



The
PRAGUE
BRITISH
SCHOOL

PARENTS'
HANDBOOK

SENIOR
SCHOOL



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From the Head of the Senior School

Dear Parents

On behalf of all the directors, staff and pupils may I take this opportunity to welcome you to The Prague British School,.

The Prague British School is a truly International School in every sense of the word. We have over seventy nationalities represented in the school, as well as a very wide diversity of cultures and backgrounds. These all blend together to form a very exciting learning environment for staff and students alike. For me, the school is not the buildings but the people and children in it that makes it such a rewarding and challenging place to be. PBS is a school that takes pride in its diversity and openness.

We have over 600 students ranging from 20 months to 18 years spread over the three PBS sites. The Senior School now has approximately 250 students at Kamýk. This handbook is intended to provide you with general information about the Senior School at PBS.

This slim volume is designed to help you settle into the school as quickly and smoothly as possible. We believe that we have covered the main topics that concern everyone, however we do appreciate that we cannot cover every topic and every situation, so please do not hesitate to ask if there is anything that you need to know that we have not covered.

If you would like to help the school in any way, however small, please do get in touch with me to discuss the idea. I am always willing to listen to and discuss anything at any time.

May I take this opportunity to wish everybody a really successful school year.

Best regards,

Mr. Tim Roberts
Head of Senior School



1. Introduction

The British International School, Prague was founded in 1992 by the London School Group. It rapidly grew to become a full British Pre-Nursery/Day-care, Nursery, Primary and Senior School covering three separate sites. In the summer of 2007 the ownership of the school changed and so did the name of the school. The school opened as the Prague British School (PBS) in September 2007.

PBS is a private day school serving the needs of children from the International and Czech communities between the ages of 18 months-11 years in the Primary School and 11-18 years in the Senior School, which provides courses leading to IGCSE examinations and the International Baccalaureate (IB) Diploma. The language of instruction is English, but extensive English as an Additional Language (EAL) support is available for non- native speakers.

The student body is comprised of pupils from over 70 different nations. The school boasts an excellent staff, the majority of whom, with the exception of foreign language teachers, are British qualified and experienced teachers. The school currently has three sites: Modřany in Prague 4, Kamýk in Prague 4 and Bubeneč in Prague 6.

Our site at Modřany (P4) is a wonderful bright and well-resourced school offering an excellent learning environment for children aged 18months (Acorns Day care) to 6 years old (Year 1). It also benefits from a large garden and play which caters for the needs of the children. It is located in one of the main residential areas for expatriates, to the south of the centre of Prague.

In September 2004 we opened a school site at Kamýk (P4) to cater for the Primary School children from age 6 to 11 years (Year 2 to Year 6) and the Senior School students from age 11 to 18 years (Year 7 to Year 13). Kamýk has extensive classrooms, computer facilities, libraries, science laboratories, two gymnasiums and large outside sports facilities.

The Bubeneč site (P6) is situated in a prestigious area of Prague 6, amongst many of the embassies. It caters for children from 3 years old (Foundation 1 / Nursery) to 11 years old (Year 6). The Bubeneč School offers a warm and inviting atmosphere for all the children. The school has a hall, computer lab, library, EAL and SEN rooms as well as a playground to suit all needs. The school is connected to the Russian School and so has use of the large gym for PE as well as a theatre for school concerts.

The school is committed to achieving high academic standards and follows the National Curriculum for England in line with schools in the UK.

PBS is recognised by the Czech Ministry of Education, is registered with the Department for Education and Skills for England, Cambridge International Examinations and the International Baccalaureate Organisation. It is also a regular member of the European Council of International Schools and the Council of British International Schools.



2. Prague British School: Senior School

Location

The information in this Handbook applies to Year 7 – Year 13 in Kamýk, Prague 4. For more details about our sites see General Information below.

Our Mission

At The Prague British School we provide each student with a broad and balanced education in a safe and supportive environment that promotes an enjoyment of learning, strong motivation and excellence.

Working in close harmony with parents and the community, we enable students to reach their full potential and develop skills to become independent, self sufficient adults who will succeed and contribute to a global society.

Aims

Our overall aim is to provide an effective and enjoyable learning environment, which will encourage all students to fulfil their academic potential and develop positive attitudes.

We endeavour to:

- Encourage pupils to become confident, well balanced individuals with a range of skills and talents;
- Achieve high academic standards;
- Develop creative problem solving skills;
- Encourage the ability to work independently and to work co-operatively with others;
- Foster an interest in artistic, dramatic and sporting pursuits;
- Develop personal responsibility, and a sense of responsibility towards the community and the environment;
- Develop international understanding and tolerance of the ideas and values held by others;
- Encourage pupils to develop as well-balanced individuals with a range of skills and talents;
- Prepare pupils for further and higher education and to enable them to be active and responsible citizens in a rapidly changing world.



The Curriculum

PBS offers education from Pre-Nursery and Day-care Centre through Primary to Senior level. The education provided by PBS is firmly based on the National Curriculum for England with some variations in Geography and History to encompass the widely varying needs and experiences of the pupil population and the geographical location of the school.

The Senior School has three distinct stages. During the first three years of secondary education, the curriculum is based on Key Stage 3 of the National Curriculum for England and is designed to provide a broad based education in academic and creative subjects together with physical education. Students are given opportunities to work both individually and together in small groups or as members of a large team. The Senior School encourages its students to take many diverse subjects, all of which are taught by subject specialists. Students may follow courses in English, Mathematics, Science, Information Technology, History, Geography, German, French, Czech, Art, Performing Arts, Physical Education and Personal and Social Education (PSE). Students with limited English proficiency follow a modified programme. At the end of Year 9 students take Checkpoint Tests, organised through Cambridge International Examinations, as preparation for starting IGCSEs in Year 10.

In Years 10 and 11, students study for the International General Certificate of Secondary Education (IGCSE) examinations. These examinations are set and graded by the University of Cambridge Local Examinations Syndicate in Britain and they are a good indication of achievement. They are identical in standard to GCSE examinations, which British Students have traditionally undertaken at the age of 16. There is a compulsory core of IGCSE subjects, which include English as a First Language or English as a Second Language, Mathematics, Co-ordinated Science (a combination of Biology, Chemistry and Physics) and Computer Studies. All students, except those still in the intensive English as a Second Language (ESL) programme, may also take English Literature. Students select a further three optional subjects from French, German, Geography, History, Business Studies and Art and Design. Native speakers of Czech and Russian may also prepare for examinations in these subjects.

In Years 12 and 13, students select a combination of subjects for advanced study, leading to the International Baccalaureate (IB) Diploma, an internationally recognised qualification for University entrance. The IB Diploma requires students to follow six subjects, three at “Higher Level” and three at “Standard Level”. The subjects must normally include mother tongue literature, a second language, Mathematics, at least one Science and one Humanities subject and one Arts subject. The school currently offers teaching in English, French, German, Czech Literature, Russian Literature, Economics, History, Information Technology, Biology, Chemistry, Physics, Mathematics (at 3 levels), Environmental Systems, Art and Design and Geography. In addition, all students follow Theory of Knowledge (a philosophy orientated course), write an independently researched 4000–word Extended Essay, and must participate regularly in activities covering three areas – Creativity, Action and Service (CAS).



English as a Modern Language (EML)

An important part of the school's curriculum for pupils who enter the school with little or no English, is the provision of intensive English with qualified English as a Modern Language (EML) teachers. If necessary, up to about two thirds of a pupil's timetable can initially be used for English, the amount being progressively reduced as skills improve.

Unlike other International Schools in Prague, children who attend EML lessons are not charged extra tuition fees.

Pupils in the Primary and Senior schools who already have sufficient English to allow them to follow a normal academic programme may have the opportunity to study French and German at these times.

Class sizes

Class sizes are relatively small in order to allow for individual teaching where necessary. Throughout the school Language and Educational Support teachers help the children where necessary.

Academic Year

The academic year runs from early September / late August to the end of June. It consists of three terms (Autumn, Spring, Summer). In addition to the major holidays at the end of each term, there are half-term holidays (see school calendar).

School hours

Registration is at 8:30am with the first lesson starting at 8.45 am. The Senior School main timetable finishes at 3.15pm, with some exceptions for older students and those attending clubs.

Children should arrive no more than 10 minutes before the beginning of school unless they have made previous arrangements with the teacher or Head of School. Similarly, pupils should leave school within 10 minutes of the end of school (at 3:15 p.m.), a club (at 4:15 p.m.) unless a prior alternative arrangement has been made.

Attendance

Regular and punctual attendance at school is essential to the progress and level of achievement of every pupil, and is encouraged by all staff. Attendance is carefully monitored, and the position of any pupil who is absent too frequently without reasonable excuse will be reviewed.

If a pupil is absent through illness, parents are required to inform the school, either in person, or in writing within three days of the beginning of the absence.

If a pupil is likely to be absent for more than a few days, teachers and the school office should be notified as soon as possible. This will allow teachers to prepare work



for the pupil. The school does not guarantee to prepare advance work without adequate notice.

If a pupil receives hot lunches, prompt notification of absences will enable those lunches to be cancelled and refunds given.

Pupils who are following courses in their national school system at the same time as attending PBS must produce written information about their attendance requirement in the other school at the beginning of the PBS school year. Pupils will also be required to provide written proof each time they are absent from PBS for such reasons.

Extra- curricular activities

The school offers an extensive range of lunchtime and after-school clubs, with some variation from year to year. Either the child or the child's parent needs, at the beginning of each term, to sign up for those clubs which are of interest to them

It is important that children attend clubs on a regular basis, and that pupils attending after-school clubs are picked up from school promptly.

Piano lessons and other music tuition are also available to children. These lessons are held at the school, although they are privately run, payment and times of lessons being arranged by the tutors concerned.

Field Trips

All classes take part in relevant visits to nearby places of interest from time to time, and older pupils also participate in field trips once or twice a year. Parents must take careful note that their family health insurance programmes apply at these times.

Religious Education

The school welcomes and respects children of all religious faiths, or those of none. No "messages" from any particular religion are given at assemblies or elsewhere. Religious Education is not taught as a separate subject, however religion may be touched on in the History and PSHE (Personal, Social and Health Education) classes. Students are introduced to the world's principal religions, their main features and their beliefs, in order to broaden the children's education and to foster tolerance and understanding.



Homework

Homework is an integral part of the school routine for all pupils and it is expected that, when assigned, it will be completed. In the Senior School, the requirement steadily increases to around 2 hours per night in Years 10 and 11, and more in Years 12 and 13. Parents are asked to ensure that their children have adequate facilities for completing their homework and that they read and sign the "contact book" to confirm they are informed of homework assignments.

Assemblies

Assemblies are held on a regular basis. These represent an important function of school life and strengthen community spirit, recognise and reward special achievement.

Snacks and lunches

Snacks

There is a mid morning break. Senior School students can purchase snacks from the school tuck shop at this time. Please note that bubble gum and chewing gum are not allowed in school.

Lunches

There is a choice of packed lunch or hot lunch. Hot lunches are paid for in advance and details will be sent out by the school Administrator. Children are expected to provide their own packed lunch.

School Bus

PBS runs a school bus service from home to the schools in Bubeneč, Modřany and Kamýk. Parents interested in their child using the school bus service should apply to the main school office (Kamýk) in the first instance.

Dress

PBS does not require pupils to wear a set uniform to school. However it is important that they should be dressed appropriately and comfortably.

Clothing and hairstyle should be sensible and appropriate to an academic, learning environment.

During winter weather, snow boots and similar footwear must not be worn inside the building. Protective clothing, e.g. a large old shirt, is advisable for art lessons. PE kit is required for all PE lessons. Students must change for PE, including their shoes. Shoes used in the gym must have clear, non-marking soles and must not be used outside.



Jewellery:

In the interest of safety, only modest, discreet jewellery is permitted. Earrings should be small sleepers or studs. For reasons of safety young children who are unable to remove studs or sleepers should not wear them on a PE day. No offensive or dangerous items are allowed. The school cannot be responsible for lost or broken items. Special regulations may apply for PE lessons.

Personal property

Pupils are expected to look after their own personal property, including clothing (which must be marked with their name). Whilst every effort is made to help younger children to keep track of their belongings, ultimately the school cannot accept responsibility for loss of, or damage to, children's personal possessions. It follows that valuable items, or quantities of money, should not be brought into school.

Students in the Senior School have their own lockers, and are requested to use the locker to store all their personal property and schoolbooks. They must keep the lockers locked, and for this reason they need to supply their own padlock of sufficient size.

Personal CD players, stereos, electronic games etc. may be brought to school and used at break times. Students are not allowed to wear headphones around their necks during class times. Skateboards, roller blades etc. can be brought to school if needed for use after school, but must not be used during the school day, including breaks. This rule is for the safety of all. Mobile telephones must be switched off and stored in lockers or bags during lesson times.

Electronic games and mobile phones:

Expensive electronic games should not be brought to school as teachers cannot take responsibility for their safety. Mobile phones may be brought to school but children must ensure that they ask their class teacher about where to keep them. Children are not allowed to make telephone calls during school hours without the permission of their teacher or Head.

Discipline and Positive Behaviour

We aim of course to encourage and reward positive behaviour, and award merits to students for good work and particular instances of helpfulness or extra effort.

Encouragement is the best form of discipline and is usually an effective way of bringing about the desired behaviour. In the Senior School, a system of merits is used to reward pupils for good achievement or effort. Accumulated merits result in the awarding of certificates of Endeavour and Achievement.



Students in the Senior School are expected to follow the school rules and to display respect and common sense at all times. We encourage best behaviour through ‘positive reinforcement’ rather than ‘sanctions’ but sanctions will include verbal reprimand, setting extra work, keeping back at break or lunch. More serious sanctions include official detentions, letters of warning, and interviews with the student and parents etc. A formal “step” system exists for serious misbehaviour, which ultimately leads to permanent exclusion from the school. (Please refer to the Senior School Contact Book for details)

If more serious disciplinary measures are required we will ask to meet with the parents in order to resolve any problem. Discipline is most effective when parents and school work together to bring about desirable behaviour.

The school reserves the right to refuse admission to a student or re-enrolment in the event of gross behavioural or academic problems.

Emergency Evacuation Procedure

The school has developed an emergency evacuation procedure. Staff and students are made aware of the location of fire extinguishers on the site, the alarm system, the means of evacuating the building, and of course the need for calm and quiet at all times. The relevant excerpts from the procedure are displayed in all rooms.

Academic progress – Communication with Parents

Evaluation and assessment of children’s academic and general progress is an integral part of a child’s life in school. Communication of this information takes the following forms:

Parents’ evenings

Parents will be invited to attend a parents’ evening twice a year. On these occasions parents can meet with teachers and the Head to discuss their child’s progress and work.

Reports

Senior School students receive regular reports referring to academic progress, effort and general achievement.

Individual Appointments

Parents are able to make, through the school office, an appointment to see a member of staff at any time during the school year concerning the progress of their child.



Information for parents

Newsletters

A regular newsletter is sent out via the children, by e-mail and on the web site. This newsletter outlines events which concern all schools and also reports on general items of interest. It may also include some Friends Association news.

Letters

Letters to parents are sent out as the need arises by class teachers, form tutors, and Head Teachers.

In the Senior School, the contact book is used to relay information to parents. You are urged to consult it frequently.

School Notice Boards

Our school notice boards are a very useful means of communication between staff and parents and also among parents in our primary schools.

School Calendar

A detailed school calendar listing all planned events and holidays is published each year and given to all pupils of PBS

Organisation of PBS Senior School

Head Teacher

Enquiries, observations or comments concerning the Senior School should be made firstly to the Head Teacher of the Senior School, who will be able to deal with them directly.

The Head Teacher is concerned with the overall running of the school. He also deals with all matters concerning curriculum continuity and progression throughout the school. Any specific enquires regarding school policy, staffing and school events should be addressed to them.

Form Tutors

Form Tutors have a specific interest in each child's overall welfare and progress, and can be contacted if you have any questions about routine matters. A special 'Contact Book' is issued to all pupils and is a means of communication between parents and tutors.



3. The Prague British School – General Information

Parents at PBS

Education is a partnership between home and school. At the Prague British School we recognise the importance of positive home/ school relations, and parents are welcome as active participants in every aspect of school life.

We warmly welcome parental involvement in our school. Parents can help in a variety of ways, for example by assisting on a school excursion, helping in the library, or running an extra-curricular activity. If you would like to help, we would be very glad to hear from you.

Parents are also most welcome to become involved in helping the school and the children through the medium of the Parent Teacher Association. All parents are automatically members of the PTA as soon as their child attends the school. It is principally involved with organising and helping to run events for the children and from time to time social events at which parents are able to meet one another. Some fund-raising may be carried out in order to pay for these occasions; any spare money may be used to buy small extras, which would directly benefit the children at school. Coffee mornings are held regularly at each site.

Health

General

If your child has any allergies or suffers from any particular condition such as asthma, please ensure you discuss this directly with the class teacher or form teacher.

Medication

Medication is not administered by school staff to students without written consent and instructions from the parents. Any medicine coming into school must also be clearly labelled with the child's name and prescribed dosage; no responsibility can be accepted if a dose is missed.

Illness

Pupils who are obviously not well should not be sent to school. If a child has been vomiting in the last 12 hours, has diarrhoea, a fever or a contagious illness he/ she should remain at home. In the case of communicable diseases, the school should be notified immediately, so that other parents can be informed.

First-Aid and Accident Procedures

The health and safety of each child is of paramount importance to the school. However, occasionally accidents may occur, or children may be unwell during the school day. The school will administer whatever first aid measures seem necessary if a child is sick or injured at school. If necessary, the school will telephone the parents



to have them proceed with any further treatment that is needed. If neither the parents nor the parents' "emergency contact person" can be contacted, the school will proceed with whatever measures seem essential.

In the event of emergency treatment being required, if it proves impossible to make contact with the parents, then the school will proceed with the emergency treatment with a suitable doctor or hospital, providing the medical release form has been returned to the school. It is also very important that parents regularly update the contact numbers on the medical release form so that we do have access to you during the day. Older students should know their home address and telephone numbers.

Family Insurance

It must be clearly understood that family insurance provision is required and that the school will require a refund of any costs incurred. At the start of the school year all parents must be able to prove they have up to date insurance cover.

Insurance

PBS holds the following insurance policies:

Liability insurance

All on-site and out-of-school events organised by the school or the Friends' Association are insured under this policy should the school be held liable for any damage to people or property.

Building insurance

All PBS buildings are insured against damage from fire, flood or any other natural catastrophes.

Passenger insurance

This includes for example, the school bus, and any school outing on the school bus.

Accident insurance

As well as the liability insurance, our students are covered by a direct accident policy in case of serious accidents.



Placements

Acorns Day Care

A child must be at least 20 months for the Day-care Centre.

Nursery

To qualify for entry into the Nursery, children must be three years old before the term when starting Nursery school.

Primary and Senior

Children must be four years old before the first day of the new academic year for Foundation 2 (Reception) entrance. Each following year will follow the pattern of Reception entry.

Foundation 1	3 to 4	years old
Foundation 2	4 to 5	years old
Year 1	5 to 6	years old
Year 2	6 to 7	years old
Year 3	7 to 8	years old
Year 4	8 to 9	years old
Year 5	9 to 10	years old
Year 6	10 to 11	years old
Year 7	11 to 12	years old
Year 8	12 to 13	years old
Year 9	13 to 14	years old
Year 10	14 to 15	years old
Year 11	15 to 16	years old

Children will normally be placed according to their age. However the school reserves the right to place children in the appropriate age group depending on their age, experience and ability.

New admissions are accepted throughout the year according to the above criteria.

Requirements

Before entry into school, parents are required to submit a completed application form, a completed enrolment form, a form concerning travel in and around Prague, a health form, a medical release form and a copy of their child's immunisation card or a note from the child's doctor. In addition, parents may be asked to provide a record or report from their child's previous school. Proof of medical insurance cover will also be required.



School Sites

School	Modřany Prague 4	Kamýk Prague 4	Bubeneč Prague 6
Ages	Pre-Nursery- Year 1 18 months-5 years	Year 2 – Year 6 6-11 years AND Year 7 – Year 13 11 -18 years	Foundation 1 – Year 6 3 years - 11 years
Address	Vojtova./Karasova 1829/14 143 00	K Lesu 558/2 142 00	Krupkovo nám.1 160 00
Tel.:	226 096 150	+420 226 096 200	226 096 170
Fax:	226 096 151	+420 226 096 201	226 096 171
e-mail:	<u>modrany@pbschool.cz</u>	<u>info@pbschool.cz</u>	<u>bubenec@pbschool.cz</u>



Payment terms and conditions

- **Payment of tuition fees is due and payable by the date stated on the invoice.**
- Invoices are sent by post to the address indicated in this form.
- Payment may be made at our bank – **Volksbank CZ a.s., Vinohradská 40, Praha 2 nebo dalších pobočkách banky, číslo účtu: 4200116786/6800, IBAN: CZ82 6800 0000 0042 0011 6786, SWIFT CODE: VBOECZ2X.**
- Invoices are payable net of any bank charges.
- It is also possible to pay in cash at our main office.
- Parents hereby agree that in the case of cash payments of tuition fees, the school is entitled to add a surcharge of **500,- CZK** to cover the costs incurred by the school in connection with handling and administering the cash.
- The main office must be informed in writing of any changes that will affect the invoice, **at least 3 weeks** before the date of issue.
- **Reminders are sent if payment is not received within the required deadlines. In case of late payment, the school is entitled to charge the interest of 0,05% from all amount in arrears. No documents, certificates or reports will be issued unless all outstanding invoices are paid.**
- Failure to make payment within the required deadline may result in suspension of the pupil. In the event of any payment being delayed for more than four weeks the school may not be in a position to offer a place.
- The application fee is **non-refundable** unless the school is unable to provide a place for the pupil.
- Pupils will be allowed to enter the school only on receipt of the application and tuition fees.
- Tuition fees for mid-year enrolment are pro-rata, based on the total weeks remaining in the academic year.
- **The school requires one full term's notice of withdrawal in writing or full term's fees will be charged.**
- There is no refund for absence, withdrawal or dismissal.

Please put the invoice number and name of your child on any remittance advice. This will help the school to identify your payment.

Assisted places

A limited number of assisted places are available to high achieving, talented, young students who are in need of financial assistance. We look forward to welcoming these gifted students to our school.



Enquiries should be made to :

PBS Senior School,

The Prague British School

K Lesu 558/2

142 00

Czech Republic.

Tel +420 226 096 200

Fax +420 226 096 201

Email kamyksenior@pbschool.cz

For further information about **The Prague British School** please visit

www.pbschool.cz

