

British International School, Lagos

Introductory Guide for New Students and their Parents

Admission: September 2016

Principal's Foreword

Dear Students and Parents,

Welcome to the BIS community. We are very happy that your family will be joining us and wish you a happy and successful time with us. During the months ahead we look forward to getting to know you better in that essential partnership between home and school.

Change is not always easy, but it is stimulating and challenging. For those joining Year 7, secondary school will seem a larger, more daunting place to be initially and for those joining other years there are bound to be differences between BIS and previous schools. We will do everything we can to make the transition easy and hopefully this booklet will answer many of the questions that you will have. If any questions remain unanswered, please get in touch with us either by email at registrar@bisnigeria.org or by telephone on +234 1 291 5022. We are only too happy to help.

The educational world continues to change and develop each year. The education of the whole child is something that we strive for at BIS. Academic work is of course our primary activity each day, but our aim is that all alumni of the School leave us equipped to play a full part in what life has to offer and that the broad range of co-curricular activities on offer widens and develops their horizons whether on the sports field, the stage or serving the wider community.

Good communication lies at the heart of any good school. I operate an open door policy and welcome parents to see me during the school day without appointment subject to my availability. An appointment made twenty four hours in advance will always ensure that a meeting takes place. In addition, parents are also welcome to contact the Head of Lower School, or the Head of Upper School, if they have concerns.

Once again, welcome to BIS!

With best wishes

Howard Bullock
Principal.

FOR A GREATER TOMORROW



The BIS Basics

At BIS we expect our students to:



1

Be inquisitive, keen to learn and determined to achieve high academic standards.



2

Be involved in a wide range of co-curricular activities and be prepared to try new things outside their comfort zone.



3

Be courteous and considerate to all members of their school family.



4

Be aware of the needs of their local community, the wider world and be prepared to make a difference to both.



5

Be prepared to give their best at all times.

Term Dates 2016-2017

Term 1 2016

Our resumption date is scheduled for Monday 12th September. However, there is a strong possibility that a public holiday may be called for Monday 12th and Tuesday 13th September. Should this be the case the following arrangements will take effect:

Tuesday 13th September	Boarders return
Wednesday 14th September	Resumption for all students at 8.00 am

Should the public holiday be called for Tuesday and Wednesday we will observe the following schedule:

Wednesday 14th September	Boarders return
Thursday 15th September	Resumption for all at 8.00 am

Monday 24th October – Friday 28 th October	Half Term.
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Friday 16 th December	Term ends.
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Term 2 2017

Monday 9 th January	Teacher INSET.
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Boarders return.

Tuesday 10 th January	School resumes for all students.
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Monday 20 th – Friday 24 th February	Half Term.
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Friday 7 th April	Term ends.
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Term 3 2017

Sunday 23 rd April	Boarders return.
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Monday 24 th April	School resumes for all students.
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Monday 29 th May – Friday 2 nd June	Half Term.
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Friday 7 th July	Term ends.
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Key Personnel

The following staff will play a key role in the induction and pastoral welfare of new students:

Principal

Vice Principal

Assistant Principal - Head of Boarding

Assistant Principal - Head of Lower School
Deputy Head of Lower School

Assistant Principal - Head of Upper School
Deputy Head of Upper School

Form Structure/ Academic Organisation

In Years 7 – 11 our pastoral structure is based around form groups. There are never more than twenty students in a form or teaching group. The forms in each year group are labelled B, I, S, V, L and N.

The form groups are mixed ability form groups. In Years 7-9 students spend most of their lesson times in these groups. We operate a policy of setting in English and Maths in which students are grouped according to ability. Setting is reviewed at strategic points throughout the year and adjustments made where necessary under the control of the relevant head of department.

In Years 10 and 11 students take English and Maths in which the setting policy operates. They then further take six optional IGCSE subjects chosen on admission to Year 10. Lessons in Physical Education and Personal, Social and Health Education are also included in the timetable for these year groups.

At all levels the Form Tutor is a key member of staff for students. At the most basic level he/she is responsible for morning registration, the monitoring of homework diaries and being the first point of contact for parents. The role of the Form Tutor extends well beyond this and tutors are expected to get to know the students in their care very well and provide counselling and assistance in both academic and personal matters. Details of each student's Form Tutor will be given in September of each year on finalisation of the school timetable.

The School Day and the School Week

Registration takes place each morning at 8.00 am. The fifteen minutes allocated to this gives each form time to spend some time together at the beginning of each day as well as to receive information and notices about the day's events. Five lessons lasting one hour each are then taken according to the following timings:

8.15 – 9.15	Lesson 1
9.15 – 10.15	Lesson 2
10.15 – 10.35	Break
10.35 – 11.35	Lesson 3
11.35 – 12.35	Lesson 4
12.35 – 1.35	Lunch
1.35 – 2.35	Lesson 5

We work from Monday to Friday, but operate a seven day timetable. For example ***Tuesday 13th September will be Day 1, Monday 19th September will be Day 5.*** This seems complicated but students get used to it very quickly!!

Assessment, Reporting and Feedback to Parents

All parents are asked to take an active interest in their child's work and ongoing progress at school. Regular scrutiny of your child's exercise books gives a very clear impression of the progress being made. The management team at BIS spends a considerable amount of time looking at students' work and ensuring that our assessment procedures are being followed. An exacting marking policy ensures that pupils receive not only marks and grades for work completed but also feedback as to any issues that may give concern and 'feedforward' on how to improve work in the future.

Each half term students are required to complete a CAT in each subject. CAT stands for Common Assessment Task. In practice this means that a whole year group completes the same task, which is marked according to standardised schemes. The task may be given in the form of a test or as homework and extended projects.

Students sit formal internal examinations in December and June. These provide excellent data to measure progress and also to guide future teaching and learning.

In October and March parents receive interim reports in which simple letter and number grades reflect attainment and effort. Full written reports are issued in December and at the end of June. Four meetings are held each year to give parents the opportunity to discuss their child's progress with individual teachers. Dates of Parent teacher conferences are published in the school calendar.

At the beginning of each year students will take the CAT 4 test organised by GL Assessment, a leading UK provider of base line information. All parents will receive a formal report from GL and this will provide essential background knowledge for each teacher about each individual student.

End of Year Promotion

Promotion from one class into another at the end of the academic year is not automatic at BIS. Students need to have worked hard and achieved an attainment level that will provide the correct basis for the next year's work. In considering promotion to the next class CAT scores, class work and homework as well as internal examination results are taken into consideration.

If, by the end of the first term, we feel that a student is in danger of not being promoted in June, parents are advised and an action plan put in place. This is reviewed at the beginning of the third term. A final decision is taken after the promotional examinations in the third term.

Houses

Each student at BIS is a member of one of four houses, headed by a member of staff:

Jade

Ruby

Sapphire

Topaz

House points are awarded for hard work and certificates of merit are awarded in assembly for the points gained.

The houses are seen as a focal point of school life, not only on Sports Day but also in other competitions such as quizzes, talent shows, public speaking and debating.

Assemblies

School assemblies are held on Tuesdays at 8.00 a.m. and follow the following cycle each month:

1 st Tuesday	Principal's Assembly
2 nd Tuesday	House Assemblies
3 rd Tuesday	Principal's Assembly
4 th Tuesday	Split Lower School/ Upper School Assembly

Our assemblies are non-religious but contain moral and social themes as well as dealing with matters that are relevant to the school community.

Personal Organisation

Part of life-long learning is the ability to organise one's own time, conduct and property. Students at BIS learn to become responsible for all aspects of their personal organisation.

All pupils are issued with a **homework diary** at the beginning of the academic year. This book is an essential document for communication between home and school. It records not only homework set and completed but also has space for teachers to communicate with parents and vice versa. Records of disciplinary action are also made in these books. Parents are urged to check homework diaries on a very regular basis (House Parents perform this task for boarders).

Each student at BIS is issued with a **locker**, but must provide his/ her own padlock for it. The locker is the safest place to keep books and other personal items. Students are urged not to share keys or combinations with others. If the padlock is operated by a key, this should be handed to the Form Tutor. Students should not leave bags and personal property lying around the campus but be extremely conscientious in the use of their lockers.

Lost/ found property is taken to the Lost Property section of the School Shop, located on the ground floor of the Administrative Block.

The Registrar's Office

The Registrar's Office is a central point of communication for parents and students. During the school day, a student may only be allowed to leave the premises with a written slip from the Registrar. These are not issued lightly and good reasons have to be given for departure. If students need to telephone home, they may do so from the Registrar's Office. Issues to do with attendance are also handled through the Registrar's Office. The office is located at the end of the corridor to the right of the Reception on the ground floor of the Administrative Block. Appointments to see staff members should be made through the Registrar's Office.

Mobile Telephones

Mobile phones are not permitted in school. Students have access to telephones for emergency calls in the Registrar's office. Parents with concerns about this are advised to contact the Principal.

After School Collection

Unless involved in a co-curricular activity, school finishes at 2.35 pm. Pupils awaiting collection after 2.45 p.m. are supervised by staff under the shaded area by Jarusato. Students in school after 3.45 pm should wait in the shaded area at the end of the car park where they will be supervised by staff and security officers. At 4pm they will be escorted to the Library where they will wait until they are collected.

We strongly advise parents to collect their children on time.

Health Care

All Medical forms should be submitted to the Health Unit before students join BIS. A team of nurses is constantly on duty at BIS. The Health Unit is located in the Administrative Block next to the rear entrance. The unit is extremely well equipped with four beds and a seating area for counselling of students. Should a student feel ill during the school day, he/she should report to the Health Unit where the nurses will assess the situation and decide on a course of action. If day students are to be sent home, this will be communicated through the Registrar's Office by telephone. Boarders will be referred to the relevant house staff. In cases of extreme emergency, students will be taken to our link hospital, Kamorass, in Victoria Island and parents contacted.

If a student needs medication, this must be handed to the nurses in the Health Unit with a copy of the prescription giving dosage details.

Student Behaviour

Many visitors to BIS comment on the friendly and positive demeanour of our students. Our expectations are high and based on a requirement for self-discipline and personal dignity.

As in all schools, situations arise from time to time when a firm line is to be taken. Issues such as poor personal organisation, non-submission of homework or lateness to lessons are handled by subject teachers who nonetheless report habitual offenders on to Form Tutors who in turn report to Heads of School if problems persist. Effective monitoring frequently nips problems in the bud. Both subject detentions and Head of School detentions are used as sanctions as well as written punishments. However, the school will always give twenty four hours notice of a detention being given.

More serious offences such as bullying or theft are reported via the Vice Principal to the Principal. Such matters are always meticulously investigated and punishments given based on fact and evidence. Such punishments include community service such as cleaning or gardening, internal suspension where a student undertakes work out of class under the supervision of senior management, external suspension and in very serious cases expulsion.

Parent Teacher Association

A Parent Teacher Association was constituted at BIS in January 2009. A membership levy is attached to school fees. The objectives of the organisation are to provide support for school activities and be a focal point for the parental community. The Executive Committee meets monthly and open meetings are arranged on a regular basis as published in the school calendar. Contacts for the Executive Committee are given each September.

Student Council

Form groups elect a representative to sit on the Student Council. The Council exists to represent students' concerns and ideas and meets every Friday at 1 pm. The Principal attends all meetings unless absent, when he is represented by a Vice Principal. The Head of Administration and Site Manager also attend each week while a representative from the school's catering contractor attends at least once per month.

Co-curricular Activity

A wide range of co-curricular activities is offered to students Tuesday, Wednesday, Thursday and Friday between 2.45 and 3.45 pm. These vary each term as they reflect the different interests and aptitudes of staff. However, all students have the opportunity to try new experiences as well as develop existing interests further. A list of possible activities with days and times is distributed to students during the first week of each term. Once students have made a commitment to an activity, this must be sustained throughout the term. All students are expected to undertake at least one activity each week, although it is not unusual for students to take up to four.

School Trips

Visits to places of interest both within Nigeria and overseas are made on a regular basis. These are advertised in the school calendar. Recent visits within Nigeria have included Lekki Conservation Centre, the Stock Exchange and the National Theatre. Transport is always by school bus and the necessary security arrangements are made. Outside Nigeria the French study trip, Business Studies trip to United Kingdom, Duke of Edinburgh trip to United Kingdom and the Ghana trip are constant calendar features. Other visits have included Frankfurt, Barcelona and London.

Newsletters & Correspondence

A newsletter containing information about recent events in the life of the school and giving important information is sent each week by e-mail. Parents are asked to let the Registrar know of any change in e-mail address and also telephone numbers. Letters home are sent via students from time to time if information needs to be relayed quickly. These are also replicated electronically for all parents as well as published on our website www.bisnigeria.org. **Letters addressed to parents should not be opened by students as they may contain sensitive information.** Should parents require hard copies they are advised to inform the registrar.

Uniform

Boys' School Uniform

Blazer with badge. (x1) Not obligatory daily wear, but needed by those in Year 11 for formal occasions.

White shirt with school badge (x5)

Black trousers (x4)

School tie (x2)

Black socks (not provided by the school shop)

Black, formal leather shoes(no trainers, suede, patent or fabric shoes permitted)
(not provided by the school shop)

Boys' PE Uniform

Polo shirt, house colour(x2) The school shop will have house lists.

Black shorts (x2) Black sports socks (not provided by the school shop)

Boys Swimming Trunks Boys Swimming Hat

Girls' School Uniform

Blazer with badge. (x1) Not obligatory daily wear, but needed by those in Year 11 for formal occasions.

White shirt with school badge (x5)

Tartan skirt (x2)

School tie (x2)

White socks – ankle or knee length (not provided by the school shop)

Black, formal leather shoes (no trainers, suede, patent or fabric shoes permitted)
(not provided by the school shop)

Girls' PE Uniform

Polo shirt, house colour(x2) The school shop will have house lists.

Girls Black shorts. (x2) Black sports socks (not provided by the school shop)

Girls Swimming Costume Girls Swimming Hat

BIS School Uniform from Top to Bottom

- Hairstyles should not be exotic or attention seeking
- Hairstyles should be tidy with no visible hair product
- Boys' hair should be above the collar, not cover their ears and short on top.
- Girls' long hair should be tied back at all times.
- Students must have their natural hair colour extensions must match the hair.
- Girls may have braided hair but it must be kept out of their face.
- Plain hair ornaments or bands of one school colour only.
- Boys must be clean shaven.
- There should be no visible facial make up.
- Girls can wear one pair of small stud earrings on their ear lobes (gold, silver, or school colours only), no other piercings e. g nose studs.
- White shirt should be worn with top button fastened and school tie.
- Shirts must be neatly tucked in (No ballooning).
- Only white vests or t-shirts with no writing and patterns under shirts.
- Girls should not wear underwear of a colour visible through their shirts.
- After school the top button can be undone but no ties around necks.
- No visible necklaces.
- The school shop sells rain coats, black V neck jumpers and green blazers no other coats, jackets or jumpers are permitted at BIS.
- Short or long sleeved approved school shirts may be worn.
- No bracelets, rings or charity bands.
- No nail varnish – clear or pink nail varnish is not acceptable.
- Nails should be short for health and safety reasons.
- Boys black trousers round their waists not 'sagging'.
- Girls' tartan shirts should not be rolled up so they are too short. Skirts should sit on or slightly below the knee.

- Black socks for boys, white socks for girls either knee length or ankle socks.
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- Plain formal black leather shoes (not trainers).
- Boys' belts should be plain.
- All items of school clothing including school bags and books must be labelled.

What the well dressed students wear at BIS.



The school shop, located on the ground floor of the administrative building, will assist in providing the necessary clothing and equipment. The opening hours of the shop throughout the summer holidays are from 9.00 am until 2.00 pm from Monday to Friday.

The school expects a high standard of dress at all times. At the end of the working day (2.35 pm) students are permitted to remove their ties and undo the top button of their shirts or remain with their ties fully knotted. We stress, however, that ties must either be worn properly or completely removed with no half measures.

The school shop will be able to give advice on shoes when the rest of the uniform and equipment is being arranged.

Breakfast and Lunch

All boarders take lunch in the cafeteria as a matter of course. Day students are required to buy vouchers from the Accounts Department in the Administrative building should they wish to take lunch. A mid morning snack costs 250 Naira and a full lunch costs 1000 Naira. Day pupils are allowed to bring a packed lunch should they so wish. This must be eaten in Jarusato.

Breakfast is also available from 6.30 a.m. for day pupils at a daily cost of 220 Naira. It is extremely important that students eat before coming to school. When they fail to eat they feel unwell and are not able to concentrate in class. This results in many students unnecessarily attending the health unit.

All Students will be issued with an ID /Payment card at BIS shortly after resumption. Parents will be asked to fund the payment card in the school accounts department. The card will be accepted for payment of all meals in the cafeteria. Parents can opt in to receive SMS notification of when the card has been used at school. The card can be used for ID purposes out of school but cannot be used for payments outside of school. If the card is lost it is the owners responsibility to bear the cost of a replacement.

The school tuck shop is located in Jarusato. This serves a range of snacks and drinks. Students pay cash for their purchases.

School Policies

Copies of school policies are available from the Registrar's office or may be downloaded directly from the website.

Term Dates 2016-2017

Term 1 2016

Resumption in September

Our resumption date is scheduled for Monday 12th September. However, there is a strong possibility that a public holiday may be called for Monday 12th and Tuesday 13th September. Should this be the case the following arrangements will take effect:

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Wednesday 14 th September	Resumption for all students at 8.00 am

Should the public holiday be called for Tuesday and Wednesday we will observe the following schedule:

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Monday 24th October – Friday 28th October Half Term.

Friday 16th December Term ends.

Term 2 2017

Monday 9th January Teacher INSET.

Boarders return.

Tuesday 10th January School resumes for all students.

Monday 20th – Friday 24th February Half Term.

Friday 7th April Term ends.

Term 3 2017

Sunday 23rd April Boarders return.

Monday 24th April School resumes for all students.

Monday 29th May – Friday 2nd June Half Term.

Friday 7th July Term ends.

Government approved holidays will be communicated in due course.
This calendar is provisional and subject to change.

Boarding

The aim of co-educational boarding life at BIS is to provide a secure and stimulating environment. Based on mutual respect, self-discipline and the observance of basic, but important boarding house rules, we endeavour to give sympathetic appreciation to the individual needs of all our students.

We believe that our Boarding Houses offer the best possible climate for students who wish to develop their talents and achieve the fulfilment of their potential in a friendly and supportive community. The boarding experience fosters self-reliance and independence, but at the same time strong links with home are essential. The hostels themselves are very pleasant and a very high standard of cleanliness and hygiene pervades. No more than three students occupy a bedroom.

Boarding at the School provides a unique opportunity to develop many social skills in a vibrant but ordered community. The environment encourages the growth of social awareness as well as confidence, adaptability, initiative, leadership and public-spiritedness.

Our House Parents undergo a rigorous selection procedure and undertake regular in-service training in all relevant areas. They act 'in loco parentis' and monitor not only the physical and emotional wellbeing of the students but also their academic progress most particularly by monitoring homework and checking and signing diaries on a daily basis.

Rules and Regulations for Boarders

Sets of specific house rules are issued on arrival in September and will be presented by the Head of Boarding during the meeting of Sunday September 11th. However, there are certain issues that students and parents should be aware of prior to arrival.

Absences from Boarding

All Boarders are expected to remain in the hostel for the duration of the school term. Any early departure or late arrival should be covered by an explanatory letter from the parent and such absences should be kept to a minimum so as not to adversely affect the academic programme.

Any requested absence from Boarding must always be explained by the parent in writing and with two days' notice. (This can be an email to the registrar or a letter to the houseparent, but it must be signed by the parent.)

Exeats

These are school sanctioned weekends (usually 2 per term) when your child may leave school for a home visit. Please try to avoid taking him/her out of school at any other times, except of course at holiday times. Please ask the Registrar for the dates of these weekends.

Guardianship---not optional

Please provide a nominated guardian who resides in Lagos and who is permitted to take your child from School, in case of any unforeseen emergency. This is a usual requirement for all Boarding Schools in the UK. See nominated guardian form attached.

Arriving at the Boarding Hostel

All students should arrive between 4 pm and 6 pm. No earlier or no later. This is for operational reasons.

Please note: The hostels will not be open until 4pm at the earliest.

The same time limit should be observed when weekly boarders are returning on Sunday.

A late return of any weekly boarder MUST be notified to the relevant houseparent before 6pm on Sunday.

Departing from the Boarding Hostel

Students should be collected from the hostel between 3 pm and 5pm. No later please.

House Parents must be informed as to who is collecting students, if not a parent. We will not release students to anyone who has not been notified to us by you.

Holiday Transportation

For students who do not reside in Lagos we provide a service which enables them to be taken and collected from the domestic airport by bus shuttle in the company of a designated Houseparent.

We can provide transportation to the airport on the final day of term at a time relating to the first flight of the day out of Lagos Domestic Airport to whichever regional airport is desired.

On the resumption of term, again for logistical and staffing reasons, we will offer to pick up your children only from the flights arriving in Lagos in the afternoon of the day of resumption. This also enables us to provide food upon arrival at school.

At half term the return day is usually the Sunday following the break, and we would be grateful if parents would arrange the flights to arrive in the afternoon of that day for the same logistical and staffing reasons. The arrangements for leaving at half term should be the same as for the final day of term.

The Airport Departure/ Collection form attached at the end of this document is required to be completed and submitted to provide at least 48hrs notice of intended travel, in writing, via the Registrar and the travel co-ordinator, Mr Oribhabor.

Visiting Times

Visits of a non emergency nature should be kept to a minimum, especially in the first term of boarding.

Junior students may have visits if requested in advance, on a Tuesday or Friday evening when there is usually only one period of prep and, of course, at a weekend; preferably in the afternoon, since they will be busy on Saturday and Sunday mornings. Please contact the relevant house parent for details.

Senior students (Year 10 and above) may receive visitors on a Friday evening. They have two sessions of prep on all other days. Again it is possible for senior students to receive visitors on the weekend, with advance information to the Houseparent concerned.

***In the case of any life-threatening emergency, parents may visit at any time. Please inform the Houseparent in advance if possible.

Prep Hours

Juniors

Every evening except Saturday and Sunday, 5 pm until 6.30 pm and 7 pm until 8.15 pm in hostel. Juniors also have only one session of prep on a Friday evening. Sunday prep from 1.30 until 3 pm in hostel. Parents are asked not to visit at these times.

Seniors

Every evening except Saturday and Sunday - 5 pm until 6.30 pm and 7 pm until 8.15 pm. In school library
Sunday - 1.30 pm until 3.30 pm in library. Parents are requested not to visit at these times.

All visiting should take place at a time arranged with the house parent in advance. No visits should take place in the late evening as students will then be preparing for bed and the next days' work.

Therefore for juniors, Friday evening and Saturday afternoon are the best options,.For seniors, Saturday afternoon is the only option.

Activities

There is a session of school based activities for all boarders on Saturday mornings from after breakfast for about 2 hours. (until 11 00 am)

Please arrange with the house parent if you require to take your child out of school for any reason on Saturday morning.

Clothing

We do not issue 'house wear' for our boarding community. Boarders wear their own casual clothes when not required to wear uniform but we insist that clothing is smart and decent.

Students may not bring into boarding any items of clothing which may be deemed inappropriate:

- Low cut blouses, T shirts, dresses, very short shorts, short skirts, tight trousers/jeans should not be brought and will be returned to home if they appear.
- Hoodies also should be avoided. Please substitute with a good sweater in case of cooler weather.
- T-shirts with Logos must be scrutinised for content before they are brought to school.

All Boarders should have, what is termed 'smart casual wear' for trips outside school and for occasional events inside school.

Please include an umbrella and a waterproof jacket. As well as some wet weather appropriate foot wear.

Soft slippers for use inside the boarding houses (Boys and Girls) (NOT flip flops)

ALL clothing should be labelled clearly. This is IMPORTANT and NOT OPTIONAL to prevent loss of precious garments. Nothing of particular value should be sent to school and please remember that at any one time ONLY 6 weeks supply of clothes should be necessary , since the student will be going home for half-term leave and can change clothes then.

Also suitcases (boxes) should not be too heavy for the student to take upstairs by him/herself –there are lots of stairs in all of the hostels but especially in the girls' hostel.

Please consult the lists below for details of what boarders should have with them on arrival.

Girls' Clothing List

Blazer	1	Slippers (Pair)	2
School Shirt	5	Dressing Gown	1
School Skirt	2	Underwear (Pants)	10
Tie	2	Underwear (Bras)	5
Pair of Socks (Long White)	5	Night Wear	3
Black Leather School Shoes (Pair)	1	Skirts/Dresses	3
Book Bag	1	Shirts/Blouses/T-Shirts	7
Polo Shirt (House Colours)	2	Trousers	4
P.E. Shorts (Plain Black)	1	Shorts	2
P.E. Socks (Pairs)	2	Church/Party Wear	1
Trainers (Pairs)	2	Shoes (Pairs)	2
Swimming Costume (One Piece)	1	Sunhat	1
Swimming Goggles	1	Hairbrush	1
Swimming Hat	1	Comb	1
P.E. Bag	1	Sponge Bag	1
		Toothbrush	2
		Toothpaste	2
		Deodorant	2
		Soap/Shower Gel	4
		Shampoo	2
		Sanitary Towels	
		Towels	2
		Coat hangers	10
		Shoe Cleaning Outfit	1
		Spare Name Tapes	
		Bed Linen (Optional)	

Boys' Clothing List

Blazer	1	Slippers (Pair)	1
School Shirt	5	Dressing Gown	1
School Trousers	4	Underwear	5
Tie	2	Night Wear	3
Pair of Socks (School)	5	Skirts	4
Black Leather School Shoes (Pair)	2	Trousers	4
Book Bag	1	Shorts	2
Polo Shirt (House Colours)	2	Church/Party Wear	1
P.E. Shorts	2	Shoes (Pairs)	1
Football Boots (Pair)	1	Casual Socks (Pairs)	6
P.E. Socks (Pairs)	2	Sunhat	1
Trainers (Pairs)	2	Hairbrush	1
Swimming Trunks	1	Comb	1
Swimming Goggles	1	Sponge Bag	1
Swimming Hat	1	Toothbrush	2
Shin Pads (Pair)	1	Toothpaste	2
P.E. Bag	1	Deodorant	2
Shoe Cleaning Outfit	1	Soap	4
		Shampoo	2
		Towels	3
		Coat hangers	10
		Spare Name Tapes	

Telephones*

Boarders should bring a mobile telephone with them. It is advised that a cheaper model be brought to school in case of loss. The telephones are kept by house staff and issued for one hour between 8.30 and 9.30 pm. This enables families to have daily contact should they so wish. Boarders are not to take their telephones with them to school.

Laptops*

Boarders are allowed to bring laptops but their use is carefully monitored. Laptops are kept by house staff and only issued after second prep. Internet access and the use of headphones are forbidden.

*Please note that items such as items and other valuable items may be brought to school at the owners' risk. The school does not operate any form of insurance to cover such items.

WiFi Access

Students at BIS have access to the internet for educational purposes only. The school WiFi system may only be accessed via school approved devices all users requiring individual passwords.

Senior students Year 10-11 have access in school between hours of 6.30am and 5.00pm. Year 7,8 and 9 students may also access the system but only under the direction of a teacher.

WiFi access for boarders follows the above principles between the hours of 6.30am and 9.30pm. Please see School Internet Acceptable Use Policy.

Pocket Money

Pocket money is handed to house staff on arrival and issued by them. Boarders are allowed to bring 15,000 Naira maximum for each half term.

Snacks

The students have 3 meals per day provided by the school. Snacks are also provided in the afternoon in the boarding houses. Therefore it should not be necessary to provide too much in the way of extra snacks and in any case, we deplore the provision of coca cola and other soft drinks. Please try to provide 100% fruit juices and healthy snacks, if they are required. The students' health is our concern.

Health Care

A number of our house parents are trained nurses and they will be called in the event of illness or injury. We have transport available to take students to the Kamorass Hospital twenty four hours per day. Should a child be taken ill, it is our very strict policy that parents be contacted as soon as possible. It is therefore vital that we are informed of any change in contact details. Similarly, we must be made aware of any prevailing medical conditions or medication requirements on admission.

Leisure Time

All boarding hostels have televisions and DSTV packages. The nature of programmes watched is carefully supervised and monitored by house staff. In addition, a wide variety of sporting, leisure and cultural activities is provided at the weekends as well as a regular programme of excursions to the cinema, theatre and other places of interest. The birthdays of our boarders are always celebrated and parental input is welcomed by house staff.

All parents of boarders are asked to sign a form on arrival authorising the Senior House Parent of their child's hostel to give consent 'in loco parentis' for local visits and activities organised and authorised by BIS. Should parents not wish to give this consent, their child may well have to be excluded from such visits unless their personal signed authorisation has been obtained in advance.

Religious Matters

In Boarding there is a Sunday hour for worship. This is held in M3 from approximately 10 00 until 12.00 approximately. It is cross denominational and is also optional.

Should parents wish to have their children follow any particular faith on a Sunday, it is the duty of the parent to arrange this with the guardian of the student.

And finally.....

If you have any further queries, please do not hesitate to contact the Registrar on registrar@bisnigeria.org . We look forward to welcoming you fully into the BIS family in September.

Our website also contains much useful information and can be found at www.bisnigeria.org

Appendix

FORMS TO BE COMPLETED AND SUBMITTED BEFORE THE 1st DAY OF RESUMPTION

- 1) Student Medical Form
- 2) Emergency Contact & Payment Notification Form
- 3) Image Consent Form
- 4) Swimming Ability Form
- 5) Boarding Visit Indemnity Form
- 6) Boarding Local Guardian Information Form
- 7) Boarders Airport Drop Off/ Collection form

BRITISH INTERNATIONAL SCHOOL

MEDICAL FORM

STUDENT INFORMATION

Students Surname:	_____	Students Name:	_____
Date of Birth:	_____	Age:	_____
Gender:	_____	Nationality:	_____
Height:	_____	Weight:	_____

PARENTS INFORMATION

Mothers Name:	_____	Fathers Name:	_____
Mothers Mobile No:	_____	Fathers Mobile No:	_____
Mother Business No:	_____	Fathers Business No:	_____

STUDENTS MEDICAL HISTORY

Would you say that your Child's health was good/fair/poor?

Has your Child ever been admitted as an in-patient into a hospital? If so, please state the reason for admission and date?

Give details of any serious illness, injuries, accidents, fractures, or operations your Child has had?

What activities does your Child enjoy in his/her spare time?

Does he/she take part in any athletic pursuit regularly/occasionally/rarely/not at all?

PLEASE SELECT EITHER "YES" OR "NO" AND IF "YES", PLEASE PROVIDE DETAILS

CONDITION	YES	NO	DETAILS
Any respiratory disease?			
Asthma			
Bronchitis			
Croup			
Allergies			
Digestive problems			
Stomach ulcer			
Is your Child prescribed any medication?			
Sickle cell anemia			
Previous surgery			
Hearing difficulties			
Speech problems			
Heart condition			
Nervous disorder or nervousness			
Blood disorder			
Other			

PLEASE PROVIDE DETAILS OF VACCINATIONS

TYPE OF VACCINATION	DATE RECEIVED

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Is there any condition or medical problem in the family that the school should be aware of?

Disclosure of any information will not affect your Child's acceptance in to the school, instead it will enable the school nursing staff to provide your child with the best care.

Is there any reason your Child cannot participate in the full PE programme?

If Yes, please give details

Any other concerns you wish to include?

IN CASE OF AN EMERGENCY

The school has a dedicated Health Unit in the Administration Building and is also affiliated to Kamoras Specialist Clinic in Victoria Island.

In case of emergency if the school is unable to contact the parents, whom should we notify?

Name:	_____	Relationship to Student:	_____
Mobile No:	_____	Business No:	_____
Home No:	_____		

In the event of an emergency, I hereby give permission for the school nurse to administer first aid, non-prescriptive medications and to act as loco parentis for my Child, including hospital admission if required in case of an emergency.

Signature of Parent/Guardian

Date

PLEASE COMPLETE AND RETURN TO THE REGISTRAR'S OFFICE BEFORE JOINING BIS

STUDENT DETAILS	
Full Name of Student:	
Class:	
Home Address:	
Home Tel No:	
EMERGENCY CONTACT DETAILS	
The Emergency contact is require in case we cannot contact the named parents or guardians of the child	
Emergency Contact Name:	
Emergency Contact Tel:	
Emergency Contact 2 nd Tel:	
Relationship to Student:	
ID /PAYMENT CARD CONTACT DETAILS	
Please indicate the email address and SMS contact details to receive notification of payments made by the ID/Payment Card issued by BIS.	
Preferred Contact No. for SMS:	
Preferred Email Address:	
Signature of Parent/Guardian:	
Date:	

PLEASE COMPLETE AND RETURN TO THE REGISTRAR'S OFFICE BEFORE JOINING BIS



**British International School,
Victoria Island, Lagos**
USING IMAGES OF PUPILS: CONSENT FORM
School Year 2016-2017

Name of child: _____

Year Group: _____

BIS School Policy of Use of images of pupils in school year 2016-2017:

- A. The school will only take and use images (photographs, videos and DVDs) that are appropriate and are considered to be safe from misuse.
- B. Students will be made aware of why their pictures are being taken and how they will be used.
- C. The school will take extra precautions to ensure that only appropriate images are used for the website.
- D. If an image of a child is used, the child's name will not be published. If a name is published, no image will be used without specific consent.
- E. We will not include personal email or postal addresses, or telephone or fax numbers on DVD, or on our website.

I have read the school's policy on the use of images of children and I agree to its provisions. I give my consent to images of my child being taken and used for official school purposes of promoting or publicising school events in accordance with the guidelines of the policy for the duration of their time at the school.

I give my consent to images of my child being used on the school website and I understand that these images will be available on the Internet.

Please note that websites can be viewed throughout the world, not just in Nigeria where Nigerian law applies.

**Please note that any images of your child will not be included in school publications of any sort unless we have your permissions indicated by the return of the completed form below. Please return to school on or before the 1st Day of term in September.*

Signed: _____

Date: _____

Title and name (in BLOCK CAPITALS please)



BIS Swimming Consent Form

Dear Parent or Guardian

To ensure your child's safety in swimming lessons we need to find out the swimming ability of all our students. Please complete the form below. The information is very important as it will determine which group your child swims with.

NAME:

TUTOR GROUP:

HAS YOUR CHILD EVER HAD SWIMMING LESSONS

BELOW IS A LIST OF DISTANCES AND DESCRIPTIONS; PLEASE CAN YOU TELL US WHAT, TO THE BEST OF YOUR KNOWLEDGE, DESCRIBES YOUR CHILD'S SWIMMING ABILITY:

Please note that the descriptions and distances are not equivalent.

DESCRIPTION	DISTANCE
Scared of water	Cannot swim
Lacks confidence	Less than 25m (the size of our pool)
Confident	25m to 50m
Very confident	50m to 1km
	Over 1 km

Thank you for your assistance



BOARDING DOCUMENTS

BOARDERS VISIT INDEMNITY FORM

We would be most grateful if you could sign and return this document as to help us complete our records. By signing the form you are giving permission for your son or daughter's House Parent to make decisions about visits 'in Loco Parentis'.

This means that you agree to the House Parent giving your son or daughter permission to take part in non chargeable visits. These are generally in the local area and may include, for example, visiting the Palms, the BIS Court Pool, Church and so on.

These visits will always be run following our strict visit guidelines which put the Health and Safety of your child foremost. Your child will always be accompanied by a member of BIS staff.

Your direct permission will always be sought for visits which involve overnight stays off site and for all chargeable visits.

I agree that my son /daughter's House Parents may give permission for my son /daughter to take part in local visits.

Name of son / daughter _____

Signature of Parent _____

Name of Parent _____

Date _____

Please submit to the Boarding House Parents upon arrival to the boarding house.



BOARDING LOCAL GUARDIAN INFORMATION

Dear Parents,

All boarders are required to have a nominated local guardian if they do not ordinarily reside in Lagos.

If your child does not have a nominated guardian we would also be grateful if you could provide us with the name of an additional contact who we could contact in the event of an emergency. This could be a relative or family friend.

Please confirm the following information if you have a nominated guardian for your child:

Name of Guardian:

.....

Email address of Guardian:

.....

Mobile telephone number of guardian:

If your child does not have a nominated guardian

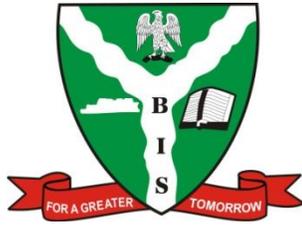
Emergency Contact

Name:.....

Email address of emergency contact (if possible).....

Telephone number of emergency contact:.....

Please submit to the Boarding House Parents upon arrival to the boarding house.



British International School - Airport Drop off / Collection Form

Name of Student/s: _____

Class: _____

Arriving/ Departing From: _____

Flight: _____

Airline: _____

Scheduled Arrival Time: _____

Contact Number: _____

Please take note of Mr. Farri's number should you be required to contact us with additional information: 08023172523

I/We would be grateful, if you would arrange collection for the above student from the domestic terminal of Lagos Airport.

Name

Signature

Date