



British School of Geneva

SECONDARY SECTION HANDBOOK

2018-2019

CONTACT INFORMATION

Address

95A Avenue de Châtelaine
1219 Châtelaine

Website

www.britishschoolgeneva.ch

Phone

022 795 75 10 (Reception) - Fax: 022 795 75 11

Principal

Ms Christina Matillon

principal@britishschoolgeneva.ch

Head of Secondary Section

Mr Daniel Lille

daniel.lille@britishschoolgeneva.ch

Administration

admin@britishschoolgeneva.ch

ADMINISTRATION

Principal

Ms Christina Matillon

Head of Secondary

Mr Daniel Lille

Assistant Principal, Administration & Exams Officer

Ms Susan Mesa

Assistant Principal, Curriculum Delivery and Pastoral Care

Ms Samantha Hearn

Exams Officer

Ms Nina Leumann

Special Educational Needs Coordinator

Ms Vicky Zerva

Administrators

Ms Pili Reina

Ms Lisa Hodgkinson

CURRICULUM COORDINATORS

Humanities

Mr Kevin McDaid

Maths & Sciences

Mr Huw Jones

English & Creative Arts

Ms Samantha Hearn

Modern Foreign Languages

Ms Nina Leumann

SECONDARY TEACHING STAFF

English

Ms Rachel Armitage

Ms Fiona Crawford

Ms Samantha Hearn

Maths & Sciences

Ms Laura Aquilante

Mr Nick Blackwell

Mr Stuart Hudson

Mr Huw Jones

Ms Maria Lavelle-Munt

Mr Chris Pollard

Ms Monique Wehrle

ICT

Mr Stuart Hudson

Mr Daniel Lille

Ms Marit Van Kampen

Art

Mr Brian Rusher

Citizenship/PSHE

Ms Fiona Crawford

French

Mr Albane Froissart

Ms Kirsty Hodges

Ms Clara Namboka

History/Geography/Economics

Mr Mark Fitzgerald

Ms Kirsty Hodges

Mr John Hutcheson

Mr Kevin McDaid

Ms Rita Pires

Physical Education

Mr Nick Blackwell

Mr Carlos Palmeira

Drama

Ms Samantha Hearn

Ms Clara Namboka

Learning Support & English as an Additional Language (EAL)

Ms Vicky Zerva

Mr Miguel Galea

FORM TEACHERS

KS3

Year 7a Ms Kirsty Hodges

Year 7b Ms Clara Namboka

Year 8 Mr Huw Jones

Year 9a Mr Carlos Palmeira

Year 9b Mr Chris Pollard

KS4

Year 10 Mr Mark Fitzgerald

Year 11a Mr Stuart Hudson

Year 11b Mr Kevin McDaid

ABSENCES

In all cases, absences due to illness or medical appointments should be reported by phone or email to school (addressed to admin@britishschoolgeneva.ch, with copy to 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, Ms Vicky Zerva (vicky.zerva@britishschoolgeneva.ch), must also be notified in advance of any absence.

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 a student must take time off for unavoidable reasons, when possible, the Assistant 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 reason. 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 against specified learning objectives. Results of these assessments will be used to compile detailed written reports which will be sent home twice per year. A student's form teacher or the Head of Secondary may contact parents with respect to particular matters during the year, 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

We expect our students to be attentive, polite and caring at all times. Members of the BSG community should treat each other with respect, and students must follow instructions given by those in positions of authority. 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, wear the correct uniform, or other minor incidents.

1. The first incident committed 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 committed by a 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 by email or telephone of the incident and sanction.
3. The third incident committed by a student: 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 detention). Parents may be advised by email or telephone 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 year groups in school, through which individual students, classes or Houses may earn rewards for academic excellence or outstanding behaviour. Merits can be accumulated throughout the year, and prizes will be awarded at the end of each term to students who have achieved Bronze, Silver, Gold, Platinum and Black Diamond 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 at the online Uniform Shop on the school website (www.britishschoolgeneva.ch/shop/). Year 11 students are free to wear smart grey or black trousers or skirts of their choosing. All Secondary students must wear BSG sports kit, also available through our online Uniform Shop, for Physical Education. All students are expected to wear clean, black shoes or boots in school. Students who repeatedly come to school in the incorrect uniform will be requested to go home to change clothes.

Make-up and jewellery should be discreet and appropriate to the age of the student, and no tattoos should be visible.

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 be responsible young adults, it is their responsibility to keep it clean and tidy at all times.

COMMUNICATION

Teachers will use Google Classroom as a confidential forum for communication with students and parents, recording homework, assessments and grades achieved. All information parents receive will be specific to their child and should be used as a means of keeping up to date on his or her work.

An information session 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 children'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 English National Curriculum is taught at BSG. Students in Years 7, 8 and 9 follow the Key Stage 3 programme. For detailed curriculum information, please consult www.education.gov.uk. Students in Years 10 and 11 follow the Key Stage 4 programme and will prepare for (I)GCSE exams to be taken in May and June 2019. For more information, please consult www.edexcel.com.

ELECTRONIC DEVICES

As our Secondary students follow a curriculum that integrates technology, we highly recommend that they come to school with their own laptop or Chromebook. We do not recommend an iPad (or similar) or any type of smartphone, as these devices do not offer the same educational advantages. Specification guidelines are the following:

- Chromebook - Intel Celeron Processor or equivalent; 2.48 GHz, 11.6" HD touch, 4 GB RAM, 16 GB storage
- Laptop - Intel processor or equivalent; 1.6 GHz, 11.6" high-resolution screen, capable of supporting 1024x768 resolution, 2 GB RAM, 32 GB storage/hard drive

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 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 with them in 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

EXTRA-CURRICULAR ACTIVITIES

The school proposes a variety of extra-curricular options each term, such as sport, drama, art, music, debating, and a homework club. A full timetable of activities will be made available and enrolment forms will be sent to parents prior to the start of each new term. In the case of high demand for certain activities, places will be allocated 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' assistance in ensuring that assignments are completed on time and to the best of their child's ability.

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 each day except for Wednesday. Note that, on Wednesdays, school finishes at 11:40 for students in Key Stage 3 (Years 7-9) and at 13.50 for students in Key Stage 4 (Years 10-11).

Students not participating in an extra-curricular activity are expected to leave the school premises when their lessons are over.

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	Period 1
09:10 - 09:55	Period 2
09:55 - 10:10	Break time
10:10 - 10:55	Period 3
10:55 - 11:40	Period 4
11:40 - 12:20	Lunch time
12:20 - 13:05	Period 5
13:05 - 13:50	Period 6
13:50 - 14:05	Break time
14:05 - 14:50	Period 7
14:50 - 15:35	Period 8
15:35	Students are dismissed

On Wednesdays, school finishes after Period 4 (at 11:40) for students in Years 7-9, and after Period 6 (at 13.50) for students in 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 their first day of school.

LEARNING SUPPORT

Support is available for students with special educational needs, including English as an additional language. During their first few weeks in school, students will be assessed and, if a concern is raised, parents will be notified. If appropriate, a detailed support plan, along with an indication of cost, will be recommended by our Special Educational Needs Coordinator, Ms. Vicky Zerva. 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 levied for books returned late, and parents will be asked to pay for books that are lost.

LOCKERS

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

LUNCH SERVICE

We are pleased to propose catered, hot lunches for students in all year groups. Our supplier ensures that students are served high-quality, healthy meals, with sufficient variety and plentiful portions, as appropriate for their ages. The hot lunch service is available each day 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 that 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

It is essential that we have up-to-date medical and emergency contact information on hand for each student, in case of accident or illness. To this end, please ensure that you complete the Emergency and Health Questionnaire which can be found in the "Downloads" section of the school website, and provide a copy to an Administrator in the school office. If your child has any on-going medical issues, including allergies, please bring them to our attention immediately.

If a child feels unwell at school, he or she 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 a doctor on call.

PASTORAL CARE

The British School of Geneva provides a caring environment in which all children and young people are valued and encouraged. All our students are supported by their class teachers, Form Tutors and Heads of Sections. If required, additional help in the development of social and emotional well-being is available through our Assistant Principal, Ms Samantha Hearn. If you would like to discuss pastoral support for your child, please contact either his or her Form Tutor, our Assistant Principal, Ms Samantha Hearn, or the Head of Secondary, Mr Daniel Lille.

SMOKING, ALCOHOL AND DRUGS

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 and in neighbouring France. The exact route is determined based on demand. Places will be offered on a first come, first served basis, however, priority will be given to primary school students and their siblings, and to those who have used our transport service in the past.

A request form can be found in the "Downloads" section of the school's website.

TRIPS

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 cost of day trips, we will ask parents to pay a one-time fee of 200.-CHF 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. We are 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.