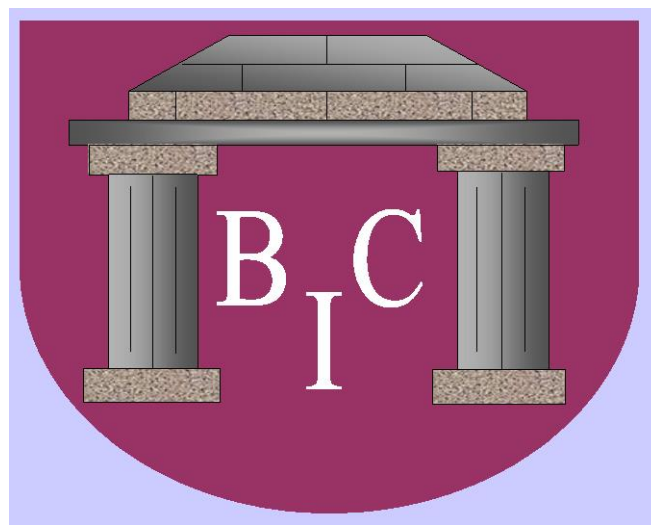


**BENALMÁDENA  
INTERNATIONAL  
COLLEGE**



**FOUNDED IN 1997**  
**STUDENT INDUCTION HANDBOOK**

**2021-2022**

## **OUR MISSION**

### **Building Inner Confidence**

We aim to provide the best possible education and opportunities for each pupil at the Benalmádena International College.

We aim to foster the development of the whole person, in a disciplined and ordered working environment which is secure and caring, and within which each pupil can aim for excellence.

We seek to create a positive, happy atmosphere, in which pupils are able to take pride in their achievements, and in which pupils and staff work together with mutual respect, courtesy and consideration of others.

We believe in a curriculum which fosters a love of learning and the excitement of discovery, and which, while being broad enough to meet and respond to individual need, develops the academic potential of each pupil to the full.

We seek to develop and maintain a close partnership between pupils, parents and staff, and positive working relationships with our partners in education, the world of work and the wider community.

In keeping with the good intent of our founder we aim to create a school community in which pupils are known and cared for as individuals, and within which they can fulfil their potential as they grow towards adulthood and prepare for its opportunities and responsibilities. We seek high standards in all aspects of school life.

## **INDUCTION SUMMARY**

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- Our Mission
- Key Rules and Regulations
- Uniform
- Homework and Homework Diaries
- Fire Drill and Evacuating the building
- Rewards and Sanctions, including House Points and Community Service
- Timetables
- Locker Keys
- Book Lists

**KEY RULES AND REGULATIONS:**

**SCHOOL UNIFORM:**

- All uniform, kit and belongings should be clearly named.
- When students have PE, they must attend college in their PE kit.
- On the other days, they should be wearing full school uniform.
- The Form and Subject Tutors will be checking school uniform on a regular basis.

Boys: Summer	Girls: Summer
Navy blue shorts White polo shirt with school logo Burgundy sweatshirt with school logo White socks White or black trainers	Navy blue skirt/trousers White polo shirt with school logo Burgundy sweatshirt with school logo White or black trainers (maximum 5 cm heel) White socks, flesh coloured or navy blue tights.
Boys: Winter	Girls: Winter
Navy blue <u>straight-legged</u> trousers White polo shirt with school logo Burgundy sweatshirt or jacket with school logo Black <u>school</u> shoes	Navy blue <u>straight-legged</u> trousers or skirt White polo shirt with school logo Burgundy sweatshirt or jacket with school logo Black <u>school</u> shoes
Sports uniform (boys and girls): only permitted on Sports days	
Navy blue shorts or tracksuit bottoms with school logo Burgundy t-shirt with school logo Burgundy sweatshirt or jacket with school logo White or black trainers White socks	
6 <sup>th</sup> Form Dress Code	
Summer: smart shorts (no denim), School polo shirt, trainers. Girls can wear smart skirt. Winter: black trousers (no denim), School polo shirt, School Sweatshirt, black shoes. Girls can wear black trousers or skirt.	

**Not permitted:**

- Jewellery except watch/one pair ear studs (no other facial piercing will be allowed).
- Nail varnish/make-up; denim; hat, scarf.
- Trainers (except on sports days)

Pupils are normally expected to wear school uniform for visits.

Dress is discretionary for pupils on fieldwork, activities days and non-uniform days.

**Problems:**

- Students turning up incorrectly dressed will be placed on Community Service for the first offence. They will be counselled firmly and told to rectify matters by the following day.
- If a student fails to respond to requests for improvement, the Vice Principal/Director will speak to the student.
- Repeat offenders will not be permitted to attend lessons for the day.
- Unacceptable items will in the first instance be confiscated and returned at the end of the day.

### HOMEWORK AND HOMEWORK DIARIES:

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- Formal homework will be set from Year 6 upwards and will increase in intensity up to A Level.
- Policy at the Benalmádena International College is for homework to be set as follows:
  - Homework must be set every week.
  - Years 7-9: weekly in English, Maths, Science, History, Geography, Languages and Art.
  - Years 10-11: weekly in full IGCSE examination subjects.
  - A maximum of 2 pieces of homework will be set per night and must only be given on the allotted day (allocated on Timetables).
  - Allocation per subject
    - Years 7- 9: Approximately 30 minutes.
    - Years 10-13: Approximately 45 – 60 minutes
- A Homework Diary will be issued to each student.
- When homework is set, teachers will write it on the board, in full, including the date due in.
- Students will be asked to copy details into their homework diaries, in full.
- Teachers will check that all students have written the details in their homework diaries
- Students must give of their best on homework, using the Homework Diary to help them organise their time so as to meet deadlines.
- Each piece of homework must be handed in the following morning, during Registration (or on Monday if homework is given on a Friday).
- Students must bring the Homework Diary to all lessons, as a basic piece of equipment ranking alongside pen/pencil/ruler/exercise books.
- The Homework Diary will also be used to record House Points (see House Points section for further information)

### ABOUT THE HOMEWORK DIARY

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- This book is designed to help each student to:
  - plan work
  - manage time
  - record achievements
  - review progress and set targets for the future
  - record House Points

### HOW TO USE THE HOMEWORK DIARY

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- Students must keep it clean and tidy (no graffiti) and take it to every lesson
- Homework will normally be written on the board, for students to copy. Students must copy this information accurately.
- All sections must be kept up to date.
- This Homework Diary is a means of communication – between student, Form Tutor, teachers and parents. Students should ask parents to check this book and to sign it at the end of each week.
- Students should make sure they understand what they have to do – if not, ASK!
- Members of staff may use this book to comment on class work and homework. Other members of staff may, however, prefer to write comments in exercise books only.
- Students must make sure they carry it with them at all times and keep it safe.
- Form teachers will carry out regular checks that diaries are being maintained correctly.

### EQUIPMENT:

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- Each student should have with them adequate supplies of pens, pencils, ruler, eraser and a scientific calculator for Maths.
- Each student should have the necessary work books, text books, etc and also a reading book (for use during Form Times).
- Students are not allowed to leave the classroom during lessons. They must collect equipment/books etc from their lockers at designated times only. Students may use the toilets during lesson time only on medical reasons.

### PRESENTATION OF WORK

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- Student name and subject title should be put on the front cover of all workbooks.
- All work should have a date and an underlined title.
- Students should use a ruler for underlining and creating boxes.
- Drawings should be created in pencil while written work should be in blue or black ink.
- All students should attend lessons with a full complement of appropriate equipment.
- All students must make suitable notes; handwriting must be legible; use all pages in books.

### LOCKERS:

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- Each student will be issued with a locker key. These must be taken care of. Students must not give their locker key to any other students.
- Students may only use the lockers at designated times. During these times they must collect their books, equipment, etc ready **for the following two lessons**.
- Designated times are as follows:
  - Before Registration, students should line up in their form groups in the courtyard.
  - 11.05 am to 11.30 am (morning break time): students have 5 minutes to access their lockers, change over their books, etc and then 25 minutes for their break.
  - 1.20 pm to 2.05 pm (lunch-time break): students have 5 minutes to access their lockers, change over their books, etc and then approximately 50 minutes for their lunch break.
- Bags may be left by lockers during break times.
- Students are **not permitted to visit their lockers** at the end of break times, during lessons or between lessons. Students must not place any items on top of the lockers.
- Students are **not allowed in the school** before the registration bell sounds; nor during morning or lunch break times.

### BAGS:

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- All students must have a bag that is suitable for carrying books between lessons and in and out of college (eg a rucksack or a briefcase type of holdall).
- These bags must protect the books from rain, dust etc. A plastic carrier, cloth or drawstring bag will not be suitable.

### 6<sup>TH</sup> FORM ROOM/TOP FLOOR:

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- The 6th form room is reserved for the use of Years 12 and 13 only. All students are required to work quietly at all time.
- Students **may not use the top floor** of the building unless directed by a member of staff.

**CAFETERIA:**

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- Students must enter the cafeteria in an orderly fashion.
- In the cafeteria, students must use a tray (for lunches purchased).
- Sandwich queue: students who have ordered sandwiches are served first.
- Anyone jumping queues will be sent away until all others have been served.
- Students must not buy food for other students.
- Conversation in the cafeteria must be kept down to a reasonable volume.
- Food/waste should be disposed of in the correct bins.
- Dishes etc should be returned to the correct deposit point.
- No food allowed anywhere on site except the cafeteria and terrace.
- Tables must not be moved/placed together.

**LITTER:**

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- The **college site must be kept litter free at all times.**
- All food and drinks, including ice pops, must be consumed inside the cafeteria or on the terrace and should not be taken further than the steps.
- Bottles of water may be consumed beyond the cafeteria steps but must be stored in students' bags.
- Students may not leave bottles lying around on walls etc. **Any bottles found like this will be disposed of.**

### SPORTS PITCH:

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- **Senior students must not enter the sports pitch until the member of duty staff arrives (before school, morning breaks, lunch breaks - after 1330) They must not use the sports pitch after school unless attending an after school activity and a teacher is present.**
- On the sports pitch, all users must refrain from involvement in dangerous games.
- Balls may not be kicked at each other
- Sliding tackles are not acceptable.
- Sensible behaviour at all times – no “piggy backs”, shoulder rides, pile on, turning back to let others kick ball at you etc
- Use of goals are allocated to various age groups:
  - Near Pitch: Years 10-Y11
  - Far Pitch: Years 8-9
  - Pitch behind Cafeteria: Year 7
- The litter free site rule also applies to the sports pitch.
- Students are not permitted on the top 2 steps of Bleachers
- No food or water on the pitch; supplies of drinking water will be available at the fountain or in the students’ bags, not on the side walls and NOT on the pitch!
- Senior students are not allowed on the Primary play areas at any time.

### SCHOOL PREMISES

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Students are not allowed into the main school building:

- In the morning until the whistle blows at 9.00 am unless it is raining – when they should go to the lockers area.
- During morning or lunch breaks.

### PROHIBITED ITEMS

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- Prohibited on site: cigarettes, lighters, matches, alcohol, drugs, chewing gum and any items likely to endanger staff or fellow students.
- Prohibited use on site: mobile phones, cameras. Consequences: confiscation.

### PROHIBITED BEHAVIOUR:

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The following behaviour will be dealt with severely:

- Spitting
- Graffiti
- Foul language
- Violence of any kind

### PUNCTUALITY

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This is vital for everyone!

Pupils are marked as late if:

- they arrive in the form room after the last name has been called out; or
- they arrive after registration time, ie after 9.20 am. These pupils must sign in at Reception, give the reason for being late and lose a House Point.

If students are late more than twice in a week they will be placed on Community Service.

## **FIRE DRILL: EVACUATING THE BUILDING**

### **WHAT YOU SHOULD DO IN AN EMERGENCY**

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In case of a fire or other such emergency, the following procedures must be followed:

- The fire alarm system is linked up to the sensors around college.
- In case of a fire, the fire alarm will sound.
  - If the system fails the alternative alarm will be **6 repeated blasts of a whistle** along with the call of 'Fire!' on each corridor of the College.
- Teachers must assemble their class and leave the room by the appropriate exit.
- No personal items should be collected.
- All doors and windows should be left closed.
- The last person to leave the room should close the door behind them.
- Teachers in charge of a class at the time of a Fire Drill will make sure all students leave the building in an orderly manner. Older students should be mindful of younger students whilst on the move. **NO RUNNING.**
- All classes must go to the emergency meeting point, which is the main sports area.
- Nursery class to line up nearest to the cafeteria; Years 11, 12, 13 furthest away.
- The Director, Vice Principal and Pastoral Manager will be responsible for ensuring that the school is empty. The secretary will be responsible for any guests visiting at the time.
- The secretary will take all the registration books to the meeting point on the sports pitch.
- Once everyone is assembled there, each form tutor will take a roll call.
- Fire extinguishers and hoses are located near the stair wells but fires should only be tackled if deemed safe to do so.
- Once the school is assessed to be safe, the classes will then be allowed back into the main school building by the Director.
- No-one should re-enter the school until the all clear is given.
- There will be a fire practice at various times during the school year to ensure that the procedure runs smoothly.
- Anyone deliberately setting off alarms will be dealt with severely.



## **REWARDS AND SANCTIONS SYSTEM**

### **REWARDS AND RECOGNITION**

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#### **HOUSE POINTS**

Subject teachers are asked to use the House Point system positively to encourage and reward whenever possible. These should be recorded in the students' Homework Diaries.

At the end of the year, students with the highest number of certificates for their year group will be given a voucher to spend.

1. Good class work and homework will be rewarded with one or two House Points per lesson.
2. All students will be expected to achieve a minimum of 30 House Points per week.
3. Ambitious students will be aiming to achieve at least 40 House Points.
4. House Points may be awarded for effort, achievement, good work, sustained progress, helpfulness, improvement, reaching agreed behavioural targets, or any other category which staff feel is appropriate.
5. Students who achieve a target of house points each month will be able to have a non uniform day.

#### **ASSEMBLIES**

Weekly Assemblies will be held, during which those students receiving a high number of House Points will be recognised.

#### **STUDENT APPRAISALS**

- Student Appraisals will take place twice a year.
- The aim is to review each individual student – identifying strengths, weaknesses, patterns, effort, attainment, progress and behaviour.
- Students performing consistently well will receive a Commendation Certificate.
- Students who are causing concern will meet with the Pastoral Manager and/or the Vice Principal/Director.

**ISSUES AND SANCTIONS**

Tutors will be required to keep a list of discipline issues.

Sanctions, depending on the severity, are generally as follows:

1. Minus 1-2 House Points
2. Community Service
3. Discipline Sheets (these must be handed to the teacher by 9.20 am the following morning).
4. Send to the Pastoral Manager in the first instance; for repeat offences, send to the Vice Principal.
5. Place on Behavioural Report
6. Internal isolation
7. Formal warning
8. Final warning
9. Exclusion (Temporary)
10. Exclusion (Permanent)

A few examples of issues and sanctions are provided below as general guidance.

<b>CLASSROOM ISSUES</b>	<b>SANCTIONS</b>
Lack of appropriate equipment, books Repeated offences	<ul style="list-style-type: none"> <li>• Minus 1-2 House Points</li> <li>• Community Service</li> </ul>
Poor work Poor behaviour eg speaking out of turn; too loud; disturbing others	<ul style="list-style-type: none"> <li>• Students may be made to repeat the work</li> <li>• Move student to front of class.</li> <li>• Minus 1-2 House Points</li> <li>• 1-2 Discipline Sheets</li> <li>• Community Service</li> </ul>
Incorrect uniform	<ul style="list-style-type: none"> <li>• Incorrect uniform (first instance): place on Community Service. Must rectify matters by the following day.</li> <li>• Incorrect uniform (repeat offences): student will work in isolation; not permitted to attend lessons for day.</li> <li>• Unacceptable items (first instance): confiscate and return at the end of the day eg hat, scarf).</li> </ul>
Failure to comply with a teacher's request	<ul style="list-style-type: none"> <li>• Send student to Pastoral Manager/Vice Principal/Principal/Director.</li> <li>• Extra Discipline Sheets up to a maximum of 5 (to be done in isolation).</li> <li>• Extended Community Service, until the work is handed to the appropriate member of staff.</li> <li>• Parent contact and possible suspension</li> </ul>
More serious misdemeanours	<ul style="list-style-type: none"> <li>• Student sent to management to do work in isolation.</li> </ul>
Serious discipline issues	<ul style="list-style-type: none"> <li>• The Principal and Director, together with the Pastoral Manager, will discuss further options as appropriate:</li> <li>• Place student on Behavioural Report</li> <li>• Issue a formal warning/final warning</li> <li>• Internal isolation</li> <li>• Suspension (Temporary)</li> <li>• Exclusion (Permanent)</li> </ul>

<b>SCHOOL SITE/HOMEWORK ISSUES</b>	<b>SANCTIONS</b>
Using lockers outside designated times (from first offence to repeated offences)	<ul style="list-style-type: none"><li>• Minus 1-2 House Points</li><li>• Community Service</li><li>• Send to Pastoral Manager/Vice Principal or Director</li></ul>
All homework must be done on the same evening it is issued and handed in before 9.15 am the next morning or school day.	<ul style="list-style-type: none"><li>• Community Service every day until homework completed.</li></ul>
Students who misbehave around the site	<ul style="list-style-type: none"><li>• Lose the privilege of playing on the sports areas</li><li>• Community Service</li><li>• Discipline sheets to be completed during lunch break</li></ul>
Chewing Gum	<ul style="list-style-type: none"><li>• 5 Community Services</li></ul>

### **COMMUNITY SERVICE**

The Community Service system may be issued for a variety of reasons (see above).

Staff who place students on Community Service will inform the students and add their names to the lists (located on the Cafeteria notice board).

NB: When issuing community service for not doing homework or not doing it properly, students should be reminded that the punishment does not **replace** the homework and that the missing work is due on the next day and must be handed in directly to the teacher concerned. Community Service continues until the homework is completed satisfactorily.

- Students will be put on the next available Community Service slot.
- No more than a maximum of 4 students can do Community Service on any one day.
- Where there are already 4 students listed, further names should be added to the Discipline Sheet section.
- ALL Community Service punishments start at 13.35 and end at 14.00 and are supervised by Duty Staff.
- Any student who fails to turn up, or is late, will be placed on CS again the following day.

### **COMMUNITY SERVICE IN THE CAFETERIA:**

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- Students must report for Community Service on time.
- Students will carry out the duties in the Cafeteria and/or on the Terrace.
- All tables must be wiped down with a cloth using the anti-bacterial spray bottles.
- All of the chairs and benches in the main cafeteria need to be lifted onto the tables.
- Benches need to be lifted in pairs.
- The floors inside the cafeteria and on the terrace must be swept. No bits must be left on the floor as the kitchen staff need to mop the floors after sweeping is complete.

### **COMMUNITY SERVICE – DISCIPLINE SHEETS**

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If the maximum number of Community Service students has been reached, further names will be added to the Community Service: Discipline Sheet section.

- Each student listed in this section will be required complete a Discipline Sheet during the above times in place of Community Service.
- The Discipline Sheet **MUST** be completed – if they do not finish it during the first Community Service slot, they must return each day until it is complete.

## **FINAL STAGE OF STUDENT INDUCTION**

### **TIMETABLES**

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- All students will be issued with a timetable.
- Each year group will be split for the majority of lessons – as students start each subject for the first time, they will be informed which group they have been allocated to attend.
- Students will need to highlight their own classes on their copy of the Year Group timetable.

### **BOOK LISTS & LOCKER KEYS**

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- Students are issued with a Book List and they must complete and return this to the Form Tutor within two weeks of starting the school (then to be handed in to the Office by the Form Tutor).
- Students are issued with a locker key for which they must take responsibility. There will be a charge for lost locker keys.

### **HOMEWORK DIARIES**

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- Students will be issued with homework diaries. No graffiti is permitted in homework diaries; they must be kept neat and tidy (see section on Homework and Homework Diaries).

### **EXERCISE BOOKS**

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- Hand out all exercise books to the students. Use the same colour for each topic (eg Yellow for Maths, Blue for English, etc).
- Every page should be numbered.
  - No pages are to be ripped out of any of the work books.
  - Graffiti is unacceptable anywhere in college, including the work books.

### **SCHOOL BELL:**

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- The bell is a signal to the teacher.
- Students will be told by the teacher when to get up from their seats and to place them under the desks.
- The room should be left clean and tidy.
- The teacher will control the exit from the room into the corridor. All teaching staff will ensure good conduct in the corridors by supervising the exit from classrooms at the doorway. This will be done throughout the year.
- No classes to be out before scheduled times for breaks or at the end of the school day.
- Duty staff will be out 2 minutes before the bell.