



**Braeburn Schools**  
Summum Appeto



# **Braeburn International School Arusha**

## **Early Years and Primary Handbook**



Confident Individuals



Responsible Citizens



Learners Enjoying Success



## Primary Headteacher's Welcome



On behalf of everyone here, I would like to warmly welcome you and your child to Braeburn International School Arusha (BISA).

Regardless of the time of day, as you take a walk around our Primary School, you will experience children of all ages and abilities engaged in meaningful learning. Stretching far beyond the curriculum and with the support of those around them; they are learning to work together, learning to communicate, learning to question and challenge, learning to unpick problems – in short, they are learning to be the adults of tomorrow.

Through working together and valuing the individual, we are an incredibly strong family. From a very early age we care for, support and encourage each other. Reflecting honestly on and growing through difficulties, no matter how big or small, allows us to take the next step forward. A dynamic and stimulating environment shows

us that there is not just one answer out there. We take pride in the knowledge that through this positive and motivating climate, our students are becoming more **confident**, more **responsible** and more **successful** with every passing day.

Joining school can be a daunting experience and there is certainly a great deal of information for you and your child to grasp and make sense of. This information is intended to give you some help and guidance about the daily activities and the wider context of your child's learning. We have an open door policy – this means that you are very welcome to make an appointment to see your child's teacher during the working week. Come on in, you will be glad that you did!

We look forward to a rich and rewarding partnership with you.

*Lynsey Logan*  
Primary Headteacher





## Philosophy and Objectives



### MISSION

The Braeburn Group of International Schools is a group of co-educational international schools offering British / International curricula in Kenya and Tanzania. Our schools actively value and celebrate diversity, nurturing personal growth by providing a friendly and supportive environment.

### VISION

Every student a successful learner, a confident individual, a responsible citizen.



Each **individual is confident** by providing a safe and stimulating environment with a 'family feel'. We recognise and celebrate everyone's achievements and provide them with the opportunities they need, to become assertive and respectful communicators.



Our **citizens are responsible** by cultivating holistic learning that enhances global citizenship and promotes intercultural and international understanding and respect.



Our **learners are successful** through offering a wide range of academic, extra-curricular and sporting activities so that all our students can find their strengths and excel. We empower students so they can make the transition into world-wide university education successfully.



## Welcome to the family

**B**ISA is home to approximately 30 nationalities from 6 continents, representing a wide range of cultures, beliefs and languages. Nearly a third of our student body are Tanzanian, with a further 30% from other African countries. A quarter of the school are European with the Americas, Asia and Australasia completing the spectrum.

All children across our two Primary school sites are taught by well qualified and experienced class teachers. These teachers deliver the majority of the curriculum and are 'key people' for your child. In some of the classes, these teachers are supported by teaching assistants and additional teachers. Within the Primary school, 'specialist teachers' deliver music, P.E, swimming, Swahili and French.

## How do the Early Years and Primary School fit into my child's school career?

BISA is comprised of three sections – Infant , Junior and Secondary campuses.

Infants Njiro Campus	Age 2 - 7 (EYFS and KS1)
Junior Kisongo Campus	Age 2 - 11 (EYFS and KS2)
Secondary Kisongo Campus	Age 11 – 18 (KS3 – 6 <sup>th</sup> Form)
Primary School age range 5-11	
Key Stage 1 – Years 1 and 2	Age 5 and 6 on September 1 <sup>st</sup> respectively
Key Stage 2 – Years 3 - 6	Age 7, 8, 9 and 10 on September 1 <sup>st</sup> respectively
Secondary	Age 11-18





## What curriculum does my child follow?

English education enjoys a reputation for unsurpassed quality throughout the world. The emphasis is on how to think rather than what to think, with great importance being placed on the students' ability to work independently and to develop their own pathways of learning.

Our Early Years Foundation Stage Framework provides inter-connected learning for our younger students. It encompasses 3 prime areas of learning and development:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

These are complemented by an additional 4 areas:

- Expressive Arts and Design
- Understanding the World
- Mathematics
- Literacy

As your child enters the Primary School in Year 1, the subjects taught build upon their development in Early Years and are divided into 'core' and 'foundation' subjects.

CORE	FOUNDATION
English – reading, writing, speaking and listening	Art & Design
	Computing
	Design & Technology
	History
Mathematics	Geography
	Languages – French & Swahili
	Music
	PE (Physical Education)
Science	RE (Religious Education)
	PSHE (personal, social and health education) and citizenship



Our Primary curriculum is based on the English National Curriculum. To better reflect and meet the needs of our international community and our East African location, elements are adapted to make the content more relevant, whilst maintaining the integrity of the objectives.

From EYFS to Key Stage 2, children enjoy learning in a cross-curricular way, exploring different subject areas through a theme – e.g. Space or Houses and Homes. Additional subject based teaching provides balance and a full understanding.

Strong links across all three sections of the school allows your child to make a seamless transition into the next stage of their education career.





## How does Braeburn's curriculum link learning to the real world?

The most up-to-date educational research and training supports the backbone of classroom practise. Through this dynamic approach, substantial progress continues to be made by individuals.

Characteristics of effective learning describe factors which play a central role in the development of your child. They provide the foundations for both our Infant and Junior school students and are life-long learning processes rather than outcomes.

- **Playing and exploring** - encouraged to 'have a go' through first hand experiences, refining and extending what they know in imaginative ways.
- **Motivation** - encouraged to persevere and enjoy achieving what they set out to do.
- **Creating and critically thinking** - encouraged to have their own ideas, develop and link concepts and personalise their own learning through decision making and reflection.

Within EYFS, continuous provision creates opportunities for the children to explore their own understanding of a concept, make choices, initiate play and connect with others, without the direct intervention of an adult. Resources are thoughtfully arranged, allowing each child space to explore and return to a process. An enhancement is often added to an area to enrich the play, extend the ideas and move the learning further forward. As such a valuable process, this Early Years practice of continuous provision is incorporated into the older classes.

Nature School, based on Forest School and built into the curriculum for our EYFS students, is also accessed by our older students. Within a designated 'wild' landscape in Kisongo, students are encouraged to step out of their comfort zone and benefit from hands-on experiences in a natural setting.

Whilst we provide a rich, broad, balanced curriculum on a daily basis, day and residential excursions are an essential element of our broader curriculum. Integrating classroom studies to the wider world, students make important links, seeing theory

in practise. Experience has shown us that, as a result of this exposure, students across the age range become more insightful, enquiring, responsible and motivated. Day excursions and/or outside providers are scheduled for all year groups from Crèche upwards at least once every term, and are directly related to the learning taking place in the classroom.

Our residential field trips are enjoyed by the students of Years 4, 5 and 6 and combine both academic knowledge and application alongside participation in our in-house Junior Dragon Award Scheme

### Junior Dragon Award

The Primary School offers a global citizenship programme called the Junior Dragon Award, available to children in Years 4, 5 and 6. Based on the UK-developed International Award Scheme, with influences from other similarly well respected programmes, it is comprised of four main elements - physical, skills, community and expeditions. Designed to develop new skills and interests, whilst improving existing areas of strength, children are required to complete various criteria to pass their current level in order to graduate onto the next. Each stage (of Bronze, Silver and Gold) is designed be achievable by all children, yet requires both commitment and determination in order to succeed.

With a high level of success and achievement across the year groups, many students are invited to attend our Junior Dragon Award Evening and receive their Bronze, Silver or Gold Award in Term 3.

The school draws on the substantial skills and interests of the teaching staff and also brings in outside specialists to offer a varied programme of Flexible Learning. This hour spent with adults and children from other classes, encourages social interaction and the opportunity to pursue a passion on a short term regular basis. An age-appropriate alternative is offered to our Key Stage 1 students on a Friday afternoon.





## How do I know that my child is progressing?

When we think of assessment, we often think of tests and exams with percentage results and grades. We also might think of marks and comments in children's exercise books. Assessment includes these but is so much more – in terms of frequency, depth and breadth, and more importantly, its impact on your child's attainment and development. Teacher assessment lies at the heart of your child's learning and is a constant cycle of observation, discussion and feedback. This loop ensures your child understands the concepts being taught and guides them towards future targets.

Within the Early Years classes, 'key people' (teachers and TAs) are observing and monitoring your child's progress on a daily basis. Activities are offered and adaptations made based on these observations, encouraging your child to make the next steps in their learning as independently as possible.

This information is shared with you, as a parent, informally, at the end of a day and, more formally, in our parent/teacher consultations. During these meetings, you will view and discuss your child's 'Learning Journey' portfolio - a photographic and written record of their achievements to date.

In the rest of the Primary School, observation, monitoring and adaptation form the core of classroom practise. Areas of strength and areas of difficulty are regularly discussed with your child. Online and written standardised assessments (or tests), supporting teacher assessment, are carried out on entry into the school and at key points within the year.

Through this approach, it is clear to see that BISA is committed to personalised learning. Each child is increasingly aware of what needs to happen next to ensure progress.

Comprehensive feedback on your child's progress and attainment is delivered through our parent/ teacher consultations held each term and the end of term reports. In addition to these timetabled events, you are always welcome to discuss your child's progress at any point during the year. On these occasions, we request that you make an appointment through the Main reception office to ensure the teacher is available and adequate time is scheduled.

Please note that when reporting your child's attainment to you, we do not make comparisons between him/her and others in the class. Rather your child's attainment is measured against the criteria set out in the English National Curriculum and the progress that they have made in relation to the targets set.



## How does the school help my child 'reach for the highest'?

Through the individualised attention that each and every child receives, reaching for the highest is something that is happening on a daily basis. Across all areas of learning and all ages, children are encouraged to try new activities, work with others, challenge themselves and push themselves to be the best that they can be. As human beings though, we are not always successful. We meet hurdles along the way; we struggle to understand information; we find things difficult.

Small class sizes, close monitoring, focused learning and continual discussion allow areas of strength and areas needing attention to be quickly identified within the classroom. BISA's commitment to inclusion means that the majority of support is in-class and the targets agreed are purposefully small and manageable to allow the children a sense of achievement. The support programmes that run are flexible and are built in such a way that help at home is encouraged, keeping parents informed and involved.

As a specific support measure, BISA has access to FASTFORWARD, an online language and reading intervention tool. The Foundation Series (aimed at Primary aged students) develops attention, auditory processing, working memory and sequencing skills. A discussion with your child's class teacher will clarify how this programme will support your child. Payment of an annual subscription allows each family to access the programme both in school and at home.

Through identifying and discussing particular strengths and challenges, our more able students are stretched in equal measure. We are looking to broaden the skills base and experience of these individuals through exposure to new and exciting activities within subject areas and particular talents. As part of a larger school, with many specialist teachers, and as part of a bigger group, with a wealth of contacts and activities already in place, our Junior students benefit enormously from this intervention.



## How does the school reward achievement?

On a weekly basis, across both the Infant and Junior sites, one student in each class, who has performed particularly well academically, socially or in some other aspect of school life will receive the 'Spotty Tie'. The children are publically congratulated in the Friday assembly. The children are given special status for the day by wearing a spotty tie and often receive privileges such as being first in line to lunch, etc. Responsibility, pleasing conduct, hard work, positive contributions, etc. are attributes

we wish to foster and encourage from Crèche onwards. This is done through positive reinforcement in a variety of ways. The most common, and one of the most effective, is simply praise and recognition by your child's teachers, shared with you, so that these great things can also be celebrated and reinforced at home. Others include stickers, house points, taking work to show other students, teachers or the head teacher and prizes at the end of the academic year.





## What can my child be involved with outside the classroom?

Term 1	Term 2	Term 3
A range of music, sports coaching and club options available as Flexible Learning		
Athletics season	Swimming season	Cross country season
Key Stage 2 Production	Music Keys Recital	Key Stage 1 and Early Years Production
		NEA examinations
		ABRSM examinations

Sport is an important and valued aspect of school life. Not only is it essential in developing healthy bodies, but also helps children to experience and develop the Braeburn values of collaboration, self-discipline, resilience, respect, aspiration and risk-taking.

Sports coaching and fixtures are offered throughout the year to our Junior students. Most competitions are locally based, with some of our older children travelling to Kenya to compete against other Braeburn schools. Sports coaching is delivered through Flexible Learning by our own coaches, outside providers and members of staff and runs from 3-4pm. These sessions are not compulsory, but are open to all children in Years 3-6 and two days per week for FS2-Y2.

Once a child has been selected, they have effectively committed themselves for the remainder of the term. The students attending these sessions are training to compete in inter-school events. The sports being coached change each term are dependent on those to be competed in by the schools.

The arts are equally well represented within the Junior School, with performances, recitals and workshops throughout the year. All students take an active role and participate in an evening performance, which is always well received by the audience. Further to timetabled drama and music lessons, extra-curricular drama and music/choir clubs are available. Our NEA (New Era Academy) option develops ability and confidence in speaking and acting and examinations can be taken to achieve different awards.

Working in collaboration with the Training Centre for Development Cooperation (MSTCDC), we are the only school in East Africa offering the American Council for the Teaching of Foreign Languages (ACTFL) qualification in Swahili for both Primary and Secondary aged students.

The BISA "Music Keys" program, now running into its 8th year, enables students from Year 4, 5 and 6 to practice an instrument for four days a week, developing their musical skills. This program develops individual musical talent and builds relationships across the school. It is supported by qualified music specialists and culminates in a recital, where all instrumentalists perform.

In addition to the above, private peripatetic music tuition is available for a range of instruments from Y4 upwards. These lessons take place during the school day and students will be called from lessons to attend. It is possible for children learning to play musical instruments through private tuition to take examinations related to them; with an additional fee for both the lessons and the examinations being charged.

Representatives from each year group in the Junior School, make up our Primary Student Council. Guided by a teacher and specially appointed Year 6 students, they are selected by their peers and serve for a fixed period. They meet regularly to discuss issues relating to student life in the school and coordinate projects. In Term 1, members of each house team also elect House Captains from their team-mates in Year 6.

The Primary School offers a citizenship programme called the Junior Dragon Award which is available to children in Years 4, 5 and 6. It is based on the UK-developed Duke of Edinburgh Award Scheme but has influences from other similarly well respected programmes. It is comprised of four main elements - physical, skills, community and expeditions. It is designed to give children the chance to develop new skills and interests and to improve existing areas of strength. It requires children to complete various criteria to pass their current level in order to graduate onto the next. Each stage is designed to be achievable by all children, yet requires both commitment and determination in order to succeed. With a high level of success and achievement across the year groups, many students are invited to attend our Junior Dragon Award Evening and receive their Bronze, Silver or Gold Award in Term 3.

The school draws on the substantial skills and interests of the teaching staff and also brings outside specialists to offer a varied programme of Flexible Learning. This hour spent with adults and children from other classes encourages social interaction and the opportunity to pursue a passion on a short-term regular basis. An age-appropriate alternative is offered to our Key Stage 1 students twice a week.





## Why and when do the children come together as a whole school?

Primary assemblies are held twice a week. Every class takes responsibility for a Friday assembly in rotation, presenting a story or sharing a theme. Here, the students perform in front of an audience and gain an insight into the abilities of others and what different classes have been busy with. You will be informed in plenty of time, that your child's assembly is coming up and we warmly invite you to attend. Notices relating to upcoming events are shared along with feedback on past events.

Primary house events are scheduled throughout the academic year. Points are won during these competitions and added to the other house points that have been awarded to the children as individuals over the course of that week. There is a termly team winner (all of whom enjoy a reward for gaining the title) and finally an overall team winner, which is announced at the close of the school year.

The house team system in both the Primary and Secondary school comprises four houses named after local mountains – Kilimanjaro, Lengai, Mawenzi and Meru. The aim of this structure is to promote cooperation, support and team spirit within classes and across year groups.

In the Primary classroom students can also earn house points for good work or citizenship. New students are allocated a house when they start school. Siblings within the Primary School will be members of the same house. House T-shirts are worn for sporting competitions and comprise part of the school uniform.

Focus days and events, such as World Book Day, Technology Day and Maths Week, allow the children to work and interact with friends across the school and are scheduled throughout the year and again are a great opportunity for you, as a parent, to be involved.







## Why is positive behaviour so important and how does the school achieve this?

**R**ewarding children is a much more positive and effective way to achieve high levels of motivation and standards than punishing them for breaking the rules. As such, the school does not produce a whole school written list of rules for the students to follow, but rather reinforces BISA values through the display and regular reference to our guiding statements.

The lack of written rules, however, does not mean that the school is lax on how children should properly conduct themselves or on discipline. Our standards and expectations are high. The teaching staff work very hard to create a positive and supportive environment within the school and model the behaviour expected of the children. The behaviour policies for all sections of the school are available on request.

## How do I know what is going on in school?

**I**n week 1 of any given term, a digital calendar of relevant dates and events is distributed, alongside information relating to what your child will be learning in the coming weeks. The digital school newsletter, featuring articles and further information on upcoming events, is produced on a weekly basis and gives you an insight into the lives of our Early Years, Primary and Secondary students. Every parent/carer on our contact list receives this newsletter directly into their email inbox. Alternatively it can be accessed through the BISA website.

We like to keep personal communication between school and home as easy as possible. At the beginning of the academic year, each child is issued with a student planner; one purpose of which is to provide a means of relaying messages between class teachers and home and vice versa. You can also contact the school by telephone, email, letter/note or in person. We have an open door policy whereby you are welcome to come in at any time to see your child 'in action', support the learning and to meet with teachers at mutually convenient times. In saying this, please be reminded that every teacher's time is precious and their primary role is to educate your child, therefore making an appointment prior to your arrival is extremely important.







### Does Braeburn have a uniform?

Uniform is compulsory at Braeburn for students in FS2 and above and is worn with pride. All items are available from our uniform shop located behind Fifi's restaurant, near the Clock tower. A price list is available in the School Office.

Uniform	Sports kit	Additional items
Dark blue shorts / trousers/skirt	Braeburn Blue School PE shirt	Braeburn book bag
Braeburn sweatshirt / Plain dark blue pullover	Braeburn dark blue shorts	Braeburn school cap
Pale blue Braeburn polo shirt	House Team T-shirt Red – Kili Yellow – Meru Green – Mawenzi Blue - Lengai (Inter-house events only)	Braeburn lunch bag
Dark blue / white socks	White sports socks	Braeburn sports bag
Black shoes	Sports shoes	Shin guards Mouth shield
	Blue swim trunks / one piece swimsuit	

All items of uniform must be clearly marked with your child's name.





### What happens if my child loses/forgets something?

On both Primary sites, lost property is securely stored. Students who are unable to find items of clothing, lunch boxes, etc. should check with the receptionist to see if they have been handed in. This is best done at break times and towards the end of lunch times. Any items found 'lying around' with no obvious owner will be checked for any identification. Those things with recognisable names or initials are returned directly to the owner, other items should be handed in to lost property. BISA bus drivers are responsible for checking their vehicle for items at the end of a journey and handing them over to Lost Property.

Planners are an important part of your child's equipment, are unique to Braeburn and are sourced from overseas. Subsequently, they are expensive and in the event of your child's planner being lost, you will be charged by the school office for a replacement.

Many items used on a daily basis are provided by the school, whilst a number of them should be your child's own property, for use at school and at home. As with school uniform, please mark these items and encourage your child to be responsible with them, particularly on their journey to and from school.

Library books are shared resources for all of the school to access, therefore care and respect of these items at home and in transit are important. Your child will be issued with both a reading book and a library book on a regular basis, many of which have been sourced from overseas and are therefore not easily available to replace. These should be looked after, away from younger brothers and sisters and sticky drinks(!), so that they can be returned and/or renewed. Lost or damaged items will be recorded and a replacement charge will be requested.

P.E./swimming kit is obviously vital for all scheduled sessions and extra-curricular activities. A register is kept by the P.E department for every class, noting both attendance and the wearing of correct kit. You will be notified in your child's planner of sessions when your child did not participate wearing the correct clothing. If this is repeated on a number of occasions, the P.E department will issue a break time detention to your child (Junior students only).

### Is my child allowed to bring in items from home?

Personal electronic equipment should not be used at any time in school, unless permission to do so has been granted by a teacher. If your child is found in possession of these items during the school day the item(s) will be confiscated, stored with the class teacher and returned to them after 24 hours. At this time, we will inform you of the confiscation and remind your child of the school policy.

Often our younger students are requested and are very keen to 'share' special toys and memorabilia with their classmates during particular projects. If you are in agreement that your child can bring such items into school, please check first with the class

teacher and discuss with your child the importance of keeping these items safe. Small toys and gifts can also occasionally be found in the pockets or bags of our Early Years and Primary students. Please bear in mind that we as staff are not always aware that these 'treasures' have been brought to school and/or exchanged. If you are in the position of finding items that do not belong to your child in their bag, please talk to them immediately, so we can restore them to their rightful owner. The school is not responsible for the safety of any of the 'undeclared' items above that are brought into school by students or for locating any lost or stolen items.





## What can my child eat at break and lunch time?

**W**ithin the Junior School, break time is scheduled for 9:35-9:55am every day and 10:30 -10:50 at the Infant school. During this time, children are encouraged to consume healthy snacks and drinks brought from home. Such snacks help to maintain energy and alertness levels and reduce the possibility of children getting 'cranky' from hunger. Fresh or dried fruit, raw vegetables, bread based snacks (without sugary fillings), yoghurt and cheese are filling and provide energy over a longer period of time. Sweets, gum, chocolate and soda are not permitted.

At other points during the day and additional fruit break may be scheduled. School lunches are cooked fresh on-site on both campuses. The menu offers a balanced diet and each day there are meat and vegetarian options. Any food allergies should be recorded on the medical information form on registration.

Please be informed that school lunches are purchased on a termly, not daily or weekly, basis. Alternatively your child can bring a packed lunch from home.

Lunchtime in Kisongo is scheduled from 12.30 - 1:30pm and in Njiro from 1pm - 2pm and allows adequate time to both eat and play.

Teaching staff join the children to eat and supervise the dining hall to ensure that a balanced range of food is being eaten and good eating habits and manners are being used. Here the children are also encouraged to leave and arrive in an orderly fashion, taking responsibility for their belongings and the dining space in general. Filtered, de-fluoridated water is available in the dining hall and in each class building throughout the day. Children should use it to top-up the refillable drinks containers they bring from home. Please note that while teachers and teaching assistants are on duty at break and lunch times and make every effort to encourage the proper consumption of food and drink, they are primarily ensuring the safety and well-being of the children in all areas of the school. As a result they are not able to sit with your child individually to make sure that they eat.

Social interaction between staff and children at break and lunch time within the Early Years units is part of our Foundation Stage learning, with the children being encouraged to think about what, when and how they are eating. They are given the opportunity to develop independence through the selection of items (if they are receiving a school lunch), the opening, closing and tidying away of containers, plates, cups and cutlery and the sharing of a common area with others. Please talk about food at home discussion about food preferences, appropriate quantities, good eating habits and nutrition makes life a lot easier for everyone!





## How can my child travel to and from school?

**A**t the main school site in Kisongo, children arrive through a variety of means, the majority of them by BISA school bus. Our school buses collect pupils door-to-door and from a central pick-up point. The Infant School is also served by a BISA bus route. Details of allocation and termly costs can be obtained from any of the school offices or accessed on the BISA website.

Children also travel to school with their parents or drivers in private cars. Private bus companies also offer services; for more information please contact the School Office.

For the growing number of students arriving at school by bicycle, a stand is provided to store bicycles safely during the day. A security officer is on duty in the car park at the beginning and at the end of the day to ensure children move around it safely. In the event of your child's bus experiencing a problem en route or departure being substantially delayed, you will be informed by telephone. Clear expectations of all students and staff using Braeburn buses can be found in the front of your child's planner and on the BISA website.

## What does BISA's promise of 'safe' mean?



**O**ur school nurse, stationed in the Primary School administration building in Kisongo, provides first aid for minor injuries and illnesses. For things like bumps on the head, or the administering of 'over the counter' medication, she will contact you by telephone. The nurse also administers prescribed medicines, which should be handed to her in the morning with written directions from you. She will also accompany any child that needs medical attention to the local hospital. In the unlikely event that your child is in need of such care, he/she will be taken to the medical facility identified by you in the medical information form. You will be contacted immediately in order to inform you and so you can make arrangements to meet your child and the nurse at the hospital. Visits to the nurse are recorded in your child's planner on the corresponding day. Please sign that you have acknowledged these, adding any additional information that is important to the nurse/class teacher. If your child is absent from school through illness, please inform the Primary office, who will communicate with their class teacher.

On admission to BISA, you will be required to fill in a medical information form. Please ensure that all details are current and correct, informing the school secretary/class teacher if any information changes.

Security officers on both Braeburn campuses monitor visitors arriving and departing. Children are only permitted to leave the premises with their parents/guardians and/or named individuals. Please provide the names of any designated drivers/carers to the school office and inform us of any changes to this arrangement.





### How can I contact other members of the Braeburn family?

**W**ithin Early Years and Primary, each year group has a designated Parent Representative, who can help support you in understanding the logistics and expectations of your child's class. Also, throughout the year, the school calendar is packed with opportunities to socialise with members of the BISA community. We look forward to seeing you.

Parents should contact teachers via the school's telephone and email, or through the student planner. If individual teachers are happy to give their contact details to parents they are of course free to do so, but BISA does not provide the personal contact details of staff or parents to other parents.

### How can we help at home?

**R**egular and punctual attendance of school from an early age is one of the best ways to support your child. Alongside teaching and learning, specific time is set aside in the school day for your child to socialise and interact with their friends, have some 'down'time and burn off the crazy amounts of energy he/she has! The importance of creating a routine where your child does not feel rushed or stressed in the morning, with sufficient time given to breakfast, organising items and meeting and greeting friends in the playground cannot be underestimated.

Taking an active interest in the tasks your child is completing, both in school and at home, creates a situation where everyone is a winner! Your child is supported and feels comfortable asking for guidance and assistance, you feel informed and an integral part of your child's education and there is a strong line of communication between home and school, allowing teachers to better cater for individual needs. Encouraging your child to be resourceful and to take increasing responsibility for their schedules, belongings and behaviour is a recipe for success.

Home learning is issued throughout the Primary school. The welcome letter you receive from your child's class teacher includes information relating to the setting and handing in of home learning.







## What happens next?

### For our students:

In the final term of their Early Years careers, the children cannot wait to move onto the next stage of their education! Open days and focused activities provide a window into the world of Primary and prepare the children (and you, the parent!!) for the new academic year.

We send our Primary students into their Secondary careers prepared, grounded and enthusiastic about exploring the world around them. Conversations involving children, parents and staff across the school during Year 6 detail the personalised learning journey of each and every one of them, allowing them to 'hit the ground running' from their very first day. Taster days, information sharing and close communication means that the transition from Primary to Secondary is a smooth one.

### For you as a family:

- Fill in the application form online and email it to the Primary or Early Years office, making an appointment to meet with the Head teacher to discuss your application.
- Fill in the application form included in this information pack and deliver it to the Primary or Early Years office, making an appointment to meet with the Head teacher.
- Leave your contact details at any of our offices to request the school newsletter.
- Visit the website to access the additional information mentioned in this handbook.
- We look forward to welcoming you to the family.





For further information contact:

**Braeburn Arusha International School**  
Kisongo, 14km west of Arusha (Arumeru District )  
PO Box 14268 Arusha, Tanzania

**Telephone:**

**Primary: +255 (0) 759 123 124**  
**Secondary: +255 (0) 765 123 145**  
**Early Years: +255 (0) 759 123 128**  
**enquiries@braeburn.sc.tz**  
**arusha.braeburn.com**



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**COBIS**  
ACCREDITED  
MEMBER



ACCREDITED



Cambridge Assessment  
International Education



**edexcel**  
Approved Centre

**IELTS**  
English for International Opportunity



**ICDL**  
International Computer  
Driving Licence



**BMAT**  
BioMedical Admissions Test