



SECONDARY SCHOOL PARENT HANDBOOK

2017 - 2018

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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.

Definition of Internationalism/Interculturalism

We aim to develop understanding and mutual respect within our community, allowing us to explore the beliefs, circumstances and values of all members' nationalities and cultures. We believe our internationalism provides better learning, acceptance, and a holistic acknowledgement that wonder and greatness comes from the diversity of difference.

Definition of High Quality Learning

Students can articulate their learning journey, accurately reflect on their progress within an engaging enrichment programme, and successfully manage, synthesize and interpret new concepts at a high standard.

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 local and 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.
- 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.

A GLOSSARY OF TERMS

Education has many terms which are used exclusively in schools and even then, not all schools. Teachers use these terms automatically and we often assume that everyone knows what they mean. It is hoped that the following list may help you with just some of the acronyms and terms we use on a day to day basis:

Ab Initio or AbIn	There are language acquisition courses available to BISI students in the IBDP - French Ab Initio and Spanish Ab Initio and, when possible, German Ab Initio. These are for students who are new to these languages. To qualify students must not be native speakers, must not have studied the language for 3 years or more and must not have got better than a B grade in the language in IGCSE.
ASAC	After School Activities Coordinator
CAS	One of the three core components of the Full IB Diploma Programme, CAS stands for Creativity, Action, Service. Students must undertake activities in each area of CAS and write reflections upon the work they have done. CAS scores no marks in the IBDP but failure to complete the CAS component leads to automatic failure in the Full IB Diploma. CAS runs throughout the Full IB Diploma Programme
CIE	Cambridge International Examinations – the company responsible for the IGCSE Programme followed in Key Stage 4
Deadline	The latest date by which a final piece of coursework, for example an IA, the Extended Essay or the ToK Essay must be submitted. Deadlines are set by the school but they are not flexible. Deadlines are set so that students do not have work due for submission in multiple subjects at the same time late into Year 13 when they should be concentrating on their revision programme. The school will generally not support extension requests and parents are asked to respect this.
Dean of Students	The Dean of Students is the Member of the SLT responsible for all Student Welfare matters in the school. She maintains behavioral norms in the school, counsels children where necessary and keeps parents informed of any disciplinary measures involving their children.
Department	See HoD
Ed Psych	An Educational Psychologist
EE	The extended essay (EE) is a 4000 word, research based academic essay and is one of the three core components of the Full IB Diploma Programme. In combination with TOK, the extended essay is worth up to three bonus points in the Full IB Diploma Programme. The Extended Essay starts in Year 12 and continues through into Year 13.
End of Year exams	Examinations taken by Year 7, 8, 9, 10 and 12 in June. End of year examination grades are included in the final report of the year.
ESL or EAL	English as a Second (or Additional) Language. A programme of study for those students whose English language skills do not reach the standard of first language students. Various levels of ESL support exist, from full withdrawal to pull out support during MFL lessons or Turkish lessons or even English lessons.

ESS	An IBDP course which simultaneously counts as a Science subject and as a Humanities subject, ESS is Environmental Systems and Societies and is most closely linked with Geography and Biology. ESS is only available as a Standard Level course at this time.
Form Group	A set of students in the same year group put together for registration purposes under the leadership of a Form Teacher.
Form Teacher	The Form Teacher is the person who takes registration first thing in the morning (this role is also known as Form Tutor and Homeroom Teacher or Tutor in other schools). In addition the Form Teachers ensure that the students in their form are aware of any notices on the Student Daily Bulletin each day and they lead their class in one PSHE lesson per week. Form Teachers take a great deal of interest in their students and comment on one of the three reports which are sent to parents each year. The Form Teacher is the first person to get in touch with for any matters of a pastoral nature and is also the person you should inform if your child is going to be off school for any reason.
Gate Pass	Issued by the secretary and signed by the Director or Deputy Director of Secondary or by the Dean of Students to allow a student to leave school early, or in a different manner to normal (for example with another parent). Gate passes are issued upon receipt of a note signed by a parent.
HL	An IB term standing for Higher Level. Higher Level courses require 240 Guided Learning Hours (time spent in class with the teacher). Students normally complete 3 HL courses and 3 SL courses for the Full IB Diploma Programme.
HoD	Head of Department; the leader of a small group of teachers linked by their subject: Creative Arts (Art, Drama, Music); English (English, ESL, Turkish First Language); Humanities (Business Studies, Economics, ESS (shared with Science), Geography, History, Sociology, Psychology); Mathematics; Modern Foreign Languages (French, German, Spanish, Turkish Second Language); Physical Education; Learning Support; Science (Biology, Chemistry, Computer Science, ESS (shared with Humanities) ICT, Physics, SEHS).
IA	Internal Assessment - a component of every IB subject course. IA's are set and marked in school and then sent to the IB for moderation. IA's count to the final grade for every subject. IA's have school imposed deadlines (which the IB support) so that not all IA's are due in at the same time. Failure to adhere to a deadline can cost the student a grade for the IA which can lead to the IB Diploma not being awarded.
IB	The international Baccalaureate Organisation
IBDP	International Baccalaureate Diploma Programme. Probably the most rigorous pre university programme available in the world today. The IBDP is a two year course leading to externally set and marked examinations at the end of Year 13. Performance in the IBDP will have a bearing on admission to university and on the choice of course to be undertaken.
IEP	Individualised Education Plan - a document produced by the Learning Support Department detailing the support a student should be given and the methodology to be

	employed by teachers to help the student. The IEP should assist the teacher in carrying out the recommendations of the Educational Psychologists Report.
IGCSE	International General Certificate of Secondary Education. An externally set curriculum which runs throughout Key Stage 4. The IGCSE is a two year programme of study which leads to externally marked examinations set by Cambridge International Examinations at the end of Year 11. Performance in IGCSE has a bearing upon admission to the IBDP
Key Stage	A term in British education splitting the whole pre-university education programme into six separate stages , EYFS is the Early Years Foundation Stage; Key Stage 1 (KS1) is Reception, Year 1 and Year 2; KS2 is Year 3, 4, 5 and 6; KS3 is Year 7, 8 and 9; KS4 is Year 10 and 11 (See also IGCSE); KS5 is Year 12 and 13 (See also IBDP)
KSC	Key Stage Coordinator - there are three in the Secondary school - KS 3, KS 4 and KS 5 Coordinator. The Key Stage Coordinator supervises the Form Teachers in their Key Stage and reports to the Dean of Students. Key Stage Coordinators take a great deal of interest in both the welfare and the academic progress of the students in their key stage and they comment on one of three reports sent home to parents annually. The Key Stage Coordinators form part of the Secondary Senior Leadership Team.
LaLi	An IB English A course - Language and Literature
Language A	First language courses. BISI offers language A courses in English or Turkish only.
Language B	Second language courses at a level beyond Ab Initio. These are literature courses for second language learners rather than language acquisition courses. Language B courses are available in French, German and Spanish and are not open to native speakers of the language.
Learning Support	Support offered to students who have an Educational Psychologists report which recommends various levels of support.
MFL	Modern Foreign Languages - French, German and Spanish
Mid-year Exams	Examinations taken by Year 10 and Year 12 in January. Mid-year examination grades do not go on any reports.
Milli Egitim	The Turkish Ministry of Education. Although BISI is independent, we still fall under Milli Egitim rules, we are subject to inspection by the Milli Egitim and our curriculum is authorised by the Milli Egitim.
Mock Exams	Mock exams are taken in January by students in Year 11 and Year 13 only. They are the last time the students will get the chance to be under examination conditions before the real thing in May.
Mufti Day	A term used in many British schools to mean a non-school uniform day - students and teachers may wear what they want (within reason, of course). This is sometimes just a celebratory day and other times is used as a charity day where students and teachers pay 5 TL to wear casual clothes or bring an item for a charitable donation.
PE	Physical Education
PSHE	Personal, Social and Health Education. This is a course which runs in every year group in the school. Students learn about a wide ranging set of topics, including but not limited to: sex education, drugs and alcohol, relationships, bullying, internet safety, study skills etc
Psych Ed	The report produced by an Educational Psychologist

PTA	Parent-Teacher Association. The PTA support the school in the organisation of social and charitable events throughout the year (such as Fun Day). They meet at the Zekeriyakoy Campus (in the staff room) on the first working Monday of each month at 9 am and organise a Coffee Morning (which usually takes place on the campus) on the first working Friday of each month at 9 am. New members are always welcome.
PTC	Parent-Teacher Conferences. A school organised event in which parents meet with teachers to discuss the academic progress of their children. PTC's take place twice in the academic year. PTC's take place this year on 1 November and 2 February between 1 pm and 6 pm.
Push in /pull out support	Push in; a type of support where a learning support or ESL teacher gives a student support in the classroom. Pull out; a type of support where the student is taken out of the classroom.
SEAL GD	Social and Emotional Aspects of Learning with Global Dimensions - a part of the PSHE programme
SEHS	Sports, Exercise and Health Science, an IBDP course which is closely linked with Physical Education. SEHS is a Standard Level course only.
SL	An IB term standing for Standard Level. Standard Level courses require 150 Guided Learning Hours (time spent in class with the teacher). Students normally complete 3 SL courses and 3 HL courses for the Full IB Diploma Programme.
SLT	The Senior Leadership Team of the whole school comprising of the Director of Pre Primary, and the Director and Deputy Director of Secondary.
SSLT	The Secondary Senior Leadership Team – Director of Secondary, William Bradley; Deputy Director of Secondary, Richard Robinson, Dean of Students, Sandra Scotland; Key Stage 3, 4 and 5 Coordinators, Penelope James, Katya Skoudy and Seef Marsden.
Slips	Yellow, Blue and Pink: Yellow slips - awarded for exceptional work and worth 5 house points Blue slips - Awarded for very good work and worth 2 House Points Pink Slips - A disciplinary referral to the Dean of Students - Pink slips can lead to detentions, after school detentions, in school suspensions, report and out of school suspensions. Each Pink slip equates to -3 house points.
TOK	Theory of Knowledge is one of the core components of the Full IB Diploma Programme. It is a course which teaches students to think critically and to question the knowledge that they are gaining across the spectrum of their subjects and wherever that knowledge is coming from. TOK, in combination with the Extended Essay, is worth up to three bonus points in the Full IB Diploma Programme. TOK begins in Year 12 and continues into Year 13, students will write a TOK essay and give a TOK presentation.

Though a fairly long list, this is probably not exhaustive. If you come across any more jargon that we use please ask what it means in the first place and then let William Bradley, the Director of Secondary, know so that he can update this list for the next version of the handbook.

COMMUNICATION

How To Communicate With Us

E-mail addresses for:

The Secondary School Administration:

Director of Secondary – William Bradley williambradley@bis.k12.tr
Deputy Principal – Esra Cankurt e.cankurt@bisistanbul.org
Head of Communications – Selin Tural communications@bis.k12.tr
Campus Manager – Özlem Öztürk ozlem@bis.k12.tr
Secondary School Secretary - Ayşegül Altıparmak zekadminsec@bisistanbul.org
School Nurse – Yasemin Eryüksel y.eryuksel@bisistanbul.org

The Secondary School Senior Leadership Team:

Deputy Director of Secondary – Richard Robinson r.robinson@bisistanbul.org
Dean of Students – Sandra Scotland s.scotland@bisistanbul.org
Key Stage 3 Coordinator – Penelope James p.james@bisistanbul.org
Key Stage 4 Coordinator – Katya Skoudy k.skoudy@bisistanbul.org
Key Stage 5 Coordinator – Seef Marsden s.marsden@bisistanbul.org

The Secondary Heads of Department:

Head of Creative Arts – Scott Cosnett s.cosnett@bisistanbul.org
Head of English – Russell Gunnell r.gunnell@bisistanbul.org
Head of Humanities – Robert Somers r.somers@bisistanbul.org
Head of Learning Support – Agnieszka Huegel a.huegel@bisistanbul.org
Head of Mathematics – Paddy Williams p.williams@bisistanbul.org
Head of MFL – Gabriela Davutoğlu g.davutoglu@bisistanbul.org
Head of PE – Christian Huegel c.huegel@bisistanbul.org
Head of Science – Michael Tarbuck m.tarbuck@bisistanbul.org

Other Secondary Posts of Responsibility:

Activities Coordinator – Nursena Kamaş n.kamas@bisistanbul.org
CAS and Service Coordinator – Irena Fiereru i.fiereru@bisistanbul.org
Secondary Teacher Librarian – Natasha Dorsey n.dorsey@bisistanbul.org
University and Careers Counsellor – Kathleen Hawthorne k.hawthorne@bisistanbul.org
TOK Coordinator – James O’Hara j.ohara@bisistanbul.org

Secondary Teaching Staff:

Creative Arts Department

Scott Cosnett – Head of Department – Drama – s.cosnettt@bisistanbul.org
Amor Cabato – Art – a.cabato@bisistanbul.org
Kelly Kapusuzoglu – Art, Drama, Music – k.kapusuzoglu@bisistanbul.org
Lisa Mayer – Music – l.mayer@bisistanbul.org

English Department

Russell Gunnell – Head of Department – English – r.gunnell@bisistanbul.org
Fiona Lewis – English – f.lewis@bisistanbul.org
Joan Christianssen – ESL – j.christianssen@bisistanbul.org
Mark Muller – English – m.muller@bisistanbul.org
Martyn Parry – English – m.parry@bisistanbul.org
Nursena Kamas – Turkish First Language (Years 7 and 9) – n.kamas@bisistanbul.org
Stephen James – ESL – s.james@bisistanbul.org
Ugur Dalak – Turkish First Language (Year 8) – u.dalak@bisistanbul.org

Humanities Department

Rob Somers – Head of Department – History – r.somers@bisistanbul.org
– History – @bisistanbul.org
Gheorghe Fieraru – Geography – g.fieraru@bisistanbul.org
James O’Hara – Psychology and Sociology – j.ohara@bisistanbul.org
Kevin McLellan – Economics and ICT – k.mclellan@bisistanbul.org
Penelope James – Geography and ESS – p.james@bisistanbul.org
Ruth McLellan – Business and History – r.mclellan@bisistanbul.org

Learning Support Department

Agnieszka Huegel – Learning Support Coordinator – a.heugel@bisistanbul.org

Mathematics Department

Paddy Williams – Head of Department – Mathematics – p.williams@bisistanbul.org
Jeff Hearn – Mathematics – j.hearn@bisistanbul.org
Seef Marsden – Mathematics – s.marsden@bisistanbul.org
Taylan Celtik – Mathematics – t.celtik@bisistanbul.org

Modern Foreign Languages Department

Gabriela Davutoglu – Head of Department – Spanish – g.davutoglu@bisistanbul.org

Angela Perez – Spanish and French – a.perez@bisistanbul.org
 Eliot Taylor– German – e.taylor@bisistanbul.org
 Katya Skoudy – French – k.skoudy@bisistanbul.org
 Marien Bemi – French and Spanish – m.bemi@bisistanbul.org
 Nursena Kamas – Turkish (Year 8) – n.kamas@bisistanbul.org
 Ugur Dalak – Turkish (Years 7 and 9) – u.dalak@bisistanbul.org

PE Department

Christian Huegel – Head of Department – c.huegel@bisistanbul.org
 Cathal Mahon – PE– c.mahon@bisistanbul.org
 Laura-Kay Powell – PE – l.powell@bisistanbul.org
 Michael Leaver – PE and Geography – m.leaver@bisistanbul.org
 Sandra Scotland – PE – s.scotland@bisistanbul.org

Science Department

Michael Tarbuck – Head of Department – Biology – m.tarbuck@bisistanbul.org
 Allan Reid – Chemistry – a.reid@bisistanbul.org
 David Mayer – Biology – d.mayer@bisistanbul.org
 Irina Fieraru – Physics – i.fieraru@bisistanbul.org
 Jeevesh Kumar– Computer Science – j,kumar@bisistanbul.org
 Sally Thurlow – General Science – s.thurlow@bisistanbul.org
 Richard Robinson – Physics – r.robinson@bisistanbul.org

Secondary Form Teachers

7B	Fiona Lewis f.lewis@bisistanbul.org	7I	David Mayer d.mayer@bisistanbul.org	7S	Aaron McCullough a.mccullough@bisistanbul.org
8B	Laura Kay Powell l.powell@bisistanbul.org	8I	Cathal Mahon c.mahon@bisistanbul.org	8S	Sally Thurlow s.thurlow@bisistanbul.org
9B	Kevin McLellan k.mclellan@bisistanbul.org	9I	Ruth McLellan r.mclellan@bisistanbul.org		
10B	Lisa Mayer l.mayer@bisistanbul.org	10I	Jeff Hearn j.hearn@bisistanbul.org	10S	Martyn Parry m.parry@bisistanbul.org
11B	Nursena Kamas n.kamas@bisistanbul.org	11I	Stephen James s.james@bisistanbul.org		
12B	Gheorghe Fiereru g.fiereru@bisistanbul.org	12I	Michael Leaver m.leaver@bisistanbul.org		
13B	Robert Somers r.somers@bisistanbul.org	13I	Scott Cosnett s.cosnett@bisistanbul.org		

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 >> Community >> Communications, Policies and Newsletters

And then selecting from the 2017 – 2018 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 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.

The PTA also send out a PTA Newsflash every month with details of upcoming events. The PTA Newsflashes are on our website and can be found by following:

www.bis.k12.tr >> Community >>Parent Teacher Association

and then scrolling down to the PTA Newsflash 2016 – 2017 section.

The Secondary School produces a daily bulleting two weeks in advance. All events happening in the Secondary School are put on The Bulletin. The Bulletin can be accessed via the parent login section of the website.

Reports

Detailed reports with comments from teachers are issued twice per year, on the last day of the Winter Term (15 December 2016) and the last day of the Spring Term (30 March 2017). Additionally, the school issues a transcript showing the grades for all three terms on the final day of the school year (29 June 2017).

Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year and they are scheduled this year for Tuesday, 1 November between 1 pm and 6 pm and Thursday, 2 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.

The Bulletin

The Secondary School produces a daily bulletin two weeks in advance. All events happening in the Secondary School are put on the daily bulletin. Secondary students are expected to take a certain amount of responsibility for themselves in terms of information which is useful to them. Each day the Form Teacher will make the Student Bulletin known to students, either by reading it out, having a student read it out or by printing it and putting on a notice board that all the students are aware of. These notices will include information such as: times and dates of try-outs for sports teams or auditions for performances etc; Student Council meetings, mufti days, special events, trips out of school and many others. It is the duty of the student to listen and make note of anything which interests them. This information is not normally sent home to parents but the daily bulletin can be accessed via the parent login section of the website.

What to do if you have a complaint

BISI has a clearly written Complaints Policy¹

Stated briefly, the procedure is:

Stage 1		
Academic Problems		
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
Pastoral Problems		
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
Stage 2 (Academic or Pastoral Problems)		
Step 1	Arrange an appointment and meet with the Director of Secondary	If the problem is not resolved move to Stage 3
Stage 3		
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.

¹ <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 three 60 minute lessons and three 55 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 182 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 – Tuesday 5 September 2017
- Half Term holiday – Monday 23 October 2017 to Friday 27 October 2017
- Final Day of the Winter Term (and half day) – Friday 15 December 2017
- First Day of the Spring Term – Wednesday 3 January 2018 (Note that Tuesday 2 January is designated as a Staff Training Day)
- Half Term holiday – Monday 12 February 2018 to Friday 16 February 2018
- Final Day of the Spring Term (and half day) – Friday 30 March 2018
- First Day of the Summer Term – Tuesday 10 April 2018 (Note that Monday 9 April 2018 is designated as a Staff Training Day)
- Children’s Day – Monday 23 April 2018
- Labour Day – Tuesday 1 May 2018
- Seker Bayram – Thursday and Friday 14/15 June 2018
- Final day of the Academic Year (and half day) – Friday 29 June 2018

Examinations

Year 11 and 13 Mock examinations are scheduled to take place from 3 to 15 January 2018

Year 10 and 12 Mid-year examinations are scheduled to take place from 16 to 19 January 2018

Year 13 IB Examinations are scheduled to take place from 27 April 2018 to 18 May 2018

Year 11 IGCSE Examinations are scheduled to take place from 12 April 2018 to 14 June 2018

Year 7, 8, 9, 10 and 12 End of Year examinations are scheduled to take place between 18 and 21 June 2018

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

In-School and PTA Events Month by Month

Please note that the entries in this document apply only to Secondary School unless marked (all)

Please note that this document is subject to change and you should check our school calendar and the weekly bulletin for the most up to date information

September

- September 5 First day of the School year (all)
- September 8 9 am – 10 am PTA Welcome Coffee Morning and Activities Fair (all)
9 am – 11 am Y12 CAT testing
1:50 pm – 3:30 pm Auditions for the Secondary School Production in the Theatre or running or walking in the forest – Years 7 -11 only. Y12 or 13 students wishing to take a role in the production should speak with Mr Cosnett.
- September 11 9 am – 10 am Zekeriyakoy PTA Meeting (all)
- September 15 9 am – 11 am Y10 CAT testing
Y10 and Y9 subject choices confirmed
- September 18 3:30 pm – 4:30 pm – First day of Secondary Clubs
- September 22 9 am – 11 am 7B and 7I CAT testing
- September 24 PTA Brunch (all) – To be confirmed
- September 25 – 29 Secondary Week of Languages
- September 25 – 27 Secondary Photographs
- September 29 9 am – 11 am 7S CAT testing

October

- October 1 Sunday Sports starts
- October 2 9 am – 10 am PTA meeting (all)
- October 2 – 6 Secondary Trips Week:

Y7 Gallipoli, Y8 Pergamon, Y9 Dalyan, Y10 Lycean Way, Y12 Bucharest

October 6	PTA Coffee Morning with William Bradley – IGCSE and IBDP Options process and Q and A session
October 9 &10	Siblings photographs
October 11	Sports Day at Enka
October 19	09:00 – 12:00 Open Morning (all) 09:30 – 10:30 IGCSE Information Morning 10:45 – 11:45 IB Information Morning Noon – Secondary School closes 13:00 – 18:00 Parent Teacher Conferences ²
October 20	Breast Cancer Awareness Day (all) – this is a pink themed mufti day, the cost is 5 TL and proceeds go to the Turkish Breast Cancer charity.
October 21 - 29	School closed for half term holiday
October 30	School re-opens
October 31	Halloween mufti day (all)
November	
November 1 – 30	Men’s Health month – Staff and older students may be growing moustaches
November 3	9 am – 10 am PTA Coffee Morning (all)
November 6	9 am – 10 am PTA Meeting theme TBA (all)
November 6 – 10	Humanities Week
November 16	2pm (prompt) IGCSE Awards Ceremony – Parents are asked to be seated in the Theatre by 1:55 pm
November 17	International Day (Mufti) (All)
November 18	Production set build day – (Note this is a Saturday)
November 24	Moustache ‘Mo’fti Day
November 25	Production Technical Rehearsal – all cast and crew required (Note this is a Saturday)

² A letter will be sent to parents in October explaining the system for making appointments for Parent Teacher Conferences

November 27 Production Dress Rehearsal
November 28, 29, 30 Secondary Production dates (7pm prompt start)
November 25 Moustache Mufti Day
November 30 Shave off day

December

December 1 PTA Coffee Morning – theme TBA (all)
 Aids Awareness Day (Red themed mufti day)
December 4 9 am – 10 am PTA Meeting
December 7 Last day of Secondary Clubs
December 8 Winter Showcase
 Winter Jumper mufti day
December 10 Final Sunday Sports this term (all)
December 15 Last day of Term (all)
 School closes at noon (all)
 Reports issued to students

January

January 2 INSET Day for staff
January 3 Term 2 begins (all)
January 3 – 15 Year 11 and 13 Mock Examinations
January 5 PTA Coffee Morning – Theme TBA (all)
January 7 PTA Sunday Sports start (all)
January 8 9 am – 10 am PTA Meeting
 Clubs start
January 16 – 19 Year 10 and 12 Mid-Year examinations
January 23 IB/IGCSE option talks for students in Y11 and Y9 respectively

January 26 Exam grades sent home
January 30 IB/IGCSE option talks for students in Y11 and Y9 respectively

February

February 2 PTA Coffee Morning – Theme TBA (all)
February 5 PTA Meeting (all)
February 6 13:00 – 18:00 Parent Teacher Conferences³
February 12 – 16 Half term holiday (all)
February 25 to March 2 Whole school ski trip (all)

March

March 2 PTA Coffee Morning – Theme TBA (all)
March 5 – 9 Literacy and Book Week
March 5 9 am – 10 am PTA Meeting (all)
March 12 – 16 Mathematics Week
March 14 Pi(e) Day
March 22 Last day of clubs
March 19 – 23 Creative Arts Week
March 23 Creative Arts Showcase
March 26 – 29 Sport, Exercise and Health Week
March 29 Cross Country Day
March 30 Last day of Term (all)
School closes at noon (all)
Reports issued to students

³ A letter will be sent to parents in January explaining the system for making appointments for Parent Teacher Conferences

April

April 2 - 6	Spring Holiday
April 9	INSET Day for staff
April 10	Term 3 begins (all)
April 12 & 13	IGCSE Art Exam
April 13	PTA Coffee Morning – Theme TBA (all)
April 16	9 am – 10 am PTA Meeting (all)
April 17 & 19	IGCSE ICT exam
April 17	Year 11 and 13 Leaving Assembly 12:05 – 12:55
April 19	Graduation Photo's – Class of 2018
April 20	Last day for Y11 and Y13
April 22	PTA Sunday Sports start (all)
April 23	Children's Day Holiday (all)
April 24	Clubs start
April 27	IGCSE and IBDP Examinations start

May

May 1	Labour Day Holiday (all)
May 4	PTA Coffee Morning – Theme TBA (all)
May 7	09:00 – 10:00 PTA Meeting (all)
May 7 -11	Science Week
May 7	Y7 trip to the Aquarium
May 8	Y8 trip to the Power Station
May 9	Y9 trip to Koc Museum
May 18	Last day of IB Examinations

- May 21, 22 & 24 10 am – noon Graduation Rehearsal – Class of 2018
- May 25 2 pm The Graduation Ceremony of the Class of 2018 – parents, friends
and guests to take their seats by 11:55 pm
School closes at noon (all)

June

- June 1 PTA Coffee Morning – Theme TBA (all)
- June 4 09:00 – 10:00 PTA Meeting (all)
- June 14 Final day of IGCSE examinations
- June 14 & 15 Bayram Holiday – School closed (all)
- June 11 – 13 Y11 IB Induction Programme
- June 18 – 21 Y7, 8, 9, 10 & 12 End of Year Examinations
- June 18 & 19 Y6 > Y7 Transition
- June 24 PTA Sunday Sports End (all)
- June 25 Inter House Swim Gala
- June 26 & 27 Inter House and Staff sports
- June 28 Awards Assembly
- June 29 House Assembly
Final day of the School Year – School finishes at noon (all)
Reports issued

Unscheduled School Closures

From time to time the school may be faced with an unscheduled closure; closures may include, but are not limited to, events such as extensions to publicised public holidays and closure due to inclement weather. If the Milli Egitim issues a letter or statement stating that all schools will close, we will comply. If the Milli Egitim issues a letter or statement saying that schools have the option to close, we will usually remain open.

The Directors of School reserve the right to close the school in inclement weather regardless of any decision by the Milli Egitim

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 182 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 England⁴ 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 ⁵	Homework Time per week ⁶
English	3 hours 20 minutes	90 minutes
Mathematics	2 hours 40 minutes	60 minutes
Science	3 hours 40 minutes	40 minutes
Arts ⁷	4 hours	60 minutes
Humanities ⁸	3 hours 20 minutes	60 minutes Geography 60 minutes History
Modern Foreign Languages ^{9,10}	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 ¹¹	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)¹². 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.

⁴ <https://www.gov.uk/government/collections/national-curriculum>

⁵ The school operates a 2 week timetable so the teaching time per week is an average

⁶ 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 days hence, or a larger investigation or project with a week or longer to complete.

⁷ Arts is Art, Drama and Music

⁸ Humanities is History and Geography

⁹ KS3 students have a choice of studying one of French, German and Spanish

¹⁰ Turkish is compulsory in KS3

¹¹ Timetabled activities take place on Friday afternoon and are compulsory

¹² <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 Programme¹³. 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. It is an expectation that all Year 11 students will attend the three day IB Induction Programme provided in June.

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. Environmental Systems and Societies (SL) counts simultaneously as a Science subject and a Humanities subject. This gives students the option to study:

- a. Three Science subjects or
- b. Three Humanities subjects or
- c. Two Creative Arts subjects (timetabling constraints permitting)

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 2016 -2018 for further details.

¹³ <http://www.ibo.org/en/programmes/diploma-programme/>

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
Business and Management Economics Geography History Psychology	All offered at HL and SL	Up to 180 minutes per subject
Environmental Systems and Societies	SL Only	120 minutes
Biology Chemistry Computer Science Physics	All offered at HL and SL	120 minutes per subject
Sport Science Environmental Systems and Societies	Both offered at SL only	
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

Miscellaneous

Buses

Our school bus service is operated by a company called AzAl. They have an onsite Bus Manager, Mr Rolent Yildiz. Mr Yildiz does speak English and will be happy to address any questions or concerns you may have regarding the service supplied by AzAl. You can contact Mr Yildiz:

- By email – bisizek@az-altur.com.tr
- By telephone – 0549 684 2376

Should you not receive a satisfactory answer from Mr Yildiz please address your concerns to the Director of Secondary.

Daily Schedule

Secondary students are expected to arrive on campus no later than 8:45 am. Registration commences at 8:50 am and all students are expected to attend registration. Lessons start at 9 am and the normal school day finishes at 3:30 pm.

Extra Curricular Activities

BISI offers ECAs (which we call clubs) on Monday, Wednesday and Thursday afternoon between 3:30 pm and 4:30 pm. All teachers are involved in one weekly ECA per term (and many get involved in more than that). ECAs can be sporting, performance related, academic or other. Teachers decide what they are going to offer each term and students sign up for ECAs which interest them. Whilst it is not compulsory to sign up for an ECA, having done so it is compulsory to attend. For the 2016 – 2017 academic year, the lunchtime has been extended to enable teachers to offer ECAs at lunch time if they wish.

Lunch

School lunch menus can be found on the school website by following this link:

<http://www.bis.k12.tr/SCHOOL/Lunch-Menu.aspx>

Security

BISI takes security very seriously. At present, all parents are issued with an identity card which must:

- a. Be shown to the Security personnel each time you enter the campus regardless of how well they may know you.
- b. Be worn prominently at all times you are on the school grounds.

Parents who forget their school identity card will be asked to furnish pictorial ID in the form of a passport, kimlik, ikamet or driving licence. Other documents such as business cards and credit cards will not be accepted. Parents are asked to refrain from abusing the security personnel because they do not have acceptable ID.

If your child is ill and will not be attending school that day, please email your child's form teacher (email address on page 12) to inform them.

Timetabled Activities

Timetabled activities work in a similar way to ECAs. The differences are that timetabled activities:

- are not offered to IB students
- are compulsory for all other students
- do not include homework catch up activities or academic activities which must be attended by all students in a particular group.

Uniform

BISI has a school uniform at all levels up to the end of Year 11. Details of the school uniform can be found in the Homework Diary. Uniform should be purchased from the Uniform Shop:

Address: Sibel Okul
Ahi Evran Caddesi
No: 145 Nazmi Akbaci Is Merkezi
Maslak Mahallesi
Maslak
Sisli
Istanbul

Telephone: (0210) 2861940

What to Bring to School

Students should bring the normal accoutrements required of students in most schools:

- pens
- pencils (coloured and black)
- calculator
- protractor
- ruler

- eraser
- etc

There is no requirement to bring writing paper as this will be provided.

FREQUENTLY ASKED QUESTIONS

Educational Matters

Are all the teachers qualified?

Yes, all our teachers are qualified. The teachers must hold either a Bachelor of Education Degree or have a subject degree and then a teaching qualification, for example a Post Graduate Certificate of Education (PGCE) or equivalent. In addition to these qualifications, many of our teachers have a Master's degree and we have four teachers with PhDs. Additionally, foreign hire teachers must have a minimum of two years' experience of teaching their subject in a school outside of Turkey prior to joining BISI. We do not accept a Teaching English as a Foreign Language (TEFL) or Certificate of English Language Teaching to Adults (CELTA) certificates as teaching qualifications.

Where do we recruit the teachers from?

The school works hard to employ the best teachers through various professional organisations and international advertising. The candidates attending recruitment fairs, mainly but not exclusively in London, are qualified teachers with the relevant experience and necessary qualifications that we are looking for. This is a condition of the recruitment agencies who do check candidates' qualifications prior to allowing them to be included in their database. We follow up references for the candidates and check their police clearance prior to employment at BISI.

What accreditations does the school have?

BISI believes in continuous improvement. The school is registered with the Turkish Ministry of Education and is accredited by the Council of British International Schools (COBIS)¹⁴, the Council of International Schools (CIS)¹⁵ and the New England Association of Schools and Colleges (NEASC)¹⁶. Accreditation from these bodies is not a gift, neither is it guaranteed and it is not permanent. The school is an International Baccalaureate (IB)¹⁷ World School offering the Diploma Programme and a centre for Cambridge International Examinations (CIE)¹⁸. The school was inspected by the Independent School Inspectorate (ISI)¹⁹ in 2010. Their inspection ensures that we meet the British Schools Overseas (BSO)²⁰ standards as set by the British Government. Passing this inspection conferred Accredited School status with COBIS. BISI underwent a follow-up BSO inspection in April 2016. This was undertaken by the Schools

¹⁴ COBIS: www.cobis.org.uk

¹⁵ CIS: www.cois.org

¹⁶ NEASC: <https://www.neasc.org/>

¹⁷ IB: www.ibo.org

¹⁸ CIE: www.cie.org.uk/

¹⁹ ISI: www.isi.net

²⁰ BSO: <https://www.gov.uk/government/publications/british-schools-overseas-standards-for-schools>

Inspection Service (SIS) ²¹ and BISI will now be re-inspected on a three year cycle. You may read our latest Inspection Report by following the link below²².

We wanted to analyse our progress against international standards as well as British standards and our CIS and NEASC Accreditations were jointly granted in February 2013 following a visit by a team of Accreditation Evaluators representing the two bodies. At present these accreditations last for ten years but both are moving to a five year accreditation cycle shortly. The school has recently completed the First Report on Progress and Planning, which was submitted to both organisations and was accepted by them. Our next visit from them will take place in 2018.

The IB require us to renew our registration with them every five years and we have recently completed this process successfully. Both the IB and CIE carry out unannounced visits on a regular basis to check our examination arrangements. One or both of these bodies visit us every year, primarily but not exclusively during the external examination sessions in May and June.

What curricula do we follow?

The first three years of Secondary School follow the National Curriculum for England.²³ We believe this is a clear, progressive curriculum, with children building on their skills and knowledge each year. In Years 10 and 11 we follow the International General Certificate of Secondary Education (IGCSE)²⁴. In Years 12 and 13 students follow the IB Diploma Programme²⁵.

How do the students' achievements compare to students at other schools?

There are no external examinations in Key Stage 3, in line with Key Stage 3 in the United Kingdom. However, internal examinations at the end of each of the KS3 years ensure that student achievement and progress are maintained at the correct level to enable students to successfully enter the IGCSE Programme at the end of the Key Stage.

In Key Stage 4, our students study the IGCSE Programme which is a more rigorous programme than GCSE and is being taken up by an increasing number of schools in England. Over the last 5 years, the World Pass Rate for IGCSE²⁶ in the subjects which we offer at BISI has dropped from 81% to 79%. In the same period the pass rate for BISI students was 87% (2011), 88% (2012), 85% (2013), 87% (2014) and 96% (2015)

²¹ SIS: <http://www.schoolinspectionsservice.co.uk/>

²² Inspection Report: <http://www.schoolinspectionsservice.co.uk/inspection-reports/british-intl-school-istanbul2015-16.pdf>

²³ National Curriculum for England: <https://www.gov.uk/national-curriculum/overview>

²⁴ IGCSE: <http://www.cie.org.uk/programmes-and-qualifications/cambridge-secondary-2/cambridge-igcse/>

²⁵ IB Diploma Programme: <http://www.ibo.org/programmes/diploma-programme/>

²⁶ IGCSE Statistics: <http://www.cie.org.uk/programmes-and-qualifications/cambridge-secondary-2/cambridgeigcse/results-statistics/>

In Key Stage 5, our students study the IB Diploma Programme. Over the years the IBDP Full Diploma Programme pass rate²⁷ has remained steady at approximately 79%. 5 years ago BISI had a pass rate which was well below the world average at just 68%, 4 years ago this had grown to 75% and three years ago our students gained a 100% pass rate. BISI students have maintained this rate ever since. The other main statistic for the IBDP is the mean points value. The world average for this statistic is steady at 30 points. Over the last 5 years BISI students have dipped below this figure just once with 29 points in 2012 and in the last two years our students have achieved a mean points value of 33 points. This compares very favourably with schools around the world which are not selective in the earlier year groups and minimally selective at the IBDP level. It also compares very well with our closest competitor schools in Istanbul.

How do we know that our students are getting quality education?

Our accreditations are a guarantee of the quality of education we provide. We do not claim to be a perfect school but we do claim that we are constantly striving for improvement. The year on year improvement in results at both IGCSE and IBDP level over the last five years is evidence of this. Our students go to universities in many countries, though primarily the UK, Canada and the US. The majority of our students not only get their first choice university, they also get their first choice course. We are extremely proud that, in each of the last two years, BISI students have been accepted by Cambridge University and we hope to keep this trend going in the future.

Does the school have a University Counsellor?

Yes BISI has a full time University Counsellor who works individually with all students from Year 9 to 13, forming individual plans to assist them through each Key Stage towards choosing the best university course for them.

What extra-curricular clubs does the school offer?

There are timetabled activities every Friday afternoon for all Secondary students with the exception of those studying in the IB Diploma Programme. We also offer after school clubs which may be sporting, creative or academic three times a week. Additionally, the Parent Teacher Association (PTA) organise a range of activities on Sunday mornings throughout term time.

Calendar

How does the school organise the yearly calendar?

There are a number of considerations when organising the yearly calendar, including national holidays, religious holidays and also catering for the needs of the school community. The number of teaching days is 182, which is slightly more than most International schools but includes built in cover for the occasional days the school is forced to close unexpectedly. Although the school does not change the calendar once it is published, the school may be forced to make changes due to Ministry directives or by adverse weather conditions. Our holiday

²⁷ IBDP Statistics: <http://www.ibo.org/about-the-ib/facts-and-figures/statistical-bulletins/diploma-programmestatistical-bulletin/>

pattern follows the international holidays with Turkish national holidays. The teachers have seven additional training days added each year.

Why does the school close for snow days?

The school closes to ensure our students' safety. The Zekeriyakoy Campus is quite high and can be badly affected by snow. The SLT carefully considers the welfare of our students and staff prior to any closure decision. Additionally both campuses will close upon direction from the Turkish Ministry of Education.

Why does BISI close on days when the Ministry of Education close all schools in Turkey?

All schools in Turkey are bound by the Ministry of Education directives unless the school is on Embassy grounds. Therefore, when an unexpected holiday is called, for example additional days for a Bayram holiday, then BISI has to follow the decision of the Ministry of Education.

Communication

How can I contact a member of staff if I need to?

All teachers in BISI have a school email address and a full list of Secondary staff and their email addresses can be found on pages 10, 11 and 12 of this document. Alternatively, you may, if you wish, telephone the secretary and ask them to arrange a meeting with a teacher. The school telephone number is 212 202 9027.

Secondary students have a Form Tutor who you may contact and of course you may contact subject teachers as necessary. The school operates an 'open door' policy. If you would like to come in to talk to a member of staff or one of the Senior Leadership Team about a concern, you can call the school or send an email to make an appointment.

Why do I not always receive information emails from School?

There may be various technical reasons why you may not be receiving emails from the school.

- We may have an invalid/incorrect email address for you, please check with the relevant school secretary to correct this issue.
- You may have been accidentally unsubscribed from the school mass mailing system. To correct this you will need to contact the Head of Communications on communications@bis.k12.tr. You will be sent a link to re-subscribe back to the BISI Vertical Response mass mailing system.
- Some email providers may bar emails from mass mailing systems. To correct this, please contact your email service provider to change the settings on your account to accept emails from the following email address:
British International School Ist@mail.vresp.com

Facilities

What facilities does the Secondary School have?

The Secondary School consists of two dedicated buildings and shares the facilities of the admin building with Primary School. Each teacher has their own classroom with the exception of PE teachers who share most of their teaching spaces. There are two ICT labs dedicated for Secondary use and we have six Science labs. We have two gymnasia, the large main gym for team sports and ball games and the smaller gym in the lower basement of the new building which is used primarily for fitness training. We also have a 25 metre covered swimming pool. We have two Music rooms, a small Drama studio and two dedicated Art rooms. We also have both an indoor theatre and an outdoor amphitheatre both of which are shared with Pre and Primary School.

What are the class sizes?

Class sizes in the Secondary School are small with a maximum of 15 students per class.

Does the school teach swimming?

Students who take part in swimming during Physical Education lessons must either be able to stand in the pool with their head above the water or must be able to demonstrate a level of competency by swimming a width (9 metres) of the pool.

How is school nutrition organised?

The Zekeriyakoy Campus Manager arranges the menu alongside a member of the SLT. Our Campus Manager is qualified to calculate the nutrition value of the food and this is written on our menus. Fresh ingredients are purchased each week. We are sensitive to allergy requests and do our utmost to cater for every child's nutritional needs. If you have any queries about our menu, please contact the Head of PR/Communications. All parents are welcome to come to school to sample our food.

Security

In light of recent world events, what security does the school have?

The school subcontracts its security personnel to 'Adres Security', a private company. The head of the security company is well connected and communicates with the necessary security units in Istanbul. The school has links with security personnel from the American, British and Dutch Consulates and also from NATO.

BISI has a set of Crisis Action Plans to formalise procedures to deal with various different situations. These range from dealing with snow to dealing with a terrorist incident. Most of these are available on our website but those of a sensitive nature are kept confidential. Emergency drills are practised each term on each campus.

How does the school deal with bus safety issues?

The safety of our students is paramount. If there is a safety issue with the buses, it should be reported immediately to the school. The school will then meet with the AzAl management. They have their own internal procedures for dealing with different situations that may occur. If the school has definitive proof of dangerous driving we will request AzAl to reassign the driver.

Community**What is the role of the PTA in school?**

The role of the PTA is a supportive one. They support school events for example the Careers Fair, Movie Nights and the summer Fun Day. The PTA help to raise funds for our chosen charities. The PTA started the Sunday Sports Clubs at the Zekeriyakoy Campus in 2011 and since then the sports offered have grown. From the outset it was decided that most of the funds raised would go to paying coaches with any extra monies donated to the Sports Department. This arrangement continues today.

Many parents give up their time to meet once a month to discuss upcoming events for our community. These meetings are attended by the Senior Leadership Team of the school. Feedback from these meetings is communicated to our community through open minutes and a monthly newsletter. The BISI PTA do not function in quite the same manner as PTAs in Turkish Schools: they are not a vehicle for complaints. Our Complaints Policy and Procedures²⁸ can be found on the school website

²⁸ BISI Policy Documents: <http://www.bis.k12.tr/SCHOOL/Communications-Policies--Newsletters.aspx>

Acknowledgements

The Director of Secondary gratefully acknowledges the contribution of Carmen Verheijen, Christina Luke and Karen Dekker in the production of the 2016 - 2017 handbook. The 2017 – 2018 version is very closely based upon its predecessor.