



**SECONDARY SCHOOL PARENT HANDBOOK**

**2015 - 2016**

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# THE GUIDING STATEMENTS OF THE BRITISH INTERNATIONAL SCHOOL ISTANBUL

## Vision and Mission

The British International School Istanbul provides a caring international environment, fostering cultural diversity. Individual students achieve their full academic potential, inspired to become lifelong learners and responsible citizens of the global community.

## Philosophy

*Guided by our Vision and Mission we are dedicated to:*

- Educate students in a stimulating environment to the highest possible academic standards.
- Foster world citizens who, celebrating both their shared humanity and cultural diversity, will shape a more peaceful world.
- Instil respect, tolerance, integrity and compassion and promote the confidence and independence to be responsible risk-takers.
- Educate students to be adaptable, reflective and questioning throughout their lives.
- Be aware of the social, physical and emotional needs of each individual student, and work with the home to provide a learning environment that is stable and caring.
- Inspire creativity in each student in its broadest aspect and help to enlarge the human spirit both aesthetically and morally.
- Educate students to be respectful of, and knowledgeable about, and be involved in their local and international communities.
- Promote awareness and responsibility for the global environment.

## Objectives

*We are committed to:*

- Provide excellent international educational programmes, from the modified English National Curriculum through to the International General Certificate of Secondary Education and the International Baccalaureate Diploma Programme.
- Challenge students to realise their potential.
- Appreciate and celebrate cultural diversity.
- Provide extra-curricular activities for the school community and the international community of Istanbul.
- Promote open and effective communication within the community.
- Encourage active involvement in the school, local and global communities.
- Prepare students to be independent thinkers and lifelong learners.
- Strive for continuous improvement.
- Obtain accreditation from international organisations.

## COMMUNICATION

### How To Communicate With Us

#### E-mail addresses for:

- **The Secondary School Administration:**

Director of Secondary – William Bradley [williambradley@bis.k12.tr](mailto:williambradley@bis.k12.tr)  
Deputy Principal – Burak Şahinoğlu [burak@bis.k12.tr](mailto:burak@bis.k12.tr)  
Head of PR and Communications – Helen Kiran [communications@bis.k12.tr](mailto:communications@bis.k12.tr)  
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Secondary School Secretary - Ayşegül Altıparmak [a.altiparmak@bisistanbul.org](mailto:a.altiparmak@bisistanbul.org)  
School Nurse – Yasemin Eryüksel [y.eryuksel@bisistanbul.org](mailto:y.eryuksel@bisistanbul.org)

- **The Secondary School Senior Leadership Team:**

Deputy Director of Secondary – Richard Robinson [r.robinson@bisistanbul.org](mailto:r.robinson@bisistanbul.org)  
Dean of Students – Sandra Scotland [s.scotland@bisistanbul.org](mailto:s.scotland@bisistanbul.org)  
Key Stage 3 Coordinator – Carolynne Bell [c.bell@bisistanbul.org](mailto:c.bell@bisistanbul.org)  
Key Stage 4 Coordinator – Katya Skoudy [k.skoudy@bisistanbul.org](mailto:k.skoudy@bisistanbul.org)  
Key Stage 5 Coordinator – Seef Marsden [s.marsden@bisistanbul.org](mailto:s.marsden@bisistanbul.org)

- **The Secondary Heads of Department:**

Head of Creative Arts – Dominic Sargent [d.sargent@bisistanbul.org](mailto:d.sargent@bisistanbul.org)  
Head of English – Russell Gunnell [r.gunnell@bisistanbul.org](mailto:r.gunnell@bisistanbul.org)  
Head of Humanities – Robert Somers [r.somers@bisistanbul.org](mailto:r.somers@bisistanbul.org)  
Head of Mathematics – Brett Howard [b.howard@bisistanbul.org](mailto:b.howard@bisistanbul.org)  
Head of MFL – Gabriela Davutoğlu [g.davutoglu@bisistanbul.org](mailto:g.davutoglu@bisistanbul.org)  
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Head of Science – Michael Tarbuck [m.tarbuck@bisistanbul.org](mailto:m.tarbuck@bisistanbul.org)  
Head of SEN – Agnieszka Huegel [a.huegel@bisistanbul.org](mailto:a.huegel@bisistanbul.org)

- **Other Secondary Posts of Responsibility**

Activities Coordinator – Nursena Kamaş [n.kamas@bisistanbul.org](mailto:n.kamas@bisistanbul.org)  
CAS and Mini CAS Coordinator – Caroline Garner [c.garner@bisistanbul.org](mailto:c.garner@bisistanbul.org)  
Secondary Teacher Librarian – Scott Cosnett [s.cosnett@bisistanbul.org](mailto:s.cosnett@bisistanbul.org)  
University and Careers Counsellor – Kathleen Hawthorne [k.hawthorne@bisistanbul.org](mailto:k.hawthorne@bisistanbul.org)

- **Secondary Teaching Staff**

Creative Arts Department:

Dominic Sargent – Head of Department – Music – [d.sargent@bisistanbul.org](mailto:d.sargent@bisistanbul.org)

Barbara Tanjala – Art and ESL – [b.tanjala@bisistanbul.org](mailto:b.tanjala@bisistanbul.org)

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Sophie Slav – Drama – [s.slav@bisistanbul.org](mailto:s.slav@bisistanbul.org)

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Ugur Dalak – Turkish First Language – [u.dalak@bisistanbul.org](mailto:u.dalak@bisistanbul.org)

Humanities Department

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## Modern Foreign Languages Department

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## PE Department

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Irina Fieraru – Physics – [i.fieraru@bisistanbul.org](mailto:i.fieraru@bisistanbul.org)

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Richard Robinson – Physics – [r.robinson@bisistanbul.org](mailto:r.robinson@bisistanbul.org)

## SEN Department

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Rachel Lings – SEN – [r.lings@bisistanbul.org](mailto:r.lings@bisistanbul.org)

Jordan Smigelsky – SEN – [j.smigelsky@bisistanbul.org](mailto:j.smigelsky@bisistanbul.org) (from November 2015)

## **How We Will Communicate With You**

### **Letters**

Letters are usually sent by either the Director of Secondary or by the Head of PR and Communications. They are either sent to individuals as attachments to emails or to groups of parents using our mass email system (see below). Letters sent to groups of parents are put on our website and can be found by following:

[www.bis.k12.tr](http://www.bis.k12.tr) >> Community >> Communications, Policies and Newsletters

And then selecting from the 2015 – 2016 Academic Year, Secondary School Letters or PR Letters

### **Mass E-mail**

For communications to large groups of parents, including the whole parent body, we use a mass emailing system. The system we use does not allow large amounts of text to be embedded in the email, nor does it allow pictures or foreign characters, as a result all letters have to be sent as a link. The subject of the email should give you an idea of the content and importance of the letter. Please be careful not to unsubscribe yourself from the system. If you do not receive emails from the school you should first check that your email provider is not treating them as spam and then check with the Head of PR and Communications that you haven't accidentally unsubscribed.

### **Mass sms**

We send mass sms text messages to parents when a short communication is urgent. A typical example of this may be an information message that the school is to be closed due to snow.

### **Individual E-mail**

This form of communication is most likely to be used by the Director of Secondary, a member of the Secondary Senior Leadership Team, a Head of Department or an individual teacher. It will normally be a communication directly about your child or it may be a response to a question you have asked us.

### **Newsletters**

Usually sent out monthly, a link to the BISI Community Newsletter is sent to all parents by the Head of PR and Communications. The BISI Community Newsletter contains articles and photographs showing what has been going on both in and out of school during the month.

The newsletter can be found on the school website following the same set of links as for letters (see above) but selecting Newsletters

## **Reports**

Detailed reports with comments from teachers are issued twice per year, on the last day of the Winter Term (16 December 2015) and the last day of the Spring Term (25 March 2016). Additionally, the school issues a transcript showing the grades for all three terms on the final day of the school year (30 June 2016).

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are held twice a year and they are scheduled this year for Tuesday, 3 November between 1 pm and 6 pm and Thursday, 4 February, also between 1 pm and 6 pm.

## **Homework Diaries**

The Secondary School operates a Homework Diary system and every student has a Homework Diary. Parents may use this to communicate with Form Teachers and to send short notes in for any given teacher. Parents are asked to check Homework Diaries frequently.

## **Telephone**

In matters considered to be urgent we will telephone you.



## What to do if you have a complaint

BISI has a clearly written Complaints Policy<sup>1</sup>

Stated briefly, the procedure is:

<b>Stage 1</b>		
<b>Academic Problems</b>		
Step 1	Contact and if necessary meet with the Teacher	If the problem is not resolved move to Step 2
Step 2	Contact and if necessary meet with the Head of Department	If the problem is not resolved move to Step 3
Step 3	Contact and if necessary meet with the Deputy Director of Secondary	If the problem is not resolved move to Stage 2
<b>Pastoral Problems</b>		
Step 1	Contact and if necessary meet with the Form Teacher	If the problem is not resolved move to Step 2
Step 2	Contact and if necessary meet with the Key Stage Coordinator	If the problem is not resolved move to Step 3
Step 3	Contact and if necessary meet with the Dean of Students	If the problem is not resolved move to Stage 2
<b>Stage 2 (Academic or Pastoral Problems)</b>		
Step 1	Arrange an appointment and meet with the Director of Secondary	If the problem is not resolved move to Stage 3
<b>Stage 3</b>		
Step 1	Write to the Chairman of the Board (chairman@bis.k12.tr)	The Chairman may address the issue himself or convene a sub-committee of the Board to address it. In either case the decision will be final.

<sup>1</sup> <http://bis.k12.tr/UserFiles/File/policies/Complaints%20Policy%202014.pdf>

## **THE CALENDAR**

### **The School Day**

The School Day starts at 8:50 am with registration. There are six lessons in each school day which, from Monday to Thursday consist of four 60 minute lessons and two 40 minute lessons. On Friday the last two lessons are designated Activity Time for all staff and students except the IB students and their teachers. These two lessons have a time of 50 minutes each.

### **The School Year**

Students attend school on 180 days each year. Parents are requested not to shorten this time by taking students out of school for holidays. Term and holiday dates for the year are as follows:

- First day of the Academic Year – Monday 31 August 2015
- Kurban Bayram (1/2 day 23 September) – Thursday and Friday 25 and 26 September 2015
- Istanbul Independence day holiday – Tuesday 6 October 2015
- Half Term holiday – 24 October 2015 to 1 November 2015 inclusive
- Final Day of the Winter Term (and half day) – Wednesday 16 December 2015
- First Day of the Spring Term – Tuesday 5 January 2016 (Note that Monday 4 January is designated as a Staff Training Day)
- Half Term holiday – 6 to 14 February 2016 inclusive
- Final Day of the Spring Term (and half day) – Friday 25 March 2016
- First Day of the Summer Term – Tuesday 12 April 2016 (Note that Monday 11 April is designated as a Staff Training Day)
- Youth and Sport Days – 19 and 20 May 2016
- Final day of the Academic Year (and half day) – Thursday 30 June 2016

### **Examinations**

Year 11 and 13 Mock examinations are scheduled to take place from 5 to 15 January 2016  
Year 10 and 12 Mid-year examinations are scheduled to take place from 18 to 20 January 2016  
Year 13 IB Examinations are scheduled to take place from 2 to 20 May 2016  
Year 11 IGCSE Examinations are scheduled to take place from 2 May 2016 to 10 June 2016  
Year 7, 8, 9, 10 and 12 End of Year examinations are scheduled to take place between 16 and 21 June 2016

Students missing any examination for any reason will not be allowed to sit a make-up examination.

## **EXPECTATIONS**

Education is a three way partnership between the school, the student and the home. It is only by all three parts of this working in harmony and collaboration that we are able to ensure that our students reach their full academic potential at all levels of the school.

### **Expectations upon our staff**

The Secondary teaching staff are all fully qualified professionals, specialists in their own subject and come to BISI with experience gained in schools all over the world. Most join us with experience of Key Stage 3, IGCSE and the IB Diploma Programme. Those who join us without such experience usually have similar experience from other systems. For instance, many of our IBDP teachers have experience of teaching in the A Level or AP systems.

We expect our staff to:

- Plan their lessons
- Deliver their lessons
- Engage with their students
- Carry out a range of formative and summative assessment throughout the year
- Pass on their enthusiasm and love of their subject to our students
- Set and mark homework on a regular basis
- Uphold and support the guiding statements of our school
- Communicate with the home when necessary
- Create a stimulating learning environment in their classrooms

### **Expectations upon our students**

Secondary students join and leave the school at various times throughout the school year. Most students join us without entrance examinations so we accept all abilities.

We expect our students to:

- Be welcoming to new students
- Follow the standards of behaviour as set out in the Rewards and Sanctions Policy
- Be on time for school
- Be alert and ready to work during the school day
- Work to the best of their ability in all subjects
- Complete their homework and assignments on time
- Ensure that their behaviour does not at any time prevent any other student from achieving their full potential
- Take a full and active role in the life of the school

## **Expectations upon the home**

Parents and guardians play a vital role in ensuring that our students are prepared to meet the expectations of daily school life.

We expect our parents and guardians to:

- Support the school and its policies
- Support the Guiding Statements of the school
- Provide a home environment which is conducive to the provision of a study/life balance which encourages our students to achieve their full potential
- Ensure that their children are getting enough sleep to allow them to be alert and ready to work during the school day
- Encourage their children to complete homework and assignments to the best of their ability and in a timely manner
- Check the homework diary frequently to ensure that students are using it properly and are doing their homework
- Attend the two annual Parent-Teacher Conferences and other school meetings which are, from time to time, advertised
- Ensure that their child attends as many of the 180 school days per year as possible
- Be available to come into school in cases of emergency or serious misconduct

## CURRICULUM

The school follows the pattern of the National Curriculum for England<sup>2</sup> and, in common with schools in England, is split into 6 Key Stages. EYFS, Key Stage 1 and Key Stage 2 cover the Primary Years whilst Key Stage 3, 4 and 5 cover the Secondary years.

### Key Stage 3

Key Stage 3 covers Year 7, Year 8 and Year 9.

Students study the following subjects:

Subject	Teaching Time per week <sup>3</sup>	Homework Time per week <sup>4</sup>
English	3 hours 20 minutes	90 minutes
Mathematics	2 hours 40 minutes	60 minutes
Science	3 hours 40 minutes	40 minutes
Arts <sup>5</sup>	4 hours	60 minutes
Humanities <sup>6</sup>	3 hours 20 minutes	60 minutes Geography 60 minutes History
Modern Foreign Languages <sup>7</sup>	2 hours 40 minutes	60 minutes
PE	2 hours	
Information Technology	1 hour	60 minutes
Turkish	1 hour 40 minutes	40 minutes
PSHE	1 hour plus Form Time	30 minutes
Activities <sup>8</sup>	1 hour 40 minutes	

In Year 9, students and their parents will start preparing for the transition to Key Stage 4 and the International General Certificate of Education (IGCSE)<sup>9</sup>. Parents and students will be invited to attend meetings with the University and Careers Counsellor and with the Heads of Department to guide them through the process of choosing the best options for each student.

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<sup>2</sup> <https://www.gov.uk/government/collections/national-curriculum>

<sup>3</sup> The school operates a 2 week timetable so the teaching time per week is an average

<sup>4</sup> Homework is an integral part of the curriculum. It may be a short task due in the next day, a longer task with a deadline in two or three hence, or a larger investigation or project with a week or longer to complete.

<sup>5</sup> Arts is Art, Drama and Music

<sup>6</sup> Humanities is History and Geography

<sup>7</sup> Modern Foreign Languages does not include Turkish

<sup>8</sup> Timetabled activities take place on Friday afternoon and are compulsory

<sup>9</sup> <http://www.cie.org.uk/>

## Key Stage 4

Key Stage 4 covers Years 10 and 11. Students in Year 10 and 11 study subjects for the IGCSE. Students study three compulsory subjects and five optional subjects to gain eight IGCSEs. Those students following IGCSE English Language and English Literature gain one extra IGCSE as do those who take early entry extended mathematics followed by additional mathematics and those who take early entry English as a Second Language followed by First Language English.

The option blocks change every year according to the initial request of students and parents. Every effort is made to ensure that each student gets his or her first choice in all option groups, of course, this is not always possible and sometimes a compromise has to be made.

In addition to the compulsory subjects, students must choose at least one Science, at least one Humanity and at least one Creative Art.

The subjects offered at IGCSE are:

Subject	Teaching Time per week	Homework Time per week
First Language English English Literature English as a Second Language	3 hours 40 minutes	90 minutes
Extended Mathematics Core Mathematics Additional Mathematics	3 hours 40 minutes	120 minutes
French German Spanish First Language Turkish	2 hours 40 minutes	90 Minutes
Business Studies Economics Geography History Sociology	2 hours 40 minutes per subject	Up to 120 minutes per subject
Biology Chemistry ICT Physics	2 hours 40 minutes per subject	40 minutes per subject (120 minutes for ICT)
Art Drama Music	2 hours 40 minutes	180 minutes
PE	2 hours 40 minutes	90 minutes

Additionally, all students in Key Stage 4 will have one hour of sport per week and will take part in Friday activities. They will also have one hour of PSHE per week and will be expected to

complete their Student Reflection Journal each week and set weekly goals and targets for themselves.

In Year 11, students and their parents will start preparing for the transition to Key Stage 5 and the International Baccalaureate Diploma Programme<sup>10</sup>. Parents and students will be invited to attend meetings with the University and Careers Counsellor and with the Heads of Department to guide them through the process of choosing the best options for study in the IBDP.

## Key Stage 5

In Key Stage 5, students either study the Full IB Diploma Programme or they study Courses from the Diploma Programme. It is expected that most students in any year group will progress to follow the Full IB Diploma Programme.

Students in the Full IB Diploma Programme must choose six subjects: a first language, a second language, a Humanity, a Science, one of the Mathematics courses and one other which may be a Creative Arts subject, a second Science or a second Humanity.

Three of the subjects must be at Higher Level (240 hours of study each) and three at Standard Level (150 hours of study each) though it is not unknown for some students to attempt four subjects at Higher Level. In addition to the academic courses, students will follow the three core components of the IB Diploma Programme – ToK (Theory of Knowledge), CAS (Creativity, Action and Service) and the Extended Essay.

There are entry requirements for the Full IB Diploma Programme and students in Year 10 and 11 are made fully aware of these. Parents should refer to the IB Diploma Programme Options Booklet 2015 -2017 for further details.

The subjects offered in the IB Diploma Programme are:

Subject	Level Offered	Homework Time per week
English A Literature English A Language and Lit English B	All offered at HL and SL	90 minutes
French B Spanish B German B Turkish A Spanish Ab Initio French Ab Initio	All offered at HL and SL  Both offered at SL only	120 minutes

<sup>10</sup> <http://www.ibo.org/en/programmes/diploma-programme/>

Business and Management Economics Geography History Psychology	All offered at HL and SL	Up to 180 minutes per subject
Biology Chemistry Computer Science Physics Sport Science	All offered at HL and SL  SL only	120 minutes per subject
Mathematics Mathematical Studies	Offered at SL and HL SL only	180 minutes
Music Theatre Visual Arts	All offered at HL and SL	240 Minutes
ToK	Not applicable	60 minutes