

# THE BRITISH INTERNATIONAL SCHOOL OF AL KHOBAR



## PARENT-STUDENT HANDBOOK

August 2009

Next amendment due: June 2010

## **INTRODUCTION**

Welcome to our school! We hope you have a long and positive relationship with BISAK.

The parent-student handbook is designed to give you easy access to day-to-day information about our school. The various headings are organised alphabetically with cross-references where necessary. The booklet is updated each year. If, therefore, you believe there is an omission, or an error – please let us know.

Our school was set up in 1977 and was focused from the outset on the educational needs of expatriate children in and around Al Khobar. It presently has over 600 students on its roll, representing over 40 countries, and the school thrives on its internationalism.

BISAK follows the UK (England) National Curriculum so far as is possible and applicable. Classes are small – the Board of Governors has set a limit of 22 per class Reception to Year 4 and 20 from Year 5 upwards – and the school is well resourced both in terms of its staff and its equipment and books. We set a rigorous academic pace, developing the strengths of each individual. There is a SEN unit for students who may need extra support to be successful. In addition, we have an English as an Additional Language unit to cater for students who do not initially meet our language requirements in Primary to access our curriculum and benefit from it effectively. We also offer a wide range of extracurricular activities, varying from creative to musical and sporting activities.

We operate an “open door” policy, and we always welcome parental input. Belonging to the Association of Parents and Friends (APF), and representation on the Board of Governors are just two ways in which you can play your part in the school community. Volunteering to help in school is another more direct way in which some parents show their support.

Let us work together to maintain our enviable family ethos and further help our children get the most of their learning environment!

Tassos Anastasiades  
Principal

September 2009

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## THE SCHOOL'S PHILOSOPHY AND OBJECTIVES

Our aims are embodied in this statement of our agreed mission:

***Inspiring young minds to do the best they can with the gifts that they have.***

### ***Mission Statement***

***The British International School of Al Khobar is an educational community that provides diverse challenging learning experiences which motivate students to develop the belief that they can succeed. The school aims, through its international environment, to inspire everyone to be world citizens by reflecting upon equality, community service and peace. All are welcomed and valued as unique individuals.***

To support these aims, the school's objectives are:

- Cultivate minds to have a life long passion for learning;
- Develop the skills and positive attitudes to become independent and effective learners;
- Provide individualised and enjoyable learning opportunities;
- Foster values particularly respect, integrity and commitment;
- Promote self-confidence and self-esteem;
- Maintain a safe, caring and supportive family environment;
- Nurture an appreciation, respect and a sense of responsibility towards the environment and the natural world.
- Encourage and value international mindedness

## NOTES

## **ABSENCE FROM SCHOOL**

If a student has been, or is to be, absent from school for any reason, the absence must be accompanied by a telephone call, or a written and dated note from the student's parent or guardian, addressed to the class teacher or form tutor as appropriate.

## **ADMISSIONS**

The school is open to any student who has satisfied its entrance assessment (see under this heading). The school does not, however, cater for boys and girls with diagnosed specific learning difficulties, as we believe it does not have the resources available to do full justice to the child concerned.

The Registry is the first point of contact for potential entrants. On line application forms are available on our website ([www.britishschool-ksa.com](http://www.britishschool-ksa.com)). The Registrar will be pleased to talk to about the school, show you around and give you a copy of the school's admissions process.

Priority is given, as a matter of policy, and in order, to siblings, British passport holders, returning students, and all others chronologically.

All applications except those from British passport holders have to be sent to the Ministry of Education for written approval before admissions can take place. Our staff will be pleased to talk this process through with you.

The school will require you to complete a medical declaration, which includes a section on "vaccinations received". Our school nurse will be pleased to advise you.

Our school is often waitlisted so early applications are advised.

## **AFFILIATIONS**

BISAK is a licensed member of the Foreign Education division of the Ministry of Education in Saudi Arabia.

BISAK is a member of the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC) It is a member of the British Schools of the Middle East (BSME) Heads' Conference. It is also a member of the Saudi Arabian Heads of International British Schools (SAHIBS) Conference and of the Saudi Arabian Intra-Kingdom Activities Conference (SAIK-AC). The School is registered with the Department for Children, Schools and Families (DfES) in the United Kingdom and with The Duke of Edinburgh Awards Scheme. BISAK is a recognised examination centre.

## **ANNUAL GENERAL MEETING**

The school's annual general meeting is normally held on the last Tuesday of November each year. Notice of this meeting is served in the weekly newsletter on several occasions before the due date.

During the meeting, the chairperson gives his annual report, along with reports from the treasurer and principal.

## **ARABIC CLASSES**

Arabic classes are held each weekday afternoon from 13.15 until 15.00 for Primary and from 14.00 until 15.00 for Secondary. Fees are charged separately for these classes.

The nature and number of classes can change annually in response to demand for places.

Parents should ensure adequate transport arrangements for their children at 1500 and that the boys and girls have adequate snacks and drinks to see them through the longer school day.

Students who enrol for Arabic are allowed to attend one club weekly after school, but must make up any work missed.

It is not expected that a student who is sick enough not to attend morning school will be able to attend Arabic classes in the afternoon. Likewise, students attending morning classes are expected to attend Arabic classes each day.

All students at BISAK have an Arabic lesson each week, during the morning, as part of our Middle East Studies Programme.

## **ARRIVAL AT SCHOOL EACH DAY**

Students should reach school no earlier than 07.10 and be in their classroom for registration no later than 07.20. The entry point depends on the student's method of transport.

Students arriving by bus use the rear, black double gates. Each compound bus is assigned a school number, and the compound administrators sign a security declaration before being allowed to come to BISAK. The compounds are told in advance of their buses' numbers.

Students walking or bicycling to school from the compounds to the south of the school, eg Oasis Garden, Al Zahra, enter via the pedestrian gate close to the custodian's building and next to the bicycle racks.

The red gate is used by students arriving by car and is opened at 07.10. This is a drop off zone only. Parents wishing to enter the school grounds need to park and enter via the front pedestrian gate.

Pre-school children are brought into the pre-school area by their parents, guardians or drivers, who remain with the children until 0715, when they then go into the pre-school room. Preschool children should not be placed in the care of other students. If preschool parents are unable to remain with their children, they can be dropped off at the Red gate where they will be under teacher supervision.

All gates are locked at 0740 and the only point of entry is then via the front, pedestrian gate after reporting to the security guard (see “Lateness to school”).

### **ART SHIRTS**

Students are sometimes asked to bring old shirts or similar to cover their school uniform at certain stages of the art and design programme. The newsletter will inform you accordingly. Coveralls are, however, available in the Art and D&T rooms.

### **ASSEMBLIES**

School assemblies are held weekly in Primary and periodically in Upper School. These can also be for the whole school (usually at the start and end of each term).

Foundation and KS1 assemblies take place on Tuesdays 10.15-11.05 and KS2 assemblies take place on Saturdays 10.15 – 11.05

School assemblies may be conducted by an individual member of staff, or be led by a particular class. If there is a class-led assembly, parents will be invited by the class teacher or form tutor.

Assemblies are secular, though they may refer to the great world festivals.

### **ASSESSMENT OF STUDENTS**

Teachers assess student achievement on an ongoing basis in a variety of ways, ranging from marking classwork or homework assignments, oral questioning, periodic tests and written and oral.

National Curriculum Tests (England) are applied independently at the end of key stage 2. (see also “Examinations”).

### **ASSOCIATION OF PARENTS AND FRIENDS (APF)**

The APF is a voluntary organisation of parents and friends, who work together for the students of the school by meeting and welcoming new parents, organising fund-raising events and arranging certain school trips, for example. A new committee is elected early in term 1.

The APF is a semi-autonomous body with its own constitution and banking facilities.

You will find a welcome letter (Annex A page 35) from the APF in the back of this handbook

Parents interested in helping the APF should contact existing committee members, or the Principal's PA.

### **BCG VACCINATIONS**

The BCG vaccine protects against tuberculosis (TB). Before entry to BISA, parents must provide evidence of either a negative TB skin test, ie no vaccination needed, that has been produced in the past two years, or a BCG vaccine certificate.

If the student has not undergone a recent BCG check, we advise parents to repeat the TB skin test every two years.

### **BICYCLES**

Students living on Oasis Gardens and Al Zahra compounds may ride to school unaccompanied. Students coming from Lotus III and Rushaid 1 or 2 compounds by bicycle must be accompanied by an adult. The bicycles should be dismounted at the rear, black double gates and walked across the playground to the racks. The school cannot accept liability in the event of a bicycling accident to or from school, or bicycle theft or damage. The school encourages the use of cycle helmets.

### **BOARD OF GOVERNORS**

The Board of Governors is the school's controlling body. It comprises 10 voting members as follows:

Chairperson, treasurer, 2 parent representatives, 5 community representatives and a representative from the British Embassy. The Board elects from among the parent and community representatives a deputy chairperson. The principal is present at Board meetings as a non-voting member.

The parent representatives are mandated to pass on to the Board any concerns that a parent may have about the school, and are elected by the parent-body every two years.

### **BOOKS, missing**

Nearly all the school's library and text books are obtained from overseas, and are precious commodities. In the event that a book is declared "lost", the school will assess its cost, and pass this to the parents by letter.

Students are urged to look after their books extremely carefully, and to ensure their safe return to the library on the appointed date.

## **BREAK TIMES**

There are two official break times each day, viz from 09.55 to 1015, and from 1155 to 1215. At these times all students are expected to be outside unless there is a specific medical reason why they should not (see "Sickness"). In the event of inclement (usually too hot, dusty or wet) weather, indoor arrangements are put into force (see "Weather").

## **BUSINESS AND FINANCE OFFICE**

The business and finance office is open each workday from 07.20 to 4.15.

## **CHARITY WORK**

In keeping with the school's mission, each year the school works hard to raise funds for child-centred charities. It is the school's belief that BISAK students benefit inwardly from focusing on the needs of children far less fortunate than themselves.

## **CLASS TEACHER**

Each class from Reception to Year 6 has a class teacher, and the class designations refer to the class teachers' names. The class teacher is responsible for the day-to-day running of the class, including registration and the passing on of information to parents. S/he is also responsible for various amounts of class teaching, depending on year group. In general, the class teacher teaches at least the core subjects (English, Mathematics and Science) and Geography and History, and is responsible for the production of the twice-yearly written reports to parents.

## **CLUBS**

The school organises a range of after-school activities for students from years 1 – 11 from 13.15 to 14.00, although such clubs are generally not available on Saturdays, which are given over to meeting times for staff. There are some (usually sporting) exceptions to this, however. Students in KS 3 will have activities as part of their timetable. The club roster changes each term, and each student receives a returnable request slip termly.

Occasionally a small charge is levied for certain clubs, eg cookery or craft, where special materials have to be purchased.

It is important that parents arrange adequate transport after school at 1400 in Primary and 1500 in Upper school if their children are involved in clubs, and that they are collected promptly. Students are not permitted to wait for the 3pm transport provided for the Arabic students.

## **CODE OF CONDUCT**

Students from BISAK traditionally display high standards of personal and social responsibility, so that the school enjoys a pleasant and friendly ethos.

Class teachers and form tutors are most closely associated with the students on a daily basis, and deal immediately with minor infractions of sensible behaviour, good sense and responsible action.

The school's code of conduct makes clear to staff and students the consequences for actions which fall outside the school's expectations and is available for inspection from the Registry or the Principal's PA.

It is believed that if the parent and the school work closely and consistently together, students should have a trouble-free and enjoyable passage through BISAK, and should have much to contribute to the life of the school.

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

A newsletter is produced every term-time Wednesday, or on the last day of term where this is not a Wednesday. This newsletter is the school's main communication link with parents and contains information from staff in all parts of the school and is sent out by e-mail and is available on the school website.

Other more specific letters and memos are sent on an occasional basis as appropriate.

The student's reading record or homework diary, as appropriate, also offers ways for both school and parent to communicate with each other.

In general, the school encourages dialogue with parents, and believes that being pre-emptive in solving problems is more beneficial to the student than waiting for the problem to disappear or become inflated.

## **CORPORAL PUNISHMENT**

The school does not permit any of its staff to apply corporal punishment to any student under any circumstance.

## **CURRICULUM**

BISAK follows the requirements of the UK (England) National Curriculum so far as is practicable and relevant. In real terms this means that we are a National Curriculum school. Ongoing curriculum development is overseen by the Key Stage Coordinators in the Primary and the subject Heads of Department in Secondary school.

Students in the pre-school and reception (the "foundation stage") follow an integrated, continuous programme which focuses on 6 different learning areas.

All students from year 1 up follow programmes of study in the following subjects:

Art and Design, Design and Technology (DT), English, French (from year 3), Geography, History, Information and Communication Technology (ICT), Mathematics, Middle East Studies, Music, Physical Education (PE) and Science.

More information can be obtained from the class teacher or form tutor.

Apart from the obvious academic curriculum, students are exposed to the so-called “hidden curriculum”, learning *en route* about citizenship, concern for others, acceptable social behaviour etc. They also visit the Library on a regular basis, and receive specialist teaching in areas such as Information and Communication Technology, Design and Technology, Physical Education, Performing Arts etc, according to their year-groups.

### **DAILY SCHEDULES**

The following schedule applies each day:

07.20	Students arrive by this time (but not before 07.10)
07.25	Classes start
09.55	First break starts
10.15	First break finishes
11.55	Second break starts
12.15	Second break finishes
13.15	Classes finish Primary school
13.15	Clubs start for Primary school
13.15	Arabic classes (Primary)
14.00	Arabic classes start for Upper school students
14.00	Clubs finish for Primary
15.00	Classes finish for Upper school
15.00	Arabic classes finish

### **DEPARTURE FROM SCHOOL EACH DAY**

School finishes at 13.15 for Primary School students unless a student is attending Arabic classes or an after-school club. School finishes at 14.00 for Upper school students.

Only boys and girls from pre-school and reception classes are collected from their rooms by their designated drivers, bus monitors etc. All other students leave via exits depending on the mode of transport being used.

All students leaving by the buses line up and wait for their bus monitor.

The buses are parked safely on the playground, but at a distance from the students.

Pre-school and reception students going home by car with their drivers leave via the red gate.

All other students going home by car with a private driver leave via the blue gate which is an exit-point for students only and is not an entry point.

Parents for all children from year 1 up do not come into the buildings, for this adds to congestion at 13.15.

Students living Oasis Gardens and some other nearby compounds may walk or bicycle from the school with some provisos about their being accompanied in the case of main road usage (see under “Bicycles”).

Under no circumstances do students leave the campus unaccompanied by a bus monitor, approved driver or parent (see “Transport”).

If a student is going to a friend’s compound or house after school, the school must receive a written, dated note from both sets of parents involved in advance. Such students must then proceed directly home after the visit, and not return to the campus.

## **DRESS AS YOU LIKE DAY**

DAYL day gives the students the opportunity not to wear school uniform at school and gives school the opportunity to charge SR10 for our school charity. Parents are asked to consider local cultural sensitivities when sending the children to school in non-uniform dress.

## **DRESS AND FASHION CODE (see also “Uniform”)**

Students at BISAK wear a simple school uniform (see under “Uniform”). Our students have a reputation for appearing tidy and decent. As such, extravagant hairstyles and colours, ie those which fall outside the normal spectrum, are not permitted. Hair dyeing is not permitted and in Secondary school, long hair must be tied back.

Boys and girls may wear their shirts or blouses untucked, provided the shirt or blouse is of waist-length, ie not hanging down to the knees!

Hats are not worn indoors, nor back-to-front.

Students who are too young to tie their own shoelaces should be provided with Velcro fasteners.

The wearing of jewellery is not permitted and earrings are not worn to school, although single studs worn by girls are permitted, but not encouraged (see “Physical education”).

## **EMERGENCY CONTACT LIST**

In the event that the school had to close unexpectedly, a team of staff would telephone parents, each of whom may be asked to contact a further small set of parents. These telephone lists are updated termly or more frequently according to need. (See also under “Medical/health and safety”).

## **ENTRANCE ASSESSMENT**

All potential BISAK students take part in an entrance assessment procedure to ensure the student’s proper class placement. In virtually every case, the student joins the age-appropriate class (see under) and class placement is not negotiable. Students who do not meet the school’s year-group English requirements may be placed in the English as an Additional Language (EAL) section, which is available for students in years 1-4 only. Such students join the mainstream as soon as considered advisable by the appropriate staff, but then continue with some extra language support. Other new students may immediately join the mainstream, but be given some English language support classes.

The school is guided by the following age-appropriate criteria:

Pre-school	3 years old by 31 August of entry-year
Reception	4 ditto
Year 1	5 ditto
Year 2	6 ditto
Year 3	7 ditto
Year 4	8 ditto
Year 5	9 ditto
Year 6	10 ditto
Year 7	11 ditto
Year 8	12 ditto
Year 9	13 ditto
Year 10	14 ditto
Year 11	15 ditto

## **EXAMINATIONS**

Written examinations are held once a year in the Secondary school, with grade cards issued at the mid- and full-year points.

The school acts as an examination centre for overseas entrance examinations upon request. The Principal should be contacted in such cases.

## **FEES**

The Board of Governors determines annual tuition fees for Arabic and mainstream provision for the following year in advance during Term 2 of the current year, and parents are informed before the commencement of Term 3.

Tuition fees for Arabic and mainstream classes are payable termly in advance and a schedule of payment dates is issued from the business and finance office. A student could be asked to stay away from school in the event that fees are not paid by due date. No pro-rated fees are possible.

Except in exceptional circumstances, fees are paid through the bank; the school does not deal with cash in this context. The school's accounts staff deals with all banking, and other, questions relating to fees.

Written notification of the withdrawal of a student must be received at least 10 working days before the start of term 1, and by the last working day prior to the start of Terms 2 and 3.

### **FIRE DRILL/EVACUATION DRILL**

Whole-school drills are practised at the start of each term. The school is equipped with audible smoke detectors and a full fire alarm warning panel is situated in the Principal's PA's office.

In the event of the fire alarm sounding, everybody in the school at the time walks to designated areas of the playground or to the Al Zahra compound, where they are checked off by school staff. This includes visitors who may be in the school (see "Visiting Procedures").

Fire extinguishers are checked annually by a specialist company.

### **FORM TUTOR**

In the Secondary school, each form has its form tutor. The form tutor, like the class teachers in Primary school, has the closest daily contact with the students in the form, and takes on a more pastoral role. S/he meets the students each morning at the start of school, takes the register.

The form tutor should be contacted in the first instance where parents need advice or help about their child's education.

### **GRADING SYSTEMS**

The twice-yearly reports for the Foundation stage students use a special system of recording attainment, whilst those for Key Stage 1, Key Stage 2 and Secondary school show grades for effort and achievement as follows:

#### ***Effort Grades (Years 1 to 11):***

The effort grade measures the effort put into learning, the subject and reflects good learning strategies, such as:

- Consistent application to homework and class work.
- Asking questions in class

- Showing an interest in lessons
- Participation in class discussion and activities
- Making an extra effort in study, presentation of research.

### **Assessment Grades (Years 3 to 9):**

- A Far Exceeding Expectations,
- B Above Expectations,
- C Meeting Expectations,
- D Meeting Expectations with Assistance
- E Below Expectations

### **Year 10 – 11**

Exam grade criteria applies.

Achievement grades relate directly to what the student has personally achieved in the subject-area reported, and not how the student has fared relative to others in the class.

### **HATS**

All students must wear school hats when outside during breaks. The hats, in house colours, are available for purchase at the Uniform shop on Saturdays, Mondays and Wednesdays (see “Shop”) and are worn as a protection against the sun. If a student fails to wear her/his cap outside whilst in the sun, s/he will be asked to stand in the shade, we have a ‘No Hat, No Play’.

Secondary school students who elect to sit under the trees in their play area are exempted from the hat rule. Those who choose to play on the hard area must, however, wear their hats.

As a privilege, upper school students may wear hats of their choice, provided they are considered reasonable by the staff on duty.

### **HOMEWORK**

Homework is an integral part of the school day. It is designed to be reinforcing, motivating and supportive, rather than a chore. A summary of the school’s current homework policy so far as it relates to suggested duration is included below. The policy is appraised annually. If a student seems to take far too long to complete an assignment, the parent is asked to note this in their child’s homework diary, or send a note to the class teacher or form tutor.

Recommended approximate duration of homework assignments:

Reception: 10-15 minutes’ reading daily  
Activities with phonic blends as appropriate

In term 3, a weekly handwriting revision book

- Year 1: 15 minutes' daily reading 5 days a week  
10 minutes' letter formation once weekly  
8 spellings once weekly  
One other assignment as appropriate
- Year 2: 15 minutes' daily reading 5 days a week  
10 minutes' handwriting once weekly  
10 spellings once weekly  
Practice in number bonds weekly  
One other assignment as appropriate
- Year 3: 30-40 minutes' daily homework including reading and a  
Range of other activities 5 days a week  
15 spellings once weekly
- Year 4: 45 minutes' daily homework including reading and a range  
of other activities 5 days a week  
15 spellings once weekly
- Year 5: 50 minutes' daily homework including reading and a range  
of other activities 4 days a week  
  
60-70 minutes' homework at the weekend  
Spellings once weekly
- Year 6: 60 minutes' daily homework including reading and a range  
of other activities 4 days a week  
90 minutes' homework at the weekend
- Year 7: 2 subjects per night 4 days a week plus 4 at the  
weekend. Each subject maximum 45 minutes
- Year 8: as for year 7
- Year 9: 2 subjects per night 4 days a week plus 4 at the  
weekend. Each subject maximum 60 minutes
- Year 10 /11: Homework loading for GCSE courses will reflect the needs  
of each particular subject.

Note: Secondary school music will be set from time to time as appropriate on the day with the least loading.

Arabic homework is set for those students who have selected the subject. No more than 10-15 minutes' work is set daily.

## **HOUSE SYSTEM**

Each student is placed in a “house” when s/he arrives at BISAK. The houses comprise groups of students organised vertically through the full age-range and thus allow for some mixing of the year groups. Siblings are not necessarily placed in the same house. The names and colours of the houses are:

Jupiter	Green
Mars	Red
Neptune	Blue
Saturn	Yellow

The House provides a focus for healthy competition in the school. Students can earn house points for special effort or attainment, whilst sports and swimming events are also point-earners. House membership does, therefore, provide the student with extra motivation to try his/her hardest, and also gives the student a sense of belonging to a group larger than his/her own class or form.

Early in term 1, the students elect their leaders for the year. Aspiring house captains (drawn from Years 6 and 8 - deputy and leader respectively) have the opportunity to rally support at the annual elections, which take place during September.

The Registrar, in liaison with the PE Coordinator allocates students to houses, keeping an overall balance.

Students can earn house points for special achievement and/or effort in class. The names of class house point winners are published on a weekly, retrospective basis in the Awards Newsletter, and such achievement is celebrated at the start of the weekly assemblies.

House points are cumulative, and certificates are awarded in the Primary school at certain milestones as follows:

10 points	bronze
25 points	silver
50 points	gold
100 points	platinum
200 points	diamond

In the Secondary school certificates are awarded for 40, 80 and 120 points.

All staff members with the exception of the Principal, Head of School and Physical Education teachers are allocated houses.

## **INSURANCE**

The school carries full personal and accident liability insurance cover, which is administered by the business and finance manager. This covers everyone on the campus at any given time. Claims are subject to deductible charges. These can

vary but at the time of writing there is a deductible charge of SR1000.00 per claim.

## **JEWELLERY**

Items of jewellery should not be worn to school. In the event of girls having their ears pierced, studs are permitted but they must be removed for all PE activities. Watches are not to be worn to PE lessons.

Visible body piercing and body art are not acceptable at BISAK.

## **KEY STAGES**

The curriculum follows the British structure, whereby different age-band groupings are referred to as “key stages”. Each key stage represents a curriculum package, but the “packages” form a continuous educational process through the school. In BISAK we provide the first three key stages, viz

### **Primary School**

Foundation stage    pre-school and reception )

Key stage 1            year 1 and 2

Key stage 2            years 3 to 6

### **Secondary School**

Key stage 3            years 7 to 9

Key stage 4            years 10 / 11

Each school is managed by the appropriate Head of School and Deputy Head of school, who are members of the school’s Senior Leadership and Management Team (SLMT).

## **LATENESS TO SCHOOL**

All school gates are locked at 07.40, should a student arrive after this time, s/he must report to the security guard at the front gate accompanied by his/her guardian. Upon admittance to the campus, the student should report to the Registrar to register his/her arrival. Younger students will need to be brought into the school by their driver or guardian.

Students are issued a late slip. Students in Secondary school take the late slip to the Secondary school administration assistant and then proceed to their lesson. Students in Primary go to their class teacher and then proceed to specialist lessons.

If it is known that a student will be arriving late on a particular day – after a doctor’s appointment, for example - it would be helpful to the class teacher or form tutor to receive advance notice.

### **LEARNING ASSISTANTS**

Each class from Pre-school to Year 3 has a designated Learning Assistant(LA), whilst there are 6 LAs shared between Years 4, 5 and 6.. There are also specialist assistants attached to Art and Design, Design Technology, ICT, Music, EAL, PE, Maths, Special Educational Needs (SEN) and to the Library. Learning assistants play an active role in the day-to-day affairs of the school, and are a valuable resource to the students of BISAK.

### **LEAVING SCHOOL PERMANENTLY**

In the event of a student leaving permanently, a term’s notice needs to be given to the school in writing. Any fees paid in advance for that term will be refunded. The school will provide a leaving certificate and a leaver’s report. Any extra documentation required by the next school will be provided upon request.

### **LIBRARY**

All classes have the benefit of weekly library sessions. In most cases the class teacher is also present. The number of books that may be borrowed varies from one to four, depending on the student’s year-group, as does the length of time a book may be kept.

The staff comprises a full-time Librarian and a Library Assistant. There are currently about 18 000 items on the catalogue and the operating system is fully computerised.

In the annex to the main library there are 2 computers available for research purposes each with CD ROM drives and internet access.

Any lost or damaged books must be paid for, or a replacement provided following liaison with the librarian. Parents are reminded of overdue books by means of correspondence from the library staff.

A book club order is usually arranged at least once each year and all students have the opportunity to place an order from the catalogue provided. There is also an annual book fair to which parents are invited.

### **LOCKERS**

All Secondary school students are allocated individual lockers to accommodate their books and equipment. Students should provide a padlock ideally using a combination rather than a key. Some lockers will be provided with a lock and key. A spare key will be held by the Upper school administration assistant, if the student loses the key they will be charged for a replacement.

## **LOST AND FOUND**

We urge parents to ensure that all items of clothing, PE kit, pencil cases, lunch boxes etc are clearly labelled with the child's name. Large plastic bins situated near the music room on the upper floor, and in the PE department, act as collection points for lost property. Members of the APF give notice from time-to-time of the selling off of unclaimed, usable items.

In the event that a student loses an item, s/he should report the loss immediately to the class teacher, form tutor, or other responsible person. In most cases the item re-surfaces after a day or two.

The school is not able to accept responsibility for lost items, other than to ensure that a thorough search is carried out.

## **LUNCH BOXES (see also SNACKS)**

Students bring their snack to school in lunch boxes. Parents should please ensure that these boxes are adequately labelled. Wheeled bags are not encouraged; they are difficult to store on shelves and in lockers.

No nut or nut products are permitted in school. (eg. Peanut butter, dates or chocolates containing nuts). No canned or bottled drinks are permitted other than fruit juices, and the school does not encourage the inclusion of sticky or sweet foods such as chocolates, cream cakes etc. Please ensure your child(ren) do not forget their lunchbox because for security reasons Registry cannot accept them once school has started.

## **MANAGEMENT STRUCTURE**

The school's chief executive officer is the Principal. The Senior Leadership and Management (SLMT) Team comprises the Principal, Head of Primary School, Deputy Head of Primary, Head of Secondary School, Deputy Head of Secondary and Bursar.

The curriculum is monitored by Key Stage Coordinators in Primary and Heads of Department in Secondary school.

## **MEDICAL/HEALTH AND SAFETY**

The school has on its staff a full-time nurse, who works from a fully equipped medical room located on the ground floor in the foyer. She is responsible for the overall provision and maintenance of a healthy and safe environment, and co-authors the school's Health and Safety policy document. The school has a number of first aid trained personnel on the staff that can be called upon to support the nurse in case of emergency.

Part of the registration procedure requires that parents complete a medical form, which includes the types and dates of all vaccinations that their children have

received. BCG, DPT and MMR vaccinations (or in the case of no BCG vaccination, a negative skin test) are all required. Each time your child receives a vaccination, please send a copy of the certificate to the school nurse.

The school must be informed of any special medical condition or allergy your child may suffer and parents should provide a Medical Action Plan if required.

If a student is referred to the nurse and treatment is required, a report-slip is completed, the principal is informed and the nurse contacts the parent.

The practice of head checks of all students is no longer carried out at BISAK but the nurse regularly checks children if asked to do so by a parent or teacher. Head lice are always in the community and will always be with us. The life span of a head louse is just three to four weeks therefore the only effective way of ensuring your child does not become infected is regular (at least weekly), checks of your child's hair when it is damp. The nurse has posted information on head lice on the school website and is always available for support on Ext 126.

The nurse is not permitted to administer special medicaments sent in by the parents unless she has written permission from them, together with dosage details and a supporting letter from the medical practitioner. Prescription medications need to be clearly labeled by the issuing pharmacy with the date, child's name and dosage details all indicated.

The school reserves the right, under the advice of the nurse, to send a student home if s/he is not considered well enough to be at school, or if her/his condition is contagious. In this case, the parent will be contacted to collect the child. (see Annex B Infectious Diseases of Children, page 36).

Parents are urged not to send their children to school if they have a high temperature, a streaming cold, an undiagnosed skin rash or any other obvious ailment. A child should be 24 hours free of a fever (without medication) before returning to school. The nurse's function is to deal with medical problems which arise during school hours, and not those imported and fully fledged. The nurse also needs to be informed if a student has been diagnosed with a potentially serious contagious disease.

### **MOBILE TELEPHONES**

Students may bring mobile 'phones to school, but they are only to be used in cases of emergency, and not as a social tool. They must be switched off and out of sight while in school.

### **MUSIC TUITION**

Some instrument tuition is available in school. This can vary depending on the tutor availability. These classes may take place during class time, and the student has to make up any lost timetabled work. A rotating schedule ensures that the student does not miss the same subject repeatedly.

Tutorials given by outside musicians are charged for. For more details parents should contact the Head of Music and Performing Arts.

### **NEW PARENTS' MEETING**

New parents are invited to an orientation meeting in the first week of the new school year, during which they are addressed by representative of the Board of Governors, and from the Principal. They then have the opportunity to meet their child's class teacher or form tutor.

The Principal also endeavours to meet all families when they first arrive at BISAK.

### **NEW (CONTINUING) SCHOOLS**

Continuing education is important to the student, and the school does all it can to prepare the way, most commonly by providing information about possible schools elsewhere, and preparing special reports as necessary. The school will also act as an examination centre for further schools (see "Examinations").

### **NEWSLETTER**

A weekly newsletter is produced every Wednesday and sent to each home via e-mail. The newsletter is the school's major communication device and generally contains items of key interest and importance, eg dates for forthcoming meetings, productions etc. If you do not, for some reason, receive the week's newsletter, please download from the school website or contact the principal's PA.

### **OPEN-DOOR POLICY**

The school has an open-door policy to the extent that it welcomes parents and anyone with an interest in our school to visit us. We do ask, however, that you telephone for an appointment if you wish to meet a member of staff. In so doing, please let the registrar know the nature of your visit so that she can set up the best possible schedule. It is generally not possible to hold impromptu meetings, owing to timetabling constraints.

Day-to-day issues concerning classroom activities, student progress etc are best dealt with initially by the class teacher or subject teacher.

### **PARENT-TEACHER MEETINGS**

Apart from the written reports received twice a year by parents, parents also have the opportunity to meet the teachers formally twice a year (see "Open-door Policy").

The first of two Parent-Teacher consultations usually falls during the first week of November, when parents from Primary school and Secondary school are issued

with timetabled meetings. During these meetings parents will be updated on their child's progress and will be able to see samples of his/her work. These meetings do not normally extend beyond 10 minutes. If more time is required, a separate appointment needs to be made to discuss specific problems

A second Parent-Teacher consultation is scheduled in Term 2 after the issue of the mid-year reports and grade cards in Secondary School.

## **PARTIES**

In view of some children's serious allergic reactions to nuts etc, we discourage parents from sending in birthday cakes for any class. Please discuss any plans for classroom parties you may have with the class teacher beforehand.

Whole school parties are usually held at the end of Term 1 and Term 3

## **PHOTOGRAPHS**

Individual student photographs and class photos are taken in November. The group shots appear in the annual yearbook.

## **PHYSICAL EDUCATION**

All students take part in the school's physical education programme.

Each element of PE requires the proper school PE kit, which comprises house T-shirts (available from the school shop) and white shorts (available in town), as well as swimming trunks (mid-thigh length and not Bermuda shorts/baggy shorts which impede the swimmers) or costumes. White socks with plain black or white gym shoes or trainers are the required footwear. A labelled towel is also required.

Fashion trainers and plimsolls are unsuitable for PE activities and are not allowed. Properly designed athletics/running shoes ie cross-training shoes are required. Please feel free to contact the PE coordinator for advice if required.

All students come to school wearing their PE kit. Attention is paid to due decorum, especially in the case of our older students, who should be appropriately covered when they travel to school. All students wear their normal school uniform home on PE days.

Baseball and legionnaires' hats in house colours are available from the shop.

The school's cold-weather kit comprises the house T-shirt (for PE), the school's red (or navy for the upper school) sweatshirt and navy tracksuit bottoms worn over white shorts. The school will inform parents when these become necessary, and these items are also available from school.

The school does not permit the wearing of earrings, although studs worn by girls are permitted, but not encouraged. Girls should remove these studs, if worn, for PE classes, otherwise they will be checked by the school nurse for safety reasons. The PE teachers are not permitted to remove studs themselves. Ear studs cannot be taped over for swimming, but must be removed either by the student or her parents before arrival at school. We strongly recommend that all jewellery be left at home.

## **PLAYGROUND**

The school campus includes several different play areas – one for Primary and one for Secondary school.

The use of leather or hard rubber soccer or basketballs during break times is not permitted on the main (Primary school) play area for safety reasons.

Break-times are held at the same time for each key stage, and the students are kept to their own play areas. Primary school students are overseen by 6 duty staff members, whilst the Secondary school has 3 members of staff on duty in their area.

## **PREFECTS**

A head boy and head girl are selected by the Secondary school staff at the start of each school year, drawn from year 10.

Similarly, one or more school prefects are also selected from year 10 by staff. They provide a supportive role to the head boy and girl, and the positions are seen to help promote personal and social development, as well as provide leadership

House leaders are elected annually by the student-body, and have been described under “House System”.

## **PRODUCTIONS**

Productions are coordinated by the Head of Performing Arts. Secondary school productions take place in term two.

Help from parents with skills in costume-making, scenery etc is always welcome.

## **REGISTRATION PERIOD**

Each morning before classes start the class teacher or form tutor will record in the official register the student’s presence, lateness or absence. Absences are recorded on the student’s twice yearly written report.

Parents are asked to inform the school as soon as possible if their child/ren will be late or absent. In the case of absence, a note is required, addressed to the class teacher or form tutor.

Registration for Secondary school students commences at 07.20 promptly.

## **REPORTS**

In Primary written reports to parents are provided twice a year, in Term 2 and at the end of June. These reports contain information about the student's achievement in each subject area, as well as comments about his/her social development. The mid-year report is in short-form, while the end-of-year version is a full written report (see also "Grading System").

A modified report may be issued if the student has had extensive absences.

In Secondary school grade cards are issued every half term and a final report is issued at the end of term three.

## **SECURITY**

The school endeavors to provide a safe and secure environment for its students, staff and visitors. The outside perimeter of the school is periodically inspected by both the local security forces, and by the neighbouring Oasis Gardens security. The morning entry gates are locked at 07.40, and the only entry to the school is then via the front, black gate, which is controlled by the school's security guard (see also "Visiting Procedures" and "Arrival at School each Day").

No student is allowed out of school unaccompanied. Likewise, no student who has departed at 13.15 is allowed back into school later in the day unsupervised. The blue, black and red gates are carefully monitored by school staff at 13.15 to ensure that each student is handed over to the right person. No student can exit the school via the front, black gate.

For safe arrivals and departures, it is essential that school and parents work closely and consistently together, and the school appreciates the support it receives in this context.

## **SHOP**

The school shop is located in the ground floor middle school corridor, and has available nearly all items of school wear, as well as other miscellaneous school pieces from time to time. Opening hours are 07.15 – 08.00 on Saturdays, Mondays and Wednesdays, and 13.00 – 13.30 additionally on Saturdays.

## **SICKNESS**

If a student has to stay away from school for reason of sickness, a brief written note about the illness must be addressed to the class teacher or form tutor. It is important that students are not sent to school if they are in any way suffering

from infectious illness. The school reserves the right to send home any student who appears to be too ill to work, or is considered to be in a infectious condition (see "Medical").

New parents are asked to fill-in as appropriate on the medical form, the name and contact number of the family doctor. If this information is not forthcoming, the school may elect to send a sick student to an alternative medical facility in times of emergency if a parent is not contactable.

It is most important for the well being of the student, that any documented medical condition is made known to the school.

### **SKATEBOARDS AND ROLLER-SKATES**

In the interests of safety, students are not permitted to bring skateboards or roller-skates to school, or use them to travel to and from school.

### **SMOKING**

There is a total ban on smoking within the BISAk campus, and students are not allowed to bring smoking materials (including lighters or matches) to school. This includes travelling to and from school.

### **SNACKS**

The school encourages the provision of healthy and nourishing snacks each day. Chocolates, sweets and fizzy drinks are discouraged, whilst the inclusion of fruit and/or vegetables is welcome. Sandwiches provide the carbohydrate needed to sustain the student through the long morning.

In light of food allergies and sensitivities, we ask that:

- no nut or nut products are brought to school (check labels for 'hidden' nut content such as nut oils);
- children do not share food at school;
- the school be informed if a child develops any allergic reaction.

Snack time varies from year-group to year-group. Infant students enjoy taking their snacks with their teachers or learning assistants, whilst those in years 5 and 6 make use of the shaded picnic tables outside their building. Upper school students are able to eat their snacks at their designated picnic site near their playground. In general, snacks are taken during, or close to, the first break, which runs from 09.55 to 10.15.

### **SPECIAL EDUCATIONAL NEEDS (SEN) SUPPORT**

The school provides support to those students who have significant needs in order to be successful students. Generally, a student will be referred to the SEN

Department by the class teacher or form tutor and a Individual Educational plan (IEP) will be drawn up. At the same time, the parents will be contacted, informing them of the proposed changes.

Students who do not meet initial English language entry requirements may join the EAL section until they are ready for the mainstream.

SEN support is regarded as a short-term measure designed to bring the student to acceptable levels of attainment. Intervention may be within, or outside, the student's classroom. As soon as the student has reached acceptable standards, s/he will be returned to the normal class timetable.

SEN support is considered a positive support process, and students who attend these special classes are not considered in any way inferior to their peers.

### **SPECIALIST TEACHERS**

This term refers to teachers who teach a specific subject such as Information and Communication Technology or PE. As the student progresses through the school, s/he will encounter more specialist subjects such as Art and Design.

### **SPECIFIC LEARNING DIFFICULTIES**

The school is not able to cater for the needs associated with most specific learning difficulties. As such, students who are diagnosed with specific learning difficulties beyond the competency of the school will not be admitted to BISAK. These will be determined during the entrance assessment procedure.

### **STATIONERY**

The school provides much of what is needed including exercise and text books:

In Key Stage 1 and 2: everything is provided, but student are charged SR5.00 for any second, or subsequent, plastic wallet

In practice most Yr 5 and Yr 6 students have their own stationery supplies.

Secondary school:                      nothing provided except exercise books

All texts are provided free of charge, but remain the property of the school. Lost books will be charged for if a replacement is not possible.

### **SWIMMING**

Swimming is an integral part of the school's Physical Education program, and takes place during the first half of Term 1 and again during Term 3. Students should bring their swimming trunks or costumes as well as a towel, cover-up and flip flops, (labeled), to these classes.

The risk of contracting verrucae (plantar warts-warts on the soles of the feet) increases with the onset of the swimming season. The virus which causes these warts thrives in the warm moist environment of the poolside and communal showering areas. The good news is that a verruca is a harmless self limiting condition. If you are concerned that your child has a verruca or any other foot condition which is causing pain or discomfort please feel free to discuss it with the school nurse. Treatment should only be instigated under medical or a podiatrist's advice. To reduce transmission we ask that should your child have a verruca, s/he should keep it covered with a plaster or verruca sock during swimming and showering.

Sunscreen should be applied at home before swimming lessons.

The school is always interested to hear from parents who may wish to help at the pool. The PE staff do, from time to time, organise in-service training for swimming assistants.

## **TERMS**

There are three terms to the school year at BISAK, which follow overseas British-style schedules:

Term 1 generally runs between end of August or early September and mid-December.

Term 2 usually starts early in January and finishes at or around the end of March.

Term 3 starts around mid-April and runs to the end of June or early July.

Dates vary annually and depend on several factors, including the dates of major festivals and the dates proposed by other nearby schools.

Dates for the school year are issued to parents during Term 1 of the previous year.

## **TOYS**

Students are not allowed to bring toys to school unless requested by a teacher. This includes iPods, MP3s and other electronic equipment.

## **TRANSPORT**

The transporting of students to and from school can present school and parents alike with some potential difficulties. It is important, therefore that the following guidelines are adhered to.

Students generally reach school by one of three means, by car, by compound bus or by foot/bicycle. Provided there are no changes to the student's daily transport routine, there are no problems. Difficulties can arise when a student is,

for whatever reason, re-routed at the end of the day without the school's knowledge.

It is, therefore, essential that the school be kept up-to-date with each student's transport arrangements by the means of a written, dated letter. In particular, we require a letter from each set of parents in the event that one student is to visit another student's house or compound after school, or one set of parents takes home another student on behalf of that student's parents.

No student is permitted to make his/her own way home without prior permission from his/her parents or guardians or, in their absence, a staff member. This is usually the principal, and would only take place in the exceptional circumstance of a complete communication breakdown with home.

It is also most important that the student be collected promptly. This is especially so after clubs or Arabic classes.

In the event that a parent realises there is no adequate monitoring on a compound bus, s/he should inform the principal immediately. He will do what he can to intervene on behalf of the students.

Compound buses deliver their students at the rear, black double gates and collect them on the rear playground. Cars park outside the red and blue gates as described under "Arrivals" and "Departures".

### **TRIPS, educational**

The school organises field trips both within the Kingdom and outside. Parents are asked to sign a permission form at the start of the school year to cover local trips. If the school buses are not adequate for such trips, the school hires buses. All bus seats are equipped with seat belts, which must be worn by all students and staff, and a first-aid kit and extra water are always carried.

The school solicits any useful information from parents concerning possible local venues. A register is kept by the librarian of good local field trips.

If an overseas trip is planned, preliminary meetings take place during Term 1.

The school is guided by current UK regulations regarding adult /student ratios.

### **UNIFORM**

BISAK students, with one exception, wear a school uniform as follows:

#### Pre-School:

No uniform requirement, but students must bring labelled PE kit on the appropriate day (see "Physical Education").

#### Reception to Year 11:

Boys: Navy blue shorts (no longer than knee-length) or long, navy or black trousers (not dragging on the ground!) with a white, embossed shirt (regular cotton or Airtex). White shirts with the school's logo embossed are available from the school shop as well as sew-on badges.

Dark socks and plain black school shoes (not trainers), or plain-coloured, closed-toe sandals (not flip-flops) must be worn for the normal school day.

Girls: Blue and white striped dress, available from the school shop. As alternatives, navy culottes or knee-length skirts with a white blouse or Airtex shirt with the school's logo embossed may be worn (see above). Girls may also wear navy blue or black trousers (not ground-dragging!), but leggings should not be worn to school. If headgear is worn, it should be white or blue in colour.

White socks and flat, plain black school shoes (not trainers), or strapped sandals (not flip-flops) must be worn for the normal school day.

Boys and girls: red sweatshirts (navy as an option for Upper school students) with the school's logo sewn on are available from the school shop.

Proper PE kit is to be worn for all PE lessons (see "Physical Education").

Year 10 Prefects wear a blue polo shirt.

## **VISITING PROCEDURES**

All visitors to the school must enter through the front, black gate. They will first be checked by the security guard who may telephone the school before allowing entry. A visitor cleared for entry will be asked to exchange his/her ID document for a visitor's badge. Cars cannot be brought into the school's car park unless first cleared with the authorities. Visitors should report to the Registry, where they will be asked to sign in (and out) the visitors' book.

## **VOLUNTEERS**

The school welcomes interest in the form of voluntary work from parents. There is not always scope to take on all potential volunteers, but sending an up-to-date curriculum vitae to the Human Resources Manager / Principal is the best way to show your interest.

Official volunteers are asked to sign a simple declaration concerning confidentiality.

## **WATER**

The school has several potable water fountains at different locations in and around the facility. A specialist company checks the condition of the drinking water each month, and the supplier of the mains water flushes the system with

chlorine each week according to specific guidelines laid down by the chemical analyst. Students are encouraged to bring their own water bottles to school.

### **WEATHER**

For much of the school year the weather is pleasant. However, in the event of rain, excessive heat or dust storms, students will be kept inside their rooms during break-times. All students must wear their school hats when outside unless otherwise advised by the nurse, eg during periods of cloudy, cooler weather.

### **YEARBOOK**

The school produces a yearbook annually, and one copy is provided free-of-charge to each family present during the school year covered by the book. Thereafter, extra copies are available at cost.

By seeking sponsorship from local companies, BISAK is able to keep costs to a minimum. Any parent who may be interested in advertising in the book, which comes at the end of term 3, should contact the Principal's PA.

***Thank you for reading this booklet. Any suggestions for its improvement  
at the next review date will be welcome.***

**Annex A**

**A letter to new parents from the Association of Parents and Friends:**

Dear New Parents

Welcome to the British International School of Al Khobar. We hope you and your child/ren will be as happy here as we have been, and look forward to meeting you.

We, (Association of Parents and Friends) meet informally during the year to organize activities both in and outside the school.

Being active throughout the school with visits from Santa and the Easter Bunny for the Infants; Discos for the Juniors and Upper school and an annual Ramadan and Fun Day which involves organizing games and a picnic atmosphere for all the family to enjoy, giving you and other parents a chance to get together.

During these activities we often look for volunteers, it would be nice to join for some of our events and give suggestions for others; we're always looking for ways of re-inventing ourselves and the committee.

It is the ambition of the committee to have a Class Mother system throughout the school; they would coordinate between parents and children of their responsible class. Who knows, perhaps you'd be interested in becoming a class mother yourself. If you are, or if you want to contact the APF in any way, please complete the form below and send it to any of the committee.

Yours sincerely

Association of Parents and Friends

---

Family name: \_\_\_\_\_

Eldest child's name and class: \_\_\_\_\_

Other children's names and classes: \_\_\_\_\_

Mother's first name: \_\_\_\_\_

Home/Mobile telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please now send to the Registrar – thank you.

## Annex B

### Infectious Diseases Of Children

This list does not include all infectious diseases for which children may be recommended to stay at home from school. If you are in doubt, ask for advice from your doctor or from your regional office of the Department of Health

	<b>Time from exposure to illness</b>	<b>Symptoms</b>	<b>Do I need to keep my child home?</b>	<b>How can I help prevent spread?</b>
<b>CHICKEN POX</b>	2 to 3 weeks	Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab. Can be more severe in pregnant women and newborns.	Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.	Immunisation is available for children over 12 months old. It is recommended for people over 12 years who are not immune.
<b>CONJUNCTIVITIS</b>	1 to 3 days	The eye feels scratchy, is red and may water. Lids may stick together on waking.	Yes, while there is discharge from the eye.	Careful hand washing; avoid sharing towels. Antibiotics may be needed.
<b>GASTROENTERITIS</b>	Depends on the cause; several hours to several day.	A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.	Yes, at least for 24 hours after diarrhoea stops.	Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.
<b>GERMAN MEASLES (Rubella)</b>	2 to 3 weeks	Often mild or no symptoms; mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.	Yes, for at least 4 days after the rash appears.	Immunisation (MMR) at 12 months and 4 years of age.

<b>GLANDULAR FEVER</b>	4 to 6 weeks	Fever, headache, sore throat, tiredness, swollen nodes.	No, unless sick.	Careful hand washing, avoid sharing drinks, food and utensils and kissing.
<b>HAND, FOOT AND MOUTH DISEASE</b>	3 to 7 days	Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.	Yes, until the blisters have dried.	Careful hand washing, especially after wiping noses, using the toilet and changing nappies.
<b>HEAD LICE</b>	Usually 5 to 7 days	Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.	No, as long as head lice management is ongoing.	Family, friends and classroom contacts should be examined and managed if infested.
<b>HEPATITIS A</b>	About 2 to 6 weeks	Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.	Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.	Careful hand washing, close contacts may need to have an injection of immunoglobulin; immunisation recommended for some people.
<b>IMPETIGO (school sores)</b>	1 to 3 days	Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp.	Yes, until treatment starts. Sores should be covered with a watertight dressing.	Careful hand washing.
<b>INFLUENZA</b>	1 to 3 days	Sudden onset fever, runny nose, sore throat, cough, muscle and headaches.	Yes, until they feel better.	Immunisation, is recommended for the elderly and people with chronic illnesses.

<b>MEASLES</b>	About 10 to 12 days until first symptoms, and 14 days until the rash develops.	Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and last 4 to 7 days.	Yes, for at least 4 days after the rash appears.	Immunisations (MMR) at 12 months and 4 years. Contacts who are not immune should not attend school or work for 14 days.
<b>MENINGOCOCCAL DISEASE</b>	2 to 10 days	Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.	Seek medical help immediately. Patient will need hospital treatment.	Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.
<b>MUMPS</b>	14 to 25 days	Fever, swollen and tender glands around the jaw.	Yes, for 9 days after onset of swelling.	Immunisation (MMR), at 12 months and 4 years of age.
<b>RINGWORM</b>	Varies (may be several days)	Small scaly patch on the skin surrounded by a pink ring.	Yes, until the day after fungal treatment has begun.	Careful hand washing.
<b>SCABIES</b>	New infections: 2 to 6 weeks; reinfections; 1 to 4 days.	Itchy skin worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.	Yes, until the day after treatment has begun.	Close contacts should be examined for infestation and treat if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.
<b>SCARLET FEVER</b>	1 to 3 days	Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.	Yes, until at least 24 hours of treatment has begun and the child is feeling better.	Careful hand washing. Sick contacts should see their doctor.