



## **Parent Handbook 2008 - 2009**

Welcome to the 2008-2009 academic year at British School of Boston – our ninth year.

### **Section I: The School**

The British School of Boston provides British and International curriculum for children of all nationalities. The school is owned by The British Schools of America, which is a subsidiary of World Class Learning Schools (WCLS) and opened in September 2000. Sister schools are located throughout the United States in Charlotte, Chicago, Houston and Washington D.C.

At present the school accommodates children from 3 to 16 years (Foundation I to Year 12). As the British School of Boston grows, so shall the age range of pupils until we can accommodate pupils from 3 to 18 years.

### **Aims of the School**

Our aims at the British School of Boston are:

- To develop in children a love of learning and a desire to expand their knowledge and skills throughout their lives;
- To foster an atmosphere of mutual respect wherein children learn to live together, valuing and recognising diversity within the school and wider communities;
- To promote high quality, effective learning and the achievement of high standards in all areas of the curriculum through the use of a wide variety of teaching styles;
- To provide an environment which is purposeful, stimulating, challenging and secure, where children can flourish, grow in self-confidence and fulfil their potential;
- To develop an open partnership with parents/guardians and the community to enhance the quality of education that we provide;
- To encourage children to be enquiring, creative, reflective and motivated learners;
- For all to feel proud to be a part of and valued as a member of the British School of Boston.

### **Mission Statement**

The British School of Boston provides high quality education in a structured, positive and caring environment, which meets the individual needs of pupils. The school community draws strength from its British identity and its American home. It welcomes all nationalities, engenders respect for all cultures and a sense of discipline is naturally achieved. The British School of Boston offers a challenging, broad curriculum based on the National Curriculum (England) and focuses

on the development of the whole child, aiming to equip every pupil with the essential skills for lifelong learning.

## **Professional Associations**

Accredited by the International Baccalaureate Organisation (IBO);The School has European Council for International Schools (ECIS) membership, Council for International Schools in the Americas (CISTA) and Association for Independent Schools of New England (AISNE) affiliation.

## **Curriculum**

Children at BSB are taught in “Key Stages” which are defined as follows:

- Foundation (Nursery and Reception) ages 3-5
- Key Stage 1 (Y1 – 2) ages 5-7
- Key Stage 2 (Y3 – 6) ages 7-11
- Key Stage 3 (Y7 – 9) ages 11-14
- Key Stage 4 (Y10-11) GCSE ages 14-16
- Key Stage 5 (Y12-13) IBDP ages 16-18

Our core curriculum is based on the National Curriculum (England) and applies to all our pupils of statutory school age – Year 1 (5 years old) and above. This curriculum is complimented by the International Primary Curriculum and the International Baccalaureate Diploma Programme.

When children enter the school at 3 years of age they follow the Foundation Curriculum. Children work through objectives set out as ‘stepping stones’ from age 3-5 years. They then begin the National Curriculum at Key Stage 1.

The agreed programmes of study from the National Curriculum (England) and the IPC are: Mathematics, English, Science, Modern Foreign Languages, Information & Communication Technology (ICT), Art & Design, Music, History, Geography, Design & Technology (DT), Physical Education (PE) and Personal, Social & Health Education (PSHE). Examples of our curriculum can be accessed at our web site [www.britishschool.org](http://www.britishschool.org).

An excellent resource for parents wishing to know specifics about the curriculum is the Parent Centre, developed by the UK Department of Education and Skills. It may be accessed on-line at [www.parentcentre.gov.uk](http://www.parentcentre.gov.uk). The entire National Curriculum may be viewed on [www.nc.uk.net](http://www.nc.uk.net).

As students enter the high school years, they follow a two-year programme culminating in The General Certificate of Secondary Education (GCSE's.) From there, students study the pre-university International Baccalaureate Diploma programme (IBDP) for their final two years in school. September 2008 see our first cohort entering Year 12 and beginning the International Baccalaureate Diploma programme (IBDP). They will become our first graduating class in the summer 2010.

It is school policy to assess all children upon entry to the school and to monitor their progress with a series of standardised assessment tests.

## Faculty and Staff

### Members of Staff

### Academic Year 2008-2009

| Name                             | Post  | Class                         | Room    |
|----------------------------------|---|-------------------------------|---------|
| <b>Senior Leadership Team</b>    |   |                               |         |
| Dr. Bruce Robinson               | Head of School  |                               | 308     |
| Coryden Lowde                    | Deputy Head   |                               |         |
| Ruth Williams                    | Logistics Manager / IBDP Coordinator  |                               |         |
| <b>Primary Leadership Team</b>   |   |                               |         |
| Abigail Andrews                  | Foundation and Key Stage 1 Coordinator  |                               | 207     |
| Andrew Macrae                    | Key Stage 2 Coordinator   |                               | 207     |
| Helen Bavington                  | Foundation 1  | Charlotte (nursery)           | 105     |
| Anna Redding                     | Foundation 2, Numeracy Coordinator  | Houston (reception)           | 118     |
| Lucy Scammell                    | Foundation 2, Literacy Coordinator  | Atlanta (reception)           | 117     |
| Catherine Staples                | Year 1, Primary Additional Learning Needs   | York                          | 115     |
| Alison Gardiner                  | Year 1  | Belfast                       | 116     |
| Janine Fry                       | Year 2  | Chicago                       | 120     |
| Lucie Woolford                   | Year 2  | San Francisco                 | 121     |
| Angela Boswell (Hardy)           | Year 3, Primary Science Coordinator   | Cambridge                     | 211     |
| Claire Underwood                 | Year 3  | Cardiff                       | 213     |
| Sophie Bell (Haynes)             | Year 4  | New York                      | 210     |
| Helen Bentley                    | Year 4  | Oxford                        | 209     |
| Alison Yeardeley                 | Year 5  | Philadelphia                  | 202     |
| Jason Dawson                     | Year 5  | Miami                         | 203     |
| Katherine Gooch                  | Year 6, IPC Coordinator   |                               |         |
| Nick Lane                        | Year 6  | Phoenix                       | 201     |
| Geraldine Nadaff                 | MFL   |                               | 214     |
| Karine Lopez                     | MFL   |                               | 214     |
| Fatima Mezdad                    | MFL   |                               | 214     |
| Jane Robinson                    | Teacher Librarian   |                               |         |
| Emma Northey                     | Primary Curriculum Consultant   |                               |         |
| <b>Secondary Leadership Team</b> |   |                               |         |
| Stuart Dunster                   | Secondary Pastoral Coordinator; Head of Physical Education                                |                               | 214     |
| Sarah Dolan                      | Secondary Academics Coordinator; Head of Science, Biology/Chemistry; Examinations Officer |                               | 216     |
| Maritte Moskovics                | Modern Foreign Languages  | Registration: 9 Manchester *  | 301     |
| Julie Ouzilleau                  | Modern Foreign Languages  | Registration: 7 London *      | 302     |
| Guillaume Davet                  | Modern Foreign Languages  | Registration: 9 Washington *  | 300     |
| Will Mitchell                    | Humanities  | Registration: 10 Seattle *    | 316     |
| Jennifer Ross                    | English   |                               |         |
| Kirsty McDonald                  | Music; Speech and Drama   | Registration: 7 New Orleans * | 114     |
| Geoff Stringman                  | Science; Design & Technology  |                               |         |
| Shaun Mayor                      | Mathematics   | Registration: 8 Baltimore *   | 317     |
| Jessica Smith                    | Art and Design; Design & Technology   | Registration: 11 Denver *     | 319/321 |

|                  |  |                             |     |
|------------------|--|-----------------------------|-----|
| Giles Pritchett  | ICT; Business Studies;                 |                             | 303 |
| Olivia Enver     | Mathematics                            | Registration: 8 Edinburgh * | 318 |
| Eleanor Orchard  | English                                | Registration: 12 Genève *   |     |
| Diane McBurney   | Primary / Secondary Support            |                             | 214 |
| Lisa Reardon     | Learning Assistant                     |                             |     |
| Christine Cooper | Learning Assistant                     |                             |     |
|                  | <i>Further learning assistants tbc</i> |                             |     |

### **Administrative and Support Team**

|                         |   |  |            |
|-------------------------|---|--|------------|
| <b>Millie Downing</b>   | <b>Director of Admissions</b>                     |  | <b>314</b> |
| Paola Cueva             | Office Manager / Associate Director of Admissions |  | 311        |
| tbc                     | Administrative Assistant                          |  | 311        |
| Tery Lemanis            | Finance Officer                                   |  | 315        |
| Laura Thomas            | School Nurse                                      |  | 103        |
| David Simington         | Site Manager                                      |  |            |
| Marge Sklaver           | After School Care Director<br>(Cell 781.858.5263) |  |            |
| Iris Woodard-Harrington | After School Care Assistant                       |  |            |
| Shana Heller            | After School Secondary Supervisor                 |  |            |

\* Note: students in each group will be registered by the named teacher at the start of school and after lunch. However, the pastoral oversight of each student (Year 7 up) will be done in small mentoring groups of about six students. The groups will be made up of students from a mix of year groups. More details will follow.

### **Admissions**

The British School has a policy of rolling admission in order to accommodate the needs of expatriate families and others who require an “off-cycle” start. A place may be offered at any point during the school year, provided that space exists in the appropriate year group. Children may apply for admission to the school after the 3<sup>rd</sup> birthday has been reached (and the child is able to dress him/herself and independently use the toilet facilities). Please note that children joining Foundation I (Nursery) may spend more than one year at that level, as they must reach their 4<sup>th</sup> birthday prior to August 31<sup>st</sup> of the year they enter Foundation II. It is standard that children undergo assessment prior to acceptance at school in order to determine readiness to access our curriculum. For children unable to make a visit to the school a conditional offer of admission may be made. For more information, please contact Millie Downing, Director of Admissions, at [mdowning@britishschool.org](mailto:mdowning@britishschool.org)

## School Calendar 2008-2009

### AUGUST 2008

Wednesday 27<sup>th</sup>

Induction Day

### SEPTEMBER 2008

Tuesday 2<sup>nd</sup>

Autumn Term begins

### OCTOBER 2008

Friday 24<sup>th</sup>

Last day, break for half-term holiday at 3:30 p.m.

### NOVEMBER 2008

Monday 3<sup>rd</sup>

Thursday/Friday 27<sup>th</sup>/28<sup>th</sup>

School starts for Pupils

Thanksgiving Holiday, School Closed

### DECEMBER 2008

Monday 1<sup>st</sup>

Tuesday 2<sup>nd</sup>

Friday 19<sup>th</sup>

Teacher training day, School Closed for Pupils

School starts for Pupils

Last day, break for end of Autumn Term at 3:30 p.m.

### JANUARY 2009

Monday 5<sup>th</sup>

Monday 19<sup>th</sup>

Spring Term begins

Martin Luther King day holiday, School Closed

### FEBRUARY 2009

Friday 13<sup>th</sup>

Monday 23<sup>rd</sup>

Tuesday 24<sup>th</sup>

Last day, break for half-term holiday at 3:30 p.m.

Teacher training day, School Closed for Pupils

School starts for Pupils

### MARCH 2009

### APRIL 2009

Friday 3<sup>rd</sup>

Monday 20<sup>th</sup>

Last day, break for end of Spring Term at 3:30 p.m.

Summer Term begins

### MAY 2009

Friday 22<sup>nd</sup>

Last day, break for half term holiday at 3:30 p.m.

### JUNE 2009

Monday 1<sup>st</sup>

School starts for Pupils

### JULY 2009

Thursday 2<sup>nd</sup>

Last day, break for end of Summer Term at 3:30 p.m.

## Section II: Procedures and Guidelines

### 1. Absences

**Please phone the school office on 617-522- 2261, or send an e-mail to [secretarysb@britishschool.org](mailto:secretarysb@britishschool.org) prior to 9.30 a.m.** if your child will be out sick for the day. (If we do not receive notification we must call to verify each absence so it is crucial that you make the effort.) Notification of planned absences must be communicated to the school office in

writing. Requests for extended absence from school for any reason other than medical leave must be made via the class teacher / mentor well in advance.

## 2. After-School Care Programme

The After-School Care Programme (ASCP) runs from 3.30 p.m. to 6.00 p.m. Monday to Friday during term times only. The Director of the ASCP is Marge Sklaver. Children are collected from their classrooms at the close of the school day and have a light snack and beverage. The ASCP then consists of a regular routine of outdoor play, circle time, planned crafts and quiet time for homework or reading. A programme for Secondary students is also available under the supervision of Ms. Shana Heller. The programme has a stronger academic format due to study and homework commitments for Secondary students. A registration form must be completed for enrolment in the ASCP. Fees for the school year September 2008 – July 2009 are to be paid per term (3 terms per year, see calendar) as follows:

\$625.00 for 5 days per week for the full term  
\$500.00 for 4 days per week for the full term  
\$375.00 for 3 days per week for the full term  
\$250.00 for 2 days per week for the full term  
\$125.00 for 1 day per week for the full term

Casual use of the Programme is permitted on a space-available basis, with one week's notice, at a rate of \$25.00 per day. Emergency use is also permitted on a space-available basis at the same rate. Cheques should be made payable to the British School of Boston, with an indication of use for the ASCP.

**PARENTS ARE ASKED TO PLEASE BE PROMPT WHEN COLLECTING THEIR CHILD/REN AT 6.00 P.M. COLLECTION AFTER 6PM IS SUBJECT TO A \$50 FEE.**

## 3. Assemblies and School Productions

Parents will be invited to some assemblies and productions. Advance notice will be given whenever possible and are published on our web site on the school calendar.

## 4. Bus Transportation

Bus transportation is provided with two stops in Newton; Milton via Dedham with a stop at Putterham Circle in Chestnut Hill; and Back Bay/Cambridge. Those interested in bus service offered by the school may email [secretarybsb@britishschool.org](mailto:secretarybsb@britishschool.org) to request a copy of the 2008-9 bus route schedules.

## 5. Parent Portal

The Parent Portal will allow you to:

- View and update your own household and emergency contact information
- View Student Timetables (this is currently available for Years 7 and up)
- Search the on-line parent/student directory

The system is very user friendly and ensures efficient home-school communication. Full details were included in the 'Welcome Pack'. Should you have difficulty, however, please contact anyone in the BSB Admin Office and they will be able to walk you through the basics.

When you log on you will have the option to publish your household information in the on-line student directory, or not. All households will be set not to print on-line initially, so when you first log on, you will have to change your settings if you would like other BSB parents and students to see your information.

Each parent has a unique logon and password and these are included for new households. You will be required to change your password when you first log on. Returning families should use the same log-on details as last year.

## 6. Code of Conduct

The school believes the development of self-control and acceptance of responsibility for their own actions is essential if children are to live happily in a community. School staff members treat the children with consideration and respect. As a result it is expected they will respect other people and have a responsible attitude to the general care of the school.

We have comprehensive Behaviour Policies for both the Primary and Secondary Schools. These are designed to ensure a safe, orderly and happy school environment. If a pupil's behaviour does not conform to the accepted code of behaviour, discussions will be held with the child's parents in order to remedy the situation.

## 7. Concerns Procedure

Parents are urged to make appointments with the appropriate member of staff to discuss complaints or concerns. In the first instance, concerns should be brought to the attention of the class teacher or Key Stage Coordinator. If the problem remains unresolved it should be brought to the attention of the Primary Leadership Team, with respect to the Secondary School, Mr. Stuart Dunster is the Pastoral Coordinator and can be reached via email at [sdunster@britishschool.org](mailto:sdunster@britishschool.org); Mrs. Sarah Dolan is the Academics Coordinator and can be reached via email at [sdolan@britishschool.org](mailto:sdolan@britishschool.org); and parents of IBDP students should contact Mrs. Ruth Williams [rwilliams@britishschool.org](mailto:rwilliams@britishschool.org). Should a parent still feel that the matter has not been resolved to their satisfaction, you may set an appointment to meet with Mr. Cory Lowde, Deputy Head by contacting the school office. The vast majority of concerns can be cleared up quickly and parents are strongly advised to voice their concerns early. Parents are assured of a sympathetic and reasonable hearing.

## 8. Drop Off and Pick-Up Procedures

### **GENERAL INFORMATION**

#### **Safety First:**

We ask that you always display your Campus Parking Pass when you arrive at school. The person on the entrance gate will allow those with an **Academic Year 2008-9** parking pass to proceed up the hill to the school. If you are entering the campus outside of standard drop-off and pick-up times, you should pull to the left hand side (by the cabin) and identify yourself to the

Show a receptionist via the intercom. State that you are a BSB Parent/Visitor - show your Campus Parking Pass; wait for the gate to open and proceed up the hill.

Respect the speed limit of **5mph** around the buildings/parking lots and 15 mph on the main drive. Watch for pedestrians, allowing them right of way, and stay clear of walkways and fire lanes. **We ask that you respect all Reserved Parking signs and do not park in these spaces. Absolutely NO passing is allowed**, unless directed by a member of staff. Parking and traffic violators are liable to be fined and/or towed.

### **DROP-OFF**

#### **Early drop-off runs from 8:00 a.m. – 8:10 a.m. for all students.**

Parents of children in Foundation through Year 5 are required to park in Parking Lot B and walk their children into the Main Entrance of the school; kindly proceed to room 304 where a member of staff will be on duty. Parents of children in Years 6 & up may choose to drop off at the Main Entrance Rotary. **Please do not live park in reserved spots or leave your vehicle unattended. We cannot admit students into the building prior to 8:00 a.m. Parents who ignore this safety precaution will be phoned that day by the Head of School.**

#### **Morning drop-off (8:10 a.m. – 8:30 a.m. for all students)**

Foundation/Key Stage 1 parents should use the drop-off rotary in Parking Lot B. Faculty will then escort children to the playground. Parents must stay with their cars at all times. The procedure is to Drop-Off and Go. Please do not enter into detailed conversations with duty staff as this delays the drop-off procedure and can be dangerous.

A small number of parking spaces are available in lot B. Please then walk your child to the gate and return promptly to your car so that we can maintain a turn over of available parking spaces. However, drop-off runs much more smoothly if families use the rotary.

Key Stage 2/Secondary parents should continue up the hill towards the main school entrance and drop-off in the designated area by the sidewalk overlooking Parking Lot B **after** the rotary. Parents must stay with their cars at all times. The procedure is to Drop-Off and Go.

Buses will drive around the upper loop road via Parking Lot A and will drop-off students on the sidewalk in front of the school on the right hand side of the main entrance.

**Drop-off is between 8:10 a.m. and 8:30 a.m.** If you are late, you must park in Parking Lot B and escort your child up to the School Office, as the first (ground) floor entrance will be closed at 8:30 a.m. **We must insist that 'late arrivers' not park in Reserved Parking spots, Live Park, or ring the buzzer from the lower playground and ask to be let in. We ask that you park and escort your child to the admin office to be signed in. Thank you for following these guidelines.**

### **PICK-UP**

#### **Afternoon Pick-up (Foundation/Key Stage 1 at 3:15 p.m; Key Stage 2/Secondary at 3:30 p.m.)**

Foundation/Key Stage 1: Parents should park in Parking Lot B. Parents should collect their children from their class teachers from the outside door of their classrooms in all weather. Look for the label on the door. Please note that doors will be opened at 3:15 p.m. and children will be dismissed individually to their parents by the class teacher. Please return promptly to your car so that a turn over of parking spaces is maintained.

Parents of Foundation/Key Stage 1 children who have older **siblings** in Key Stages 2/ Secondary should park in lot B and collect all children from the ground floor entrance at **3:30 p.m.**

**Key Stage 2 / Secondary:** Parents should drive around the Upper Loop road via Parking Lot A and Parking Lot C and wait in line on the right side of the road behind the Bus Zone with their car engines turned off. They must park so that traffic can flow freely past them. **This is a Collect-And-Go line, please do not leave your car.**

If you arrive early please park in Park Lot C until the white barrier gate is opened.

These arrangements will apply in all weather conditions.

**Club night pick-up** - parents should park in the Parking Lot B and collect their children from the class teachers in the playground or from the first (ground) floor entrance in the event of wet weather.

**Whole School events:** Parents should use Parking Lot B. Once this is full parents will be directed to park in Parking Lot C and should proceed on foot to the school building.

**Please note:** Children may only be released to parents/guardians and those listed on the "Pick-Up Release Form" included in this packet. Continuing parents should review and update this form as necessary. If children will be going home with another family for a "play-date", please send a note to the teacher. The school must have written permission to release a child to anyone other than those on the "Pick-Up Release Form". E-mails may also be sent to [secretarybsb@britishschool.org](mailto:secretarybsb@britishschool.org).

## 9. Early Dismissals & Changes to Pick-Up Arrangements

Occasionally children will need to be dismissed from school in order to attend doctor appointments and other essential commitments.

**Written notification of early dismissals should be sent to the office or communicated by e-mail to [secretarybsb@britishschool.org](mailto:secretarybsb@britishschool.org).**

Parents must sign-out children at the school office **prior** to taking the child (this is a fire/safety regulation in order to have accurate records of what children are in school). Requests for on-going early dismissal must be submitted to the Headmaster in advance.

**NOTE: Changes to a student's daily schedule (example: bus, after school care, etc.) must be called into the office by 11:00 a.m., in order to coordinate the change with all parties for that day. Calls received after 11:00 a.m. cannot be accommodated.**

## 10. Extra-Curricular Activities/Clubs

Teachers and volunteers organise clubs in their area of interest and with the aim of offering a variety of experiences for the children, thus enhancing the quality of the education for all children at the British School of Boston. The activities (3.40 p.m. – 4.30 p.m.) will vary according to the time of year. This is a selection of the clubs offered in the past: Art, Board Games, Chess, Drama, Gardening, School Newsletter, Sewing, Spanish and a variety of winter

and summer sports. Clubs may be limited to certain age groups and may have a limited number of spaces. Clubs are not appropriate for children in nursery. Most in-house clubs are offered at no extra charge.  
A full listing of available clubs will be available early in the autumn term

## 11. Field Trips

Field trips are a part of the curriculum and thus an extension of classroom learning. Trips are usually held at least twice per year. Transportation is typically provided via school bus with seat belts. Parents do need to sign a release form permitting their child to attend field trips.

## 12. Security Procedures

ALL visitors to the school must sign the visitor register at the school office giving details of name, car license plate, name of the person you have an appointment with and time in/out. All visitors must wear a visitor badge for the duration of their visit which must be returned upon their departure. Parents wishing to see individual members of staff must make an appointment in advance either with the individual member of staff or by leaving a message at the School Office. Parents dropping items off for their children during the school day should leave them with the School Office. Please note that classes cannot be interrupted during session unless by a member of staff.

The school evacuation muster point is located in the school Parking Lot B. Appropriate fire, safety, and evacuation drills will be practised with the children periodically.

## 13. Health and Medical Issues

It is **ESSENTIAL** that the office receives completed Emergency Cards (1 pink and 1 yellow triplicate) **prior** to the start of each school year. The school nurse and teaching staff are trained in First Aid and CPR. Every effort will be made to contact the parents/guardians when a child is unwell at school. If the child has an infectious (contagious) illness, he/she must be picked up from school in a timely manner and may not return to school until appropriate treatment has been received and the contagious period has ended. It is, therefore, very important that we have up-to-date contact numbers on each child's Emergency cards. In the event of an emergency, immediate action will be taken with the child's best interests in mind. We will call 9-1-1 and the parents will be notified without delay.

Designated staff / the school nurse are available to dispense medication and handle medical emergencies (including accompanying children to the hospital if necessary in the parents' absence). The school nurse performs screenings, and ensures that Federal and State of Massachusetts regulations are being followed. The school nurse is also responsible for notifying parents of infectious illness in a classroom (anonymously). For most contagious diseases, the affected class will receive notification the same day a diagnosis is confirmed via letter sent home in student book bags. The remainder of the parent population will be notified as necessary.

All students requiring emergency medical attention will be escorted to the following facility:

Children's Hospital Boston  
300 Longwood Avenue  
Boston, MA 02115  
617-355 6000

All medical information and records remain confidential and separate from school records. However, teachers and staff will be informed of special problems on a 'need to know' basis. The school will follow all HIPAA regulations regarding patient privacy.

## **MANDATORY HEALTH GUIDELINES**

The following are health guidelines within the school as well as those issued by the Massachusetts Department of Public Health. The school nurse is authorized to make restrictions and guidelines in addition to the Department of Public Health when in the best interest of the health of all school children. **Please note that the school nurse will need a copy of a recent physical exam on your child as well as documentation of immunization PRIOR to the start of school.**

### A. Exams and Immunisations

Health examinations are required for new entrants and for all students entering Years 1, 4, 7, and 10. These exams may be performed by your family practitioner who should supply you with completed medical form to be given to the school nurse. State law requires that students be fully immunized against DPT, Polio, Measles, Mump, Rubella, Hepatitis B, and Varicella (chickenpox). In addition, vaccination against Hib is recommended for children less than 5 years old and a lead screening test is mandatory for those less than or equal to 6 years of age. Expatriates should call the school nurse to discuss US immunizations since they differ from one country to another. Massachusetts DPH guidelines are also available on the following website: **www.mass.gov.com**. Religious or medical exemptions must be submitted to the school nurse in the form of a document written by the practitioner. If your child has not completed an immunization series according to US guidelines, a sample of blood may be drawn to prove immunity serologically. Your physician can order this test for your child. Please be aware that lack of sufficient immunity, for whatever reason, will result in a child being suspended from school during the days he/she would be considered contagious upon exposure to any of the above noted diseases. **This is state law.**

### B. Guidelines for Illness and Injury

**Allergies:** PLEASE notify the school nurse as well as your child's teacher of any allergies. A list of students with their particular allergies will be given to the teacher and staff involved in the care of your child. If he/she requires treatment with an EPI-PEN or inhalers for such emergencies, please leave two doses with the school nurse. A practitioner must fill out the Child Care Asthma/Allergy Action Card and the Physician Medication Order Form. These forms along with the Parent Authorization for Medication Administration form must be submitted with the medication. The school does not allow students to share food. Also, a table is set aside for children to sit at who have severe reactions to foods such as nuts. They are allowed to have a friend sit with them who does not have the offending food on their tray or lunch bag. A list of students and their food allergies are on display in the cafeteria for staff to refer to.

**Asthma:** The school nurse should be supplied with an **extra** inhaler if the child will need to use it on a regularly scheduled or 'as needed' basis. A practitioner must fill out the Child Care Asthma/Allergy Action Card and the Physician Medication Order Form. These forms along with the Parent Authorization for Medication Administration form must be submitted with the medication. If you would like your child to carry and administer his/her own inhaler during school hours, please have the physician complete the Massachusetts Asthma Action Plan and the Authorization for Student Self Administration forms in addition to those listed above.

**General Illness:** If your child has an illness that will temporarily restrict his/her activity during the school day, you need to send a note to the school nurse explaining the reason for and the extent of the restrictions. We will assume that the restrictions apply only for that particular day unless you state otherwise. Restrictions that will apply for a long-term period (greater than one week) will require a doctor's note. A child who is well enough to attend school will participate in outdoor playtime/breaks.

**Injury:** Any student who has sustained an injury that has been treated by a physician or in an emergency room and will have restricted activity for a limited period of time (stitches, sprains, fractures, etc.) must bring a note from that physician/practitioner stating the type of injury, the specific restrictions and when the student may participate in physical education again. The student will not be allowed to return to physical education until this note is received. If your child sustains an injury which limits his/her activity for more than 2 days or that will affect school performance, you must send a note to the nurse.

**Chicken Pox:** If your child develops chicken pox, you must inform the school nurse immediately as this is a disease that must be reported to the Massachusetts DPH. Children may not return to school until all lesions are scabbed and dry, without drainage. Also, please speak with the nurse if your child has not had the disease or vaccination as specific quarantine rules apply during the outbreak to prevent spread to other children and staff.

**Fever:** If your child has a temperature of 100 degrees Fahrenheit or above orally in the morning, he/she should stay home to prevent the spread of disease. Students should remain home 24 hours after a fever has subsided. If your child develops a fever during school hours, he/she will not be allowed to return to the classroom and will remain in the health office until dismissed to a parent or designated "emergency person".

**Strep Throat:** Children with a positive strep test are not allowed to attend school until they have been on antibiotics for a minimum of 24 hours.

**Conjunctivitis:** If a child has conjunctivitis, he/she may return to the school after the first dose of antibiotic has been administered and the eyes are free of discharge.

**Pinworms:** A student diagnosed with pinworms is able to attend school after the school nurse has been notified, however he/she should be seen by a physician for treatment. Hand washing is crucial to halting the spread of the infection.

**Vomiting and Diarrhoea:** Any student with vomiting and/or diarrhoea should stay home until symptoms have resolved for at least 24 hours. He/she should be able to keep down food and liquids.

**Colds:** A child who is coughing or sneezing frequently or has a large amount of nasal discharge from a cold will be more comfortable at home until symptoms subside. This will also help control the spread of illness.

**Head Lice:** Please inform the nurse if you suspect or confirm that your child has lice. The nurse will then follow the procedures to prevent the spread of lice in the classroom and the possible re-infestation of your child. Children will not be allowed to return to class until hair is free of lice and nits. Lice checks are performed by the school nurse during the first month of school.

**Dismissal:** Students who become ill or injured at school that do not require emergency care will be dismissed from the office to a parent or designee. It is expected that the child will be collected and brought home from school in an expeditious manner.

### C. Medication Policy

All medications that must be administered during school hours will be given by the school nurse or designated staff. All medication must be provided in its original container with the pharmacy label, the student's name and the correct dose to be given. In addition, authorization forms must also accompany the medicine. See below. (Please see references under **Asthma** and **Allergies** subtitles for specifics in these categories). Do not send medications into school with your child for self-administration. The substance can be easily misplaced and, thereby, may be potentially dangerous to other students who may be allergic or very young, for example. Always give all medications to the nurse.

**Prescription Medication:** If medication is to be given on a continuous basis, please submit the Parent Authorization as well as the Physician Medication Order Form. Pharmacies will provide you with an additional labelled bottle when asked for school purposes. The school cannot accept a supply larger than that needed for 31 days. If medication is to be given on a temporary basis, for example, antibiotics, please submit the Parent Authorization only along with the supply of medication.

**Over the Counter Medication:** A supply of children's ibuprofen (Advil, Motrin), acetaminophen (Tylenol), Benadryl (antihistamine), Robitussin DM (cough syrup) are stocked in the nurse's office. Please fill out the **Parent/Guardian Authorization for Medication Administration** if you would like any of these medications given when needed (circle all that apply). Manufacturer's guidelines will be followed. A form will be sent home with child stating the reason, time and date of administration if you are unable to be contacted by phone. You may supply the nurse with any over the counter medication that is not listed or if the med required will be given on a long term basis.

### D. Emergency Card Information

It is imperative that you keep the information of the school emergency cards updated so that a parent can be contacted in the event of an emergency, injury or illness. Both pink (nurse's copy) and white emergency cards must be filled out and submitted to the school office by the first day of school, preferably, before. Any changes must be handed to the office in writing. Forms are available if needed.

## E. Child Abuse and Mandated Reporting

Currently, school staff, including teachers and nurses in all 50 states are mandated by law to report any suspected child maltreatment to the state protective services child abuse hotline. In addition to fulfilling legal obligations, school personnel provide valuable assistance to families in need of support and aid. The British School of Boston does follow specific procedure related to these situations. The school is not allowed to supply names of reporters to those accused of such acts. Accusers may or may not be contacted prior to reporting if the school feels the child is at risk. These actions are supported by the Department of Social Services of Massachusetts.

## 14. Home-School Communication

Comprehensive written reports are sent home regularly through the year. Following the issuing of reports, parents are invited to a Parent/Teacher Conference to discuss their child's progress individually. In the autumn term parents are invited by year group to meet the teachers and to receive an overview of the curriculum for the year at Back to School night. Teachers are always available by appointment to discuss a child's progress.

Children in Key Stage 1 (Foundation 1 - Y2) have a daily message book that is used to communicate between the teacher and home.

The bi-weekly school newsletter, *The Beacon*, is distributed via email to parents twice monthly, on a Friday. Parents may also access the BSB website for school information. In particular, the "Parents Corner" section is quite useful and may be accessed in the following way:

Find the Web site: [www.britishschool.org](http://www.britishschool.org)  
Choose the Boston location  
Choose the Parent's Corner  
Enter the User Name: [boston2008@britishschool.org](mailto:boston2008@britishschool.org)  
Enter the Password: Hamlet1

The school prides itself in maintaining good channels of communication with parents and would ask parents to be diligent in reading material sent home from school in relation to their children. For more information, contact Paola Cueva, Office Manager at [pcueva@britishschool.org](mailto:pcueva@britishschool.org)

## 15. Homework

We feel that at Primary School age, children's time out of school should be mostly their own time in which to pursue their own interests, hobbies and play; therefore we do not set extensive homework tasks. However, we do hope parents will enjoy sharing books at home with their children, throughout their time at our school. From Reception onwards children will bring home books to enjoy with their parents. Secondary students have a formal homework schedule.

## 16. Lateness/Tardiness

Drop-off is between **8.10am and 8.30am**. If you are late you must park in the Parking Lot B and escort your child up to the School Office as the first (ground) floor entrance will be closed at

8.30am. You must then sign the late register and wait for the first available member of staff to escort your child to their respective classroom.

Children are encouraged to arrive soon after 8.10 a.m. so that they have time with their friends. While we recognise that children will be late for school from time to time, every effort should be made to avoid chronic tardiness as it not only disrupts your child's education, but disrupts the entire class as well. Parents/guardians should also make every effort to be prompt at pick-up time in the afternoon. **Any child not collected by 3:40 p.m. will be enrolled in the After-School Care Programme and the parent/guardian will be billed accordingly.**

## 17. Multicultural Education

As an international school, we believe it is essential that children develop an understanding of a variety of cultures, religions, and nationalities around them. We aim to help children grow into citizens who respect and care for all people.

## 18. Schedule of School Day

|            |   |
|------------|---|
| 8.00 a.m.  | Early Bird drop-off (room 304)<br>(Please park in a bay and escort your child to the supervising teacher in the Library)  |
| 8:10 a.m.  | School opens, Admin office opens  |
| 8:30 a.m.  | Registration, school day begins   |
| 11:45 a.m. | Foundation 1 Nursery (morning only) dismissed   |
| 3:15 p.m.  | FS/KS1 Dismissal  |
| 3.30pm     | KS2/Secondary Dismissal   |
| 3.30pm     | After-School Care Programme begins  |
| 3:30 p.m.  | (when running) After School Clubs begin   |
| 4:30 p.m.  | (when running) After School Clubs end (Note: students who are not picked up at 4:30 will be taken to the After School Care programme and AFCP fees will apply.) |
| 6:00 p.m.  | After-School Care Programme ends  |

## 19. Severe Weather Conditions

During adverse weather messages for staff and parents will be automatically sent to all contact numbers. Please ensure the office has any changes in your contact details.

The British School of Boston, for the most part, follows the decision of the local school system in Boston and Brookline, MA with respect to school closures as a result of snow or ice. The posting of school closures will be on Channel 5, and our automated phone system will notify you of school closings. Our aim is to keep the school open but there are days when weather conditions may jeopardize the safety of children and staff travelling to school.

If worsening weather conditions indicate that by 3.30 p.m. children and staff may have difficulty getting home we will contact you to ask you to come and collect children from school early.

## 20. Snacks and Lunches

### A. Snacks

As part of our Personal, Social and Health Education (PSHE) programme of study, the children are taught about healthy eating habits. Therefore, we encourage parents to send their children to school with healthy snacks and lunches in serving sizes appropriate for the age group. Please note candy, chocolate and fizzy drinks (soda) are NOT allowed. On birthdays children are allowed to bring in cakes for their classmates but please ensure they do not contain nuts.

**Children in Year 1 and 2** will need two small snacks and a bag lunch if not participating in the Lunch Programme. Nursery and Reception classes operate a shared snack system in the afternoons. The teachers will give you more information about this. **Students in Years 3 and up** will only require one snack for morning break.

### B. Lunch

A small soft-sided cooler bag works well, as refrigeration is not provided. For hot days, a small ice pack is recommended. In colder weather, a thermos of warm soup may be a nice supplement to lunch. Please also pack a paper napkin and appropriate plastic eating utensils. **No glass bottles, cans or sharp utensils are allowed.**

### C. School Lunch Programme

The British School of Boston offers a School Lunch programme for those who are interested in participating. Two options are available:-

1. Full Lunch – includes choice of one of two entrées, starch, vegetable, fruit, soup, beverage (milk, juice or water) and dessert. Years 4 and up may also use the Salad Bar. A daily standard offering of a bagel, yogurt or jelly sandwich will be available as an alternative to those who do not select one of the two daily entrees.
2. Milk only – for those who wish to bring a bag lunch of their own but would like to purchase fresh cold milk – skim, 2% low fat or 1% low fat chocolate.

A menu for the upcoming week will be available in the Beacon and online. There will be no reimbursement for any reason including days missed due to illness, vacation other than those indicated by the school calendar, unplanned days off (left up to the discretion of the Head of School, such as snow days and other matters of priority), and days that you provide your child with a bag lunch in lieu of School Lunch. If a field trip is planned, the school will provide a bag lunch for your child if you wish. Adjustments will be made if your child will be attending one of our residential trips in Session II.

|                   |   |
|-------------------|---|
| Cost:- pre-plated | \$5.45 per student per day* (nursery to Year 2) |
| Hot Lunch         | \$5.55 per student per day* (Years 3 and up)    |
| Milk              | \$0.80 per student per day*                     |

\*Prices may vary depending on the number of participants and are subject to increase at the start of a new term.

Payment: Please fill the School Lunch Programme Order Form (send with the Welcome pack and enclosed again here) and submit it to the school office. Do not send any money. The school will bill you. Enrolment and payment is 'by term.' The school will send an invoice in early in the Autumn Term and one month prior for each subsequent term. You will receive a new order form prior to each term and will not be obligated to continue the program if you do not wish to do so. If you are new to the school and your child is starting at a time other than the start dates of a term, you may sign up at any time and the school will bill you for the number of days remaining in the current session. Please return this form to the school as soon as possible. School lunch will commence beginning the first day of school.

#### E. Food Allergies

Because of the prevalence of food allergies, we do not allow children to share food. Please check with the classroom teacher about specific allergies in the classroom. A significant number of children in the school have a severe, potentially life-threatening reaction to nuts, nut products, wheat, milk and certain fruits. **Nut products are not allowed as snacks** due to the likelihood of transfer of these substances within the playground from child to child, increasing potential exposure. Children with nut allergies are more prone to anaphylaxis. These preventative measures allow the school to minimize an allergic child's exposure to these products and prevent severe reactions from occurring. You can help by not sending your children to school with snacks containing nuts or peanut butter. Your assistance is greatly appreciated. Children with severe allergies will sit at a designated table. They may invite friends to sit with them as long as the friend does not have the allergic product in their lunch. Please feel free to call the school nurse should you have any questions.

### 21. **Swimming/PE**

Swimming is an integral component of the physical education curriculum and is taught in Years 3, 5 and Secondary. As such, all children in participating year groups will be required to fulfil this component. (Any medical exemptions must be verified by a physician and submitted to the school nurse.) Mr. Stuart Dunster co-ordinates the swimming programme.

With respect to soccer and rugby, please ensure that students have proper fitting shin pads and mouth guards in order to participate in this sport. All pupils must bring their **School Uniform PE Kit** to school each week.

### 22. **Transfers**

Due to the transitory nature of some of our families' occupations, children may move to school in other parts of the USA or the UK or to other postings around the world. If the school knows in advance of your child's next school, we can liaise with them to ensure a smooth transition. We can help prepare children for and invigilate the Common Entrance and 11+, 12+, and 13+ examinations.

Provisional notice of departure is necessary as it helps the school in its planning process. **Please inform the Admissions Office as soon as you believe you may be moving.** Families are reminded that in agreeing to the terms and conditions of taking up places at the school, a full term's notice in writing is required in order for the deposit of \$1,000 to be returned (full restrictions noted in the School Agreement.) Please use the "Transcript Request Form"

available from the Office to request copies of educational records to be forwarded to your child's next school. All paperwork relating to transfers / transcript request should be forwarded to the Primary or Secondary Leadership Teams and not given directly to classroom teachers.

### **23. Dress Code Information**

Please refer to the uniform list supplied with this package for the correct items of uniform.

In our community we pride ourselves on personal presentation. Thank you for your help and support as we aspire to the best possible school uniform. Please remember to name all items of uniform and jewellery as we cannot be held responsible for their loss.

An integral part of our school uniform concerns jewellery and make-up. Our policy is set out as follows:

#### ***Students may wear:***

- One pair of discreet stud earrings
- One necklace which should be tucked out of sight under the student's shirt.
- A wristwatch which is discreet in style. Please note students must be able to remove necklaces and wristwatches prior to PE lessons.
- A medical alert bracelet which is accompanied by a letter of explanation to their class teacher or tutor and the School Nurse.
- Shoulder length hair should be tied back using a plain, discreet accessory in one of the school colours of red, white, blue or black.
- Black formal shoes

#### ***Students may not wear:***

- Bracelets and rings including charity bracelets and "bands".
- Body jewellery and visible tattoos including temporary tattoos and body paint of any kind
- Cosmetic make-up
- Beads in their hair
- Extremes of hairstyle are not permitted including unnatural hair colouring.
- Overcoats with oversize logos
- Sneakers (other than during PE lessons)

#### ***KS3 and KS4 students should remember to:***

- Keep their shirts tucked into their trousers
- Keep their shirt collars and tie fastened

Thank you for your cooperation and support as we aim to uphold the high standards that reflect the calibre of our students and our school. It is required that all students arrive at school in proper uniform. Those who do not will be reminded by their class teacher or registration teacher. If there is more than one incident, the class teacher or tutor will arrange to have the parent(s)/guardian(s) contacted. Once again, thank your for ensuring your child complies with our uniform standards.

### Name Tapes/Labels

All items must be labelled with the students' name. Iron-on name tapes or name stamps with indelible ink may be ordered from Sterling Tape. Contact Sterling by phone, 1-800-654 5210, or order on-line by visiting <http://www.sterlingtape.com>. In addition name labels can be ordered from Cash's by telephone 011 44 2476 466 466 or order on-line by visiting [www.jjcash.co.uk](http://www.jjcash.co.uk).

### **24. Home-School Partnership**

The School is reaching out to parents and seeking parental support in many ways. Parent participation information has been collated and committees have been established. Dr. Robinson would be happy to meet with parents interested in offering their time and skills to the various parent participation teams. Parents are also welcome to assist by volunteering in such areas as library, sport, events etc.