



BRITISH SCHOOL OF TIRANA Secondary School

Students Handbook

2024-2025



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Welcome to British School of Tirana, Secondary School!

I wish to give you a warm welcome to our school. The staff and myself hope that your child will enjoy their learning and thrive during their time with us.

Responsible, respectful, and reflective are the three words that form the 'umbrella' of learning in our school. We aim to develop well-rounded, global citizens alongside good academic achievements no matter the subject.

The British School of Tirana is a member of the Council of British International Schools (COBIS), which sets very ambitious standards for their schools. We will do all we can to ensure that your child is happy, confident, and learning whilst in our care. BST is also a Pearson International School since April 2021 which means that we offer an accredited curriculum in Secondary School and are also an approved examination center for the internationally recognized GCSE and A-Level examinations.

BST has been a founding member of the British Albanian Chamber of Commerce since early 2023.

We look forward to meeting and welcoming our new and returning BST family!

Ms. Eriona Elezi Qoku
Director of Secondary School

Vision, Values, and Aims

Vision: “to be the educational community of excellence, everyone wants to be part of.”

Values: at the British School of Tirana we are: **Respectful, Responsible, and Reflective**

Aim: At the British School of Tirana we aim to give children the values, skills, and knowledge they need to prosper both at home and in a wider globalized society.

Values		
At BST we are...		
Respectful	Responsible	Reflective
<ul style="list-style-type: none"> - we treat ourselves and others with respect, kindness and care - we respect our own and others' property 	<ul style="list-style-type: none"> - we are responsible for our actions and behaviors 	<ul style="list-style-type: none"> - we think about how our actions and behavior affect ourselves and others - we use this to form the best version of ourselves

Skills		
At BST we work on...		
Thinking skills	Social Skills	Communication Skills
<ul style="list-style-type: none"> - 4 C thinking - creatively, critically, collaboratively, and caringly 	<ul style="list-style-type: none"> - working with others (cooperation) - resolving conflict - building relationships - communicating 	<ul style="list-style-type: none"> - listening - speaking - reading - writing - presenting - discussing

Knowledge		
At BST we learn...		
How to communicate	How to solve problems	About ourselves and the world around us
<ul style="list-style-type: none"> - English (reading, writing, speaking and listening) and literature - Citizenship - Albanian language 	<ul style="list-style-type: none"> - Science - Mathematics - Computer science - Citizenship - English - Business 	<ul style="list-style-type: none"> - Science - Business - History (including Albania History) - Geography (Including Albania Geography)

<ul style="list-style-type: none">- MFL- Art- Music		<ul style="list-style-type: none">- Citizenship- P.E- Mathematics- Art- Music
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Secondary education encompasses Years 7 – 13 (age 11 – 18 year old), leading to the demands of the IGCSE (International General Certificate of Secondary Education) in years 10 and 11. The last two years of pre-university school or Key Stage 5 are also called Sixth Form and students study towards their chosen A-Level qualifications (3 selected subjects) and the State Matura.

Students in secondary school have specialist teachers for every subject. Each class has a 'Form Room', and a 'Form Tutor', to provide a point of stability. Homework is given as per a schedule communicated by the subject teacher.

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

In Years 7 to 9, the pupils follow a curriculum that helps them to make the transition between the demands of specialized subjects, which anticipates the GCSE program.

In Years 10 and 11, students pursue the two-year course of the International General Certificate of Secondary Education (IGCSE). Subjects to be examined externally and iGCSE qualifications to be obtained are compulsory as agreed by the school. These are designed in a way to lead students into coming out of GCSE level as rounded citizens with strong academic knowledge on scientific as well as human subjects including Art.

In Sixth Form students prepare for a dual qualification by studying 3 A-Level subjects of their choice but Albanian citizens also prepare to sit the State Matura exam (Math, English, Albanian Language, Albanian Literature, and one subject of their choice).

Location

The Secondary School is within the same residential area of Kodra e Diellit, in a newly built 3-storey school building dedicated to Secondary classes. The new building where the secondary school moved in September 2022 provides large space for classrooms, science, and other labs, an art studio, a lounge and restaurant, 2 outdoor multipurpose yards, and a sport and gym indoor facility.

Admission

The British School of Tirana is an independent, non-selective school. In secondary school to ensure that students joining from Year 7 and above can fully access the curriculum and progress well towards GCSE and A-Levels, baseline tests are offered to new students during September. We use CAT4 as an assessment that can measure and predict students' ability to successfully achieve the best results in GCSE and then further into A-levels. PiRA and PUMA are used for new students joining our school in KS3 (Year 7-9).

Registration

Pupils may be registered for entry any time and subject to availability of free places. A registration form needs to be completed and a hard copy sent to the school, along with the 150€ registration fee plus the 1st installment of 1000€ for each students joining for the first time. This registers each pupil for a place in School. The School has an inclusive policy and all children are accepted at registration.

Offered places

School places are offered in the Summer Term (April- June), in the year preceding entry. A deposit is paid to confirm registration and the place offered.

Joining the British School of Tirana

The British School of Tirana is a fee-paying, non-selective school. We do consider student enrollment at any stage depending on the availability of spaces.

We are firmly committed to being inclusive and to giving every child the best possible start in life. Irrespective of their special educational needs or disability (SEND), we consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to offer them the support they require.

In order to register at the British School of Tirana a **registration form** needs to be completed and sent to the school, along with a **150€ registration fee (at the beginning of school and only once upon joining BST)**. Registration will only be acknowledged once both the form and the registration fee have reached the school. The first installment of the school year tuition fee is also paid at the moment of registration.

The complete list of documents to submit for the registration of your child at school is here below:

- Registration Form
- Medical and Confidential Information Form
- 4 passport-size photographs
- Copy of student's passport/ID/birth certificate
- Certificate (original or apostille copies) received in previous schools countersigned by the local Education Department (ZVA)
- Withdrawal letter for students transferring from other schools issued by the previous school and countersigned by the local Education department (ZVA).
- Certificates from other schools overseas should also be translated by a registered translator
- Copy of parents' ID (passport)

The Secondary School Day

Our day begins at 8.45, when students are expected to be in their classrooms for registration with their form teachers. Teachers are on duty from 8.30 to prepare for the day and if required to receive those students who arrive early (this is a service by booking and for a small hourly charge so please inform the school reception if your child will constantly arrive to school before 8:30 in the morning or will remain in school premises after 16:00 in the afternoon).

Timetables may vary slightly, but most follow the below schedule:

Registration	08:45
Lesson 1	09:00 - 09:50
Lesson 2	09:55 - 10:45
Morning Break	10:45 - 11:15
Lesson 3	11:15 - 12:05
Lesson 4	12:10 - 13:00
Lunch Break	13:00 - 13:45
Time with Form Tutor	13:45 - 13:55
Lesson 5	13:55 - 14:45
Lesson 6	14:50 - 15:40
Dismissal	15:40 - 15:50

PLEASE NOTE: It is very important for the well-functioning of the school day, quality of lessons time, minimizing incidents, and overall school management, for **students to be in school on time, start the lesson punctually, and leave the school premises at said time**. Parents and guardians should make sure students arrive on time and leave on time or **inform the receptionist of different times so the necessary arrangements can be made to supervise the children beyond the normal school hours**.

Students stay in their form classroom most of the day (except for PE, some science lessons, and Art) and their lockers are also located within the classroom so no reason exists for being late to start a class. Lateness and the actions taken in such cases are further explained in the school's *Attendance Policy*.

CURRICULUM

For detailed information on our *Secondary School Curriculum*, please see our *Curriculum Policy* and the curriculum maps for each subject studied in Secondary school. For any query about the curriculum delivery please contact our Curriculum Coordinator, Mrs. Jason Simmons at jason@britishschooloftirana.com or on EduPage.

LEARNING SUPPORT

English as an Additional Language (EAL)

When necessary, additional support is available to help students whose first language is not English. Emphasis is on providing opportunities for students to use English in authentic contexts. While explicit teaching of grammar is given when appropriate, the main objective is in creating an environment in which students gain confidence, and 'take risks' by trying a new language in a supportive environment.

Students are encouraged to communicate through reading, writing, listening and speaking to the necessary level in order to successfully access the curriculum in a variety of ways.

- Withdrawal – Small groups of students are withdrawn from the classroom and given intensive English tuition during Literacy and/or Foreign Language lessons.
- In-class support - Students are supported in class by teachers. The plan for EAL classes will be agreed upon once the results of the baseline assessment are processed.

Students who need to receive EAL support are identified after the baseline assessment that is organized early after school starts. Those scoring “below age level” in KS3 and those whose prediction for GCSE and A-Level English is 3 (E) or below will be recommended for EAL support. Parents will be informed if outside school extra support is also necessary.

Albanian as an Additional Language (ALL)

Similarly to the English language, we will look at the needs of international students for extra Albanian language classes. Albanian language proficiency and teaching as per the approved curriculum of the Albanian Ministry of Education is compulsory for Albanian citizens. In addition to that, other students who will want to sit the Albanian Official Examination of End of School (in Year 10 and Year 13) should also follow the program since the Albanian Language is a compulsory exam to proceed further into education and universities in Albania.

If your child is a non-Albanian citizen and you would still prefer he/she study the language, a specific program will be prepared similar to EAL supporting foreign students to learn some basic Albanian language. We encourage all international students to opt for this opportunity.

If your child is a non-Albanian citizen and parents decide not to enroll in the Albanian language class, they should inform in writing via EduPage, the Albanian Language teacher of their child, and cc Ms. Eriona Elezi Qoku at director.secondary@britishschooloftirana.com.

When not attending the Albanian Language classes, every child should still be under the supervision of an adult so the expectation is to remain with the class, quiet, and either reading or preparing for the following lessons. Alternative provisions for outside the class time during the Albanian Language class cannot be offered unless arranged individually, customized, and for an extra fee. If interested in this latter option please contact the Secondary School Director Ms. Elezi.

BEHAVIOUR EXPECTATION

The school has adopted a ‘positive behavior’ approach to behavior management. We believe that good behavior is fostered by focusing on the positive and by continually articulating what is expected, rather than always drawing attention to the negative.

Management of inappropriate behavior is dealt with tactfully and compassionately, ensuring students realize and accept responsibility for their actions also focuses upon developing and rebuilding relationships.

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

General

English is the language of instruction and communication in the school. Students **MUST SPEAK IN ENGLISH** at all times during lessons unless otherwise indicated by the teacher. Because of the international nature of the school and the presence of many different nationalities of students in the school, it is strongly **encouraged that English is also spoken outside the classroom, in halls, gym, cafeteria, school bus, and outdoors.**

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

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

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

Attendance and punctuality

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

If planning to be absent from the school, the parent needs to write to the School's Director by email or via the school application EduPage the length of time the child will be absent and the reason. This is not necessary **in case the child is ill and upon return to school a doctor certificate is presented** to confirm reasons for being absent. If neither of the above happens the absentees will be reported as non-justified.

Students are required to be in the appropriate classroom by 8:45. Students arriving at 9:05 or later, after registration has closed, must sign in with the Reception and will not be allowed into the class until the first period is finished. **Missing learning period will be recorded as absence (Please Note: There is a limit to absences accepted by the Albanian law while attending compulsory education. If this limit is reached, and depending on the total number of absences in a given subject, the student/s might be required to re-take a test for that subject in the fall session, after school year completion, or even repeat entirely the school year)**

Students should not arrive before 8:30 am, when no supervision in school is available. If students and due to other circumstances need to be in school before 8:30 or stay after 16:00 parents should contact the Reception at: secretary2@britishschooloftirana.com and/or Ms. Eriona Elezi Qoku at director.secondary@britishschooloftirana.com and book for such service. A charge based on the hourly rate, will be billed at the end of each month. If a booking is not made but students are still in school outside the opening hours, the time will be recorded and parents will be billed at the end of each month (hourly rates can be found in the Annex of the contract with the school).

If a student is needed to be withdrawn from school before 15:40, then the school reception should be informed by the parent via email. *Please note:* missing the learning period will be recorded as absence.

Students up to Year 13 are not allowed off-site unaccompanied by an adult during the school day.

Academic expectations

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

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

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

Work deadlines must be met.

Appearance

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

Students must be correctly dressed in school uniform. **Correct** also means not altering the length of skirts, wearing other items not part of the school set, etc.

Students are expected to wear black shoes. The wearing of plain black boots, below the knee, during the winter months (defined by the school) is permitted.

Every Monday and Friday, the ceremony set of uniform **MUST** be worn in school (see items included below).

Changing rooms are available in the sports hall and enough time will be allowed to change for P.E. classes and then back to adequate uniform for the rest of the day.

Jewelry should be discreet and kept to a minimum. One pair of earrings of the stud type, one ring, one simple necklace (to be kept below the garments) may be permitted. All jewelry must be removed before P.E. lessons. Jewelry showing religious symbols is not permitted.

Visible make-up and fake eyelashes for girls or nails vertices and/or length is considered inappropriate during the school day.

Boys should have either neatly-trimmed very minimal facial hair or no facial hair at all.

Parents should first consult the Director before allowing their child to wear alternative clothing for any reason.

Not wearing the correct school uniform every school day will result in students not being allowed to join classes until the correct uniform is worn.

Use of Information and Communication Technology

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

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

Access to social networks, communication platforms, entertainment, gaming, movies of any type, or other non-academic sites is forbidden from use at any school computer or personal computer and other electronic devices within school hours and its premises.

Students engaged in social networking outside school should exercise extreme caution about divulging personal information to strangers, and must not bring the school into disrepute when engaged in such activity.

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

Ethics in communication on devices including mobile phones is expected from all students whether within school or outside school hours and failure to comply will be dealt with under our *Anti-bullying* and *Behavior* policies. Use of electronic devices (mobile phones, iPads, earbuds, and smart watches) during school hours is not permitted and students should leave these at reception to be collected on the way home at the end of the school day.

For academic purposes, secondary students should bring their own laptops to be used for Computer Science classes and other subjects as well. Classwork might need to continue at home so storing the work in a personal device makes it easy to continue work. A-level students may have their own laptop to be brought to school when required by the teacher.

The school internet connection is enabled now to block via several fire-walls access from the school internet to social networking sites, gaming and movie sites, communication sites, other unacceptable/offensive/discriminatory or non-age appropriate sites. Use of school internet is made via a personal password and history of access can be checked when investigating a non-compliance with the regulation.

Students in Secondary are responsible for respecting the ICT rules as described above and in the '**Acceptable Usage Policy**'. In case of any breach to these regulations, the matter will be dealt with as foreseen in the Behavior policy and as per the approved disciplinary actions. Parents are also invited to cooperate on this very sensitive matter to the benefit of their children's safety by making sure that unacceptable content is not downloaded or stored in children's laptops for use in either school or home.

Every student is given a school email address and EduPage account to be used for receiving and sending homework, research papers, and assignments, and notification from the teachers.

Safeguard of personal property

The use of mobile phones and other electronic devices such as iPads, smart watches, ear buds, etc is not permitted during school hours. Students are advised not to bring valuable electronic items such as these to school; if they choose to do so, teachers or the Director will ask for the device to be stored in boxes at the reception until the end of the school day. The school accepts no responsibility for electronics safe keeping when brought to school without permission and kept in a backpack in addition, this is also considered a discipline issue.

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

Any accidental damage to property should be immediately reported to the school Director.

General Well-being and Safety of Students

Students must not engage in 'play-fighting', using sticks or any other item which can be construed as a weapon.

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

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

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

Behavior and Prevention of Bullying

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

BST has a clear policy against bullying which is available online in the school web site.

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

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

Safety in Transit

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

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

No eating or drinking is permitted on buses.

Smoking, Alcohol, and Drug Related Offences

It is forbidden to bring cigarettes, lighters, alcohol, or any form of drug (other than prescribed medication and asthma inhalers) onto school property. All medicines must be given to the Reception for safe storage and as per provision in the *Medicine in School Policy*.

Students must not smoke inside of the school and its grounds at any time, nor whilst in school uniform on the journey to and from school. Smoking also means the use of e-cigarettes.

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

Please see our Behavior Policy for further details.

School Uniform

School uniform is compulsory at The British School of Tirana. A list is provided before students start school and can be ordered directly from the school or shop. Sample items of uniform are available through the site administrator to try on for size. It is compulsory for students to wear the uniform correctly every day and during all school day and failure to

comply will be notified to parents and be dealt with as per provisions of Promoting Positive Behavior Policy including sanctions.

For cooler weather

White school shirt

Maroon school jumper

Grey trousers/*skirt (observe skirts correct length)

School navy blazer (boys and girl)

School maroon coat

Black shoes with black/white socks

School tie

Grey or black tights

*It is advisable to wear shorts of one's choice under the skirts for extra comfort

For warmer weather

Boys wear grey shorts

Girls wear grey skirts (observe skirts' correct length and consider wearing shorts under the skirts)

Black sandals with black/grey socks (boys)/white socks (girls)

School white short sleeves polo or shirt (boys and girls)

School tie

Note: no leggings will be accepted as school wear for girls or other garments (hoodies, blazers, tops, shirts, etc) worn on top of the school uniform.

P.E.

Navy PE shorts

Navy short sleeves shirt

Navy hooded school top (optional school tracksuit top)

Navy school tracksuit bottoms

Predominantly white trainers (no black soles)

PLEASE NOTE: Students should change into P.E. uniform and back to normal school uniform before and after PE lessons using the changing rooms provided. Time will be allowed for this. PE sets/uniforms cannot be worn outside PE lessons.

Shoes

In school, students need to wear simple black shoes (black soles). Trainers are not to be worn to or in school.

Labels

Everything must be clearly labeled with the student's name. If not, the school will not be able to locate and return any missing items.

Jewelry

Jewelry is not permitted to be worn at school. However, students are allowed to wear a watch (no smart watch) and a small pair of stud earrings (if they have pierced ears).

Other things to bring to school

A school book bag: These are used for carrying school reading books, library books, and homework folders to and from school.

Water (non-glass) bottle for personal use (please label it to avoid getting lost).

Lost Property

Should the uniform go missing, **lost property boxes** are located in the front office. These containers are emptied at the end of every month. Named items are returned to their owners. Unnamed items are donated to charity. Parents are encouraged not to let students bring in school expensive items or clothes, money, or jewelry that in case of getting lost will cause financial and/or emotional damage.

Personal property

It is students' own responsibility, not the school's, to keep personal belongings safe. The school does, however, need to know if anything goes missing, so this should be reported. Your property should be clearly marked with your name. You should not leave bags and coats unattended, in halls and corridors or reception area. Do not bring large sums of money or other valuable objects (including electronics) into school. If there is a special reason you need to bring a large amount of cash into school, please give it to the Receptionist to keep in the safe, and collect it at the end of the day.

Lockers are provided in Secondary school for each student. **School bags and any other belonging should be put in the locker in the morning.**

FOOD, DRINKS AND SCHOOL MEALS

It is part of our school ethos to promote healthy eating. We also encourage good manners when eating together and allow students plenty of time to finish their food. School staff will eat lunch with the students. Parents and students are informed and encouraged not to bring processed and artificially sweetened food or drinks to have in school during breaks or to share with other students, which could be sensitive to different food allergies. When noticing that students do not comply with these requirements, parents will be informed and if persisting such snacks will be kept away from students until the end of school when they can take these items back home.

Drinks and Water bottles

Students may bring a water bottle into the classroom with them, particularly when the weather is warmer. Other drinks may not be brought into the classroom.

Snack & Packed lunches

Parents are requested not to send sweets, crisps, and fizzy drinks in their child's snack or packed lunch. For safety reasons, glass bottles or boxes are not allowed in school. Please do not include peanuts, as they produce a severe allergic reaction in some children. If children would like to bring packed lunch, this should only be eaten in the school canteen during lunch break.

From the school year 2024-2025, fruit will be served at lunchtime rather than during the morning break as it was before.

Hot school lunches

A hot lunch is offered to all students at lunch in school. More details are given when students are registered and monthly communication is sent out to parents about the menu served at lunch via the school application EduPage. The following lunchtime rules are compulsory for all children:

- All students using the canteen and having a hot lunch should put away their cutleries and plates after use.
- Students should queue quietly and in order to take their food.
- Students should always show respect to canteen staff and politeness (please/thank you).
- Lunch is a 4 course meal and students should try all food offered to be sure they have a balanced meal every day. The set menu offered is part of the school service and comes with no extra fee to parents. In case of any specific preference, please discuss this matter with the school Director and the school can offer a personalized menu for an extra fee.
- All students should keep the canteen litter free (floor, table, chairs).
- We use a low voice when talking to each other during lunch time.
- We all use our best manners when eating.
- No items from the classroom, or bags, or toys should be brought in the canteen.
- In case school property is damaged the cost of repair or replacement will be charged to the parent.

BIRTHDAYS

As of school year 2024-2025 we will not be able (due to lesson schedule) to organize birthday celebrations in school or accept treats to be given to students during the school day.

ATTENDANCE AND ABSENCES FROM SCHOOL

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

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

Leaving the school earlier for reasons other than a doctor/dentist appointment is not encouraged because it disrupts the students' day and results in missing out on important

time learning. In case a student needs to leave earlier for whatever reason, the school (reception) should be informed the day before. If the pick-up time is during lesson time, the students will be asked to wait in the reception area from the beginning of that period. Frequent absences from class can result in an unneglectable number of absences which might require re-setting the subject test as per Albanian law so particular care and consideration should be paid to this point.

When leaving school earlier, on the parent's request or in case of a family/personal emergency and upon informing the school Reception, the parent or guardian or their designated person should be presented in person at the school Reception. The parent/guardian/designated person will have to sign the "Early Leaving School" slip, prepared and countersigned by school direction, and keep a copy. Students arriving later or leaving earlier should sign the In/Out register kept in Reception.

Independently of the reason, every absence from school will be recorded.

Religious observances

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

Absence and illness

If a student is ill, parents should message or email the school, Ms. Eriona Elezi Qoku director.secondary @britishschooloftirana.com straightaway.

A message will be passed on to subject teachers. If a student is likely to be away from school for several days, please arrange for someone to collect the work that you would have done in class so that you don't fall behind.

On your return to school, students should **bring a written note** from parents confirming the days you have been absent, and the reason. If you have been away for more than three days for health reasons, you must bring to school a **certificate signed by a qualified doctor**, giving a reason for the absence. The certificate should be handed in to Ms. Eriona Elezi Qoku (or left with the school Receptionist to pass onto Ms. Elezi) at the start of the day when a student returns to school. The school especially needs to know if you are away from school because of an infectious disease, like scarlet fever, for example. This is so that other families in the year group can be alerted that they need to watch out for symptoms. You should not return to school until a doctor has confirmed that you have fully recovered.

If a student feels ill during class should ask the teacher to go to Reception. Parents will then be contacted. If necessary, a student will stay in Reception until someone collects him/her. Students must never leave the site, or go home without permission.

HOW TO SUPPORT YOUR LEARNING AT HOME

In Year 7 you are entering the 'Secondary' stage of your education and will find that you are given more freedom. With freedom, however, come certain responsibilities. You, not your parents or your teachers, are now responsible for making sure you learn. Now is the time to establish good habits.

Exams in Year 11 or A-Levels will come sooner than you think. Getting yourself organized will make life much easier. A key point is to organize yourself at home. You need a desk to work at and somewhere nearby to keep all your school books together. Your desk should be kept clear, so you can sit down and start work without any distractions. A copy of your timetable should be on your wall so that you can see at a glance the day's lessons. Packing your school bag the night before school avoids stress the next morning. Keep your homework diary up to date and try, if you can, to do your homework the day it is set. It will be fresh in your mind and not hanging over you until it is due. Not handing in work on time causes aggravation for your teachers (who find it fairer and easier to mark a whole set of work at once) and will cause problems for you. If you realize that you are not going to be able to meet a homework deadline, speak to the teacher before the work is due.

THE SCHOOL COUNCIL

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

Its aims are:

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

ASSEMBLIES

Assemblies take place every other Friday, last period.

REWARDS

In Secondary School, Rewards are given to students for a high level of achievement, improvement, effort, and social contributions. At the end of each school term, Achievement and Effort Certificates will be awarded to students in Years 7-9 who are nominated by their teachers.

In Years 10 to 13, students, in consultation with the Head of Pastoral, are consulted as to what they think are their most significant achievements each month. Success is then recognized by the Head of Pastoral, and parents are informed. At the end of the term, one student is given a small prize (an internet shopping voucher) for achievement in each subject. Students may be rewarded for work in more than one subject.

Student of the week

During the course of the week, teachers monitor student behavior, effort, and achievement. At the end of the week, a “*Student of the Week*” certificate is awarded to the student who has shown the most effort/best behavior.

CLUBS AND CO-CURRICULAR ACTIVITIES

Clubs in Secondary school are mostly class-based and occasionally open to students from different year groups. Clubs take place every other Friday, last period.

Clubs can be popular and fill up quickly so you should decide which clubs you would like to join and sign up as soon as possible. Places are filled on a first-come-first-served basis and it can happen (though not very often) that the club you want to join is too full. Some clubs at Secondary School are sport-based, like football, basketball, hiking and yoga.

Some clubs are age specific, or require a year-long engagement (Model United Nations or School Media Club). Others (sport, art, cooking, mystery, etc) are up for take as per students’ preference.

Clubs are a way for you to get to know students outside your year group, to work with different teachers, to develop new skills and interests, to socialize and have fun. We encourage all students to attend clubs. If a student hasn’t made a selection, parents will be informed and the student/s will be required to spend the club hour doing their homework, studying or reading under the supervision of an adult.

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COMMUNICATION BETWEEN HOME AND SCHOOL

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

The School Calendar

The School Calendar shows the planned events for the coming term, such as assemblies, sporting competitions, examination dates, and parent conference meetings. A copy can be found on the school website.

Report cards and full reports

Your parents also receive regular news of your progress at school in the form of reports. At the end of the Autumn, Spring, and Summer terms in Years 7, 8, 9, 10, and 12 your parents receive a full report, in which each teacher comments in detail about your work and attitude during the year. In Years 11 and 13 your parents receive a Full Report in January. This will also indicate how well you have done in your 'mock' examinations, in preparation for your forthcoming external examinations.

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

Full details of how the communication between home and school can be organized can be found in the school *Communication Policy* available on the school website and sent to parents at the beginning of every school year via EduPage.

ACCIDENTS AND EMERGENCIES

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

Illness and P.E.

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

Medicines in school

If you need medicine during the school day, your parents must inform the Reception **in writing** and include details of how and when the medicine is to be taken. **Medicines should not be kept in the school bag, locker or class.**

Fire safety

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

- When the fire alarm rings, you must leave the building by the nearest fire exit and go to join your class on the grass opposite the main building entrance.
- Move quickly but do not run.
- Go as quietly as possible. It is important that there is order and calm.
- At the assembly point, form teachers will be given a register by the site administrator and will then check that everyone is present. Line up in register order, and stay with your class until you are told it is safe to move. A fire drill is performed soon after the school year starts and then periodically.

PARENTAL INVOLVEMENT IN THE SCHOOL

BST is very happy when parents contribute to the life of the school. In the past, parents have helped out in one of the school libraries, or with activities in class, run after-school clubs, and supported sporting events. If one or both of your parents would like to get more involved with the school, please ask them to contact the School Director.

By the end of September, all parents will be invited to elect a class representative from the class parents to join the school's Parents-Teachers Association. The constitution of such association will be shared with all parents and it will be a combination of the provisions in the Albanian law on pre-university education and the best practices of PTAs in British schools in the UK and overseas.

QUERIES

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

For any query related to your child's academic, behavior, socializing, progress, etc, please contact in first instance the subject teacher concerned, or the Form Teacher. You might cc

the school Director (Ms. Eriona Elezi Qoku), the Head of Curriculum (Mr. Jason Simmons), or the Behavior Lead (Mrs. Arensa Poçi) as it applies.

If poor grades in many subjects are worrying you as a parent or student, the Curriculum Lead and through him, your form tutor may be the person to talk to. Their job is to support your learning. Both the Curriculum Lead and subject teacher can look to see if there is a problem and give help to overcome it. This could involve working with you alone or in a small group, either in your normal classroom or in a separate room. If you are willing to work hard, this extra support should give you a boost and get you back on track.

For any other personal or confidential problems, students should talk to the form tutor as well. He or she will be able to help you and give you some advice. If there are other teachers you get on well with, you can speak to them instead.

There is a school counselor (psychologist) available in school to meet and talk to students about any issue that is of concern, whether social, academic, or other. Ms. Aglinda Jata, the school psychologist can be contacted via email at wellbeing@britishschooloftirana.com

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

For parents, all queries and concerns should be expressed, in the first instance, to your form tutor by EduPage (or subject teacher if more appropriate). If such queries or concerns cannot be resolved, the School Director should be contacted. A copy of the school's official *Complaints Policy* and *Communication Policy* is available on the school website and shared already with parents via EduPage.

Appendix I & II / British School of Tirana: Rules for the conduct of students & Sanctions

Please, see the Behavior Policy.

Appendix III/ Network Acceptable Usage Rule

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

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

- I bring my own laptop to school to be used on the school network (internet) only and when and as instructed by teachers.
- I don't bring to school content downloaded, stored to use, show, or share from my laptop when in school which is considered unacceptable and not age-appropriate (gaming, movies, communication applications i.e. Snapchat, etc, social media content, any content of discriminatory/offensive/sexual/extremist nature). If unsure if something you want to use in school is appropriate please talk to your Form Teacher and seek advice.
- I don't bring to school or leave at the reception in the designated box other electronic devices such as (but not limited to) mobile phone, iPad, smartwatch, earbuds, other electronic devices for communication, photo and video recording, etc unless asked by a teacher to use in specific activities and direct adults supervision.
- I will make use of the Internet (school network only) to support my studies.
- I am aware the school used firewalls and filters to prevent students from accessing non-educational content and keep them safe when online.
- I am aware that the school can check the history of my login online and I take responsibility to respect the restriction put in place by the school.
Failure to comply with these regulations will result in disciplinary actions.
- I accept that the school monitors my use of the Internet at school.
- I am aware that cyberbullying whether in school or outside is a serious offence and it is not tolerated. It will be dealt with as per the Behavior Policy and will result in disciplinary actions.
- I am aware that the unauthorized recording (voice, video), taking photos, or altering images of other people in school whether students, staff, guests, or others, is considered cyberbullying and a breach of personal privacy and it is not tolerated but dealt with as per the behavior policy.
- I will not access, create, or display any material (images, sounds, text, and video) that is likely to cause offense, inconvenience, or anxiety to anyone.
- I will follow fully our teachers' instructions regarding the use of ICT and the Internet.
- I do not assume that information published on the Web or written in an e-mail is accurate.
- I keep my username and password confidential.
- I am careful about what I write on a computer. I check my work before I print or send it. I do not use bad language. I do not write racist, sexist, abusive, homophobic or aggressive words. I do not write things that could upset or offend others.

- I do not ever give personal information about myself or anyone else, such as an address, telephone number and private details, in an e-mail or on a website.
- I do not respond to offensive, abusive or rude messages. I let my teachers know immediately if I am sent anything I do not feel comfortable with.
- At school I do not go to sites or download any materials which are in bad taste, offensive, violent or pornographic.
- I always respect the privacy of other users' files.
- I will immediately report to a teacher any incident that breaches the Acceptable Use Policy rules, even if that incident does not affect me.
- I treat other students and school IT equipment with respect and will report any damages to a teacher.
- If I deliberately damage a piece of other students or school equipment I will be charged for its replacement.
- I am aware that under no circumstances, whether in school or outside school students are allowed to seek friendship or approach online teachers and staff on their personal, parents' or other peoples' social media from their genuine account or set up false account for the purpose of accessing staff and other adults personal online space.



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Secondary School