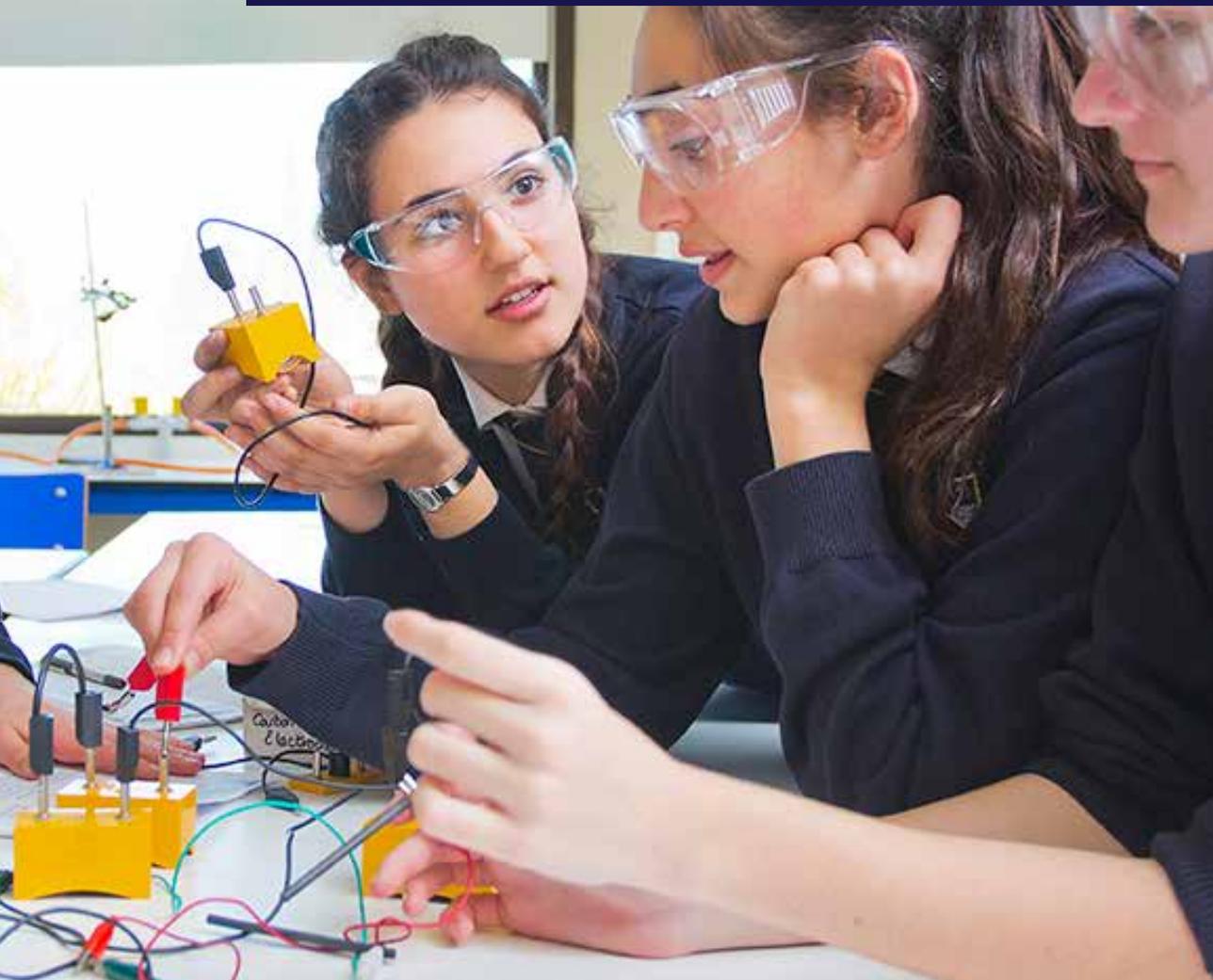


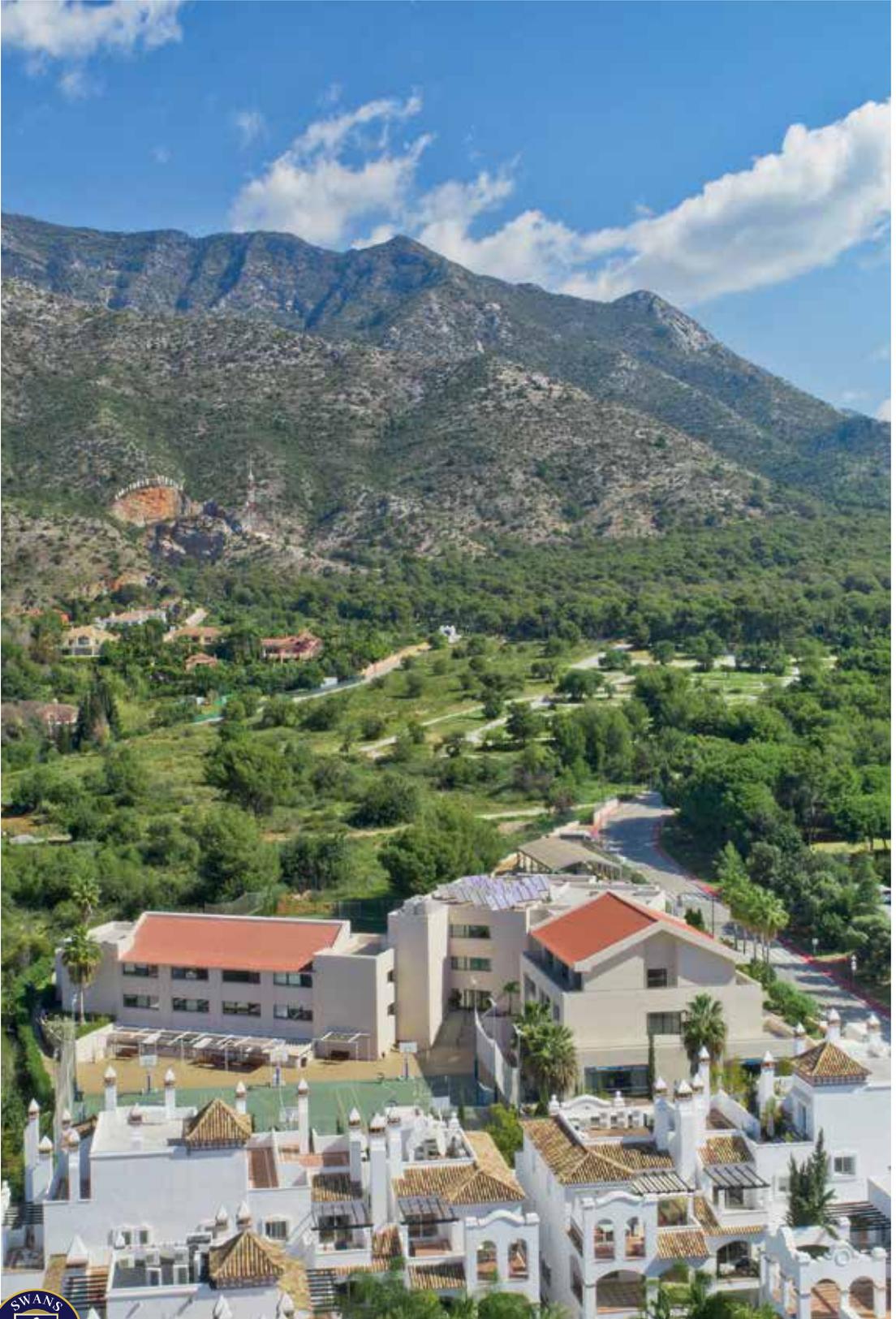
STUDENT HANDBOOK

A SECONDARY SCHOOL ORIENTATION GUIDE



Dedicated to teaching and
learning for over 50 years

version 2022/2023



AN INTRODUCTION TO SWANS SECONDARY SCHOOL

“ Welcome to the Swans International School Student Handbook. Having now been at Swans for over ten years, I have seen hundreds of students come through our school and go on to achieve great things and we wish the same for all of you.

The school's code is **Positivity, Proactivity and Pride** and this is something that we ask all of our students to live by:

- Being Positive: having a can-do attitude, being willing to help others, maintaining good relationships with staff and students and not being put-off when things do not go your way.
- Being Proactive: making things happen, taking opportunities when they arise and making the most of your learning by not waiting for others to tell you when to act.
- Being Proud: showing pride in our school and yourself by the way that you behave, the way that you present yourself and the way that you complete tasks. This one is the cornerstone of our success.

By living by this code, some of our students have achieved outstanding results at both (I)GCSE (exams in Year 11) and IB (the International Baccalaureate completed in Year 13). As you enter our school entrance hall, you will see the 40 Points Club board above you, which celebrates those students who have achieved something that only the top 10% of students in the world achieve. Many of them have gone on to study at

amazing universities, such as the University of Cambridge, the London School of Economics, Imperial College London, the University of Edinburgh, Complutense Madrid and the University of St Andrews. We like to think that this is all achievable if you adopt the qualities mentioned above.

Throughout your time at Swans, there are many other ways to be celebrated: sporting success, drama and music in our wonderful shows, and also on the Roll of Honour, which is for those students who achieve great things during the year and show great effort in their studies.

We are a wonderful school, set in beautiful surroundings, with happy students and teachers, who make coming to school or work a pleasure every day; but in spite of our great success, we are never satisfied and will always seek to improve, however we can. I want you to take the same attitude forward during your time here. The sky's the limit and we are here to guide you along the way!

”



Kind regards

Robert Maldonado, Headteacher

POSITIVITY, PROACTIVITY, PRIDE.



THE SWANS CODE:

POSITIVITY

- In the way that you interact: be nice to your peers, encourage and support each other
- When things get tough: show resilience, be positive, look to the future.
- Show the best side of our school: say hello to visitors, show respect and a positive attitude

PROACTIVITY

- Do not be happy with the basics: show initiative and challenge yourself to go further.
- How can you improve?: do not wait to be told, identify areas of weakness and act on them.
- What can you do beyond your basic school work? Get involved in other aspects of school life (sport, drama, music, charities, debating...)

PRIDE

- In your school work and its presentation
- In the way that you present yourself
- In your punctuality and attendance
- Set an example to others
- Show leadership
- Be a proud member of Swans School



SWANS INTERNATIONAL SCHOOL

CODE OF CONDUCT

We work hard to ensure that every student at Swans International School understands and follows our school code of conduct and shows respect to each other and to adults in the community. Our school code of conduct is at the centre of what we believe is an essential set of values that guide all we do.

Members of the school community have the right to:

- Be treated with courtesy and respect.
- Work in and enjoy a safe, secure and clean working environment.
- Teach and learn without disruption.
- Achieve their potential.
- Have their property respected.
- Be proud of their achievements.
- Receive regular and developmental feedback about all their work.

Members of the school community have a responsibility to:

- Show respect and courtesy to others.
- Keep the school environment safe.
- Ensure there is no disruption to another person's teaching and learning environment.
- Develop their potential and to assist others in doing the same thing.
- Respect students, staff and school property.
- Ensure that their actions do not discredit the school.

In summary:

- Respect yourself.
- Respect each other.
- Respect all staff.
- Respect the school environment.
- Respect that this is a place where people come to learn and work.



HOME/SCHOOL AGREEMENT.

OUR AIMS AND VALUES

School philosophy

Swans International School aims to provide a rich environment for the development of well educated, confident and caring young people who are committed to making a significant contribution to the world in which they live, helping them to develop into considerate, principled and active members of society. The school seeks to foster a spirit of enthusiasm for learning and thereby encourage all students to become effective, life-long learners.

To achieve these aims, the school will strive to:

- provide a broad, balanced and relevant curriculum within a stimulating and supportive learning environment which will challenge, motivate and excite all students;
- equip students with the necessary intellectual, practical and social skills to allow them to make a valuable contribution to society and fulfil their potential in life;
- encourage students to develop open and enquiring minds with the ability to question and debate thoughtfully and rationally;
- help students to appreciate and celebrate international and cultural diversity, having respect for the different values, moral and religious beliefs of others;
- promote the qualities of excellence, perseverance, self-discipline and thoughtfulness among the whole school community;

- nurture and develop the intellectual and creative talents of every student.

We believe that these aims are more likely to be achieved if there is a partnership between the school, the students and the parents/carers based on mutual trust, consideration and understanding.

We are asking you and your child to commit to an agreement with the school so that all concerned may be clear about our mutual aims and expectations now and in the future.

As Parents/Guardians, I/we shall:

- Ensure that my/our child attends school as required according to the school calendar.
- Ensure that my/our child is on the school premises by 8.40am (registration starts at 8.45am). If not in school by 8.50am, I understand that this will be recorded as late and that the school policy on attendance will apply.
- Ensure that my/our child is appropriately dressed and properly equipped on a daily basis (as per the uniform and stationery requirements) and provide a healthy snack for break time.
- Support the school in its aims, particularly as regards to discipline, Code of Conduct and uniform standards.
- Ensure my/our child is collected by 4.15pm, unless enrolled in an after school activity and therefore collected at 5.00pm.



If not collected by 4.15pm, I understand that my child will remain in school under staff supervision until 5.00pm in order to ensure their safety.

- Provide an effective environment for my/our child to complete their homework on time and to the best of their ability, and monitor their homework on a weekly basis.
- Support activities arranged by the school, including after school enrichment and support, coffee mornings and parent consultation evenings.
- Inform the school of any concerns or issues that might affect my/our child's work, behaviour or attendance.
- Ensure I inform the school of any absences regarding my/our child and, provide medical evidence in recognition of their absence.
- Treat students and all school staff with courtesy and respect.

As a student I will:

- Attend school and lessons punctually and with minimum absence, properly equipped and wearing the appropriate school uniform, as set out in the school rules.
- Show respect for all members of the school community.
- Engage with the enrichment and support programmes offered by the school to widen my experiences in life.
- Seek help from my Form Tutor, Head of Year or a member of staff if I have a concern or need help or guidance.
- Manage my homework and complete my class and homework on time and to the best of my ability.
- Follow the School's Code of Conduct and represent the school appropriately in the wider community.



TERMS

AUTUMN TERM
September to December
Half term: Normally first week of November
Public holidays: Wednesday 12 th October, Wednesday 19 th October, Monday 31 st October, Tuesday 7 th December, (Puente: Monday 6 th December), Thursday 8 th December

SPRING TERM 2022
January to April
Half term: Normally end of February

SUMMER TERM 2022
April to June
Public holiday: Monday 1 st May

THE SCHOOL DAY

TIME	EVENT
08.45- 09.05	Registration
09.05-09.55	Period 1
09.55-10.45	Period 2
10.45-11.35	Period 3
11.35- 11.55	Morning Break
11.55- 12.45	Period 4
12.45- 01.35	Period 5
01.35- 02.30	Lunch and Afternoon Break
02.30- 03.20	Period 6
03.20- 04.10	Period 7
04.15- 05.00	After-School Activities



YEAR GROUPS

AGE	11-12	12-13	13-14	14.-15	15-16	16-17	17-18
YEAR	7	8	9	10	11	12	13
KEY STAGE	KEY STAGE 3			KEY STAGE 4		KEY STAGE 5	
EXAMS	END OF YEAR INTERNAL EXAMS			(I)GCSE		IB	
SPANISH EQUIVALENT	CEIP	1º ESO	2º ESO	3º ESO	4º ESO	1º BACH	2º BACH

STUDENT COUNCIL

The Student Council meets on a regular basis to discuss issues arising in school and to act as a student voice, making the views of students known within the school. Each year group has representatives on the Council and the meeting minutes are shared with the Senior Management Team. Our Student Council is the voice of our student body and their suggestions and views are taken seriously by the school management. In recent years, the

Student Council has created a vertical garden from recycled materials and a mindfulness space for students and staff to work in, they have taken part in Global Leaders competitions and are pushing hard for the school to become even more environmentally aware. If you feel strongly about something, then please let your representative know or better still, get involved with the Council yourself.

STUDENTS OF THE WEEK

Each week students in each year group are awarded Student of the Week. These are nominated by Form Tutors and HOYs, and are students who have performed particularly well. Reasons for nomination could be a high number of positive comments, an excellent piece of work, particularly good effort in class

or during a sporting event, or even being helpful or kind to others. The winner will be announced on the daily bulletin, receive an early lunch pass and will be allowed to enter lunch early for an entire week with a friend of their choice. Their parents will also be informed.

POSITIVE REWARDS

Bronze, Silver, Gold and Platinum certificates are awarded by the Head of Year to students achieving levels of positive comments throughout the academic year:

- 50 - Bronze
- 75 - Silver
- 100- Gold
- 150 - Platinum

These are presented during year group assemblies.



REWARDS BREAKFAST

Students who have been awarded the highest number of positive comments in each year group are invited once per term to attend a rewards breakfast with

their fellow peers. The top five students are rewarded with breakfast and are presented with a certificate by their Head of Year. Their parents are also informed.

HEADTEACHERS AWARD

Each term a student is awarded with the prestigious Headteacher's Award, students are put forward by staff with a written recommendation which can be supported by other members of staff. The

student is awarded with a certificate, their family informed and they are mentioned in both the headteachers termly letter and the school's Pulse Magazine.

HOUSE SYSTEM

The Swans House System is comprised of four houses;



Falcons, Kestrels, Hawks and Eagles, birds which are characterised by their strength and determination to succeed. All students and staff are allocated to a house for the entirety of their time at Swans. Positive comments awarded to students accrue points for their allocated House. However, a negative comment will

deduct a point. Points will also be awarded via sporting events, Student of the Week (10 points), Roll of Honour (25 points) and house activities which are run throughout the academic year. The winning house is announced at the end of the year and is rewarded with a whole house event.

IB STUDENTS

Students in Years 12 and 13 have a considerable responsibility as role models for younger students and ambassadors for the school. In recognition of this and their seniority within the school, IB students are granted certain privileges, including the following:

IB Common Room

IB students have access to their own common room, which is out of bounds to students from other years. The common room may be used as a place for private study or, during break times, for relaxation. IB students are responsible for keeping this area clean and tidy, especially the kitchen area. It should be noted that the school does not take responsibility for any personal items that are left in the common room (or anywhere else in the school).

IB Lunch Zone

IB students have their lunch at any sitting between 1.35pm and 2.30pm. They have their own dedicated lunch zone within the common room area.

Uniform Privileges

IB students are not required to wear regular school uniform but instead are permitted to wear 'smart' dress which follows the sixth form dress code. Beach wear, flip flops, short skirts/shorts, sportswear and revealing clothes are not suitable for a work environment. The decision for what is deemed appropriate ultimately lies with the Head of Sixth Form and the Senior Leadership Team. During formal

school events, such as school open days, assemblies or on formal visits, IB students will be expected to wear more formal dress; due notice will be given of such events.

Year 12 IB Duties

As part of their role as senior students there are a number of duties that Year 12 students are expected to perform. These include a weekly lunch duty, weekly vending machine duty, taking on senior positions in the production of the school magazine, representing IB students as part of the Student Council. There are a number of other activities, which take place as part of the IB Diploma, where students from the entire year group will be expected to become involved. Examples include the Primary School Halloween discos, Christmas Fayre and Sports Day. Scholarship students are also expected to offer a weekly extracurricular activity to younger students in the school.



HELP AND ADVICE

Swans has a wide range of individuals available to help both you and your parents with any issues you may have in connection with school. These include:

Form Tutor:

The first point of contact for all routine issues and concerns. Speak to your tutor about any questions, worries or problems you may have.

Head of Year:

To support form tutors in helping to resolve problems. Speak to your Head of Year if you cannot find your form tutor.

Head of Department:

For any subject specific information or concerns relating to your education and subject knowledge.

Deputy Head Pastoral:

For help with any issues affecting your wellbeing, mental or physical health, for any

safeguarding issues or concerns you may have and for any issues not resolved satisfactorily through other channels.

Head Teacher:

For issues not resolved satisfactorily after other channels have been followed or any issues you feel need to be addressed at a higher level.

Learning Support Department:

For advice regarding your individual learning needs or support with study and exam techniques.

School Nurse:

For any day to day medical issues or concerns.

Parents may ring the school office and request an appointment with the appropriate member of staff, ideally giving at least 24 hours' notice.



CONFIDE IN US

e-mail: i-confide@swansschool.net



HOME STRESS?

PERSONAL
PROBLEMS?

BULLIED?

DEPRESSED?

ANXIOUS?



WANT HELP?

You can get confidential support from experts at Swans School by e-mail. You don't have to give us your real name and we promise that, unless you are in danger, what you tell us will remain private

BULLYING

Swans views any form of bullying as a very serious issue. Bullying will not be tolerated in our school and we will make every effort to ensure that bullies are dealt with appropriately.

What is bullying?

Bullying is any form of persistent behaviour which makes people feel uncomfortable, hurt, threatened or frightened. It can be physical, mental, emotional and even electronic, and may include:

- Name calling and insults
- Making threats
- Hitting, kicking and punching
- Taking or hiding others' belongings
- Damaging others' property
- Isolating or excluding someone
- Spreading rumours or lies
- Teasing
- Unfriendly gestures or looks
- E-mails or online messages (cyber bullying)

Bullying must always be judged from the victim's viewpoint – bullies often fail to understand or underestimate the effect that their actions have on other people.

Together we can stop bullying

- Tell someone - Speak to a teacher or another adult; you are not 'telling tales' or 'snitching' you are standing up for your rights as a person. If you see someone else being bullied, do the right thing and speak up.
- Ask for help - Never take the law into your own hands; you could make things worse

and end up getting into trouble yourself. Ask a teacher or an adult for help. Ask your friends for support too.

- Listen to the victims - Teachers will always listen to students who feel that they are being bullied and will take the appropriate action to address bullying. If your friends are being bullied, listen to them and encourage them to seek help from their teachers.
- Take it seriously - All incidents of alleged bullying at Swans will be investigated and appropriate measures taken.

Are you a bully?

If you are, then you should expect to be punished. Ask yourself, why is it that I am bullying? Seek help to resolve your own issues.



SCHOOL LIBRARY

GET READING! Tired of TV? Fed up of video games? We have a book to suit every taste in our extensive range of fiction and nonfiction. Take a journey to a strange new world and spend some time seeing life through someone else's eyes – you will return changed forever and for the better. Did you know that the people who are able to innovate and invent our tomorrow are the avid readers of today? Yes, it has been statistically proven that using your brain to create the world you read about is what enables you to conceive of a future that no one has yet imagined. So seek out the books you love and read read read! Reading is the new rock n roll! FACT!

GET ACCELERATED! At Swans, we are proud users of the Accelerated Reader program. This means your reading age will be regularly tested to help you choose books that are exactly the right level to challenge and extend your reading skills. When you have finished, your knowledge of it will be tested with a special computerised quiz. For passing this you will earn points towards a termly target, all with the aim of continually improving your skills. This is the best way to ensure you achieve your potential in all areas of the curriculum, so it's a good idea to make the most of this fantastic opportunity.

GET RESEARCHING! Think you can find out everything you need to know on the internet? Reckon you have the search skills to sift out the info you need from all that rubbish without letting it overwhelm you? The answer, even though you may not know

it, is probably no – but your school library can help! We have thousands upon thousands of books stuffed full of facts, written by experts and already cross-checked and verified. We also have a librarian more than willing to help you find the book you need, or to navigate the stormy seas of the information age with helpful hints on searching and researching AND access to our growing collection of digital resources. We are your one-stop-shop for all your information needs!

We are open 8.45am – 5.00pm every school day, including lunchtimes and break times, and are always willing to help with queries, make reading suggestions and check out books.

Those wishing to use the library during our after-school silent study period simply need to sign up to it as an after-school activity at the beginning of each term. See you soon!



DAY-TO-DAY ORGANISATION

Lockers

You will be allocated with your own locker, close to your form room. This is large enough to hold exercise and text books. You will be given a combination for your locker, which you will keep for the academic year and you should not share this with other students.

Lost property

The school cannot take responsibility for any loss of valuable items. You must take care of your own property and take full responsibility for it. Valuable items should not be brought into school and may be confiscated. We understand that you may carry a mobile phone for safety's sake on the journey to and from school. However, this must be turned off and must not be used for the duration

of the school day. Mobile phones may be confiscated if this rule is broken and, for repeat offenders, phones will be kept in the school safe until a parent can collect it.

Please note that senior members of staff have a master key if we need to open lockers to maintain control under the school's Search and Confiscation Policy.



First aid and the medical room

The school has a well-equipped medical room where you can go for first aid. If you are taken ill or have an accident, you should go to the medical room and speak with the nurse. If needed the nurse will contact your parents and arrange for you to be taken home or accompanied to hospital. In more serious cases, the School Nurse will contact Helicopteros Sanitarios.

Staff members are not permitted to administer medication to a student. The school will only administer medication if written permission has been given by your parents, in which case it will be administered only by the School Nurse. Any medication which you need to take during the day must be given to the School Nurse (either directly or via the school office) and may not be held by you. If you are unwell or taking medication for an ongoing illness, we would generally expect that you should remain at home until fully recovered. If you are absent from school as a result of illness, please ask your parents to inform the school office by telephone (tel: 952 902 755 or email: absences@swansschool.net), indicating how long you are likely to be absent. In the case of an accident at school, the school will always hand over the school accidents policy and you must go to the assigned hospital (Hospital Quiron in Marbella). If your parent opts to use another clinic or independent specialist, the school insurance will not be able to cover the cost.

Fire evacuation procedures

Copies of the school's fire evacuation procedures are posted in every classroom and the school has a number of fire drills each year to ensure that you are familiar with the procedures for evacuating the school as rapidly and safely as possible.

The fire alarm consists of a high-pitched, intermittent siren. This is the only siren sounded in the school. When the fire alarm sounds, you should evacuate the building by the shortest and quickest route, assembling in Nagúeles Car Park opposite the main school entrance, where the register (including the signing in/out register for visitors) will be called, to ensure no one is left inside the buildings. If in doubt, please follow instructions issued by staff members.



STATIONERY REQUIREMENTS

(Years 7 - 11 should bring a pencil case holding)

Blue, green, black and red Pilot pens
Pencils, rubber and sharpener
Coloured pencils
30cm ruler, protractor, set square
Pair of compasses
Scissors
Sellotape

Glue stick
Casio scientific calculator (As instructed by the maths department)
A4 lever arch file for English and ICT
A4 ring binder file for students of Spanish language and literature
Home Language/English Translation Dictionary

Years 12 - 13

Any additional requirements specific to the subjects that your child is studying will be informed by the subject teachers.

Spanish books

Spanish books will be on sale at Swans Secondary School prior to the start of the Autumn term and your child must have the books for the first day of the academic year. If you join Swans School during the academic year, the office can provide the direct contact details of where the books can be purchased.

All students are expected to have their own electronic device either a MacBook or iPad configured for the school's network (brought in each day - charged and ready to use).



IT REQUIREMENTS

Years 7 - 8

Students of Year 7 and 8 require an iPad. We recommend the iPad 8th generation or later as previous versions may experience some compatibility issues. Please also ensure that all iPads have a durable protective casing. The iPad should be provided completely blank and will then be correctly configured to include school WiFi access and the appropriate curriculum-related apps. During term times the Apple App Store will be disabled from the iPad for security reasons. Also, social media sites are blocked within the school environment.

Years 9 - 13

Once you enter Year 9, you will require a more powerful device. We recommend a MacBook Air that is no older than 3-4 years.

Email

A school email address has been created for you which enables communication with teachers and peers. This email is `firstname.surname@swansschoolinternationales` and remains the property of the School.

You will be given a login and password for access to the school computers. Please make sure that this is kept confidential. Every student at Swans International signs an E-safety contract so please use the system safely and sensibly. Please check your email regularly as teachers will send classwork and home learning to you via this method.



ATTENDANCE, PUNCTUALITY AND ABSENCE

You should arrive at school by 8.40am and be in your tutor room by 8.45am. Registration closes at 8.50am after which you will be recorded as a late arrival.

“Research shows that children who attend school regularly are likely to be more successful in their education. A student who misses a day of school, each week, misses an equivalent of two whole years of their school life. This obviously leads to huge gaps in their learning.”

The school expects excellent attendance and punctuality as a prerequisite for successful and engaged students. It is important that you do not miss lessons and fall behind. All students should aim for 100% attendance and full attendance is celebrated with positive comments and special prizes.

Below is a table showing the impact of absences on the number of lessons a child misses when absent:

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9	1.5 weeks	56
90%	17	3.5 weeks	119
85%	26	5 weeks	182
80%	34	7 weeks	238

If you are ill, we require your parents to telephone/email the school on each day of your absence. If we do not receive a message and a medical note, your absence will be marked as unauthorised. On their return to school, we must have a note explaining the cause of your absence. It is your responsibility to catch up with any work you have missed.

For prolonged absence due to illness, your child's work will be accessible via each subject's Google Classroom through which they can also contact their class teacher..

We are unable to authorise family holidays during school time. Parents should write to the Headteacher for a request to be considered but only in exceptional circumstances.



What reasons will the school accept for absence?

The school will only authorise absence for the following:

- Illness (when medical note provided)
- Emergency dental/medical appointments.
- Family bereavement

Any non-emergency medical appointments must be arranged for after school or during school holidays.

Can we take family holidays during term time?

You are reminded that full attendance is expected up to, and including, the final day of each term. Early departures for family holidays will not be authorised. We highly recommend that if you are in an examination year (10-13) you use the school holiday periods as a time for preparation and reflection in readiness for the next term. House and sports activities are often planned at the end of

term. These are important opportunities for you to socialise and develop yourself in a less academic setting. These should not be seen as less important than academic study and attendance is required at all events.

What if my attendance is low?

Low levels of attendance could result in the school insisting that you repeat the academic year so as to cover the necessary course content. Low attendance can also affect your ability to continue on to study the IGCSE or IB qualifications.

As with all educational settings, the school is obliged to inform local social services if your attendance is concerning.



UNIFORM AND APPEARANCE

The school expects you to take pride in your appearance. We have carefully selected a uniform that is smart and modern. Students wear uniform in Years 7 to 11. The uniform code also applies to journeys to and from school.

The Headteacher reserves the right to make the final decision on what is appropriate in terms of school uniform.

Make up and jewellery may not be worn (except for a wrist watch and one pair of small stud earrings). Extreme hairstyles (e.g. shaved) and hair colouring are not acceptable. Long hair must be tied back in a tight ponytail using a blue, black or brown bobble (refer to the school rules). False nails are not permitted, neither are false eyelashes.

In poor weather conditions, you may wear dark blue or black 'sensible' coats or waterproof jackets of your own choice, but these must be removed inside the school building and hung on pegs provided. Scarves and hooded tops may not be worn during lessons under any circumstances.

Sixth Form students are not required to wear regular school uniform but instead are permitted to dress according to the sixth form dress code. Beach wear, flip flops, short skirts/shorts, sportswear and revealing clothes are not suitable for a work environment. During formal school events, such as school open days, assemblies or on formal visits, Sixth Form students will be expected to wear more formal

dress; due notice will be given of such events. The decision for what is deemed appropriate ultimately lies with the Headteacher/ Head of Sixth Form and the Senior Leadership Team.

School uniform

Blazer (with logo), tie (with logo), jumpers/ cardigan with logo, white shirt/blouse (with logo), navy blue trousers/ skirt (length must be at the knee), flat black or navy shoes (no decoration, not trainer-style), black or navy socks.

Sports uniform:



Yellow t-shirt with logo, navy shorts with logo, school tracksuit (girls may wear navy blue leggings), white socks, white sports shoes (not canvas nor skate style), hooded sweatshirt with logo.

Additional sports requirements:

Navy blue/ black swimming trunks/ swimsuit, swimming cap, goggles, towel, plastic shower sandals, shin-pads, long white football socks, gum shield.

Please refer below for visual reference. If there

are any doubts, visit the uniform shop.

Uniform shop opening times:

Monday, Wednesday, Friday

9.00am - 10.00am.

Tuesday and Thursday

3.30pm - 4.30pm.



FOOD POLICY

School lunches

You will eat your lunch in year groups via a daily rota. Lunches generally include a soup starter with bread, a main course with fresh vegetables and/or salad and a healthy dessert and/ or sliced fruit. A vegetarian alternative is also available. If you have specific dietary requirements or food allergies these are also catered for. All food provided is freshly prepared in the school kitchen. Filtered water is available to drink.

In order to minimise waste, you are expected to finish the food on your plate, especially where you have asked for second or more helpings. In addition, you are expected to demonstrate good table manners, using your cutlery in an appropriate way and clearing your own place at the end of each meal.

Snacks

You may, if you wish, bring a healthy snack to eat during break time. This may include

fruit, raw vegetables or a healthy sandwich. Unhealthy options, such as sweets, chocolate, crisps and biscuits, are not allowed and, if seen by staff, may be confiscated and disposed of. In addition, you may not bring, or consume in school, any nuts, chewing gum or any seeds with shells (such as 'pipas').

Drinks

The only drink that students are permitted to consume in school is water. Students may not bring in fruit juices, fizzy drinks or energy drinks – this is not only because many of these drinks contain unhealthy levels of added sugar and other artificial ingredients, but also because spillages have in the past caused damage. Filtered water is freely available from various locations around the school. Bottled water (in reusable spill-proof containers) may be brought into most lessons at the teacher's discretion.



DISCIPLINE, REWARDS AND SANCTIONS

The school's ethos emphasises rewarding students for positive behaviour, achievement and effort, rather than sanctioning inappropriate behaviour.

School merit system

As well as verbal praise and encouragement, staff members also make use of the iSams comment system to recognise and reward positive behaviour. Positive comments can be awarded for a wide range of academic and non-academic achievements. They are entered by teachers onto the school's iSams system which directly informs your parents.

A running total of positive comments is kept by the school. Students who have achieved various milestones are acknowledged with certificates awarded at the end of each term at a Rewards Breakfast.

Roll of honour, subject awards, student of the year and other achievements

Alongside the merit system, the school also maintains a Roll of Honour; which is compiled at points during the academic year. Admission to the Roll of Honour is based upon academic excellence, measured either via ongoing teacher assessment or using the results of internal whole school exams. Students in Years 6 to 13 must achieve six or more A grades (level 7, 8 or 9) to be admitted to the Roll of Honour while IB students must obtain 36 points or more. Students can also obtain a place on the Roll of Honour by obtaining six or more effort grades of E (Excellent) (IB =7).

A Student of the Week from each year group is announced by their Head of Year. This is awarded to the student(s) with the highest number of positive comments (no negatives) and you will receive an early lunch pass that week, for yourself and a friend.

In addition to the merit system and Roll of Honour, termly Reward Breakfasts are held for the top 5 students who receive the most positive comments. Alongside this annual awards are also issued at the End of Year Assembly for attainment in individual subject areas, as well as awards recognising those students who have



demonstrated consistently outstanding effort over the year. There is also a trophy for the overall 'Student of the Year'. Sporting and other achievements (such as an excellent attendance record) are also acknowledged, with the award of certificates and trophies. The Headteacher Award is also presented to students on a termly basis in recognition of their excellence in both learning and commitment to the Swans ethos.

Scholarship

At the end of the academic year, students can apply for one of two scholarships, the Key Stage 3 Tessa Swan Scholarship and the Key Stage 4 Jayne Hunter Scholarship. The awards are designed to celebrate academic success and commitment to the school. Students are asked to apply to the Headteacher, including a letter explaining why they would be a suitable candidate for the award. Successful shortlisted applicants will then present a letter of recommendation from a member of staff and be interviewed by members of the Senior Management Team, who will then make a decision as to who will receive the award. The names of scholarship students will be announced in the final school assembly on the last day of the year.

There is also a yearly IB scholarship, awarded by Mr. Ray Liggan, to students completing Year 11, who have not only performed impressively in their IGCSE grades, but who represent our school in an exemplary manner. The decision will be reached after the publication of the GCSE results and an interview with members of the Senior Management Team.

Discipline

We all agree to follow our Code of Conduct.

Code of conduct

We work hard to ensure that every student at Swans International School understands and follows our school code of conduct and shows respect to each other and to adults in the community. Our school code of conduct is at the centre of what we believe is an essential set of values that guide all that we do.

Members of the school community have the right to:

- Be treated with courtesy and respect
- Work in and enjoy a safe, secure and clean working environment
- Teach and learn without disruption
- Achieve their potential
- Have their property respected
- Be proud of their achievements
- Receive regular and developmental feedback about all their work

Members of the school community have a responsibility to:

- Show respect and courtesy to others
- Keep the school environment safe
- Ensure there is no disruption to another person's teaching and learning environment
- Develop their potential and to assist others in doing the same thing
- Respect students, staff and school property
- Ensure that their actions do not discredit the school



In summary:

- Respect yourself
- Respect each other
- Respect all staff
- Respect the school environment
- Respect that this is a place where people come to learn and work.

The Code of Conduct is based on mutual care, courtesy and respect for others and for our school. We want all of our students to recognise that everything we do or say has an effect on others and that all members of our school community have the right to do their work and be happy at school.

The school's discipline code is clear, strongly upheld and is based on common sense and fairness. It exists in order that staff and students can foster good working relationships. Students are expected to be punctual, in correct uniform and to have with them the necessary equipment for the day's work. Our expectation is that all students should behave in a manner that is considerate to others and allows everyone to achieve and ensures that everyone feels safe at school.

We do not accept bullying, racism, anti-social behaviour or any form of physical violence in our school. Students who do not follow our Code of Conduct will face consequences ranging from being asked to move seats or attend detentions to, in extreme cases, exclusion from school.

Swans International School has a clear Alcohol, Smoking and Drugs Policy which states that students bringing illicit substances

into school, or attending school under the influence of drugs or alcohol, will face permanent exclusion. Physical violence according to our Anti-Bullying Policy may also result in permanent exclusion.

If a student is found to have either: (a) brought into school, or (b) consumed in school or while on a school trip or activity, any alcohol, cigarettes or other smoking material or illicit drugs or unreported medication, they may be subject to immediate and permanent exclusion from the school. The school must be informed of any medical issues and drugs



harm to themselves or others or inappropriate material brought into school, such as knives or other implements that represent a danger to public safety, or offensive images or material. Any inappropriate behaviour in the local community, whilst wearing Swans uniform, or online activity that brings the school's name into disrepute, will be met with the highest level of sanctions.

If you fall below the standard expected by the school, we use the iSams information management system to record the incident and this will be shared with your parents. These negative comments indicate that we are concerned about homework, progress, or behaviour.

Incidents of poor behaviour will result in teacher, department, or school detention, at break, lunchtime or after school, depending on the level of the incident points received. Your parents/carers are encouraged to log on and track the behaviour record for their child. Neutral comments may also be issued as a method of communicating or alerting a parent to a concern. For persistent or more serious breaches of school rules or norms of behaviour, you may be placed on a report card. This requires you to carry a report card, containing your target expectations, to each lesson and to obtain a signature and comment from the subject teacher at the end of each lesson.

The report card should then be shown to, and signed by your parents at the end of each day. The purpose of the report is to

monitor behaviour throughout the day and to determine whether you are taking steps to rectify inappropriate behaviour. If there is no improvement shown, parents will be informed of these actions, and a meeting with the Headteacher will be requested.

The Head of Year will review the report card at the end of each week and, in consultation with the form tutor and Deputy Headteacher for Pastoral Care, determine whether the you should continue on report and/or whether more severe sanctions should be imposed.

Suspension and permanent exclusion

The school reserves the right to suspend or permanently exclude students from attendance at school for serious breaches of school rules and norms of behaviour. In addition, students who fail to modify their behaviour after having been placed on report may also be subject to suspension or permanent exclusion from the school. Whilst we do not make such decisions lightly, you need to understand that we cannot tolerate behaviour that prevents or disturbs the learning of other students. It should be noted that, where a student is permanently excluded, the school reserves the right not to refund any deposit or similar payment which might otherwise be re-payable when a student leaves.

School policies

Please refer to the school website or contact the school office for a detailed list of policies.



SCHOOL RULES

1. During the school day, you must not leave the school grounds without specific permission from a senior member of the teaching staff.
2. If you need to contact home in an emergency you should go to the school office and ask to use the school telephone. You must not contact home via a mobile phone. The school telephone is for emergency use only.
3. If you are ill or have an accident at school, tell a member of staff. They will refer you to the school nurse. If the school nurse considers it is necessary for you to be sent home, the school will contact your parents or guardians directly.
4. You should ensure that you bring the correct equipment to each and every lesson.
5. You should not bring high value items into school with you. The school cannot be held responsible if they get broken, lost or stolen. Mobile telephones, cameras, smart watches, ear-pods and similar electronic devices are not allowed in school. If they are seen in school (outside of a lesson) by a member of staff (whether in use or not) they will be confiscated and may only be collected from the school office by parents / guardians at an agreed time.
6. Make up, jewellery (except for a wrist watch and one pair of small stud earrings) and any form of body piercing may not be worn in school. If seen by a member of staff, items will be confiscated and may only be collected at the end of the school week from the relevant Head of Year.
7. Clear or natural coloured nail varnish is permitted. However, gel, shellac, acrylic or any type of false nails are not acceptable. Should any student be found to have these, they will be asked to remove them within an agreed timescale.
8. Any temporary or permanent visual tattoos should be covered. Inking on skin (e.g. drawings by pen) is not acceptable and students will be asked to wash these off. These could be considered as a form of cheating during examinations. Should this be found to be the case, the full range of sanctions (including permanent exclusion) may be applied.
9. Unsuitable hairstyles or colours must not be worn. Long hair should be tied back at all times when on the school premises, including at break and lunch times, using blue, black or brown hair bobbles. Hair should be cut to a reasonable length, close cropped hair, shaven heads or tramline designs are not permitted.
10. Chewing gum is not permitted on school premises.
11. We are a nut free school. - Do not bring items containing nuts into school.
12. During break times you must go to your designated area (usually outside, except during wet breaks). You should not be inside the building, loitering in the toilets, on the ramps or wandering around the corridors.
13. Please exercise care and good sense when moving around the school. Use the stairs to descend and the ramps to ascend the building. You should move quickly and quietly to your next lesson.

14. You may not leave the playground area to collect balls or other items that have gone over the boundary fence. You should inform the member of staff on duty, who will tell the school office and arrange for any such items to be retrieved for collection at the end of the school day.
15. You should not enter any classroom unless a member of staff is present. When waiting for the teacher to arrive for a lesson, you should line up quietly outside the class in an orderly manner.
16. You should only store your belongings and/or bags in your allocated locker area outside your own form room and nowhere else in the building, if found elsewhere they will be confiscated. If you damage your locker, you will be charged for the damage caused and may be asked to purchase a replacement locker. No bags or belongings should be left on the floor or on top of the lockers or they will be confiscated; use the pegs available.
17. You should treat all visitors to the school with courtesy and respect; in particular, you should always greet any visitors to your classroom, including standing if the owners of the school are visiting.
18. You should be aware that the school takes a 'zero tolerance' approach in respect of alcohol, smoking materials, illicit drugs or any items associated with their use. If you are found to have either: (a) brought into school, or (b) consumed in school or while on a school trip or activity, or (c) be found to be under the influence of any alcohol, cigarettes or other smoking material or illicit drugs, you will be subject to the highest level of sanctions from the school. The same approach applies to other dangerous or inappropriate material brought into school, such as knives or other implements that could cause harm to yourself or others, this also includes offensive images or material.
19. At the end of the day, you should leave school in a sensible, orderly manner via the main entrance. You must use the crossing when going to the Nagüeles car park and only cross when instructed by the attendant. You should not walk on or across the grass verge by the car park, opposite the main entrance. Students not collected after 4.15pm must wait inside the gated area, and follow any instructions given by staff members.
20. Please also remember that, although school has finished for the day, your school uniform makes you recognisable as a Swans' student and you should ensure that you behave appropriately whilst waiting to be collected. Any inappropriate behaviour in the local community, whilst wearing Swans uniform, or online activity that brings the school name into disrepute, will be met with the highest level of sanctions.
21. The school takes a zero tolerance approach towards bullying ie repeated acts of intimidation or aggression towards other members of the school community. Instances of bullying will be thoroughly investigated and may lead to the highest level of sanctions.



22. Videos or photos must not be taken on the school premises.

Key Stage 5 (Additional information)

1. You should only store your belongings and / or bags / briefcases in the Common Room and nowhere else in the building. No bags or belongings should be left on the floor, use the pegs available.
2. The Common Room is an exclusive space for use by IB students and should be treated with the utmost respect including no litter, cleanliness (particularly in the kitchen area) and the furnishings used in an appropriate manner (no feet on tables). The room is designed to be a study space and therefore, noise should be kept to a reasonable level at all times.
3. Tattoos and any form of body and facial piercings may not be worn openly in school. Likewise, any visual body marks or unsuitable hairstyles/ colours must not be worn.
4. The sixth form dress code must be followed at all times.



THE CURRICULUM

The following is a very broad summary of the curriculum offered to students at Swans.

Years 7, 8 and 9 - Key Stage 3

All students in Years 7, 8 and 9 (known as Key Stage 3) study the five core subjects set out below, as well as Art, Drama, Music, French and Physical Education:

Core Subjects: English Maths Science Spanish (EP, ESO or Second Language Spanish) and ICT.

First-language Spanish students in Year 7 follow the Spanish EP programme, which comprises Lengua y Conocimiento del Medio; in Years 8 and 9, these students follow the Spanish ESO programme, which comprises Lengua and Sociales. Students not following the EP or ESO programmes have separately timetabled lessons in Geography and History.

Years 10 and 11 - Key Stage 4

At the end of Year 11 (and earlier, for certain subjects), all students sit GCSE or (I)GCSE

(International General Certificate of Secondary Education) exams. These are public exams set by independent examination boards in the UK. Therefore, before starting Year 10, all students must select the (I)GCSE subjects they plan to study in Key Stage 4.

In Key Stage 4, all students are required to study the five core subjects as follows:

English: Most students will study (I)GCSEs in

First Language English and English Literature.

Spanish: Students follow either the ESO programme (comprising Lengua, Literatura and Sociales) or Second Language Spanish. All students take (I)GCSEs in either First or Second Language Spanish; in addition, some students may also take an (I)GCSE in Spanish Literature.

Maths: All students study (I)GCSE Maths - this is a core requirement for progress onto IB.

Science: Students select at least one science and have the option to study two more.

ICT or Computer Science: Students choose either ICT (practical and theory) or Computer Science (programming and logical thinking).

In addition, students select either two (in the case of ESO students) or three (non-ESO students) further (I)GCSE options from a range which currently includes Art, Business Studies, Drama, French, Geography, History, Media Studies, Music, Physical Education and Psychology.

More details of the available (I)GCSE subject options are communicated to you during the Spring Term of Year 9. At that time, you are provided with an options booklet which details the different subject choices available and the selection procedure.



Year 11 Mock (I)GCSE Examinations take place at the beginning of January. These are extremely important examinations and give an insight to your potential performance in the final examinations.

Years 12 and 13 - Sixth Form

Swans is an IB World School and offers the International Baccalaureate Diploma Programme to all students in the Sixth Form. The Diploma Programme requires students to select and study six subjects from a range of disciplines, including First and Second languages, Sciences, Humanities, Maths and the Arts. Students must also follow core studies in Theory of Knowledge and CAS (Creativity, Activity and Service) and complete an Extended Essay on a chosen topic.

The Diploma Programme is highly-regarded among many of the world's best universities and is an excellent platform for post-18 study. However, owing to the academically rigorous nature of the Diploma Programme, entry to the Sixth Form at Swans is subject to students achieving at least six passes (Grades A* to C or 9-5) at (I)GCSE, including English and Maths.

During Years 10 and 11, your parents will be invited to attend presentations which provide an introduction to the Diploma Programme and review the options available.

These are important, informative events and we strongly recommend that you and your parents attend, along with any other family member who may be interested.

During the Spring Term of Year 11, you will be requested to inform the school whether you plan to continue into the Sixth Form after completing your (I)GCSEs and to provide a preliminary indication of the subjects you would like to study.



I/GCSE SUBJECT EXAM BOARDS AND SYLLABUS CODES

The table below shows the subject specific syllabus for the academic years 2019-2021 for each IGCSE subject – these documents show all the areas of study, the examination details in relation to the number of papers and whether there is a practical element. These documents will be extremely valuable to you when revising for your examinations.

SUBJECT	EXAMINATION BOARD AND SYLLABUS CODE
1st Language English	Edexcel 4EA1 option B
2nd Language English	Edexcel 4ES1
1st Language Spanish	CIE 0502 AX
2nd Language Spanish	Edexcel 4SP1
2nd Language French	Edexcel 4FR1
Art	Edexcel 4FA1
Further Pure Mathematics	4PM1
Biology	AQA 8461
Business Studies	CIE 0986 X
Chemistry	AQA 8462
Computer Science	CIE 0984 AX
Drama	AQA 8261
Geography	CIE 0976
Global Perspectives	CIE 0457
History	CIE 0977
ICT	Edexcel 4IT1
Literature English	CIE 0992
Literature Spanish	CIE 0488



SUBJECT	EXAMINATION BOARD AND SYLLABUS CODE
Mathematics	Edexcel 4MA1
Media Studies	AQA 8572
Music	Edexcel 1MU0
PE	CIE 0995
Physics	AQA 8463
Psychology	AQA 8182

MY EXAM DETAILS		
EXAM BOARD	CENTRE NUMBER	CANDIDATE NUMBER
AQA	74559	
CIE	ES469	
Edexcel	97699	

Useful Revision Websites

There are hundreds of useful websites out there on the world wide web, here are few links to suggestions used by Swans' students:

- <http://www.bbc.co.uk/education/subject>
- <http://getrevising.co.uk>
- <http://www.igcsecentre.com/cambridge-igcse-past-exam-papers>
- <http://www.passmyexams.co.uk/GCSE>
- <https://quizlet.com/>
- <https://revisionworld.com/gcse-revision>
- <http://thestudentroom.co.uk>
- <http://znotes.org/>

Here are some school support sites:

- English: <https://sites.google.com/swansschool.net/english/home>
- Drama: http://www.bbc.co.uk/schools/gcsebitesize/english_literature/dramabloodbrothers/
- Art: <https://sites.google.com/a/swansschool.net/swans-ks4-art-and-design/?pli=1>



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

WRITTEN REPORTS

At various points in the school year we will inform you about your child's progress.

YEAR GROUP	MONTH
Years 11 and 13	October (grade only)
Years 7, 10 and 12 and Spanish ESO & EP	December
Years 8 and 9	December (grade only)
Years 11 and 13	February
Years 8 and 9	February
Years 7, 10 and 12	April (grade only)
Spanish ESO & EP	April
Years 7, 8, 9, 10 and 12 and Spanish ESO & EP	June

PARENTAL CONSULTATION EVENINGS

Regular consultation with parents is an important part of the student-parent-teacher relationship and Consultation Evenings form part of the Home/School Agreement. They are an opportunity to meet with the staff and for students, parents and teachers to discuss a child's progress.

Consultation Evenings take place in the school's theatre and start at 4.15pm. There is an appointment booking form which should be completed with an appointment for each teacher.

You are responsible for making the appointments on your parents' behalf. Please note that for Key Stage 3 there is a 5 minute appointment slot which must be adhered to and for Key Stage 4 a 7 minute appointment slot.

THE LEARNING SUPPORT DEPARTMENT

At Swans International School all children are valued and respected as equal members of the school – an inclusive recognition of a neurodiverse world. We celebrate the many different ways students learn, and provide opportunities for all children to succeed.

The school adheres to the United Kingdom's Special Educational Needs and Disability (SEND) Code of Practice and seeks to raise achievement, remove barriers to learning and increase physical and curricular access to all.

What are special educational needs?

According to the SEND Code of Practice (2015) children have a learning difficulty or disability if they have:

- a. A significantly greater difficulty in learning than the majority of other children of the same age.
- b. A disability or other condition which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in a mainstream school.



A student should not be assumed to have special educational needs just because they have fallen behind in their learning. For any child who does fall behind, support strategies will be put in place to bring them back on track.

Early identification

We ensure that students with specific learning needs are identified and provided for in a prompt, professional and caring manner. Some students come to Swans with specific difficulties already identified; the subject teachers and the Special Educational Needs Coordinator (SENCo) will monitor, track and review these students and agree on the level of support required. In other cases, a student's special educational needs may be identified by the school's Educational Psychologist, or in partnership with a private Educational Psychologist.

Holistic service

The Learning Support department exists as an additional service beyond the school's mainstream curriculum. We have established an excellent track record of providing the highest quality of service. When working with the department, students and families receive a holistic and individual support package that is designed to coordinate a child's educational progress across the curriculum. The extra staffing and resourcing costs associated with these services dictate our policy of charging extra school fees.

English as an additional language

The support needs of students requiring extra English are quickly identified and catered for through a multilayered inclusive approach. Where necessary, dedicated classes with reduced student numbers, give pupils the opportunity to confidently practise the four



essential skills needed to acquire a language - speaking, listening, reading and writing. The overall objective of extra English is to facilitate the students to fully partake and succeed in the mainstream curriculum.

Examination access arrangements

In some circumstances, examination boards will allow certain students special concessions in their examinations that can include: additional time, someone to help with reading and writing (a scribe), use of a digital reading device, use of a word processor, rest breaks, modified examination papers, as well as the use of coloured overlays and prompts. Our Educational Psychologist is qualified and recognised by the Joint Council for Qualifications to both conduct the assessments and write the reports to satisfy the examination board requirements. Please note that the school makes an additional charge for this service.

Highly able (gifted and talented) – high performance learning

Children are the most inspirational thinkers and we are honoured and proud to witness their numerous moments of brilliance. We have high expectations of all our students, and believe every individual has the potential to achieve excellence. Enrichment activities and curriculum challenges offer many of our highly able students opportunities to develop, explore, and fulfil their potential. Pre and post-school clubs, such as breakfast book clubs for avid readers, creative writing workshops, debate clubs and involvement in organisations such as the European Youth

Parliament are just some of an ever-increasing array of specialist activities. Throughout the year, we also embed specialist High Performance Learning investigative project days, that challenge the students involved to work collaboratively and creatively to solve complex real life problems.

Additional external services

At Swans we make a point of developing professional links with local professional expertise. The following services are available to students of Swans through outside agencies:

- Occupational therapist
- Speech and language therapists
- Child psychologists and psychiatrists



HOMework

At Swans, we attach great importance to homework. Homework provides an opportunity for you to work independently, to research, to carry out specific tasks and to complete work started in class; most importantly, homework is a reinforcement of learning and an integral part of the programmes of study being undertaken.

Homework in Key Stage 3 is only set in the Core Subjects. The overall time you are expected to spend on homework is commensurate with your age and ability.

As a rough guide, Key Stage 3 (Years 7, 8 and 9) should expect to spend from 60 to 90 minutes per evening on homework; for students in Key Stage 4 (Years 10 and 11) and the Sixth Form, up to two hours per evening is appropriate, although this may increase, especially in the lead-up to internal or external exams, when you should allocate more time to revision.

Whenever you have no formal homework set, you should instead use homework time to read, either a novel or reading around a subject area and reviewing the lesson content. Although not always the case, you will typically have several days to complete a homework task set. While it is up to individual students to organise their own time with regard to completion of homework, we recommend that tasks are completed as soon as practicable after they are set; this avoids a build-up of homework and any last minute rush to get it completed on time.

Students who fail to complete homework,

without valid reasons, may be subject to a number of sanctions. The first being a negative comment from the subject teacher.

Homework Recording

You have an electronic device which provides you with access to each subject teacher's Google Classroom. Subject teachers will set homework via their Google Classroom. All parents/guardians are electronically invited to join these classrooms, where they will be able to see subject content and a list of homework assignments set with a due date.

Accelerated Reader

At Swans, we are proud users of the Accelerated Reader program. This means your reading age will be regularly tested to help you choose books that are exactly the right level to challenge and extend your reading skills. When you have finished, your knowledge of it will be tested with a special computerised quiz. For passing this, you earn points towards a termly target, all with the aim of continually improving your skills. This is the best way to ensure you achieve your potential in all areas of the curriculum, so it's a good idea for you to make the most of this fantastic opportunity.

AFTER-SCHOOL ACTIVITIES

The school offers a wide range of after-school activities which generally run for forty five minutes (from 4.15pm to 5.00pm), between October and June each year. Activities may include sporting, dramatic and other extracurricular pursuits.

A list of each year's after-school activities is published in mid-September. As places for certain activities are sometimes limited, they are normally made available on a first-come, first-served basis. A charge may be applicable and will be published, together with the activity list.



SCHOOL TRIPS

The school organises a variety of educational visits for you. Where these trips comprise part of the curriculum (e.g. science or geography field trips, museum or gallery visits, etc.) you are expected to attend. A charge may be applied in order to cover transport costs and entry fees.

The school also organises recreational and other visits which, although not part of the formal curriculum, promote social integration and enhance subjects. A charge is applied to cover transportation, board, accommodation

and other costs. Written details of any such visits, together with an estimated cost, will be provided to your parents in advance. Trips are organised with minimal disruption to the normal curriculum.

Please note that, if the Senior Management Team are concerned about a you, they reserve the right to withdraw you from attending a trip (e.g. for behavioural issues in school). Your parents will be informed prior to the event.



WHAT TO DO IF...

I arrive late to school

Go to reception and ensure you are signed in on iSams - if before period 1 then go to your form room where you will be marked as late, otherwise go to your lesson and ensure your teacher marks you as present/late. You will attend a lunchtime detention if you are late 3 times in a week.

I am being bullied

Tell someone - a teacher, a friend, your form tutor, or your parent/guardian. You can also report this anonymously via i-confide.

I have a dental/medical appointment

Avoid making routine appointments during school/term time. If unavoidable then bring a signed note from your parents and hand to your form tutor.

I have lost something

All equipment and clothing should be clearly labelled with your full name so it can be returned to you directly. Lost property can be seen via reception.

I don't understand a homework task

See your subject teacher as soon as possible.



Review the task on Google Classroom and email your subject teacher directly or send them a message via Google Classroom.

I have forgotten to bring something to school

Explain to your subject teacher at the beginning of the lesson. If you need to contact your parent/guardian to bring something to school, then do this via the school office and **NOT YOUR MOBILE PHONE**.

I have had something confiscated

Speak to the teacher directly about when and where the item can be collected and what the consequences are. Speak to your Form Tutor and Head of Year.

I don't feel well

If you are in a lesson speak to your subject teacher who will contact the School Nurse. At break or lunchtime go to the school office.

I am absent

Your parents need to call or email (absences@swansschool.net) school office before 8.30am on each day of absence so that your Form Tutor can be informed. You should bring a medical note on your return to school.

I need to take medication

Your parents should contact the school nurse and provide her with the medication and the dosage and time intervals you are required to take it. Medication can only be administered by the school nurse. All medication must be taken to the nurse's office.



PRESENTATION GUIDELINES FOR YOUR EXERCISE BOOKS

1. Always write using blue or black ink pilot pen.
2. Your book must be covered in sticky back plastic and have no graffiti on the cover.
3. At the start of each lesson, unless otherwise instructed, write the full date and underline it. Example: Monday 16th November 2023
4. Days and months need to have a capital letter.
5. Write down the learning aim (or title) as it appears on the board and underline it.
6. When completing written tasks, take care over the grammar, spelling and handwriting:
 - Use a capital letter at the start of each sentence.
 - Check for text message language.
 - Look up the correct spelling of unfamiliar words in your school dictionary.
7. If you make an error cross through it once neatly. Do not use tippex.
8. Use a ruler to underline.
9. Use a pencil to create graphs and drawings etc.
10. Always answer using full sentences unless stated otherwise.
11. Always try to develop your answers as fully as possible. Remember that you are assessed on the quality of your class and home work.
12. When given handouts during class it is your responsibility to stick these in your book or place them in your folder.
13. Take care of the overall presentation of your work, including handwriting
14. When your book is marked make any corrections that you have been asked to do immediately.
15. The technical accuracy of your writing will be marked using the following key:
 - sp = spelling
 - // = paragraph
 - g = grammar
 - sns = does not make sense
 - p = error of punctuation





CONTACT INFORMATION

School Address & Contact Details

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School Management & Administration

Management Team

Jayne Hunter, Managing Director

Rob Maldonado, Headteacher

Miguel Garcia, Deputy Headteacher (Técnico de Estudios Españoles)

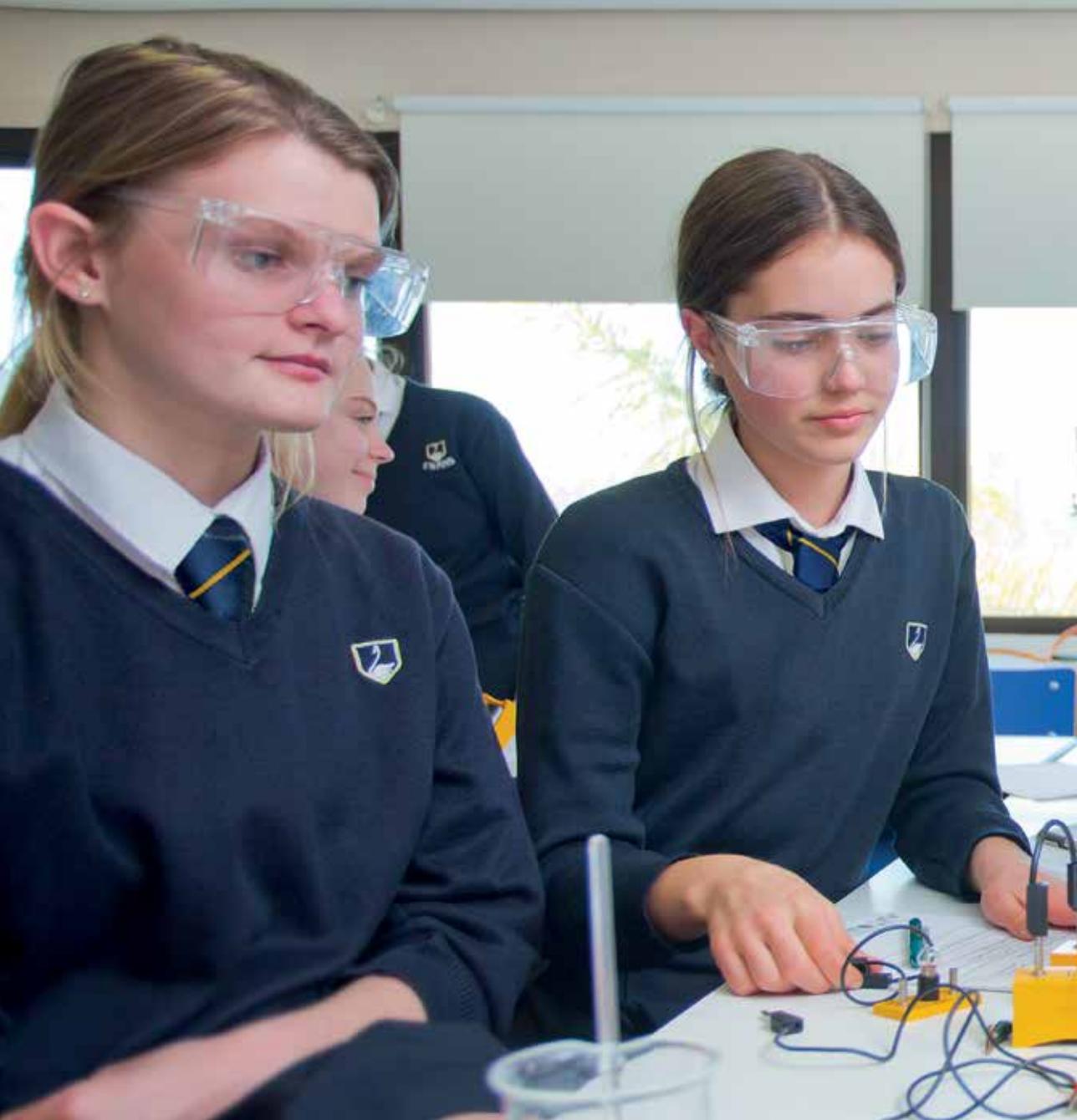
Debra Hodder, Deputy Headteacher (Pastoral Care)

Administration Team

Elena Calvert, Admissions/ Administration

Rosie Gil-Lloyd, Headteacher's Personal Assistant

Laura Czaikowski, Receptionist



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