



2009- 2010

# Britannia School

Striving for Excellence

Edificio San Marino, 5 – 8  
Avda. Amsterdam  
Los Cristianos  
Arona, Tenerife  
C.P 38650

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# Key Stage 3

ages 11 - 14

Subjects taught at Key Stage 3 include:

- English Language + Literature
- Music
- Spanish
- French
- Science
- Mathematics
- IT & Computing
- Art and Design
- Sports and PE
- Design and Technology
- History
- Geography
- PSHE/Citizenship
- Religious Education

Careers Education is included within the PSHE curriculum.

Assessment at Key Stage 3

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## **Cambridge Checkpoint Testing**

Cambridge Checkpoint tests are available in English, Mathematics and Science. The service is aimed at students of approximately 14 years of age studying mid secondary curriculums. The tests cover all major areas of learning required in the first years of an international secondary education. It is these topics and subtopics which provide the framework for feedback on each student. The tests are externally assessed by Cambridge University, and normally take place in early May.

# Key Stage 4

ages 14 - 16  
Years 10 - 11

I  
G  
C  
S  
E

**The following subjects are available for study, leading to the CIE International General Certificate of Secondary Education/Edexcel GCSE**

**English Language**

English Literature

English as a Second Language

**Mathematics**

**Spanish**

French

**Art and Design OR Science**

**Business Studies OR Travel and Tourism**

**Sports and PE**

**Geography and Environmental Management**

Economics

**Information Technology**

**Global Perspectives**

**RE**

**PSHE**

NEW Office Procedure Levels 1+2 (see City & Guilds page)

The International General Certificate of Secondary Education (IGCSE) has been designed for 14 to 16 year olds. It aims to prepare students for further academic success, including progression to A and AS Level study, and equip them with skills for immediate employment. It is equivalent in standard to the British GCSE and is recognised as evidence of ability by academic institutions and employers worldwide.

Assessment is by examination, usually between April - June and are externally assessed by Cambridge International Examinations and/or Edexcel International.

Please also refer to our Home Study page for information about subjects available on a distance learning basis, which can extend the range of studies whilst in Tenerife.

# Key 5

Stage 5  
ages 16 - 18  
GCSE, AS & A-Level

**The following subjects are available for study, leading to the CIE Advanced Subsidiary and Advanced Certificate of Education/Edexcel A-level exams**

English Language  
English Literature  
Mathematics  
Spanish  
French  
Business Studies  
Psychology  
Sociology  
Art and Design  
Fashion and Textiles  
Information Technology  
Travel and Tourism  
Physics  
Biology  
Law  
Economics

A-Levels are one of the most recognised qualifications around the world. They are accepted as proof of academic ability for entry into universities, institutes of higher education and military schools and they are equally important for young people moving into employment. The examination period is between April and June, and the exams are externally assessed by Cambridge University and/or Edexcel International.

During the two year period necessary for A levels, students are consulted and guided regarding their ongoing career prospects and options. Britannia School can offer those students who are interested in progressing to University, the chance to pursue their application through APPLY, which is the online application facility of UCAS, which is the central organisation which provides an admissions service for people applying to full-time, undergraduate courses at UK universities and colleges.

Please also refer to our Home Study page for information about subjects available on a distance learning basis, which can extend the range of studies whilst in Tenerife, and which can enhance students' university choices.

# Home Study 2009 – 2010

Whatever you want to learn, Britannia has the course for you – whether you simply want to progress in your career, take your life in a new and exciting direction, or want to make more of a hobby or interest, we can help you get where you want to go.

## **KEEPING YOUR OPTIONS OPEN**

The Home Study option will be of particular interest to parents whose children are in the local education system and wish to enhance their full time study with additional qualifications, we offer tuition and support in a range of GCSE subjects, thus ensuring your children will maintain their choices in subjects which are extremely important, in future career choices\*\*\* Examinations and qualifications are not just taken locally, but are also recognized globally as prestigious benchmark qualifications

This type of study is also ideal for those who may have opted out of formal education without qualifications, who would welcome the opportunity to acquire recognized qualifications in their own time, and on a flexible basis (Aged 16 and above)

*\*\*\* The Home Study Option is not intended as an alternative to full time education, but serves as an enhancement to full time studies, whether in the local state system, or an international school.*

## **HOW DOES IT WORK?**

Home study is truly flexible way to learn. Once you enrol, you will receive your study materials, and be assigned both a personal tutor with Britannia School, and an e tutor in the UK. Your personal tutor will take you through your studies, and help you devise a personal study plan, and then meet with you on a regular basis, to suit your personal commitments, to ensure that you are meeting assignment deadlines, and that they are being sent off to be marked on time. Your personal tutor will also discuss any problems or worries you have.

Once you have completed all your assignment successfully, you will be eligible to enrol for the written examination. All the written examinations being offered are with the highly prestigious Edexcel examination board, and Britannia School is an accredited Centre, so you will be able to take your exams locally, in Los Cristianos\*\*

# Home Study

2009 – 2010

Subjects available from September 2009

English Language  
English Literature  
Spanish  
Maths

We are also delighted to announce our collaboration with the UK's leading Distance Learning Organisation, the National Extension College, of Cambridge, England. Hand in hand with the NEC, we are able to extend our range of subjects and offer the following on a distance learning basis:

## **IGCSE**

Biology  
Chemistry  
Physics

## **A Level**

Biology/Human Biology\*  
Economics  
Government and Politics  
History  
Physics\*

*\* The practical elements of these courses can be completed without laboratory access, however, for the final exam, laboratories may be required. The School is currently seeking local solutions, however, if these are not workable, the NEC can arrange for exams to be taken in Cambridge in the UK, at the end of the study period*

# Course

# Fees

2009 – 2010

Key Stage 3 fees are based upon a 30 hour teaching week.

At Key Stage 4, fees are based on **16 hours** study per subject, over a **4 week** month, unless otherwise stated.

We **can not** make any adjustments for shorter holidays/bank holidays/fiestas etc.  
At Key Stage 4, **5 subjects is the minimum number of subjects allowed** for enrolment  
(Not including those subjects offered free of charge), unless otherwise stated.

A deposit of **600 Euros** is required before studies can begin.  
This deposit is refundable provided:

- A term's notice has been given
- No subjects have been dropped
- All outstanding fees and/or sundry items and exam fees are paid

## Key Stage 3

**1300 Euros** per term.

Please note that there are no subject options at key stage 3, as students are required to study the core elements of the National Curriculum, and a wide range of foundation subjects.

## Key Stage 4 – IGCSE

**1300 Euros** per term. (Year 10 + Year 11)

## Key Stage 5 – AS & A-Level

**1 subject            600 Euros** per term.

**2 subjects        1100 Euros** per term.

**3 subjects        1400 Euros** per term.

**4+ Subjects      1500 Euros** per term.

### **Home Study**

As a general guide, studies can be completed within **one academic year**, providing the time and effort is put in, and all assignments are completed on time. The prices include the full cost of materials from the National Extension college, and the cost of at least 2 tutoring sessions per month at the School, of two hours duration each time. This will include free access to internet facilities, and can be organized on a group or individual basis, plus additional resources and handouts as appropriate.

### **IGCSE subjects**

**90 euros** per month

### **A Level subjects**

**120 euros** per month

**Please note that books and equipment, plus exam fees, are charged separately to tuition costs. Full lists and approximate costs are available on request from the School Office.**

Private tuition is available at **25 Euros** per hour.

# School Hours

<b>Morning</b>	
Lesson 1	9.00 am – 10.00 am
Lesson 2	10.00 am – 11.00 am
<b>Break</b>	
	11.00 am – 11.15 am
Lesson 3	11.15 am – 12.15 pm
Lesson 4	12.15 pm – 13.15 pm
<b>Lunch</b>	
	13.15 pm – 13.45 pm
<b>Afternoon</b>	
Lesson 5	13.45 pm – 14.45 pm
Lesson 6	14.45 pm – 15.45 pm

# Home Work

Learning at home is an essential part of good education. Regular homework is important, since it gives pupils the opportunity to practice at home the tasks done in class, and helps the pupils work towards improving important skills. It also helps children to become confident and independent in their learning, which will help throughout their time at school, and in adult life.

At secondary level, Government guidelines recommend that the time spent on homework or GCSE coursework should fall within the following ranges:

Years 7 and 8	45 – 90 Minutes per day
Year 9	1 – 2 Hours per day
Year 10 and 11	1.5 – 2.5 Hours per day

In Years 12 and 13 the amount will depend on the students' individual programmes. However, both students and parents will need guidance on what has to be achieved and how much time it might take to achieve the required standard, and this is discussed thoroughly at the beginning of each year, in each course. Any doubts or worries should be addressed to the School Office.

# Aims of the school

To help pupils become responsible members of the society in which they live and to be aware of acceptable social behaviour.

To set targets and challenges to enable all students to achieve as much as possible with confidence.

To help pupils to develop lively and enquiring minds, to question, discuss, predict and argue rationally.

To develop physical skills and to promote a healthy lifestyle.

To help pupils appreciate the achievements, aspirations and needs of others.

To help pupils develop an awareness of their surroundings and to care for and respect their environment.

To help pupils develop a sense of responsibility for their actions.

To encourage religious and moral values and tolerance of all races, religions and ways of life.

To develop a partnership between home and school and to foster links with the community and other local organisations.

To teach pupils to use English and Mathematics effectively. This is set within the formal guidelines laid down by Government guidelines, and as specified by the exam boards curricula.

To teach ICT skills across the curriculum and to develop an awareness of uses and effects of technology in society.

For a full copy of our Admissions Policy, please contact the School Office.

# School

# Dates

2009 – 2010

## Autumn

Monday 7th September 2009	Term Starts
12 <sup>th</sup> October 2009	Fiesta (School Closed)
23rd Oct to 2 <sup>nd</sup> Nov 2009	Half Term
18th December 2009	Term Ends & Christmas Break

## Spring Term

7 <sup>th</sup> January 2010	Term Starts
15th/16th February 2010	Carnival Break
26 <sup>th</sup> March 2010	Term Ends & Easter Break

## Summer Term

12th April 2010	Term Starts
1 <sup>st</sup> May 2010	May Day closure
30 <sup>th</sup> May 2010	Dia de Canaria (Fiesta)
May 2010	Checkpoint Testing Yr 9
May/June 2010	IGCSE/A-Level Exams
25th June 2010	Term Ends

PLEASE NOTE THAT ALL OF THE DATES ARE SUBJECT TO VARIATION,  
ACCORDING TO LOCAL CIRCUMSTANCES.

# The Britannia

# P o l i c i e s

## **ATTENDANCE**

“Regular school attendance has always been important. Without it the efforts of the best teachers and the best schools will come to nothing. Education provides a means of advancement for all young people. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them. **Irregular attendance undermines the educational process and leads to educational disadvantage.** It places some at risk, and in some cases it can result in pupils being drawn into patterns of anti-social or criminal behaviour” (Extract from Department for Education Booklet 'School Attendance' May 1994)

Please do not organise holidays and other trips away during term time. If a student is absent on a regular basis, the School can not take responsibility for poor progress and/or poor examination results.

Please also note that **NO ADJUSTMENT CAN BE MADE TO SCHOOL FEES FOR ABSENCES DURING NORMAL SCHOOL DATES AND TIMES.**

**PLEASE NOTIFY THE SCHOOL OFFICE FOR ABSENCES DUE TO ILLNESS/MEDICAL APPOINTMENTS ETC.**

**A SIMPLE PHONE CALL HELPS US TO MAINTAIN GOOD RECORDS AND ENSURES THAT WORK MISSED CAN BE RECUPERATED.**

## **BULLYING**

The aim of our anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at schools.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are considered to be:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumours, excluding someone from social groups)

The following steps may be taken when dealing with incidents:

# School

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- A clear account of the incident will be recorded and given to the head teacher
- The head teacher will interview all concerned and will record the incident
- Form tutors will be kept informed and if it persists the form tutor will advise the appropriate subject teachers
- Parents will be kept informed
- Punitive measures will be used as appropriate and in consultation with all parties concerned

# Pupils

## **Pupils who have been bullied will be supported by:**

- Offering an immediate opportunity to discuss the experience with a member of staff of their choice
- Reassuring the pupil
- Offering continuous support
- Restoring self-esteem and confidence

## **Pupils who have bullied will be helped by:**

- Discussing what happened
- Discovering why the pupil became involved
- Establishing the wrong doing and need to change
- Informing parents or guardians to help change the attitude of the pupil

## **The following disciplinary steps can be taken:**

- Official warnings to cease offending
- Detention
- Exclusion from certain areas of school premises
- Minor fixed-term exclusion
- Major fixed-term exclusion
- Permanent exclusion

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, form tutorial time, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour.

## **Monitoring, evaluation and review**

The school will review this policy annually and assess its implementation and effectiveness.

The policy will be promoted and implemented throughout the school

# Health and Safety

Britannia School has an up to date Health and Safety Policy, which is available, on request, from the School Office. Within this policy are details of our First Aid provision/Fire regulations. There are 5 fully qualified first aiders on the current staff, which means that there are always 2 people on site who would be able to provide first response in the event of an accident. Fire drills are carried out every term.

Also available in the School Office is a copy of the Policy on Health and Safety on School Trips.

# Behaviour Policy

The School believes that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is necessary. It seeks to create a caring and learning environment in the School by :

- Promoting good behaviour and discipline;
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- Ensuring fairness of treatment for all;
- Encouraging consistency of response to both positive and negative behaviour;
- Providing a safe environment free from disruption, violence, bullying and any form of harassment;
- Encouraging a positive relationship with parents, guardians and carers to develop a shared approach to involve them in the implementation of the School's policy and associated procedures.

The complete policy is available from the School Office.

# Uniform

# Code

The School currently does not have a uniform. However, from September 2007, all students will be expected to dress appropriately and sensibly for a learning environment, and we have decided to apply the following guidelines, for both boys and girls:

1. A plain T shirt or polo shirt, loose fitting, and preferably in a light colour;
2. Jeans, trousers, track suit bottoms or a skirt of an appropriate length, in a dark colour
3. Footwear should be shoes or trainers.
4. Jewellery should be kept to a minimum, ie stud/small hoop earrings for girls. **UNDER NO CIRCUMSTANCES WILL VISIBLE BODY PIERCINGS BE PERMITTED.**
5. The following items of clothing/footwear/ are **NOT** allowed:
  - Very short skirts/shorts, cut off tops, cropped tops, ripped jeans, backless or halter tops. Boys should not wear sleeveless vests
  - T-shirts which have potentially offensive slogans, including the FCUK logo
  - Flip flops and other open sandals. This applies equally to both boys and girls.

## PE KIT

We have tried to be as flexible and as economically minded as possible in deciding on an appropriate PE kit. From September 2007, this will be:

- A loose fitting, cotton T shirt, preferably white
- Dark shorts, of reasonable length
- Trainers and socks

We prefer students **NOT** to wear football shirts. Under no circumstances will jewellery be allowed during PE lessons.

# Home School Agreement

In accordance with the guidelines laid down to encourage high standards of behaviour in the School, a Home School agreement is applied to all students enrolled in Britannia School, or planning to enrol. A copy of this agreement is included in this prospectus, and should be completed and signed at the same time as enrolment.

# Enrolment Form

Part I / II

Date of Enrolment \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Male

Female

Father Name \_\_\_\_\_ Mothers Name \_\_\_\_\_

Home Address

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Telephone Number \_\_\_\_\_ e-Mail Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Doctors Phone Number \_\_\_\_\_

Please indicate whether your child has a problem with any of the following

Eyesight

Hearing

Speech

Allergies

Other/Learning difficulties – Please Specify

Please note that it is extremely important you inform the school of any learning difficulties, however small, that your child may have, and whether or not these difficulties have been documented. Additionally, we welcome information concerning bullying or other experiences in the school environment that may have had an effect on your child's education, in order that staff can be sensitive to and supportive of your child's experience in school. All information, no matter what the nature, is treated with the utmost sensitivity, and held in total confidence.

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I attach the Following documents

**Either** - Photocopy of birth certificate

**Or** - Photocopy of Passport

**And** – Most recent School report\*

\*Note – This is compulsory

Subjects to be studied – Please list the subjects for which you wish to be enrolled  
(Key Stage 4/5 only)

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**Agreement**

**Please read the following very carefully, as it constitutes the agreement you make between yourself and the School**

Please enrol my child/children in Britannia School. I have read and understand the Admissions Policy, General Information and Terms and Conditions. I also understand and agree the following:

- that the school fees are payable monthly in advance, and I undertake to settle my school fees promptly. I also understand that the School reserves the right to adjust terms, conditions and fees, as deemed necessary, and I agree to support and abide by these regulations

Signed .....

- That a full term's notice must be given in order for the deposit to be refunded in full. I also understand and accept that if my child drops a subject without notice, I will forfeit my deposit.

Signed .....

- That if fees are outstanding, either tuition or exam, the School reserves the right to suspend studies/withhold examination results, until all balances are cleared

Signed .....

- That NO adjustment will be made to school fees for absences during normal school term times, nor for any ad hoc fiesta day(s). I understand and accept that the only holidays for which there is a proportionate adjustment in tuition fees are Christmas and Easter.

Signed .....

I have read the terms of agreement, together with the General Information. I undertake to pay school fees monthly in advance, and by signing this agreement I also undertake to pay school fees promptly. I understand that the school reserves the right to adjust/change terms, conditions, fees, as necessary and appropriate and I agree to support and abide by these regulations and any changes/amendments. I have received and read the School/Home Agreement, and am willing to support the school by signing the Agreement.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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Deposit Paid

Date \_\_\_\_\_

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Starting Date \_\_\_\_\_

Leaving Date \_\_\_\_\_

Deposit Refunded

Date \_\_\_\_\_

Remarks

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# HOME-SCHOOL AGREEMENT

BRITANNIA SCHOOL working in partnership with students and their parents

## Britannia School

### The school will:

- provide a safe, healthy and stimulating environment that encourages learning;
- raise, recognise and reward achievement;
- work with you and your child(ren) to help achieve full potential as a valued member of the school community;
- provide a balanced curriculum which meets the individual needs of your child(ren) and allows for progression;
- aim to achieve high standards of work and behaviour through providing clear guidelines and developing a sense of responsibility;
- report to parents and students on attendance, attainment and progress;
- keep parents informed about school activities through regular letters home, Newsletters and notices about special events;
- be open and welcoming and offer opportunities for you as parents to become involved in the life of the school;
- encourage students to take part in extra-curricular activities.

## Student

### I will:

- attend school regularly and on time;
- bring all the equipment I need for each day;
- observe the school's dress code and be tidy in appearance;
- do all my classwork and homework as well as I can and aim to meet deadlines;
- be proud of my achievements but also set targets for improvement;
- show consideration and respect for other people and their property;
- be polite and helpful to others;
- keep the school free from litter and respect school property;
- play my full part in maintaining the environment of the school as a working community.

## Parents/Guardians

### I/We will:

- ensure that my child(ren) attends school regularly, on time, properly equipped and wearing school uniform;
- make the school aware of any concerns or problems that might affect my child(ren)'s work or behaviour;
- encourage my child(ren) to behave acceptably, respecting others rights to learn and their property;
- support my child(ren) in homework and other opportunities for home learning;
- try to attend Parents' Evenings, Information Evenings and discussions about my child(ren)'s progress;
- recognise my child(ren)'s effort and achievement and take an interest in school life;
- work with the school for the betterment of my child(ren)'s education.

Signature .....  
(Headteacher)

Signature .....  
(Student)

Signature .....  
(Parent)