

# Berlin British School

## Senior School: Year 6 Handbook

Welcome to Senior School. At first things might seem a little strange – you are on a very big site, and have to move around a lot between the buildings. You are now in the last year of your 'Primary' education, and will find that you are given more freedom. With that freedom, however, comes certain responsibilities – **you** must now become the person who is 'in charge' of your learning – not your parents, or your teachers. If you have not done so already, now is the time to establish good learning habits – both in school and at home – that will help you not only this year, but right through to Year 13.

You can start by :

- making sure you have the correct equipment and your diary with you every day
- keeping your homework diary tidy and up to date
- setting aside a place at home to do your homework, and a time each day when you will do it
- always handing your work in on time
- paying attention to lessons
- reading this handbook carefully, so that you know what is expected of you, and what you can expect the school to give you in return.

Some things have not changed, but some will be new...read on, and find out what life is like at Senior Site.

## The School's 'Mission Statement'

Our mission is simple. All staff at our school will strive to ensure that you receive the best education possible during your time with us and that your parents are kept well informed of your progress.

### **Mission Statement**

**To promote a culture of life-long-learning where each member is given the opportunity to reach their full potential, sharing in the happiness, well-being and success of their fellows, and embracing the diversity of cultures within our community.**

All of us who are engaged in the life of the BBS community know that everything we strive to achieve is focused upon our **PUPILS**, which is best captured by their own choice of words :

*P* eople from all around the world

*U* nited together.

*P* upils of BBS

*I* n one school

*L* earning together and

*S* haring

You will see this 'Mission Statement' displayed as a rainbow in every classroom in the school. At BBS we aim to help every student reach their full potential, to give them the inspiration to make their dreams a reality, and to make everyone feel equally cared for and respected within our community.

## The Senior School Staff

These are the people you will meet at Senior School, the jobs they have, and the subjects they will teach you from Year 7 onwards.

Headteacher	Mrs S. Schutz
Head of Senior School	Mr A. Collins
I.B. Co-ordinator	Mr A. Walsh
Year 6B	Miss S. Beves
Year 6G	Mr R. Gilmore
English	Mr A. Walsh, Mr D. Coutts, Mrs L. Ottewill
Maths	Mr K. Proctor, Dr S. Makshinskiy, Mr J. Down
Biology	Ms C. Keating
Chemistry	Mrs L. Corwin
Physics	Mr A. Brian
ICT	Mr A. Collins, Miss K. Southard
French	Mlle C. Hamon
German	Mrs C. Phelan-Körnig, Frau C. Speer, Fr. M. Lintfert, Herr K. Reichert,
Spanish	Mrs C. Ferreiro
Economics	Mrs F. Hayes/Mr J. Bailey
History	Mr R. Fortune
Geography	Mr S. Allum, Miss H. Kenny
Music	Miss C. Neuse
Art	Miss E. Hassall
Physical Education	Miss K. Stagg, Mr S. Allum, Mr P. Nicholson
Assistant	Mr R. Lavington
Librarian	Mrs J. Salb
Administrator	Mrs T. Williams
Hausmeister	Mr A. Kelly, Herr A. Bley

## The Senior School Day

One of the first things you will notice at Senior School is that the teaching day is slightly longer, and your lessons go on until 3.25 in the afternoons. The times of lessons are as follows:-

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

At break and lunch times you will be allowed a lot of freedom to play in the large grounds. However, you must observe a few rules:-

- Do not go behind the buildings, or into the wooded areas
- Only play football or other ball games in the designated areas
- Put all litter in the bins provided
- Return promptly to lessons when you hear the bell
- Remember which days you have to travel on the bus to sport or music, and always be on the bus in plenty of time.

## Taking care of Senior Site

Senior School is a very beautiful place to be and we have a collective responsibility to look after it so that we can continue to enjoy it. Use the bins for litter, especially packaging which can kill animals.

Year 6 has its own small garden where we grow a few flowers and vegetables. The PTA even bought us a greenhouse so we can start seedlings early in the year. Volunteers are always welcome to do some weeding.

## Home to School Communication

The school uses a variety of methods to ensure that you and your parents are as well informed of current and upcoming events as possible,

### **The School Calendar and Homework Diary**

This contains the planned events for the upcoming term such as assemblies, sporting competitions and much, much more. This will be posted to you before the beginning of each term. It is a good idea to identify important dates and put them into your personal diaries. You must bring your homework diary to school every day and write your homework in it.

### **The Weekly Brief**

The school produces a weekly newsletter that is e-mailed or sent home with you every Friday. Please make sure that your parents receive this newsletter, so that they know what is going on in school in the next few weeks.

### **Report Cards and Full Reports**

Every term your parents will receive feed-back about how you are doing in school. Parent conference meetings, when your parents can come in to talk to your class teacher, are held on a regular basis, and you will be sent an appointment before the meetings are due to take place.

## The Curriculum

We deliver a teaching programme based on that of the National Curriculum for England and Wales, with necessary amendments made in recognition of the school's international setting, and the addition of a carefully planned language programme catering for the different needs of native and non-native speakers of German.

The National Curriculum determines the skills taught and much of the content. English, Mathematics, Information and Communication Technology (ICT) and Science are the core subjects. The foundation subjects are History, Geography, Art, Music, Physical Education, and Personal, Social and Health education (PSHE). The Curriculum sets the attainment targets for learning and determines how performance is assessed. It allows schools to meet the individual learning needs of pupils and to develop a distinctive character and ethos.

### **Year 6 Curriculum**

Lessons are taught mainly by Miss Beves and Mr Gilmore. Music, German and Physical Education are taught by specialist staff. Year 6 adopts an increasingly specialist approach across the curriculum, with Miss Beves teaching Science to both classes and Mr Gilmore teaching ICT and Art. French and Spanish are also introduced. All teachers work closely together to plan, deliver and assess a broad and balanced teaching programme.

Details of our topics are provided each term. We liaise closely with Middle School on curriculum matters. There are many opportunities throughout the year to work collaboratively.

Your parents should not hesitate to come in and see your class teacher if they have any questions.

### **Equipment**

You will need to equip yourself with pencils, rubber, handwriting pen and a ruler. Colouring pencils, a protractor and small scissors might also be useful. You will be learning to be more independent as you grow towards Year 7, and to organise yourself and your belongings.

## Key Stage 2 Homework

Homework is a valuable way of consolidating and extending work completed in class and also introduces working routines that become essential higher up the school. While you should be able to carry out tasks independently, homework offers an excellent opportunity for parents to become involved with your learning.

The nature and amount of work you receive varies between year groups. In Year 6 you will write down tasks in your homework diary.

### Year 6 Homework Guidelines

Subject	Time	Set	Handed in
English (including spelling):	Up to 90 minutes per week	Monday	Friday
Reading	30 minutes daily	--	--
Mathematics	Up to 90 minutes per week	Monday	Friday
Science / Topic	Up to 45 minutes (not weekly)	As required	
German	20 - 40 minutes per week		

**For parents:** Taking a positive and active interest in your child's work at home will help children to feel value in their work. Making sure there are suitable quiet working conditions, helping your child to organise their time so that homework is not left to the last minute, and checking work is completed are all useful ways of supporting your child. If your son or daughter appears to be having difficulty with homework, please speak to the class teacher.

While set homework establishes necessary working routines, learning at home can be also be promoted by a more 'hands-on' approach. Learning is most effective when people are interested and motivated. Here are some ideas that will produce tangible results that could be shown afterwards in class:

- When you go on holiday, collect postcards, photos, tickets, maps etc. to make a scrapbook or make a page for a travel brochure to advertise your holiday destination showing what interesting things there are to do there
- Write a newspaper report about something you did at the weekend
- Make a leaflet to promote the importance of ,for example, eating healthy food, taking exercise or brushing your teeth.
- Cook something. Take photographs and write this up as recipe.
- Write some instructions for how to play a favourite game or how to make something
- Make a quiz or board game about something you learnt about in Science or Topic.
- Visit a museum or gallery. Make a leaflet advertising it.
- Interview someone about a hobby or their job. Record this to play to the class at school.
- Make a short film about somewhere you visited.
- Visit an Art and Craft shop and choose something to make.
- Look at food packages in the kitchen and find out where they come from. Find these countries on a map.
- Make a 'Museum of Me' in a shoe box collecting personal objects and pictures to show your life.
- Go on a nature walk. Make a collection of things you found, take photographs, make rubbings of tree trunks and stones.
- Use Photostory and Windows Movie-maker to present photos you have taken and add text explaining what the pictures are of.

## Our Modern Languages Programme

Mrs Caitriona Phelan-Körnig is the Head of the Modern Languages programme.

### **German in Year 6**

In Year 6 German is offered in two levels: German and German as a Foreign Language. A third level can be formed, (an advanced foreign language group) but this depends entirely on the makeup and needs of each particular year group.

The Language Department stipulates the constellation of groups and the teaching staff appointed to each group.

Homework is set once a week for Year 6 and should usually take between 20 to 40 minutes.

The department also tries to ensure that each Year Group goes on a trip to a local museum, library or children's theatre.

### **English as an Additional Language (EAL) in Year 6**

Our aim is to enhance pupils' confidence in using English in order for them to fully access all areas of the curriculum. This is achieved through classroom support or small group withdrawal depending on the needs of the pupil. The constellation of each group will depend entirely on the needs of students within the year group.

### **French and Spanish**

Pupils in Year 6 have the opportunity to experience French and Spanish language programmes. Pupils have three half terms of French and an equivalent amount of Spanish, before they make a choice between the two subjects in Year 7.

Should you have any questions regarding any aspect of our language programme please do not hesitate to contact us.

Mrs Caitriona Phelan-Körnig, Head of Modern Languages

## Physical Education (PE) at Key Stage 2

Our objective at Berlin British School is to achieve the right balance between imparting the skills and knowledge of the game and healthy competition. Emphasis is placed on the development of a sense of personal worth and achievement. Our goal is to emphasize personal challenges and rewards. This includes the challenges and rewards of trying to do better than last time, of persistence, of setting one's goals and finding the discipline to pursue them, of appreciating and learning the importance of fair play and sportsmanship, of the co-operation involved in playing for the team and simply the joy of playing. Participating in sporting activities is essential for a healthy and balanced lifestyle and we look forward to helping our pupils achieve this aim.

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
-	Swimming	-	Swimming	-	Swimming
Cross Country Running	-	Gymnastics	-	Short Tennis	-
Football	Hockey	Dance	Basketball	Athletics	Rounders

For swimming, you need to bring a towel, one piece swimming costume, swimming hat (for long hair), flip flops - all in a separate bag and named please.

For PE you need to bring white sports T-shirt, black shorts, trainers for outside work.

Please ensure that a note is sent from your parents to the teacher if you cannot attend Swimming or PE. No note means that you will be expected to participate in lessons.

Should you have any questions regarding any aspect of PE please do not hesitate to contact a member of the department.

Miss Kate Stagg, Director of Sport

## School Uniform

Your school uniform is still much the same as it was at Middle School. The big difference is that you may now wear a navy sweatshirt, and 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 items of jewellery before PE lessons.

For normal day to day school wear:  
*(Year 6 may wear navy school sweatshirt and white school polo shirt)*

Gold school sweatshirt  
Yellow school polo shirt  
Yellow school blouse (girls)  
Grey trousers / skirt / pinafore dress / shorts  
\* Grey or black socks / tights  
School book bag  
\* Plain black or navy blue shoes (no trainers)

**For Physical Education (P.E.) and Swimming**

Black shorts  
White school T-shirt  
House colour school T-shirt  
School tracksuit top  
School tracksuit bottoms  
\* Predominantly white trainers (no black soles)  
\* A one-piece swimsuit and towel

To ensure compliance with school uniform rules, all the items, except those marked (\*) should be bought from the school shop.

## Health and Safety

If you are ill and cannot attend school, then your parents should call the school secretary to explain your absence on the first morning of illness. 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. If you miss a homework, it is your responsibility to find out the task and complete it as soon as possible.

If you feel ill during the school day then you should inform your teacher. He or she will then send you to see Mrs Williams in the reception area, and if you need to go home, she will phone your parents. You must NEVER leave the site without permission.

If you have been absent due to illness for three days or more, your parents must obtain a note from your doctor confirming that you are fit to attend school. You must ALWAYS bring in a written absence note to explain why you were away when you return to school.

### **Accidents and Emergencies**

In the event of an acute illness or an accident we will immediately attempt to contact your parents. In the event that we are unable to contact anyone at home, we will authorise any immediate medical treatment you require.

### **Medicines in School**

You may not receive medication in school unless the form teacher has received a completed administration of "medicines in school" form. These forms are sent to your parents on a regular basis. Please ask a site administrator for further copies if you need one.

### **Fire Safety**

Please familiarise yourself with the 'Fire Safety' notices that are displayed in every classroom. If you hear the Fire Alarm ringing, you MUST follow the following instructions quickly and quietly.

- When the fire alarm rings, all the occupants of the buildings must leave by the nearest fire exit and then proceed to assemble on the grass opposite the Reception block. Always remain with your class.
- Move quickly but do not run.
- Go as quietly as possible.
- At the assembly point class teachers will be given a class register by the site administrator and account for all class members. Line up in register order, and stay with your class until you are told it is safe to move.
- Fire safety orders are displayed in all rooms at BBS and fire exit maps are displayed in all corridors. Make sure you know what they say.

## Houses

If you are new to the school, you may not be familiar with the 'House' system. However, if you have read the 'Harry Potter' books you will certainly have heard of it. BBS also operates a house system, the basic idea of which is to generate a team spirit and to introduce some gentle competition into school events. All children (and teachers) are allocated to one of the four school houses or teams, each with their own distinctive colour: Amethyst (mauve), Emerald (green), Ruby (red) and Sapphire (blue). Each class will have children in each house. You will always be in the same house as your brothers or sisters. A senior pupil of the school will be house captain and organise house meetings to discuss progress and organise teams. If you have been in the school before this year you will, of course, stay in the same House.

### **Merits**

In Senior School, Merits are given to students for a high level of achievement, improvement in the standard of their work, the effort applied to their work or for an outstanding social contribution. Merits are recorded in the student's homework diary and collated by the form tutor weekly. Merit certificates are awarded in assembly, and at the end of each term, two students in Year 6 receive certificates and small awards for both overall 'Achievement' and 'Effort'.

### **Inter-House Competitions**

Merits are awarded in the arts, music and sporting competitions throughout the year. A running total is announced at each weekly assembly and in the weekly brief. At the end of each term, various trophies are awarded to the house with the most points. These are displayed with the appropriate house colours until the following award ceremony.

## The School Council

The purpose of the school council is to provide a forum for student opinions and to achieve the following aims-

1. Organise social events for all of the Senior School students
2. Improve the Senior School environment
3. Raise money for charity

Student representatives are elected by each class at the beginning of the school year. The council has a nominated chairman and treasurer. A member of staff is selected by the Head of Senior School to supervise/liaise with the school council. The council meets on a regular basis at Senior School.

## **Clubs and Activities**

During the lunch break and after the teaching day finishes, the school runs a system of extra-curricular clubs. These enable you to take part, on an entirely voluntary basis, in a variety of extra activities such as football, judo, computer club, chess, choir, fencing and sewing to name but a few. There is no charge for most clubs. In some cases, where it is necessary to provide transport to the club venue or to hire an outside specialist teacher, a charge will be made to cover costs.

The selection of clubs available varies each term. Towards the end of term, you will be given a list of clubs for the coming term. Clubs are popular and fill up quickly so you should decide which clubs you would like to take part in and return the form to the school as soon as possible. Places are distributed on a first-come-first-served basis, so even if you return your form within the specified time, the club could already be full. With the most popular clubs, the school will sometimes try to operate a rotation system so that some people attend for one half-term and then give their place to other children on the waiting list for the second half-term.

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

## **Instrumental Tuition**

At Berlin British School we are fortunate enough to have the services of many excellent musicians who visit the school weekly to teach piano, violin, cello, recorder and guitar. If you already play a musical instrument, or would like to learn one, you have the opportunity to receive lessons after school. Sometimes, the teachers also give lessons during the school day, and you would have to miss some other lessons (usually on a rota basis) in order to attend.

In order to give you the opportunity of performing in front of a live audience, informal instrumental concerts are held each term. Everyone who takes lessons – both from our own teachers in school or from private teachers outside school – is invited to perform. We also have a more formal way of measuring your progress on an instrument. For the past few years, the school has entered pupils into examinations held by Trinity-Guildhall College of Music in London. You first enter an 'Initial' examination, and after that a series of eight 'Grades' measure progress from a basic level, right through to the standard needed to enter the Music Conservatoire! Our pupils 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%!

### **What to do if you have a problem**

We want your time spent at the school to be a happy and secure one. Bullying, physical violence or prejudices based on race, religion or disability are not tolerated at the school, and if you experience any problems, then they should be reported immediately. If you have any sort of problem, then don't sit on it! Go and talk to someone straight away. If you have a practical question or problem, Mrs Williams at the front desk will probably be able to help you. If you have a concern about a particular subject, then the first person to approach is the subject teacher.

For any other personal or confidential problems, then you should talk to your form teacher. They will be able to help you and give you some advice. If you do not have a good relationship with your form tutor, you can speak to any member of staff with whom you get on well, or if you prefer, you can speak directly to Mr Collins or Mrs Schutz.

Finally, you must be aware that your teachers will always keep small problems confidential. However, if your problem is a serious one, or one that might be a danger to your health or welfare, they will know who to contact to get the correct help or advice for you. Your health, happiness and well-being are very important to the school, and your problems will never be shared by anyone in the school community who does not need to know.



## Berlin British School Complaints Procedure

