

POLICY HANDBOOK FOR STUDENTS & PARENTS

Dated: Friday, 19th November, 2021

Review Date: Tuesday, 30th November, 2021

Review Period: One Year



GENERAL SCHOOL INFORMATION

School Contact Details

Tel: +256.772.630.755; +256.708.227.332

Email: primarybsk@gmail.com

Website: <http://www.bskampala.com>

School Office Details

The school office is open from 7:00am – 4. 30pm during school days.

During the holidays, the school office is open from 9:00am – 1:00pm on designated days.

OUR MISSION

To create a happy, fun – learning environment that facilitates internationally recognized and updated curricular programs while catering for the social and emotional needs of learners from varied back grounds.

OUR VISION

To be a learning environment where students discover and fully develop their potential in order to flourish as skilled, confident and responsible trendsetters with full understanding and respect for themselves and the rapidly changing world.

OUR ANTHEM

*My school is beautiful,
My school is wonderful,
My school is colourful,
My school is full of joy.
You never know what it's like to
be in my school,
because every moment in there
is simply magical x2
la la la la la la la la ...*

ADMINISTRATION CONTACTS

Resident Director of school

Mrs. Winnie Bagonza

Email: winbagonza@yahoo.co.uk

Primary head teacher

Ms. Margaret Situmah

Email: bsk.primaryheads@gmail.com

Primary Deputy

Ms. Jemima Kahunde

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Reception/ Admissions

Mr. Emma Syambi

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TABLE OF CONTENTS

Cover page

- Strategies in place to reduce bullying
- Signs that a child is being bullied

General School Information

School Contact Details

- Our Mission
- Our Vision
- Our Anthem
- Administration Contacts

School Attendance Policy

- Rationale
- Responsibilities
- Procedure and practices
- How Attendance is monitored
- Lateness
- Absenteeism
- Children exiting school before time
- End of school day
- Getting back to class after an illness
- Termination of contract

Behaviour Policy

- Rationale
- Responsibilities
- School rules
- Every learner counts
- Promoting positive behaviour
- Suspension and expulsion

School Uniform Policy

- Rationale
- Dress Code
- Hair
- Jewellery
- Uniform
- Special events uniforms
- Responsibilities

Anti – Bullying Policy

- Rationale
- Forms of bullying
- Our stand

Homework Policy

Rationale

- Responsibilities
- ✓ Staff expectations
- ✓ Parents expectations

Communication

- Teacher Communication
- Email
- Newsletter
- Class whatsapp groups
- Website

School Fees Policy

- School responsibility
- Confidentiality
- Billing schedule
- Fees charged
- Payment details

SCHOOL ATTENDANCE POLICY

“Every school day counts in a child’s academic life”

RATIONALE

One of the most fundamental roles that a parent can play in a child’s schooling life, is to ensure that they attend school daily and on time. Students are more likely to keep up and cope with the lessons, assignments and assessments more easily when they attend school regularly. Other benefits of regular attendance include; excellent achievement in curriculum areas and enabling them to be part of a larger community and fitting in.

At BSK, parents will always be informed of the daily timings via email, class WhatsApp groups, students’ diaries and a print out of the daily timetable. An annual calendar is also shared via email, hardcopy and class WhatsApp groups on a regular. The parents will also receive a clear breakdown of the daily class routines during the curriculum evenings that happen at the beginning of each academic year. Each student’s attendance and punctuality details are reported on each child’s end of term report.

RESPONSIBILITIES

Parents have a legal mandate to ensure that their children attend school regularly and on time. Parents should also report excused absenteeism immediately. Aside from this, parents have other legal duties that are related to how children dress up when going to school and ensuring that they develop a positive attitude towards education.

As a school, BSK has the legal mandate to keep track of students’ attendance record. To ensure 100% punctuality and attendance, all “partners” must work together and come up with strategies that work.

PROCEDURE AND PRACTICES AT BRITISH SCHOOL OF KAMPALA

Upon admission into the school, the following details are entered into the school system;

1. Details of pupil
2. Home address and contact
3. Parents’ particulars
4. Medical information
5. Emergency details
6. Academic information
7. Children with special needs
8. Health information

HOW ATTENDANCE IS MONITORED

1. Each term an official register is printed and distributed to all class teachers to report on their attendance.
2. All registers are kept at the primary school reception.
3. Registers are collected from the office at the beginning of each school day and returned to the office at 7:50am right before the first lesson.
4. The school administrator examines the registers and flags out if there be any concerns. Any concerns that need addressing are forwarded to the headteacher.
5. Class teachers are mandated to report any regular absences or persistent lateness.

LATENESS

The first lesson of the day starts at 7:50am. Any student who comes in after the first 10 minutes without any known reason(s) is not to be allowed in class. They wait at the lunch area until the lesson is over before they can rejoin the rest. This action is taken to reduce on class distractions. Children who are late cause disruption to the staff and other children in the class, more importantly it is embarrassing for the child and is disruptive to their education. The number of times a child sits at the lunch area due to lateness and with no known excuse is noted. If the count is more than four, the school management will write to the parent and invite them for a discussion on a way forward for the child.

ABSENTEEISM

In case of absenteeism, parents/ guardians should notify the school on the same day, indicating the reason. Communication can be done by calling the administrators (and not the class teachers as they will be teaching) or by emailing at bsk.primaryheads@gmail.com and primarybsk@gmail.com

All “parties” will be informed thereafter and the student will be marked absent. Parents and guardians should inform the school of an upcoming absenteeism which can be for a day or longer. In case the school has not received any messages/ phone calls about an absent child, a phone call will be made to parents after 9:30am. In the interest of time and in following with the school policies, we advise against waiting for the school to call so we hope to be advised about absent case as soon as possible.

All medical absences should be informed and handled as above.

Special absences requests like for sporting events that are linked to the school curriculum will usually be authorized at the head teacher’s discretion. Children should attend school on the day and leave in time to attend the event.

CHILDREN EXITING SCHOOL BEFORE THE END OF THE SCHOOL DAY

There are instances when a child may fall sick during the day, has a dental/ immigration appointment that cannot be made out of the school hours. In such cases, the parents/ guardians should inform the school via writing. Ideally this should be done prior to the appointment day.

The adult picking the child from the school will officially sign out the child by signing a gate pass that is collected at the school reception. If the child returns to school on the same day, after the appointment, the date and time are noted at the gate, at the reception and by the class teacher.

In emergency situations like when a child suddenly falls ill, the teacher informs the head teacher who will contact the parent or alternative using the details that were filled in during admission.

END OF SCHOOL DAY

The school day ends at 2.30pm. All children in Key Stage 1 will be collected from their homerooms while Key Stage 2 students will be collected from the lunch area.

Staff have other duties at the end of a school day and children who are not collected by 4:00 pm will be taken to the school office. Any parents who are late collecting their children on more than 3 occasions within a half term will receive a letter inviting them to school to discuss possible “strategies” for avoiding late picking.

In case of a rare “emergency” situation when a parent/ guardian cannot make it on time, the school should be notified as soon as possible. In the case of more than three “emergency”, “can’t help it” situations, the child will be placed in the category of late collection and the parent will be invited to school for an official discussion on the way forward.

If there is a change in the person picking the child from school, someone other than the one the school knows, the class teacher and management should be notified before time. The “new” person will also be required to produce clear identification before they are given the child.

GETTING BACK TO CLASS AFTER AN ILLNESS

At BSK, we delight in being a “family” that cares for each other beyond the academics. When a child is sick and cannot attend school, the school will send home a “get well soon” card. Upon return into the class, the teacher will inquire and observe how the child is doing. Parents and guardians are notified if there is any concern worth noting.

TERMINATION OF CONTRACT

If the school is unable to ascertain where the child is for a period of 21 days, and there be no official communication from parents/ guardians, the school will automatically terminate the child’s contract and delete their name from the school register. The school shall not make assumptions about a child being sick.

BEHAVIOUR POLICY

"You are always responsible for how you act. No matter how you feel".

RATIONALE

We have a number of rules that help govern and manage general conduct while students are in school. The aim of the behaviour policy is to promote good relationships and also to serve a proactive purpose, that will ensure that the environment in school and class allows for all students to grow and achieve their best. All children are treated fairly while in school.

RESPONSIBILITY

It is the responsibility of all teaching staff to ensure that the children are at their best behaviour while at school. The headteacher is in charge of implementing the behaviour policy. All serious incidents of misbehaviors are recorded by the teacher, this includes bullying, stealing and fighting.

CLASS TEACHER

1. Class teachers ensure that all school rules are adopted and enforced in classes.
2. Class teachers also ensure that their classes are in the best behavior during lesson time to ensure that learning takes place smoothly.
3. Class teachers ensure that students exhibit their best behavior while at school i.e., during play time, assembly time and during any other out of class activity time.
4. Class teachers have a high expectation in regard to behavior. In this regard, they also strive to ensure that each child works to the best of their ability.
5. Children learn by seeing and not necessarily what they are told. In this regard, class teachers' model what good behaviour looks like all the time.
6. Class teachers inform the head teacher and parents if there is frequent misbehavior in class such as name calling, fighting, shouting and other disruptive behaviour.

HEAD TEACHER

1. The headteacher makes the final decision on the disciplinary measure to be carried out.
2. The headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.
3. The headteacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehavior.
4. For repeated or very serious acts of anti-social behaviour, the headteacher may permanently expel a child. These actions are taken only after the school has had a thorough discussion with the parents/guardians and the school directors have been notified.

In the case that a child continuously displays low level negative behaviour while in class, the school counselor under the advise of the headteacher will schedule weekly appointments to meet with the child to understand and work through the root cause of the frequent misbehavior. Parents and guardians will be notified in advance before this action is taken.

PARENTS

All children are individuals each with their own character and no two children behave exactly the same even though they come from the same family. Children copy behaviour from "important" people around them. This is regardless of whether it is positive or negative behaviour. Children learn from experience and the first experiences will be from home. Most times, they will exhibit the same behaviour (s) at school.

Parents can help the school by setting boundaries right from home. Let the children understand how much is too much and where to draw a line. Ground rules should be set and they must not be compromised depending on the mood of either party.

Avoiding labels that children may “wear” to avoid taking responsibility; such labels include; “my impatient child”, “my hot-tempered child” among others. Lastly, parents will be a great help if they continuously focus and reinforce the positives in each individual child. The school will work closely with parents and guardians so that children receive guidance on how to best behave at school and at home. Parents cooperation will be highly appreciated.

SCHOOL RULES

Class teachers work with the children at the beginning of each academic year to draw up their own set of class rules. The idea behind this is that children are bound to follow the rules if they take an active role in drawing them. However, all class rules are built against the school rules which are;

EVERY LEARNER COUNTS

1. All class rules formulated should take into account each students uniqueness and learning style.
2. All class rules should be drawn and displayed neatly in the classrooms.
3. Class rules should not be drawn to stifle the children, but rather to help them achieve the maximum while at school.

PROMOTING POSITIVE BEHAVIOUR

It is our expectation that children will thrive, grow and display their best behaviour while at school. All teachers set high expectations in terms of behaviour for their learners. All teachers recognize and praise positive behaviour in different forms and ways that are acceptable and endorsed by the school.

BSK expects that all class/ school rules are followed to ensure that there is a positive learning environment for each child. Each indiscipline situation/ case is handled on an individual basis.

All children are required to listen, and participate actively during each lesson. If they do not, teachers will most times change their sitting position and move them closer to where they are.

The first line of action in case of misbehavior is a clear verbal warning from the teacher to the student highlighting what they are doing against what they are expected to be doing.

If the verbal warning fails and the child is still disruptive, the teacher secludes the child by giving them some time out. Time out in most cases will be a designated table away from the main working area. This time out should help the child reflect on their behaviour and hopefully calm down.

Each child has a right to feel safe in class and around the school. Every child also has a right to learn in a conducive environment, an environment that supports positive teaching and learning. In the event that a child is still displaying low level behaviour after a verbal warning and time out, the teacher stops the disruptive child from taking part in the activity that is underway. The teacher at this point seeks support from the headteacher or deputy headteacher who will handle the disruptive child (outside class) as the class teacher goes back to attend to the rest of the class.

If a child repeatedly acts in a way that is disruptive even after having the discussion with the headteacher or / and deputy, the headteacher will invite the parents/ guardians into school to further discuss the matter and look for strategies to handle and help the child reform.

The school does not tolerate any acts of bullying, intimidation, fighting, racism/ tribalistic ill-intentioned comments and stealing. We act swiftly to stop and further occurrence of such behaviour. While it is not our wish to expel/ suspend any child from school, some situations may call for this action. When all reasonable strategies have been employed without success, suspension or expulsion may be the last option for the school.

SUSPENSION AND EXPULSION WILL OCCUR IF;

1. A child repeatedly violates the behaviour policy.
2. Cases of bullying, intimidation, fighting between children and with a teacher and stealing.
3. A child commits serious breaches of the behavior policy.

SCHOOL UNIFORM POLICY

“Cleanliness may be defined to be the emblem of purity of mind”

RATIONALE

A school uniform is a school “outfit” that varies from school to school and that is worn whenever a child attends school. School uniform helps to identify the children, creates uniformity and equality, inculcates and develops the element of professionalism at a young age and helps the children focus on their studies and not on what clothes to wear.

REGULAR SCHOOL DAYS DRESS CODE

BOYS	GIRLS
<ol style="list-style-type: none">1. Navy blue trouser or navy blue shorts2. Checked blue shirt- all shirts must be tucked3. Blue polo4. Maroon sweater5. Navy blue socks6. Black shoes	<ol style="list-style-type: none">1. Navy blue pleated or navy blue trouser2. White blouse3. Blue polo4. Maroon sweater5. Navy blue socks6. Black shoes
<p>All children should wear the correct school uniform on the days they have sports;</p> <ol style="list-style-type: none">1. Karuma – Blue2. Sipi – Red3. Itanda – Green4. Bujagali – Yellow <p>Students should wear comfortable sports shoes in all Physical Education classes.</p>	

HAIR

Students’ hair must be clean and well-groomed at all times. Boys’ hair length should not hang over the eyes, or below the collar. Any child who chooses to add artificial hair colour should stick to a natural hair colour. Extreme hair fashions are not acceptable.

JEWELLERY

Other than a watch, and studs for girls’ ears, no other ornaments may be worn on school uniform. No makeup is allowed. This includes nail polish, lipstick, eye shadow, powder and eye liner.

UNIFORM

All school uniforms should be well fitting. Too tight or overly large sizes are greatly discouraged. All uniform items should be clean, well ironed and maintained in good condition. Only uniform that has been purchased from the school supplier and with the correct school logo will be allowed.

All school uniform and P.E. kits MUST be labelled. Often times, we have been stuck with upset children who cry as a result of lost clothing items. Please help us by labelling everything.

SPECIAL EVENTS UNIFORMS

Teachers will suggest a modification in the uniform pieces on special occasions such as on field trips and during school concerts. This decision is made by the teacher and approved by the head teacher. Communication will then be made to the parents/ guardians on the extent of the modification.

RESPONSIBILITIES

Class teachers and teacher on duty will ensure that all students are wearing the correct uniform. A student who is not in uniform and is without a clear explanation will be sent to the office where the parents/ guardians will be called upon to bring the correct uniform pieces. Class teachers will not be held accountable for any lessons missed in case of any such incident.

ANTI – BULLYING POLICY

“You will never reach higher ground if you are always pushing others down”

RATIONALE

All children have a right to learn in a supportive, caring and safe environment without the fear of being bullied. All learning should take place in safe spaces - spaces where children are allowed to be themselves fully. At BSK, bullying is an unacceptable vice. All students are made to understand that bullying is an anti - social behavior that is not tolerated.

Bullying occurs when an individual or group intentionally hurts another individual or group repeatedly over a period of time. This hurt can be inflicted either physically or emotionally. Bullying is a subject that we discuss with the children openly as we continue to monitor that it does not happen. We all strive to link bullying across the curriculum in an effort to get all stake holders aware of the vice and how to respond to it.

FORMS OF BULLYING

BSK stands against all these forms of bullying;

1. Physical Man handling including; pushing, pulling of hair, pinching, kicking and hitting.
2. Ridiculing and verbal bullying including; slandering, maligning others, name-calling, sarcasm, spreading rumors, persistent teasing.
3. Sexual comments.
4. Unwanted physical contact.
5. Tribal/ racial taunts.
6. Targeting disabled children and those with learning difficulties.

OUR STAND

1. Everyone should be given space and a chance to feel free while at BSK.
2. All forms of bullying are unacceptable at BSK.
3. All victims of bullying have the school support and they will be listened to and protected by the school.
4. We offer support to children who repeatedly display bullying tendencies. They are encouraged to understand that they inflict pain on other and the need to change.
5. We liaise with parents when handling incidences of bullying from both the bully and the bullied perspective.
6. All partners and stakeholders should work together to help cub bullying.

STRATEGIES IN PLACE TO REDUCE BULLYING CASES

Each class has an hour of life skills each week. Our emphasis is on role play and ways to tolerate and accept individual differences. We also encourage the children to support each other; to make friends with the children who appear to be alone most times and to report any cases of bullying that may occur away from the teacher’s eye. Pastoral care happens at the beginning of the day. Class teachers hold class discussions and some trending topics are ways of dealing with friendships and resolving play time conflicts.

All allegations of bullying are thoroughly investigated. Any child who is found guilty will be dealt with in line with the stipulation on the behavior policy.

SIGNS THAT A CHILD IS BEING BULLIED

Some children may be afraid to report if and when they are being bullied. Some common signs that may warrant some investigation by both the school and the parents include;

1. An otherwise talkative child suddenly becoming quiet.
2. A child who initially loved school does not want to go to school anymore.
3. Solitude
4. A child who initially loved play times, no longer wants to go out and play.
5. Missing equipment.
6. Decline in grades and quality of work.
7. Unusual aggressiveness.

As a parent/ guardian, if you notice a change in your child's behavior or suspect that bullying is going on, talk to your child to get to a better understanding. Make a note of the names, times and incidences that your child mentions. Make an appointment with your child's teacher to discuss this issue and discuss strategies to manage the vice.

HOMEWORK POLICY

“A genius is a talented person who does his homework”

RATIONALE

We believe that homework in primary school forms a very important part of the children’s learning. Homework helps the children practice what they have learnt in lessons. It also helps the children learn the discipline of taking responsibility of their own learning. Homework also goes a long way in informing parents what the children are learning at school plus it gives them an overview of how they are performing.

All children will be required to take part in doing homework. Children with special learning needs and abilities will have their homework customized to suit their needs.

All primary school children will receive school diaries at the beginning of the term in which to record their daily assignments. Parents are required to sign against each entry and give feedback on how the child coped with the work assigned. School diaries will also be used as a means of communication between home and school.

All parents and students will receive a clear homework timetable at the beginning of each term. This will be sent out in both soft and hard copies. Each homework piece will have a clear explanation of what is expected.

RESPONSIBILITIES

STAFF EXPECTATIONS

1. Homework is given appropriate consideration and is done with some thought.
2. Homework is submitted on time.
3. Homework is presented neatly.
4. All children should try and attempt the work by themselves. This gives staff the true reflection of the child’s ability and level.
5. Parents should encourage, appreciate and support their child’s effort.

PARENTS EXPECTATIONS

1. Homework to be collected and marked promptly.
2. Feedback given to children and corrections made.
3. To receive a clear timetable of all assignments/ projects given plus due dates.
4. To be updated incase a child falls back on homework and is never handing in work.

In case of incomplete homework, and a child does not notify the teacher to say why they could not complete the work, a note will be made in the diary and the parents will be required to sign upon receipt.

If a child is absent and had notified the teacher about the absenteeism, the teacher will receive and mark the work when the child returns to school.

In case a child repeatedly fails to complete homework and without a clear explanation; the child will be held back during play time to complete it.

COMMUNICATION

Regular communication is key at BSK. At the start of each year, we have class induction days and curriculum evenings for parents to be introduced to the school teaching staff. Throughout the academic year, the school keeps the families updated in different ways.

TEACHER COMMUNICATION

All students from year 1 to year 6 will be issued with a homework diary at the beginning of each term. The diary helps the students record their homework task and any other important information that the teacher wishes to communicate with parents. Parents and guardians can use the diary as a means of communication with the teachers, to schedule appointments with the teachers or to keep track of their child's homework activities.

EMAIL

All teaching staff in BSK have active email addresses. The staff contact support list is updated and given to the families at the beginning of each term. All official emails will be responded to, at the earliest possible opportunity.

NEWSLETTER

We publish two main newsletters each term, one at the beginning of the term and one at the end. It is important that you read the published newsletters as they serve to keep you updated on upcoming activities and also to give feedback on how the term was.

CLASS WHATSAPP GROUPS

Each year group has a class WhatsApp group that comprises of the parents/guardians and teachers of that group. These are closed groups that serve as an extension of our classrooms. Reminders, pictures, e-birthday cards, appreciation notes and videos are some of the information shared. Contact your child's class teacher or the school administrator if you want to be added onto the class groups.

WEBSITE

More information about the school activities can be found on the website. This includes the school menus, curriculum information and the school annual calendar. The website can be found at www.bskampala.com

School Policies Written By: Ms. Margaret Mito Situmah – Primary Head Teacher



November 2021

Policies Reviewed By: Mrs. Winnie Bagonza – Resident Director

SCHOOL FEES POLICY

BSK SCHOOL FEES POLICY

The British School of Kampala (BSK) is committed to providing a holistic educational experience for all students. It is with this intention in mind that BSK aims to maintain an optimum fees level that will be affordable to parents and tenable to the directors of the school.

When enrolling children at BSK, parents are advised of the fee structure and it is imperative that parents understand and commit themselves to fulfilling these obligations. Parents must understand that the school is an educational and commercial facility relying SINGLY on the fees collected to meet its obligations and maintain its standards.

School Responsibility

BSK has the responsibility on behalf of the total school community to review and recommend Fee levels. The key factors taken into consideration when adjusting fees include inflation, operating expenses, staff compensation, and expansion costs.

The school in carrying out these duties will make every effort to ensure that the increases in fees are reasonable and communicated in a timely manner to allow for parents to plan and make adjustments to their school fees budgets. It should be expected that the school fees may be subject to a 4 to 8 % annual increment. Only in exceptional circumstances can an increase of more than 8 % occur. In such an event, this increase will be communicated at least 6 months in advance.

Confidentiality

All matters relating to school fees payment status shall be treated confidentially.

Billing Schedule

In early November, March and June of every academic year, children shall be issued an invoice indicating the Fees due for the next academic term. Due to the school year starting in late August a new schedule has been implemented for payments. This will give the school a better picture about student numbers in each term, allow a more effective distribution of resources at the start of a term and importantly, lead to less disruptions during the term. The yearly spread of fee payments remains the same. The new schedule is effective from October 2020 onwards.

Term 1 fees: 50% by the 10th of August, balance by the 10th of September

Term 2 fees: 50% by the 10th of December, balance by the 10th of January

Term 3 fees: 50% by the 10th of April, balance by the 10th of May

If payments are not made by the above dates, students can be excluded from attending lessons until the fees are cleared. In some circumstances, they could lose their spot in the class.

Parents unable to follow this schedule can ask for a payment plan. Requests should be done before the end of November (for term 2 fees), March (for term 3 fees) or June (for term 1 fees).

Students admitted before half term will be required to pay the full term's fees; those admitted after half term will be charged 50% of the fees.

FEES CHARGED:

Assessment Fee (non-refundable)

Every child that would wish to attend BSK, shall be subject to an assessment. There will be a non-refundable assessment fee of UGX 50,000/=. This will be UGX 70,000/= for an OLC candidate.

Registration Fee (non-refundable)

Upon admission to the school, a one-time mandatory registration fee has to be paid for each child, irrespective of the length of school attendance or the time of enrollment. The registration fee is \$ 200 for all classes.

Caution Fee (refundable)

For each new student, a caution fee of \$100 (y1-6), \$200 (y7-11) or \$300 (y12-13) is required. This security deposit shall be refunded without interest, upon a child's permanent and satisfactory exit clearance from the school.

The caution fees are subject to deductions if one or more of the obligations below have not been met at this stage:

- i) Full settlement of all due fees
- ii) Return of all borrowed school possessions
- iii) Payment for damaged, lost or destroyed school equipment/property
- iv) Timely notification of withdrawal: Parents should notify the school in writing at least one month before the start of a new term if they wish to withdraw their child from the school.

Tuition Fee (non-refundable)

Tuition fees are charged every academic term. The fees vary with the seniority of the class the child is in. Tuition fees encompass the cost of direct teaching staff, study materials which includes exercise and text books (or Kindles) as well as the overheads associated with running the school. Parents shall be issued with a school fees structure for the different Year groups annually (usually around May). Fees for the entire academic year for years 11 and 13 shall be paid in only two installments (in the first and second term).

Once a child has been admitted to BSK, there shall be no refund of any tuition fees if the child is subsequently withdrawn or expelled due to serious misconduct (as stipulated in our code of conduct).

Examination Fees (non-refundable)

BSK is a certified Ed-excel Examination Centre. Children in their respective examination classes are expected to sit the Check Points exams, the IGCSE or A- level Examinations as set by the Ed-excel Examination Board. Examination fees are inclusive of the Dollar tuition fees paid in Years 6 (for Check Points exams), 10 (for IGCSE exams) and 12 (for A-Level exams and/or BTEC). Exam candidates need to settle outstanding fees before the exam registration deadline in February. Failure of which will incur penalties or no registration at all.

Uniform Fees (non-refundable)

All children at BSK are expected to wear school uniform. The uniform fee is charged separately. A cost schedule is available at the reception.

First aid cover (non- refundable)

A 10,000 UGX fee is charged every term to cover for first response costs as the result of an accident on the school ground during school time.

Clubs (Optional and non-refundable)

There shall be a separate fee charged for the participation in school clubs. The school shall issue a cost schedule for each of the school clubs at the beginning of each term. Clubs needs to be paid for fully by the end of the first month of a term, at the bank, not cash, same as the tuition fees.

Lunch Fees (Optional and non-refundable)

BSK provides students with a balanced lunch menu that appreciates the diversity of the student body. The school will issue a cost schedule for the school lunches yearly.

Transport Fees (Optional and non-refundable)

BSK subcontracts transport services for parents who would prefer to have a vetted transporter deal with the logistics of getting the children to and from school. The transport Fee is determined according to the distances from the child's home to school and whether the student uses one way or two-way transport. The distances have been broadly categorised into zones.

PAYMENT OF FEES:

Mode of Payment

The school recommends the following methods of payment:

1. Depositing in a bank with a depositing slip provided by the school or found in a DTB bank branch.
2. Directly transferring the funds to the school account:

Account Name: **THE BRITISH SCHOOL OF KAMPALA** Account Number **UGX: 0047136001**

Account Number USD: **0047136002**

Bank: **DTB**

Branch: **KABALAGALA**

The deposit slip/ proof of transfer payment should then be brought or electronically sent to the school.

Please note that the school shall not accept any cash payments.

Policy Written By: School Directors

September 2020