Berlin British School

– Internationale Ergänzungsschule –
– genehmigte bilinguale Integrierte Sekundarschule –

Secondary School

Handbook

2026/2027

Welcome to Secondary School

Secondary education encompasses Grades 6-12, leading from a curriculum that links the PYP programme to the demands of the IGCSE (International General Certificate of Secondary Education) and for bilingual students the MSA in Grades 9-10. The final two-year pre-university course is the IB (International Baccalaureate) Diploma, completed at the end of Grade 12.

The Learning Principles at Secondary School are the same as those throughout BBS, and are based upon the shared understanding that learning is most effective when:

- *Students are healthy, caring and have the self-confidence to learn from their mistakes, the perspectives of others and form their own opinions.*
- *The learning environments and educational resources that students use are accessible, stimulate curiosity and embrace the dynamic possibilities of digital technologies.*
- *Students explicitly understand learning intentions and success criteria.*
- *Students are critical thinkers and construct their own knowledge and understanding through an inquiry-based approach.*
- *Curriculum content is meaningful to the student and leads to interdisciplinary and conceptual understanding.*
- *Thinking is visible and students collaborate effectively and respectfully with their peers and others.*
- *Students explore and apply a variety of strategies to organise and approach their learning.*
- *Students receive effective feedback based upon pre-set criteria and are intrinsically motivated to learn.*
- *There is a broad and balanced curriculum though which students can experience success in a variety of different ways*
- *Education and the ethos of the school are valued and encouraged in the family home.*

Unlike at Primary School, the students now have specialist teachers for every subject. Teaching rooms are largely grouped in 'Faculties', and the students move between the buildings for individual lessons. Each class, however, has a 'Form Room', and a 'Form Tutor', to provide a point of stability. Homework is given each day.

We believe that the learning experience should also extend beyond the classroom environment and a range of extra-curricular clubs, educational excursions and sporting activities is planned for the students throughout the year.

In Grades 6-8 the pupils follow a curriculum that helps them to make the transition between the PYP and the demands of specialised subjects; the educational programme anticipates the three programmes (IGCSE, MSA and IBDP) in which students will be formally assessed by external, objective means. In Grades 9 and 10, students pursue the two-year course of the International General Certificate of Secondary Education (IGCSE). Those who follow the Bilingual programme in accordance with the Berlin Senate´s Rahmenplan will also complete examinations in both IGCSE and MSA; those who follow the Monolingual programme only IGCSE. In the final two years, they prepare for the academically rigorous International Baccalaureate Diploma (IBDP). For our policy on admission to the IB Diploma, please refer to the Secondary website.

1 Locations

Berlin British School occupies three separate sites. The accompanying map and table give the location of each and information on the age groups they accommodate.

- Early Years at the Berlin British School (K1, K2 and K3)
- Primary School (Grades 1-5)
- Secondary School (Grades 6-12)

The Secondary School comprises Grades 6-12 (roughly ages 11 to 18). A shuttle bus travels between the Primary School and the Secondary School at the beginning and end of each day. The shuttle stops in front of the Primary School.

2 Travelling to and from Secondary School

There are a variety of ways students can reach school in the morning. The most popular method is to use the free Shuttle bus. This leaves the Primary School at 8.10 every morning, and returns at 15.20 in the afternoon. It is easy for students to make their own way home from the Primary School, as it is close to both Olympia Stadion S- Bahn and the buses that travel along Heerstrasse.

Some parents bring their children directly to school, and collect them again in the afternoon. Many students choose to ride their bicycles to Secondary School. There is a cycle rack outside the Dining Hall, where bikes can be safely stored during the day. Students travelling to school by bicycle should wear

helmets at all times, and ensure that their cycles are in good working order, fitted with appropriate lights.

Our most senior students sometimes choose to come to school in their own cars. This is permitted, but cars must be left outside the school premises. Under no circumstances must a student transport another student in their car unless prior permission has been obtained from that student's parent or guardian. Students are expected to obey all traffic laws whilst driving to and from school.

3 The Secondary School day

The Secondary School day begins at 8.00, when students are permitted onto the school site to go to their form rooms, and ends at 16.00 pm. Morning registration in form rooms is followed by eight lessons, with a break in the morning and one for lunch. Lunch break ends at 13.20 pm. Lessons may be single or double ones (forty or eighty minutes). The eighth lesson ends at 15.20. However, the school remains open till 16.00 in order for students to take part in clubs and enrichment activities.

Please be at school on time. If you arrive after registration, report to Reception and sign the late book.

The times of lessons are as follows.

	Lesson 1	Lesson 2	Lesson 3		Lesson 4	Lesson 5		Lesson 6	Lesson 7	Lesson 8
Registration 8.30–8.40	8.40–9.20	9.20–10.00	10.00–10.40		11.00–11.40	11.40–12.20	Lunch Break 12.20–13.25	13.20–14.00	14.00–14.40	14.45–15.20

The Secondary School grounds are large and there is a lot of space to play games or chat with friends. Two and sometimes three teachers are on duty at break and at lunch-time. Students should not go behind the buildings, or into the wooded areas.

There are areas for football and other ball games. It is occasionally necessary to restrict access to the pitches to protect the surface. The teachers on duty will advise as to whether the pitches are open for access or not. All litter must be placed in the bins provided.

The end of first break and lunch is signalled by a bell being rung. On some occasions it is necessary for students to travel to a PE lesson by bus.

4. Standards of behaviour and school rules

Berlin British School has rules that set out the high standards of conduct expected from students. The school has a well-deserved reputation for orderly behaviour by students and a culture of mutual tolerance and respect. By sending you to our school, your parents have agreed that they and you will support these rules, and accept any sanctions that might follow your breaking them. These 'Rules for the conduct of students' are included in Appendix 1 at the end of this handbook, with the 'Sanctions' included as Appendix 2, so that you can see exactly what standards are expected and the consequences of breaking school rules. Some of the points will be covered more simply in the following pages. If you need anything in the 'Rules' or 'Sanctions' explained, you can easily ask your tutor at registration or in tutor time.

We expect high standards from our students and do not tolerate anti-social behaviour of any kind, which includes misuse on school premises of the Internet and Social Networking sites. To this end, we expect your parents to monitor your use of the Internet at home. Please see the 'Network Acceptable Usage Policy' in Appendix III. You are responsible for the messages and conversations you share with other students on social networks whilst you are off the school premises, and we will investigate any allegations of 'cyber mobbing' against any member of our school community.

For an outline of the school´s sanctions system, please refer to Appendix II.

5. School uniform

School uniform is compulsory at Berlin British School. For a summary of the uniform please see below.

Grade 6 → 10 For normal day to day school wear:	Navy V-neck pullover with school logo White shirt or blouse (long or short sleeved) White polo shirt (long or short sleeved) with school logo Grey trousers / skirt Grey or black socks, **not** no-show trainer socks / black or grey tights Navy school blazer (optional) School tie (optional) School hoodie (optional) Plain black shoes, rubber or leather soles and low heels. Plain black boots (optional) in winter (during a period determined by the school) with no logos.
Grades 11-12	The above is modified for IB Grades: Navy v or crew neck jumper White shirt/Blouse or polo shirt Grey or black smart trousers Plain black shoes, rubber or leather soles and low heels. Plain black boots (optional) in winter (during a period determined by the school) with no logos.

General – for all grades	Jewellery is permitted but should not be "over the top." Rings, bracelets and necklaces – all are possible but should be discreet and modest and not to excess. Earrings should either be studs or with a diameter of no more than a centimetre. It is possible to have more than one earring in your ear but, again, on the basis described above. Fake nails are not allowed in school from 29 August 2022. This is for a number of reasons. Primarily there is the issue of safety. Secondly, staff have noticed that some students wearing fake nails are unable to type properly. Nail varnish is permitted, of different colours. However, no-one should use lurid or multi-coloured varnish. Makeup is permitted but once more we specify that, if you do wear makeup, it should be on the discreet side. Fake eyelashes are not permitted in school. With regard to hair dye, natural colours are allowed. However, hair dyed in unnatural colours (green or blue, for example) is not. After PE students should return to school uniform at the next available break time. Failure to do this will result in a detention.

For a summary of the PE kit please see overleaf:

Physical Education (P.E.):
Compulsory Items for Secondary School: Grades 6-10
BBS Tracksuit top and bottoms
BBS White t-shirt
BBS House t-shirt
BBS shorts
BBS Hooded sweatshirt

Your parents should ensure that all items are clearly marked with your name.

All the items, except those marked, should be purchased on-line at the following website.

To ensure compliance with school uniform rules, please see our website for more information.

6. Attendance and absences from school

You are expected to be at school every day during the academic year unless you are sick or on a school trip. If there is any other reason (a special family occasion, like a wedding, for example) for you to be absent from school, the school Administrator and the Head of Secondary need to know well in advance and in writing, and permission must be given by the school. Requests for absence may be turned down if the reason is not a good one. A record is kept of absences and late arrivals and your parents may be asked to come to school if you are frequently absent or late.

Religious observances

Because we have so many international students, our school holidays may not coincide with your family's religious celebrations. You will usually be allowed time off school for religious reasons. Your parents should let us know about this in advance.

Absence and illness

If you are ill, your parents should telephone or email the Site Administrator as soon as possible. A message will be passed on to your form tutor and subject teachers. If you are likely to be away from school for several days, please arrange for someone to collect the work that you would have completed in class so that you do not fall behind. This is an expectation. It is not acceptable to attend the next lesson of a subject saying that you have not completed or followed the work because you were away.

On your return to school, you should bring a written note from your parents confirming the days you have been absent, and the reason. If you have been away for three days or more, you must bring to school a certificate signed by a qualified doctor. The certificate should be handed in to the site administrator at the start of the day on which you return to school. The school especially needs to know if you are away from school because of an infectious disease. This is so that other families in the year group can be alerted that they need to watch out for symptoms. You should not return to school until a doctor has confirmed that you have fully recovered.

If you feel ill during class, you should ask your teacher for permission to go to Reception, and then report to the Site Administrator. Your parents will then be contacted. If necessary, you will stay at Reception until someone collects you. You must never leave the site, or go home without permission and signing out in the book at Reception.

If you miss an important assessment because of illness, you will be asked to complete the test on a Saturday morning at Secondary. This policy applies to Grades 7 to 12.

7. How to support your learning at home

In Grade 6 you are entering the 'Secondary' stage of your education, and will find that you are given more freedom. With freedom, however, come certain responsibilities. You, not your parents or your teachers, are now responsible for making sure you learn. Now is the time to establish good habits. Exams in Grades 10 and 12 will come sooner than you think. Getting yourself organised will make life much easier. A key point is to organise yourself at home. You need a desk to work at and somewhere nearby to keep all your school books together. Your desk should be kept clear, so you can sit down and start work without any distractions. A copy of your timetable should be on your wall so that you can see at a glance the day's lessons. Packing your school bag the night before school avoids stress the next morning.

Keep an accurate record of the work you are given and, if you can, do your homework the day it is set. It will be fresh in your mind and not hanging over you until it is due. Not handing in work on time causes aggravation for your teachers (who find it fairer and easier to mark a whole set of work at once) and will cause problems for you. If you realise that you are not going to be able to meet a homework deadline, speak to the teacher before the work is due. You should not assume you will automatically be given an extension to deadlines.

8. The School Library

The Secondary School librarian works closely with other members of staff to make sure the library has the books you need to support your studies. The library also contains a wide range of entertaining and challenging fiction. You will find both classic and modern novels, including many in graphic form. The

librarian will be happy to help you. Please pass on any recommendations for new titles. The school's aim is to develop a lifelong interest in reading and the skills necessary to become a successful independent learner. The library is open till 4.00 pm every day except for Friday.

The library is a working space and at times may be used for lessons. It is open throughout the day for you to use for reading and private study. In addition, library-based clubs may run throughout the school year. Computers are also available and there is on-line access. Internet use is permitted within the framework set out in the Acceptable Usage Policy. You are strongly encouraged to use the library's resources for your personal study. It is easy to take a book home – just ask at the librarian's desk.

The school expects you to take care of the books you borrow, return them promptly and in good condition so that other students can read them. We do understand that books can occasionally be lost or damaged. We try to deal with this problem in a fair and sympathetic manner, so that you are not discouraged from borrowing library books. If you have lost or damaged a book, please inform the librarian. Your parents are likely to be asked to provide the library with a replacement copy or pay the cost of replacing the book. The cost of the replacement book will be placed on the next invoice sent to your parents.

9. The School Council

At the beginning of each academic year, every form elects a student to represent them on the School Council. This is an opportunity for your opinions to be heard. The School Council is run by those voted into position by their forms. Its aims are:

- To organise social events for all of the Secondary School students
- To further improve the Secondary School environment
- To raise money for charity

Successful events have included a 'Team Spirit' Day, a school barbecue, and the sale of red roses on Valentine's Day.

10. Assemblies

It is important that we meet together in order to share experiences or explore an issue that is of importance and interest to the school community (for example, climate change). Usually, Grades 6-8 or Grades 9-11 go to assembly together. The time designated to be spent with your form, from 8.40 to 9.00 on a Monday, will periodically be used for assemblies.

11. The House system at BBS

As you join our school, you become a member of a 'House'. You will belong to one of four 'Houses'. At BBS the Houses are Amethyst, Emerald, Ruby and Sapphire. Houses are important at events like Team Building and the different sports tournaments. The idea is to develop team spirit and add a little competition to school events. Each house is a team, with its own distinguishing colour, and has members from every year. Each class is a mix of members of the four houses. You will always be in the same house as your brothers or sisters. The House Captain is a senior student and organises house meetings to discuss progress and organise teams. Teachers also belong to one of the Houses and will give support at House events. Students

stay in their Houses for the whole of their time at BBS.

House points are awarded in the Arts, Music and sporting competitions throughout the year. They are also awarded for academic excellence and social contribution. At the end of each year, trophies are awarded to the house with the most points. These are then displayed with the appropriate House colours.

12. Rewards

In the Secondary School, house points are given to students for a high level of achievement, improvement, effort, and for social contributions. When a teacher gives you a house point, this will be recorded centrally. At the end of the winter and summer terms, certificates will be awarded to students in Grades 6-12 who are nominated by their teachers.

13. Clubs and co-curricular activities

Clubs take place at lunch-time and after school and are an additional and important contribution to students' educational development. The selection of clubs changes every term and whether you join one or not is entirely up to you. Most clubs are free. A charge will be made to cover costs only if, for example, transport is necessary, or an outside specialist teacher is hired.

Clubs can be popular and fill up quickly so you should decide which clubs you would like to join and sign up as soon as possible. Places are filled on a first-come-first-served basis and it can happen (though not very often) that the club you want to join is full. Some clubs at Secondary School are sport-based, like football and basketball. Examples of others include chess, choir, debating, Model United Nations and exam revision clubs.

14. Instrumental tuition

Some excellent musicians visit the school weekly to teach piano, violin, cello, woodwind instruments, singing, guitar and drums. If you already play a musical instrument, or would like to learn one, there are opportunities to have lessons after school or at lunch time. Informal instrumental concerts are held in the Primary School Hall each term in order to give students the experience of performing in front of a live audience. Everyone who takes lessons – either inside or outside school – is invited to perform.

We also have a more formal way of measuring your progress on an instrument. For many years, the school has entered students into examinations held by Trinity-Guildhall College of Music in London. You first enter an 'Initial' examination. A series of eight 'Grades' then measure progress from a basic level right through to the standard needed to enter Music Conservatoire. Our students have so far been entered for examinations from Initial to Grade 8 in a wide range of instruments, and have achieved a pass rate of almost 100%.

Singers and instrumentalists who achieve a suitable standard are invited to join together with young musicians from other International Schools in Berlin to form the 'Berlin International Music Project' (BIMP). Students may join Junior or Senior Choir, Junior or Senior Orchestra or Jazz Band, all of which participate in an annual concert at Berlin Brandenburg International School.

15. Communication between home and school

The school uses a variety of methods to ensure that you and your parents are well informed of current and future events:

The School calendar and Google Classroom

The School Calendar shows the planned events for the coming term, such as assemblies, sporting competitions, examination dates and parent conference meetings. A copy can be found on the school website. Students are expected to organise themselves via online methods, such as Google Classroom, which is widely used at Secondary.

Grade cards and full reports

Your parents also receive regular news of your progress at school in the form of reports.

A 'Grade card' shows your attainment in every subject and how much effort you have invested. At the end of the summer term in Grades 6, 7, 8, 9 and 11, your parents receive a full report, in which each teacher comments in detail about your work and attitude during the year. In Grades 10 and 12, your parents receive a full report in January. This will also indicate how well you have done in your 'mock' examinations in December, in preparation for your forthcoming external examinations.

Parent conferences also occur, at which your parents can come in and talk to your teachers. You will need to make appointments with teachers on behalf of your parents before the conferences.

iSAMS

Our adoption of iSAMS, a management information system, means that we now have a very efficient means of sending information home, from school uniform concerns to acknowledgments of excellent achievement by our students.

16. Food

Hot lunches are available at Secondary School and are provided by an outside caterer. If your parents have not already received information about this service, the site administrator will be able to help. The catering company also runs a tuck shop at break times when snacks and sandwiches can be bought. Whenever students are taking public exams in the hall, the tuck shop is closed to make sure that they are not disturbed by noise. You will be warned when this will happen.

Many students bring a packed lunch to school. This can be eaten in the hall or outside when the weather is good. Please bring all you need; students in Grades 6-10 are not permitted to leave the school grounds at lunch time to buy food.

17. Personal property

It is your responsibility, not the school's, to keep your belongings safe. The school does, however, need to know if anything goes missing, so this should be reported. Your property should be clearly marked with your name and kept in lockers when not being carried. The lockers on site are owned and managed by a specialist company. The site administrator will be able to give you information about renting one for a small annual fee. You should not leave bags and coats unattended. Do not bring large sums of money into

school. If there is a special reason you need to bring a large amount of cash into school, please give it to the site administrator to keep in the safe, and collect it at the end of the day.

18. Accidents and emergencies

Every teacher has had First Aid training. If you have a minor accident during the day you should tell the teacher on duty or Mrs. Keil at Reception, so that basic First Aid can be given. If necessary, your parents will be called and you will be kept in Reception. The school recommends that you are checked by a doctor after any kind of head injury. Your parents will always be told if you accidentally hit your head. Should you have a serious accident at school, or become acutely ill, we will immediately try to contact your parents. If we are unable to reach anyone at home, we will give permission for any urgent medical treatment that you need immediately. All accidents are recorded in the Accident/Incident book, which is kept in Reception.

Illness and PE

If you are not well enough to do PE, you must bring a note to school from your parents or doctor. You will be expected to watch the PE lesson or do some useful task instead. If there is a long-term reason why you cannot do PE you may be allowed to study privately in the Library or a classroom, but only if a medical note is provided.

Medicines in school

If you need medicine during the school day, your parents must inform your tutor in writing and include details of how and when the medicine is to be taken.

19. Fire safety

There are notices in every classroom about what to do if there is a fire and maps showing fire exits in every corridor. Please make sure you know what they say. There will be no mistaking the fire alarm if it rings. When you hear it, you must follow these instructions quickly and quietly:

- When the fire alarm rings, you must leave the building by the nearest fire exit and go to join your class on the grass opposite the Reception building.
- Move quickly but do not run.
- Move as quietly as possible. It is important that there is order and calm.

At the assembly point, form teachers will be given a register by the site administrator and will then check that everyone is present. Line up in register order, keep silent, and stay with your class until you are told it is safe to move.

20. Parental involvement in the School

BBS is very happy when parents contribute to the life of the school. In the past, parents have helped out in one of the school libraries, or with activities in class, run after school clubs and supported sporting events. If one or both of your parents would like to get more involved with the school, please ask them to contact the Head of Secondary. Another option is to become involved in the school's *PTA (Parent Teacher*

Association). More details can be found on the school website.

21. In conclusion

We want you to feel happy, safe and confident during your time at Secondary. Bullying, physical violence and the display of any kind of prejudice (for example, based on race, religion, sexual orientation or disability) are not tolerated at our school. You can expect to be treated fairly but you also have a responsibility to be fair to other people. If anyone is treating you badly, then it should be reported immediately to your tutor.

If the problem is a practical one (you need to contact your parents, for example) the site administrator will probably be able to help you. If you are worried about a particular subject, the first person to approach is the teacher of that subject.

If poor grades in many subjects are worrying you, Ms Thomas may be the person to talk to. Her job is to support your learning. She can look to see if there is a problem and give help to overcome it. This could involve working with you alone or in a small group, either in your normal classroom or in her room. If you are willing to work hard, this extra support should give you a boost and get you back on track.

For any other personal or confidential problems, you should talk to your form tutor. He or she will be able to help you and give you some advice. If there are other teachers you get on well with, you can speak to them instead. Ms Thomas, our Learning Support Coordinator, is available to discuss problems.

If you ask them not to tell other people, your teachers will keep minor problems to themselves. However, if your problem is a serious one, or one that might be a danger to your or anyone else's health or welfare, they have a responsibility to inform someone to ensure the correct help and advice are provided.

For your parents, all queries and concerns should be expressed, in the first instance, to your form tutor by email. If such queries or concerns cannot be resolved, the Head of Secondary should be contacted. A copy of the school's official complaints procedure can be made available on request.

The safeguarding team at Secondary (Miss Thomas and Frau Lintfert) can also be approached if there are major problems you need to talk about. Normally, your tutor is the person you should speak to but there may be some situations where you prefer to contact Miss Thomas or Frau Lintfert.

Appendix I / Berlin British School: Rules for the conduct of students

Berlin British School expects a high standard of behaviour from all its students, and encourages them to respect both themselves and all members of the school community. Students are also expected to treat the school, its equipment, the personal property of others and the school environment with respect. These rules codify the school's expectations, and are accompanied by an outline of the likely consequences if they are broken.

General

English and German are the languages of instruction and communication in the school. German is used in those lessons that are part of the bilingual programme.

Members of staff, prefects and other members of the school community may give students direct instructions during the course of their duties. Students are expected to follow these instructions at the time, but may – in the appropriate manner and by the appropriate means - raise concerns to a member of staff if they feel they have been unfairly treated.

Various areas and faculties of the school may have rules that pertain specifically to them, e.g. Music, ICT, Science and PE. Students must follow these rules when using or occupying these facilities.

Students are subject to school rules when on trips supervised by the school. They must maintain high standards of behaviour and not bring the school into disrepute during such trips.

Attendance and punctuality

Regular school attendance is expected of all students, in accordance with European law. Those students with attendance below 90 per cent will be referred to the Berlin Schulamt.

Students are required to be in the appropriate classroom by 8.30. Students arriving after this time must sign in with the Site Administrator.

Students should not arrive before 08.00, before which no supervision in school is available. The school accepts no responsibility for incidents that may occur before 08.00.

Students in Grades 11 and 12 are allowed off site at lunch-time, and may leave school at lunchtime if they have no lessons in the afternoon. In these instances, for security reasons, students must sign in and out in the book provided at Reception. Students who bring their own cars to school are not permitted to give lifts to other students at any time without prior parental consent in writing.

Academic expectations

BBS has high academic expectations of all its students. They are expected to adopt a good work ethic, show courtesy and respect towards teachers and fellow students, and conscientious working habits throughout their school career.

Students must come to lessons fully prepared with the appropriate books and stationery. Homework is expected to be promptly completed and submitted by all students. Work deadlines exist to be met.

The school expects its students to demonstrate academic integrity. Plagiarism may take many forms - for

example, misuse of AI, copying and pasting work from an online source, passing off another student's work as your own or arranging for an outside party to do the work for you. None of these is tolerated and will involve serious sanctions.

Appearance

At all times students must dress in a manner appropriate to the high standards expected of members of the BBS school community.

Students must be correctly dressed in school uniform, full details of which are published on the website.

Students are expected to wear black shoes, preferably leather, but not of a 'trainer' style. The wearing of plain black boots, below the knee, during the winter months (defined by the school) is permitted.

Jewellery should be discreet and kept to a minimum. One pair of ear-rings of the stud type, one ring, one simple necklace and bracelet are permitted. All jewellery must be removed before PE lessons.

For Secondary School students, discreet make-up is allowed. Excessive eye make-up is not permitted.

Relaxation of uniform rules *may* be granted on religious grounds. Parents should first consult form tutors before allowing their child to wear alternative clothing for these reasons.

Use of Information and Communication Technology

All students at Secondary School must follow the 'Acceptable Usage Policy' governing their use of computers in school and the Internet.

Students must treat all school IT equipment with care and respect, and immediately report any damage or malfunction to a teacher or IT technician.

All Secondary School students are allocated a school email address. They must use this responsibly and not engage in any inappropriate communication that may bring the school into disrepute.

Access to social networks is blocked from use at any school computer. Students engaged in social networking outside school should exercise extreme caution about divulging personal information to strangers, and must not bring the school into disrepute when engaged in such activity.

'Cyber-bullying' is considered as serious an offence as any other kind of bullying, and is dealt with in accordance with the school Anti-Bullying Policy (see below).

Phones and personal property

The use of mobile phones is not permitted in Grades 6 to 10. If you bring a phone with you, then this must be left at reception or stored in a locker. If you are seen to have a phone with you during the school day, the device will be confiscated. Only students in Grades 11 and 12 are allowed to use phones. However, members of these grades are asked not to use them in the library or lunch hall.

Students are advised not to bring valuable electronic items to school; if they choose to do so, the school accepts no responsibility for their safe keeping.

Theft, borrowing without prior permission, or otherwise interfering or deliberately damaging the property of the school or other members of the community, is forbidden.

Any accidental damage to property should be immediately reported to the site administrator.

General Wellbeing and Safety of Students

At Secondary School, the following areas are out-of-bounds to students unless they are accompanied by a member of staff:

- Any wooded areas
- The rear of Buildings 1, 3,4 and 5.

Students must not engage in 'play-fighting', using sticks or any other item that can be construed as a weapon. The possession at school of any sort of weapon is forbidden.

When the School is *in loco parentis*, whether during the school day or on any recognised School trip, open displays of physical affection and sexual activities are forbidden.

Dangerous items (for example knives, lighters and fireworks) must not be brought to school.

Fire drills are conducted each year. Students receive instruction on the relevant procedures on each site. On hearing the fire bell, students, accompanied by their teachers, must proceed quickly and quietly to the designated area on each site.

Behaviour and Prevention of Bullying

Whilst off-site, students dressed in school uniform, or representing the school at any external activity or function, are expected to behave in a manner which does not bring the school into disrepute, and are subject to the school rules.

BBS has a clear policy against bullying:

Bullying of any kind is not permitted or tolerated at any time.

All members of the school community are expected to be alert to all signs of bullying, and to report any incidents immediately to the class teacher or an appropriate member of staff.

Safety in Transit

Students travelling on public transport in school uniform should remember that they are still representing the school and are subject to school rules.

Students who use the school transport service provided by the school bus company, or the shuttle service between sites, or to PE lessons, must remain seated at all times, with the seat belt securely fastened.

No eating or drinking is permitted on buses.

Grade 12 students who choose to drive to school and leave their car outside the gates do so entirely at their own risk. The school is not responsible for the safety of drivers or their passengers as they travel to and from school.

Students are welcome to ride bicycles to school, but do so at their own risk. Cycles must be locked and left in the cycle rack outside the dining hall at Secondary School and by the entrance to Primary School. It is recommended that students cycling to school wear an appropriate helmet.

Smoking, Alcohol and Drug Related Offences

It is forbidden to bring cigarettes, e-cigarettes, lighters, alcohol or any form of drug (other than prescribed medication and asthma inhalers) onto school property. All medicines must be given to the site administrator for safe storage.

Students who are permitted by law to smoke cigarettes must not use conventional cigarettes or e-cigarettes on, or in proximity to, the school premises at any time, nor whilst in school uniform on the journey to and from school.

Supplying, purchasing or being under the influence of an illegal substance whilst under school jurisdiction is forbidden.

As of April 2024, the German state has relaxed the use of cannabis for those aged eighteen or over. However, it is a legal specification that cannabis cannot be used near schools.

Any student aged eighteen or over who chooses to use cannabis must not do so whilst wearing the BBS school uniform.

Appendix II / Sanctions

The following provides parents and students with information on the likely consequences of a student breaking a school rule. It is not comprehensive and offers only a guide as to the likely consequences of committing the offences listed. The school is free to use its discretion to impose a more or less severe sanction, depending on the nature of the offence.

All breaches of discipline are recorded. The school will take into account the length of time that has elapsed between the first and any subsequent breach of the same or similar rule before imposing an appropriate sanction.

Minor infringements of School Rules

Offence		Sanction
Failure to complete homework	1st offence	A homework concern is sent to the student's parents via iSAMS.
	Subsequent offences	Parents may be invited to come into school to discuss the problem. Other possibilities such as being placed on a monitoring report will be considered.
Misbehaviour in class (These steps may be by-passed in the event of serious incidents involving abusive language or behaviour to fellow students or members of staff.)	1st offence	The student is given a detention with information on the nature of the offence and the date and time of the detention sent to the student and his/her parents via iSAMS.
	Subsequent offences	Longer lunchtime detention with the Head of Secondary during lunch or after school.
Uniform violations	1st offence	An email is sent home
	Repeat offenders	Those who have been warned already about not adhering to the uniform will be sent home to change in to the appropriate attire.

Serious infringement of school rules

Offence		Sanction
Bullying, Racism	All offences	Depending on the severity of the incident, sanctions will be taken in line with the School's Disciplinary procedures may include the following: ● After-school detention ● The perpetrator being placed 'On Report' for a fixed period, and his or her behaviour closely monitored during this time for signs of further incidents of bullying/ racism. ● Fixed-term internal suspension ● Fixed-term external suspension ● Permanent exclusion
Physical violence or intimidation	1st offence	Three-day suspension: parental meeting precedes a return to school
	2nd offence	Permanent exclusion
Plagiarism in exam or coursework	1st offence	Parents informed. Student placed in detention (lunch time or after school) to re-do the work
	2nd offence	Permanent, or for a longer fixed term, suspension Parents informed
Smoking, vaping or use of alcohol	1st offence	After school detention and letter home
	2nd offence	One day internal suspension and parents invited in to discuss the situation
	3rd offence	Three-day internal suspension
	Persistent offenders	Persistent offenders may face a fixed term or permanent exclusion
Use of illegal drugs	1st offence	Suspension or permanent exclusion; parents and police informed
Theft	1st offence	Fixed term or permanent exclusion, depending on value of stolen goods; parents and police informed
	2nd offence	Permanent exclusion

In conclusion

On attending Berlin British School, students must be fully aware of, and agree to abide by, the rules and sanctions above.

BBS reserves the right to add to or amend these rules and sanctions as and when necessary. In this case, parents and students will be notified as soon as possible, and the change will become effective as soon as notification has been given.

The decision of the Head is final in all matters affecting these rules and sanctions. However, an appeal may be made to a representative of the Vorstand.

Berlin British Secondary School - IT Acceptable Use Policy

Berlin British School supports the rights of all members of the school community to engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities, and is underpinned by our expectation of safe and responsible behaviour by all members of the school community.

As a school we aim to:

- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise and support students when using digital technologies within the classroom.
- Establish clear protocols and procedures when working in online spaces, including reviewing and considering the safety and appropriateness of online tools and communities.
- Provide, where appropriate, a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- Know that some online activities are illegal and as such we are required to report this to the appropriate authority.

The values and expected standards of behaviour at the Berlin British School apply as equally to digital technologies and online activity as they do in all other areas. Breaches of these values and behaviour standards when using digital technologies and working online will be dealt with by the school discipline policies.

Student Responsibilities

Students are responsible for:

- Bringing portable devices fully–charged to school every day;
- Backing up data securely - e.g. cloud storage through their berlinbritishschool.de account or via external storage;
- Adhering to the Acceptable Use Policy when using their device for school business, both at home and at the school, including during lunchtime or when not in the classroom;

By agreeing to be part of the Berlin British School Community, it is understood that you agree to respect the following guidelines for use of the internet:

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner;
- Never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent; talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online;
- Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviour;

- Carefully considering the content that I upload or post online;
- Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary;
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student;
- Adhering to the Secondary School policy on mobile phones;
- Only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson;
- Respecting others and communicating with them in a supportive manner outside school hours and in social contexts by not making or forwarding on any message or image that might be considered offensive.

The Acceptable Use Policy applies to all digital technologies and environments, including (although not limited to):

- Berlin British School owned ICT devices (e.g. desktops, printers, scanners);
- Mobile phones and student owned devices;
- Email and instant messaging;
- Internet, intranet;
- Social networking sites (e.g. Instagram);
- Video and photo sharing websites (e.g. YouTube);
- Blogs or micro-blogs (e.g. Twitter);
- Forums, discussion boards and groups (e.g. Google groups);
- Wikis (e.g. Wikipedia);
- Podcasts;
- Video conferences and web conferences.

This Acceptable Use Policy applies when digital technologies are being used at the school, during school-organised excursions, camps and extra-curricular activities, and at home.

Revised and updated: Head of Secondary, August 2024.