



The
British School
of Monaco

PARENT HANDBOOK

www.britishschool.mc



The
British School
of Monaco

Our School Vision

To provide Monaco families with a British curriculum school that offers a grounded education that motivates students to:

- Try their hardest;
- Think boldly, mindfully and creatively;
- Act with integrity;
- Lead with distinction;
- Serve with a generous spirit;
- And enjoy all that school has to offer.

Our School Mission

At the British School of Monaco, we seek to inspire our students to grow as passionate learners, act with respect and empathy, and become impactful, global thinkers.

Our Core Values

Integrity and responsibility for oneself.

Respect and kindness to others.

Courage and curiosity in life.



Contents

1. Welcome
2. Our Staff
3. Our Governors
4. Admissions
5. Policies and Procedures
6. Our Joint Responsibilities
7. The School Day
8. Delivering and Collecting Your Child
9. Extra-Curricular Activities
10. Homework
11. Teaching and the Curriculum
 - 11a. English
 - 11b. Mathematics
 - 11c. Science
 - 11d. Computing
 - 11e. French
 - 11f. History
 - 11g. Geography
 - 11h. Music
 - 11i. Art
 - 11j. Physical Education
 - 11k. Personal, Social, Health and Citizenship Education
 - 11.l. Additional Support
12. Assessment
13. Reporting
14. Pastoral Care
15. Behaviour and the Code of Conduct
16. The Use of Technology in School
17. The Use of Social Media
18. Attendance
19. The House System
20. Food & Lunches
21. Communication
22. The Calendar
23. Health
24. Emergencies
25. Uniform
26. Possessions & Lost Property
27. Outings and School Trips
28. Fees
29. Procedure for Raising a Concern
30. The Friends of the British School of Monaco?



1. Welcome

Welcome to our school!

At the British School of Monaco we offer a carefully and appropriately structured curriculum and effective learning strategies that together combine to contribute towards the best of outcomes for each child in our care. Our ethos recognises that our values, along with the manner in which we interact with each other and the world, are as important as academic attainment. We create an environment and a developmental process to help young people evolve into confident risk takers, who recognise that valuing themselves and others is essential to being successful world citizens.

We provide our students with the opportunity to learn beyond the superficial rote learning, leading to a depth of understanding that supports retention of concepts and leads to greater understanding and engagement. We provide an enriching and stimulating learning environment where academic success is coupled with strong moral purpose and respect for others. We recognise that mental and physical health are of prime importance to a successful and fulfilling life.

Our classrooms are organised to develop independence and personal initiative. Lessons develop the skills, knowledge and understanding which will enable our students to work in cooperation with others and encourage each individual to achieve their very best. Praise is used to reward and encourage good behaviour and thoughtfulness in addition to good work.

Alongside the Mission, Vision and Values of the school, I have three practical mottos which I want our children to remember:

- **Our learning comes first**
- **We must always try to give of our best**
- **We need to take care: of ourselves, each other and our world**

If they follow these, their time in school will be both happy and productive. We will be proud of them, you will be proud of them, and they can take pride in what they will achieve too.

It is essential that you as parents feel involved in the education of your child. This is a vital partnership. We want you to know that our doors are open and that we are here to help; and whilst we hope to anticipate all your questions in a guide such as this, should there be anything that remains unclear, please do not hesitate to speak with your child's teachers or with me. Your child's happiness is paramount.

We seek to encourage every child to make the very best use of their innate abilities and talents, both within and beyond the curriculum. We therefore prize excellence not only in academic subjects but also in the arts and in sport. Through laying the firmest of foundations in all aspects of education our children will grow into confident and happy students, who move on to the secondary school with the broadest range of skills, an enthusiasm for their studies and the determination to achieve to the very highest level. This is an exciting prospect and we look forward to working with you to make these aspirations a reality for your child.

Once again, may I offer you the warmest of welcomes to the British School of Monaco.

Dr Stuart Bradley, Principal



The
British School
of Monaco

2. The School Staff

The full list of the British School of Monaco staff can be found at www.britishschool.mc/about-us/our-team/

3. The Board of Governors

The British School of Monaco has a Board of Governors that is entrusted with supporting the school in maintaining its mission and vision and upholding the ethos and values of the school.

The Governing Board takes oversight on monitoring and evaluating specific outcomes including:

- Implementation of the strategic plans of the school and the achievement of its goals and mission.
- Providing support and advice to the school on delivering its strategic vision.
- Providing support and advice in relation to the quality of education and other professional matters.
- Providing support and advice in relation to the progress made in achieving the goals and aspirations of the school.



The
British School
of Monaco

4. Admissions

The British School of Monaco warmly welcomes applications from families who subscribe to our Mission, Vision and Values, and who are looking for an English language education in line with the English National Curriculum and delivered in the context of Monaco. We have an inclusive admissions policy, accepting students without regard to race, ethnicity or gender, in a spirit of fairness and equality. We will accept students with mild to moderate learning needs, chronic health conditions, and students who have limited English language acquisition. However, in allocating places, the British School of Monaco is mindful of:

- The school being able to meet the individual needs of the student.
- The welfare and safety of all students who attend the school.
- The mix and balance of students already admitted to a particular class or year group.
- The school's ability to provide any additional support required.

To encourage a dynamic English language environment, we reserve the right to limit any other dominant, single language grouping to no more than 25% of the class.

The British School of Monaco invites all prospective parents and their children to visit us (in person where possible) prior to application, so that they may familiarise themselves with the school's core values and philosophy, and to be sure that the programme on offer is the right fit for their child.

The British School of Monaco will normally have a maximum number of sixteen students for each class.

In the case of classes being oversubscribed, the British School of Monaco will apply the following admission priorities:

1. Applicants with siblings already in the school (subject to the usual admission criteria).
2. Students who live in Monaco.
3. Returning former students.

The British School of Monaco may register students at any time of the year at its discretion, subject to space availability, and provided that the student can successfully integrate into the class and complete the academic year.



The British School of Monaco

5. Policies and Procedures

A comprehensive set of policies and procedures has been written to ensure the safe operation of the British School of Monaco and all its members. These cover a range of aspects including the school and its goals, governance, personnel, teaching and learning, pastoral issues, and health and safety. Key policies are posted on the school website and a full set is available at school reception. All policies and procedures will be subject to a calendar of review.



6. Our joint Responsibilities

A child's education begins at home and continues as a partnership between home and school.

At The British School we strive to:

- Develop each child's talents through a broad range of learning opportunities.
- Promote effective learning and encourage high standards of work and behaviour.
- Care for each child while at school, as part of The British School family.
- Foster the closest co-operation possible between home and school.



The
British School
of Monaco

What we ask of you:

- Show your child that you support the aims of the school.
- Ensure that your child comes to school each day, on time, well rested and appropriately clothed, with their homework books and with any other extra clothing and equipment needed during the day.
- Take an active and supportive interest in your child's work and progress, helping with homework as necessary, and supporting a regular reading programme/routine.
- Support the authority and discipline of the school.

What we ask of your child:

- Arrives at school with completed homework, ready to learn and to take part in all school activities.
- Always aims to do their best and produce work in which they can take pride.
- Co-operates with the staff in the conduct of the school.
- Considers and respects the feelings and property of other people at all times.
- Cares for the school's buildings, grounds, furniture, equipment and books.
- Takes pride in their own appearance and behaviour.





The
British School
of Monaco

7. The School Day

Please arrange for your child to arrive at school between 08.30 and 08.45. Registration takes place at 08.45. If your child is late, they must sign in with the School Secretary prior to going to class so that the register may be updated.

There are morning breaks when students will be escorted to a local safe play area by school assistants and duty staff. Lunch takes place at 12.45 or 13.15, depending on the age of your child and is followed by another break. Lessons finish at 15.45.

8. Delivering and Collecting Your Child

The Daily Routine

- Duty staff will be at the school entrance at the start of the school day to meet you and your child as you arrive.
- We will then escort them into school and class. Do be patient, as we are on a busy street and need to be understanding of other parents and road users. If you wish to come into school, please find a convenient local place to park safely.
- At the end of the day, no parking will be allowed in the drop-off zone. We ask you to park locally, come into school, be identified by the School Secretary, and then collect your child from their teacher.
- Should you be delayed, please contact the School Secretary and we will arrange for your child to be looked after safely until you arrive.



The
British School
of Monaco

9. Extra-Curricular Activities (ECAs) and Enrichment

Extra-curricular and co-curricular activities are an integral part of developing your child's interests and talents. Each term, staff and external partners will offer a range of ECAs which your child may join. In addition, on Wednesday afternoons, the Principal can authorise your child's participation in ECAs offsite.

10. Homework

Our students have a long school day, during which they will have been extremely active in both work and play. It is important that when they get home there is an opportunity to relax and enjoy family activities. The children will then be fresher to tackle a new school day. Homework, therefore, is designed to take about twenty-five to thirty minutes to complete.

Homework is set in every year group and includes daily tasks and weekly practice activities. English reading books are sent home every day, with objectives set until the child becomes a free reader. Weekly tasks can include a project-based activity, spellings or times tables to practise, or subject-based tasks. The homework timetable varies according to a child's year group and it is very important for your child to develop a regular homework routine; however, they must not be expected to spend an excessive amount of their free time completing it.

All students are expected to read every night, and will bring home a reading book and reading record book. It is expected that you will wish to support your child in the developing of their reading skills, and listen to them and talk about the books on a regular basis. Comments written in the reading record book by parents and teachers are very helpful.

We greatly value all the support and encouragement that you as parents will give your child at home; however, please stop homework if it takes too long or your child finds it too difficult. To continue will defeat the object. Please report any such instances to your child's classroom teacher.



The
British School
of Monaco

11.TEACHING AND CURRICULUM



The
British School
of Monaco

11a. English

A high-quality education in English will teach pupils to speak and write fluently so that they can communicate their ideas and emotions to others and through their reading and listening, others can communicate with them. Our aim is to equip pupils with a strong command of the spoken and written word, and to develop their love of literature through widespread reading for enjoyment.

Across the school we have created a curriculum based on the English National Curriculum for England and the Cambridge International Curriculum, together with the very best of modern and traditional practice.

Our English Framework is composed of a number of strands:

- Speaking, listening and responding.
- Reading.
- Word structure and spelling.
- Understanding and interpreting texts.
- Engaging and responding to texts.
- Creating and shaping texts.
- Text structure and organisation.
- Sentence structure and punctuation.
- Handwriting and presentation.
- Drama.

We want our children to develop a progressive confidence and fluency in their English skills. Therefore, through carefully constructed blocks of work, elements from these strands are interwoven to achieve this objective.

‘Reading for Pleasure’ is at the heart of our curriculum. We aim to encourage curiosity and provide a thirst for knowledge and learning. We want to develop students’ understanding of different types of literature from a range of cultures and authors and use these as the model for exploring writing and grammar.

Our children are taught to:

- Read with confidence and understanding.
- Speak and discuss with clarity and purpose.
- Develop a growing awareness of sentence structures and grammatical constructions.
- Use language creatively through drama and poetry.
- Adopt strategies to cope with the wide variety of English spelling.
- Write for an increasing range of purposes.
- Develop a fluent and legible style of handwriting.



The
British School
of Monaco

The curriculum is supported by a wide range of resources. These include:

- Core texts that provide the base for literacy development.
- A wide range of ancillary fiction and non-fiction materials.
- Educational activities and games.
- A well-resourced library.
- Internet resources and visual aids.

Progress is closely monitored through the children's class and homework, weekly spelling tests, and reading and writing assessments. They also have annual standardised tests in reading and writing.





The
British School
of Monaco

11b. Mathematics

Mathematics equips pupils with a uniquely powerful form of communication to analyse, view and change the world. Pupils who are confident in mathematics are able to think independently in applied and abstract ways, and can reason, solve problems and assess risk.

The British School's maths curriculum has been developed and based on England's Mathematics Programme of Study.

The areas of learning include:

- number: number & place value; addition & subtraction; multiplication & division; fractions (including decimals and percentages).
- measurement.
- geometry: properties of shape; position and direction.
- statistics.
- ratio and proportion.
- algebra.

The main objectives are to:

- nurture a love of maths;
- assist in developing children's conceptual understanding of maths;
- have a confident and competent understanding of numbers and the number system;
- have instant recall of a set of basic number facts;
- use a range of mental calculation strategies effectively, efficiently and flexibly;
- use a range of written calculation methods accurately and appropriately;
- use and apply all of the above in order to solve problems and reason mathematically.

We use materials from the White Rose Hub, an award-winning system for teaching mathematics to young learners. It has been developed in accordance with the English education system by a team of mathematicians who have spent years developing innovative ways to teach mathematics.



The
British School
of Monaco

The British School of Monaco uses a mastery approach to teaching; this provides our students with the time to acquire a deep and transferable understanding of mathematical concepts. We appreciate how important it is for our students to become fluent in all aspects of mathematical understanding. A mathematical concept or skill has been mastered when a student can show it in multiple ways, using the mathematical language to explain their ideas, and can independently apply the concept to new problems in unfamiliar situations.

We aim to create mathematical learners who are happy, confident, articulate and autonomous learners with a life-long passion for learning mathematics.

Our ultimate goal of maths at the British School of Monaco is to ensure all of our children are confident and competent with their calculation skills, and are able to use and apply these in the real world as autonomous problem solvers.





The
British School
of Monaco

11c. Science

Science at The British School of Monaco is based on a range of topics adapted from the National Curriculum for England.

The science strands are as follows:

- Working Scientifically.
- Life Processes and Living Things.
- Materials and their Properties.
- Physical Processes.

The main objectives are to:

- develop knowledge and understanding of important scientific ideas, processes and skills and relate these to everyday experiences;
- develop an understanding of the nature, processes and methods of science enquiry;
- explore values and attitudes through science;
- be curious about things they observe, and experience and explore the world about them with all their senses;
- use this experience to develop their understanding of key scientific ideas and make links between different phenomena and experiences;
- try to make sense of phenomena, seeking explanations and thinking critically about claims and ideas.

We want to excite children about science and the world they live in. Whilst we wish them to learn information, we seek to do this as much as possible through experimentation and discovery. There is therefore a strong emphasis on practical work and developing thinking skills. The children are also encouraged to continue their investigations and research out of school and we would warmly encourage you to involve yourselves in this aspect of the children's learning.





The
British School
of Monaco

11d. Computing

Computing prepares pupils to participate in a rapidly changing world. Pupils use computers and other tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ computing to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of technology promotes initiative and independent learning, with pupils being able to make informed judgements about when and where to use it to best effect, and to consider its implications for home and work both now and in the future.

The National Curriculum for England forms the base for our computing schemes of work; however, we have modified this framework to meet the unique needs of our students.

The Programme of Study for computing is outlined below:

- Finding things out.
- Developing ideas and making things happen.
- Exchanging and sharing information.
- Reviewing, modifying and evaluating work as it progresses.

As your child progresses through the school, he/she will:

- work with a range of information to investigate the different ways it can be presented, e.g. information about the sun presented as a poem, picture or sound pattern;
- explore a variety of ICT tools e.g. word processing software and adventure games;
- talk about the uses of ICT inside and outside school;
- work with a range of information to consider its characteristics and purposes, collecting factual data from the internet and comparing findings;
- work with others to explore a variety of information sources and ICT tools, e.g. searching the internet for information about a different part of the world; designing textile patterns using graphics software; using ICT tools to capture and change sounds;
- investigate and compare the uses of technology inside and outside school;
- develop their research skills and decide what information is appropriate for their work;
- use a wide range of ICT tools and information sources which help to support their work in other subjects;
- begin to question the plausibility and quality of information;
- learn how to amend their work and present it in a way that suits its audience.



The
British School
of Monaco

11e. French

The British School of Monaco believes that learning French will provide a valuable educational, social and cultural experience for all students.

Students develop communication and literacy skills that lay the foundation for future language learning. They develop linguistic competence, extend their knowledge of how language works and explore differences and similarities between French and English.

We believe that language is at the heart of all learning. It is how information is received and communicated from the earliest stages of our development. Therefore, learning a language helps develop the understanding of the many purposes for which language is used.

At the British School of Monaco, we are committed to the provision of French language learning, beginning in the lower primary years and developing throughout our students' journey.

English is the language of instruction throughout the school in all subjects. French language classes are compulsory from Year 1 to Year 6. Students in each year are placed into groups: one for fluent French speakers and a second for non-native French speakers and the learning is planned to meet the needs of each of these distinct groups.

On admission to the school, parents/guardians are asked to state which group would be best suited for their child's needs and we conduct baseline assessments on entry to identify each student's language proficiency levels to enable effective differentiation in teaching and learning.

Alongside speaking and listening, reading, writing and vocabulary development, it is one of our priorities to encourage rich French literature and language in our school. Opportunities to speak French outside of the classroom are encouraged, so children become immersed in the language.



The
British School
of Monaco

11f. History

At the British School of Monaco, we intend to instil a sense of awe and wonder within our students about the past. In exploring historical times and places, students will begin to understand the complexities of people's lives, processes of change, the diversity of societies and relationships between different groups, as well as their own identity and challenges of their time. Students will be inspired to think of consequences of actions on a bigger scale and consider their role now and in the future.

As they journey through our primary school, our aim is for students to gain coherent knowledge and understanding of our world's history to provide a sense of relevance to the environment they live in. A high-quality history education will support students in understanding their heritage, their identity, their life and that of others; enabling a fuller participation in our society.

Our history curriculum is carefully mapped so that all students will be equipped with an understanding of historical periods, significant events and significant individuals from both Britain and the wider world. Units of learning are informed by the National Curriculum for England, as well as being sensitive to the students' interests and the local community. Students will be provided with opportunities to acquire knowledge of key facts and concepts alongside developing skills such as asking perceptive questions, analysing artefacts and evidence, thinking critically and understanding different perspectives.

Our curriculum is founded on developing students' knowledge and critical thinking which are driven by 'fertile questions' at the end of each unit. We want students to ask perceptive questions, analyse and interpret the evidence, sift through arguments and identify motives. Students will build their historical understanding of the past and be able to articulate this to others. By lessening the abstract nature of history and teaching through enquiry-based questions, we aim for students to leave The British School of Monaco with a secure chronological understanding of time periods in history.



The
British School
of Monaco

11g. Geography

At the British School of Monaco, we aim to teach geography in a way that will inspire in students a curiosity and fascination of the world which will remain with them for the rest of their lives, equipping them well for further education and beyond.

Geography will be taught through an investigative, enquiry-based lens, which develops an understanding of concepts, knowledge and skills, encouraging our geographers to ask, answer and debate fundamental questions about our world and their place within it. Being a subject that is packed with excitement and dynamism that synthesises aspects of the world, our geography curriculum will support students to better understand the world's people, places and environments, and the interactions between them.

In addition to this, geography at the British School of Monaco will give students opportunities to explore why places are changing, and to better imagine, predict and work towards, likely and preferred futures. We aim to teach our students that geography is more than just core knowledge. Places are dynamic and often space is perceived, used and contested by people in different ways, linking deeply to the history of the world. Geography seeks to understand how different views, values and perspectives influence and affect places and environments at different scales. It helps explain why places are changing, how they are interconnected and why patterns of inequality exist at both local and global scales.

Our geography curriculum is carefully mapped so that all students will be equipped with an understanding of locational knowledge, place knowledge, human and physical geography, fieldwork and geographic skills. Units of learning are informed by the National Curriculum for England, as well as being sensitive to the students' interests and the local community.



The
British School
of Monaco

At the British School of Monaco, we know the value of diving deeply into a subject area, so that children get a fuller understanding of what they are learning. This is why some of our geography and history topics are combined and taught across a whole term. In addition to this, many of our geography and history topics are linked explicitly to the core and guided reading texts being studied in English, giving our students the opportunity to be fully immersed in their learning.

We want students to ask and debate perceptive questions, which will allow them to build their understanding of concepts as well as knowledge and skills.





The
British School
of Monaco

11h. Music

Music is taught within the context of the classroom following adapted guidelines from the National Curriculum for England. The broad aim is to harness the proven benefits of music for the developing mind and body and to support the learning in other subject areas.

In lessons we aim to develop each child's skills, knowledge and understanding through:

- performing, composing and appraising activities;
- working together as a class and in groups of different sizes and presenting work to different audiences;
- using different stimuli, musical and non-musical;
- making use of ICT to capture and change sounds;
- engaging with a range of familiar and unfamiliar live and recorded music from different times and cultures; e.g. from Britain and around the world, from classical, folk and popular genres, and by well-known composers and performers.

11i. Art

Art is taught by the class teacher and tied closely to your child's work in other subject areas. Students will be introduced to various materials, such as coloured pencils, pastels, paint, and modelling clay etc., to give them the basic skills and techniques to develop their ideas creatively. They will learn to explore colour, shape, space and pattern through a range of projects. Through using a variety of resources they will learn to investigate and develop their ideas using their imagination, experiences and feelings.

As children progress through the school, they will explore more complex activities and helped in improving their control of materials, tools and techniques. Studying the work of artists from different times and cultures will open them to new ideas. They will then learn to compare their ideas and working methods to those of others, and say what they think and how they feel towards the work they produce.



The
British School
of Monaco

11j. Physical Education

Education through physical activity is essential to the overall growth and development of children and is considered an integral part of the school curriculum at the British School of Monaco. In PE and Games we aim to promote participation in sport in a positive and safe environment. Through encouraging children to participate in sport on a regular basis, it is hoped not only to improve fitness levels but to also improve concentration and self-esteem which can help attendance, behaviour and attainment in all subjects.

All students have regular lessons per week and will participate in a variety of activities which cover different areas of the National Curriculum for England; games, gymnastics, athletics, swimming and dance.





The
British School
of Monaco

11k. Personal, Social, Health And Citizenship Education (PSHCE)

At the British School of Monaco, we aim to promote positive mental health and wellbeing for our whole school community, (children, staff, parents and guardians), and recognise how important mental health and emotional wellbeing are to our lives in just the same way as physical health. We recognise that children's mental health is a crucial factor in their overall wellbeing and can have an enormous impact on quality of life, relationships and academic achievement.

Our role in school is to ensure that teachers create a classroom environment that is characterised by compassion, promoting resilience, empathy and connection to others, and that children feel supported to access help and support when required. We will do this through small group and whole class activities, whole school assemblies, a student focused PSHCE curriculum, implementation of our mindfulness programme and intervention groups.





The
British School
of Monaco

11. Additional Support

Some children can find the language aspects of the curriculum demanding and teachers will identify and devise strategies to support them and help them achieve the levels of language or numeracy proficiency we expect. We assess all children's progress carefully to monitor their individual development. Some children may also encounter learning difficulties such as dyslexia or dyscalculia. These may require professional identification but if the difficulties are moderate, we may be able to support these in school.

If we suspect your child is not making appropriate progress, we will discuss this with you first and then decide on the most effective strategies to address specific concerns. Some children who experience difficulties will receive additional support in class; others will be withdrawn for reinforcement lessons with a specialist member of staff, sometimes in a small group.

Targets for the children receiving additional support will be set at the beginning of the year and reviewed periodically. They then may be set new targets or it may be decided that support is no longer necessary. Support and advice will also be offered to you as parents so that you will be able to assist your child most effectively at home.

If a child experiences serious language or learning difficulties, their progress will be monitored very closely to ensure that they can cope with the school's expectations.





The
British School
of Monaco

12. Assessment

Effective practice in assessment, target setting and pupil tracking are integral to good teaching and effective management of student learning. We use three linked aspects of assessment:

- day-to-day assessment which is evidence of learning and helps teachers shape the immediate next steps;
- transitional assessment, such as reports or discussions at parent-teacher meetings, or discussions between pupils and teachers, or between teachers;
- periodic assessments, such as tests, which provide evidence of pupils' achievement in a particular topic or subject.

All this information then informs and shapes future planning for progression.

Tests!

A regular part of our routines will involve the children taking tests. **These are not exams and their importance should not be over-stressed.** Our aim is that the children learn to take these forms of assessment in their stride, without worry or unnecessary revision. As parents, you have a key role to play here: we want you to encourage your child to prepare for any test (if any preparation is required) in a low-key manner that stops them (and you) from worrying.

Not all tests require revision but if there is anything we need your child to practise at home, your child's teacher will inform you. Please do help them to learn their spellings or tables on a weekly basis and make certain to praise them for their success but should a test be a disaster, do not over-rate its importance. Tests are just practices – and not all will go well. Also, tests are just one of our forms of assessment and we will form our view of every child's progress from all their work and not just by one test result.



The
British School
of Monaco

Whilst we expect the children to prepare for any tests properly, this must not involve hours of revision or the implication that their whole future lives will depend on this one result! If children are tested regularly, and from an early age they come to accept them as an integral part of their routine and this is ideal. Histrionics are to be avoided at all cost! The British School of Monaco embraces challenge as a way to build fortitude, and if a student is scoring 100% in a test it is often a sign that they are not being challenged enough.

Please note that one of the most important elements of testing is the subsequent review process. At the British School of Monaco we will review our students' performance in order for them to analyse why mistakes were made and to learn from them to help them move forwards. This approach is integral to the development of the British School of Monaco's Learning Attributes of Reflection, Resilience, Adaptability and Balance all of which are enhanced through testing when done correctly.





The
British School
of Monaco

13. Reporting

It is essential that as parents you receive regular information on your child's progress. As part of that process a "Meet the Teachers' Night" is held at the beginning of the academic year to introduce you to your child's classroom teacher and discover more about the work that they will be doing when term begins. There are also parent-teacher meetings. One takes place early in the autumn term, to provide a 'settling-in' picture, and address any concerns or questions you may have. Further meetings take place following the issuing of the termly reports. The dates for these will be published in the school calendar. You are also very welcome to ask for an individual meeting with teachers by mutual arrangement.

Written reports are produced by your child's teachers and issued at the end of each term. The autumn report contains a series of assessments which are based on Key Learning Objectives that teachers set for each subject. Teachers also identify 'next steps' for your child to work on. Progress on these can then be discussed at the parent-teacher meetings. The end of year report provides, in addition to assessment information, a detailed summary of your child's progress in every subject.

14. Pastoral Care

The teachers have full responsibility for the pastoral care and educational development of all the children in their class. As noted above, there are regular parents' evenings when you have the opportunity to meet teachers and discuss your child's progress. However, please don't hesitate to arrange to come in to talk to a member of staff if you have any questions or concerns. You should initially discuss any matter of concern with the class teacher but the Principal is always happy to see parents in order to discuss concerns or to offer advice.



The
British School
of Monaco

15. Behaviour and the Code of Conduct

At the British School of Monaco, we have high expectations about the way we treat each other and personal property. Clear ground rules enable us to create a world of trust and mutual support. In general, it is our hope that with regular encouragement, all the children will learn to show others the respect and consideration with which they would themselves wish to be treated.

Discipline within the school is therefore primarily concerned with encouraging this self-discipline, and is founded upon mutual respect between your child and his/her peers, the teachers and the teaching assistants, and a recognition of the inevitable constraints of social life.

If a child displays unacceptable behaviour, this will be addressed and the importance of good behaviour explained. Should this be repeated he/she will be removed from the situation and firmly reprimanded. In the event of this poor behaviour continuing, we will discuss this with parents and expect your active support. The school's expectations are outlined in the Code of Conduct which is shared with parents at the beginning of each academic year. A copy of it is also available on the school website.

At the British School of Monaco we have a zero tolerance policy towards bullying. We will not accept any form of intimidation or aggression, whether this is verbal, physical, cyber or psychological. Whilst inevitably from time to time, children may fall out with each other, together as parents and teachers we must enable them to learn ways to resolve disagreements appropriately, without resorting to the use of bad language or aggressive behaviour. However, in the unlikely event that a child does bully another, we will contact the parents immediately and, if appropriate, may ask them to remove their child from school for a specified period. Any repeat of bullying behaviour will result in a child losing their place at The British School of Monaco. We have the highest expectations over behaviour and personal responsibility.

We wish to encourage the children to achieve and behave to the very best of their ability. This is something which they may not always get right first time but there will be every encouragement for them to learn from their mistakes and strive to become their best authentic selves.



The
British School
of Monaco

16. The use of Technology in School

Technology plays an integral part in the everyday lives of each one of us and it is essential that our children acquire the skills to use it confidently, ably – and safely. To protect them safely everyone is required to read and sign a safe usage agreement which will be issued to parents when they join the school and then on an annual basis. Please read this through carefully with your child to ensure they understand what is expected of them. Curricular objectives in computing are outlined in 11d above.

Students must not bring mobile phones, electronic games or music devices to school unless specifically requested by a teacher. You will be contacted by them if this is the case.





The
British School
of Monaco

17. The Use of Social Media

The widespread availability and use of social media applications bring opportunities to understand, engage, and communicate in new, relevant and exciting ways.

- Positive contributions to the school's social media are always welcomed.
- Any concerns or issues about the School, its pupils or staff should be expressed directly to the Principal and not be voiced on social media.
- Parents must obtain permission before posting pictures online that contain other parents or their children, unless sharing or liking a post from the School's official social media accounts.
- If parents become aware of inappropriate use of social media by their own or other people's children, they should contact the School so that we can work with the parents to educate young people on safe and appropriate behaviour.
- If parents become aware of the inappropriate use of social media by other parents or school staff, they should inform the Principal so that steps can be taken to remedy the situation.





The
British School
of Monaco

There is immense peer pressure amongst youngsters to have access to, and use a wide range of social media platforms. It is vital that parents know the age restrictions that are applied to many popular apps. For example, commonly used social platforms including TikTok, Instagram, Facebook, Snapchat, Twitter and YouTube have minimum age limits of 13 years.

Underage social networking poses many potential risks:

- Many sites include an instant message function that allows private conversations between site members.
- Most social networking sites have an app version available, meaning your child will have access to the social network from their smartphone or tablet. Some app versions of social networks use the location of the phone.
- Information shared between friends can be easily copied and may spread.
- It isn't easy to take back information that has been posted – and can be impossible if it's already been shared.
- Not everyone your child meets online will be who they say they are. Chatrooms and forums can connect people who are complete strangers and can be unmoderated.
- Chatrooms and forums are some of the places online groomers go to connect with children. They can also be places where people use a lot of sexual language and engage in online flirting. This is sometimes done through video chat programs.

Peer pressure amongst young people can be extremely strong and you may well find yourselves faced with the argument that, “all my friends have a ... account. Why can't I?” We would urge you to take a strong stand over this and recommend that social media platforms are only accessed at the age-appropriate time, and that through working together we can help support your children to use technology safely.

As this is a fast moving area we would recommend that you always check before your child accesses any app, using an internet safety website such as Internet Matters, for which there is a link below.

www.internetmatters.org/resources/what-age-can-my-child-start-social-networking

Further Guidance on Online Safety:

www.thinkuknow.co.uk

www.saferinternet.org.uk

www.internetmatters.org

www.childnet.com/cyberbullying-guidance

www.actioninnocencemonaco.com



The
British School
of Monaco

18. Attendance

The school calendar is available on the school website. Our school year has been carefully designed in order that there is due time for family holidays so that they may be planned for in advance without cutting into termtime. We expect parents to respect these and applications to withdraw children for holidays during term time will not be approved.

Inevitably, emergency situations will arise which may necessitate a child not attending school. Requests for absence at these times, or for religious observance, will be treated with understanding but cannot be assumed.

Repeated or ongoing absences, or indeed, lateness, have a serious impact on a child's education and if not remedied, may result in the school deciding to withdraw a student's place.





The
British School
of Monaco

19. The House System

When the children join the school they become a member of one or the four Houses:

- Sullivan - Blue
- Nightingale - Green
- Plouhinec - Yellow
- Newton - Red

The names of our Houses have been chosen to reflect links with the school's founders and figures whose lives and work align with the school's ethos.

The House system is a powerful incentive system for the children. Your child can earn House Points for:

- achievement;
- perseverance;
- empathy;
- focus;
- resilience;
- collaboration;
- self-reflection;
- risk-taking;
- citizenship and service.

House Points will be totalled half termly and contribute to the annual House Point competition. We aim to make this a source of great excitement!

A variety of House competitions will be arranged during the year and your child will have the opportunity to play their part. We will encourage everyone to be proud members of their House and work together with the members of their team.



The
British School
of Monaco

20. Food & Lunches

At the British School of Monaco, we are committed to instilling in the children in our care healthy eating habits for life. Fruit and water are provided at morning break and students are encouraged to rehydrate frequently during the day.

Our meals are provided by A ROCA who are dedicated to sourcing the best fresh, local, seasonal produce possible. Pupils enjoy a range of balanced lunches. Pupils are offered a starter - usually a salad, a hot main course, and a dessert - usually fruit, all sourced from fresh, good quality and, where possible, local ingredients. Pupils are encouraged to take their time to eat their lunch and to eat as much of it as possible.

Menus are displayed in school and on the school website.

We encourage students to drink water at school, although milk and fruit juice will be available at morning break. Please send your child with a water bottle into school each day. These will be kept in the classrooms so that the children can have regular access to water without needing to leave the room. For health and safety reasons, students will be required to take their water bottles home each day to be washed and refilled.

Crisps and sweets are not allowed as part of the normal school day but if your child celebrates their birthday during term-time, you may send in a cake or something similar to be shared with the class during a break time or at the very end of the school day. We do not have time for elaborate parties but something simple which helps celebrate a special day is acceptable. Please do discuss your plans with your child's homeroom teacher well before the actual day, to ensure that it will fit in with the day's routine, any health issues in the class and the school's expectations.



The
British School
of Monaco

21. Communication

It is vital that parents and the school can communicate effectively with each other and, whilst increasingly we will communicate with you electronically, there will be times when your child will bring things home for you to read and to sign. Please check for such messages in his/her bag. Despite reminders from teachers, children often forget about notes they have.

Your response is often required to items we send, and your help in ensuring the safe receipt of these notes will save your child the distress sometimes caused by non-delivery.

Our major form of communication will be via the app ClassDojo. Instructions on how to use this, if you are unfamiliar with it, will be given by your child's teacher when your child joins.

Information will also be published on the school website: britishschool.mc

The door is always open when you need to talk to us, although morning registration time is often one of the busiest for teachers. Do ring or call into the school office.

22. The Calendar

The school calendar is available on the school website: britishschool.mc and information on forthcoming events will be sent to you regularly through ClassDojo, or by email or letter. If any information is not clear or you have any questions, please do not hesitate to ask your child's class teacher.

During the year, a number of events will be organised to focus on particular aspects of your child's learning. You are warmly invited to join these "Learning Lounges."



The
British School
of Monaco

23. Health

Please keep your child at home if they are not feeling well and will find it difficult to cope with the school day.

- If your child has been vomiting they should not return to school until they have 24 hours' free of sickness.
- If your child has been prescribed a course of medicine by a doctor, you are advised to keep him/her at home for the first 48 hours.
- With the exception of asthma inhalers and extreme emergencies, medication is not administered by staff in school.
- Do not send your child into school if they have head lice – and please check for these regularly at home.
- A doctor's certificate is required after an absence of over two days' of sickness. This is standard procedure in all Monaco schools.

In the case of illness, please notify the Secretary by telephone at the start of the absence. If the illness lasts longer than three days, please keep the school informed and send a letter confirming the dates of the illness to the Secretary on the child's return.

Please notify us promptly of any infectious illness.

If you are in doubt as to whether your child is genuinely ill (e.g. tummy ache, feeling sick) please have a word with the class teacher to ensure there are no underlying concerns.

24. Emergencies

As a school we take our responsibilities for the safety of your child extremely seriously. Whilst extreme emergencies are most unlikely, we take steps to ensure that we are ready to deal with them effectively should they ever arise. We therefore will practise evacuation and lockdown drills regularly. Risk assessments are undertaken for all school trips and expeditions.

We would ask you to ensure that you keep us up to date with your contact details and inform your child's classroom teacher if there are any concerns over your child's health which may require our attention. This means that in the unlikely situation that we have to contact you in an emergency, we can get hold of you without any undue delay.



The British School of Monaco

25. Uniform

Students are expected to wear the official school uniform each day, although they should wear PE kit on the days they have games. Our uniform comprises:



To see the full uniform list and how to order items, please visit britishschool.mc/practical-information/uniform/



The
British School
of Monaco

26. Possessions & Lost Property

Children will inevitably misplace possessions or items of kit, so the first place to check is with your child's teacher or the School Secretary.

Children can easily pick up each other's kit and bring it home accidentally, so if you discover anything that does not belong to your child, please return it to school as soon as possible.

It helps the school immensely if all items of clothing, including PE kit, and other possessions are clearly named. Please take the time to see that this is done before your child starts at school and whenever they have new items.

Children should not bring money or other valuables into school unless specifically requested.

Mobile phones and electronic games are not permitted in school.



The
British School
of Monaco

27. Outings & School Trips

Trips will be organised during the year, either to highlight a certain topic or to visit a worthwhile exhibition or event. Children are carefully supervised at all times and the best behaviour is always expected from them. A consent slip, signed by parents/guardians, will be required before a child may go on any school trip



A supplementary charge may be required for such trips. All buses rented by school will be fully fitted with seatbelts and children expected to wear them at all times when travelling.

Parents are frequently invited to join us on these outings and your assistance is warmly appreciated. However, it is school policy that all helpers are police checked.

Your child should only bring money or a phone with him/her if this is specifically mentioned in the information given out beforehand.



The
British School
of Monaco

28. Fees

The British School of Monaco operates a straightforward fee structure. For current information on fees please see our website:
britishschool.mc/admissions/fees/

29. Re-enrolment

In February of each year, all parents are required to complete a re-enrolment process for their children. A letter inviting parents to re-enrol their child for the following academic year will be sent to you, along with an update on any changes to the fees. To ensure your child's place for the following September, the first instalment of fees will be required by the due date (see Terms and Conditions). This will reserve your child's place in the next class. Only when the second instalment of fees is paid by the due date will your child be guaranteed a place for the following September.

You will be notified in plenty of time of any change in fees to be charged. Should there be a case of serious non-attendance, poor academic performance or behavioural issues, the school reserves the right not to re-enrol a student.



The
British School
of Monaco

29. Procedure for Raising a Concern

Our full complaints procedure can be accessed on our website:
britishschool.mc/policies/

A Happy School

The British School of Monaco is a school which is proud of the relationships it establishes, both with pupils and with parents. However, we always welcome suggestions and comments from parents, and take complaints and concerns that may arise seriously. This information will show you how to use our complaints system. A complaint will be treated as an expression of genuine dissatisfaction, which needs a response.

- Parents wishing to make a complaint must know how to do so.
- We respond to complaints within a reasonable time and in a courteous and efficient way.
- Parents realise that we listen and take complaints seriously.
- We take action where appropriate.

“How Should I Complain?”

We would encourage you to talk directly to a member of staff about anything which causes you concern. However, you may e-mail or telephone. Be as clear as possible about what is troubling you. Any member of staff will be happy to help. It may be best to start with the person most closely concerned with the issue – for example, to raise class matters with the classroom teacher or sports questions with our PE teacher. They may be able to sort things out quickly with the minimum of fuss. However, you may prefer to take the matter straight to a senior member of staff.

“I don’t want to complain as such, but there is something bothering me.”

The school is here for you and your child, and we want to hear your views and your ideas. Please contact any member of staff.

“I am not sure whether to complain or not.”

If, as parents, you have concerns about anything, we would like to know about it. If in doubt, please contact the school, as we are here to help. We want the British School of Monaco to be a happy place for us all – anything which might mar this needs to be tackled.



The
British School
of Monaco

30. The Friends of The British School

The Friends is the group that aims to support the life and work of the British School of Monaco. It is made up of parents plus others who share our values and who are interested in British education.

You are warmly invited to share your ideas on how the Friends may develop, or activities it may organise because, “together we are better!”





The
British School
of Monaco

contact@britishschool.mc
+377 92002780

www.britishschool.mc