

Secondary School Handbook School Year 2011/12



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British
School**

Secondary School

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Table of Contents

1	Locations.....	5
2	Travelling to and from Secondary School	5
3	The Secondary School day	6
4	Standards of behaviour and school rules.....	7
5	School uniform.....	9
6	Attendance and absences from school	10
7	How to support your learning at home	10
8	The School library	11
9	The School Council.....	12
10	Assemblies.....	12
11	The House system at BBS.....	12
12	Rewards	13
13	Clubs and extracurricular activities.....	13
14	Instrumental tuition.....	13
15	Communication between home and school	14
16	Food.....	15
17	Personal property.....	15
18	Accidents and emergencies.....	15
19	Fire safety	17
20	Parental involvement in the School.....	17
21	Queries.....	17
	Appendix I / Berlin British School: Rules for the conduct of students	19
	Appendix II / Sanctions.....	23
	Appendix III / Network Acceptable Usage Rules.....	26
	Important contact information.....	27

Welcome to the Secondary School

Secondary education encompasses Key Stage 3, Key Stage 4, leading to the first set of public examinations – the IGCSE (International General Certificate of Secondary Education), taken at the end of Year 11, and the final two years leading to the IB (International Baccalaureate) diploma examinations, taken at the end of Year 13.

Throughout KS3, the students follow a curriculum which is designed to:

- Promote high standards, particularly in literacy, numeracy and ICT capability
- Provide continued entitlement from Primary to a coherent, broad and balanced curriculum
- Instil in students a positive disposition to learning and a commitment to learn
- Promote and pass on essential knowledge, skills and understanding valued by society to the next generation
- Be relevant to students and prepare them for the here and now, for the next phase of their education, and for their future
- Widen horizons and raise aspirations about the world of work and further and higher education
- Make students more aware of, and engaged with, their local, national and international communities
- Help students recognise that personal development is essential to wellbeing and success.

Unlike at Primary School, the students now have specialist teachers for every subject. Teaching rooms are largely grouped in 'Faculties', and the students move between the buildings for individual lessons. Each class, however, has a 'Form Room', and a 'Form Tutor', which provide a point of stability at the beginning of each day. Homework is given each day, and at the beginning of the year the students are given a 'Homework Timetable', outlining the two or three subjects which will issue homework on each day of the week.

As at Primary level, at Secondary School we believe that the learning experience should also extend beyond the classroom environment and a range of extra-curricular clubs, educational excursions and sporting activities is planned for the students throughout the year.

In Year 10 and 11, students pursue a two-year course which leads to the first set of external public examinations, the International General Certificate of Secondary Education (IGCSE). In the final two years, they prepare for the academically rigorous International Baccalaureate Diploma (IB). Entrance to Year 12 is the only point at which we are academically selective. Students must have achieved a minimum of six Grade 'C' passes at IGCSE (or equivalent) to be allowed to pursue the full Diploma course. Students whose results do not permit this may be allowed to follow an IB 'Certificates' course in four or five subjects. The IB as a pre-

university programme of learning is popular world-wide, and is accepted as a university entry examination in most countries, including the UK, USA and Germany.

Mrs Sian Schutz
Head of Secondary School

1 Locations

Berlin British School occupies three separate sites. The accompanying map and table give the location of each site and information on the age groups respectively they accommodate.



- Early Years at the Berlin British School (Nursery, Reception and Year 1)
- Primary School (Year 2 – Year 6)
- Secondary School (Year 7 – Year 13)

The Secondary School is made up of years 7 to 11 (roughly ages 11 to 18). A shuttle bus goes between the Primary School and the Secondary School at the beginning and end of each day. The shuttle stops at the Heerstrasse side of the Primary School which can be reached from Flatowallee.

2 Travelling to and from Secondary School

There is a variety of ways students can reach school in the morning. The school has links with a bus company which provides direct a Home-School service in the morning, and back in the afternoons. There are several routes and times, depending on where you live in Berlin. The most popular method, however, is to use the free Shuttle bus. This leaves the Primary School at 8.10 every morning, and returns at 15.25 in the afternoon – it is easy for students to make their own way home from the Primary School, as it is close to both Olympia Stadion S-Bahn, and the buses that travel along Heerstrasse.

Many parents bring their children directly to school, and collect them again in the afternoon. However, if for some reason, parents are delayed in the afternoon, it is very important that students are not left behind at Secondary School at the end of the day. Secondary students not collected by 15.40 will be placed on the last shuttle bus and taken to Primary School, where they can make their own way home by public transport, or wait for parents in After-School care.

Some students choose to ride their bicycles to Secondary School. There is a cycle rack outside the Dining Hall, where bikes can be safely stored during the day. Students travelling to school by bicycle should wear helmets at all times, and ensure that their cycles are in good working order, fitted with appropriate lights.

3 The Secondary School day

The Secondary School day begins at 8.30am and goes on until 3.25pm. Morning registration in form rooms is followed by 8 lessons, with a break in the morning and one for lunch. Lunch time ends with afternoon registration at 1.10 and lessons begin again at 1.20. Lessons may be single or double ones (forty or eighty minutes).

Please be at school on time. If you arrive after registration, report to Reception and sign the late book.

The times of lessons are as follows:

	Lesson 1	Lesson 2	Lesson 3		Lesson 4	Lesson 5		Lesson 6	Lesson 7	Lesson 8
Registration 8.30 – 8.40	8.40–9.20	9.20–10.00	10.00–10.40	Break 10.40 – 11.00	11.00–11.40	11.40–12.20	Lunch Break 12.20 – 13.20	13.20–14.00	14.05–14.45	14.45–15.25

The Secondary School grounds are large and there is a lot of space to play games or chat with friends. Two teachers are normally on duty at break and at lunch time. Please do not go behind the buildings, or into the wooded areas.

There are areas for football and other ball games. Please use them. The PE Department will let you and the teachers know when the field may be used. (Sometimes it is closed to protect the surface.)

Put all litter in the bins provided. In particular, make sure you don't drop wrappers near the tuck shop (where you can buy snacks at break time).

Lessons begin when you hear the bell. Please move quickly to class.

You may have to get on a bus during break or lunch time to travel to a PE lesson. Please remember this and don't keep the bus waiting.

There are lots of opportunities to play in the snow during winter. However, snowball fights are not permitted and should be saved for your free time at home.

4 Standards of behaviour and school rules

The Berlin British School has rules which set out the high standards of behaviour expected from students. By sending you to our school, your parents have agreed that they and you will support these rules, and accept any sanctions which might follow your breaking them. These 'Rules for the conduct of students' are included in Appendix 1 at the end of this handbook, with the 'Sanctions' included as Appendix 2, so that you can see exactly what being here means you agree to. Make sure you read them. Some of the points will be covered more simply in the following pages. If you need anything in the 'Rules' or 'Sanctions' explained, you can easily ask your tutor at registration or in tutor time.

As your parents have agreed to these rules, they should also be able to explain them to you.

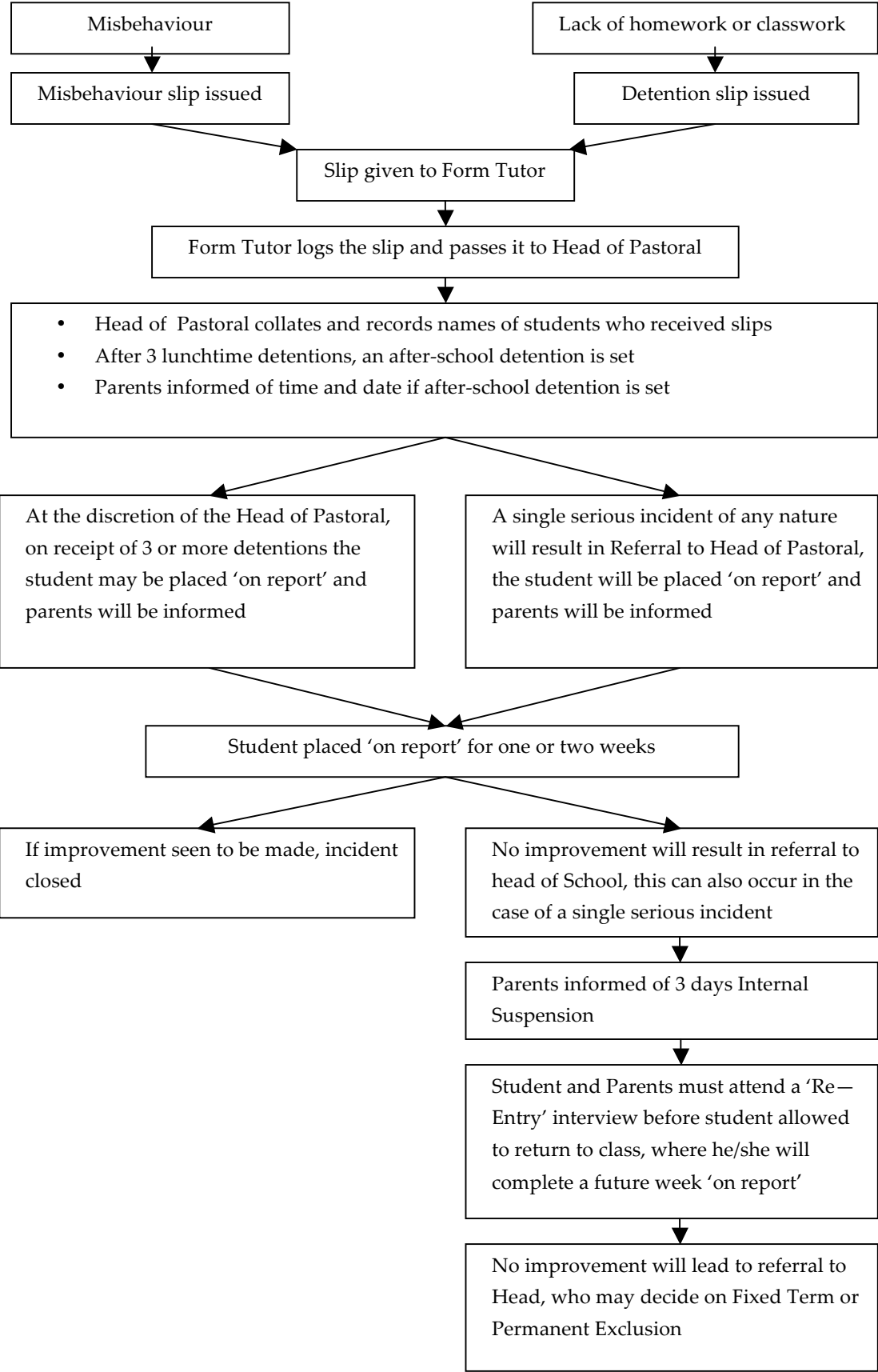
A note about behaviour and use of Information and Communication Technology

We expect high standards from our students and do not tolerate anti-social behaviour of any kind, which includes misuse on school premises of the Internet and Social Networking sites. To this end, we expect your parents to monitor your use of the Internet at home. You and your parents will be expected to sign an 'Acceptable Usage Policy' (AUP) before you are allowed to access the Internet at school. Please see the 'Network Acceptable Usage Policy' in Appendix III. You are responsible for the messages and conversations you share with other students on social networks whilst you are off the school premises. The school can accept no responsibility for these.

Behaviour management steps

The following chart, Behaviour Management Steps, sets out what happens if a Misbehaviour or Detention Slip is written by a teacher because you have behaved badly or not worked satisfactorily. Please note that lunch time detentions are the first sanction, when you will be required to work in class under supervision. This will be considered the end of the matter, providing the offence is not repeated.

Behaviour management steps at BBS Secondary School



5 School uniform

School uniform is compulsory at the Berlin British School. Your parents can buy uniform at the school uniform shop, which is open at the following times:

For parents with an appointment – Tuesdays between 2.00 and 3.30pm

For parents without an appointment – Tuesdays and Thursdays between 8.30 and 9.30am.

Appointments can be made by calling Primary School on (030) 351 09 190.

Alternatively, your parents can complete a uniform order form, available from the site administrator, which will then be processed and returned to the Secondary School for payment and collection.

At Secondary School you may wear some discreet jewellery. Stud or small hoop ear-rings are allowed, and you may wear **one** simple ring, necklace or bracelet. **No** 'dangling' ear-rings are allowed, and you must remove **all** jewellery before PE lessons.

Years 7-13

Navy V-neck school jumper or sweatshirt

For normal day to day school wear:

White school polo shirt/ cotton shirt /
White school blouse

School tie (optional)

Grey trousers / skirt

Grey or black socks / tights

*Plain black shoes (no trainers)

For PE and Swimming

Black shorts

(Years 7- Year 11)

White school T-shirt

House colour school T-shirt

School tracksuit

School tracksuit bottoms, predominantly
white trainers (no black soles)

* A one-piece swimsuit

All the items, except those marked (*), should be bought from the school shop.

6 Attendance and absences from school

You are expected to be at school every day during the academic year unless you are sick or on a school trip. If there is any other reason (a special family occasion, like a wedding, for example) for you to be absent from school, the Head of Secondary School needs to know in writing well in advance, and permission given. Requests for absence may be turned down if the reason is not a good one. A record is kept of absences and late arrivals and your parents may be asked to come to school if you are continually absent or late.

The school **may** allow a maximum of ten days' 'leave of absence' each school year for personal or family reasons, including holidays. Any extra days are recorded as 'unauthorised absence'.

Religious observances

Because we have so many international students, our school holidays may not coincide with your family's religious celebrations. You will usually be allowed time off school for religious reasons. Your parents should let us know about this in advance.

Absence and illness

If you are ill, your parents should telephone or email the site administrator straightaway. A message will be passed on to your form tutor and subject teachers. If you are likely to be away from school for several days, please arrange for someone to collect the work that you would have done in class so that you don't fall behind.

You should bring a written note from your parents confirming the days you have been absent, and the reason. The school especially needs to know if you are away from school because of an infectious disease, like scarlet fever, for example. This is so that other families in the year group can be alerted that they need to watch out for symptoms. You should not return to school until a doctor has confirmed that you have fully recovered.

If you feel ill during class you should ask your teacher if you can go to Reception. Your parents will then be contacted. If necessary, you will stay in Reception until someone collects you. You must **never** leave the site, or go home without permission.

7 How to support your learning at home

In Year 7 you are entering the 'Secondary' stage of your education, and will find that you are given more freedom. With that freedom, however, comes certain responsibilities. You, not your parents or your teachers, are now responsible for making sure you learn. Now is the time to establish good habits. Exams in Year 11 and 13 will come sooner than you think. Getting yourself organised will make life much easier. A key point is to organise yourself at home. You need a desk to work at and somewhere nearby to keep all your school books

together. Your desk should be kept clear, so you can sit down and start work without any distraction. A copy of your timetable should be on your wall so that you can see at a glance the day's lessons. Packing your school bag the night before school avoids stress the next morning.

Keep your homework diary up to date and try, if you can, to do your homework the day it is set. It will be fresh in your mind and not hanging over you until it is due. Not handing in work on time causes aggravation for your teachers (who find it fairer and easier to mark a whole set of work at once) and will cause problems for you. If you realise that you are not going to be able to meet a homework deadline, speak to the teacher before the work is due.

8 The School library

The Secondary School librarian works closely with other members of staff to make sure the library has the books you need to support your studies. The library also contains a wide range of entertaining and challenging fiction. You will find both classic and modern novels, including many in graphic form. The librarian will be happy to help you – the school's aim is to develop a lifelong interest in reading and the skills necessary to become a successful independent learner.

The library is a working space and at times may be used for lessons. It is open throughout the day when the Librarian is on-site for you to use for reading and private study. In addition, library-based clubs may run throughout the school year. Computers are also available and there is on-line access. Internet use is permitted within the framework set out in the Library's Acceptable Usage Policy. You are strongly encouraged to use the library's resources for your personal study. It is easy to take a book home – just ask at the librarian's desk.

The school expects you to take care of the books which you borrow from the library, and return them promptly and in good condition so that other students can read them. We do understand that books can occasionally be lost or damaged. We try to deal with this problem in a fair and sympathetic manner, so that you are not discouraged from borrowing library books.

If you have lost or damaged a book, please inform the librarian. Your parents are likely to be asked to provide the library with a replacement copy of the book or pay the cost of replacing the book. The cost of the replacement book will be placed on the next invoice sent to your parents.

The librarian is always interested in hearing about books you have enjoyed or found useful. Please pass on any recommendations for new titles. He also welcomes your ideas about how to improve the library service. In the past, students in Years 12 and 13 have volunteered to

help in the library as part of the CAS (Creativity, Action, Service) requirement of the IB programme.

9 The School Council

At the beginning of each academic year, every form elects a student to represent them on the School Council. This is an opportunity for your opinions to be heard. The School Council is run by the Head Girl and Head Boy, who report to the Head of Secondary School. Its aims are:

- To organise social events for all of the Secondary School students
- To improve the Secondary School environment
- To raise money for charity

Recent successful events have included a 'Team Spirit' Day and the sale of red roses on Valentine's Day.

10 Assemblies

Assemblies take place after registration on Monday morning in the hall. Sometimes the whole school is present, but usually Years 7-9 or Years 10-13 go to assembly together. (The year groups not in assembly spend the time with their tutor in the form room.) Once a year each form chooses a subject and presents an assembly which they have worked on with help from their tutor.

11 The House system at BBS

As you join our school, you become a member of a 'House'. Everyone knows that at Hogwarts Harry Potter belonged to Gryffindor – you may belong to one of four 'Houses'. Houses are important at events like Team Building and the different sports tournaments. The idea is to develop team spirit and add a little competition to school events. Each house is a team, with its own distinguishing colour, and has members from every year. Each class is a mix of members of the four houses. You will always be in the same house as your brothers or sisters. The House Captain is a senior student and organises house meetings to discuss progress and organise teams. Most teachers also belong to one of the Houses and will give support at House events. Students stay in their Houses for the whole of their time at BBS.

House points are awarded in the Arts, Music and Sporting competitions throughout the year. They are also awarded for academic excellence and social contribution. At the end of each year, trophies are awarded to the house with the most points. These are then displayed with the appropriate House colours.

12 Rewards

In the Secondary School, merits are given to students for a high level of achievement, improvement, effort, and for social contributions. When a teacher gives you a merit, this will be recorded in your homework diary. Each week your form tutor will record the total number. At the end of each school term, Achievement and Effort Certificates will be awarded to students in Years 7-9 who are nominated by their teachers.

From Year 10 onwards, at the end of term one student is given a small prize (an internet shopping voucher) for achievement in each subject. Students may be rewarded for work in more than one subject.

13 Clubs and extracurricular activities

Clubs take place at lunch time and after school and are an added extra to the school day. The selection of clubs changes every term and whether you join one or not is entirely up to you. Most clubs are free. A charge will be made to cover costs only if, for example, transport is necessary, or an outside specialist teacher is hired.

Towards the end of each term, you will be given a list of clubs for the coming term. Clubs can be popular and fill up quickly so you should decide which clubs you would like to join and put the form in the box at Reception as soon as possible. Places are filled on a first-come-first-served basis and it can happen (though not very often) that the club you want to join is too full. Some clubs at Secondary School are sport-based, like football, cricket and basketball. Examples of others include chess, debating and exam revision clubs.

Clubs are a way for you to get to know students outside your year group, to work with different teachers, to develop new skills and interests, to socialise and have fun.

14 Instrumental tuition

Some excellent musicians visit the school weekly to teach piano, violin, cello, woodwind instruments, guitar and drums. If you already play a musical instrument, or would like to learn one, there are opportunities to have lessons after school. Instrumental teachers also sometimes give lessons during the school day. Attending one of these would mean missing some lesson time. Informal instrumental concerts are held in the Primary School Hall each term in order to give students the experience of performing in front of a live audience. Everyone who takes lessons – either inside or outside school – is invited to perform.

We also have a more formal way of measuring your progress on an instrument. For many years, the school has entered students into examinations held by Trinity-Guildhall College of Music in London. You first enter an 'Initial' examination. A series of eight 'Grades' then measure progress from a basic level right through to the standard needed to enter Music

Conservatoire. Our students have so far been entered for examinations from Initial to Grade 8 in piano, violin, viola and guitar, and have achieved a pass rate of almost 100%. Instrumentalists who achieve a suitable standard are invited to join the School Orchestra. Our orchestra has joined together with young musicians from other International Schools in Berlin to form the 'Berlin International Music Project' (BIMP). This gives a concert at Berlin Brandenburg International School every year.

15 Communication between home and school

The school uses a variety of methods to ensure that you and your parents are well informed of current and future events:

The School calendar and homework diaries

The School Calendar shows the planned events for the coming term, such as assemblies, sporting competitions, examination dates and parent conference meetings. A copy will be given to you at the beginning of each term, and you will also receive a homework diary. As soon as homework is given, it should be written down in this diary. If your parents wish to comment on the homework, they can write a message in the diary for you to show your teacher. Staff members' names and their individual school email addresses are listed near the beginning of the Calendar. You and your parents can use these to contact your teachers.

Report cards and full reports

Your parents also receive regular news of your progress at school in the form of reports.

Every term a report 'Grade card' is sent home which shows your **Attainment** in every subject (measured from A – E), and how much **Effort** you have put in (measured from 1 – 5). It also includes a brief comment from your form tutor. At the end of the summer term in Years 7 and 8, and the end of the spring term in Year 9, your parents receive a **full** report, in which each teacher comments in detail about your work and attitude during the year.

Parent conference meetings, at which your parents can come in and talk to your teachers, are held on a regular basis. Your parents will be sent an appointment sheet before the meetings are due to take place.

16 Food

Hot lunches are available at Secondary School and are provided by an outside caterer. If your parents have not already received information about this service, the site administrator will be able to help. The catering company also runs a tuck shop at break times when snacks and sandwiches can be bought. Whenever students are taking public exams in the hall, the tuck shop is closed to make sure that they are not disturbed by noise. You will be warned when this will happen.

Many students bring a packed lunch to school. This can be eaten in the hall or outside when the weather is good. Please bring all you need; students in Years 7-11 are not permitted to leave the school grounds at lunch time to buy food.

17 Personal property

It is your responsibility, not the school's, to keep your belongings safe. The school does, however, need to know if anything goes missing, so this should be reported. Your property should be clearly marked with your name and kept in lockers when not being carried. The lockers on site are owned and managed by a specialist company. The site administrator will be able to give you information about renting one for a small annual fee. You should not leave bags and coats unattended. Do not bring large sums of money into school. If there is a special reason you need to bring a large amount of cash into school, please give it to the site administrator to keep in the safe, and collect it at the end of the day.

18 Accidents and emergencies

Every teacher has had First Aid training. If you have a minor accident during the day you should tell the teacher on duty or the person at Reception, so that basic First Aid can be given. If necessary, your parents will be called and you will be kept in Reception. The school recommends that you are checked by a doctor after any kind of head injury. Your parents will always be told if you accidentally hit your head. Should you have a serious accident at school, or become acutely ill, we will immediately try to contact your parents. If we are unable to reach anyone at home, we will give permission for any urgent medical treatment that you need immediately. All accidents are recorded in the Accident/Incident book, which is kept in Reception.

Illness and PE

If you are not well enough to do PE, you must bring a note to school from your parents or doctor. You will be expected to watch the PE lesson or do some useful task instead. If there is a long term reason why you cannot do PE you may be allowed to study privately in the Library or a classroom, but only if a medical note is provided.

Medicines in school

If you need medicine during the school day, your parents must inform your tutor in writing and include details of how and when the medicine is to be taken.

Head lice policy

The school has a head lice policy because there has been a world-wide increase in the number of cases of head lice in schools. It does not matter how old or how clean you are – anyone can catch head lice.

Head lice are small insects, which live close to the scalp and are parasites. The female lays five to eight eggs a day. These are 'glued' to the base of the hair shaft and take five to seven days to hatch. The lice grow to full size in ten days, and are then ready to lay further eggs. They can live for up to 40 days. Head lice move by crawling through hair. They cannot jump or fly and head to head contact is the only way of becoming infected. Empty egg cases are white and called nits. They grow out with the hair. They cannot spread head lice and are not contagious. An itchy scalp is an indication that lice may be present.

Prevention and control

Whoever takes care of you must take care of treating head lice if you catch them. Local doctors or pharmacists can give you advice on treatment. Courses of medication include *Goldgeist* or *Infectopedicul*. These usually need to be used several times in order to get rid of the lice completely. To prevent the spread of an outbreak of lice, everyone needs to help. No one should ignore the problem.

To reduce the number of cases of head lice at school we request that your hair is checked at least once a week. A fine toothed comb can be useful in helping to find the whitish-grey, oval-shaped eggs the females lay; these stick to the individual hairs and sometimes resemble dandruff. You should not come to school if you have head lice. Stay away until you have had a full course of treatment. If you are found to have head lice at school, your parents will be asked to take you home to deal with the problem. You will need a doctor's note saying that you are no longer infected before you can return to school.

If lice are discovered at school, parents of students in the relevant year group will be emailed to warn them that they need to check hair carefully. If you or your parents have any questions about the school's head lice policy, please ask your form tutor or the Head of Secondary School.

19 Fire safety

There are notices in every classroom about what to do if there is a fire and maps showing fire exits in every corridor. Please make sure you know what they say. There will be no mistaking the fire alarm if it rings. When you hear it you **must** follow these instructions quickly and quietly:

- When the fire alarm rings, you must leave the building by the nearest fire exit and go to join your class on the grass opposite the Reception building.
- Move quickly but do not run.
- Go as quietly as possible. It is important that there is order and calm.

At the assembly point, form teachers will be given a register by the site administrator and will then check that everyone is present. Line up in register order, and stay with your class until you are told it is safe to move.

20 Parental involvement in the School

BBS is very happy when parents contribute to the life of the school. In the past, parents have helped out in one of the school libraries, or with activities in class, run after school clubs and supported sporting events. If one or both of your parents would like to get more involved with the school, please ask them to contact the Head or a Head of School. Another option is to become involved in the school's 'Friends of BBS' organisation. More details can be found on the school website and near the front of the School Calendar/Homework Diary.

21 Queries

We want you to feel happy, safe and confident during your time at school. Bullying, physical violence and the display of any kind of prejudice (for example, based on race, religion or disability) are not tolerated at our school. You can expect to be treated fairly but you also have a responsibility to be fair to other people. If anyone is treating you badly, then it should be reported immediately.

If the problem is a practical one (you need to contact your parents, for example) the site administrator will probably be able to help you. If you are worried about a particular subject, the first person to approach is the teacher of that subject.

If poor grades in lots of subjects are worrying you, Mrs McWilliam may be the person to talk to. Her job is to support your learning. She can look to see if there is a problem and give help to overcome it. This could involve working with you alone or in a small group, either in your normal classroom or in her room. If you are willing to work hard, this extra support should give you a boost and get you back on track.

For any other personal or confidential problems, you should talk to your form tutor. He or she will be able to help you and give you some advice. If there are other teachers you get on well with, you can speak to them instead. Mrs McWilliam is available to discuss problems and you can also ask to speak directly to Mrs Schutz. Finally, you can write to Mr Lacey or ask for an appointment to see him. The Head is always willing to see you or your parents by appointment.

If you ask them not to tell other people, your teachers will keep small problems to themselves. However, if your problem is a serious one, or one that might be a danger to your or anyone else's health or welfare, they have a responsibility to inform someone to ensure the correct help and advice are provided.

For your parents, all queries and concerns should be expressed, in the first instance, to your form tutor by email. If such queries or concerns cannot be resolved, the Head of School should be contacted. A copy of the school's official complaints procedure can be made available on request.

Appendix I / Berlin British School: Rules for the conduct of students

Berlin British School expects a high standard of behaviour from all its students, and encourages them to respect both themselves and all members of the school community. Students are also expected to treat the school, its equipment, the personal property of others and the school environment with respect. These rules codify the school's expectations, and are accompanied by an outline of the likely consequences if these rules are broken.

General

English is the language of instruction and communication in the school. Students must speak in English at all times during lessons, unless otherwise indicated by the teacher.

Members of staff, prefects and other members of the school community may give students direct instructions during the course of their duties. Students are expected to follow these instructions at the time, but may – in the appropriate manner and by the appropriate means - raise concern to an appropriate member of staff if they feel they have been unfairly treated.

If students are required to live away from home for a period exceeding two days, or if at any time they will be staying at home without adult supervision, the Head of School must be informed in writing in advance.

Various areas and departments of the school may have rules which pertain specifically to them, e.g. Music, ICT, Science and PE. Students must follow these rules when using or occupying these facilities.

Students are subject to school rules when on trips supervised by the school. They must maintain high standards of behaviour and not bring the school into disrepute during such trips.

Attendance and punctuality

Regular school attendance is expected of all students, in accordance with European law.

Students are required to be in the appropriate classroom by 8.30. Students arriving at 8.40 or later, after registration has closed, must sign in with the Site Administrator.

Students should not arrive before 8.15, before which no supervision in school is available. The school accepts no responsibility for incidents which may occur before 8.15.

Students up to Year 11 are not allowed off site unaccompanied by an adult during the school day, between 8.30 and 15.25.

Students in Years 12 and 13 are allowed off site at lunch-time, and may leave school at lunchtime if they have no lessons in the afternoon. In these instances, for security reasons, students must sign in and out in the book provided at Reception.

Academic expectations

BBS has high academic expectations of all its students. They are expected to adopt a good work ethic, show courtesy and respect towards teachers and fellow students, and conscientious working habits throughout their school career.

Students must come to lessons fully prepared with the appropriate books and stationery.

Homework is expected to be promptly completed and submitted by all students.

Work deadlines must be met.

The school expects its students to display academic integrity. Plagiarism from any source is not tolerated.

Appearance

At all times students must dress in a manner which is appropriate to the high standards expected of members of the BBS school community.

Students must be correctly dressed in school uniform, full details of which are published termly in the Calendar. Scarves, hats and outer coats must be removed during lessons.

Students are expected to wear black shoes, preferably leather, but not of a 'trainer' style. The wearing of plain black boots, below the knee, during the winter months is permitted.

At Early Years and Primary School, outdoor shoes must be removed at the appropriate place in the building.

Jewellery should be discreet and kept to a minimum. One pair of ear-rings of the stud type, one ring, one simple necklace and bracelet are permitted. All jewellery must be removed before PE lessons.

For Secondary School students, discreet make-up is allowed. Excessive eye make-up (including false eye-lashes) is not permitted.

Relaxation of uniform rules *may* be granted on religious grounds. Parents should first consult the appropriate Head of School before allowing their child to wear alternative clothing for these reasons.

Chewing gum is not allowed.

Use of Information and Communication Technology

All students entering the school must sign an age-appropriate 'Acceptable Usage Policy' governing their use of computers in school and the Internet.

Students must treat all school IT equipment with care and respect, and immediately report any damage or malfunction to a teacher or IT technician.

All Secondary School students are allocated a school e-mail address. They must use this responsibly and not engage in any inappropriate communication which may bring the school into disrepute.

Access to social networks is blocked from use at any school computer. Students engaged in social networking outside school should exercise extreme caution about divulging personal information to strangers, and must not bring the school into disrepute when engaged in such activity.

'Cyber-bullying' is considered as serious an offence as any other kind of bullying, and is dealt with in accordance with the school Bullying Policy (see below).

Safeguard of personal property

The use of mobile phones and other electronic devices such as i-pods is not permitted during lessons. Students are advised not to bring valuable electronic items such as these to school; if they choose to do so, the school accepts no responsibility for their safe keeping.

Theft, borrowing without prior permission, or otherwise interfering or deliberately damaging the property of the school or other members of the community, is forbidden.

Any accidental damage to property should be immediately reported to the site administrator.

General Well-being and Safety of Students

At Secondary School, the following areas are out-of-bounds to students unless they are accompanied by a member of staff:

- Any wooded areas
- The rear of Buildings 1, 3,4 and 5.

At Primary School, the following areas are out-of-bounds:

- The footpath in front of the Charles Dickens Grundschule, and the area beyond it.
- The area behind the buildings of the Charles Dickens Grundschule.

Students must not engage in 'play-fighting', using sticks or any other item which can be construed as a weapon. The possession at school of any sort of weapon is forbidden.

When the School is *in loco parentis*, whether during the school day or on any recognised School trip, open displays of physical affection and sexual activities are forbidden.

Dangerous items, for example knives, lighters and fireworks, must not be brought to school.

Fire drills are conducted each year. Students receive instruction on the relevant procedures on each site. On hearing the fire bell, students, accompanied by their teachers, must proceed quickly and quietly to the designated area on each site.

Behaviour and Prevention of Bullying

Whilst off-site, students dressed in school uniform, or representing the school at any external activity or function, are expected to behave in a manner which does not bring the school into disrepute, and are subject to the school rules.

BBS has a clear policy against bullying:

Bullying of **any kind** is not permitted or tolerated at any time.

All members of the school community are expected to be alert to all signs of bullying, and to report any incidents immediately to the class teacher or an appropriate member of staff.

Safety in Transit

Students travelling on public transport in school uniform should remember that they are still representing the school and are subject to school rules.

Students who use the Home/School transport service provided by the school bus company, or the shuttle service between sites, or to PE lessons, must remain seated at all times, with the seat belt securely fastened.

No eating or drinking is permitted on buses.

IB students who choose to drive to school and leave their car outside the gates do so entirely at their own risk. The school is not responsible for the safety of drivers or their passengers as they travel to and from school.

Students are welcome to ride bicycles to school, but do so at their own risk. Cycles must be locked and left in the cycle rack outside the dining hall at Secondary School and by the entrance to Primary School.

Smoking, Alcohol and Drug Related Offences

It is forbidden to bring cigarettes, lighters, alcohol or any form of drug (other than prescribed medication and asthma inhalers) onto school property. All medicines must be given to the site administrator for safe storage.

Students must not smoke in sight of the school at any time, nor whilst in school uniform on the journey to and from school.

Supplying, purchasing or being under the influence of an illegal substance whilst under school jurisdiction is forbidden.

Appendix II / Sanctions

The following provides parents and students with information on the likely consequences of a student breaking a school rule. It is not comprehensive and offers only a guide as to the likely consequences of committing the offences listed. The school is free to use its discretion to impose a more or less severe sanction, depending on the nature of the offence.

All breaches of discipline are recorded. The school will take in to account the length of time that has elapsed between the first and any subsequent breach of the same or similar rule before imposing an appropriate sanction.

Minor infringements of School Rules

Offence		Sanction
Failure to complete homework	First offence	Lunchtime detention to complete work, at the discretion of the subject teacher
	Second offence	Lunchtime detention to complete work
	Third offence	After school detention; letter to parents
	Persistent offenders	Student placed 'On Report' for one week and parents informed
Misbehaviour in class	First offence	Misbehaviour slip issued and student placed in lunchtime detention
These steps may be bypassed in the event of serious incidents involving abusive language or behaviour to fellow students or members of staff	Second offence	Misbehaviour slip issued and student placed in lunchtime detention
	Third offence	After school detention and parents informed
	Persistent offenders	Students placed 'On Report' for one week and parents informed
		For both the offences above, students who fail to attend lunchtime detention will be placed into after-school detention

Uniform violations	First offence	Student is reminded of uniform code by the form tutor, and asked to correct the fault by the following day. Form tutors inform Pastoral Head of the infringement
	Second offence	Student sent to Pastoral Head 'Litter-picking', or similar, sanction imposed and parents informed
	Third and subsequent offences	Student kept in 'internal suspension' for rest of day. Students in Years 12 or 13 sent home to change

Serious infringement of school rules

Offence		Sanction
Bullying	All offences	<p>A 'Bullying Report form' will be completed: one copy will be given to the Head of School and one placed in the student's personal records. Depending on the severity of the incident, sanctions will be taken in line with the School's Disciplinary procedures may include</p> <p>After-school detention</p> <p>The bully being placed 'On Report' for a fixed period, and his or her behaviour closely monitored during this time for signs of further incidents of bullying.</p> <p>Fixed-term internal suspension</p> <p>Fixed-term external suspension</p> <p>Permanent exclusion</p>
Physical violence or intimidation	First offence	Three day suspension: parental meeting precedes a return to school
	Second offence	Permanent exclusion

Plagiarism in exam coursework	First offence:	Suspension for a fixed term. Parents informed. Student placed in after school detention to re-do the work
	Second offence	Permanent, or for a longer fixed term, suspension. Parents informed.
Smoking, or use of alcohol	First offence	After school detention and letter home
	Second offence	One day internal suspension and parents invited in to discuss the situation
	Third offence	Three day internal suspension
	Persistent offenders	Persistent offenders may face a fixed term of or permanent exclusion
Use of illegal drugs	First offence	Permanent exclusion; parents and police informed
Theft	First offence	Fixed term or permanent exclusion, depending on value of stolen goods; parents and police informed
	Second offence	Permanent exclusion

In conclusion

On attending Berlin British School, students must be fully aware of, and agree to abide by, the rules and sanctions above.

BBS reserves the right to add to or amend these rules and sanctions as and when necessary. In this case, parents and students will be notified as soon as possible, and the change will become effective as soon as notification has been given.

The decision of the Head is final in all matters affecting these rules and sanctions. However, appeal may be made to the Vorstand.

Appendix III / Network Acceptable Usage Rules

At Berlin British School, I am encouraged to use and be aware of the safety rules and procedures which regulate my use of the ICT resources, including the internet. Access to the curriculum network and the internet enables me to find resources, to communicate, and to help my research for the completion of school work.

I accept that these facilities are to be used for educational purposes only and in an appropriate manner. I take responsibility for my actions and know that any breach of the rules will be considered a serious disciplinary matter.

- I will make use of the Internet to support my studies.
- I accept that the school monitors my use of the Internet at school.
- I will not access, create or display any material (images, sounds, text, and video) which is likely to cause offence, inconvenience or anxiety to anyone.
- I will follow fully our teachers' instructions over the use of ICT and the Internet.
- I must have permission from our parents/carers before we can use the Internet for our own independent research at school.
- I do not assume that information published on the Web or written in an e-mail is accurate.
- I keep my username and password confidential.
- I am careful about what I write on a computer. I check my work before I print or send it. I do not use bad language. I do not write racist, sexist, abusive, homophobic or aggressive words. I do not write things that could upset or offend others.
- I do not ever give personal information about myself or anyone else, such as an address, telephone number and private details, in an e-mail or on a website.
- I do not respond to offensive, abusive or rude messages. I let my teachers know immediately if I am sent anything I do not feel comfortable with.
- At school I do not go to sites or download any materials which are in bad taste, offensive, violent or pornographic.
- I always respect the privacy of other users' files.
- I will immediately report to a teacher any incident that breaches the Acceptable Use Policy rules, even if that incident does not affect me.
- I treat school IT equipment with respect and will report any damages to a teacher.
- If I deliberately damage a piece of school equipment I will be charged for its replacement.

Important contact information

	EMAIL ADDRESS
	Name as below plus @berlinbritishschool.de
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Mr. S. Allum	steve.allum
Mr. A. Brian	andy.brian
Mr. A. Collins	anthony.collins
Mrs. L. Corwin	laurie.corwin
Mr. D. Coutts	dominic.coutts
Mr. J. Down	jonathan.down
Mr. C. Ellison	christopher.ellison
Mrs. C. Ferreiro	cferreiro
Mr. R. Fortune	roger.fortune
Mlle. C. Hamon	carole.hamon
Miss E. Hassall	liz.hassall
Ms. C. Keating	catherine.keating
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Miss H. Kenny	heather.kenny
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