



THE BRITISH INTERNATIONAL SCHOOL
BRATISLAVA
A NORD ANGLIA EDUCATION SCHOOL

SECONDARY PARENT HANDBOOK

2023-2024
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MESSAGE FROM THE PRINCIPAL

When you join BISB you are welcomed into our warm and friendly community of students, parents and staff of more than 40 nationalities. We want our parents to play an active and supportive role within our school, and together our community can help you make the most of your life in Bratislava. Partnership with parents is central to success in all of our endeavours.

The purpose of this handbook is to provide a quick point of reference for the parents of BISB. It also endeavours to set out aspects of the ethos that drives the routines and procedures that go to maintain a purposeful learning community. One of the great strengths of the British style of international education is that it involves all aspects of students' moral, physical, emotional, aesthetic, social and academic development focused on each individual's personal best. Here at BISB, this is achieved through superb teaching supported and complemented by the guidance of our Class Teachers, Form Tutors, Primary Phase Leaders, Secondary Year Group Pastoral Leaders, Heads of Subjects, Careers and University Guidance Counsellor and our School Counsellor. Form Tutors in Secondary and Class Teachers in Primary are always the first point of contact for parents and a source of information and advice on school matters.

We are proud of our community, united by the common goal of providing education and an upbringing for the students of BISB. A strong community provides the conditions for successful learning for everyone. Community means everyone. Our Code of Conduct sets out ways of acting within our community. Shared values are consistently enacted by everyone.

This handbook plays a part in building the community in our school. It is designed to be a point of reference containing information on the routines which guide the daily life of the school and the regular annual events that make up our DNA.

A Parent Handbook can never be fully comprehensive, nor should it be a static document. If there is anything that you are unsure about, do not hesitate to come and talk to me or your class teacher. Equally, if you have any suggestions for improvement in this handbook, I would be delighted to hear your views.

Karen Eastwood



INTRODUCTION

NORD ANGLIA EDUCATION GROUP

The Nord Anglia Education Group opened The British International School Bratislava in September 1997. Nord Anglia Education is the world's leading premium school organisation, with campuses located across over 30 countries in the Americas, Europe, China, Southeast Asia, India and the Middle East. Together, our 80+ schools educate more than 68,000 students from kindergarten through to the end of secondary school. We are driven by one unifying philosophy: we are ambitious for our schools, students, teachers, staff and communities, and we inspire every child who attends a Nord Anglia Education school to achieve more than they ever imagined possible.

Our Philosophy

We are united by our philosophy, to be ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every student can achieve
- Creativity and challenge help us get better every day
- Learning should be personalised for each child
- Unique global opportunities enhance every student's learning experience

We believe that being part of our family gives our schools a special advantage. Working together, we can achieve more than we can individually. Our schools have access to a wide range of resources and support to enhance their success. We also create unique opportunities to benefit our students and people, such as the Global Campus, Nord Anglia University, and our collaborations with The Juilliard School, MIT, UNICEF, and King's College London. Even when campuses have to close, we can welcome students into the classroom through our Virtual School Experience. Our highly qualified teachers will continue to bring personalised learning to your child through innovative and inspiring lessons.

In Nord Anglia, we are ambitious for all of our students in all of our schools, believing there is no limit to what our students can achieve. So, we encourage them to be ambitious. To reach for their dreams. To step outside their comfort zones and try something new. We ignite their curiosity.

Being ambitious is inspirational. It urges our students to stretch themselves that little bit further. To be relentlessly optimistic. To be the best that they can be. And beyond that to make a difference, to make things better, throughout our world. Ambition can take you anywhere. It is transformational. It is what makes the extraordinary possible. But it is only the spark. It takes passion, determination and commitment to make it a reality. It takes creativity and innovation. It takes resilience and courage. It takes confidence. All of these are built into the Learner Profile (© IBO 2003).

That is what our outstanding teachers nurture through personalised learning for each child. We build on each student's individual strengths and passions. We create challenges in every lesson and every activity so that they continuously grow and learn. We offer unique experiences to open new opportunities. We empower our students to achieve beyond what they may have imagined academically, socially, and personally across our family of schools.

This is the Nord Anglia Approach.

THE BRITISH INTERNATIONAL SCHOOL BRATISLAVA

The British International School Bratislava is the only school in Bratislava to produce consistently outstanding academic results and a unique personal enrichment programme with the Highest Quality Learning delivered on a Global Campus. This school caters for children between two and a half and 18 years of age. We have students from over 40 different countries and with many different home languages. As an international school, we value individuality and aim to develop, within our students, knowledge and understanding of the differences and commonality of the peoples of the world. In school, however, all children are encouraged to speak English, even with their own nationals.

Our curriculum up until Year 9 is based on the English National Curriculum and the International Primary Curriculum (IPC). However, we recognise that children transfer to and from very many different school systems and bring with them varied educational and cultural backgrounds. We, therefore, adapt the curriculum to meet

the needs of our international student body. In Years 10 and 11 students study courses from the University of Cambridge in England, known as the International General Certificate of Secondary Education (IGCSE).

The IGCSE courses are two-year programmes requiring a considerable amount of in-depth study in each subject. In May and June of Year 11, usually when they are aged 16, the students sit the Cambridge examinations at the school. The completed examination papers are sent back to Cambridge, where they are marked. Results are issued in August, with final certificates arriving in October. Those students who achieve the required standard are awarded IGCSE diplomas by Cambridge. In Years 12 and 13, students embark on the International Baccalaureate Diploma Programme, a two-year course of study culminating, if successful, in gaining the IB Diploma, awarded in July. This qualification is a passport to further and higher education around the world. For instance, the IB Diploma is welcomed by hundreds of universities worldwide, including the Universities of Oxford, Cambridge, New York, Boston, Yale, and Harvard, where students can gain advanced placement on degree courses.



COLLABORATIONS

THE JUILLIARD SCHOOL

In 2015 Nord Anglia Education and The Juilliard School announced a global collaboration to enhance performing arts education for students aged 5-18. The program includes an embedded curriculum along with continued support and engagement with Juilliard alumni and affiliated artists. It also includes professional development for teachers, a summer school, and private lessons.

The Music curriculum was rolled out in the British International School Bratislava in September 2016, the Dance curriculum started in September 2018, and the Drama curriculum in September 2019.

In addition to inspiring a love of learning for music, dance, and drama, the collaboration with the Juilliard School develops students' cultural awareness, international perspective, and skills for life such as critical thinking, creativity, complex problem solving, people management, and negotiation.

MIT (MASSACHUSETTS INSTITUTE OF TECHNOLOGY)

In September 2018, BISB started another exciting collaboration with the Massachusetts Institute of Technology on STEAM subjects for students aged 5-18. The collaboration is developing a new approach to implementing science, technology, engineering, visual arts, and mathematics at BISB and across the other 80+ Nord Anglia schools worldwide.

Subjects traditionally taught in school do not necessarily give the knowledge and skills needed in an ever-changing world, and the greatest discoveries in our century exist in the cross-section of subjects.

Core to the collaboration is the reflection of MIT's philosophy of 'Mens et Manus', 'mind and hand', which calls for a hands-on approach to problem solving. Students will learn directly from lecturers and students at MIT. STEAM discipline teachers at Nord Anglia will also benefit from unique professional development opportunities through annual workshops and ongoing training with MIT staff hosted by the MIT Museum.

UNICEF

The United Nations have identified 17 Sustainable Development Goals (Global Goals), to transform our world and create a better future for our planet and everyone living on it. BISB students will work together to raise awareness of and take action on the goals, whilst researching and designing practical solutions to achieve them in our community.



BISB LEARNER PROFILE*

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.



CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

WHAT DOES THIS MEAN FOR YOUR CHILD?

- We encourage them to be ambitious.
- To reach for their dreams.
- To step outside their comfort zones and try something new.
- We ignite their curiosity.
- Being ambitious is inspirational.
- It urges our students to stretch themselves that little bit further.
- To be relentlessly optimistic.
- To be the best that they can be.
- And beyond that to make a difference, to make things better, throughout our world.

SCHOOL STRUCTURE

Key Stage	Class	Age of Student at 1st September on Entry	Age of Student at 31st August on Leaving	Student Date of Birth
Key Stage 3	Year 7	11	12	1/9/2011 to 31/8/2012
	Year 8	12	13	1/9/2010 to 31/8/2011
	Year 9	13	14	1/9/2009 to 31/8/2010
Key Stage 4 (IGCSE)	Year 10	14	15	1/9/2008 to 31/8/2009
	Year 11	15	16	1/9/2007 to 31/8/2008
Key Stage 5 (IB1)	Year 12	16	17	1/9/2006 to 31/8/2007
Key Stage 5 (IB2)	Year 13	17	18	1/9/2005 to 31/8/2006

The academic year starts in late August and ends in late June. There are three terms and dates set in such a way as to accommodate traditional holidays while retaining a good balance of continuous teaching time through the academic year. Term dates are available on the website and the Firefly app.

[BISB Calendar | British International School Bratislava \(nordangliaeducation.com\)](#)

Please abide by the published school calendar and arrange your family holidays to coincide with school holidays. Absence during term time is disruptive to students' education. The days immediately before and after timetabled holidays form part of the planned curriculum and attendance is important. If there is a special reason to request an absence, you should seek permission from the Head of Secondary.

SCHOOL POLICIES AND RULES

All students and parents are obliged to follow valid and effective School Policies and Rules meaning this Parent Handbook, School Operational Manual, Virtual Schooling Policy and other policies setting out the rules and regulations adopted by the School as they govern the rights and obligations

of the student during his/her participation in the educational process at BISB.

These documents can be found on the School's website under Parent Essentials and the **Firefly app**.

THE SECONDARY SCHOOL DAY

Timetables exist for all students and can be found on the FireFly portal. The timetable runs over a two-week period, so it is important that your child knows which week is operating and that they have the right books and materials for each day of that week. The alternate weeks are labelled A and B and will be clearly signalled in school, starting the year with week A.

Registration with form tutors begins at 08:05 followed by the first lesson at 08:20. The academic day is from 08:05 until 15:45 on Monday to Wednesday and until 14:45 on Thursday and Friday. Periods are usually 60 minutes long, with a few double lessons. There is a 30-minute morning break at 10:15. Secondary lunch starts at 12:45 and lasts until 13:45.

Enter Oaks (Peknikova 6, the main site for Year 7 – Year 13) via the security gates by the car park, not via the Front Office. Students should arrive by 08:00 in the morning in order to drop off bags at lockers and be in their tutor rooms by 8:05. Students coming to school later than 08:15 need to register their late arrival at the Front Office.

Please remember to always wear your parents' ID cards if you wish to enter the BISB premises.

	Monday to Wednesday	Thursday and Friday	Minutes	Notes
Arrival	07:45-08:00	07:45-08:00	--	Arrive in tutor group by 08:05 (bell)
Tutor time & Registration	08:05-08:20	08:05-08:20	15 min	'Late' mark recorded from 08:06
		08:15 need to register their late arrival at the Front Office		
Period 1	08:20-09:15	08:20-09:15	55 min	Bell at 09:15
Period 2	09:15-10:15	09:15-10:15	60 min	Bell at 10:15
Break	10:15-10:45	10:15-10:45	30 min	Break ends 10:45 (bell)
Period 3	10:45-11:45	10:45-11:45	60 min	Bell at 11:45
Period 4	11:45-12:45	11:45-12:45	60 min	Bell at 12:45
Lunch	12:45-13:45	12:45-13:45	60 min	Lunch ends 13:45 (bell)
Period 5	13:45-14:45	13:45-14:45	60 min	Bell at 14:45
Period 6	14:45-15:45		60 min	Bell at 15:45

PUNCTUALITY AND ATTENDANCE

A renewed focus on attendance will be evidence this academic year. Regular attendance at school, and arriving at school on time, are basic expectations of all students. Regular or significant absence, or poor punctuality, have an impact on the ability for a student to learn effectively. Poor attendance or poor punctuality can affect a student's chances to progress to the next stage of their learning, (research suggests that an absence rate of 10% can impact a student's achievement by as much as one whole grade at IGCSE.)

Students who are often late cause disruption to students who are on time and who are engaged in lesson or tutor group activities. Therefore, steps will be taken to notify parents of persistent lateness and where appropriate students will be asked to reflect on their lateness during their free time.

The proper place for students to be on a school day is in school. Please let us know the reason for absence as soon as possible; the 'Absence Form' accessible on Firefly should be completed in advance for planned absences, at least one working day prior to the first day of absence. Unexplained absences will be followed up by the school.

Parents are requested not to arrange family holidays or other activities which take children away from school during term time. Unavoidable absences should be notified to the school as far in advance as possible, a minimum of one working day prior to the absence.

It is the responsibility of the student to catch up on any work missed due to their absence from school, including school trips. If a student misses an essential assessment task through absence, it may not be possible for them to catch this up because of the nature of the task (for example, practical assessments).

Coursework required for external examinations in IGCSE and the IB Diploma cannot be easily caught up and students may not, therefore, be awarded a grade by CIE or the IBO at the end of these programmes.

Where a student requires approval for an extended or continued authorised absence, parents should contact the Form Tutor. Please note that will approve only 3 days for 'family reasons'; outside of this, absence will only be approved in exceptional circumstances. The student should take responsibility for asking teachers for 'catch-up' work that can be done before your child returns to school. Form tutors can help facilitate this, but we hope students take the lead. When the student returns from a medical absence of 3 days or more, then the student is expected to bring in a Doctor's Medical note.

Please also note that we are obliged to the Slovak authorities to give a proper account of the attendance of all students at compulsory school age and to the International Baccalaureate Organisation to ensure that IB Diplomas are awarded only to students who have completed the required number of hours of taught courses. Unexplained or excessive absences will be followed up by the school through the BISB code of conduct.



WORKING TOGETHER TO RAISE ACHIEVEMENT

It is imperative that students, parents and teachers work together with the goal of ensuring all students work optimally. Communicating performance and suggested improvements as well as celebrating success is vital and as such, we have a comprehensive timetable of communication points throughout the year.

Our reporting process continues to evolve to incorporate more data and to provide parents with regular updates on student progress throughout the academic year. There are slightly different approaches when comparing Key Stage 3 with Key Stages 4 and 5.

For students in Years 11 and 13, they will have external examinations during the year therefore the focus will be on preparing for these exams. Students will take mock examinations in January, and these coupled with reports will allow parents to be involved in preparing students for success.

All Student, Parent, and Teacher conferences are booked via SchoolsBuddy and as the date for these approaches, the secondary school secretary will send details on how to access the system and make appointments with teachers. These meetings will either be in person at BISB.

If parents have any concerns, please do not wait until the SPTC to talk with staff, instead please contact the secondary school secretary or the teacher via email (see the Staff Section at the end of this handbook), who will be more than willing to arrange a 1-1 meeting to discuss a way forward.

Reports and Student Parent Teacher Conferences will run according to the dates as set out in Table 1.

Year Group	Reporting or Conference	Date
Year 7	SPTC – Settling in	28th September
	Grades	13th October
	ATL report and grades	16 November
	End of term grade	15 December
	SPTC	11th January
	Grades	16th February
	Grades	28th March
	Target reports	26th April
	Grades	3rd May
Year 8	Final data report	18th June
	Grades	13th October
	ATL report	10 November
	SPTC	20th November
	End-of-term grade	15 December
	Grades	16th February
	SPTC	29th February
	Grades	28th March
	Target reports	26th April
Year 9	Grades	3rd May
	Final data report	18th June
	Grades and ATL report	24 November
	SPTC	4 December
	Grades and ATL report	15 March
	SPTC	18 March
	Final report – grades and targets	18 June
	Grades and ATL report	18 October
	SPTC	19 October
Year 10	Mock exam grades	7 February
	Target report	11 February
	SPTC	12 February
	Grades and ATL report	24 November
	SPTC	4 December
	Grades and ATL report	15 March
	SPTC	18 March
	Final report – grades and targets	18 June
	Grades and ATL report	18 October
Year 11	SPTC	19 October
	Mock exam grades	7 February
	Target report	11 February
	SPTC	12 February
	Grades and ATL report	24 November
	SPTC	4 December
	Grades and ATL report	15 March
	SPTC	18 March
	Final report – grades and targets	18 June
Year 12	Grades and ATL report	18 October
	SPTC	19 October
	Mock exam grades	7 February
	Target report	11 February
	SPTC	12 February
	Grades and ATL report	24 November
	SPTC	4 December
	Grades and ATL report	15 March
	SPTC	18 March
Year 13	Final report – grades and targets	18 June
	Grades and ATL report	18 October
	SPTC	19 October
	Mock exam grades	7 February
	Target report	11 February
	SPTC	12 February
	Grades and ATL report	24 November
	SPTC	4 December
	Grades and ATL report	15 March

Year Group	Reporting or Conference	Date
Year 9	Grades	13th October
	ATL report	10 November
	SPTC	20th November
	End of term grade	15 December
	Grades	16th February
	SPTC	29th February
	Grades	28th March
	Target reports	26th April
	Grades	3rd May
Year 10	Final data report	18th June
	Grades and ATL report	24 November
	SPTC	4 December
	Grades and ATL report	15 March
	SPTC	18 March
	Final report – grades and targets	18 June
	Grades and ATL report	18 October
	SPTC	19 October
	Mock exam grades	7 February
Year 11	Target report	11 February
	SPTC	12 February
	Grades and ATL report	24 November
	SPTC	4 December
	Grades and ATL report	15 March
	SPTC	18 March
	Final report – grades and targets	18 June
	Grades and ATL report	18 October
	SPTC	19 October
Year 12	Mock exam grades	7 February
	Target report	11 February
	SPTC	12 February
	Grades and ATL report	24 November
	SPTC	4 December
	Grades and ATL report	15 March
	SPTC	18 March
	Final report – grades and targets	18 June
	Grades and ATL report	18 October
Year 13	SPTC	19 October
	Mock exam grades	7 February
	Target report	11 February
	SPTC	12 February
	Grades and ATL report	24 November
	SPTC	4 December
	Grades and ATL report	15 March
	SPTC	18 March
	Final report – grades and targets	18 June

In addition to the SPTCs stated above, there will be a final SPTC towards the end of the academic year, in June.

LEARNING SUPPORT – STUDENT ASSESSMENTS

Our aim is to give our students a level of education that matches their abilities and potential.

In some cases, a student's progress may be inhibited by learning difficulty. Students with properly diagnosed learning difficulties will be supported by the school, examining boards and universities, giving them the opportunity to demonstrate their true ability. In particular, assessment procedures will be designed to eliminate the impact of the learning difficulty.

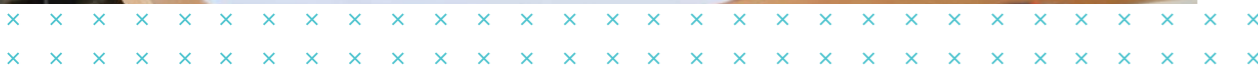
Please inform us of any previous learning support your child may have received so that we may continue to provide proper support. If you feel that your child might be experiencing some unexpected difficulties with his/her schoolwork, please bring it to the attention of his/ her form/ subject teacher. We can then take a closer look and decide upon a course of action, if necessary.

As part of regular assessment, we monitor for signs of learning difficulties and may ask the learning support teachers to take a closer look at individual students as a consequence. We will inform parents of any support that may be needed and make recommendations should further diagnosis be required.

Apart from learning difficulties, your child may have fallen behind in a previous school because of extended absence. Please let us know if this is the case, and we will discuss with you what extra provision could be made to recover lost time. If there is anything of this nature that you have not yet discussed with us, please advise us as quickly as possible.

Your contacts in the Secondary School for learning support issues are:

LEARNING SUPPORT
Ms Pauline Mably
Pauline.Mably@bisb.sk



HOMEWORK

Homework in Secondary School is organised to take account of the variety of requirements across subject areas. For example, frequent short homework is ideal for reinforcing techniques in Mathematics, whereas longer project style work spread over two weeks is more appropriate in Geography.

To accommodate this variation, the homework timetable sets a total expectation of time spent over a two - week period. It is important that students tackle homework early to avoid the accumulation of work in one night. This will be monitored by tutors in Key Stage 3 (Year 7 – 9), with students encouraged to take increasing responsibility for the organisation of work as they progress through school.

All students are issued with a journal and have access to an online planner on Firefly where they can set themselves tasks. Staff will record homework on Firefly in KS3 and 4. If a homework assignment is missed, teachers will make a note of this and will inform students. Repeated failure by a student to do homework will be dealt with through the code of conduct.

SCHOOL COUNSELLORS

Our qualified and experienced School Counsellors support children experiencing difficulty in their home or school lives. This may include issues with friendships, self-esteem, bereavement, divorce, etc. Both also work closely with the Learning Support team to assess and support children with specific learning difficulties. Children may refer themselves to speak to the Counsellors, and parents can contact her if they have any concerns about their child. Parents will be informed if they feel it would be beneficial to see a child regularly.



Skyvova Katarina



Natália Hanulíková



EQUIPMENT FOR SCHOOL

All students (Years 7-13) require the following:

- Writing instruments (pens, pencils, colouring pencils, etc.)
- Drawing instruments (a ruler, eraser, pencil sharpener, plotting compasses, etc.)

Students in Years 10-13 will also require a graphing calculator. The mathematics department recommends the model TI84 Plus CE/CET.

It is expected that students in the IB Diploma bring a personal laptop or tablet to school for use in their studies. Guidance on the care and use of the laptop in school is described in the following section in this handbook, "Bring Your Own Device" (below).

In Key Stages 3, students will be given a school iPad which they must use at school but which they can also take home. In Key Stage 4, students have a choice of using the school iPad or bringing their own device. For new students, the iPads will be handed out at the start of the academic year, or they will keep them if they are continuing into years 8-11. It is the student's responsibility to look after this iPad. All iPads come in a protective case with a keyboard. The protective case must not be removed. It is also essential that students come to school with their iPad or own device fully charged and ready for the school day.

Each student is given a school email address with access to Office365 cloud services. This entitles them to install Microsoft Office on up to five devices while they are enrolled at BISB. There is no additional charge for this. For additional information on Office365 and Microsoft Office, please see the IT Help page on [Firefly Resources](#) -> IT Help -> Staff and Students -> IT Manuals-> Office365

All personal items brought to school must be marked with the student's name. Students should avoid bringing large amounts of money or expensive equipment to school. Valuables must be placed in a secure locker.

SCHOOL DEVICES AND BRING YOUR OWN DEVICE

Students in Key Stage 3 are issued with a school iPad which they should use. Key Stage 4 students can either use the school iPad or their own device. IB students should bring their own device (laptop, iPad, etc).

- BISB provides a wireless network that students may connect to while using their devices in school.
- Students will only be allowed to connect to the school server via WiFi.
- Students must ensure that devices brought to school are fully charged in the morning. Students and/or their families are responsible for their personal computing devices at all times. BISB takes no responsibility to search for lost or stolen devices, nor is there any assumption of financial responsibility by BISB for damaged, lost or stolen personal computing devices, or for the loss of personal data. It is suggested that devices are insured to cover damage and/or loss at the expense of the family. BISB insurance does not cover this eventuality.
- In the case of the KS3 and 4 iPads, if one is broken, stolen or damaged the school will send it for repair or buy a new one, and the student will be given a replacement iPad. Parents will cover the cost of this; again, parents may wish to buy insurance for this purpose.
- Students may use their devices in class as instructed by the teacher.
- Students may use their devices during study lessons during break and after school and when in the library (excluding mobile phones).
- Students should not use devices in corridors or the dining room
- Students can access printing services in the usual way using their ID card credit.
- Students at BISB are encouraged to conserve paper resources at school and at home.
- Students should not use their headphones/earbuds on arrival at school and when moving around corridors.
- Students must at all times adhere to the Acceptable Use of Technology agreement in school. A copy of this is to be found on Firefly.

FIELD TRIPS AND OUTINGS

At BISB we value the learning experience that a trip or outing out of school can provide for our students. We plan trips in a way that the disruption to student learning in other subject areas is kept to a minimum. All trips and outings are thoroughly evaluated before they take place so that it is safe for our students to participate.

Trips and outings within the Bratislava region that are within school time will be announced in the newsletter, or by special letter for the students who will be affected. Trips further afield or outside normal school hours will require the completion of a permission slip from parents.

Students cannot travel without a permission slip. Parents will be asked to contribute to the cost of residential trips requiring an overnight stay or visits/trips which do not take place during the school day and/or are not linked to the teaching curriculum. Details of residential trips will be announced during the school year.

We always plan trips and outings on the basis that all students will participate. If you wish your child not to take part, a message to the school to this effect is required. An alternative learning experience may not be available in school when

the trip takes place, and your child will be marked absent on the day the trip is out if this is the case.

In January, we offer an NAE expedition to Tanzania which involves service work in a local community, camping in the bush, engagement with local businesses, and a safari.

Trips Week is usually organized in the penultimate week of the summer term. The intention of 'Trips Week' is to give students an opportunity to explore their personal education in a unique location. In June 2023, trips were run to:

- Hockhar – outward bounds adventure – Year 7
- Switzerland– Trekking expedition - Year 8 and 9
- Salzburg – Culture, History and Language - Year 10
- CAS in Dubravka - Year 12

Each year we review our trip offer to ensure that it is aligned to our school vision so the trips above should be used as a guide only.



CO-CURRICULAR ACTIVITIES

There is an extensive range of co-curricular activities for students. We have clubs at lunchtime and after school hours from 15:45 – 16:45 on Monday, Tuesday, Wednesday and 14:45 – 15:45 on Thursday and Friday. There are also several clubs which run outside these times, including during weekends.

In addition, we have the curriculum 'Core time' for 3 hours per fortnight allowing everyone to get involved with something outside the academic curriculum as well as to engage with our PSHE curriculum. The aim of this time is to help students grow on a personal level, helping

them learn how to reflect as well as learning new skills. During the year, students will have one term each covering one of these three topics - Creativity, Activity, and Service. Creativity - is the arts, drama, and other experiences that involve imaginative thinking. Activity - anything that gets the students moving. Service - volunteering and helping others in order to fulfill real community need. For the PSHE part of this, more details can be found in the curriculum guides.

EXAMPLES OF SECONDARY CLUBS

SPORTS

A wide range of competitive and recreational sports are offered to develop skills, and tactics and allow students in Middle and High School to represent BISB in a variety of sports festivals and tournaments throughout the year.

CLUBS

These clubs provide students with the opportunity to gain further insight into service-based courses delivered at school, including International Award and Sports Leadership Level 2.

STEAM

Science technology, engineering, arts and mathematics (STEAM) clubs that will enable students to develop academic, social and personal success. A variety of hands-on problem-solving clubs including Robotics, Project Euler and STEAM clubs.

HEALTH AND WELL BEING

Alongside the academic and other areas for students to develop skills, these clubs will allow students to have a balanced experience, in terms of physical, emotional and social well-being. Clubs include touch typing, cross stitch and chess.

CULTURE

Clubs allow students to develop their language skills as well as a wider knowledge of certain countries, including Spain and France. PERFORMING ARTS Clubs which focus on students developing their skills using instruments as well as deepening their understanding of music through a range of areas, including Orchestra, Jazz and Drumming.



UNIVERSITY & CAREERS GUIDANCE COUNSELLOR

At BISB, we understand that applying for universities and deciding on post-IB options can be overwhelming for students. That's why we have a dedicated University and Careers Guidance Counsellor who is available to address any questions or concerns students may have about their future choices and how they align with their IB Diploma Higher and Standard level subjects.

It's never too early to start planning for the future, and making informed decisions early on can open up a world of possibilities. From Year 12, students are encouraged to explore their strengths, research universities, and consider entry requirements. Students will be able to book individual meetings with our university counsellor and will also have one lesson a fortnight as a class to prepare for their future pathway. Students will also be able to access the 'Unifrog' platform, which provides a range of benefits for pursuing educational and career aspirations.

While we provide support throughout the application process, it's essential for each student to actively participate and take responsibility for choosing and applying to higher education institutions or alternative pathways.

UNIVERSITY AND CAREER GUIDANCE COUNSELLOR

Joshua Cuttell
(Joshua.Cuttell@bisb.sk)



CODE OF CONDUCT

BISB aims to promote high standards of behaviour by creating a positive, safe and supportive environment. We provide students with clear expectations and use positive reinforcement so that students can develop confidence and pride as members of the BISB community. We equip students with the skills to manage their behaviour so they can develop self-control and empathy towards others. We do not believe in punishment, but in consistent positive behaviour support. We seek to create an atmosphere where all members of the school are valued as individuals and positive relationships can flourish.

The Code of Conduct is a framework outlining behaviour expectations so that we can create a community in which every student, staff member, parent and guest can feel respected and valued. We believe that our goals for learning and behaviour are best achieved when students, parents and all adults in the school have a clear and consistent understanding of expectations. They recognise their responsibility to work together to develop equitable approaches to meeting those expectations. In our multicultural, international community, it is important to understand that values and expectations may differ, and so we need to be respectful.

RESPECT YOURSELF

- Develop individual's self-esteem and self-control
- Have pride in their own achievements
- Show an interest/ engagement in their activities

STUDENTS: show commitment in all endeavours, manage their time effectively, be fully prepared for lessons, hand in homework on time, and demonstrate self-control and self-respect.

STAFF: show commitment in all endeavours, be prompt, properly prepared, and equipped for lessons, adhere to the dress code with pride, model self-care, and encourage and support students to develop self-esteem.

PARENTS: model self-care and self-control to their children and encourage children to develop self-respect.

RESPECT OUR SHARED COMMUNITY

- Maintain an environment free from discrimination: religion, sexuality, gender, age, ability, ethnicity and country of origin, etc.
- Have empathy, consideration and kindness for others
- Behave in a way that supports the learning and well-being of others

STUDENTS: show respect and tolerance for others, conduct themselves in a safe, sensible manner, follow instructions given by adults, allow others to learn, show courtesy and good manners to all members of the school community and guests, refrain from inappropriate public displays of affection.

STAFF: model respect and tolerance for others, and provide a safe and secure environment for students.

PARENTS: model respect and tolerance for all members of the school community, support the ethos of the school.

RESPECT OUR ENVIRONMENT:

- Respect school facilities and keep them tidy
- Maintain an eco-friendly environment

STUDENTS: show respect for the working environment and care for school property (including PE materials, textbooks, and other school property); eat only in designated areas and keep our school free from chewing gum; recycle, reuse and reduce waste, keep our school safe.

STAFF: model respect for the working environment and care for school equipment; recycle, reuse and reduce waste, encourage students to be responsible for their surroundings.

PARENTS: model and encourage their children to be responsible for their surroundings.

BEHAVIOUR LADDER

Praise – House Point – Celebrate – Record ✓

LEVEL 3

- The continuous and consistent demonstration of positive behaviour
- Displaying positive leadership with peers and younger students
- All outstanding behaviour and effort grades on reports

- Special mention, certificates and vouchers in assemblies.
- Invitation to a celebration afternoon or special activity
- A special certificate from the Principal, the Head of School or the Deputy Head
- A meeting with the Principal, the Head of School or the Deputy Head

LEVEL 2

- Consistent Level 1 Behaviour
- Being caring to members of our community
- Taking the risk of doing something new
- Being reflective about the world around us and our own learning
- Being open-minded in appreciating views other than our own
- Being knowledgeable about specific issues and ideas
- Being an inquirer who shows enthusiasm for learning
- Showing a balanced approach to the demands placed upon you
- Being a thinker who can analyse and discuss complex problems
- Being a communicator who expressed their ideas coherently
- Being principled and showing fairness and respect for others
- Commitment to extracurricular activities and fixtures

- Verbal and written praise from other staff
- The use of awards – points, merit stickers, house points, certificates
- Special responsibilities given
- Success stories displayed in class or on school notice boards
- Showing work to other students, teachers, HOD, Key Stage Leader or Head Teacher
- Parents informed – verbally, email, post cards
- Acknowledgement in school newsletter
- Special mention in assemblies

LEVEL 1

- Producing excellent pieces of academic work
- Producing consistently high quality work
- Showing an increased level of effort and/or attainment

- Verbal and written praise from staff
- The use of awards – points, merit stickers, house points
- Success stories displayed in class or on school notice boards
- Parents informed – verbally, email
- Showing work to other students, teachers

✗ Remind – Warn – Sanction – Record

LEVEL 1

- Interrupting, inappropriate comments
- Provoking others
- Ignoring instructions or being off task
- Pushing in line or running in the building
- Unacceptable use of mobile devices
- Unprepared for school, e.g. uniform*, equipment, homework
- Lateness
- Chewing gum
- Answering back to a staff member

- Reflective and learning conversation
- Change of seating
- Teacher will monitor behaviour
- Restorative apology
- Debits
- Completing unfinished homework in free time
- Removal of mobile device

LEVEL 2

- Persistent level 1 behaviours
- Preventing teaching and learning from occurring
- Anti-social behaviour e.g. swearing
- Rudeness, unkindness or being disrespectful
- Lying or cheating
- Missing lessons without permission

- Parents / carer will be informed
- Attend behaviour support session
- Removal of privileges such as golden time/activities/break time
- Spoken to by Form Tutor / HOD / Key Stage Leader
- A reflective assignment/activity
- Behaviour recorded on ISAMs
- Student report card with targets

LEVEL 3

- Persistent level 2 behaviours
- Verbal abuse
- Inappropriate sexual behavior
- Vandalism or damage to property
- Disrespect to school property
- Threatening or aggressive behaviour
- Leaving school grounds without permission
- Academic dishonesty

- Parents are invited in to school
- Attend behaviour support session
- Behaviour plan, communicated with parents
- Removal of privileges such as trips or camps
- Exclusion from a favoured activity
- Exclusion from the right to represent the school
- Recorded in school report

LEVEL 4

- Persistent level 3 behaviours
- Discrimination on the basis of religion, ethnicity, gender, sexuality, ability or any other difference.
- Harmful sexual behaviour
- Bullying, including cyber bullying
- Causing harm or intending to cause harm to another (physical, psychological)
- Illicit substances in school or on trips (including alcohol, tobacco, vaping, drugs)

- Meeting with Head Teacher/ Deputy Head
- Binding behaviour contract
- Requirement of behaviour counselling
- Meeting with parents
- Internal/external exclusion from classes *
- Recorded in school report

* Issues with uniform which cannot be quickly corrected (hair colour, piercings, tattoos) may result in internal or external suspension whilst the issue is corrected.

SCHOOL OFFICE

STUDENT'S ABSENCE

If a student is absent, please complete the absence form on the Firefly parent app (instructions can be found here). Unexplained absences will be followed up by the school.

AUTHORISED/UNAUTHORISED ABSENCES

As an educational institution, we believe it is in the best interest of your child that they attend every school day of the year. As a school, we are aiming for a minimum attendance level of 95% and understand, of course, that there are valid reasons why 100% attendance may be impossible. We do try to support our students and their families in special circumstances.

Should your child be absent either in the morning or the afternoon this will be counted as half day absence rather than a full day's absence. If your child is going to miss school, it is vital that you notify the school and give the reason in advance.

Representing the School as part of a team or going on a trip or outing is not registered as absence and is automatically documented at school.

With 15 - 16 weeks of school holiday per year, we believe that there is sufficient time for families to make their own holiday arrangements during the times when school is closed. However, sometimes situations arise where students will need to miss school. Please read the following as a guide:

AUTHORISED ABSENCE BY REQUEST

Parents must seek permission for absence by completing the absence form on the Firefly app in advance. Parents cannot simply inform of non-attendance. We are required to go through a documented process of communication that 'authorises' absence. This is for things like medical appointments. Other absences may be approved for the following:

1. Attendance at high-level training for music/sport

This will only be authorised if the student represents their country or the high level of musical or sporting talent necessitates lessons outside the locality. The school may impose a limit on occurrences or set certain expectations for the students involved so that schoolwork does not suffer. Please arrange a meeting at the start of the term to discuss this further with the Head of Secondary should your child require this level of authorisation.

2. Educational leave

Up to 5 days per year for expat families to arrange new schools or for IB students to arrange universities.

3. Family Leave

Up to 3 days per year at the Head of Secondary/ Principal's discretion.

UNAUTHORISED ABSENCE

Parents may inform the school that they choose to take their children out of school for other reasons but will have to accept that this absence is unauthorised and will be recorded as such. In such cases, the school will not provide catch-up materials/input for lessons missed.

- Holidays
- Attendance at sports/riding/ music clubs. (Unless at a national level – see above)
- Driving lessons

Any absence from the school where parents have communicated nothing to the school will be recorded as unauthorised absence.

NOTIFICATION OF APPOINTMENTS OR REQUIREMENT TO LEAVE SCHOOL EARLY

If you wish to take your child out of school to attend a medical appointment etc., it is essential that you inform the school by completing the Absence Form on the Firefly app at least one working day prior to the planned absence at the latest.

SCHOOL LUNCHES/ SNACKS

Our caterers offer a cooked lunch meal service and a cold morning snack service. Every day a selection of two main cooked meals will be offered to all Secondary students.

The daily lunch menu consists of soup, a main meal with two side dishes (e.g., meat with rice and grilled vegetables), vegetable salad bar, dessert (in a 5-day week, this will be 4x fruit, 1x cake), drink (water with herbs/ fruit/pure water). These adhere to the Slovak Hygiene Department's regulations to provide a balanced diet. The school's catering partner is Little Chef.

The Secondary students use their school badges (ID cards). Only one lunch can be deducted from the card each day.

HOW TO SIGN UP YOUR CHILD FOR THE FOOD SERVICES

If you wish to sign up your child for lunches and/or snacks, please do so by filling in the form online here: Application Form Student – Little Chef.

We encourage you to choose the menu with your child and suggest doing this weekly or monthly. If you do not select a specific lunch, your child will be given option 1 by default.

Please note that the changes, including cancellation, must be made by 12:00 at the latest on the preceding working day (e.g., you should cancel your Monday lunch by Friday noon time at the latest). You will be charged for the lunch if you do not cancel it before the above-mentioned deadline.





EXTRA CHARGES: Please note that your child will receive an ID card after registration. This ID card is used at lunchtime. If your child loses it, you will be charged 5 euros for its replacement.

There is a school cafeteria where students are able to buy additional snacks and drinks. The school has control of the products on sale, and only approved products are on offer.

SCHOOL BUS

The official bus service provider for BISB is JUMAP s.r.o., Mr Juraj Pátek is the contact person. You can reach them at + 421 905 352 776 or schoolbusbis@gmail.com. Parents requiring this service need to contact the company directly to make the necessary arrangements. JUMAP issues invoices directly to the parents.

CANCELLATION OR CHANGES

Please always inform the bus company if you need to cancel the transport to/from the school.

Please include the School Office as well if you need to cancel the transport from school on a particular day, by 12:00 noon at the latest. There are two bus pick-up times at 14:45 (buses leaving the school parking zone by 15:00 at the latest) and 15:45 (buses leaving the school parking zone by 16:00 at the latest).

Please note that if the students are signed up for the later bus owing to club attendance it is not possible to take an earlier bus.

If parents opt for their child not to attend their scheduled club for any reason, responsibility for collection and transportation of children will fall to the parent.

IMPORTANT

The buses leave at the above-mentioned times promptly. Those students who miss the bus departure have to be collected by their parents or designated guardians. There is no alternative covered by the school or bus company.

LOCKERS

Each Secondary student can be assigned a locker to store personal items. Lockers are located on the ground floor in the designated cloakroom areas. Students should provide their own small lock.

PHOTOCOPY CARDS

Each Secondary student will be issued with a school ID card which can be used for printing.

Cards are being issued by the Logistics Manager with a total photocopying allowance depending on the year group. If the allowance is used up, students can buy extra credit using the coin-operated recharging machine located in front of the Secondary library. The first card is issued for free, but if the card is lost, there is a fee to be paid of 5 Euros for a replacement card that needs to be paid at the Front Office.

LIBRARY BOOKS

Students are allowed to borrow 2 books (maximum) for 2 weeks. If they need to, they can extend this for a further 2 weeks.

All Year 11 and Year 13 students must return all library books and all books borrowed from their subject teachers after their final exams in May/June. These books should be returned in good condition; otherwise, a charge may be made for a replacement copy.

Year 11 and Year 13 students must return all the books they have borrowed from the secondary library when they finish their IB/IGCSE examinations before the summer holidays. Books may not be borrowed during the summer holidays.

Year 12 (IB1) students who have no overdue books will continue their studies at BISB in September, are allowed to borrow books for the summer holidays to help them prepare for their extended essays and further study.

In all cases, if a book is lost, students will be asked to pay for the full replacement.

PUPIL INFORMATION UPDATE INCLUDING CHANGE IN MEDICAL CONDITION

Please ensure that the office is promptly informed, in writing, of any change in address, contact phone numbers, and email addresses so that you can be easily contacted.

It is of utmost importance that guardians inform the school of any changes in the medical status of their child by writing.

Please inform our Medical Practitioner if your child suffers from a chronic health condition. If there are any changes regarding the health of your child, please inform the Medical Practitioner at medical@bisb.sk so that they can ensure that our records are updated and can provide appropriate first aid.

MEDICINES AT SCHOOL

Only the Medical Practitioner is authorised to administer medicines. In order to administer any prescription medicines, the Medical Practitioner must be given a full report from the doctor, including the dosage information. If a child is on antibiotics, they should remain at home until the course is completed so the medical practitioner will not administer these. Over-the-counter medicine can be administered only with written consent signed by the parent and only in urgent matters. If parents wish to request the administration of medicines by the Medical Practitioner, they must complete an Authorization for the Administration of Medication form, which the Medical Practitioner can send to you. Both the completed form and the medication, in its original container, must be taken to the Medical Practitioner or front office by the parent. Please do not send

medicines, vitamins, natural or homeopathic remedies to school with your child, and remind your child never to share medicines with others.

In the event of any injuries to the head, parents will always be called. A written report will follow. An ambulance would only be called if the injury was life-threatening.

We occasionally have occurrences of head lice. If you notice head lice on your child's hair, please treat their hair by combing and using medicated shampoo. As preventative measures, it is advisable to tie long hair up. From May to September, although we take some control measures, we sometimes have ticks on the grounds, so we advise that parents check their children at night if they have been in the forest or in the long grass.

HEALTH INSURANCE

BISB expects parents to have local health/ medical insurance for their children. In case of an emergency, the hospital requires the patient's medical insurance card/information for any treatment before they can admit the patient. Parents should provide a copy of the Local Health Insurance Card/or information about Health Insurance if they have not done so during the admission process. The cards will be stored in our medical information database and will be confidential. The school is obliged to submit Health Insurance details in case a child is taken to hospital because of serious injuries.

MEDICAL SIGN OUT PROCEDURE

If your child becomes ill at school, he/she must first be seen by the Medical Practitioner. Depending on what the Medical Practitioner finds, your child might be OK to return to their lessons. If Medical Practitioner finds that your child is not well enough to stay in school, then the Medical Practitioner will ask the student to follow the steps below:

1. The Medical Practitioner will fill in a pink medical sign out slip for your child.
2. Your child will then get the pink medical sign-out slip signed by their Head of Year, Deputy Head of Secondary or Head of Secondary School.

3. Only once the pink medical slip is signed by one of the above teachers will they be allowed to leave school via the Front Office. This will only happen once you have been notified and given your consent for your child to leave school.
4. If your child's Head of Year, the Deputy Head of Secondary or Head of Secondary School have any concerns about why your child is leaving school early, they will make a note of this on the pink medical sign-out slip.

Please be aware that under no circumstances should a student contact a parent before visiting the Medical Practitioner. Even if you arrive at school to collect your child, due to medical reasons, they will still need to follow the above procedure and get a pink medical sign-out slip signed by their Head of Year, Deputy Head of Secondary or Head of Secondary School, in order to leave.

FINANCE

For any finance-related queries (e.g., payments for school fees, deposit refunds, due dates) please contact the Finance Department at bis-finance@bisb.sk.

All important information can be found on our website and published in the school newsletter.

PERSONAL PROPERTY

We ask that students do not bring expensive items to school if they are not essential for learning, especially valuable or irreplaceable items. If Students bring such property, we expect them to take care of their property and make sensible use of lockers to keep their property safe.

The School will not be responsible in the case of items that are stolen/damaged or otherwise lost or missing including, without limitation, money, jewellery, computers and personal electronic devices, mobile phones and/or valuable objects. The School has no responsibility for the safekeeping of the personal effects of the Student or the Student's Guardians. Parents are responsible for the insurance of the personal belongings of their children. The school cannot accept responsibility for loss or damage to any personal items.



COMMUNICATION

HOME-SCHOOL COMMUNICATION

NEWSLETTERS

Secondary Newsletters are issued bi-weekly on Fridays and will be emailed to all our subscribers. Newsletters contain news about student activities and events and send out information to parents about events inside the school. This is the official communication channel between school and parents, so it is important that parents read them.

FIREFLY APP

We ask parents to use the Firefly app as the go-to app for parents to communicate absence with the school as well as containing many of the forms that parents will need. We would like to introduce Firefly for parents app. You can download this app here:



iOS



Android

Once app is installed, please use school code: BRATISLAVA to login. Parents can also download the Firefly App here: <https://bratislava.fireflycloud.net/>.

SOCIAL MEDIA

Stay connected with BISB no matter where you are. Follow us on social media to keep up to date with all the latest news, events, information, photos and videos from the School. Explore what's happening around BISB:



facebook.com/BISB.
Bratislava



@bisb_bratislava



The British
International School
Bratislava



BISB Bratislava

Get involved and see what people are saying and join the conversation using #BISB_Bratislava

CONTACT INFORMATION



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SECONDARY SCHOOL SECRETARY

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SCHOOL UNIFORM

All students at the British International School Bratislava must wear the school uniform. Our students are ambassadors for our school, and their dress and behaviour convey an impression to the public of our school. Teachers are required to enforce the dress code at all times and to encourage students to take pride in their appearance. School uniforms must be worn correctly at all times on buses, in school and

when on a school trip (unless special permission has been given). All uniform pieces should be clearly labeled with your child's name.

Please view our uniform guidelines on the website here: [School Uniform | British International School Bratislava \(nordangliaeducation.com\)](#).

SECONDARY (YEARS 7-11)

All school uniform items should be purchased from the School's Exclusive Uniform Supplier, TRUTEX.

UNIFORM

All school uniform items must have the official Nord Anglia Education (NAE) logo

- Navy-blue V-neck jumper, vest or cardigan
- Pale blue short or long-sleeved collared shirt or blouse
- Tartan skirt (yellow or white stripes) or navy-blue tailored trousers or shorts (no leggings)
- Plain white or black ankle-length socks or plain navy-blue or black tights

FOOTWEAR

- Plain black full closed shoes must be worn.
- Trainers can only be worn if they are entirely black, including laces, soles and logos.

PE KIT

All PE items must have the official Nord Anglia Education (NAE) logo

- Lightweight indoor trainers or gym shoes with non-marking soles.
- Short-sleeved school T-shirt in their house color: red, blue, green or yellow (to be bought after the confirmation of their house)
- Plain navy sports shorts or skirt with shorts inside / blue tracksuit trousers
- Navy-blue tracksuit sweatshirt
- A cap can be worn outside during the summer.

MAKE UP AND JEWELLERY

- Students can wear a watch and simple, conservative jewellery.
- Hairstyles must be conservative in style and natural colors only.
- Students can wear discreet make-up, but it needs to be natural in color and style.
- Nails should be short and natural. Students can wear pale, discreet nail varnish.
- Students can wear stud earrings or small hoops in their ears. Nose piercings and ear-cartilage piercings are allowed if the studs are small and discreet.
- Visible tattoos are not allowed on any part of the body.

SECONDARY DO'S AND DONT'S

SKIRTS

Skirts should be no more than 5cm above the knee. They should not be tailored to be shorter than this or rolled up.

SHOES

Shoes must be appropriate, i.e. low heel. No boots are allowed.

If students choose to arrive at school in outdoor shoes, then they need to ensure that they have the appropriate plain black indoor shoes that meet the uniform requirements.

Students may choose to go outside at break or lunchtime in their outdoor shoes, but they are expected to change their footwear before returning to lessons.

SOCKS AND TIGHTS

Plain socks only, in white or black. Socks can be ankle length only, no knee length socks or over-knee socks. Tights must be plain; no patterns or images are allowed.

JEWELLERY

Students can wear a watch, a simple conservative necklace, a simple conservative bracelet or a simple plain ring.

Students can wear stud earrings or small hoops in their ears. Dangly earrings are not allowed. Nose piercings and a small number of ear-cartilage piercings are allowed as long as the studs are small and discreet. Eyebrow, lip and cheek piercings are not allowed.

Big, bulky jewellery cannot be worn. All jewellery must be removed for PE, except small stud earrings.

HAIR AND MAKE UP

Hairstyles must be conservative. Hair can be dyed as long as it is natural color (brown, black, blonde or auburn).

Students can wear discreet make-up, but it needs to be natural in color and style. The following are not allowed; lipstick or colored lip gloss, fake eyelashes, and eye shadow. Mascara and eyeliner can only be brown or black.

Eyeliner must only be a thin line and not extend beyond the eye. Blusher and foundation can be worn in small amounts. Students wearing too much make-up will be asked to remove it with a face wipe.

Students can wear pale, discreet nail varnish, but patterns and bright colors are not allowed. Nails should be short and natural; artificial nails are not allowed.

Visible tattoos are not allowed on any part of the body.



SECONDARY SUMMER UNIFORM



Blue Short Sleeve Shirt
NSS-BLU
Badge to SB32



Blue Short Sleeve Blouse
NSB-BLU
Badge to SB1



Navy Senior Short
TSH-NVY
Badge to BT14



Stitch down Pleated skirt
GST-PEN

SECONDARY WINTER UNIFORM



Blue Long Sleeve Shirt/Blouse
NLS/NLB-BLU
Badge to SB32/SB1



Navy Cotton Tank Top
SCBT
N1 Sky Blue Stripe
and Badge to KN1



Navy Cotton V-Neck Jumper
SCBV
N1 and C14 Sky Blue Stripe
and Badge to KN1



Senior Trouser
TLT-NVY
Badge to BT4



Senior Fitted Trouser
GTI-NVY
Badge to GT12



Stitch down Pleated skirt
GST-PEN

IB DRESS CODE

IB students are the role models of the school, and as such, are expected to dress and act in a smart and respectable manner at all times. This means that they must dress in 'smart professional' attire.

<p>OVERALL: NEAT, CONSERVATIVE AND WELL-FITTING IN COLOR, STYLE AND SIZE</p> <ul style="list-style-type: none"> ▪ Tops should be professional, e.g. collared shirt, blouse, cardigan, smart jumper or turtleneck. ▪ Blazers and ties are optional. ▪ Tailored trousers, tailored shorts, skirts or dresses ▪ Ankle length socks or plain tights. 	<p>OVERALL: NEAT, PROFESSIONAL IN COLOR, STYLE AND UPKEEP.</p> <ul style="list-style-type: none"> ▪ Conservative, full-closed shoes must be worn. ▪ Trainers can only be worn if they are entirely black, including laces, soles and logos. ▪ Smart sandals with an ankle strap can be worn in hot weather. ▪ Smart leather boots can be worn
<p>PE KIT</p> <p>ALL IB STUDENTS</p> <ul style="list-style-type: none"> ▪ Lightweight indoor trainers or gym shoes with non-marking soles. ▪ A cap can be worn outside during the summer. <p>YEAR 12 (GRADUATING IN 2025)</p> <p>All PE items must have the official Nord Anglia Education (NAE) logo</p> <ul style="list-style-type: none"> ▪ Short-sleeved school T-shirt in their house color: red, blue, green or yellow (to be bought after the confirmation of their house) ▪ Plain navy sports shorts or skirt with shorts inside or blue tracksuit trousers ▪ Navy-blue tracksuit sweatshirt <p>YEAR 13 (GRADUATING IN 2024)</p> <ul style="list-style-type: none"> ▪ Dark blue, black or house color t-shirt ▪ Dark blue or black plain sports trousers (leggings or tracksuit trousers, ▪ BISB hoodie for PE only 	<p>MAKE UP AND JEWELLERY</p> <p>OVERALL: NATURAL TONES, DISCREET AND PROFESSIONAL STYLE</p> <ul style="list-style-type: none"> ▪ Students can wear a watch, and simple, conservative jewellery. ▪ Hairstyles must be conservative in style and natural colors only. ▪ Students can wear discreet make-up, but it needs to be natural in color and style. ▪ Nails should be short and natural. Students can wear pale, discreet nail varnish. ▪ Students can wear stud earrings or small hoops in their ears. Nose piercings and ear-cartilage piercings are allowed if the studs are small and discreet. ▪ Visible tattoos are not allowed on any part of the body.

IB DO'S AND DONT'S

LOWER BODY

Shorts, skirts, and dresses should be no more than 5cm above the knee. No leather or leather look, denim or denim look or casual items such as sports clothes, combat trousers/shorts, or leggings.

Socks can be ankle length only, no knee length socks or over-knee socks. Tights must be plain, no patterns or images are allowed. Belts should be dark in color.

UPPER BODY

Collared shirts and underlayers should be tucked in; underlayers should be worn with lightweight, thin or sheer clothing. Sleeveless blouses should cover the entire shoulder with a cardigan/blazer. Students can choose to leave the top button unfastened if they wish, but all other buttons must be done up.

Hoodies, t-shirts, "fashion" shirts, bright patterns, large logos, images or text are not allowed. Denim or denim-look, leather or leather-look and sports clothes are not allowed.

Clothing should not be too revealing, not low cut and no exposed shoulders, stomachs or backs.

SHOES

Shoes must be safe and appropriate, i.e. low heel and sandals must have an ankle strap. No casual shoes such as flip flops, converse, Crocs, Ugg boots or sports shoes. Smart leather boots can be worn.

If students choose to arrive at school in outdoor shoes, then they need to ensure that they have the appropriate plain black indoor shoes that meet the uniform requirements.

Students may choose to go outside at break or lunchtime in their outdoor shoes, but they are expected to change their footwear before returning to lessons.

JEWELLERY

Students can wear a watch, a simple conservative necklace, a simple conservative bracelet or a simple plain ring.

Students can wear stud earrings or small hoops in their ears. Dangly earrings are not allowed. Nose piercings and a small number of ear-cartilage piercings are allowed as long as the studs are small and discreet. Eyebrow, lip and cheek piercings are not allowed.

Big, bulky jewellery cannot be worn. All jewellery must be removed for PE, except small stud earrings.

HAIR AND MAKE UP

Hairstyles must be conservative. Hair can be dyed as long as it is natural color (brown, black, blonde or auburn).

Students can wear discreet make-up, but it needs to be natural in color and style. The following are not allowed; lipstick or colored lip gloss, fake eyelashes, and eye shadow. Mascara and eyeliner can only be brown or black.

Eyeliner must only be a thin line and not extend beyond the eye. Blusher and foundation can be worn in small amounts. Students wearing too much make-up will be asked to remove it with a face wipe.

Students can wear pale, discreet nail varnish, but patterns and bright colors are not allowed. Nails should be short and natural; artificial nails are not allowed.

Visible tattoos are not allowed on any part of the body.

SCHOOL SECURITY ARRANGEMENTS

For the safety of the students, anyone entering the BISB premises needs to be easily identifiable. All parents are issued parent cards that must be worn while on the premises. Visitors who are not parents will sign in at the office and will be given a visitors' badge. Cards and badges enable staff and students to easily recognise that people inside the school are authorised to be in the building.

For any special events during the school day, all visitors and parents must use only the Front Office entrances at Oaks, Maples or Willows.

PARKING AND TRAFFIC FLOW OUTSIDE THE OAKS BUILDING (PEKNÍKOVA 6)

We would like to propose one of the following routes (blue or yellow arrow) for those of you who drop your children at Oaks.

PARKING ARRANGEMENTS FOR DROP OFF

There are two car park areas created for parents. Parking 1 (P1) at the corner of Pod Záhradami Street and Pekníkova Street and Parking 2 (P2) at Pod Záhradami next to the Court Office Building (see map - blue Parking signs P1 and P2).



Month	Week	Mo	Tu	We	Th	Fr	Sa	Su	Notes
August			1	2	3	4	5	6	
		7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	Thu 24th Aug New Students Welcome Day
	A	21	22	23	24	25	26	27	Fri 25th Aug Term 1 starts
	B	28	29	30	31				Tue 29th Aug Public Holiday
September		Mo	Tu	We	Th	Fr	Sa	Su	
	B					1	2	3	Fri 1st Sept Public Holiday
	A	4	5	6	7	8	9	10	
	B	11	12	13	14	15	16	17	Fri 15th Sept Public Holiday
	A	18	19	20	21	22	23	24	Mon 18th Sept School Holiday
October		Mo	Tu	We	Th	Fr	Sa	Su	
	A	2	3	4	5	6	7	8	
	B	9	10	11	12	13	14	15	
	A	16	17	18	19	20	21	22	
		23	24	25	26	27	28	29	23rd Oct - 31st Oct Half Term Holiday
November		Mo	Tu	We	Th	Fr	Sa	Su	
	B			1	2	3	4	5	Wed 1st Nov Public Holiday
	A	6	7	8	9	10	11	12	
	B	13	14	15	16	17	18	19	Fri 17th Nov Public Holiday
	A	20	21	22	23	24	25	26	
December		Mo	Tu	We	Th	Fr	Sa	Su	
	B					1	2	3	
	A	4	5	6	7	8	9	10	
	B	11	12	13	14	15	16	17	
	A	18	19	20	21	22	23	24	Wed 20th December Last day of Term 1
January		Mo	Tu	We	Th	Fr	Sa	Su	
		25	26	27	28	29	30	31	21st Dec - 8th Jan School Holiday (24-26th Dec Public Holiday)
		1	2	3	4	5	6	7	1st Jan and 6th Jan Public Holiday
	B	8	9	10	11	12	13	14	Tue 9th Jan Term 2 starts
	A	15	16	17	18	19	20	21	
February		Mo	Tu	We	Th	Fr	Sa	Su	
	A				1	2	3	4	
	B	5	6	7	8	9	10	11	
	A	12	13	14	15	16	17	18	
	B	19	20	21	22	23	24	25	19th - 23rd Feb Half Term Holiday
March		Mo	Tu	We	Th	Fr	Sa	Su	
	B					1	2	3	
	A	4	5	6	7	8	9	10	
	B	11	12	13	14	15	16	17	
	A	18	19	20	21	22	23	24	
April		Mo	Tu	We	Th	Fr	Sa	Su	
	B	25	26	27	28	29	30	31	Thu 28th March Last day of Term 2
		1	2	3	4	5	6	7	Fri 29th March Public Holiday
	A	8	9	10	11	12	13	14	29th March - 5th April School Holiday (1st April Public Holiday)
	B	15	16	17	18	19	20	21	Mon 8th April Term 3 starts
May		Mo	Tu	We	Th	Fr	Sa	Su	
	B			1	2	3	4	5	Wed 1st May Public Holiday
	A	6	7	8	9	10	11	12	Wed 8th May Public Holiday
	B	13	14	15	16	17	18	19	
	A	20	21	22	23	24	25	26	
June		Mo	Tu	We	Th	Fr	Sa	Su	
	B	27	28	29	30	31	1	2	31st May - 3rd June School Holiday
	A	3	4	5	6	7	8	9	
	B	10	11	12	13	14	15	16	
	A	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	Fri 28th June Last day of Term 3	

ACADEMIC STAFF

Senior Leadership Team		
Karen Eastwood	Principal	Karen.Eastwood@bisb.sk
Mark Hatherell	Head of Secondary	Mark.Hatherell@bisb.sk
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James Gilmour	Assistant Head	James.Gilmour@bisb.sk
Secondary Academic Leadership Team		
Mark Hatherell	Head of Secondary	Mark.Hatherell@bisb.sk
James Gilmour	Assistant Head and Head of AI languages	James.Gilmour@bisb.sk
Sarah Keys	Head of Whole School EAL	Sarah.Keys@bisb.sk
Andrew Fordham	Head of Visual and Performing Arts	Andrew.Fordham@bisb.sk
Lee Darwell	IB Coordinator	Lee.Darwell@bisb.sk
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Michaela Tucker-Blackford	Head of Physical Education	Michaela.Tucker-Blackford@bisb.sk
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Fiona Shanks	Head of Years 10 and 11	Fiona.Shanks@bisb.sk
Chantelle Buchanan	Head of Years 12 and 13	Chantelle.Buchanan@bisb.sk

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Tutors	Tutor rooms	Email
7DM David Mumby	1.12	David.mumby@bisb.sk
7MG Maria Guevara	1.11	Maria.guevara@bisb.sk
7SG Samantha Gilles	2.16	Samantha.gilles@bisb.sk
7JS Jannita Smith	1.02	Jannita.smith@bisb.sk
Year 8		
8SH Steffi Heider	2.17	Steffi.heider@bisb.sk
8MTB Michaela Tucker-Blackford	1.08	Michaela.Tucker-Blackford@bisb.sk
8CC Caroline Cooney	2.19	Caroline.cooney@bisb.sk
Year 9		
9KE Katka Euell	1.09	Katarina.Euell@bisb.sk
9PM Philip Mayes	1.02	Philip.Mayes@bisb.sk
9ZK Zuzana Kačkovičová	1.13	Zuzana.Kackovicova@bisb.sk
9DK Daren King	2.18	Daren.King@bisb.sk
Year 10		
10MK Marek Krizan	1.06	Marek.Krizan@bisb.sk
10RW Rob Wilcox	1.10	Robert.Wilcox@bisb.sk
10JW Jo Wilcox	1.03	Joanne.Wilcox@bisb.sk
10AP Andy Pheby	Art 2	Andrew.Pheby@bisb.sk
Year 11		
11PM Pauline Mably	2.14	Pauline.Mabley@bisb.sk
11BO Bruno Ortiz	Art 1	Bruno.Ortiz@bisb.sk
11RE Rob England	Science Lab 2	Robert.England@bisb.sk
Key Stage 5 Leaders – IB		
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Chantelle Buchanan	Head of Years 12 and 13, Economics	Chantelle.Buchanan@bisb.sk
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David Keys	TOK Coordinator, History	David.Keys@bisb.sk

Year 12		
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12LC Lucia Cebova	1.01	Lucia.Cebova@bisb.sk
12JB Jonathan Bowen	Physics lab	Jonathan.Bowen@bisb.sk
Year 13		
13SK Sarah Keys	1.04	Sarah.Keys@bisb.sk
13MS Mike Shkurka	2.23	Michael.Shkurka@bisb.sk
13SC Steven Clowes	Chemistry Lab	Steven.Clowes@bisb.sk
Teaching Assistants		
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Secondary Subject Faculties		
AI Languages	Role	Email
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Experimental Sciences & SEHS	Role	Email
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School Support	Role	Email
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We are proud to announce that

92%

of children feel safe at our school

Safe



*Parent Satisfaction Survey 2023



**THE BRITISH INTERNATIONAL SCHOOL
BRATISLAVA**

A NORD ANGLIA EDUCATION SCHOOL



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