



Family Handbook

Middle School



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Dear Parents,

Since its first day, TBS had the vision of raising globally-minded students. It has been successful in bringing together national and international curricula, leading social responsibility projects, hosting education panels and educating students from 27 different nations. TBS graduates have received acceptances from the best universities in the world, including Oxford at the top of the list. TBS helps students to shape the future by guiding them through their academic studies based on a blend of Turkish and British culture and expectations. Alongside academic achievements, our school will encourage students to enjoy their time in clubs and activities based on sports, arts and social responsibility projects. These opportunities will help your child(ren) to grow as globally-minded individuals and we are proud that you and your children have chosen to be part of the TBS family.

For the TBS family to succeed in achieving our goals as a school, there are important rules and procedures which need to be followed. This handbook has been prepared to guide parents and students through our general policies of the school and answer questions about our procedures that may arise from students and parents. We wish to remind parents that reading this handbook assists in good communication with the school as we will all be working with the same rules and expectations.

TBS teachers, students and parents working together towards the same goals will result in another successful academic school year.

Sincerely,

TBS Management



About TBS

Tarabya British Schools offer the highest quality international educational programme that develops students to be ambitious in their goals, innovative in their thought, critical in their approach and confident in their presentation. They will be prepared to identify and access the best possible opportunities both in Turkey and abroad and act in an appropriate responsible manner. TBS education programme is a dual curriculum programme that satisfies both the gold standard Cambridge International Examinations and the Turkish Ministry of Education requirements. The language of instruction is primarily English and therefore offers the opportunity for both Turkish and English to be developed simultaneously.

Background

Equality of education and equality of opportunity are the foundations of the **Tarabya British Schools' (TBS)** vision. Over 20 years ago, our Chair and CEO of Horizon Education Group opened an award winning business dedicated to placing Turkish students in universities around the world.

Over the years it was realized that many capable students were being overlooked, not because of their ability, but rather because of their awarded qualification. Recognising that there are many talented individuals in Turkey, Mr. Mehmet Gültekin devised a mission to not only offer students an education system that recognises them as globally minded, but also as educated to international standards. The aim was not only to provide talented students direct access to top universities through the British system of IGCSEs and 'A levels', but also to provide students who, with their Turkish diploma alone, would be exempt from foundation years at universities around the world.

The need was recognised for a system that would allow Turkish and international students to work together, to learn about others 'diversity, and to develop respect, responsibility and tolerance. A system that not only teaches, but educates, and one that would prepare students for the challenges of university and studying abroad.

After working closely with the Turkish Ministry of Education and Cambridge International Education, TBS now offers a unique, **integrated educational system**. At TBS the education system combines the national and international curricula to provide a dual programme that is offered from pre-school and results in an award of 'A levels' and an *Anatolian High School Diploma* upon graduation. With the exception of Turkish language and literature, Turkish culture, and second language lessons, all lessons are taught in English. Subjects are studied at an advanced level and are an integral part of the students' high school diploma. As such, more and more universities around the world are recognising the TBS high school diploma as one that stands-out amongst other schools in Turkey. Our aim is for students to become bilingual and academically strong in both Turkish and English and to develop a strong national identity that is understood in the international context.

At TBS equality of opportunity is not only for students. TBS teacher profiles include many different nationalities, including Turkish. Dedicated TBS students are encouraged to pursue their strengths and talents by offering not only science but social studies, languages and the Arts. TBS graduates have received offers from many world top ranking universities and we have placed at Oxford University, UCL, King's College, UK, Rwth Aachen University, Germany, UCLA and Amsterdam University to name a few.

However, in today's world, academia is not enough and so TBS provides many opportunities for students to develop social skills and social conscience. In 2015, HRH Prince Edward visited TBS due to its commitment to the Duke of Edinburgh International Award as part of preparing our students' University Portfolio. Each year, visiting university representatives from around the world comment on how TBS students stand out from others, not only due to their level of English, but because of their maturity and confidence.

The TBS education system is now a recognised model for others to implement. Every year schools around Turkey approach TBS for their consultation and expertise in implementing this dual programme. By increasing the number of these schools, TBS continues to contribute to the advancement of opportunity and equality of education in Turkey.



Our Vision

Tarabya British Schools aims to raise "globally-minded" individuals.

Our Mission

Tarabya British Schools endeavour to provide and continuously develop an educational environment that nurtures the inherent talent within all our students and challenges them to become independent, self-motivated individuals who recognise their responsibility to the wider community.

To this end we are committed to:

- Empowering student autonomy – encouraging our students to take ownership of their learning;
- An integrated curriculum encouraging the application of knowledge in a variety of engaging extra-curricular activities;
- Providing opportunities that encourage accountability and responsibility to enhance personal development beyond academic achievement;
- Continuous investment in state-of-the-art facilities that aid students in their personal development;
- Supporting a highly qualified and experienced academic staff with access to continuous professional development opportunities;

We will set high standards for our young generation to attain. These standards will bring an international perspective to our education system and our graduates will be ready to compete in an ever increasing globalised world.

Our Objectives

We are committed to:

- Provide excellent international and national educational programmes that equate in the acquisition of a dual diploma achievement.
- Challenge students to realise their full potential.
- Appreciate and celebrate cultural diversity.
- Provide extra-curricular activities for the school community and the international community of İstanbul.
- Promote open and effective communication within the community.
- Encourage active involvement in the school, local and global communities.
- Prepare students to be independent thinkers and lifelong learners.
- Strive for continuous improvement.
- Obtain accreditation from international organisations.

Our Accreditations and Memberships

- TBS has full authorisation to run Cambridge International Examinations Primary, Secondary, IGCSE and 'A Levels'
- The school has full Turkish Ministry of Education accreditation to run a dual diploma programme.
- The school is an Accredited Member of the Mediterranean Association of International Schools.
- The school is a member of the Council of British International Schools.
- The school is a member of the British Chamber of Commerce and Trade, Turkey.
- The school will undergo accreditation process for the Council of International Schools.



School Contact Information



TARABYA CAMPUS

Şalcıkır Caddesi No: 44, Tarabya / Sarıyer / İstanbul
+90 850 460 7575

bilgi@ingilizokullari.com.tr

Primary



YENİKÖY CAMPUS

Sait Halim Paşa Cad. No:10, Yeniköy / Sarıyer / İstanbul
+90 850 460 7575

bilgi@ingilizokullari.com.tr

Horizon Language Academy



ETİLER CAMPUS

Ebulula Mardin Cad. No: 13, Etiler / Beşiktaş / İstanbul
+90 850 460 7575

bilgi@ingilizokullari.com.tr



School Hours

Yeniköy: Monday-Friday 8:00 – 3:15pm

Tarabya: Monday-Friday 8:00 – 3:30pm

Please note that extra lessons or clubs may be outside school hours and days. Parents will be notified at least 24 hours in advance if your child is included. There will be no service bus available for these extra activities and it is the responsibility of the parents to arrange collection do so on time.

1. Dismissal Procedures

***School must be notified of any changes in plan for the collection of your children
AT LEAST 2 hours in advance***

It is the policy of the school to follow the requested dismissal procedure of the parent. School teachers/personnel will **NOT** hand-over a child or place him/her on a different service bus **without the explicit instruction in writing from the parent/authorised person to do so.** We will strictly enforce this policy with your child's safety foremost in our mind.

2. Emergency Closing

In the event of schools needing to close during the day (such as snowfall) the schools will follow the instructions given by parents at registration as to how they will return home. Parents will be contacted via email, phone call and/ text message as well as our communication application, social media and internet sites.

3. Fire, Earthquake Lock-in, lock-out Procedures

The school runs fire and earthquake drills at least three times in a school year during the school day. Details of these drills are recorded by the campus Deputy Principals and reports are made to the Ministry of Education. A full evaluation of the drill is made and adjustments in procedures are made accordingly.

Students will be kept at school until a parent or authorised person can be notified.



4. TBS Lock Out / Lock Down / Evacuation Policy (to be implemented in times of heightened security)

TBS's normal procedure prevents unauthorised persons from entering the school and is commonly used daily. Visitors are logged in at the security point by signing in, leaving a valid photo ID card with security. Visitors are issued a visitor's card and this must be worn at all times while on the campus. When leaving, the visitor's card is handed in, the visitor signs out and ID card is returned. This procedure allows school activities to continue as normal during the outside disruption.

In times of heightened security, the following policy will be implemented:

Lock-Out is when no visitors (parents/tradesmen/visitors) are permitted onto the campus without a prearranged appointment.

Lock-Down is a procedure used when there is an immediate threat to the school or an incident in the immediate area. Lock-Down prevents access to the school and secures staff and students in designated rooms. As part of this procedure everyone must remain in the room until the situation has been declared safe by the Principal or delegate.

Evacuation is a procedure where all persons on the school site meet at an agreed area to ensure safety of all and that all persons are present. An evacuation is implemented to ensure a rapid, orderly response to a threat to life and or property using a predetermined plan.

Lock-Out Implementation:

If a situation arises necessitating Lock-Out, the Principal/Delegated person will inform all personnel and parents.

No visitors (parents/tradesmen/visitors/past students) are permitted onto the campus without a prearranged appointment. Any visitors seen without a visitor's badge must be challenged immediately by any member of staff. All visitors must be collected at security and escorted back there after their business is finished. Secretaries will have the initial responsibility for this.

The school management will transfer all the students and staff immediately in secure environment.



School Transportation Service

Students may choose to arrive by school bus or car. The organisation of transportation is the responsibility of the families. TBS will help coordinate the school bus company for the best service possible for our families but please note that the drivers and the company are privately contracted by the families and TBS bears no liability. Parents are billed directly and no money is accepted at the schools.

During transportation the school bus drivers and hostesses have full authority in the vehicle. For safety reasons the driver will not permit loud music, shouting, standing while the vehicle is moving and other actions that would result in the distraction of the driver. Food and drink are also restricted. (Please contact your assigned driver to discuss what is permitted, if anything.)

Students who are disruptive will be reported to the head teacher. Depending on the incident and the frequency of the incidents, consequences may be enforced that may range from detention to complete banning from the service bus. Parents will naturally be informed of the actions taken and the reasoning behind the actions.

School Environment

TBS believes that all members are responsible for the school environment. Whilst we have members of staff whose primary responsibility is the cleanliness of the school, we will insist that students avoid littering and encourage the correct disposal of rubbish. We expect all members of our family to treat the environment with respect and have a strict 'zero tolerance' on aspects like graffiti and the deliberate damaging of school materials, equipment and greenery. Action against students who deliberately break items will result in the parents being asked to replace or pay for the repair of the item(s).



Our Education Model

Pre-School Programme (4 to 5 year olds)

Our nursery's main goal is to help our students to develop their intellectual and social skills in an environment that is fun and that they feel safe and secure in. While doing so we also aim to create a positive outlook and desire to learn that will last all through their education. During this time, while teaching the students to adjust to new situations, we also teach them how and when to meet their needs of personal development, using methods that stimulate the child in an effective and fun way.

During this critical period the most important thing is to develop the student's basic skills. Our teachers have been trained to teach in many methods to bring all skills to the best of their potential. As it should be, any achievements of our students are praised and rewarded in an appropriate manner. With this in mind we have two teachers in class watching and interacting with the students. While planning and designing our facilities we have kept in mind the needs of the students and how the facilities will help them develop their intellectual, physical, social and emotional skills.

Cambridge Primary 5-11 Years (Reception to Grade 4)

Moving into Reception class the students begin Cambridge Primary for learners aged 5 to 11 years. It develops learner skills and understanding through the primary years in English, mathematics and science.

Cambridge Primary provides a flexible framework which we can use to tailor the curriculum to our needs. We provide assessment tools to help identify what children are learning, monitor their progress and report to parents. Cambridge Primary is an excellent preparation for Cambridge Secondary 1. At the same time, our fully approved programme, will provide education that will fulfil the requirements from the Turkish Ministry of Education.

Cambridge Secondary 1, 11-14 Years (Grades 5-8)

Cambridge Secondary 1 is for learners aged 11 to 14 years. It builds on the foundations of Cambridge Primary.

Cambridge Secondary 1 develops learner skills and understanding in English, mathematics and science for the years of secondary education. Cambridge Secondary 1 provides excellent preparation for Cambridge Secondary 2 (high school). At the same time, our fully approved programme, will provide education that will fulfil the requirements from the Turkish Ministry of Education.

Cambridge Secondary 2, 14-16 Years (High School Grades 9 & 10)

Starting High School, students will have the opportunity to choose different subject routes to start on the right path to study at university. In grade 10 students will sit a carefully selected group of IGCSEs that are assessed by Cambridge.

At the same time, our fully approved programme, will provide education that will fulfil the requirements for their Turkish Anatolian High School Diploma.

Cambridge Advanced (Grades 11 & 12)

Cambridge Advanced is typically for learners aged 16 to 19 years who need advanced study to prepare for university and higher education. It builds on the foundations of the Cambridge Secondary 2 stage. At the same time, our fully approved programme, will provide education that will fulfil the requirements for their Turkish Anatolian High School Diploma.



Cambridge International AS and A Level

Thousands of learners use Cambridge International AS and A Level every year to gain places at leading universities worldwide. Students develop a deep understanding of subjects, as well as independent learning and constructive thinking skills – abilities which universities value highly.

Cambridge International AS and A Levels are taken by over 175,000 learners in more than 125 countries every year. Regarded as a passport to success in education, university and employment.

University recognition

Many universities worldwide require a combination of Cambridge International A Levels and Cambridge IGCSEs to meet their entry requirements. Leading US and Canadian universities require Cambridge International AS and A Levels. In the UK, Cambridge IGCSE is accepted as equivalent to the GCSE. Many UK universities look at Cambridge IGCSE grades, as well as predicted grades for Cambridge International A Level, when making admissions decisions. Cambridge IGCSE English as a Second Language (at grade B or above) is recognised by most UK universities as evidence of competence in the language for university entrance.



Homework

Homework contributes toward building self-discipline, responsibility & lifelong learning habits. It is the intention of Tarabya British Schools' teachers to assign relevant, challenging & meaningful homework assignments that reinforce classroom objectives.

Homework assignments may include...

- Practice exercises to follow classroom instructions.
- Preview assignments to prepare for subsequent lessons.
- Extension assignments to transfer skills or concepts to new situations.
- Creative activities to integrate many skills toward the production of a response or product.
- Reflection on and evaluation of a piece of work or topic.
- Reading a book.
- Reading assigned pages from a book.

Responsibilities:

The Teacher

- Sets clear homework instructions including a deadline for completion.
- Ensures students make a note of homework or that the homework is written appropriately for the parent to see.
- Ensures homework is appropriate.
- Marks work regularly.
- Follows departmental or school marking policies and gives feedback to students.
- Follows up missing or incomplete homework according to school policies.

The Parent/Guardian

- Provides a regular time and an environment in which the student can work without distraction.
- Check for homework set and deadlines
- Shows an interest in the work the student is producing.
- Ensures the work is the student's own.

The Student

- Writes details of the homework set.
- Asks if the instructions are not clear – in advance of the deadline.
- Meets the deadline for the completed homework.
- Completes the homework to the best of his/her ability.
- Presents the work clearly and neatly.
- Ensures the work handed in is his/her own.
- Catches up work missed through absence and arranges with the teacher a realistic deadline for this.



Times:

The following table shows the general guideline for homework times based on Cambridge standards the followings times are recommended.

Grade	Policy
5	50 minutes and 20 minutes reading
6	60 minutes and 20 minutes reading
7	70 minutes and 20 minutes reading
8	80 minutes and 20 minutes reading

What if the homework is not done or is not of the expected standard?

Ultimately, it is the responsibility of the **student** to complete all the assigned homework. If the homework is not completed by the deadline given by the teacher then the course of action taken by the teacher is that laid out in the school's behaviour policy. If the work is not submitted within one week of the deadline, then the teacher, will not grade the work. A score of *zero* will be awarded and this will contribute to the term grade.

NOTE: Completion of homework has a direct effect on the performance grade awarded by every teacher. Failure to complete homework therefore will have a direct consequence of lowering the GPA of the student in the report card.

Important

Untidy work, incomplete classwork, poor effort and missed homework (three consecutively) will be reported to the senior management for reprimand and possible detention.



Student Welfare

All TBS teachers are responsible for the wellbeing and development of all students. **Personal Social and Health Education (PSHE)** is a part of our school's life that has been considered vitally important. It is what the children learn throughout each and every day, both at school and at home, about themselves and their place in the smaller and wider communities they find themselves in.

PSHE is taught either as part of a curriculum area or as a discrete topic.

Among the range of matters that will be focused on and discussed will be friendship, healthy living, safety, personal development (emotional and physical), respect for self, others and the environment.

It is intended that these discussions will bring into sharper focus, aspects of children's development that are already dealt with and deemed to be of crucial importance, in a more formal setting.

A happy, healthy, caring and positive child is the cornerstone of a well-educated young adult. A well-educated young adult in turn becomes a successful university student and a caring, responsible global citizen.



Bullying/Cyberbullying

TBS has a zero tolerance policy on bullying. Education is the key to preventing bullying and TBS has a programme that begins from the early years throughout the school in educating students about appropriate behaviour.

Definition of Bullying

- Bullying is behaviour which deliberately makes another person feel uncomfortable, distressed or threatened.
- Bullying is repeated over time.
- Bullying makes those being bullied feel powerless to defend themselves.

Examples of Bullying

- Emotional (being unfriendly, excluding, tormenting, threatening behaviour)
- Verbal (name calling, sarcasm, spreading rumours, teasing)
- Physical (pushing, kicking, hitting, punching or any use of violence)
- Extortion (demanding money/goods with threats)
- Cyber (all areas of internet, email and internet chatroom misuse.)
- Mobile threats by text messaging and calls.
- Misuse of associated technology i.e.: camera and video facilities including those on mobile phones.
- Racist (racial taunts, graffiti, gestures)

Causes of Bullying

People bully for different reasons. The reasons could be:

- To feel powerful
- Jealousy
- To feel good about themselves
- To be in control
- Because they want something (attention, possession or friends)
- To look good in front of other people
- To feel popular
- Because of peer pressure
- To be big/clever
- For fun
- Because they are being bullied themselves
- Because they see and pick on an easy target (small, won't tell anyone, lonely or different in some way).



Procedures for dealing with bullying

- Step 1 When a student personally approaches a Teacher/Non-Teaching trusted member of the school community/Support Staff the incident will be recorded and shared with the counsellor.
- Step 2 Discussion on the facts and a plan of suggested ways forward is made and followed
- Step 3 For the first incidence the teacher or counsellor will implement the plan.
- For the second incident the parents of both sides will be informed about the plan that is being implemented. Parents will be encouraged to participate and help promote appropriate behaviour. Please note that serious bullying incidents may require the parents to be informed immediately.
- For the third incident the parents will be invited to school to discuss the situation and discuss out of school support for the student who is bullying.
- Step 4 Repeated actions by the same students will be considered serious and formal discipline procedures will be started which could result in the action being made on their permanent records of the students involved. Suspension or expulsion are also possible courses of action available to the school board.
- Step 5 Any bullying behaviour by the student will result in the loss of any scholarship and the right to enrol in the school for the next academic year.



Attendance Policy for Students

Students are expected to attend school at all times unless excused by their parents or guardians or through illness. Parents are expected to contact the Main Office or a Senior Manager if a student has reason to be absent from school **before 8.30 a.m.** Students are expected to attend more than 90% with only 10% absent rate permitted. Failure to meet the minimum requirement could not only affect the learning of your child, but maybe a cause for not re-enrolling for the next academic year. Students who wish to leave school during school hours must obtain a sign-out slip from a Senior Manager. Permission will only be granted with a parent note or email. The sign-out slip must be shown to the security guards.

Students are also expected to attend all extra lessons as deemed necessary by the teachers and/or school management. Parents will be informed of these lessons at least 24 hours before the lessons and a list of planned lessons will be placed on our internet site for information. Failure to attend these lessons will result in the student losing the right to extra lessons and any subsequent poor academic performance will be deemed as the student doing and not the responsibility of the school.

Temporary Absence and Early Finishing

It is the responsibility of the family/guardian to ensure students attend school. Attendance is electronically lodged with the Ministry of Education and therefore requires appropriate paperwork for absences. Parents/guardians must ensure that appropriate medical reports are provided from state or university hospitals to the Student Affairs Officer or a Senior Manager in a timely manner. Please note that medical reports from private doctors and hospitals are not accepted by the Turkish Ministry of Education. Failure to submit the correct paperwork could result in the student failing the year due to absence days. The school will inform parents/guardians at key points of concern as necessary.

Early Finishing

Students wishing to leave school early for any reason cannot do so **without the written permission from the parents/guardian.** Students are to bring to school a written, signed request from parents the day of the planned absence. It is anticipated that the students will **only** leave early for medical reasons. In case of emergencies or unplanned appointments an email will be expected. The school reserves the right to check that the parent sent such email by phoning for confirmation. Under **no circumstances** will a student be allowed to leave the school premises without written permission from the parent/guardian.

Lateness

1. In all cases of lateness, a late slip must be obtained from the Senior Manager and presented to the subject teacher.
2. When a student is late for the first time, the teacher will interview the student.
3. In cases of continued lateness, the Senior Manager will inform the parent/guardian.
4. In most cases continued lateness will result in either in-school detention, after school detention or Saturday morning detention
5. Continued inappropriate behaviour may result in the Student being sent to the Discipline committee and the student will be recorded as absent for the whole day.
6. Students who arrive late to a class 3 times or more will be referred to a Senior Manager and the student will be recorded as absent for the whole day.
7. Students will lose half day attendance after the third time. Any time after 08:15 is deemed as late.



Truancy

It is the policy of the school to inform parents of the absence shortly after the first lesson. If the student has not arrived at school without the permission of the parents, we will mark the student absent. Should the student arrive late for no acceptable reason the absent mark will remain in force and the parents will be informed of their arrival time.

The following procedures will take place:

1. On the first occasion, the student will serve a detention with the senior management at the convenience of the teacher. A member of senior management will inform the student's parent/guardian.
2. On the second infraction, the parent or guardian will be requested to attend an interview and an attendance contract will be signed.
3. Continued inappropriate behaviour may result in the student being sent to the discipline committee. The final decision will be at the discretion of the discipline committee and they will inform the parents and the student.
4. The Principal or a Senior Manager will meet with parents when a student:
 - a) Has failed to attend classes for a continuous period of 7 days without a valid reason, or
 - b) Has less than 90% attendance without a valid reason. This is equivalent to 9 days per term.
5. - School will send out letters and/or emails at each step of the procedures.

-All absences are recorded on the report cards.

Extension Holiday Periods

Extension of holiday periods is strongly discouraged and homework will **not** be provided. Most major school holidays will follow immediately after assessments and/or examination activities that must be completed as scheduled. Exceptions to this rule may be made in only the most unique of circumstances and will be granted upon the approval of the Principal or designate. Parents should consult the school calendar prior to making transportation arrangements.

Missed Examinations

Any student that is absent from an examination will need to provide a doctor's report that has been issued by a recognised state hospital or research university hospital. Private doctor's or hospital reports are not accepted by neither the school nor the Ministry of Education. No make-up examination will be provided without such a report and zero will be entered in the report card.

Sign Off

Principal, Deputy Principal or designate signs off the daily attendance after validations are made for all absences.

NOTE: Scholarships will be lost through poor attendance.



Uniform Policy

It is Tarabya British Schools philosophy that school uniform fosters equality, belonging and responsibility and therefore school uniform is required to be worn by all students and will be strictly enforced from the first day of school. Failure to wear school uniform will result in the following action:

First offence: The student will be supplied the missing piece of uniform at the family's expense or an item will be used from the lost and found bin. The school will notify the parent of this action by phone.

Second offence: The student will be supplied the missing piece of uniform at the family's expense. The student will be sent to the senior management. The school will notify the parent of this action in writing with a copy of the letter filed with the student's records.

Third offence: The student will be refused entry into school and sent home. Parents will be contacted by phone to inform them of this action. A letter will be placed in the student's file as a record for such action and this will naturally result in the student being marked as absent from school. No return service will be available and therefore the student will have to return home and back to school by their own means.

Fourth offence: The student will be sent to the discipline committee and parents will be invited to the school to meet with senior management.

School Uniform Requirements:

Middle School

Boys Summer (April-June) and (Sept-Oct):

- Official school trousers.
- School polo shirt.
- Plain navy/black shoes or sports shoes (no colours allowed)
- White, navy or black socks
- School jumper (TBS Hoodies permitted ONLY if weather is cold enough)
- School joggers/shorts and T-Shirt for Sports lessons
- Outer coats/jackets, although free from school uniform regulations, must be removed during school time.
- Clean shaven, tidy hair with no sideburns are expected from the first day of school and remain until the last.
- No piercings are permitted at any time.
- Jewellery must not be worn with the exception of a watch. (no smart watches, e.g. I watches are not permitted)

Boys Winter (Oct- April):

- Official school trousers.
- School shirt.
- School tie
- School blazer
- School jumper is permitted under the jacket for colder days.
- TBS Charity Hoodies permitted ONLY on Fridays.
- Plain navy/black shoes or sports shoes (no colours allowed)
- White, navy or black socks



- School joggers/shorts and T-Shirt for Sports lessons
- Plain navy or black outer coats/jackets (must be removed during lesson time).
- Clean shaven, tidy hair with no sideburns are expected from the first day of school and remain until the last.
- No piercings are permitted at any time.
- Jewellery must not be worn with the exception of a watch. (no smart watches, e.g. I watches are not permitted)

Girls Summer (April-June) and (Sept-Oct):

- Official school skirt or trousers.
- School polo t-shirt.
- Knee-high white, black or navy socks or plain white.
- Black or navy shoes (flat – no heels, sport shoes are authorised but need to be mostly black (e.g. Converse black & white).
- School sweater (TBS Hoodies permitted ONLY if weather is cold enough)
- School joggers/shorts and T-Shirt for Sports lessons
- Outer coats/jackets, although free from school uniform regulations, must be removed during school time.
- No piercings are permitted at any time.
- Jewellery must not be worn with the exception of a watch. (no smart watches, e.g. I watches are not permitted)
- Make up is not allowed, hair must be natural colours only. No coloured nail vanish is allowed at any time.

Girls Winter (Oct- April):

- Official school skirt or trousers.
- School shirt.
- School tie.
- School blazer.
- School jumper is permitted under the jacket for colder days.
- TBS Charity Hoodies permitted ONLY on Fridays.
- Plain navy/black shoes or sports shoes (no colours allowed)
- White, navy or black socks
- School joggers/shorts and T-Shirt for Sports lessons
- Make up is not allowed, hair must be natural colours only. No coloured nail vanish is allowed at any time.
- No piercings are permitted at any time.
- Jewellery must not be worn with the exception of a watch. (no smart watches, e.g. I watches are not permitted)
- Plain navy or black outer coats/jackets (must be removed during lesson time).

Free Fridays

Full school uniform is not required on Fridays. Under no circumstances are tight fitting trousers, tights, jeggings or revealing clothing are allowed. Make-up and unshaven faces are still not allowed on Fridays. Uniform policy sanctions as listed above will be enforced should students break these rules.



Examinations

Examinations start at Grade 5 (tests are administered for younger children in a stress-free way only as a means to check progress). Exams are scheduled in the normal teaching day of the school with each day having a maximum of 3 exam sessions. The length of the exam will be 40 minutes (with the exception of mock Cambridge exams). Exam dates will be announced in the school calendar and on our webpage. Exams will be marked out of 100 points and placed in the Turkish Report Card.

Mock Cambridge exams are held in January and are a means of assessing the readiness of the student to be entered into the actual exams in May/June. The points from these exams are also provided to Cambridge as 'predicted grades' and can be asked for by universities during the admission process. It is important to recognise that these not only assess the readiness of the students but allows the school the right to refuse to enter students into the actual examinations.

Report Cards

- All students will receive progress reports twice a term showing the students' performance.
- All students will be given a Turkish Ministry of Education half-year report card in January and an end-of-year report card in June. High and Secondary School Students will have a running GPA for the whole year.
- Turkish report card points will also include project and performance points in their final grades.
- A Cambridge Report for Middle School will also be provided at the end of each term.

Valedictorian Policy

Selection Criteria:

- 30% of GPA in 4 years of report card
- 30% of Cambridge results
- 10% of participation in school activities
- 10% of behavior record
- 10% of attendance record
- 10% of medals, awards.



Attainment

Grade	Descriptor	Students following the Cambridge syllabi in a subject will be assessed by the boundaries set by CIE
A*	Excellent	
A	Very Good	
B	Good	
C	Satisfactory	
D	Mediocre	
E	Poor	

Effort:

Grade	Descriptor	Students in all Grades will be assessed according to the descriptors below.
A*	Excellent	
A	Very Good	
B	Good	
C	Satisfactory	
D	Mediocre	
E	Poor	

TBS Effort Descriptors:

Grade	Descriptor
E	The student rarely arrives to lessons on time, often without the required equipment and books. Rarely completes work in class and rarely meets deadlines. Rarely participates in class and has difficulty remaining focused in lessons.
D	The student occasionally arrives to lessons on time with some of the required equipment and books. Sometimes completes work in class and occasionally meets deadlines. Sometimes participates in class and has difficulty remaining focused in lessons.
C	The student usually arrives to lessons on time with most of the required equipment and books. Usually completes work in class to the best of their ability and meets most deadlines. Participates well in class and remains focused in most lessons.
B	The student regularly arrives to lessons on time with all of the required equipment and books. Regularly completes work in class to the best of their ability and meets most deadlines. Participates fully in class and remains focused in lessons.
A	The student always arrives to lessons on time with all of the required equipment and books. Always completes work in class to the best of their ability and meets all deadlines. Participates fully in class and remains focused in lessons.
A*	The student always arrives to lessons on time with all of the required equipment and books. Always completes work in class to the best of their ability and meets all deadlines. Participates fully in class and remains focused in lessons. Shows initiative and always works hard to meet or exceed targets sets.



Illness and Medication Policy

Illness

If your child is ill e.g. coughing and temperature with flu-like symptoms, please keep them at home so that they will not infect other children. If you believe that your child is well enough to attend school then we will consider them well enough to take part in all the activities during the day.

If your child becomes ill during the day, we will contact you and may request that you make arrangements to collect your child immediately. We will use the person designated on the enrolment form for notification. Please note that we cannot keep your child in school should the school medical staff advise us differently.

Should your child become ill because of an infectious disease parents should notify the school immediately by phone.

Medication

If your child requires medicine during the school day, the school nurse will be responsible for the administration. TBS teachers are not permitted to give medicine under any circumstances. You should advise the school by letter as to when the medicine is required and the medicine should be clearly marked with your child's name and will be placed with the school nurse during school hours.

Accidents

Should your child have an accident at school, the school nurse or teachers will administer first aid. If the child is requiring further medical assistance the school will phone the parents and arrangements will be made to visit a doctor.



Social and Skills Development

At Tarabya British Schools we believe that being able to effectively communicate in a variety of different situations is the most important life skill for any individual and we strive to give each student the opportunity to develop this skill and develop individuals to their best potential. We approach this through both formal and informal experiences. We believe that field trips and extra-curricular activities offer different experiences from that found in more formal education. For this reason, we encourage all students to participate in all activities arranged.

Healthy Life Style Development

From the early years it is important to develop healthy life-style knowledge and habits. Tarabya British Schools ensures that all menu choices are balanced and prepared to the highest standard. Our menus include fresh fruit and vegetables every day with sugary products kept to the minimum.

Eating in the classroom is restricted. Lower grades are provided morning and afternoon snack as well as lunch and therefore the students should not become hungry. Limited snacks are available at the school shop for higher grades.

Only Secondary and High School students may bring food to school. Any food sent to school for the students should be healthy. Examples of healthy snacks are nuts, fruits and vegetables. School facilities such as the microwave and toaster may not be used by students to heat their own food.

The drinking of water is promoted and allowed in class. Each student should use a transparent bottle to drink from as no cups are allowed in the classroom. All drinks bottles should be clearly marked with the name of the student.

Sport and exercise are important to develop from an early age. It is also important to continue these throughout the school years. For this reason, TBS has an integrated programme that starts at Nursery and finishes in Grade 12 at high school. It is expected that all students participate in sports lessons to their best of their ability and parents encourage and support these lessons. Requests for extra academic lessons during sports lessons will be accepted for review, but will only be implemented under special circumstances. Extra lessons will be done outside the normal timetable and will not replace existing classes.

Developing Creativity

Tarabya British Schools is focused on developing creativity skills in all students at all ages. Subjects such as art, music, drama and dance are viewed as an essential part of their education. All students are encouraged to explore and develop their creative thinking skills and abilities. For these lessons to be valued by the students, parents are requested to reinforce their importance by not asking for extra academic lessons to be given during these hours or to try to exempt their children from participating. All great leaders or experts are creative!



General School Guidelines

Ready to Learn

Middle School (Grades 5-8)

- All students should bring their notebooks, pencil case with pens, pencils, erasers, ruler and sharpener to school every day.
- All students should bring the correct textbooks and their agendas every lesson.
- All students should have their sports uniform in a separate bag.
- All students should bring their tablet on the request of the teacher. The tablet should be in a case and both the case and tablet should be labelled clearly with the student's name. The tablet should be fully charged before coming to school and the charger clearly labelled with the student's name and in the book bag.
- Tablets and computers are the responsibility of the students. Whilst the teacher will monitor the use and care of the tablet, ultimately the school is not responsible for any loss or damage.
- Mobile phones are to be given to Class Teachers at the beginning of each day. All phones will be locked away in a cupboard the Deputy's office but the school is not responsible for any loss or damage. Student will be able to collect them at the end of the day. Students caught with their phone during school time will be sent directly to the Deputy and/or Principal, parents will be informed and the phone will be confiscated for a period of time. The school will reserve the right to ban the student from bringing a mobile phone to school.

NOTE: Students should not use mobile phones or other electronic devices (unless authorised by the lesson teacher) at any time during the school day. The school will not be held responsible for any loss or damage.

NOTE: Money brought to school by students remains the responsibility of the students.



Notebooks/Exercise Books

Exercise books or notebooks are provided for the main Cambridge subjects for Middle School. All books will be read and marked regularly by teachers. It is expected that the student will bring the appropriate notebooks/exercise books to all classes. If a student loses or damages a notebook/exercise book it will be replaced at the expense of the student and all missing work is expected to be copied into the new book.

NOTE: Completion of exercise/notebooks in an appropriate manner has a direct effect on the performance grade awarded by every teacher. Failure to complete these books therefore will have a direct consequence of lowering the GPA of the student in the report card.



Behaviour Policy

Tarabya British Schools aims to provide the highest quality education by maintaining a disciplined, caring environment in which teachers can teach and students can learn. Our Behaviour Policy rests on a set of shared values:

- 🏆 The right of all members of the school and wider community to be treated with dignity and respect.
- 🏆 The right of all members of the school and wider community to work in a clean, well-resourced and well-cared for physical environment.
- 🏆 The right of all members of the school and wider community to be safe and secure at all times from any threat to their personal well-being.
- 🏆 The right of all members of the school and wider community to be treated with respect. We encourage and expect that both words and actions should not cause inconvenience or offence to anyone.

Code of Behaviour/Conduct

Tarabya British Schools' behaviour policy sets out to clarify the responsibilities which are shared by everyone involved in the community of our schools. The policy relates specifically to the following areas of school life and student behaviour in the wider community.

- 🏆 Respect for others through good manners, acceptance of differences and the ability to work cooperatively with and alongside other students and staff in the local community.
- 🏆 Respect for property, the school and the wider community, through care for the environment, personal possessions and school equipment and resources.
- 🏆 Honesty and fairness in relationships with students and staff.
- 🏆 Good attendance and punctuality.
- 🏆 Pride in appearance and personal hygiene with full compliance with uniform regulations.
- 🏆 Good personal organisation.
- 🏆 Effort and commitment towards academic achievement and constructive participation in all aspects of school life.
- 🏆 Academic honesty.
- 🏆 Effort and commitment towards the development of positive and working relationships with staff and other students in school.

In summary, the school Behaviour Policy aims to:

- 🏆 Promote self-discipline and proper regard to authority; encouraging good behaviour and respect for others.
- 🏆 Help students develop confidence in their skills and abilities by fostering organisational skills they will need in order to apply their abilities effectively.
- 🏆 Encourage students to work hard, show effort and persistence with work which is difficult.
- 🏆 Develop students' social and interpersonal skills and enable them to get along with their peers and with adults.
- 🏆 In order to safeguard each student's happiness and well-being and ensure the highest standards of personal achievement for all.

Definition of when misbehaviour that can lead to sanctions

Any misbehaviour is when a student is:

- 🏆 Taking part in school, any school organised or school related activity
- 🏆 Traveling to and/or from school
- 🏆 Wearing school uniform
- 🏆 In some way identifiable as a student at our school
































Other scenarios:

- 🏆 Any action that could have repercussions for the orderly running of the school
- 🏆 Any action that causes a threat to another student or a member of staff or the public
- 🏆 Any action that could adversely affect the reputation of the school

























Sanctions

Behavioural sanctions are graded according to the nature and degree of seriousness of the offences, of which Grade 4 is the most serious. The table below outlines typical offences at each grade and the method employed to deal with the student. Discipline issues could result in the loss of any scholarship.

Level	Examples of behaviour	Method employed
1	<ul style="list-style-type: none">  Late arrival  Incorrect school uniform  Untidiness/unkept appearance  Littering  Unsporting behaviour  Inappropriate displays of affection  Not returning items on time  Books &/or materials left at home  Homework not done on time/copied  Uncooperative behaviour  Discourteous behaviour / insolence/ foul language  Use of mobile phones/electronics in class without permission 	<p>Corrective Action:</p> <p>Carried out in the first instance by the teacher and may include:</p> <ul style="list-style-type: none">  Verbal reprimand  Written punishment  Detention at break  Subtracting marks (for homework or performance grade)  Temporary confiscation  Removal of litter by student <p>3 consecutive incidents will result in the student being referred to the relevant senior management.</p>
2	<ul style="list-style-type: none">  Breaking or damaging school resources such as books, lab equipment etc. or resources belonging to someone else.  Intimidation of others to enforce acquiescence (bullying)  Carrying gambling equipment  Bringing people to school without school permission  Blatant dishonesty  Use of school premises to engage in activities not for educational purposes 	<p>Corrective Action:</p> <p>Carried out in the first instance by the senior management and may include:</p> <ul style="list-style-type: none">  Written warning via the Discipline Committee recommendation  Detention after school  Meeting with parents present  Behaviour monitoring report <p>Repeated action will immediately result in the student being referred to the Senior Deputy Head. Further corrective action may include:</p> <ul style="list-style-type: none">  Behaviour monitoring report  In-school suspension  Out-of-school suspension



3	<ul style="list-style-type: none">  Smoking on school premises  Threats of violence to others  Consuming alcohol or drugs in school and school related functions Coming to school under the influence of alcohol or drugs 	<p>Corrective Action:</p> <p>Level 3 offences are sent directly to the school counsellor and the discipline committee. Actions may include:</p>
	<ul style="list-style-type: none">  Repeated defiance of school staff  Organizing political activities for the purpose of promoting a particular political view  Cheating in examinations and/or Tests  Repeated misbehaviour where student has received three red referrals 	<ul style="list-style-type: none">  Written warning  Meeting with parents  Suspension from school
4	<ul style="list-style-type: none">  Insulting Turkey's national values verbally, in writing or pictorially  Deliberate and serious undermining of the principal/educators  Intentional and malicious damage to the property of others and/or the school  Use/sale of drugs, alcohol, pornographic material or similar morally debilitating actions  Threats involving violence  Possession of a weapon on school premises e.g. gun, knife, panga stick etc.  Any act which, in the opinion of the discipline committee endangers the life and/or safety of others  Forging official school documents 	<p>Corrective Action:</p> <p>Level 4 offences are sent directly to the school principal and/or general manager. Students will immediately be sent to the discipline committee. Actions may include:</p> <ul style="list-style-type: none">  The principal and/or general manager meeting with the parents  Suspension from school  Expulsion from school  Initiation of criminal proceedings <p>Students who commit Level 4 offences will <u>not</u> be invited to re-enrol for the next academic year</p>





NOTE: The school reserves the right not to include disruptive students on field trips. This is a matter of the health and safety of other attendees.

NOTE: Repeated lower offences will result as being treated as Level 4 and TBS reserves the right to request the removal of the student (without refund) and to refuse re-enrolment for the next academic year.



Allegations against Teachers or other members of staff

Any allegation that a student may make against a member of Tarabya British Schools' staff will be considered most seriously and an investigation into such situations would be conducted by the general manager and/or principal. During the time of investigation, the following action will be taken:

-  The student will be removed from the teacher's class to work with another member of staff.
-  The student will not be placed in a position to be left alone with the member of staff being investigated.
-  Teachers will be under strict instructions not to discuss the issue with anyone but especially the student him/herself.
-  The student will be under strict instructions not to discuss the issue with anyone but especially teacher him/herself. Failure to follow these instructions will result in the student being sent home and/or facing disciplinary action.

NOTE: If through the investigation it is found that a student has made a malicious allegation and the teacher or member of staff is innocent management will consider this as a LEVEL 4 offence and initiated procedures against the student. Suspension and/or removal from school could be an outcome and may involve the Turkish authorities being informed.

Power to search without consent

Legislation allows Tarabya British Schools staff to search students themselves, their belongings and/or their allocated cupboard if it is believed that a student has brought a prohibited item onto school property.

NOTE: TBS reserves the right to confiscate any item that is deemed as threatening to the orderly and safe learning environment.



General School Procedures

Social Media

It is the school policy not to allow teachers to be 'friends' on Facebook or other social media with both students and parents. However, should a group be needed from an educational point of view, teachers are permitted to create a closed group that will be monitored by the senior management.

Teacher Private Phone Numbers

It is the school policy not to allow the teachers to give out their personal phone number. All teachers have a work email and are available to use the school phone line to speak with parents or to return your call. Additionally, all teachers have time allotted during the school week to arrange a face-to-face meeting with parents.

Birthday Celebrations

Students will not be permitted to leave school to purchase cakes at any time during school time. Parents need to inform senior management at least 24 hours before the day of the celebration.

Cultural Celebrations

Tarabya British Schools is committed to providing experiences and knowledge about different cultures and their celebrations. We will learn about how and why different nations have celebrations and look at commonalities and differences from what we know. There are some celebrations that are rooted in history, some originate from religious reasons and some for promoting commerce or ideals. Here at TBS we are committed to developing respect and understanding to all and believe that this can only be achieved by knowledge. At TBS religion will be viewed as something that is an individual's choice and respected. Teachers will remain objective and respectful in any discussion concerning religion and will not offer personal opinions.

Communication

Communication between families and the school is essential. We are all responsible for the development of your children. Tarabya British Schools has dedicated personnel to help with enquiries in both English and Turkish. You may phone or email and we endeavour to answer quickly and professionally. Google Application will also be used for communication between parents and teachers. Should you have a problem or complaint please contact the relevant senior manager directly via email outlining the incident and your experience. The senior manager will contact you directly or have a designated member of staff to follow up your complaint.



Re-admission Procedures





Early registration for the coming year begins in November with an early registration financial incentive for parents. For students to retain any scholarships all registrations must be completed **before** 31st of March. Failure to register will result in the loss of scholarship. All students that are not re-enrolled by 31st of March will be placed on the waiting list and the school will no longer guarantee their place at the school.

NOTE: Early registration does not guarantee re-enrolment if the student becomes subject to any of the criteria listed below. If scholarship is lost due to any of these criteria, the parents will be requested to pay the outstanding difference at the daily exchange rate.

Scholarships

A limited amount of scholarships is available for students at the high school level. Scholarships are awarded on outstanding academics, sports, music, arts, social responsibility projects and other talents. Scholarships will remain with the student for the full time they are with Tarabya British Schools.

Scholarships will be lost by:

-  Discipline problems with the student
-  Overall grades falling below 4/5 for lower grades and 85% for High School
-  Poor attendance
-  Late re-registration (after 30th April)

Transfers

Parents/guardians students transferring to or from a different school need to contact our student affairs manager for all the necessary paperwork.

Reference letters that are requested by other schools will be sent directly to that school. Tarabya British Schools will not provide hardcopies of reference letters to any student or family.

Tuition and Fees

Tuition and fees are assessed annually by the board.

Confidentiality

Staff maintain confidentiality of information at all times. Phone numbers will not be given to a third party without written permission.