At TBS we seek to be a school where staff, students and parents work together in a safe, caring and tolerant community to nurture the students in our care so that each achieves the optimum in terms of their intellectual, emotional, social, physical, moral and spiritual development. In this partnership, we seek to develop happy, well-rounded individuals who are confident, adaptable and able to embrace and positively influence an ever-changing world. Our students, and adults, will care for communities, local and global, for the environment and seek social justice for all. All members of the school community will model the behaviours expected from the students. In doing this, the school will be a centre of excellence at the forefront of education, community partnerships and environmental awareness.
The British School (TBS) is an independent not-for-profit school, catering for children between the ages of three to eighteen. In August 2004 we introduced a Sixth Form and the first cohort of Year 12 students began the Cambridge International A Level programme. The school was founded in 1966 by a group of British and Commonwealth expatriates who wanted a British-style education for their children.

The school received official recognition from His Majesty’s Government of Nepal the following year. From its early days the school has been under the patronage of the British Embassy. The staff are recruited from Britain and attend In-Service Training (INSET) in England and in other British international schools in South East Asia. The school is a member of FOBISIA (Federation of British International Schools in Asia) and also an affiliated member of COBIS (Council of British Independent Schools). UK OFSTED inspectors regularly inspect the school. The school follows the English National Curriculum, International Primary Curriculum, Maths No Problem Scheme and CIE and Edexcel IGCSE and AS/A Level programmes. Staff keeps abreast of all new initiatives. Although the school follows a British curriculum and teaches in the medium of English the school is truly international with over forty nationalities currently attending the school.
The British School provides a British-style education for children in Kathmandu, from which they may return to similar schools in their home countries. New children are admitted throughout the academic year depending upon the availability of places.

### TBS Curriculum

<table>
<thead>
<tr>
<th>School Years</th>
<th>Age</th>
<th>Key Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation 1</td>
<td>3 – 4</td>
<td>Early Years</td>
</tr>
<tr>
<td>Foundation 2</td>
<td>4 – 5</td>
<td>Early Years</td>
</tr>
<tr>
<td>Years 1 and 2</td>
<td>5 – 7</td>
<td>Key Stage 1</td>
</tr>
<tr>
<td>Years 3 – 6</td>
<td>7 – 11</td>
<td>Key Stage 2</td>
</tr>
<tr>
<td>Years 7 – 9</td>
<td>11 – 14</td>
<td>Key Stage 3</td>
</tr>
<tr>
<td>Years 10 – 11</td>
<td>14 – 16</td>
<td>Key Stage 4 (IGCSE programme)</td>
</tr>
<tr>
<td>Years 12 – 13</td>
<td>16 – 18</td>
<td>Key Stage 5 (A-level programme)</td>
</tr>
</tbody>
</table>

### School Opening and Closing Times

<table>
<thead>
<tr>
<th>KS3 and above</th>
<th>KS2</th>
<th>EY/KS1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10</td>
<td></td>
<td></td>
<td>Arrival Time for all</td>
</tr>
<tr>
<td>10:40</td>
<td>9:45</td>
<td>9:45</td>
<td>Morning Break</td>
</tr>
<tr>
<td>12:50</td>
<td>12:00</td>
<td>11:50</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>3:30</td>
<td>2:30</td>
<td>2:30</td>
<td>End of School day</td>
</tr>
<tr>
<td>3:30</td>
<td>2:30</td>
<td>2:30</td>
<td>After school activities start</td>
</tr>
</tbody>
</table>
Aims

• To enable all students to meet and surpass their potential irrespective of their abilities
• To ensure that all students can fully access the curriculum
• To support students in becoming independent learners

Learning Support at TBS

• The Learning Support (LS) department covers the whole school from Foundation Stage to Sixth Form providing in-class, or in some cases, out of class support for students who would benefit from this or who have specific learning needs.
• Teachers will all be aware of those students and children who require additional support. Details of students with Special Educational Needs, English as and Additional Language or who may be experiencing difficulties will be noted on a confidential school list.
• Class/subject teachers are responsible for the progress of all their students in partnership with the LS department.
• Every teacher knows who in their classes is on the LS register and ensure that
their progress is monitored and regular meetings are taking place with the LS team and parents.

- Information on specific needs and recommended strategies will be supplied to parents by the LS department and details are linked to the LS register.

- Provision Maps are used to monitor the support that each student receives as they move through the school and are shared with all staff and with the parents.

- As an inclusive school we aim to support students in class wherever possible with the use of Classroom LS (CLS) in Primary and with Subject LS (SLS) in Secondary. However, there may be occasions where it is more appropriate to support students outside of the classroom, for example, in a social skills group. A member of the LS team will provide this support and feedback to the class/subject teacher through the use of Group Education Plans (GEP).

- New student will not normally be assessed for Learning Support in the first two weeks for EAL, and in the first term for SEN. We know it takes children time to settle in and we will support them in this process.
Communication between Home and School

From time to time we hold parent information sessions on themes of importance such as applying to universities or TBS disaster and emergency planning.

The academic, social and physical well-being of each pupil depends largely upon clear and effective communication between school and home. It is vital that potential problems are dealt with quickly, and that parents and teachers alike can share their concerns openly. To this end, parents are invited to contact their child’s CLASS TEACHER (in the case of Primary Section students) or MENTOR (in the case of Secondary Section students) to discuss any matter - social, academic, or physical. Many problems can be settled by a quick telephone conversation with the relevant teacher or mentor; others may require a face-to-face discussion which teachers and mentors will be happy to arrange these. If appropriate, the class teacher or mentor will consult relevant colleagues and can arrange an interview for parents with other members of staff if
necessary. If the matter is sufficiently important, Heads of Key Stage, the Vice-Principal and ultimately the Principal may become involved. Similarly, if any teachers have a concern about an individual pupil, contact will be made with parents via the class teacher or mentor.

At the start of the year, parents are invited to a meeting that outlines where key information can be found, provide and opportunity to meet the adults working with a particular class, informs parents about the first topic or the year’s topics, and gives key information about library lessons, PE days, etc. Primary have formal parents evenings and open evenings where parents are invited by the class teacher to hear about the work planned for the term and to see their child’s work. Primary also have entry and exit points some of which parents will be invited to, so they can share their child/ren’s learning. In both Primary and Secondary, we also have formal parent teacher consultations, usually twice a year, to discuss children’s progress.

From time to time we hold parent information sessions on themes of importance such as applying to universities or TBS disaster and emergency planning. Parents can choose to attend these information evenings, but we strongly recommend that all parents do. In the Secondary Section, ‘Programmes of Study’ are sent home. Parents are also invited to discuss options in Year 9 for the IGCSE examinations and in Year 11 to discuss the A Level programme.

Written annual progress reports are issued once a year in the fourth term (or third term for Years 11 to 13). In the Secondary Section termly Progress Reports are also sent to parents by staff through the Parent Portal.
Transport

Transport to and from the school is the responsibility of parents. To facilitate travel, and on behalf of the parents, the Finance department organises a bus service using vehicles and drivers contracted to TBS. The bus routes vary depending on demand, but cover a large area of the city. Please ask the Finance department finance@tbs.edu.np for details of the current routes.

Safety Measures for parents and drivers outside school

The school has a series of safety regulations to ensure that our students are not exposed to unnecessary risk when arriving at or departing from school. It is the responsibility of each parent to comply with these rules and also to impress upon their drivers that rules must be adhered to.

Parents bringing or sending their children to school by car need to follow the instructions of the school guards. There is a one-way system for using the school car park that helps to alleviate traffic problems on the road in front of the school. Essentially drivers are asked to drive into the car park from whichever entrance (north or south) you are approaching from, then exit through the middle gate. Drivers can park in the caged area, but it is busy, particularly at the start and end of the day, and when there are school events.

The bus routes vary depending on demand, but cover a large area of the city.
Weekly Newsletter and Website

Each week a newsletter is sent to all members of the school community via email. Please contact the school office if you do not receive the newsletter. Key information can also be obtained from the school website such as upcoming events and term dates (www.tbskathmandu.org). The website is also the place visit obtain primary class webpages or obtain policies, information about the curriculum and contact details of key staff. In addition to the website we also use twitter to share pictures and news of TBS events. It is very easy to set up a twitter account and, once you have an account, please follow the school @TBS Kathmandu on twitter and TBS Kathmandu on Facebook.

The website is also the place visit obtain primary class webpages or obtain policies, information about the curriculum and contact details of key staff.
TBS Community Shop
We have a **TBS Food Policy** to ensure healthy eating. Some of the main points are that primary children should bring a healthy packed lunch to school. Parents are also asked to provide a snack for morning break. We discourage fizzy drinks, chocolate and sweets as snack and lunch. A duty teacher and learning support assistants supervise lunchtime. The first fifteen minutes of the primary lunch break are allocated to eating and children are not permitted to begin playing until after that period of time. Both primary and secondary students can order a set lunch from two different hot lunch providers. The school has a potable drinking water supply and student need to bring a water bottle so they can have sufficient water at breaks and after/during PE lessons or clubs. This is especially important during warmer weather. Drinks from home must be brought in unbreakable leak proof containers.
The British School has no set school uniform. We recognise that everyone has their own preferences when it comes to personal appearance. However, students are **ambassadors for our school** and it is therefore important that they are appropriately dressed whenever they come into contact with members of the public. A range of authorised visitors come to the school regularly and, moreover, we arrange an increasing number of inter-school competitions and sports fixtures.

The following should be borne in mind when students dress for school:

- health and safety
- hygiene
- student rivalry, i.e. to deter ‘fashion competitions’
- cultural awareness and sensitivity
- hats and sunscreen in warmer weather
- wearing appropriate footwear

Many students were TBS T-shirts, shorts, tracksuits, etc. which can be purchased at the school shop.
TBS Medical Care and the Administration of Medicines to Children

TBS has a full time nurse and a well stocked infirmary. There is a policy and procedure to administer medicines to children. Under normal circumstances, all administration of medicines on the school site would be carried out by the school nurse with parental consent only. If a child has a serious medical condition and is on medication, please discuss with school nurse.
'The benefits of physical education can affect both academic learning and physical activity patterns of students. The healthy, physically active student is more likely to be academically motivated, alert, and successful.'

Every student in the school has 2 hours of Physical Education a week, from Foundation 1 through to Year 13. Primary PE lessons focus on introducing pupils to a wide range of activities and developing their core skills through sporting practices including, mini & team games, gymnastics and the real PE programme. KS3 students work on refining their skills and applying them to more complex demands of games. They learn rules, tactics, strategies and analysis of various games. In KS4 they have the opportunity to choose their PE pathway, performing at maximum levels, UK Sports Leadership Award and IGCSE PE. In KS5 pupils have the opportunity to continue their PE studies into A Level and take part in various activities including salsa and martial arts.
Extra-Curricular Sports

Our ethos on extra-curricular provision at The British School is quite simple - we try to provide as many opportunities for as many of our pupils to take part in sports activities outside of school hours as possible. We offer sports clubs at recreational, developmental and competitive level. Sports clubs are run by specialist & non – specialist staff from PE teachers, TBS staff members and qualified, specialist coaches.

Through all sports clubs we aim to promote;

- Sportmanship
- Academic/sport balance
- Leadership
- Discipline
- Commitment
- Confidence
- Adaptability
- Emotional Maturity
- Social development
Our extra curricular sporting program is not just confined to clubs and activities, we offer a broad range of opportunities for pupils to be part of a team and compete at various levels.

The Inter House Sports Competition is an exciting termly highlight, where competitive matches are played out between the 4 houses.

TBS house events include:
- Sports Day
- Tug of War
- Football
- Rounders
- Athletics

- Swimming Gala
- Basketball
- Ultimate frisbee

TBS compete in many sporting fixtures throughout the year at all age groups including local tournaments and swimming galas. We are also part of a kathmandu schools basketball and football league which offers many opportunities for competition.

Here at TBS we not only take part in the FOBISIA Games but pupils also have the opportunity to compete in a number of FOBISIA invitational events.
FOBISIA Opportunities for our students to travel and meet other students and cultures. Gain independence from being away from home etc. We attend a number of FOBISIA events including the following:

- Primary Games
- U13 Games
- U15 Games
- U19 Senior games invitational
- Golf invitational
- Model United Nations
- Primary Maths
- Secondary Maths
- Eco Schools
Extra Curricular Activities at TBS

We have loads across primary and secondary, every pupil has the opportunity to try something new or take part in an activity they love.

Wider Experiences

Many students participate in the Duke of Edinburgh’s International Award, work with younger students, enter debating competitions, join the Model United Nations competitions, take part in Young Enterprise and contribute to artistic, musical, sporting or dramatic events and activities.

All students contribute various community and charity events and participate in day and residential trips within Nepal each year as part of the curriculum as well as visits to other countries across Asia for a variety of events.
Thank you in advance for your interest in The British School Kathmandu. We hope the following process is clear, but please do contact us if you require further information.

Admissions Process

- Complete the Registration forms, Medical information forms and EAL Pupil Profile (for those students, whose first language is not English), which can be downloaded from our website http://www.tbskathmandu.org/admissions/
- Supply the school with a copy of your child’s birth certificate and passport.
- If your son/daughter has been to school before, submit a copy of the last two years’ school reports.
- Pay the non-refundable registration fee.
• This process will then place children on our waiting list.
• When a place becomes available our Admissions Officer will contact parents.
• Children of all ages will be invited to participate in an age-appropriate entry assessment. This is needed in part to ensure a smooth and fully supported transition of the child into TBS.
• Where there are English as Additional Language (EAL) needs then a further assessment may be required by our Learning Support Co-ordinator to ensure the school can meet the child’s needs.

Admissions Policy

All registered children are placed on a waiting list maintained by the Admissions Officer and parents are informed once places become available. Where demand exceeds the available places, priority is given as per the following categories:

1. United Kingdom, British Overseas Territory and Crown Dependency passport holders
2. Sibling of current TBS child(ren)
3. Child(ren) of serving British Gurkhas Nepal staff
4. Commonwealth country passport holders
5. Passport holders of countries for whom there is NO national school provision in Kathmandu
6. Passport holders of countries for whom there is national school provision in Kathmandu
7. Nepali passport holders. *Nepali passport holders must obtain a No Objection Letter from the Ministry of Education and this must be submitted at the time of registration.

NB - Children are accepted throughout the academic year (subject to availability).

- Children need to be registered and assessed before we offer a place. The main purpose of the assessment is to ensure that we have some understanding of the academic needs of all our children and to allow us to monitor progress against this initial benchmark.
For those students outside Nepal or Kathmandu, it is possible to arrange for an interim assessment through liaison with your child’s current school. The Admissions Officer will advise in such cases and this may allow us to offer a provisional place before your child arrives in Kathmandu.

**TBS Entry Assessment**

- For prospective **Foundation 1, Foundation 2, Year 1 and 2 children**, parents and children meet with the class teacher (for a brief discussion). Children need to be toilet trained before starting at TBS.

- For children in **Key Stage 2 to 5 (Years 3-13)** there are two tests. A general Mathematics test and a written English test for prospective Year 3 students. They are broad in scope and designed to be accessible for all regardless of prior school systems. An additional two and half hour online Cognitive Abilities Test is sat by prospective students for Year 4 and above. This tests verbal, non-verbal, spatial and quantitative understanding. It is culturally neutral and tests general ability. There is also a short written task asking some basic questions about students’ educational history. All these tests are part of a ‘getting to know you’ process and they help us help the children settle in academically more swiftly.

- Students wishing to enter the Sixth Form (Years 12 & 13) will be assessed according to background, but usually they would take a number of papers in the subjects they wish to follow in Year 12 along with the CAT assessment.
Returning families

Students returning who left a deposit with the school, will be charged only the tuition fee and a school place will be kept available if the return dates are known. School needs to be informed 3 months in advance if a child is returning after a long leave (if dates are not known at the time of leave starting). If students want to return after a deposit is refunded, the process will be the same as for a newly registering child. They will be billed as a new applicant, although priority may be given as places become available.
Parent involvement at school not only improves students’ attendance, behaviour and academic success. It also nurtures a welcoming climate, establishes effective school-to-home and home-to-school communication, as well as connecting students and families to community resources that strengthen the students’ and the school’s partnership.

We welcome parental involvement in the school’s various activities. We hold regular events that parents can attend such as consultations, open afternoons and exit and entry points as well as special events such as house sports, international week events and weekly primary assemblies where everyone is welcome. They

At the start of each term we hold Parent Forums where the Principal, school leadership team and governors update parents on the latest developments and take questions and suggestions about future developments.

TBS Parents involvement in general
are invariably joyous and uplifting celebrations of all that the learners do in the school. At the start of each term we hold Parent Forums where the Principal, school leadership team and governors update parents on the latest developments and take questions and suggestions about future developments.

**TBS OWLS – Parent Community Association**

In August 2016 a new parent group was formed, the TBS Owls. They are an informal group of TBS parents that organise activities in conjunction with the school throughout the academic year. Activities include International week events, an Annual Picnic, Litter Picks, stalls at the Winter Fair and a Staff Appreciation event. Although parent involvement is usually higher in primary years, parents from secondary students are very welcome too; all activities are open to all TBS parents.

The OWLS are also involved in welcoming new parents at the beginning of the academic year or at any given time during the school year. As new parents, you will most probably have lots of questions about life at TBS. Whilst you can still direct all your official questions to the school, the OWLS would like to extend a helping hand to you and be available to answer any additional questions that you may have, or just general feedback on areas that you have concerns on. You can reach them via email tbsowls@tbs.edu.np. You can also connect with them on Facebook (https://www.facebook.com/groups/TBS. Community.Group/) and Twitter (@tbsowls).
Excellence at the top of the world