



Family Handbook

Primary

2018/2019 Academic Year



Contents

About TBS.....	3
School Contact Information	5
School Hours	6
Emergency Closing.....	6
Fire and Earthquake Procedures	6
Dismissal Procedures.....	6
TBS Lock Out / Lock Down / Evacuation Policy.....	7
School Transportation Service.....	8
School Environment.....	8
Our Education Model.....	9
Homework	11
What if the homework is not done or is not of the expected standard?	12
Student Welfare	12
Bullying/Cyberbullying.....	13
Attendance Policy for Students.....	14
Uniform Policy.....	15
Examinations.....	17
Report Cards	17
Illness and Medication Policy	18
Social and Skills Development.....	18
Healthy Life Style Development	19
Developing Creativity.....	19
General School Guidelines	20
Notebooks/Exercise Books.....	20
Behaviour Policy	21
Code of Behaviour/Conduct.....	21
Definition of when misbehavior that can lead to sanctions.....	22
Allegations against Teachers or other members of staff	23
Power to search without consent.....	23
General School Procedures.....	24



Dear Parents,

Welcome to the 2018-19 academic school year at Tarabya British School. As part of the TBS family, we are pleased to share the excitement of the new academic year with you all.

Since its first day, TBS had the vision of raising globally-minded students. It has been successful in bringing together national and international curricula, leading social responsibility projects, hosting education panels and educating students from 27 different nations. TBS graduates have received acceptances from the best universities in the world, including Oxford at the top of the list.

TBS helps students to shape the future by guiding them through their academic studies based on a blend of Turkish and British culture and expectations. Alongside academic achievements, our school will encourage students to enjoy their time in clubs and activities based on sports, arts and social responsibility projects. These opportunities will help your child(ren) to grow as globally-minded individuals and we are proud that you and your children have chosen to be part of the TBS family.

For the TBS family to succeed in achieving our goals as a school, there are important rules and procedures which need to be followed. This handbook has been prepared to guide parents and students through our general policies of the school and answer questions about our procedures that may arise from students and parents. We wish to remind parents that reading this handbook assists in good communication with the school as we will all be working with the same rules and expectations.

TBS teachers, students and parents working together towards the same goals will result in another successful academic school year.

Sincerely,

TBS Management



About TBS

Tarabya British Schools offer the highest quality international educational programme that develops students to be ambitious in their goals, innovative in their thought, critical in their approach and confident in their presentation. They will be prepared to identify and access the best possible opportunities both in Turkey and abroad and act in an appropriate responsible manner. TBS education programme is a dual curriculum programme that satisfies both the gold standard Cambridge International Examinations and the Turkish Ministry of Education requirements. The language of instruction is primarily English and therefore offers the opportunity for both Turkish and English to be developed simultaneously.

Background

Equality of education and equality of opportunity are the foundations of the **Tarabya British Schools' (TBS)** vision. Over 20 years ago, our Chair and CEO of Horizon Education Group opened an award winning business dedicated to placing Turkish students in universities around the world.

Over the years it was realized that many capable students were being overlooked, not because of their ability, but rather because of their awarded qualification. Recognising that there are many talented individuals in Turkey, Mr. Mehmet Gültekin devised a mission to not only offer students an education system that recognises them as globally minded, but also as educated to international standards. The aim was not only to provide talented students direct access to top universities through the British system of IGCSEs and 'A levels', but also to provide students who, with their Turkish diploma alone, would be exempt from foundation years at universities around the world.

The need was recognised for a system that would allow Turkish and international students to work together, to learn about others 'diversity, and to develop respect, responsibility and tolerance. A system that not only teaches, but educates, and one that would prepare students for the challenges of university and studying abroad.

After working closely with the Turkish Ministry of Education and Cambridge International Education, TBS now offers a unique, **integrated educational system**. At TBS the education system combines the national and international curricula to provide a dual programme that is offered from pre-school and results in an award of 'A levels' and an *Anatolian High School Diploma* upon graduation. With the exception of Turkish language and literature, Turkish culture, and second language lessons, all lessons are taught in English. Subjects are studied at an advanced level and are an integral part of the students' high school diploma. As such, more and more universities around the world are recognising the TBS high school diploma as one that stands-out amongst other schools in Turkey. Our aim is for students to become bilingual and academically strong in both Turkish and English and to develop a strong national identity that is understood in the international context.

At TBS equality of opportunity is not only for students. TBS teacher profiles include many different nationalities, including Turkish. Dedicated TBS students are encouraged to pursue their strengths and talents by offering not only science but social studies, languages and the Arts. TBS graduates have received offers from many world top ranking universities and we have placed at Oxford University, UCL, King's College, UK, Rwth Aachen University, Germany, UCLA and Amsterdam University to name a few.

However, in today's world, academia is not enough and so TBS provides many opportunities for students to develop social skills and social conscience. In 2015, HRH Prince Edward visited TBS due to its commitment to the Duke of Edinburgh International Award as part of preparing our students' University Portfolio. Each year, visiting university representatives from around the world comment on how TBS students stand out from others, not only due to their level of English, but because of their maturity and confidence.

The TBS education system is now a recognised model for others to implement. Every year schools around Turkey approach TBS for their consultation and expertise in implementing this dual programme. By increasing the number of these schools, TBS continues to contribute to the advancement of opportunity and equality of education in Turkey.



Our Vision

Tarabya British Schools aims to raise "**globally-minded**" individuals.

Our Mission

Tarabya British Schools endeavour to provide and continuously develop an educational environment that nurtures the inherent talent within all our students and challenges them to become independent, self-motivated individuals who recognise their responsibility to the wider community.

To this end we are committed to:

- Empowering student autonomy – encouraging our students to take ownership of their learning;
- An integrated curriculum encouraging the application of knowledge in a variety of engaging extra-curricular activities;
- Providing opportunities that encourage accountability and responsibility to enhance personal development beyond academic achievement;
- Continuous investment in state-of-the-art facilities that aid students in their personal development;
- Supporting a highly qualified and experienced academic staff with access to continuous professional development opportunities;

We will set high standards for our young generation to attain. These standards will bring an international perspective to our education system and our graduates will be ready to compete in an ever increasing globalised world.

Our Objectives

We are committed to:

- Provide excellent international and national educational programmes that equate in the acquisition of a dual diploma achievement.
- Challenge students to realise their full potential.
- Appreciate and celebrate cultural diversity.
- Provide extra-curricular activities for the school community and the international community of İstanbul.
- Promote open and effective communication within the community.
- Encourage active involvement in the school, local and global communities.
- Prepare students to be independent thinkers and lifelong learners.
- Strive for continuous improvement.
- Obtain accreditation from international organisations.

Our Accreditations and Memberships

- TBS has full authorisation to run Cambridge International Examinations Primary, Secondary, IGCSE and 'A Levels
- The school has full Turkish Ministry of Education accreditation to run a dual diploma programme.
- The school is an Accredited Member of the Mediterranean Association of International Schools.
- The school is a member of the Council of British International Schools.
- The school is a member of the British Chamber of Commerce and Trade, Turkey.
- The school will undergo accreditation process for the Council of International Schools.



School Contact Information

High School & Middle School Campus



TARABYA CAMPUS

Şalcıkır Caddesi No: 44, Tarabya / Sarıyer / İstanbul
+90 850 460 7575

bilgi@ingilizokullari.com.tr

Primary



YENİKÖY CAMPUS

Sait Halim Paşa Cad. No:10, Yeniköy / Sarıyer / İstanbul
+90 850 460 7575

bilgi@ingilizokullari.com.tr

Horizon Language Academy



ETİLER CAMPUS

Ebulula Mardin Cad. No: 13, Etiler / Beşiktaş / İstanbul
+90 850 460 7575

bilgi@ingilizokullari.com.tr



School Hours

Yeniköy: Monday-Friday 8:00 – 3:15pm
Tarabya: Monday-Friday 8:00 – 3:30pm

Please note that extra lessons or clubs may be outside school hours and days. Parents will be notified at least 24 hours in advance if your child is included. There will be no service bus available for these extra activities and it is the responsibility of the parents to arrange collection do so on time.

1. Emergency Closing

In the event of schools needing to close during the day (such as snowfall) the schools will follow the instructions given by parents at registration as to how they will return home. Parents will be contacted via email, phone call and/ text message as well as our communication application, social media and internet sites.

2. Dismissal Procedures

***School must be notified of any changes in plan for the collection of your children
AT LEAST 2 hours in advance***

It is the policy of the school to follow the requested dismissal procedure of the parent. School teachers/personnel will **NOT** hand- over a child or place him/her on a different service bus **without the explicit instruction in writing from the parent/authorised person to do so.** We will strictly enforce this policy with your child's safety foremost in our mind.

3. Fire, Earthquake Lock-in, lock-out Procedures

The school runs fire and earthquake drills at least three times in a school year during the school day. Details of these drills are recorded by the campus Deputy Principals and reports are made to the Ministry of Education. A full evaluation of the drill is made and adjustments in procedures are made accordingly.

Students will be kept at school until a parent or authorised person can be notified.

4. TBS Lock Out / Lock Down / Evacuation Policy (to be implemented in times of heightened security)

TBS's normal procedure prevents unauthorised persons from entering the school and is commonly used daily. Visitors are logged in at the security point by signing in, leaving a valid photo ID card with security. Visitors are issued a visitor's card and this must be worn at all times while on the campus. When leaving, the visitor's card is handed in, the visitor signs out and ID card is returned. This procedure allows school activities to continue as normal during the outside disruption.



In times of heightened security, the following policy will be implemented:

Lock-Out is when no visitors (parents/tradesmen/visitors) are permitted onto the campus without a prearranged appointment.

Lock-Down is a procedure used when there is an immediate threat to the school or an incident in the immediate area. Lock-Down prevents access to the school and secures staff and students in designated rooms. As part of this procedure everyone must remain in the room until the situation has been declared safe by the Principal or delegate.

Evacuation is a procedure where all persons on the school site meet at an agreed area to ensure safety of all and that all persons are present. An evacuation is implemented to ensure a rapid, orderly response to a threat to life and or property using a predetermined plan.

Lock-Out Implementation:

If a situation arises necessitating Lock-Out, the Principal/Delegated person will inform all personnel and parents.

No visitors (parents/tradesmen/visitors/past students) are permitted onto the campus without a prearranged appointment. Any visitors seen without a visitor's badge must be challenged immediately by any member of staff. All visitors must be collected at security and escorted back there after their business is finished. Secretaries will have the initial responsibility for this.

The school management will transfer all the students and staff immediately in secure environment.



School Transportation Service

Students may choose to arrive by school bus or car. The organisation of transportation is the responsibility of the families. TBS will help coordinate the school bus company for the best service possible for our families but please note that the drivers and the company are privately contracted by the families and TBS bears no liability. Parents are billed directly and no money is accepted at the schools.

During transportation the school bus drivers and hostesses have full authority in the vehicle. For safety reasons the driver will not permit loud music, shouting, standing while the vehicle is moving and other actions that would result in the distraction of the driver. Food and drink are also restricted. (Please contact your assigned driver to discuss what is permitted, if anything.)

Students who are disruptive will be reported to the head teacher. Depending on the incident and the frequency of the incidents, consequences may be enforced that may range from detention to complete banning from the service bus. Parents will naturally be informed of the actions taken and the reasoning behind the actions.

School Environment

TBS believes that all members are responsible for the school environment. Whilst we have members of staff whose primary responsibility is the cleanliness of the school, we will insist that students avoid littering and encourage the correct disposal of rubbish. We expect all members of our family to treat the environment with respect and have a strict 'zero tolerance' on aspects like graffiti and the deliberate damaging of school materials, equipment and greenery. Action against students who deliberately break items will result in the parents being asked to replace or pay for the repair of the item(s).



Our Education Model

Pre-School Programme (4 to 5 year olds)

Our nursery's main goal is to help our students to develop their intellectual and social skills in an environment that is fun and that they feel safe and secure in. While doing so we also aim to create a positive outlook and desire to learn that will last all through their education. During this time, while teaching the students to adjust to new situations, we also teach them how and when to meet their needs of personal development, using methods that stimulate the child in an effective and fun way.

During this critical period the most important thing is to develop the student's basic skills. Our teachers have been trained to teach in many methods to bring all skills to the best of their potential. As it should be, any achievements of our students are praised and rewarded in an appropriate manner. With this in mind we have two teachers in class watching and interacting with the students. While planning and designing our facilities we have kept in mind the needs of the students and how the facilities will help them develop their intellectual, physical, social and emotional skills.

Cambridge Primary 5-11 Years (Reception to Grade 4)

Moving into Reception class the students begin Cambridge Primary for learners aged 5 to 11 years. It develops learner skills and understanding through the primary years in English, mathematics and science.

Cambridge Primary provides a flexible framework which we can use to tailor the curriculum to our needs. We provide assessment tools to help identify what children are learning, monitor their progress and report to parents. Cambridge Primary is an excellent preparation for Cambridge Secondary 1. At the same time, our fully approved programme, will provide education that will fulfil the requirements from the Turkish Ministry of Education.

Cambridge Secondary 1, 11-14 Years (Grades 5-8)

Cambridge Secondary 1 is for learners aged 11 to 14 years. It builds on the foundations of Cambridge Primary.

Cambridge Secondary 1 develops learner skills and understanding in English, mathematics and science for the years of secondary education. Cambridge Secondary 1 provides excellent preparation for Cambridge Secondary 2 (high school). At the same time, our fully approved programme, will provide education that will fulfil the requirements from the Turkish Ministry of Education.

Cambridge Secondary 2, 14-16 Years (High School Grades 9 & 10)

Starting High School, students will have the opportunity to choose different subject routes to start on the right path to study at university. In grade 10 students will sit a carefully selected group of IGCSEs that are assessed by Cambridge.

At the same time, our fully approved programme, will provide education that will fulfil the requirements for their Turkish Anatolian High School Diploma.

Cambridge Advanced (Grades 11 & 12)

Cambridge Advanced is typically for learners aged 16 to 19 years who need advanced study to prepare for university and higher education. It builds on the foundations of the Cambridge Secondary 2 stage. At the same time, our fully approved programme, will provide education that will fulfil the requirements for their Turkish Anatolian High School Diploma.



Cambridge International AS and A Level

Thousands of learners use Cambridge International AS and A Level every year to gain places at leading universities worldwide. Students develop a deep understanding of subjects, as well as independent learning and constructive thinking skills – abilities which universities value highly.

Cambridge International AS and A Levels are taken by over 175,000 learners in more than 125 countries every year. Regarded as a passport to success in education, university and employment.

University recognition

Many universities worldwide require a combination of Cambridge International A Levels and Cambridge IGCSEs to meet their entry requirements. Leading US and Canadian universities require Cambridge International AS and A Levels. In the UK, Cambridge IGCSE is accepted as equivalent to the GCSE. Many UK universities look at Cambridge IGCSE grades, as well as predicted grades for Cambridge International A Level, when making admissions decisions. Cambridge IGCSE English as a Second Language (at grade B or above) is recognised by most UK universities as evidence of competence in the language for university entrance.

Homework

Homework contributes toward building self-discipline, responsibility & lifelong learning habits. It is the intention of Tarabya British Schools' teachers to assign relevant, challenging & meaningful homework assignments that reinforce classroom objectives.

Homework assignments may include...

- Practice exercises to follow classroom instructions.
- Preview assignments to prepare for subsequent lessons.
- Extension assignments to transfer skills or concepts to new situations.
- Creative activities to integrate many skills toward the production of a response or product.
- Reflection on and evaluation of a piece of work or topic.
- Reading a book.
- Reading assigned pages from a book.

Responsibilities:

The Teacher

- Sets clear homework instructions including a deadline for completion.
- Ensures students make a note of homework or that the homework is written appropriately for the parent to see.
- Ensures homework is appropriate.
- Marks work regularly.
- Follows departmental or school marking policies and gives feedback to students.
- Follows up missing or incomplete homework according to school policies.



The Parent/Guardian

- Provides a regular time and an environment in which the student can work without distraction.
- Check for homework set and deadlines
- Shows an interest in the work the student is producing.
- Ensures the work is the student's own.

The Student

- Writes details of the homework set.
- Asks if the instructions are not clear – in advance of the deadline.
- Meets the deadline for the completed homework.
- Completes the homework to the best of his/her ability.
- Presents the work clearly and neatly.
- Ensures the work handed in is his/her own.
- Catches up work missed through absence and arranges with the teacher a realistic deadline for this.

Times:

The following table shows the general guideline for homework times based on Cambridge standards the followings times are recommended.

Grade	Policy
1	10 minutes and 10 minutes reading
2	20 minutes and 10 minutes reading
3	30 minutes and 20 minutes reading
4	40 minutes and 20 minutes reading



What if the homework is not done or is not of the expected standard?

Ultimately, it is the responsibility of the **student** to complete all the assigned homework and to do it to the best of their ability. It is important to encourage your child to complete their homework on time and with pride, it is also important not to make homework to seem like a punishment. Research has shown that negative experiences with homework in the early years of school have a lasting effect on students as they grow. Homework at TBS is seen as a revision exercise for the teachers to see whether or not the material was understood by the child. With this in mind we respectfully request that parents do not do the homework but rather guide and provide a routine and place of study. If homework is not completed on time the teacher may use a break time or send the homework home a second time.

Student Welfare

All TBS teachers are responsible for the wellbeing and development of all students. **Personal Social and Health Education (PSHE)** is a part of our school's life that has been considered vitally important. It is what the children learn throughout each and every day, both at school and at home, about themselves and their place in the smaller and wider communities they find themselves in.

PSHE is taught either as part of a curriculum area or as a discrete topic.

Among the range of matters that will be focused on and discussed will be friendship, healthy living, safety, personal development (emotional and physical), etiquette, respect for self, others and the environment.

It is intended that these discussions will bring into sharper focus, aspects of children's development that are already dealt with and deemed to be of crucial importance, in a more formal setting.

A happy, healthy, caring and positive child is the cornerstone of a well-educated young adult. A well-educated young adult in turn becomes a successful university student and a caring, responsible global citizen.



Bullying/Cyberbullying

TBS has a zero tolerance policy on bullying. Education is the key to preventing bullying and TBS has a programme that begins from the early years throughout the school in educating students about appropriate behaviour.

Definition of Bullying

- Bullying is behaviour that deliberately makes another person feel uncomfortable, distressed or threatened.
- Bullying is repeated over time.
- Bullying makes those being bullied feel powerless to defend themselves.

Examples of Bullying

- Emotional (being unfriendly, excluding, tormenting, threatening behaviour)
- Verbal (name calling, sarcasm, spreading rumours, teasing)
- Physical (pushing, kicking, hitting, punching or any use of violence)
- Extortion (demanding money/goods with threats)
- Cyber (all areas of internet, email and internet chatroom misuse.
- Mobile threats by text messaging and calls.
- Misuse of associated technology i.e.: camera and video facilities including those on mobile phones.
- Racist (racial taunts, graffiti, gestures)

Causes of Bullying

People bully for different reasons. The reasons could be:

- To feel powerful
- Jealousy
- To feel good about themselves
- To be in control
- Because they want something (attention, possession or friends)
- To look good in front of other people
- To feel popular
- Because of peer pressure
- To be big/clever
- For fun
- Because they are being bullied themselves
- Because they see and pick on an easy target (small, won't tell anyone, lonely or different in some way).



Procedures for dealing with bullying

Step 1

When a student personally approaches a Class Teacher/Non-Teaching trusted member of the school community/Support Staff the incident will be recorded and shared the counsellor.

Step 2

Discussion on the facts and a plan of suggested ways forward is made and followed

Step 3

For the first incidence the class teacher or counsellor will implement the plan.

For the second incident the parents of both sides will be informed about the plan that is being implemented. Parents will be encouraged to participate and help promote appropriate behaviour. Please note that serious bullying incidents may require the parents to be informed immediately.

For the third incident the parents will be invited to school to discuss the situation and discuss out of school support for the student who is bullying.

Step 4

Repeated actions by the same students will be considered serious and could result in the action being made on their permanent records of the students involved.

Step 5

Any bullying behaviour by the student will result in the loss of any right to enrol in the school for the next academic year. In severe cases TBS reserves the right to request the student be removed from the school and will assist with the transfer to another school.

Attendance Policy for Students

Students are expected to attend school at all times unless excused by their parents or guardians or through illness. Parents are expected to contact the Main Office or a Senior Manager if a student has reason to be absent from school **before** 8.30 a.m. Students are expected to attend more than 90% with only 10% absent rate permitted. Failure to meet the minimum requirement could not only affect the learning of your child, but maybe a cause for not re-enrolling for the next academic year.

Temporary Absence and Early Finishing

It is the responsibility of the family/guardian to ensure students attend school. Attendance is electronically lodged with the Ministry of Education and therefore requires appropriate paperwork for absences. Parents/guardians must ensure that appropriate medical reports are provided from state or university hospitals to the Student Affairs Officer or a Senior Manager in a timely manner. Please note that medical reports from private doctors and hospitals are not accepted by the Turkish Ministry of Education. Failure to submit the correct paperwork could result in the student failing the year due to absence days. The school will inform parents/guardians at key points of concern as necessary.

Early Finishing

Students wishing to leave school early for any reason cannot do so **without the written permission from the parents/guardian**. Students are to bring to school a written, signed request from parents the day of the planned absence. It is anticipated that the students will **only** leave early for medical reasons. In case of emergencies or unplanned appointments an email will be expected. Under **no circumstances** will a student be allowed to leave the school premises without written permission from the parent/guardian or being collected by a designated adult. Students will not be put into any public transportation such as a taxi, Uber or placed into the care of an unauthorised adult.



Lateness

1. The school must be informed all cases of lateness in order for the school to anticipate the arrival of the student.
2. When arriving late to school, the student will wait outside the classroom until the end of lesson to join the class. This will prevent disruption of the lesson and show consideration to those attending class.
3. Waiting outside class may involve the student sitting the dining room or the office.
4. When a student is late for the first time, the teacher will talk with the student to the importance on being on time.
5. In cases of continued lateness, the school will speak with the parent/guardian as to the importance of arriving to school on time.
6. Please note that any arrival time after 8:15am is deemed as late.
7. All absences are recorded on the report cards.

Extension Holiday Periods

Extension of holiday periods is strongly discouraged and homework will **not** be provided. Most major school holidays will follow immediately after assessments and/or examination activities that must be completed as scheduled. Exceptions to this rule may be made in only the most unique of circumstances and will be granted upon the approval of the Principal or designate. Parents should consult the school calendar prior to making transportation arrangements.

Missed Examinations

Any student that is absent from an examination will need to provide a doctor's report that has been issued by a recognised State hospital or Research University Hospital. Private Doctor's or hospital reports are not accepted by either the school or the Ministry of Education. No make-up examination will be provided without such report and zero will be entered in the report card.

Sign Off

Principal, Deputy Principal or designate signs off the daily attendance after validations are made for all absences.



Uniform Policy

It is TBS philosophy that school uniform fosters equality, belonging and responsibility and therefore school uniform is required to be worn by all students and will be strictly enforced from the first day of school. Failure to wear school uniform will result in the following action:

First offence: the student will be supplied the missing piece of uniform at the family's expense or an item will be used from the lost and found bin. The school will notify the parent of this action by phone.

Second offence: the student will be supplied the missing piece of uniform at the family's expense. The student will be sent to the Principal. The school will notify the parent of this action in writing with a copy of the letter filed with the student's records.

School Uniform Requirements:

Nursery, Reception and Primary

Boys Summer (April-June) and (Sept-Oct):

- School hat (to be worn to and from school and during break-time if very sunny).
- School Bermuda (shortened to the knee)
- School Polo shirt
- A plain white or navy cardigan may be used on cooler days / school jumper
- Plain black shoes or sports shoes (no colours allowed)
- White, navy or black socks
- School Sports kit
- Hair must be neat
- No piercings are permitted at any time
- Jewellery must not be worn with the exception of a normal, every day watch (no smart watches, e.g. "Iwatch" are not permitted)

Boys Winter (Oct- April):

- School hat (to be worn to and from school and during break-time if very cold).
- School trousers
- School shirt
- School jumper
- School tie (Grades 1 to 4)
- School jacket
- Plain black shoes or sports shoes (no colours allowed)
- Navy or black socks
- School Sports kit
- Plain navy or black outer coats/jackets and must be removed during lesson time.
- Hair must be neat
- No piercings are permitted at any time
- Jewellery must not be worn with the exception of a watch (no smart watches, e.g. "Iwatch" are not permitted)

Girls Summer (April-June) and (Sept-Oct):

- School Straw Boater hat (to be worn to and from school and during break-times if very sunny)
- Blue and White dress
- White socks or tights (no coloured patterns)
- Plain black or white shoes or sport shoes (no colours allowed)
- A plain white or navy cardigan may be used on cooler days/ school jumper



- School sports kit
- Hair must be neat and no colourful hair bands are permitted
- No make-up or nail vanish of any colour is permitted at any time
- No piercings are permitted at any time
- Jewellery must not be worn with the exception of a watch (no smart watches, e.g. Iwatch are not permitted)

Girls Winter (Oct- April):

- School pinafore
- School shirt
- School tie (Grades 1 to 4)
- School jacket
- School jumper
- Plain black shoes or sports shoes (no colours allowed)
- Navy or black socks or tights (no colours allowed)
- School Sports kit
- Plain navy or black outer coats/jackets and must be removed during lesson time.
- Hair must be neat and no colourful hair bands are permitted
- No make-up or nail vanish of any colour is permitted at any time
- No piercings are permitted at any time
- Jewellery must not be worn with the exception of a watch (no smart watches, e.g. Iwatch are not permitted)

Sports clothing should be sent to school for the student to change into unless sport is the first lesson. Please check your child's timetable to find the appropriate day.

Please ensure that your child's name is clearly written on all pieces of clothing.

Please send in a bag of emergency clothing including underwear, socks, extra trousers and shirt. These will need to be replaced if used.

Please note that during winter and rainy days, should your child wear rain boots, an extra pair of shoes should be sent for class time.

Freer Fridays

Full school uniform is not required on Fridays. Students may wear jeans, **school** T-Shirt or School Polo t-shirt and TBS hoodie.

Examinations

Examinations start at Grade 4 (tests are administered for younger children in a stress-free way only as a means to check progress). Exams are scheduled in the normal teaching day of the school with each day having a maximum of 3 exam sessions. The length of the exam will be 40 minutes. Exam dates will be announced in the school calendar and on our webpage. Exams will be marked out of 100 points and placed in the Turkish Report Card.



Report Cards

All students will be given a Turkish Ministry of Education half-year report card in January and an end-of-year report card in June.

Additionally all students will be given a Cambridge programme half-year report card in January and an end-of-year report card in June. These report cards will go into more details than the Turkish Ministry of Education report. Students will be assessed against the taught objectives and/or skills.

Attainment

Attainment in Primary is based on objectives from Cambridge syllabi. As these objectives are taught and practiced the teachers make formative and summative assessments and evaluate the students against global standards. There are 3 main categories of attainment sub-divided into 7 levels:

- Below Standard
- At Standard
- Above Standard

The Cambridge report will list the criteria that are assessed and the teacher will mark the appropriate level for each child and add a small personal observation for each child.

Illness and Medication

Illness

If your child is ill e.g. coughing and temperature with flu-like symptoms, please keep them at home so that they will not infect other children. If you believe that your child is well enough to attend school then we will consider them well enough to take part in all the activities during the day.

If your child becomes ill during the day, we will contact you and may request that you make arrangements to collect your child immediately. We will use the person designated on the enrolment form for notification. Please note that we cannot keep your child in school should the school medical staff advise us differently.

Should your child become ill because of an infectious disease parents should notify the school immediately by phone.

Medication

If your child requires medicine during the school day, the school nurse will be responsible for the administration. TBS teachers are not permitted to give medicine under any circumstances. You should advise the school by letter as to when the medicine is required and the medicine should be clearly marked with your child's name. This medicine will be kept by the nurse during the day.

Accidents

Should your child have an accident at school, the school nurse or teachers will administer first aid. If the child is requiring further medical assistance the school will phone the parents and arrangements will be made to visit a doctor.

Social and Skills Development

At TBS we believe that being able to effectively communicate in a variety of different situations is the most important life skill for any individual and we strive to give each student the opportunity to develop this skill and develop individuals to their best potential. We approach this through both formal and informal experiences. We believe that field trips and extra-curricular activities offer different experiences from that found in more formal education. For this reason we encourage all students to participate in all activities arranged.



Healthy Life Style Development

From the early years it is important to develop healthy life-style knowledge and habits. TBS ensures that all menu choices are balanced and prepared to the highest standard. Our menus include fresh fruit and vegetables every day with sugary products kept to the minimum.

Eating in the classroom is restricted. Lower grades are provided morning and afternoon snack as well as lunch and therefore the students should not become hungry. Limited snacks are available at the school shop for higher grades.

Only Secondary and High School students may bring food to school. Any food sent to school for the students should be healthy. Examples of healthy snacks are nuts, fruits and vegetables.

School facilities such as the microwave and toaster may not be used by students to heat their own food.

The drinking of water is promoted and allowed in class. Each student should use a bottle to drink from as no cups are allowed in the classroom. All drinks bottles should be clearly marked with the name of the student.

Sport and exercise are important to develop from an early age. It is also important to continue these throughout the school years. For this reason TBS has an integrated programme that starts at Nursery and finishes in Grade 12 at high school. It is expected that all students participate in sports lessons to their best of their ability and parents encourage and support these lessons. Requests for extra academic lessons during sports lessons will be accepted for review, but will only be implemented under special circumstances. Extra lessons will be done outside the normal timetable and will not replace existing classes.

Developing Creativity

TBS is focused on developing creativity skills in all students at all ages. Subjects such as art, music, drama and dance are viewed as an essential part of their education. All students are encouraged to explore and develop their creative thinking skills and abilities. For these lessons to be valued by the students, parents are requested to reinforce their importance by not asking for extra academic lessons to be given during these hours or to try to exempt their children from participating. All great leaders or experts are creative!



General School Guidelines

Ready to Learn

Nursery and Reception

- A Communication book will be provided by the school.
- All students should have a pencil case for their stationery supplies. All stationery items and the pencil case should be clearly marked with the student's name.
- All students should have a soft book bag that can be hung.
- All students should have their sports uniform in a separate bag.
- All students must have a change of clothes in case of emergency which will be left at school.
- All students must bring a pair of indoor shoes.
- All students should bring their tablet to school only on the days requested by the teacher. The tablet should be in a case and both the case and tablet should be labelled clearly with the student's name. The tablet should be fully charged before coming to school and the charger clearly labelled with the student's name and in the book bag.
- Tablets are the responsibility of the students. Whilst the teacher will monitor the use and care of the tablet, ultimately the school is not responsible for any loss or damage.
- Toys should not be brought to school unless requested by the teacher on special days.
- Toy guns and other toy weapons are not permitted at school at any time without special permission
- Toys are the responsibility of the students. Whilst the teacher will monitor the use and care of the toys, ultimately the school is not responsible for any loss or damage.
- Mobile phones are the responsibility of the students. Whilst the teacher will monitor the use and care of the phones, ultimately the school is not responsible for any loss or damage.

Primary (Grades 1-4)

- A Communication book will be provided by the school.
- All students should have a pencil case for their stationery supplies. All stationery items and the pencil case should be clearly marked with the student's name.
- Agendas should be brought to school every day.
- All students should have their sports uniform in a separate bag.
- All students must have a change of clothes in case of emergency and are to be left at school.
- Toys should not be brought to school unless requested by the teacher on special days
- Toy guns and other toy weapons are not permitted at school at any time without special permission
- Toys are the responsibility of the students. Whilst the teacher will monitor the use and care of the toys, ultimately the school is not responsible for any loss or damage.
- Mobile phones may be brought to school but remain switched off in the bags of the students during school hours. Please label the phone clearly with the name of the student.
- Mobile phones are the responsibility of the students. Whilst the teacher will monitor the use and care of the phones, ultimately the school is not responsible for any loss or damage.
- Parents are not permitted to make phone calls to their child/children during the school day.

NOTE: Students should not use mobile phones or other electronic devices (unless authorised by the lesson teacher) at any time during the school day. The school will not be held responsible for any loss or damage. Smart phones are not permitted.

NOTE: Money should not be brought to school by Nursery, Reception and Primary students. Should money be brought by the student, the school will not be held responsible for any loss.

Notebooks/Exercise and other Books

Primary students will be provided exercise books for all lessons. All books will be read and marked regularly by teachers. Students are expected to learn to look after their notebooks and materials in an appropriate manner. We anticipate the support of the parents in this matter by encouraging the child to value and take care of their materials.



Behaviour Policy

TBS aims to provide the highest quality education by maintaining a disciplined, caring environment in which teachers can teach and students can learn. Our Behaviour Policy rests on a set of shared values:

- The right of all members of the school and wider community to be treated with dignity and respect.
- The right of all members of the school and wider community to work in a clean, well-resourced and well-cared for physical environment.
- The right of all members of the school and wider community to be safe and secure at all times from any threat to their personal well-being.
- The right of all members of the school and wider community to be treated with respect. We encourage and expect that both words and actions should not cause inconvenience or offence to anyone.

TBS fully appreciates and are sensitive that the students in Primary are young and learning and we take our role very seriously to encourage the right behaviour and way of speaking. We will involve parents in the process and welcome their support. It is important that all involved understand and appreciate that no one has the right to prevent others from learning .

Code of Behaviour/Conduct

TBS's Behaviour Policy sets out to clarify the responsibilities that are shared by everyone involved in the community of our schools. The policy relates specifically to the following areas of school life and student behaviour in the wider community.

- Respect for others through good manners, acceptance of differences and the ability to work cooperatively with and alongside other students and staff in the local community.
- Respect for property, the school and the wider community, through care for the environment, personal possessions and school equipment and resources.
- Honesty and fairness in relationships with students and staff.
- Good attendance and punctuality.
- Pride in appearance and personal hygiene with full compliance with uniform regulations.
- Good personal organisation.
- Effort and commitment towards academic achievement and constructive participation in all aspects of school life.
- Academic honesty.
- Effort and commitment towards the development of positive and working relationships with staff and other students in school.

In summary, the school Behaviour Policy aims to:

- Promote self-discipline and proper regard to authority; encouraging good behaviour and respect for others.
- Help students develop confidence in their skills and abilities by fostering organisational skills they will need in order to apply their abilities effectively.
- Encourage students to work hard, show effort and persistence with work which is difficult.
- Develop students' social and interpersonal skills and enable them to get along with their peers and with adults.
- In order to safeguard each student's happiness and well-being and ensure the highest standards of personal achievement for all.



Definition of when misbehaviour that can lead to sanctions

Any misbehaviour is when a student is:

- Taking part in school, any school organised or school related activity
- Traveling to and/or from school
- Whilst wearing school uniform
- In some way identifiable as a student at our school

Other scenarios:

- Any action that could have repercussions for the orderly running of the school
- Any action that causes a threat to another student or a member of staff or the public.
- Any action that could adversely affect the reputation of the school

Interventions

At TBS Primary we are sensitive to the fact that young students are learning to behave. When inappropriate behaviour is displayed we will first talk with the child/children involved. It is our intention to help the children learn what is and what isn't appropriate. It is also our intention to teach them how to resolve issues on their own. Please note that physical reactions are never considered appropriate behaviour and will result with the parents being informed immediately. It is anticipated that parents will reinforce the school position and assist in intervening to creating a more appropriate way to manage their anger.

When necessary the school counsellor will be involved to assist the class teacher in developing strategies to work with the children and the parents will be informed and involved in order to show the child that we are working together.

However, on the occasion when an inappropriate behaviour is repeated and causes harm or severely disrupts others, it may be necessary to keep students in during break time and/or calling the parents into school with the Principal.



NOTE: The school reserves the right not to take disruptive students on school field trips. This is a matter of health and safety for both the child in question and the other children.

Allegations against Teachers or other members of staff

Any allegation that a student may make against a member of TBS staff will be considered most seriously and the Board and/or Principal will conduct an investigation into such situations. During the time of investigation the following action will be taken:

- The student will be removed from the teacher's class to work with another member of staff.
- The student will not be placed in a position to be left alone with the member of staff being investigated.
- Teachers will be under strict instructions not to discuss the issue with anyone but especially the student him/herself.
- The student will be under strict instructions not to discuss the issue with anyone but especially the teacher him/herself.

Power to search without consent

Legislation allows TBS staff to search students themselves, their belongings and/or their allocated cupboard if it is believed that a student has brought a prohibited item onto school property.

NOTE: In the unlikely event that an inappropriate item is found TBS reserves the right to confiscate that item.



General School Procedures

Social Media

It is the school policy not to allow teachers to be 'friends' on Facebook or other social media with both students and parents. However, should a group be needed from an educational point of view, teachers are permitted to create a closed group that will be monitored a member of management.

Teacher Private Phone Numbers

It is the school policy not to allow the teachers to give out their personal phone number. All teachers have a work email and are available to use the school phone line to speak with parents or to return your call. Additionally, all teachers have time allotted during the school week to arrange a face-to-face meeting with parents.

Birthday Celebrations

Birthdays are important for all. Birthday boys and girls in primary may wear non-uniform on the day celebration. It is a special day usually marked by enjoying cake. As TBS family we encourage celebrate birthdays but request that cakes are homemade and can be cut ready for ease of sharing. We will encourage the birthday boy/girl to independently distribute the cake to his/her friends.

Parents need to inform school management at least 24 hours before the day of the celebration. Please note that no other form of entertainment is permitted e.g. clowns, jugglers etc.

Teachers are also prohibited to join any social events organised by the TBS families unless their own son/daughter is invited. In this case school management will be informed of the event prior to the date.

We respectfully request that the event remains a 'social' event and not a time to talk about school, other teachers or students.

Cultural Celebrations

TBS is committed to providing experiences and knowledge about different cultures and their celebrations. We will learn about how and why different nations have celebrations and look at commonalities and differences from what we know. There are some celebrations that are rooted in history, some originate from religious reasons and some for promoting commerce or ideals. Here at TBS we are committed to developing respect and understanding to all and believe that this can only be achieved by knowledge. At TBS religion will be viewed as something that is an individual's choice and respected. Teachers will remain objective and respectful in any discussion concerning religion and will not offer personal opinions.

Communication

Communication between families and the school is essential. We are all responsible for the development of your children. TBS has dedicated personnel to help with enquiries in both English and Turkish. You may phone or email and we endeavour to answer quickly and professionally. Google Application will also be used for communication between parents and teachers. Should you have a problem or complaint please contact the relevant Senior Manager directly via email outlining the incident and your experience. The Senior Manager will contact you directly or have a designated member of staff to follow up your complaint.



Re-admission Procedures

Early registration for the coming year begins in November with early registration there is a financial incentive. For students to retain a place for the next year all registrations must be completed **before** 31st March. All students that are not re-enrolled by 31st March will be placed on the waiting list and the school will no longer guarantee their place at the school.

NOTE: Early registration does **not** guarantee re-enrolment if the student becomes subject to any of the criteria listed below:

- a) Persistent late arrival to school
- b) Persistent absences
- c) Persistent behaviour problems.

Transfers

Parents/guardians students transferring to or from a different school need to contact our Student Affairs Manager for all the necessary paperwork.

Reference letters that are requested by other schools will be sent directly to that school. TBS will not provide hardcopies of reference letters to any student or family.

Tuition and Fees

Tuition and fees are assessed annually by the board.

Confidentiality

Staff maintain confidentiality of information at all times. Phone numbers will not be given to a third party without written permission