



HOME-SCHOOL

AGREEMENT

2020 - 2021

MISSION STATEMENT

To Inspire, Challenge and Nurture for Excellence

Our Guiding Principles:

- To sustain our reputation for academic excellence by providing a rigorous and balanced international curriculum.
- To enable our students to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.
- To foster leadership abilities in our students within a friendly and caring community that inspires, challenges and reflects our international ethos.
- To enable our students to develop a strong sense of belonging, respect and social responsibility in order to create a better more peaceful world.
- To be internationally recognised for our commitment to education for international understanding and partnerships.

Welcome from the Principal



The BSJ Home - School Agreement aims to reinforce the values and expectations that we as a school and you as parents feel are vital to a safe happy environment for students.

We ask you to spend some time going through the Home - School Agreement with your child. It is important that all students from Key Stage Two and above understand the Home - School Agreement.

We need the full support of parents to reinforce these expectations. When you have done this we would ask you and your child to complete the Google Form which is shared with you either at the beginning of the new academic year or shortly after your arrival at BSJ. This Agreement is reviewed on an annual basis.

Thank you for your cooperation.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'D Butcher', written in a cursive style.

David Butcher

Principal

August 2020

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Section 1

Being a member of the BSJ Community

1.1 Statement of Purpose

At BSJ we aim to develop in students a love of learning and the personal qualities and social skills necessary to enable them to take their place in society. BSJ aims to be a community:

- Where learning is enjoyable and purposeful;
- Where a balance is achieved between challenge and support;
- Which develops personal qualities, attitudes and values;
- Where people care about each other.

Teachers, ancillary staff, students and parents must work in partnership to ensure all members of the BSJ community respect and value each other. The purpose of the Home - School Agreement is to provide a structure where students will feel safe, secure and supported.

The Home - School Agreement reinforces the values and expectations BSJ wishes to promote. It is vital, therefore, that we have the support and cooperation of parents to reinforce these values. Please spend some time going through the Home - School Agreement and discussing it with your child.

1.2 The part the School plays

The British School Jakarta:

- Is concerned about the well-being and academic progress of all students;
- Provides a safe, secure and friendly environment;
- Provides a carefully planned academic programme;
- Reinforces high standards of behaviour;
- Provides a range of extra-curricular activities and educational visits.

1.3 The part Parents play

Parents are asked to:

- Ensure that contact details are accurate and inform school immediately when/if these change;
- Participate fully in the life of the School;
- Support their child's academic endeavours, hobbies and pursuits;
- Maintain regular contact concerning their child's progress and well-being;
- Ensure that their child's attendance at School has minimum disruption;

Parents are strongly discouraged from taking their child out of school during term time.

We also advise parents not to leave their children under the sole supervision of household staff.

Temporary Guardianship

If, in exceptional circumstances or emergencies, parents have to leave their children in the care of others, they must inform the School immediately of the adult who will be “in loco parentis” in the absence of the parents. The Temporary Guardian should preferably be another parent or relative. The contact numbers of the person responsible and the contact numbers of the parents must be lodged with the School in case of emergency. Any consent provided by the parents to the School pursuant to this Home School Agreement shall also be deemed to be given by the Temporary Guardian.

1.4 The part Students play

Students are helped to develop the following principles:

To be caring:

- Be polite, courteous, and well mannered at all times;
- Be considerate and treat others how you would wish to be treated;
- Be honest and respect others’ property;
- Be generous to others within the community;
- Be tolerant, understanding and prepared to listen to other people’s points of view;
- Accept others and be non-judgemental to people of other cultures.

To take advantage of the opportunities at BSJ:

- Demonstrate a ‘growth’ mindset, seeking challenge;
- Be ambitious and enterprising in everything they do;
- Become fully involved in school events and after-school activities;
- Work to the best of their ability and meet deadlines;
- Seek leadership opportunities.

To be proud of BSJ and take pride in everything they do:

- Always wear the correct school uniform;
- Be proud of the school and be good ambassadors for BSJ both in and outside school;
- Be responsible and look after belongings;
- Be organised and have all the necessary equipment needed for school;
- Support the Houses and peers when they are performing or representing the school.

To help maintain a safe and clean environment:

- Be sensible and play safely at break and lunch-time;
- Take care of the school environment;
- Protect the BSJ environment and dispose of waste responsibly.

1.5 The BSJ Learner Profile

Our Mission Statement and our Guiding Principles at BSJ aim to develop learners who are internationally minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. This is adapted from Kindergarten One to Year 13. These qualities are in line with the aspirations of the **International Baccalaureate Organisation** which are to develop learners who strive to be:

Inquirers

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.

Communicators

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers

They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Section 2

Seeking Help and Student Rights

2.1 Guidance to PARENTS seeking help

If you have a concern about your child, please contact us immediately. We are here to help and support you. All your concerns will be taken seriously and dealt with sympathetically. An email is the most efficient way to contact us but telephone messages for staff can be left at the school office and we aim to respond within 24 hours.

- Parents of children in the Primary School may contact their child's Class Teacher or Year Leader or appropriate Assistant Head. Parents of Secondary School students may contact their child's Subject Teacher, Tutor, Year Leader or appropriate Assistant Head, depending on the circumstances;
- Issues of a more serious nature should be addressed to the Head of School (Primary or Secondary);
- Issues related to your child's health should be referred directly to the Medical Officer.

2.2 Counselling Service and Parent Workshops

A Counselling Service is available for students during school hours. Appointments can be made via the Medical Centre or directly with the School Counsellors. Access to the Counselling Service at BSJ is free of charge. A calendar of Parent Workshops in the Primary and Secondary Schools is organised throughout the year. These are published in the Bulletin and on Firefly.

2.3 Students' rights and responsibilities

We believe every student has the right to:

- Fair and equal treatment;
- Be safe;
- Voice their views and opinions;
- Be supported as a learner;
- Be respected.

2.4 Guidance to STUDENTS seeking help

Students may feel the need to talk to someone in school about their work or about an issue of a more personal nature. Please encourage your child to speak with their Class Teacher (in the Primary School) or with their Tutor or Subject Teacher (in the Secondary School), or any teacher they feel comfortable talking to.

2.5 Student Leadership

Each Class in the Primary School (Key Stage Two) and each Tutor Group in the Secondary School has a Student Council Representative. Primary and Secondary meetings are held separately on a regular basis. There are a variety of opportunities for student leadership, for example, the House system, Peer Helpers, Buster Buddy Programme and Service Leadership.

2.6 Child Protection and Safeguarding

We actively provide for the Safeguarding of Students and the Child Protection Policy is on the School website and on Firefly.

We uphold Safer Recruiting for all staff, academic and ancillary. All BSJ staff and those contracted by external providers, receive Child Protection Training. We include 'keeping safe' in our curriculum activities which equip students with the skills that they need to stay safe and reach out for help if required.

2.7 Photographs of Students

Many parents enjoy viewing photographs of their child participating in school events. Photographs are placed on Firefly, in a variety of presentations and school publications.

By signing this Home-School Agreement, parents consent to the School obtaining and using photographs, images or video footage and sound recordings of their child(ren) for use in the School's promotional material (such as the prospectus, the website or social media; press and media purposes; educational purposes as part of the curriculum or extra-curricular activities, unless consent is withdrawn, in writing, by email to **Marketing and Communications Team at marcommdesign@bsj.sch.id**.

Parents are asked to only take close up photos/video of their own children on campus and not of other people's children. Group shots may be taken from a distance if the parent has asked the permission of the others in the group and if the class teacher's permission has been sought. Photos of the School Campus may be taken by parents. We ask that parents do not post photos or name other people's children in a school context on social media. The school reserves the right to ask parents/visitors to stop taking photos or video on campus.

Section 3

What BSJ expects of its Students

3.1 General Expectations

At BSJ, we encourage students to develop self-discipline and adhere to our expectations as members of the school community. As a school, we do not tolerate:

- Aggressive or violent behaviour;
- Sexism, racism or any behaviour which is offensive to others;
- Disruptive behaviour in the classroom;
- Theft, or malicious damage to the property of the school or other members of the school community;
- Verbal, psychological or physical abuse of another individual including use of digital technology;
- Possession of alcohol, tobacco, illegal drugs or pornography on the school campus or whilst travelling to School on School transport and on trips.

3.2 Attendance

- Good attendance is vital for learning and carefully monitored;
- Parents are strongly discouraged from taking their child out of School during term time;
- A record of attendance is kept and absences are indicated on School reports;
- Parents will be contacted where there is a concern about a child's attendance record;
- In the case of absence from school, the parent should inform the relevant School Office and the Class Teacher / Tutor.

3.3 Classwork

BSJ students are expected to arrive prepared to learn with the appropriate equipment for each lesson and give their best at all times.

3.4 Homework

Primary School

We believe that home learning should promote reading, speaking and listening skills, and a love of learning. Home learning is supported through the Home Learning Journal and a wide range of ideas and links can be found there to help support parents for reading, speaking and listening, and mathematics. Additional Home learning ideas to support IPC topics can be found on Year Group Firefly pages.

Home Learning:

- Promotes cooperation between home and school;
- Provides educational experiences not possible in school;
- Consolidates and reinforces learning;
- Allows children to practise skills taught in lessons.

Secondary School

- All homework is recorded on Firefly;
- Teachers will set realistic deadlines for the completion of homework and other assignments;
- Students must manage their time so that homework is completed by the date set;
- Appropriate homework will be set during holidays for exam classes.

3.5 Blue Bird Bus Service

Students are expected to behave in a way that is consistent with the expectations shown below. Parents of students using school transport are asked to give their support in ensuring that these expectations are met. Students must cooperate fully with the chaperone and driver.

Students using the bus are required to:

- Be on time for their bus;
- Wear the seat belt provided;
- Refrain from eating or drinking on the bus when the bus is moving;
- Remain seated whilst the bus is in motion;
- Be courteous and show respect to the bus chaperone and driver, following their instructions at all times;
- Be considerate towards other bus users;
- Avoid damaging the bus;
- Use headphones or earbuds;
- Respect the property of others;
- Follow the bus rules posted in every bus.

Persistent failure to comply with these expectations may result in temporary or even permanent exclusion from the bus service. Students who have issues concerning the school buses should speak to their Class Teacher or Tutor in the instance. Please refer to the Bus Service and Transport page on the School Website.

3.6 Other School Transport

For students who are driven to school by the drivers of their family, the drop off point is in front of the Sports Centre. Parking facilities are available for drivers at the front of the school. **Drivers can not enter any other area of the School, in their vehicle.**

Students who drive themselves to school must park in the same area outside the Sports Centre. They **MUST** also be legally old enough (17 years), in possession of a valid driving licence and 'parents must have requested and received permission, in writing, from the leadership team.

3.7 Day and Outdoor Learning Visits

General expectations for day visits:

- All students taking part in a day visit must comply with the expectations of the School's Home - School Agreement including other expectations as required by the Trip Leader.

General expectations for outdoor learning visits:

- All students are expected to participate in outdoor learning visits when they take place in curriculum time;
- When travelling on outdoor learning visits, students should be aware that they are ambassadors for the school and must act in accordance with the school Home - School Agreement. The Trip Leader will ensure that all parents and students are familiar with expectations;
- The Trip Leader will inform students of any relevant boundaries of access, meetings, bedtimes, meal times, etc. These instructions must be adhered to at all times.

Dress code on school trips:

- Students must travel in school uniform or in travel wear as directed by the Trip Leader;
- Any necessary clothing or equipment for specific purposes will be detailed in a 'kit list' prior to departure. Students who disregard the dress code may not be allowed to participate in the activities;
- Students should wear clothing that is appropriate to the culture and values of the country or area visited.

Disciplinary system for day and outdoor learning visits:

- If a student fails to comply with the expectations whilst on the visit, the student will (where possible) be removed from the programme and be supervised by a member of staff for the remainder of the visit;
- In the event of any serious breach of the Home - School Agreement on an outdoor learning visit, the Trip Leader has the authority to arrange for a student to return home. If a student is required to be sent home following a disciplinary incident, parents will be required to meet the full cost.

3.8 Visits from former Students to School

- Former students are welcome to visit school by prior arrangement. They are not permitted to join lessons;
- Former students (or the host) must first contact the School Leadership to ask permission to visit the school and then on arrival at Security must sign-in and receive their 'Visitor' badge. They must also report to Reception first before entering the School's buildings;
- Visits should take place at break or lunch times.

3.9 Personal Items

- Personal belongings are the responsibility of Students;
- Parents are asked to ensure that all items of their child's belongings are clearly named;
- Students must NOT leave valuables in the changing rooms and Primary students up to Year Two should hand in valuable items during sports/activities. Primary students in Year Three to Year Six have lockers for valuables;
- Secondary students are provided with lockers which can be used to deposit their belongings during PE/Activities;
- Primary students may deposit valuables with their class teacher for safekeeping during the day.

3.10 Libraries

Students are expected to use the libraries sensibly and considerately respecting the needs of others using the library by entering and leaving quietly. Students are expected to work quietly at all times to ensure minimal disruption.

Students using the library are required to:

- Follow the instructions of the library staff at all times;
- Look after library books, magazines and newspapers;
- Take responsibility for anything borrowed;
- Replace any items lost or damaged;
- Refrain from eating, drinking or careless disposal of litter;
- Return any book or other library resource within the specified loan time;
- Meet learning and behaviour expectations at all times.

3.11 Lost Property

- All misplaced personal items will be sent to the designated lost property room/box;
- At the end of each half term, all items will be displayed for collection. Any unclaimed items will be donated to charity.

3.12 Medication

All prescription medication being used by a student must be kept in the medical rooms.

3.13 Illegal Drugs and Pornography

Illegal drug usage within Indonesia:

Laws concerning illegal drug use or the possession of illegal drugs in Indonesia are very severe. The School will make no distinction between a student possessing, using or selling illegal drugs. The misuse of prescription drugs is also viewed as a serious offence.

Pornography:

It is an offence under Indonesian Law to possess or show pornographic material. Bringing (or accessing) pornographic material, in any form, on campus or whilst using school transport is a very serious offence, likely to result in expulsion.

Section 4

Learning Technology Provision

4.1 Primary

Purpose:

British School Jakarta (BSJ) provides students and staff access to its Information Technology (IT) resources such as the computer network and Internet access. BSJ has adopted this AUP (Acceptable Use Policy) to set guide-lines:

- a. For accessing the IT resources provided by the school;
- b. Usage of personal IT resources on school grounds or school transportation; and
- c. On school sponsored trips.

By accepting access to BSJ's IT resources, every user (and his/her parents/guardians in the case of students) is agreeing to follow the rules set forth in this AUP (Acceptable Use Policy) and to report any misuse of school resources to a Teacher or School Leader. Parties agreeing to this policy also understand that BSJ may revise the AUP (Acceptable Use Policy) as it deems necessary without prior notice.

General Provisions:

1. Access is a privilege - not a right. Access entails responsibility. Users are individually responsible for their behaviour when using IT resources provided by the BSJ;
2. Users are expected to follow the BSJ Home School Agreement, Behaviour Management Policy, Information Handbook for Parents, Child Protection Policy, Code of Conduct (see personnel manual) in case of staff, Code of Business Ethics (see personnel manual) and all international and local laws (including copyright laws) when using IT resources;
3. IT resources are to be used for educational purposes only. Users may not use IT resources for commercial, recreational, personal, or illegal activities;
4. Users are responsible for maintaining, managing and backing up of data stored on BSJ equipment. Users are restricted to accessing their own data only. For back up procedures and suggestions visit http://j.mp/bsj_backup;
5. Users are restricted from improper use or distribution of sensitive, personal, or illicit information;
6. Users must maintain strict security and privacy of their data and/or any school data to which they have access through passwords, file access and physical care of their devices;

7. Access to and usage of social media through BSJ IT resources are governed by the school code of conduct, the employee handbook, employee contracts, the BSJ Child Protection Policy and local and international laws;
8. Users are expected to use IT resources, specifically hardware, with utmost care and respect. Dangerous, negligent, or malicious usage of resources will not be tolerated;
9. Students, Parents, Faculty and Staff members should be aware that all information sent from, received by, or stored on BSJ IT resources is the property of BSJ and is not and should not be considered private or confidential.

Provisions for Primary Students:

1. BSJ provides Primary Students with iPads and other IT resources to enhance their learning;
2. Students are expected to follow best practices of Digital Citizenship and Internet Safety. Please review Common Sense Media Parent Concerns for more details (<https://www.commonsensemedia.org/parent-concerns>);
3. In terms of supervision, students must follow all instructions given by Teachers while at school and all instructions given by parents while at home;
4. Students will check out and return their devices to the IT department. Students must hand over their school-owned iPad to a teacher or IT staff member when asked;
5. Once per term students will need to turn in their school-owned iPads to the IT Department for installation or updating of apps and operating system;
6. Students who keep their iPads at home after school hours need to come to school with their iPads fully charged;
7. Students need to take utmost care with their iPads. They must keep the protective case on the iPad at all times. When the iPad is not in use, it must be stored in a safe and secure location.

Provisions for Parents of Primary Students:

1. BSJ IT resources, including school owned iPads distributed to students, are intended for the enhancement of teaching and learning;
2. BSJ maintains ownership over all devices and systems assigned to students;

3. BSJ will pay for and install all required free and “paid for” apps. The IT Department will install and update apps after each term or half-term;
4. For Key Stage Two families, free apps can be removed and reinstalled under parent-owned Apple IDs;
5. Each family should create and assign an Apple ID to their student’s school owned iPad. Visit the Apple website for instructions (<https://support.apple.com/en-us/HT204316>);
6. Students will check out and return their devices through the IT Department. Student held iPads must be returned, with all associated accessories, when asked for by School Staff or at the end of the school year or when a student leaves the School;
7. Families using BSJ owned iPads are required to enable “Find My Phone” or similar location tracking services to ensure locating of lost or stolen equipment;
8. BSJ is committed to safeguarding all users of our IT resources. However, BSJ assumes no liability for damages, loss, financial obligations incurred through usage of our IT resources. Nor does BSJ assume any liability for actions or consequences resulting from inappropriate usage of IT resources;
9. BSJ has self-insured all devices. Should a family’s school-owned iPad be lost, stolen or damaged the School will repair or replace the device free of charge in the first instance. Any subsequent incidents and financial costs of loss or damage will be the responsibility of the employee. Such costs will be determined by the Finance Department. Once the IT Department has determined the family’s school-owned device has completed its useable life and the student has been issued a new device, this provision will reset with the first incident of loss or damage being covered by BSJ;
10. If a device is lost or damaged, the family must report it immediately to IT directly or by sending an email to ithelpdesk@bsj.sch.id.

Violations of these guidelines and/or provisions are unacceptable and may result in loss of access and privileges, suspension, financial compensation or other disciplinary action deemed necessary.

4.2 Secondary

Purpose:

British School Jakarta (BSJ) provides students and staff access to its information technology (IT) resources such as the computer network and Internet access. BSJ has adopted this AUP (Acceptable Use Policy) to set guidelines:

- a. For accessing the IT resources provided by the school;
- b. Usage of personal IT resources on school grounds or school transportation; and
- c. On school sponsored trips.

By accepting access to BSJ's IT resources, every user (and his/her parents/guardians in the case of students) is agreeing to follow the rules set forth in this AUP (Acceptable Use Policy) and to report any misuse of school resources to a teacher or school leader. Parties agreeing to this policy also understand that BSJ may revise the AUP (Acceptable Use Policy) as it deems necessary without prior notice.

General Provisions:

1. Access is a privilege - not a right. Access entails responsibility. Users are individually responsible for their behaviour when using IT resources provided by the BSJ;
2. Users are expected to follow the BSJ Home School Agreement, Behaviour Management Policy, Information Handbook for Parents, Child Protection Policy, and all international and local laws (including copyright laws when using IT resources);
3. IT resources are to be used for educational purposes only. Users may not use IT resources for commercial, recreational, personal or illegal activities;
4. Users are responsible for maintaining, managing and backing up of data stored on BSJ equipment. Users are restricted to accessing their own data only. For back up procedures and suggestions visit http://j.mp/bsj_backup;
5. Users are restricted from improper use or distribution of sensitive, personal or illicit information;
6. Users must maintain strict security and privacy of their data and/or any school data to which they have access through passwords, file access and physical care of their devices;
7. Access to and usage of social media through BSJ IT resources are governed by the School code of conduct, and local and international laws;

8. Users are expected to use IT resources, specifically hardware, with utmost care and respect. Dangerous, negligent or malicious usage of resources will not be tolerated;
9. Students and Parents, should be aware that all information sent from, received by or stored on BSJ IT resources is the property of BSJ and is not and should not be considered private or confidential.

Provisions for Secondary Students:

1. In years 8-13 BSJ requires a family owned Apple Laptop computer as part of its Learning Technology program that leverages IT resources to enhance their learning. In Year 7, students should have an iPad Pro;
2. If families choose not to purchase their own device they may rent one from the School;
3. Students are expected to follow best practices of Digital Citizenship and Internet Safety. Please review Common Sense Media Parent Concerns for more details (<https://www.commonsensemedia.org/parent-concerns>).
4. In terms of supervision, students must follow all instructions given by Teachers while at School and all instructions given by parents while at home;
5. Family owned MacBooks must have a recent OS and a functional webcam;
6. Students are expected to bring their laptop to school each day fully charged;
7. If family owned laptops are lost, broken or non-functional, students are expected to check out a temporary computer from the IT Department or the Library until their primary device is fixed. If students need the temporary computer for an extended period of time the School may charge the family a rental fee.

Violations of these guidelines and/or provisions are unacceptable and may result in loss of access and privileges, suspension, financial compensation or other disciplinary action deemed necessary.

Section 5

Uniform Policy

All students are expected to wear the correct school uniform. All materials for the school uniform must be purchased from the School Shop. All items should be clearly named.

5.1 Kindergarten

Uniform is 'ready to wear' from the School Shop.

Boys and Girls: Red shirt, dark blue shorts/culottes and a hat/cap.

5.2 Years One — Six

All school uniforms MUST be made from material purchased from the School Shop.

Boys : Batik shirt and dark blue shorts.

Girls : Batik short-sleeved dress or blouse and culottes.

5.3 Primary General Requirements:

Socks : Plain white, blue or black socks (white socks for Early Years).

Shoes : Black, low-heeled shoes (Velcro-fastening shoes as appropriate) black trainers are not allowed except for PE.

Hats : School hats must be worn for outdoor play at all times.

Sweatshirts : Only those purchased from the school shop may be worn.

5.4 Secondary General Requirements:

Students at BSJ are proud of their uniform and they take pride in their appearance. Students are ambassadors for the school at all times and when students travel in their uniform or when visitors come to BSJ, people always comment how smart our students are. We have a school uniform because we want our students to feel they belong to a school which judges them on what they say and do and not by how elaborately they dress. We expect students to comply with our uniform policy and keep their uniform smart and clean. We ask for the support of parents in ensuring that the uniform made and provided for their children is consistent with the expectations set out overleaf. Parents are asked to contact the Year Leader if they require clarification about the school uniform.

All students are expected to conform to the following uniform policy of the School

Socks	Plain white, black or blue ankle socks.
Shoes	<ul style="list-style-type: none"> • Plain black low heeled leather shoes (lower than 3 cm); • Ballet shoes which have elastic around the foot and have little or no foot or arch support, are not suitable for school use; • Boots (shoes above the ankle) are not acceptable for school.
Undergarments	<ul style="list-style-type: none"> • Bras must be white or skin-coloured. No other colour is allowed in school; • Students may wear a plain white T-shirt under their shirt as long as it does not hang below the length of the school shirt.
Uniform	Ready made school uniform is available in the school shop. Alternatively, material may be purchased from the school shop for personalised tailoring whilst observing the school uniform requirements as stated below.
Shirts	<ul style="list-style-type: none"> • Light blue, short-sleeved shirt with House badge for students in Years Seven to 11; • White short-sleeved shirt for students in Years 12 and 13 with House badge.
Trousers	Trousers must be tailored and the hem must not be allowed to drag or be ripped or tatty. Undergarments must not be visible.
Shorts	Shorts are acceptable alternatives to trousers. Shorts must be on the knee.
Skirts	Skirts for girls will have straight pleats and be worn on or below the knee.
Culottes	Culottes are acceptable alternatives to trousers or skirts. They must be on or below the knee.
Pullover/Zip-up Cardigans	Students may wear pullover/zip-up cardigan provided they are purchased from the school shop.
BSJ Hoodies	Students may wear these beyond the academic school day, but not during the school day.
Hats	For sun safety reasons, hats are compulsory for PE and must also be worn when students are playing out at break and lunchtime.
Jewellery	<ul style="list-style-type: none"> • Students may wear a maximum of one stud in each lobe. Students must not display any other ear piercing or have any other body piercing including tongue and nose piercing. • Students are not permitted to wear any other jewellery except a wrist watch
Wrist bands	Friendship bands are not permitted. The exception is that students may wear a maximum of one 'charity band'. No other accessories may be worn.
Hairstyles	Extreme hairstyles or hair colours are not permitted. Hair should be one natural colour. Long hair should be kept away from the face and tied back during practical lessons.
Make-up	Students are not permitted to wear visible make-up or nail varnish. Natural-coloured foundation and lightly applied mascara may be worn.
Tattoos	Any visible tattoos are unacceptable.
Facial Hair	All boys are expected to be clean shaven.

5.5 Uniform Checks

The Year Leaders have the right to determine the appropriateness of uniform. Uniform checks are conducted at regular intervals during the school year to ensure that all students comply with the uniform policy. The School will contact parents of students who are not conforming to the school uniform policy.

Examples of school uniform and school shoes.



Kindergarten Uniform



Primary School Uniform



Secondary School Uniform



IB Diploma / CP School
Uniform



Acceptable School Shoes

5.6 Non-uniform Days

On specific dates in the calendar, students are permitted to wear casual clothes. A nominal charge is often made for this and all proceeds go to charity.

Casual clothing worn on non-uniform days must be appropriate for participation in lessons, be suitable for safe movement around school and must be modest in order to avoid offence to our school community.

Section 6

Consequences of Inappropriate Conduct

Teacher/Student relationships are built on mutual respect, understanding and cooperation. A student who behaves inappropriately (see section 3 on student expectations) will face appropriate consequences. The Behaviour Management Policy can be found on the school website.

6.1 Sanctions for misbehaviour

- If an incident occurs involving the misbehaviour of a student, the parents of the student will be informed and invited to discuss the matter in person where appropriate;
- Incidents of inappropriate conduct may involve sanctions. These may include:
 - a) A removal of privileges such as access to play areas, participation in activities, representing the school in sports, concerts, visits, etc;
 - b) A task to be completed for the benefit of the School Community;
 - c) Supervised reflection time at break, lunchtime or after school as appropriate.

6.2 A serious breach of discipline

A serious breach of discipline includes but is not limited to, any of the following:

- Possession of or being under the influence of illegal drugs or alcohol;
- Possession of pornography;
- Bullying in any form, including sexist, racist incidents;
- Inappropriate language or behaviour towards any member of staff;
- Serious misbehaviour, violence, threatening behaviour or abusive language to any member of the school community;
- Theft or vandalism;
- Smoking;
- Truancy;
- Misuse of the internet;
- Plagiarism;
- Repeated misbehaviour.

6.3 Procedure in the event of a serious breach of discipline:

1. The initial incident is referred to the Head of Primary or Secondary School (or Deputy in his/her absence);
2. The Head of School ensures that the child involved and witnesses to the incident are interviewed and written statements are completed. The Head of School will ensure that the parents are informed at this point;
3. A member of staff must be called to be part of the interviews as a 'silent witness';
4. If it is recommended that the child is to be externally suspended, only the Principal or Head of School may authorise suspension for up to 5 days. The Principal or Head of School will inform the Chair of the Pastoral Sub-Committee of the Board of Governors if external suspension is discussed;
5. If the child is externally suspended, the parents will be required to attend a meeting with the Head of School before the suspension takes effect. This meeting provides the opportunity to share the evidence from the statement by the child (a copy of this statement would be made available to the parents plus any other additional information including details from witness statements). The child may be required to attend this meeting to clarify or expand upon his/her statement. At the meeting the parents would also have the opportunity to provide any relevant information. At the end of the meeting, parents will be informed that a decision will be made within 24 hours as to the next stage in the process, which could be either, response a) or b) below:
 - a) The child returns to School under contract. On the day the child returns to School, the terms of the contract are explained to the parents. The parent and child sign the contract. Copies of the contract remain on the child's file and will be made available to the Pastoral Sub-Committee Hearing of the Board of Governors if requested;
 - b) The period of suspension may be extended for up to a further 5 school days pending a Disciplinary Hearing.

6.4 The Disciplinary Hearing :

- The Principal (or the Head of School in his absence);
- The Head of School;
- Representatives of the Board drawn from the Pastoral Sub-Committee who cannot be the Chair of the Governing Body;
- The silent witness;
- Any other co-opted members as deemed necessary.

There are three solutions available to the Disciplinary Hearing (DH):

- a) Return of the child to school under contract. Refer to 6.3 : 5. a) previous page;
- b) Extension to the term of the suspension to await psychological, other reports, tests, etc.

The DH must meet within five school days following the end of the initial suspension of the child from school. The DH may decide to extend the suspension if required to enable further external reports or tests to be carried out. Following this extension to the suspension, the DH may meet again if necessary to decide the next course of action which must either, be 6.4 a) or 6.4 c);

- c) Permanent exclusion of the child.

If the decision of the DH is to permanently exclude a child from school (expulsion), this decision must be communicated to parents within 24 hours by the Principal or Head of School. The letter will inform parents that they have 5 school days to lodge an appeal in writing to the Chair of the Board of Governors. If such an appeal is lodged, the child shall remain externally suspended from school until the outcome of the appeal.

6.5 Appeal Process

In the event of an appeal, the Chair of the Board of Governors will call an 'extraordinary meeting' of the Board. Present at the meeting must be a Quorum of members. The Board shall consider all aspects of the case. The Chair may request the presence of relevant staff and any additional information as required. The Board's decision will be advised to the parents within 24 hours of the extraordinary meeting. There is no further appeal possible.



Bintaro Jaya Sektor 9
Jl. Raya Jombang-Ciledug, Pondok Aren
Tangerang 15227. JAKARTA-INDONESIA
Tel. (+62) (0) 21 745 1670 | www.bsj.sch.id