



BESA

BRITISH EMBASSY SCHOOL

ANKARA

INFORMATION BOOKLET FOR PARENTS

2018-2019



" VALUING INDIVIDUALS "

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Information is valid from September 2018 to July 2019

Although correct at time of going to press, details can sometimes change. Please check with the school.

Overview

BESA is a co-educational primary and secondary school with 203 children aged between 3 and 14, representing 29 countries. We are known as a friendly and caring British School, which values a holistic approach to education.

BESA is located in a unique environment. Its own woodlands provide an exciting and creative place for children to explore and play. Our school is a friendly and dynamic community where children are enthusiastically engaged in the learning process by creative, caring and skilled teachers.

BESA allows every child to be known as an individual, and values each child for what they can achieve academically, physically, socially and emotionally. At the centre of the school's philosophy is the desire to understand the needs of each individual child. While we have high academic and behavioural expectations, we also believe every child can succeed; class sizes and talented teachers at BESA encourage the children to grow and develop to their full potential.

MISSION STATEMENT - *BESA: VALUING INDIVIDUALS*

We help children become independent, responsible, confident, life-long learners in a secure and welcoming environment; where cultures meet and diversity is celebrated.

Aims of BESA:

To be a happy school in which everyone is safe, treated with respect and encouraged to learn.

So:

- We provide a stable, sensitive and welcoming atmosphere in which we feel happy and secure,
- We promote a healthy lifestyle,
- We commit to safeguarding and promoting the welfare of all children, staff and volunteers,
- We encourage independence, responsibility and consideration for others,
- We promote the development of the IPC / IMYC Personal Goals:



- We value everyone for what they can achieve academically, physically, socially and emotionally so that they are able to fulfill their potential,
- We offer a quality education based on the English National Curriculum, the International Primary Curriculum and the International Middle Years Curriculum,
- We provide a broad and stimulating educational environment which encourages each child to fulfill their potential and become life-long learners,
- We utilise Turkey's distinctive geography and rich history as a resource for learning.

The religious ethos of the school can best be found in the values, compassion and concern that underpin it; qualities we foster in each and in all. In consequence, no distinctive religious belief is allowed to impose itself or be imposed during the school day or at any other time when the school is acting in loco parentis.

International Mindedness

At BESA we are internationally minded: We develop a better understanding of the world around us and we have a dual perspective on our home and host country. We embrace diversity and the uniqueness of every nation and culture but we also recognise that there is always common ground and similarities. We are curious about people other than ourselves and things other than those attached to our own culture, whilst feeling proud of our own identity. Through International Mindedness, we can develop harmonious relationships with one another.



Facilities

The site is located on the grounds of the British Embassy with its own woodlands.

Bus Service

The School runs a bus service in the Cankaya, Gaziosmanpasa and Oran areas. The bus service is door-to-door. A monitor is employed for each bus. The bus service is entirely self-financing and fares are set in September each year. To organise this service, please contact the Bursar at bursar@besaturkey.org

Parents are requested to ensure that they are outside at the appointed time to meet the bus, as children will not be allowed to get off the bus until they are met by a parent or other carer.

Lunch

BESA has an arrangement with Minik Kasik Company who caters for hot lunch. Please email iletisim@minikkasik.com for more information. Children can also bring a packed lunch from home. Lunch is eaten under supervision in the hall. The lunch monitors will try to ensure that children make a good attempt at eating their lunch. In return, we ask parents to provide a lunch that they would reasonably expect their child to eat and that is consistent with BESA Healthy Eating Policy. Water is provided. Any drinks brought into school should be in unbreakable containers.

Parents should not send/provide fast food as lunch.

Security

The school's location within the Embassy compound means that we have to adopt certain security measures. These especially concern the issue of passes, which are issued to parents and / or maids and drivers of the Nursery Class only.

The use of passes is regulated by simple rules:

1. The guards are instructed not to let anybody in without a pass.
2. If you forget your pass, please be prepared to wait at the gate until the guard telephones the school office.
3. The present system relies upon the co-operation of the Embassy.

Parents whose children do not go home on the buses collect their children from one of the school gates. No child will be allowed to leave the grounds unless the parent, or a person authorised by the parent and bearing the appropriate identification, collects him/her from the appropriate gate. Typically children in Nursery-Year 2 use the upper gate; children in Years 3 – 9 use the lower gate. Note that the lower gate is closed except for the beginning and end of the school day. Visitors at other times should use the upper gate.

If a child's arrangements for going home change in any way parents should e-mail the Class Teacher, school@besaturkey.org and admin@besaturkey.org by 12.00pm. If there is any doubt and parents cannot be contacted, the original arrangements will remain in effect.

Uniforms

BESA has a uniform policy for all pupils. Uniforms are compulsory at BESA. Our school uniform can be bought from our supplier, "KARAMELA", who are based in PANORA Shopping Mall in ORAN, Çankaya. They are situated on the first floor No: 185. The telephone number is (0312) 491 10 91 or e-mail: info@karamela.com.tr

1. Shirts and Tops

Shirts should be plain white. Sleeves may be short or long.

Should have conventional collars with a 'V' or 'round edge'.

Polo style T-Shirts can be worn instead of shirts.

Lacy or frilly collars, pin tucks, coloured buttons and trims are not permitted.

Roll necked shirts are not permitted.

Navy blue zipped sweaters and sleeveless pullovers with the school badge.

The above are the only tops allowed, and may be purchased from our supplier. All pupils must wear a top which has the school badge.

2. Trousers, Skirts, Shorts & Dresses

Grey trousers, shorts, skirts or skorts should be worn. No other colour is acceptable. GIRLS may wear a summer dress – but only those which can be purchased from our supplier.

Boys or Girls can wear trousers.

3. Headgear and Bags

School hats and bags are available from the school supplier.

4. Footwear

Socks or tights: grey, navy or white (plain only – no patterns allowed).

Shoes: **black leather** (no other colour). Trainers are discouraged, but if worn must be completely black with no pattern or other colouring such as flashes.

A pair of black indoor shoes is required.

5. P.E. and Games Nursery to Year 6

House/Team T-shirt

Plain white shorts (no pattern or logos)

White sport socks

Trainers or tennis shoes

A school style track/jogging suit can be worn for sports in colder months, which consists of navy blue bottoms and navy blue BESA zip hoody .

A swimming costume, towel, swimming cap and flip-flop style footwear will be required for swimming lessons.

A bag is recommended to store PE items.

Please make sure that every item of clothing is clearly named.

Corduroy and denim are not acceptable.

Stirrup and close fitting trousers are not acceptable.

School Uniform for Middle Years (Years 7, 8 & 9)

All Middle Years students are required to wear SMART business wear.

Girls Business Wear:

- Black knee-length skirt, dress or smart black trousers (jeans/leggings/jeggings are not permitted)
- Plain white collared shirt (sleeves can be either long or mid-length depending on weather) or white, plain blouse.
- When a skirt or dress is worn, ankle length plain black/white socks or black tights should be worn.
- Black jacket to be worn.
- Plain black (no excessive decoration), smart closed toe flat shoes (heels should be no more than 2cm).
- All hair must be tied back if long enough using a plain hair band.
- Jewellery allowances are per whole school policy.
- OPTIONAL – Girls can also wear a tie (in line with boys uniform expectations) if they wish.

Boys Business Wear:

- Smart black trousers (jeans are not permitted) and a plain black belt.
- Plain white collared shirt (sleeves can be either long or mid-length depending on weather)
- Black jacket to be worn.
- Plain black (no excessive decoration), smart flat shoes.
- A tie or a BESA tie (available at Karamela).
- If hair is long boys must tie it back using a plain hair band.
- Jewellery allowances are per whole school policy.
- BESA (Black or Blue) hooded tops are for PE only.

Except for items with the BESA Logo or name, business wear can be purchased from any high street store.

P.E. and Games Year 7-9

- White t-shirt with black school logo
- Black shorts/leggings/tracksuit bottoms (no pattern or logos)

- White sports socks
- Trainers or tennis shoes
- For colder months black BESA zip hoody can be worn.
- Children should not be wearing their daytime school sweaters for P.E for hygiene reasons.

Curriculum

At BESA we encourage personalised learning based on the needs of our pupils, including all those experiences both formal, co-curricular and extra-curricular that develop our pupils and contribute to their learning.

BESA uses the National Curriculum in England for English and Maths. All other subjects are delivered using the International Primary Curriculum (IPC) and the International Middle Years Curriculum (IMYC). These are inquiry-based, thematic curricula developing skills for the 21st century.

The IPC and IMYC include Art, Dispositions (IMYC only) Geography, History, ICT, International Mindedness, Music, P.E., Science and Technology. In the primary school all subjects are taught by the class teacher, supported by specialist teachers for Art, Music, Languages, P.E. and Library. In the middle school all subjects are taught by specialist subject teachers.

In the Early Years, we follow the Early Years Foundation Stage for England supported by the International Early Years Curriculum.

Children are assessed through a variety of approaches and using biannual GL assessments in English, Maths and Science.

Throughout all our teaching, we aim to develop skills of both excellence and self-confidence, with a balance between the academic and the creative. We wish all pupils to develop as independent learners, within a structure that is clear and supportive.

Parent information workshops are held during the year, in order to give parents the opportunity to see how certain subjects are covered in the school. Additionally we have open sessions where children can bring their parents into school twice a year.

Virtual Learning Environment (VLE)

At BESA we use a Virtual Learning Environment (VLE) to aid students learning. The VLE can be accessed via a student username and password, through the link on the school's website. All students are given their username and password at the beginning of the academic year. Parents can also use this login.

The VLE is a series of virtual classrooms. Each classroom will hold information concerning the learning of your children. For instance, it will explain which topics they are working on, it may also show images of activities your children are taking part in.

The VLE is also where your children's homework can be accessed.

Teaching and Learning

BESA employs UK trained or Qualified Teaching Status Teachers. The high quality of teaching and learning is a central distinguishing characteristic of BESA.

Pupils in Nursery to Year 6 are taught by general class teachers who are supported by subject specialist teachers for PE, Art, Music, Languages and Library. Pupils in the Middle School, Years 7 to 9, have a designated form tutor and all subject lessons are taught by specialist teachers.

Teachers are encouraged to provide appropriate differentiation within each class so that each child's educational needs are as closely met as possible. This is done in accordance with the principles of Assessment for Learning (AfL) which is embedded in our assessment process.

Student Support Department

The Student Support Department, in liaison with other teaching staff, assesses and provides extra support to any pupil who is considered to have an additional need. Pupils may have additional needs for a variety of reasons, including learning difficulties; gaps in previous learning; English as an Additional Language; or because they are more able in certain aspects of the curriculum.

Learning Difficulties

Children with learning difficulties may need special provision to be made for them so that they can fully access the curriculum.

Children have a learning difficulty if they have a significantly greater difficulty in learning than the majority of children of the same age.

If formal and/or informal assessments suggest that a child may have a learning difficulty, the Student Support Coordinator will utilise a range of resources in school and the classroom to assess the nature of the difficulty and the needs of the child, in order to enable the child to access the curriculum. A Student Support Plan may be written to highlight intervention strategies employed which will be in addition to, or extra to usual teaching and learning practice. The Student Support Coordinator will liaise with teaching staff, the parents and the child to ensure the correct support and intervention is in place.

English as an Additional Language (EAL)

For many children at our school, English is an additional language (EAL). Such pupils receive a high level of support, both from classroom teachers and teaching assistants, and/or from members of the Student Support Department. This support can range from, for example, ensuring children can understand subject specific vocabulary in the classroom, to intensive 1:1 tuition. Pupils are assessed on an individual basis, and lessons are adapted according to their needs. Of course, the main aim of any language support is also to ensure the child can participate fully in all classroom activities, which reflects the inclusive environment at BESA.

More Able Pupils

At BESA, we are committed to enabling all pupils to be successful and achieve their full potential in an environment that is secure, caring and focused on learning. We have in place a broad curriculum, enhanced by a programme of strategies that provide pupils with the skills to become independent and confident learners, equipped to meet continuing challenge and change.

We use a number of methods for identification of more able pupils, including: prior attainment, teacher assessment and formal assessments. BESA believes that there should be no prescribed limits placed on any pupil's potential. We will always look for gifts and talents in all pupils, seeking to provide the enhanced opportunities appropriate to their needs. This will be through the taught curriculum as well as extra-curricular opportunities. The school is fully committed to working for equality of opportunity and this commitment extends to identifying and developing the talents and abilities of all our students.

Pastoral Care

The Head Teacher has overall responsibility for pastoral care as well as discipline (The Behaviour management policy is available to view on the school website). On a day to day basis these responsibilities are delegated to the Class Teacher under the guidance of the Senior Leadership Team. The School uses Golden Time as a system of reward and sanctions.

Golden Rules

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property

Exclusions

The decision to exclude a pupil rests with the Head Teacher and should only be taken in response to a serious breach, or persistent breaches, of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

School Counsellor

We are fortunate to have a School Counsellor at BESA whose role is to help students with their transition to a new school setting, help them meet their social and emotional needs, and support staff and families as needed. At BESA, the School Counsellor holds introductory meetings with all new students from Year 3 and up. Parent consultations can be held at the request of the parents themselves, the teacher, administrative staff or the school counsellor. Initial consultations are 30 minutes in length and ongoing consultations are

supported where they impact directly on the wellbeing of the pupil at BESA. Unless a parent specifically forbids the counsellor from working with a student, school counselling is considered a regular educational service provided by the school.

Parents may contact the School Counsellor directly, either via email (GulerAnn@besaturkey.org) or in person.

Safeguarding Children

BESA is committed to the safe keeping, protection and nurturing of children, with respect for their wishes and feelings. We will therefore:

- Establish and maintain an environment where children feel safe and secure, are encouraged to talk, and are listened to
- Ensure adults are appropriately trained in good practice and follow clear guidelines of conduct with children and other adults.
- Develop our safer recruitment practice in checking the suitability of adults and volunteers to work with children in line with BESA Safer Recruitment Policy 2016.
- Include opportunities in the PSHE/SRE curriculum for children to develop the skills they need to recognise and stay safe from abuse, and to understand the appropriate behaviour that relatives, friends, and strangers may demonstrate towards children.
- Ensure children receive guidance on how they can deal with the behaviour of others that gives them cause for concern and know that there are adults in the school whom they can approach if they are worried.
- Clarify the procedures for identifying and reporting cases or suspected cases of abuse or neglect.
- Support pupils who have been abused/neglected in accordance with an agreed child protection plan.
- Enable parents to recognize that the school is a caring establishment where they too can seek support and advice in matters relating to safeguarding children.

We would encourage anyone with a safeguarding concern to contact our Designated Safeguarding Lead, Katie Vincent (Deputy Head Teacher) on kvincent@besaturkey.org to discuss.

Co-Curricular Activities (Clubs)

The school offers a wide programme of lunchtime and after-school clubs run by BESA staff. After school clubs run from 3:00 to 4:00 pm for Years 1 - 6 or 4:00 to 5:00 pm for Years 7, 8 and 9. Sample activities include Music provision with piano and Language, Sports and Art are also catered for. Club information is sent out at the start of each term containing clear sign-up procedures.

Special Events

Class Assemblies, Christmas and Talent shows, Book Week along with end of year assemblies play an important part in the life of BESA. The school also has an active FPTA who annually run Guy Fawkes Night and hold a Summer Fair.

Day and Residential Trips

In addition to day trips throughout the year children from Years 3 to 9 attend residential trips which are traditionally held in the summer term. Residential trips are planned to support learning in IPC / IMYC Units of work and for MP2 & 3 operate on a two year cycle. Typical residential trip locations are as follows:

Milepost 2 (Year 3 & 4) – Cappadocia or **Konya**¹ (3 days / 2 nights)

Milepost 3 (Year 5 & 6) - Space Camp, Izmir or **Fethiye** (5 days / 4 nights)

Year 7 – **Gallipoli** (5 days / 4 nights)

Year 8 – **London**, UK (5 days / 4 nights)

Year 9 – **Lake District**, UK (5 days / 4 nights)

Year 2 pupils have an overnight Camp-Out in the school grounds towards the end of the summer term.

Parental Involvement

At BESA we aim to have clear and effective communication with parents and the wider community. Effective communication enables us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their children. Parents will regularly be invited to join Exit points at the end of IPC/IMYC units to share in their child's learning. BESA has an active Friends, Parents Teachers Association (FPTA) which encourages parental involvement with the school community. Parental involvement is also sought through parental representation on the School's Board of Governors.

Governance and Management

BESA, Ankara, is situated in the diplomatic grounds of the British Embassy. It is not registered with the Turkish Ministry of Education, nor is it registered under any U.K. laws. Consequently, BESA can be classed as an independent, autonomous, international school that operates under the general guidance of a Board of Governors, particularly on financial matters, and the educational guidance of the Head Teacher. As far as possible, however, it will be guided by principles laid down in applicable UK rules and regulations.

BESA is governed by a Board of Governors (Board) comprising a Chair, appointed by the British Ambassador, the Head Teacher, and other elected and appointed members. The Board has the power to establish policy and change it. In so doing it will take into account the opinion and requirements of all stakeholders, including staff and parents.

Correspondence to the Board of Governors can be sent care of the school address.

¹ Locations in bold are planned for the academic year 2018/19

COBIS and IAPS

BESA is an accredited member of the Council of British International Schools (COBIS). A fundamental aim of COBIS is to support its members and represent their interests in Britain and overseas, particularly with Government, education authorities and educational associations in order to advance the interests of British Schools outside the UK. Unlike many other countries, the British Government does not support schools abroad. British schools outside Britain, therefore, depend entirely on independent, nongovernmental organisations.

BESA is also an overseas member of the Independent Association of Prep Schools (IAPS). IAPS is one of the world's most prestigious associations. It represents world-class head teachers, who lead world-class schools and is proud to work with its members as they deliver excellent standards of education and care to their pupils. Originally a UK-based organisation, and still firmly rooted there, IAPS has a growing overseas membership. BESA is the first IAPS school in Turkey.

Inspection

BESA was inspected by the Independent Schools Inspectorate (ISI) in October 2016 and received an excellent report stating that the school provides a high quality education for its pupils. It has many strong features some of which are outstanding. The report may be assessed in full on our website, www.besaturkey.org. BESA has registered British School Overseas (BSO).

Admissions

The school's admissions policy is aligned with the school's stated mission.

BESA offers a broad and stimulating educational environment based upon the National Curriculum of England, the International Primary Curriculum (IPC) and International Middle Years Curriculum (IMYC). The language of instruction is English.

Reception to Year 9

All applicants must complete a BESA application form, and provide a full school report and a confidential reference from their current school in English (for children who have previously attended a school).

The required documents for the application process are:

- completed application form with BESA school report (available on the BESA website)
- application fee payment receipt
- additional school reports
- confidential school reference

- photos
- ID, birth certificate or passport copy

Nursery

- completed application form (available on the BESA website)
- application fee payment receipt
- additional reports if the child has attended a pre school
- photos
- ID, birth certificate or passport copy

All nursery children are expected to be toilet trained by the time they start at BESA.

All completed applications for the following school year must be received by the end of April. Applications are first reviewed during early May for entry in the following school year. We have a continuous application process but preference is given to those who apply earlier in the year for the following academic year.

Applications for children to join the Nursery class will not be accepted until the 1st September following the birth of the child. Eg. A child born on 12th November 2018 would be ineligible to apply until 1st September 2019. A request will be made in January of the year that children will start for a reference from their current educational setting.

Mid - Year Applications

Mid -Year applications are considered for the international community. Pupils arriving in Ankara during the school year will be assessed as they apply. Our school is very popular and there are usually waiting lists.

ADMISSION CRITERIA

There is an established list of priority criteria and preferential consideration will be given to applicants who can fill all or most of these (providing the applicants meet the normal admission requirements).

Priority

Children of **the** staff of the British Embassy, the British Council, the British Institute of Archaeology and the children of other British Government employees. British Diplomats of other institutions

- I. Siblings of pupils
- II. Native English speaker
- III. Fluency in English (Having attended an English speaking school for at least the last year could be an indication of this)
- IV. International families posted to Ankara
- V. Other

The waiting list is defined as the group of pupils who were at the agreed standard, but for whom there were no spaces, listed according to the priorities above. For priorities II, III and IV; priority will be given to children from international families posted to Ankara.

Date of Application

When the school receives applications, students are placed on waiting lists for admission according to priority groupings as described above. Offers are made to those on the waiting lists in each priority group of this policy and according to the numbers of places free in the appropriate year groups and prevailing class size policy at the time.

We reserve the right to refuse admission where applications are inaccurate, misleading or incomplete.

Fluency in English/Language proficiency

In order to cope with the academic and social demands of BESA, it is preferred that pupils be fluent English speakers. If any children admitted require additional support in English language to access the curriculum, parents will be required to provide financially for this.

For children in Category IV or lower joining the Nursery, parents and the child will be invited into the school to undergo an assessment (Child) and interview (Parents) to support the decision regarding the child's fluency in English and the parent's ability to support their ongoing language development in line with the progress required at BESA.

All prospective parents and pupils are encouraged to meet with the senior leadership team.

The admission process is overseen by the Head Teacher.

Turkish Education System

BESA does not give a Turkish primary school leaving certificate

SIBLING POLICY

Most siblings join us at BESA. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

AGE AND YEAR GROUP SYSTEM AT BESA

The school's academic year runs from 1st September to 31st August. We admit children into year groups according to their date of birth.

The academic year in which a child becomes:	Children will be allocated to this year group:
4 years old	Nursery
5 years old	Reception
6 years old	Year 1
7 years old	Year 2
8 years old	Year 3
9 years old	Year 4
10 years old	Year 5
11 years old	Year 6
12 years old	Year 7
13 years old	Year 8
14 years old	Year 9

Complaints

BESA hopes that the parents and pupils do not have any complaints about the school. Please see the Complaints Policy on the school website.

Health & Safety

BESA has a comprehensive Health & Safety Policy which is available on the school website.

Insurance

The British Embassy School Ankara has ensured that it provides insurance cover for pupils both on and off the school site, and during all activities organised by the school. Insurance is taken out as follows:

Board of Governors 2018-2019

Surname	First Name	Date Joined Board/Position	Profession	Responsibilities
Anderson	Jennifer	Chairman of Board of Governors October 2018	Diplomat - British Embassy Ankara	FSC Member Chair P&SP
Ryan	Andrew	Head Teacher September 2017	Head Teacher	FSC, P&SP
Davies	James	Staff Governor September 2018	Teacher (BESA)	SMSC
Gildhouse	Verndell	Treasurer 2014	Retired Army Officer Retired Businessman	FSC P&SP
Ingram	Heidi	Embassy Governor November 2017	Diplomat – British Embassy Ankara	
Bokhari	Saad	Ex Officio Sept 2014	Diplomat – US Embassy Ankara	
Stallman	Esra	Parent Governor November 2012	Hospitality - Event Organiser	Health and Safety
OdabasTavares	Ozlem	Ex Officio Oct 2014	Lawyer	Employee law, contracts and legal matters, Safeguarding, P&SP
Cicekoglu	Sanem	Ex Officio Oct 2014	Communications Expert	PR / Communications and Marketing Embassy / BESA Joint Projects / Activities P&SP FSC
Ozman	Irmak	Parent Governor 2015	Interior Architect	Instructor of Interior Architecture and TV Set Design at University
Aytemiz Samrioglu	Hilal	Board Administrator November 2015	Procurement Manager	Minutes, Board Admin etc.

Legend: Spiritual Moral Social Cultural Development (SMSC)
 Personnel & School Practices Sub-Committee (P&SP)
 Early Years Foundation Stage (EYFS)
 Finance Sub-Committee (FSC)
 Policy & Procedures Sub-Committee (P&P)

BESA School Staff 2018-2019

Teaching Staff		
NAME	SUBJECT LEADERSHIP	YEAR GROUP TAUGHT
Mr. Andrew Ryan	Head Teacher	
Ms. Katie Vincent	Deputy Head Teacher Human Resources & CPD EYFS Phase Leader Designated Safeguarding Lead	
Mr. Stuart Downing	Assistant Head Teacher Pastoral & Community Milepost 3&4 Phase Leader, ICT, Music, JMUN Specialist Teacher	
Mr. Robert Unsworth	Assistant Head Teacher Curriculum, Assessment, HSE Curriculum Milepost 1&2 Phase Leader, Science Specialist Teacher & Music Technology (MP4)	
Mrs. Frederique Henley	EYFS Milepost Leader IPC Leader of Learning	Nursery
Mrs. Kylie Gur		Reception
Ms. Jeylan Johnson		Year 1
Mrs. Sarah Tatal	MP1 Milepost Leader	Year 2
Mrs. Rosalynn Ay		Year 3
Mrs. Alison Smith		Year 4
Mrs. Julia Smedegaard		Year 5
Mrs. Julie Male	English	Year 6
Mr. James Bryant	Art Specialist Teacher PSHCE (MP4)	All Year Groups
Mrs. Holly Bryant	English & Drama Specialist Teacher (MP4)	Year 9 Form Tutor
Mr. Tim Wilson	Maths, DT & ICT Specialist Teacher (MP4) MP4 Milepost Leader IMYC Leader of Learning	Year 8 Form Tutor
Mr. Oweyn Wood	Humanities Specialist Teacher (MP4)	Year 7 Form Tutor
Mrs. Sarah Sener	Student Services Leader Deputy Designated Safeguarding Lead	All Year Groups
Ms. Sibel Dilcan	Turkish	All Year Groups
Madame Rebecca Hayward	French	Years 2 to 9
Mrs. Ann Kardas	Library Teacher	Library: All Year Groups
Mr. James Davies	P.E.	All Year Groups

<u>Teaching Assistants</u>	
Mrs. Secil Dilcan Mrs. Feryal Sehirlioglu Mr. Daniel Male	EYFS (Nursery & Reception)
Mrs. Zeynep Wilson	Year 1
Mrs. Hesna Downing	Year 2
Miss. Meryem Cumart	Year 3
Mrs. Cana Tokcan	Year 4
Mrs. Banu Kokcu	Year 5
Mrs. Karen Cubuk	Year 6
Mrs. Suzan Ozman Tultay Ms. Semiha Clulow Miss. Banu Akman	MP4 (Years 7, 8 & 9)
Mr. Yonus Tatal	SEN
Mrs. Yasmin Altinova	EAL
Miss. Gizem Bezirci	Lab. Technician
Miss. Mine Ozsokmenler	Library Assistant
Mr. Cemal Kaya	P.E. Assistant
<u>Learning Support Assistants</u>	Mrs. Ina Çekirdek, Mr. Eduardo Reneses, Mrs. Shauna Usher, Miss. Damla Akgul, Mrs. Julia Thompson
<u>Peripatetic Piano Teacher</u>	Mrs. Hande Peker
<u>Administrative Staff</u>	
Mrs. Sema Talay	School Business Manager Senior Leadership Team Health & Safety Officer – Premises
Mrs. Ozlem Elgin	Assistant Business Manager
Mrs. Melek Burton	Administrative Manager
Mrs. Lizzie Smith	Administrative Assistant

<u>Student Health & Welfare</u>	
Mrs. Joan MacDonald	School Nurse
Ms. Guler Ann Gerger	School Counsellor
<u>Lunch & Bus Supervisors</u>	
Mrs. Nuray Prebble	
Mrs. Serpil Troster	
Mrs. Ina Çekirdek	
Ms. Nezihe Arı	
Mrs. Yasemin Aytuna	
Ms. Sevda Sun	
Mr. Güçlü Güneş	
Ms. Lisa Moretti	
Mrs. Yeşim Kalaycıoğlu	
Mrs. Rana Aytuna	
Ms. Mine Ozsokmenler	
Ms. Eren Sahin	
Ms. Gozde Cetin	
Mrs. Anastassia Turken	
Mr. Yasar Cubuk	
Mr. Yusuf Ay	
<u>Premises Staff</u>	<u>Bus Monitors</u>
Mr. Turgut Şafak	Ina Çekirdek
Mr. Süleyman Buyukyurt	Nezihe Arı
Mr. Onur Çam	Yasemin Aytuna
Mr. Cagdas Bilgic	Sevda Sun
Mrs. Rahme Demir	Güçlü Güneş
Mrs. Nilufer Aslan	

School Day Information

Early Years Foundation Stage(EYFS) (Nursery and Reception)

8.40am - 11.30am

12.30pm - 3.00pm

Milepost One(MP1) (Years 1 & 2)

8.40am-10.45am

11.00am-12.00am

1.00pm-2.00pm

2.15-3.00pm

Milepost Two & Three (MP2 & MP3) (Years 3, 4, 5 & 6)

8.40am-10.45am

11.00am-12.00am

1.00pm-3.00 pm

Middle Years (Years 7, 8 & 9)

8.40am-10.45am

11.00am-12.30pm

13.30pm-4.00pm

Term Dates 2018-2019

AUTUMN TERM 2018

Autumn Term 1st Half – Monday 3rd September - Friday 26th October (8 weeks – 40 days)

HALF TERM: Monday 29th October - Friday 2nd November

Autumn Term 2nd Half – Monday 5th November – Friday 21st December (7 weeks – 35 days)

Christmas Holiday – Monday 24th December to Friday 4th January

SPRING TERM 2019

Spring Term 1st Half – Monday 7th January - Friday 15th February (6 weeks – 30 days)

HALF TERM: Monday 18th - Friday 22nd February

Spring Term 2nd Half – Monday 25th February – Friday 12th April (7 weeks – 35 days)

Easter Holiday – Monday 15th to Friday 26th April

SUMMER TERM 2019

Summer Term 1st Half – Monday 29th April - Friday 31st May (5 weeks – 25 days)

HALF TERM: Monday 3rd – Friday 7th June (Incorporating Şeker Bayramı 5th-7th June)

Summer Term 2nd Half – Monday 10th June – Tuesday 2nd July (3 weeks 2 days – 17 days)

INSET Wednesday 3rd – Friday 5th July (3 days)

TEACHING DAYS: 182

Tuition Fees 2018 – 2019

Years	Fees Per Term	Fees Per Annum
Nursery	£ 3,660.00	£ 10,960
Reception	£ 3,660.00	£ 10,960
Year 1	£ 3,660.00	£ 10,960
Year 2	£ 3,660.00	£ 10,960
Year 3	£ 3,710.00	£ 11,130
Year 4	£ 3,710.00	£ 11,130
Year 5	£ 3,710.00	£ 11,130
Year 6	£ 3,710.00	£ 11,130
Year 7	£ 4,000.00	£ 12,000
Year 8	£ 4,000.00	£ 12,000
Year 9	£ 4,000.00	£ 12,000