



# BESA

## BRITISH EMBASSY SCHOOL

### ANKARA

INFORMATION BOOKLET FOR PARENTS

2015-2016



*" VALUING INDIVIDUALS "*

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Information is valid from September 2015 to July 2016

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 189 children aged between 3 and 13, representing 34 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:  
*Adaptability, Communication, Co-operation, Enquiry, Morality, Resilience, Respect, Thoughtfulness and Creativity*
- 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.*

## 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](mailto: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](mailto: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 – 8 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](mailto:school@besaturkey.org) and [admin@besaturkey.org](mailto: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](mailto: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, Dresses, Skirts and Shorts**

Grey trousers, dresses, shorts, skirts or skorts should be worn. No other colour is acceptable.

Girls are permitted to 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. PE and Games**

#### **a- 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.

#### **b- Years 7 & 8**

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.

**Please make sure that every item of uniform is clearly named.**

**Corduroy and denim are not acceptable.**

**Stirrup and close fitting trousers are not acceptable.**

**GIRLS may wear a summer dress – but only those which can be purchased from our supplier.**

### **Milepost 4 (Years 7&8)**

All Milepost 4 students (Years 7 & 8) will be required to wear SMART business wear. Please refer to the school website for further information regarding what is acceptable / unacceptable clothing for these students.

## **Curriculum**

BESA follows the English National Curriculum for core subjects and the International Primary & Middle Years Curriculums (IPC & IMYC) to deliver foundation subject teaching in a creative, theme based approach.

The curriculum covers the subjects of English, Mathematics, Science and I.C.T. (Information and Communication Technology) as 'core' subjects. The other 'foundation' subjects are History, Geography, Design and Technology, Art and Design, Music and Physical Education. BESA has a scheme for Personal Health Social Emotional and Citizenship education and Sex and Relationship Education.

Children are assessed through a variety of approaches and using biannual internationally recognised CEM assessments.

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.

Curriculum Evenings are held during the year, in order to give parents the opportunity to see how certain subjects are covered in the school. These are interactive evenings, where participation and questions are encouraged.

Subjects covered include Maths, English, Science and Information and Communication Technology (known as ICT). In addition we hold open mornings where the work of BESA can be seen.

## **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 are taught by general form teachers from Nursery through to Year 6 then increasingly by subject specialist teachers when they enter Year 7 and 8.

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.

## Provision for Gifted and Talented Children

BESA believes in providing a curriculum of opportunity for all pupils, taking account of individual learning needs regardless of ability. At BESA we use the terms 'Gifted' and 'Talented' to describe pupils excelling in an area of the curriculum or in a social context.

'Gifted' describes academic abilities such as maths, English and science and 'Talented' describes areas of the curriculum such as art, design, music or physical education or pupils who may demonstrate skills in a social context. This is based on Gardener's theory of multiple intelligences and BESA aims to foster a wide range of abilities. Gifted and talented covers the following areas:

- A. **Intellectual** (aspects of English, Mathematics, Science)
- B. **Artistic & Creative** (Art, Design, Music, Drama)
- C. **Practical** (Design & Technology, Mechanical ingenuity)
- D. **Physical** (PE, Sports, Dance)
- E. **Social** (Personal & Interpersonal, Leadership qualities, working with adults)

Children may be identified by teachers, parents, carers or outside bodies or passed on from previous schools. This is then supported by evidence such as teachers' professional assessment, observation, class work, tests, checklists and other judgements. Children are then put on to a gifted and talented register. This is relative to their age group and as relative ability can fluctuate over time, it is important to note that children may move on and off the register.

Once pupils are on the register, BESA makes provision for gifted and talented pupils through differentiation, individual learning plans and enrichment opportunities. Where possible, BESA may offer additional enrichment programs outside of normal curriculum hours, for pupils on our register. If your child is identified as Gifted and Talented, you will be contacted by BESA and consulted before your child is put on the register.



## Special Educational Needs

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 teacher assessment suggests that a child may have a learning difficulty, we utilise a range of resources in school and the classroom to enable that child to access the curriculum. The class teacher will keep parents informed and if necessary obtain additional information which may be helpful. An Individual Education Plan (IEP) will be written to highlight intervention strategies employed which will be in addition to, or extra to usual teaching and learning practice. The class teacher will liaise with the Special Educational Needs Co-ordinator (SENCo) to ensure the correct support and intervention is in place for the child.

Any new strategies will, wherever possible, be implemented within the normal classroom setting.

## 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 EAL Department staff. 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.

## 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 lucky 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. Students of any age and parents may ask for a counselling appointment from the administrative staff or the student's teacher at any time, for any reason. 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](mailto:GulerAnn@besaturkey.org)) or in person. Parent consultations are 30 minutes in length, and are usually limited to one session.

## **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 2012.
- 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.

## **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 1-5 or 4:00 to 5:00 pm for Years 6, 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. Our library regularly hosts Skyping sessions with bestselling authors including Giles Andreae and G.P. Taylor and visits from authors, illustrators, poets and storytellers.

## **Day and Residential Trips**

Residential Trips are organised for children in Years 3 to Year 8.

Milepost 2 (Years 3 & 4): Autumn Term – Kizilcahamam / Summer Term - Cappadocia

Milepost 3 (Year 5 & 6): Summer Term – Space Camp

Milepost 4 (Year 7 & 8): Autumn Term - Eskisehir

Year 7: Summer Term - Galipoli\Troy

Year 8: Summer Term - London, UK

The school aims to use all of the above trips as an integral part of the curriculum. Day trips to local museums, art galleries, excavation sites and exhibitions are regularly organised for all age groups. The school also utilises Turkey's distinctive geography and rich history as a resource for learning.

## **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. "Bring your Parents to School Day" which runs twice a year is a great success. 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.

## **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 June 2013 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](http://www.besaturkey.org)

## **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 8**

All applicants must complete a BESA application form and provide a full school report in English.

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
- 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.**

School tours for Early Years Foundation Stage (EYFS- Nursery, Reception and Year 1) are available from March.

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.

## **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**

- I. 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
- II. Siblings of pupils
- III. Native English speaker

- IV. Fluency in English (Have attended an English speaking school for at least the last year)
- V. International families posted to Ankara
- VI. 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. Additional consideration is given to pupils who have been educated in the English medium for a number of years before coming to the school. If any children admitted require additional support in English language beyond that provided at BESA, parents will be required to provide for their child's language development.

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

#### **BEHAVIOUR POLICY**

Every child at BESA irrespective of age is required, as a condition of staying at the school, to maintain a satisfactory standard of diligence and conduct. The child and their parents must abide by the school rules. Infractions against these rules are dealt with in accordance with our Behaviour Policy and other relevant school policies (eg bullying etc). The Head Teacher has the authority to expel any child, should it appear to be in the interest of the school to do so.

#### **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.

## **SPECIAL NEEDS**

BESA welcomes pupils with special educational needs on condition that its learning support staff can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate with them. However, we do require parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with us before he/she applies. Parents should provide a copy of an educational psychologist's report or a medical report where appropriate.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

## **AGE AND YEAR GROUP SYSTEM AT BESA**

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

<b>The academic year in which a child becomes:</b>	<b>Children will be allocated to this year group:</b>
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

## **SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

Copies are on the school's website and will be made available to parents as part of the admissions process.

## **COMPLAINTS**

The school hopes that parents and pupils do not have any complaints about the school's admissions process; 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:

### **Third Party Liability**

Limit of indemnity : £75,000 per claim and £500,000 in aggregate against bodily injuries  
£75,000 per claim and in aggregate against property damage

### **Personal Accident**

Coverage limits : £10,000 for permanent disability arising out of accidents  
£1,000 for medical expenses  
£1,000 for funeral expenses

The personal accident insurance is a supplementary one, taken out to cover terrorist acts which are excluded by Turkish Law from our Third Party Liability Policy. Further information about insurance can be obtained from the Bursar.



## Board of Governors 2015-2016

Surname	First Name	Date Joined Board/Position	Profession	Responsibilities
Page	Kenneth	Head Teacher September 2013	Head Teacher	FSC, P&SP
Wilson	Timothy	Staff Rep October 2015	Teacher (BESA)	SMSC
Gildhouse	Verndell	Treasurer 2014	Retired Army Officer Retired Businessman	FSC P&SP
Hunnisett	Phillip	Joined board 2004 Chair Sep 2008 to Dec 2012 & Mar 2015 to date Ex-Officio December 2012	Oil & Gas Explorationist	FSC Member Chair P&SP
Blake-James	Richard	Embassy Governor January 2015	Diplomat - British Embassy Ankara	Embassy & Global Relations, SMSC, FSC and P&SP
Burton	Michelle	Ex Officio Sept 2014	Teacher	CEM assessment & SEN
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 2015-2016

Teaching Staff		
Name	Subject Leadership	Year Group Taught
Mr. Kenneth Page	Head Teacher, Senior Leadership Team (SLT)	
Ms. Katie Vincent	Deputy Head Teacher / EYFS Phase Leader / Gifted & Talented / After School Activities, SLT	
Mr. Robert Unsworth	Assistant Head Teacher ( Curriculum )/ Milepost 1 & 2 Phase Leader, Science (Whole School), SLT	
Mr. Stuart Downing	Assistant Head Teacher ( Pastoral )/ Milepost 3 & 4 Leader, ICT & Music ( Whole School )/ JMUNESCO ( MP4),FPTA Rep., SLT	
Ms. Lynsey Evans	School Council	Nursery
Mrs. Frederique Henley	EYFS Milepost Leader	Reception

Ms. Cara McKnight	Milepost One Outdoor Learning	Year 1
Mr. Christopher Lee	Milepost One Leader P.E. & Health with School Nurse	Year 2
Mrs. Sarah Tatal		Year 3
Mr. Hakan Demiralay	Mathematics, Milepost Leader	Year 4
Mrs. Sarah Sener	Safeguarding, English	Year 5
Mrs Julie Male	Milepost 3 Leader, English	Year 6
Mrs. Holly Bryant		Year 7 & 8 (Year 7 form tutor)
Mr. Tim Wilson	IMYC Leader of Learning/ Milepost 4 Leader	Year 7 & 8 (Year 8 form tutor)
Mrs. Ann Celenk	Special Educational Needs	All Year Groups
Mrs. Lisa Tudehope	English as an Additional Language Teacher, FPTA Rep.	All Year Groups
Ms. Sibel Dilcan	Turkish, School Council	All Year Groups
Ms Ekin Akseki	French	Years 5, 6, 7 & 8
Mr. Ibrahim Lubbad	Science Lab Technician	All Year Groups
Mrs. Ann Kardas	Librarian, Forest Schools	All Year Groups
Mr. James Bryant	Art Specialist Teacher	All Year Groups

### Teaching Assistants

Ms. Ozge Alici	Nursery, FPTA Rep.
Ms. Secil Dilcan	Reception
Ms. Meryem Cumart	Reception, EYFS HLTA
Ms. Jeylan Johnson	Year 1
Mrs. Hesna Downing	Year 2, MP1 HLTA
Mrs. Banu Kokcu	Year 3, MP2 HLTA
Mrs. Feryal Sehrioglu	Year 4
Ms. Banu Akman	Year 5, MP3 HLTA
Mrs. Suzan Ozman Tultay	Year 6, MP4 HLTA
Ms. Semiha Clulow	Year 7 & 8
Mrs. Rosalynn Ay	Year 7 & 8 (part-time)
Mr. Yonus Tatal	SEN
Mrs. Christine Vergeylen	Library Assistant
Mrs. Ina Cekirdek	Learning Support Assist MP1
Mr. Daniel Male	Learning Support Assist MP3

<b>Peripatetic Piano Teacher</b>	Hande Peker
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<b>Administrative Staff</b>	
Mrs. Melek Burton	Admin Manager / Admissions
Mrs. Sema Talay, SLT	School Business Manager Health & Safety Officer - Premises
Mrs. Ozlem Elgin	Assistant Business Manager
Lizzie Smith	Administrative Assistant

<b>Student Health &amp; Welfare</b>	
Mrs. Claire Patterson	School Nurse
Ms. Guler Ann Gerger	School Councillor

<b>Lunch &amp; Bus Supervisors</b>
Nuray Prebble
Semra Arıcı
Ina Cekirdek
Nezihe Arı
Yasemin Aytuna
Louise Turner
Sevda Sun
Guclu Gunes
Gulay Aktas
Serpil Trosper
Yesim Kalaycioglu
Ewa Pruszyńska
Rana Aytuna
Lisa Moretti
Birgul Aykut
Selcan Kula
Kivilcim Oztepe

<b>Premises Staff</b>
Mr. Turgut Safak
Mr. Suleyman Buyukyurt
Mr. Onur Cam
Mr. Cagdas Bilgic
Mrs. Rahme Demir
Mrs. Nilifer Aslan

## School Day Information

### ***Early Years Foundation Stage (Nursery and Reception)***

8.40am--11.30am

12.30pm-3.00pm (EYFS morning and afternoon snack breaks are scheduled at an appropriate time)

### ***Milepost One (Years 1&2)***

8.40am-10.30am

10.45am-12.00

1.00pm-2.00pm

2.15pm – 3.00pm

### ***Milepost Two (Years 3 & 4) & Year 5***

8.40am-10.30am

10.45am-12.00

1.00pm-3.00pm

### ***Year 6 & Milepost 4 (Years 7 & 8)***

8.40am-10.45am

11.00am-12.00

1.00pm-4.00pm

Please note that these are the times that lessons begin and end. Children and staff should be in classrooms before 8.40 am to ensure lessons start promptly.

## Term Dates 2015-2016

### **INSET WEEK**

Monday 24<sup>th</sup>-Friday 28<sup>th</sup> August (5 days)

### **AUTUMN TERM 2015**

Autumn Term 1<sup>st</sup> Half – Monday 31<sup>st</sup> August - Friday 23<sup>rd</sup> October (8 weeks – 38 days)

Kurban Bayramı Holiday - 2 days: Thursday 24<sup>th</sup> & Friday 25<sup>th</sup> September

HALF TERM: Monday 26<sup>th</sup>- Friday 30<sup>th</sup> October

Autumn Term 2<sup>nd</sup> Half –Monday 2<sup>nd</sup> November – Friday 18<sup>th</sup> December (7 weeks – 35 days)

### **SPRING TERM 2016**

Spring Term 1<sup>st</sup> Half – Monday 4<sup>th</sup> January-Friday 5<sup>th</sup> February (5 weeks – 25 days)

HALF TERM: Monday 8<sup>th</sup>- Friday 12<sup>th</sup> February

Spring Term 2<sup>nd</sup> Half – Monday 15<sup>th</sup> February - Friday 18<sup>th</sup> March (5 weeks – 25 days)

### **SUMMER TERM 2016**

Summer Term 1<sup>st</sup> Half – Monday 4<sup>th</sup> April-Friday 13<sup>th</sup> May (6 weeks – 30 days)

HALF TERM: Monday 16<sup>th</sup>- Friday 20<sup>th</sup> May

Summer Term 2<sup>nd</sup> Half – Monday 23<sup>rd</sup> May – Tuesday 28<sup>th</sup> June (5 weeks 2 days – 27 days)

### **INSET**

Wednesday 29<sup>th</sup> June -Friday 1<sup>st</sup> July (3 days)

**TEACHING DAYS: 180**

## Tuition Fees 2015 – 2016

Years	Fees Per Term	Fees Per Annum
Nursery	£ 3,445	£ 10,330
Reception	£ 3,445	£ 10,330
Year 1	£ 3,445	£ 10,330
Year 2	£ 3,445	£ 10,330
Year 3	£ 3,495	£ 10,490
Year 4	£ 3,495	£ 10,490
Year 5	£ 3,495	£ 10,490
Year 6	£ 3,755	£ 11,260
Year 7	£ 3,755	£ 11,260
Year 8	£ 3,755	£ 11,260