britishschoolgeneva.ch

Head of Secondary Section

daniel.lille@britishschoolgeneva.ch

ADMINISTRATION

Director General

Mr. Douglas Crawford

Chief Executive Officer

Ms. Christina Matillon

Deputy Principal

Ms. Susan Mesa

Administrators

Ms. Pili Reina

Ms. Lisa Hodgkinson

Head of Sixth Form

Ms. Sabine Hutcheson

Head of Secondary

Mr. Daniel Lille

Head of Primary

Ms. Jackie Smith

Special Educational Needs Coordinator

Ms. Vicky Zerva

Pastoral Care Coordinator

Ms. Samantha Hearn

CURRICULUM COORDINATORS

Humanities

Mr. Kevin McDaid

Maths & Sciences

Mr. Huw Jones

English/Drama/Art

Ms. Samantha Hearn

Modern Foreign Languages

Ms. Nina Leumann

TEACHING STAFF

English

Ms. Fiona Crawford

Ms. Samantha Hearn

Ms. Nina Leumann

Science

Mr. Huw Jones

Ms. Laura Aquilante

Mr. Sean Wiseman

Ms. Maria Lavelle-Munt

Mr. Francesco Aquilante

Ms. Monique Wehrle

ICT

Mr. Daniel Lille

Mr. Sean Wiseman

Ms. Marit Van Kampen

Ms. Janet Thompson

Citizenship/PSHE

Ms. Fiona Crawford

Ms. Sabah Bandoui

Ms. Nina Leumann

Ms. Susan Mesa

German

Ms. Nina Leumann

Art

Ms. Racheal Browning

Learning Support and English as an Additional Language (EAL)

Ms. Vicky Zerva

Mr. Miguel Galea

Ms. Sanjukta Sharma

Ms. Anita Watson

French

Mr. Aaron McCrea

Ms. Clara Namboka Arukawhore

Ms. Sabine Hutcheson

Ms. Kirsty Hodges

History/Geography

Ms. Kirsty Hodges

Mr. John Hutcheson

Mr. Daniel Lille

Mr. Mark Fitzgerald

Mr. Kevin McDaid

Physical Education

Mr. Carlos Palmeira

Mathematics

Mr. Huw Jones

Ms. Janet Thompson

Ms. Laura Aquilante

Psychology

Ms. Sabah Bandoui

Economics

Mr. Mark Fitzgerald

Drama

Ms. Samantha Hearn

FORM TEACHERS

KS3

Year 7 Mr. Huw Jones

Year 8 Ms. Samantha Hearn

Year 9 Ms. Kirsty Hodges

KS4

Year 10 Ms. Janet Thompson

Year 10 Ms. Racheal Browning

Year 11 Mr. Sean Wiseman

Year 11 Mr. Mark Fitzgerald

ABSENCES

In order to assist us in keeping your child safe, absences due to illness or medical appointments should be reported by phone or email to the school (admin@britishschoolgeneva.ch and cc daniel.lille@britishschoolgeneva.ch and the appropriate form teacher) before 08:30 on the day of absence. If your child receives English as an Additional Language (EAL) or Learning Support, the Special Educational Needs Coordinator should also be notified immediately of any absences at vicky.zerva@britishschoolgeneva.ch.

For any absence of more than 3 days, a medical certificate is required.

For the benefit of your child's education and progress, absence during term time is strongly discouraged. If the student has to take time off for unavoidable reasons, when possible, the Deputy Principal, Ms. Susan Mesa, and the Head of Secondary, Mr. Daniel Lille, should be advised in advance, in writing, specifying the period of absence and the reasons. Students are expected to maintain at least 90% attendance in order to properly access the curriculum. In the case of the IGCSE programme (Years 10 & 11), students may not be enrolled for their final exams if their attendance falls below this level.

ASSESSMENT

Students will be regularly evaluated in a variety of ways against specified learning objectives. Results of these assessments will be used to compile detailed written reports sent home at the end of each term.

A child's form teacher or the Head of Secondary may contact parents on particular matters if the need arises. If you have any queries concerning your child, please feel free to contact the Head of Secondary, Mr. Daniel Lille, or the relevant subject teacher to set up a meeting.

BEHAVIOUR

Our goal is for all our students to be caring citizens of the world. With this aim in mind, all members of the school community should behave in an attentive, polite and non-aggressive manner, and treat each other with respect. Students are expected to follow instructions given by those in positions of responsibility. Bullying in any form will not be tolerated.

BSG operates a "3 Strikes" policy to manage repeated behavioural issues, such as lateness, failure to submit homework or wear the correct uniform, or other minor incidents.

1. The first incident by a student: The Teacher or other member of staff present will deal with the incident immediately, make a record of the issue, and inform the relevant Form Teacher.
2. The second incident by the same student: The same initial steps will take place as with a first incident, followed by a meeting between the Form Teacher and the student to discuss the unacceptable behaviour and the appropriate corrective action. In certain circumstances, parents may be advised of the incident and sanction by either email or telephone.
3. The third repeated incident: The same initial steps will take place, followed by a meeting between the Form Teacher, the Head of Secondary and the student to discuss the unacceptable behaviour and the appropriate corrective action (for example, a lunchtime detention). Parents may be advised of the incident and sanction by either email or telephone.

If this type of behavioural issue persists, a meeting with parents and further sanctions may be required.

Please refer to the Behaviour Policy and Code of Conduct on our website for expectations regarding student behaviour in school.

Rewarding good behaviour

A merit system is in place across all levels of the school, through which individual students, classes or Houses may earn rewards through academic excellence or outstanding behaviour. Merits can be accumulated throughout the year, and prizes are awarded at the end of each term to students who have achieved Bronze, Silver or Gold point levels. At the end of the school year, the most deserving House will be presented with an award and gift.

CLOTHING

Students in Years 7 to 11 are expected to wear the BSG school uniform at all times. Full details of the uniforms for girls and boys can be found in the Uniform Shop on the school website or directly at www.britishschoolgeneva.ch/shop/. Year 11 students may wear smart grey or black trousers or skirt of their choosing. All Secondary students must wear BSG sports kit, also available in our Uniform Shop, for Physical Education. All students are expected to wear clean, black shoes or boots. Students who repeatedly come to school in the incorrect uniform will be requested to go home to change clothes. Make-up should be discreet and appropriate to the age of the student.

COMMON ROOM

Year 11 students have the use of a common room during breaks and lunch times. Clearly, as we teach all our students to become responsible young adults, it is their responsibility to keep it clean and tidy at all times.

COMMUNICATION

We shall also be using Google Classroom as a confidential forum between teacher, student and parents which will outline homework activities, assessments and grades achieved. All information contained will be specific to your child and should be used as a means of keeping up-to-date on your child's work.

A meeting will be organised in the first few weeks of the new academic year to explain and demonstrate this tool to parents, along with other online resources to help support your child's learning.

Parent meetings will be organised in the autumn and the spring terms for parents to meet teachers and discuss their children's progress. During term time, if there is a concern regarding a student, parents will be contacted to set up a meeting to discuss the issue. Parents are also welcome to contact form teachers or subject teachers at any time.

CURRICULUM

The British School of Geneva offers the English National Curriculum. Students in Years 7, 8 and 9 follow the Key Stage 3 programme. For further information, please consult www.gov.education.uk. Students in Years 10 and 11 follow the Key Stage 4 programme and will prepare for IGCSE exams to be taken in May and June 2018. For more information, please consult www.edexcel.com.

ELECTRONIC DEVICES

While not mandatory for the 2017/2018 academic year, it would be extremely beneficial for Secondary students to have their own laptop for school use. During breaks and at lunchtime, students should place these devices in their lockers for safe-keeping.

Mobile phones are not to be used on campus without a teacher's consent. Students are expected to hand in their phones to their form tutors during morning registration and can collect them at the end of the school day. Students are also strongly advised not to bring iPods, mp3 players and other electronic devices to school.

EQUIPMENT

Students will be provided with textbooks and standard stationery during the first week of class. In addition, please ensure that students have the following supplies for the first day of school :

- Pencil case
- Blue or black pens
- Pack of coloured pencils
- Pack of marker pens (non-permanent)
- Highlighters
- Tissue packs
- Glue sticks
- Tipp-Ex/White-out

As our students follow a curriculum which integrates technology across the board, we highly recommend that they come to school with their own laptop. Specification guidelines to which you might wish to refer prior to the purchase of a laptop are available from the school. We do not recommend an iPad (or similar) or any type of smartphone as these devices do not offer the same educational advantages.

EXTRACURRICULAR ACTIVITIES

The school proposes a variety of extracurricular options each term, such as drama, art, music, sport, and programming. A full timetable of activities will be made available and enrolment forms will be sent to parents at the start of the new school year. In the case of high demand for certain activities, places will be given on a first come, first served basis.

HOMEWORK

Homework is an integral part of learning and will be given to students regularly throughout the school year. We request parents' cooperation in ensuring that assignments are completed on time and to the best of their child's abilities.

HOURS

School opens each day at 08:00. Students will not be allowed to enter the building before that time. The school day begins at 08:15 with Homeroom period, in which students' presence is registered by form teachers. We expect all students to be punctual and repeated lateness may result in sanctions.

The school day finishes at 15:35 and students not participating in an extra-curricular activity are expected to leave the site.

The Secondary School day*

08:00	-	08:15	School opens for the arrival of children
08:15	-	08:25	Registration in Homeroom class
08:25	-	09:10	Lesson 1
09:10	-	09:55	Lesson 2
09:55	-	10:10	Break time
10:10	-	10:55	Lesson 3
10:55	-	11:40	Lesson 4
11:40	-	12:20	Lunch time
12:20	-	13:05	Lesson 5
13:05	-	13:50	Lesson 6
13:50	-	14:05	Break time
14:05	-	14:50	Lesson 7
14:50	-	15:35	Lesson 8
15:35			Students are dismissed

**Please be aware that on Wednesdays school finishes at 11:40 for students in Key Stage 3 (Years 7-9) and 13.50 for students in Key Stage 4 (Years 10-11)*

INTERNET USER POLICY

Internet access is available in school. In order to ensure students' safety and to prevent abuse, all students and their parents will be asked to read and sign the BSG Internet User Policy document pledging responsible use of computers and the internet. This document will be distributed to students on the first day of school.

LEARNING SUPPORT

Support is available for students with special educational needs. During the first few weeks of school, students will be assessed and, if a concern is raised, parents will be advised and the appropriate level and type of support will be recommended by our Special Educational Needs Coordinator. If you have reason to believe that your child has learning issues, please advise his or her class teacher, or Mr. Lille, Head of Secondary.

LIBRARY

Students are encouraged to borrow books from the school library on a regular basis. Books should be returned within 2 weeks and signed in according to the prescribed procedure. Please note that fines will be issued for books returned late and parents will be asked to pay for books that are lost.

LOCKERS

Students will be assigned lockers at the beginning of the school year and will be provided with a key. They are expected to have their locker keys with them at all times and to use the lockers to store their books and personal items. A deposit of CHF 25.- will be taken at the beginning of the school year to cover the potential loss of keys. The deposit will be returned at the end of the school year, when the key is returned.

LUNCH SERVICE

We are pleased to offer catered lunches for students in all year groups. Our supplier ensures that students are provided with high-quality, healthy meals, with sufficient variety and plentiful portions, as appropriate for their ages. The hot lunch service will be available on all days except Wednesdays and will be served in the school dining room. An enrolment form can be found in the "Downloads" section of the school's website.

Students may, of course, bring their own packed lunches. If you opt for your child to bring his or her lunch, please ensure that meals are low in sugar and do not include fizzy drinks or any products which may contain nuts. Students who bring their lunches should bring their own cutlery, as required.

As sugar and caffeine can have detrimental effects on mood and concentration, we strongly recommend that students do not bring sweets, crisps or caffeinated drinks for break times.

If students wish to celebrate their birthdays in school, it is recommended they bring individual treats and ensure that they have enough for all their classmates.

Year 11 students are permitted to go off school grounds at lunch time.

MEDICAL INFORMATION

The health and safety of your child is paramount, so we kindly ask you to complete our emergency medical card for each student. These will be sent to you in a separate email and parents should return these cards fully completed to the School Office before the start of term. If your child has any medical problems, including allergies, please bring them to our attention at the start of the academic year.

If a child feels unwell at school, s/he should advise someone in the school office. In case of minor illness, the student will be allowed to rest, then asked to return to class. In the case of more serious illness, parents will be asked to pick up their child from school as soon as possible. Should parents or the people named on the emergency card not be reachable, we will take whatever action is necessary in the interest of the child, including consultation with the doctor on-call.

PASTORAL CARE

The British School of Geneva provides a caring environment in which all children and young people are valued and developed. All of our students are supported by their class teachers, Form Tutors and Heads of School, but additional help is also available via our Pastoral Care Coordinator. This assistance is offered to students who would benefit from greater support in developing their social and emotional well-being. If you would like to discuss or request pastoral support for your child, please advise his or her Form Tutor or the Head of Secondary, Mr Daniel Lille.

SMOKING

The use or possession of cigarettes, alcohol or drugs on school premises is strictly forbidden and will result in immediate sanctions.

STAFF EMAIL ADDRESSES

Email addresses for BSG teaching and administrative staff follow this standard nomenclature:

firstname.lastname@britishschoolgeneva.ch

For example, to contact the Head of Secondary, Mr Daniel Lille, by email, please write to:

daniel.lille@britishschoolgeneva.ch

TRANSPORT

BSG operates a bus service on the right bank of Geneva covering areas such as the Saconnex area, Lancy, Vernier, Versoix and neighbouring France. Priority will be given to primary age children and their siblings. An enrolment form can be found in the "Downloads" section of the school's website.

TRIPS

During the school year, trips are an important part of students' academic experience in the English National Curriculum. Some will be day trips and others will be longer, residential field trips. To cover the costs of day trips, we will ask parents to pay a one-time fee of CHF 150.- which will be invoiced at the start of the academic year. Residential trips will be invoiced separately. Permission slips for all trips must be submitted to the school office by the specified deadline or else students will be unable to attend.

Any visa required for a school trip must be sought directly from the appropriate consulate or mission. BSG is unable to apply for a visa on behalf of a student, and obtaining travel documents in time for a school trip is solely parents' responsibility.