



**antwerp  
british  
school**



# **General Information**

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## Starting/finishing times

8:30 – Senior School (C6 -T5) start time (lessons begin 8.35)

8.30 – Junior School (PS1-C5) start time (lessons begin at 8.55am)

10.25 – 10.40 Whole School Morning Break

11:35 – Class 1 - Class 4 School Lunch (Class 5 – 8 and Pre School break)

12:05 – Class 5 – 8 and Pre School lunch (Class1 - Class 4 break) (PS1 lunch in classroom)

12:30 – Afternoon lessons start

14.20 – 14.35/50 Break Time (Long Break if not followed by a specialist lesson)

15:30 – Junior School finishing time (Class 4 – 8 finish at 16.15 on Mondays after Sports)

(Please note that some Middle and Senior School Lessons finish later)

## Going home procedures, Senior and Junior

Pre School classes wait with their teachers in the Pre School corridor.

Junior classes (C1-C4) wait with teachers in the gym.

Senior students may leave independently, or wait in the entrance for pick up.

Parents should ensure that they arrive on time to pick up their children.

Senior School may leave the villa once their classes have finished.

## Leaving school early

Any student leaving the school before the normal finishing time must have parental and school permission to do so and is required to sign-out at reception, stating the reason for their departure.

## Punctuality

Punctuality is essential - Students arriving after the school start time should sign-in at the reception.

Lateness is recorded on school reports. Late detentions will be issued on a monthly basis for continued lateness. Please note that in the Middle and Senior School students who are late will be missing valuable lesson time.

If the lateness is due to an appointment, a note is required.

# Absence from school

Children six and over are required by law to attend school for each and every day of the school year except in the case of illness or exceptional circumstances. Parents are required to notify reception on the morning of the absence, detailing the expected length of absence. A doctor's note is required for all absences.

# Communication

**Newsletter:** The school publishes two newsletters per term (six per year), which include information about student achievements, events and a message from the Heads of School.

**Website:** Our website contains a range of information regarding school life. (Calendar, events, news, student login) [www.antwerpbritishschool.org](http://www.antwerpbritishschool.org)

**Foyer screen:** The screen, updated regularly, shows photos of school activities and notices for the attention of the school community.

**Letters:** Important events and messages are sometimes communicated via letter. We will be sending letters by e-mail to all parents this academic year. Eventually all letters will be sent via email so please ensure that Mrs. Verbeeck has your most up to date email address

**Notes in student diary:** Parents and class teachers can communicate with each other via notes in the student diary. These should be signed by parents every week.

Each class has a 'Class Mother' who is an important communication channel

The Class Teacher is your first point of contact.

The Class Teacher or Tutor knows your child and their work better than anyone so please contact them if you feel that your child has any difficulties which need to be resolved. If you want further assistance then please make an appointment with the Section Coordinator or Head of School or College through Mrs. Verbeeck in the school office.

# Bikes

Senior students may ride a bike to/from school with parental permission. Cycling helmets are compulsory.

# Sports centre, gym and PE

All students should wear appropriate clothing for their PE lessons (see uniform list).

Students in C4-8 attend Sports Centre on Monday afternoons. They return to school by 16:15, and should be picked up by 16:30.

Class 9 and T5 Students go to a fitness Centre on Tuesday afternoons, during school time.

# Uniform

## Pre School

Red track suit and white or red T- shirt.

Suitable shoes (without laces, unless your child is able to tie them for themselves).

No open sandals should be worn.

In summer children may wear red shorts on hot days.

## C1-8

A white long or short sleeved **buttoned** shirt. (not T shirt)

Red tie.

Grey **trousers** for boys and girls (not jeans, leggings or tracksuit bottoms).

Grey skirts for girls. (not short – black or grey leggings may be worn underneath).

Dark grey jumper or cardigan for boys and girls.

Dark shoes (brown/black/grey, not coloured).

Dark socks/tights (black/grey).

A white polo shirt or blouse **may** be worn (no tie) during September, October, April, May and June. (no T-shirts please)

## Class 9, T5 and A1

IGCSE and A level students are not required to wear uniform however they must be neatly and appropriately dressed at all times. Any display of offensive logos, underwear or revealing clothing will not be allowed.

## PE

PS1 & PS2 need slip on white gym shoes.

PS3 to Class 8 need white gym shoes, white T-shirt and red shorts.

Middle and Senior School students are required to wear a white T-Shirt with black or red shorts or jogging bottoms.

# Internet

All members of the school community are expected to meet the stipulations of the school's Internet Usage Policy which is distributed each September and to all new students and teachers.

## **Lunches**

Students are required to bring their own lunches, including a napkin and utensils in an appropriate waterproof lunch bag. Water should be supplied in a non-spill reusable bottle.

Lunches should be healthy and balanced. We ask that children not to bring sweets or sugary drinks.

Wrappers and other waste need to be taken home for disposal.

We do not allow Junior School students to share lunches due to a variety of dietary requirements and food allergies.

It is preferable to send lunch in the morning with the student. However, lunches clearly labelled with the students name and class may be delivered and left at reception before lunch time.

PS1 have lunch in their classroom.

## **Library**

Students in all classes have an allocated time to visit the school library. At this time, they may borrow and return books. They also learn appropriate library skills.

## **Lockers**

If they wish, students from C6 to 8 can be allocated a locker and issued with a locker key.

(Senior School arrangements to follow)

A €5 charge is levied for a key replacement.

Lockers are used for storage of bags, books and equipment.

Lockers should be accessed at the beginning and end of day, as well as breaks, but not between lessons.

## **Mobile phones and other electronic equipment**

Mobile phones are not allowed in school for any students except with written parental permission. Permission can be given if students need to keep in touch with a parent, or under other exceptional circumstances approved by the Section Coordinator. Phones should be turned off and kept in student lockers or in the school reception. On certain school trips the school may allow mobile phones to be taken by students.

## **Books and equipment**

Students are issued with all necessary text books and workbooks.

Students are expected to provide their own stationery as appropriate to their class needs. This may include pens, pencils, erasers, markers, calculators (senior school only), etc. all stored in a pencil case.

## **Birthdays**

Junior School students may wish to celebrate their birthdays with their classmates. This can be done at lunchtime only and should be arranged with the class teacher. Due to the expense of such parties, we strongly recommend that only a cake is provided.

All students are encouraged to use the "Birthday Book" programme, by donating a new age-appropriate book to the school library.

## **Support services**

We cater for students with little or no English. A support teacher for English language learners is available.

We do not specialise in teaching students with special needs but seek to differentiate the curriculum and provide reasonable support.

## **Evacuation drills**

ABS has an evacuation policy and procedure in the case of a fire or other emergency.

The evacuation drill is practised several times a year to ensure students and staff are familiar with the procedures.

For the Korte Altaarstraat site the assembly point is in Dageraadplaats, where students line up in classes and attendance is registered.

Any visitors who are in the building at the time are also required to leave via the nearest safe emergency exit and assemble at the Dageraadplaats.

# Medical health and emergencies

Most ABS staff are trained to administer first aid.

Medical kits are available on every floor.

If ABS staff suspect that a student may require medical attention they will ask parents to come and collect the child.

In the case of medical emergencies, the school will call an ambulance and/or seek assistance of the doctor who has a surgery opposite the school.

ABS staff are not qualified to administer any medication. Any medicines required by a student during the school day should be administered by a parent (for younger students) or by themselves (older students). A written note should also be presented to the class teacher outlining the need for the medication.

## Contagious diseases

In the case of contagious diseases (for example **Chickenpox, common cold, sickness and diarrhea, Fractures, Physical Injuries, Rubella (German measles), head lice, impetigo, measles, mumps, pin worms, scarlet fever, verrucae and athlete's foot and whooping cough**) then children are required to stay away from school, attend a doctor's surgery for an assessment and are not allowed to return to school prior to the date specified by the doctor. For further information contact school reception.

## Houses

A house system is in place at ABS.

On enrolment to the school, students are allocated to a house – Dolphins, Eagles or Lions. The students take part in a variety of house activities.

## Student Council

Our active student council ensures that our students actively participate as democratic citizens by voting, organising and executing events and raising student issues. Issues are raised to a school body by class and house representatives in a forum to discuss and plan a course of action to resolve important issues.

## **Trips**

ABS uses a trip policy which ensures that each class has the opportunity to learn outside of the classroom and that associated risks are managed appropriately.

Two day trips per academic year per class are included in the school fees. Additional trips are paid for by parents.

There are at least two overnight trips per year that older students can take part in (Ski trip, Herentals Activity Week, Swanage and a Cultural Tour).

The educational benefit is outlined in the trip documentation.

## **PTA**

ABS has a strong Parent Teacher Association which organises school events and is consulted on school matters.

Each class has a parent representative on the PTA. The teachers are represented also.

Events vary from year to year and have included Sports days, Open days, Fetes, Aeronautics Workshops, Legal workshops, Dinner evenings and fitness and dance classes

## **Fees**

Comprehensive information regarding fees is communicated regularly. For further information please contact the school Business Manager.

## **Examinations**

The school runs internal exams for Senior classes (CI5-A1). These exams generally take place twice a year: once at the end of term 1 (December) and once at the end of the year (late June). Exam weeks are indicated on the school calendar. Results are given to parents via the reports issued near that time.

Our older students take part in external Cambridge Examination Board IGCSEs or A Levels . The exam dates are set by the board but generally take place in May/June.

Mock examinations for these students take place either side of the winter holiday break.

Junior school students participate in benchmark testing each year to help ensure that they are progressing as they should.

## **Parent conferences**

We have three parent conference days throughout the year: October (progress), February (mid year), June (end of year).

Parents can sign up for these meetings during the week before via sheets hung in the school foyer. If parents are unable to attend the parent teacher conference it is possible to have a meeting at another time however, but we cannot guarantee teacher availability due to their busy teaching schedules.

Senior school students should also attend these meetings to hear firsthand the advice being given to aid their studies.

Please note that meetings with teachers can be arranged with the individual teachers and will normally take place after 3.30pm or in the teacher's free time.

## **Arranging appointments with teachers or the Head of School**

Appointments with teachers can be made via reception. It is helpful if a reason for the appointment is given when making the appointment

For the Head of School/College appointments must be made via the school reception.