



2024-2025

SECONDARY HANDBOOK



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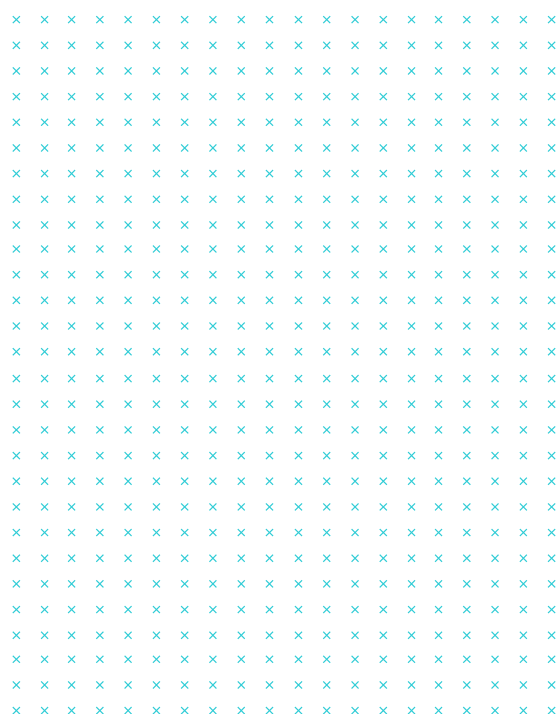
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Welcome from the Principal

Dear Parents and Students,

It is our pleasure to welcome you to the 2024-2025 school year at The British School of Tashkent. We want to extend a very warm welcome to all our new and returning students and parents as we enter our 12th year here in Tashkent.

Our aspiration is to achieve a World Class Education for all pupils in our growing community here in Uzbekistan.

We are fortunate to be part of the NAE Group, a network of 81 schools established across the globe.



We are looking forward to providing your child with an exceptional educational experience. We will continue to build on our reputation of excellence as we seek to meet the needs of all students enrolled in our school. Our staff members are enthusiastic and passionate about teaching and bring a wealth of experience and expertise.

At The British School of Tashkent (BST), we have created a stimulating, safe and positive learning environment, with high expectations of achievement, endeavour and behaviour. We are committed to making the curriculum accessible to all students through utilising a range of teaching styles and state of the art technology, which will motivate our students to develop independent, lifelong learning skills.

As the Principal of BST, my role is to establish a culture that promotes excellence, equality and high expectations of all students. We value the opinions of our parents, therefore please feel free to send an email or call to arrange a visit. Parent input is invaluable, and I look forward to working with you in the most important job you have - educating your child.

We hope you will find this handbook useful and look forward to working closely with you to ensure the success of BST and our students.

Yours sincerely,

Dr. Andre Nel
Principal



Welcome from the Head of Secondary



Dear Parents and Students,

As the newly appointed Head of Secondary at The British School of Tashkent, it is my pleasure to extend a warm welcome to you and your family to our school community. This is my third year at BST and am very much looking forward being part of its continued success. I am confident that together, we will create an enriching and supportive environment for your child's secondary education.

At BST, we are committed to providing a high-quality education that nurtures each student's academic, social, and emotional growth. Our dedicated staff are passionate about inspiring a love for learning and empowering students to reach their full potential. Through engaging lessons and a wide range of extracurricular activities, we aim to foster curiosity, critical thinking, and creativity in every student, creating learners who can thrive in an everchanging world. Our world class collaborations with Juilliard, MIT and UNICEF allow our students to explore subjects at a deeper level, connecting with other students from across the NAE network as well as with leading experts in their fields.

Central to our educational philosophy are our core values, which serve as the guiding principles shaping everything we do. We seek to celebrate and actively encourage: Bravery, Respect, Innovation, Tolerance, Integrity, Sustainability and Honesty.

It is my privilege to introduce you to our vibrant community, dedicated to providing an excellent British International education and I look forward to getting to know each and every one of you and to celebrate the achievements and successes that lie ahead.

Yours sincerely,

A handwritten signature in black ink that reads "R Wolfe". The script is fluid and cursive.

Mrs. Rebecca Wolfe
Head of Secondary



Academic Calendar 2024-2025

**Autumn
Term**

**Spring
Term**

**Summer
Term**

Dates

**12th August – 18th
October**

(21st October - 25th
October Half Term
Holiday)

**28th October – 18th
December**

**7th January – 14th
February**

(17th February – 19th
February Half Term
Holiday)

**24th February - 20th
March**

8th April – 13th June

Key dates for your diary

- 1st September - Independence Day (School Closed)
- 10th - 12th September – Meet the Teachers
- 1st October – Teachers' Day (School Closed)
- 11th November – Trade Union Day (School Closed)
- 8th December – Constitution Day (School Closed)

- 8th March- Women's Day (School Closed)
- 21st March- Nowruz Holiday (School Closed)

- 9th May – Victory Day (School Closed)
- 6th June – Eid Al Adha (School Closed)

Please note:

- **School will be closed on National Holidays**
- **The last day of each term will be an early finish.**

School Hours

Registration

08:00-08:15

School Finishes

15:15

Lesson	Years 7-9	Lesson	Years 10-11	Lesson	Years 12-13
Registration 8:00-8:15					
1	8:15-9:15	1	8:15-9:15	1	8:15-9:15
2	9:15-10:15	2	9:15-10:15	2	9:15-10:15
Snack	10:15-10:35	Snack	10:15-10:35	Snack	10:15-10:35
3	10:35-11:35	3	10:35-11:35	3	10:35-11:35
4	11:35-12:35	4	11:35-12:15	4	11:35-12:35
Snack	12:35-13:15	Lunch	12:35-13:15	Lunch	12:35-13:15
5	13:15-14:15	5	13:15-14:15	5	13:15-14:15
Snack	14:15-14:20	Snack	14:15-14:30	Snack	14:15-14:20
6	14:30-15:20	6	14:20-15:20	6	14:20-15:20

The Uzbek School curriculum will be covered across 3 lessons per week.

Secondary Leadership Team

The Head of Secondary is supported by the following Senior and Middle Leaders:

Deputy Head of Secondary

: Ms. Kari Ellis

Head of Sixth Form/KS5 Phase Leader

: Mr. Jacques Krige

Head of Year 7

: Mr. Louis Bothma

Head of Year 8

: Mr. Fred Vosloo

Head of Year 9

: Mr. Adriaan Van Jaarsveld

Head of Year 10

: Ms. Clodagh Graham

Head of Year 11/External Exams Officer

: Mr. Frikkie De Lange

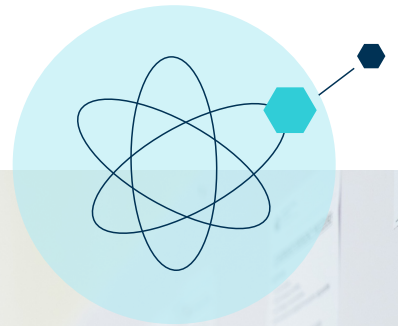


Our curriculum

During Key Stage 3 (Years 7-9) our educational structure revolves around an enriched adaptation of the National Curriculum of England. This program aims to ignite curiosity and encourage students to explore a wide array of subjects, ensuring they acquire the essential skills needed for their journey through Secondary School.

During Key Stage 4 (Years 10 and 11), our students prepare for the globally recognised IGCSE and GCSE examinations, which they take at the end of Year 11. These exams, administered by reputable examination boards such as Edexcel or Cambridge International Examinations, acknowledge academic achievement. Additionally, Uzbekistan Nationals also work towards attaining their Local High School Diploma (Attestat) during this phase.

Moving on to Key Stage 5 (Years 12 and 13), students delve into AS and A levels to further develop critical thinking skills and deepen their understanding of specific subjects. This phase sets the stage for admission into leading universities, vocational training, or entry into the workforce.





	Years 7-9 (Key Stage 3)	Years 10/11 (Key Stage 4)*	Years 12/13 (Key Stage 5)**
PSHE/Assembly	1	1	When applicable
English Language	5	4	6
Mathematics	5	4	6
Biology/Chemistry/ Physics	1 lesson of each Science	6 lessons for Co-ordinated Science (9 if chosen as "Separate Sciences")	6
MFL	2	3	6
Art	1	3	6
Business Studies	N/A	3	6
Computer Science	1	3	6
Design Technology	1	3	6
Drama	1	3	6
English General Paper	N/A	N/A	6
English Literature	N/A	3	6
Geography	2	3	6
History	2	3	6
ICT	N/A	3	6
Music	1	3	N/A
Psychology	N/A	3	N/A
Physical Education	2	2 Core (IGCSE 3)	N/A
Travel & Tourism	N/A	3	6
Uzbek School	3	3	2

***In Key Stage 4, all students study English, Maths, Coordinated Science and two lessons of PE. Students then choose up to four Optional Subjects.**

****In Key Stage 5 most students study 4 AS/A2 Level subjects.**

Arrival and Departure

Students are expected to be at school by 8:00 am. Registration commences at 8:00 am, followed by the start of Lesson 1 at 8:15 am. Any students arriving after 8:00 am will be recorded as late. Both subject teachers, form tutors, and the respective head of year will oversee attendance and punctuality. Persistent lateness will be addressed through measures to promote timely arrival to school as this is essential to make the best progress. Students should be collected promptly by a designated guardian at the end of each day from the secondary school exit.

Security

There is no issue that the school takes more seriously than the safety of our students. We have security guards at the front gate to ensure unauthorised personnel do not enter the school grounds and all visitors entering the school are required to sign in and out.

All families will be asked to have their photographs taken by BST administration team or send in electronic photos so that ID cards can be made for any adult picking up a child. No adult will be allowed on the school grounds without their ID card.

Parents should provide the school with at least two contact telephone numbers in case of emergencies.

It is vital that you inform the school of any changes to these contact numbers or email addresses. The school communicates with parents principally through e-mail. Please support us in this.

It is essential that we have an accurate record of who is authorised to collect your child and their photograph in order to make an ID card. We will not release a child to the custody of a different adult unless we have received notification from the child's parent in advance.

If you need to collect your child during the school day, please call the Kalandar reception and request a 'Leave of Absence' for your child, we do not allow any student to leave the school site without direct contact from a parent/guardian. Early Release slips need to be collected from the front desk before leaving the school premises and shown to security. Please try and keep absenteeism down to a minimum and only in emergencies. (Please note; birthday parties and trips to the mountains are not acceptable reasons to remove students from school for the day.)

Parents are not allowed to visit classrooms to collect their children and must wait at the secondary exit.



Extra-curricular Activities



The Extra-curricular Activities (ECAs) programme offers a wide range of activities including sports, music, art, science, creative learning. The opportunity for students to develop interests beyond the classroom is an integral part of the school. Secondary ECAs are on a Tuesday and Thursday from 14.40 - 15.30 and the activities on offer will be shared with the students by the form tutor who will assist them in the sign up process.

Once an activity is chosen for each term, it is important that the student remains committed to that activity. Students and families will, of course, be made aware of the requirements of the activities that they select.





School Uniform

School uniform is compulsory for all students at BST. We believe that wearing school uniform promotes positive self-esteem and strengthens connections to the school community. All students are expected to take pride in their uniform and arrive at school every day looking clean and tidy.

On days where PE is part of students' school day, they are permitted to wear school PE uniform for the duration of the school day. Students must wear appropriate footwear for the activity on offer - normally training/sports shoes. House colours should be worn for competitions and events only. Non-school PE uniform is not acceptable alternative and should students come to school in non-school sportswear, parents will be contacted to provide the correct uniform.

Other items

Footwear is also an important aspect of the school uniform; the correct socks and shoes complete the uniform (see below). Shoes/trainers should be black in colour.

Use of coats are encouraged during cold and rainy days, and hats on sunny days. A pair of indoor and outdoor shoes is also required throughout the year and is essential during the winter months. Girls may wear tailored trousers in winter.

We encourage independence in our students. This does mean at times that items can go temporarily missing. With this in mind, please label all items of school uniform with the student's name and class.

General Appearance

For safety reasons the wearing of earrings (except studs), or other jewellery (metal or plastic) is not permitted during sporting activities, PE or swimming as they represent potential hazards to all participants. Students may also be required to wear hair tied back and/or to remove jewellery for other lessons or activities if it is deemed to be potentially hazardous.

Hair should be worn in a neat style. Please note that extreme styles including 'tramlines' and bright/un-natural colours are not considered appropriate for school. If a student attends school with a hairstyle that is deemed inappropriate, the head or deputy head of secondary will inform the parents and request a more suitable style. Makeup and nail varnish are not permitted in school.

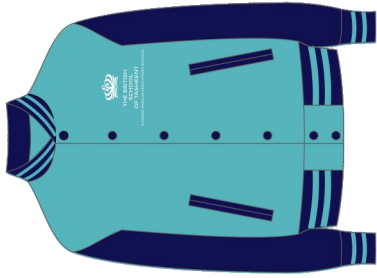
Uniform Set for students



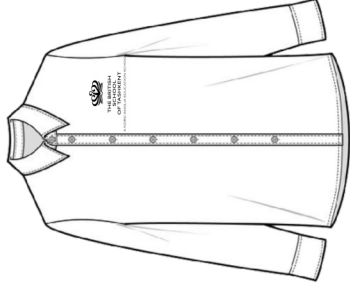
PET T-Shirt



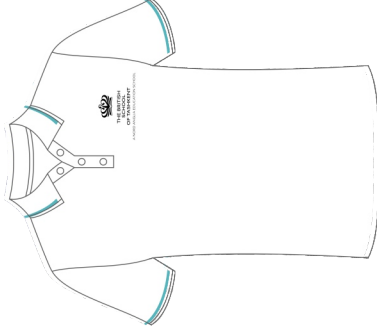
Bomber Jacket



Shirt



Polo



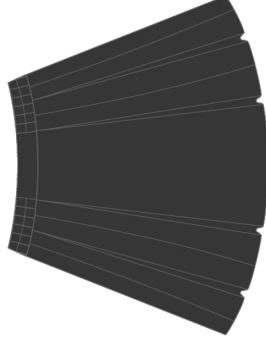
Polo



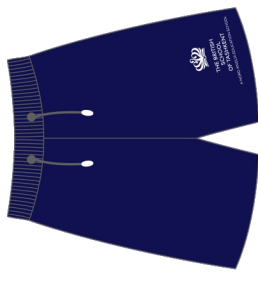
Tracksuit



Skirt



PE Shorts

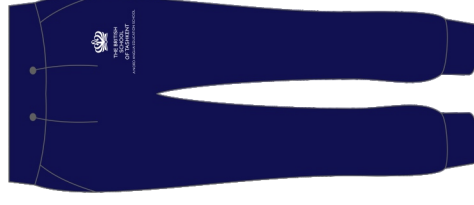


Knitted Cardigan



House T-Shirt

Trousers



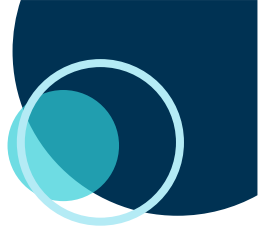
Romans

Saxons

Vikings

Normans

Uniform Set for Students





What your child will need for School?

Water Bottles

Students need to bring their own reusable water bottle to school, clearly labelled with their name and class. Water dispensers are available at school for refills when required and no juice, carbonated drinks or flavoured drinks are permitted. The bottle should be taken home at the end of each day to be washed.

Storage & Usage

Please note that students may not be permitted to use water bottles in locations which are deemed hazardous, e.g. in the vicinity of ICT and/or electrical equipment. They will not be permitted to leave a lesson to refill as this needs to be done during break time so as to not impact on the learning.

Resources

All Secondary students are expected to bring a pencil case to school every day in their school bag, along with any personal items needed. These items include:

- black, blue and green pens,
- a ruler, pencils,
- coloured pencils,
- rubber/eraser,
- pencil sharpener,
- compass and protractor
- a scientific calculator (CASIO).

Prohibited Items

It is school policy not to bring the following items to school:

- Craft knives
- Chewing gum and sweets/candy
- Toys or games unless at the request of a teacher
- Electronic devices, other than those used to support learning, as detailed in the BYOD policy.
- Mobile phones and accessories are not permitted for use at school; however, we understand that students will bring phones for communication with parents/guardians before and after the school day and therefore the following guidelines apply:
 - The student is solely responsible for the phone and accessories. School will not be responsible for lost or damaged phones or accessories.
 - If a student is found using a phone, for purposes including, using social media, playing games, listening to music or taking photographs during school hours, including break times, the phone will be confiscated and securely stored until the end of the school day. Parents will be informed should there be a repeat occurrence, the privilege of having a phone in school will be withdrawn from the student.



- If a parent needs to contact a student urgently, it is essential that messages are passed through the school office and students are not contacted directly so as to not disrupt learning and so staff are also aware of any emergency.

Please note that the school cannot accept responsibility for any damaged or lost items.

School Lunch

School meals are freshly prepared daily on the school premises. A hot and nutritious lunch is served to all children in school. School lunches are paid for in advance along with tuition fees. If you have not already informed the school that your child has dietary restrictions (whether for health, religious or allergy reasons), please do so immediately. We will inform the school kitchen and special arrangements will be made to provide suitable alternatives.

Snacks

A healthy selection of snacks is provided by BST at break times as part of the lunch fees.



BST is a nut-free zone

Behaviour

Our school's Code of Conduct is designed to foster a positive atmosphere centered around teaching and learning. Our goal is to establish positive behavior patterns and to cultivate in students a strong sense of responsibility, self-respect, and respect for others, their property, and the environment. We encourage and expect all students to act as positive members of our community and anti-social behaviour, including but not limited to bullying, verbal and physical aggression will not be tolerated at our school.

We believe that collaboration between parents and the school is essential to reinforce these values. Together, we can ensure that the principles promoted at school and at home complement each other. The following outlines the key expectations we have for our students:

While our focus remains on promoting positivity, we recognize that there are times when verbal warnings and detentions during breaktime and lunchtime are necessary sanctions. These measures aim to maintain discipline and ensure a conducive learning environment for everyone. Our approach emphasises constructive feedback and guidance, encouraging students to reflect on their actions and make positive choices moving forward. By employing these measures thoughtfully and consistently, we aim to support students in their personal and academic growth while reinforcing our commitment to a respectful and productive school community.

More information can be found in the school behaviour policy.

When joining BST, students will be allocated a house, with members of the same family being placed in the same house. The house names and colours are as follows:



Saxons



Normans



Vikings



Romans

The House system comprises two parts:

- House system, where students gain house points for individual awards relating to their progress and efforts in all aspects of school life.
- Inter-house competitions such as sports days, swimming galas, poetry and music competitions.

We celebrate achievement throughout the school year, recognising excellent attendance, citizenship and student leadership, and certificates are awarded regularly in assemblies.

Attendance

There is a clear and proven correlation between attendance and academic performance and we ask that parents support attendance at school to ensure their child/ren's success. The minimum expectations for attendance are set at 95% of the school year. This means that if a student has several days absence during the year due to illness, they can still achieve excellent attendance.

Absence from school for reasons which are neither health-related, nor involving an emergency, are strongly discouraged and should be kept to a minimum. Parents who are aware of such future absences should inform their child's form tutor and relevant head of year, and whilst we appreciate that there are instances that absence of this kind is required, this will not be an absence that is authorised by the school.

Our school nurses/doctors call the parents of every child, during an absence and an email will be sent by the form tutor at the end of the week to clarify the details of any unexplained absences.



Please note that it is not school policy to provide work for students. Work that has been missed can be accessed via the class Microsoft Teams page.

A minimum of 90% of the school year is required to ensure that the student has attended school regularly enough to successfully complete the year and make reasonable progress. When attendance falls lower than 90%, learning and progress can be affected and over time this will have an accumulative detrimental effect on a student's academic progress and external examination results.

Where there is significant concern arising during a term, parents will be asked to attend a meeting with their child's form tutor and head of year/deputy head of secondary, to discuss the nature of the absences and how attendance can be improved.

Absence Through Sickness

If your child is unable to attend school for health reasons, please inform the school by emailing your child's form tutor.

If your child becomes unwell and the class teacher/form tutor feels that s/he may not be well enough to participate in lessons, they will be referred to the school nurse. If the nurse deems that they are clearly not well enough to return to class, you will be telephoned to collect them. The head or deputy head of secondary authorises a child to be sent home due to ill health in school. Please be aware that it is the responsibility of the parents to collect an unwell child, and that the school cannot provide a driver in such circumstances.





Health and First Aid

The school employs a full-time qualified nurse on each site. In the unlikely event of a more serious accident, emergency services will be called to the school and parents will be telephoned immediately. In consultation with parents, transportation will be organised to a hospital or international clinic.

In order for us to ensure the health and safety of your son or daughter, please advise us of any medical problems your child may have when there is an allergy to materials or food. Please ensure that the health questionnaire has been completed and contact details are up to date.

Medicine for Students

Academic and administrative staff are prohibited from giving any medication to students whilst on site. School nurses require a prescription from a doctor with the doctor's signature and stamp to administer any medication to a child. If this cannot be provided, a family representative known to the school will need to give medicine to the child. If a student indicates having a minor condition such as a headache, the school nurse may contact the parent to request permission to provide a mild painkiller so that the student may recover and remain in school.

Role of the Parent

At BST, we highly value the involvement of parents in their child's education, and we actively encourage their support throughout the school community. Parents play a vital role in various school activities such as class assemblies, open days, and other events, enriching the school experience for everyone.

Additionally, we appreciate your partnership in supporting your child's learning at home. At BST, we view homework as a valuable opportunity to review and reinforce the concepts taught in school, ensuring a solid foundation of knowledge.



Home/School Communication



At BST we greatly value working in partnership with parents and guardians to ensure the very best for your children. As part of this, we place a strong emphasis on opening many avenues of communication between parents and teachers. Please take the time to read the following to help you understand the different ways that we can share information with each other.

- **Email.** Critical/individual communication can be sent via email to the form tutor or teacher, though we ask you to do this selectively and concisely so that email communication remains manageable for staff in order that they can focus on their classroom work.

The form tutor should be the first point of contact for any general queries and the subject teacher for any subject based issues. When appropriate, they will refer any important issues to the relevant head of year and/or senior leadership team.

If you need advice on administrative aspects of school our administrative team are also always happy to support.

- **School news** will be published via email and the BST Telegram group. It includes articles from staff and students celebrating student achievement throughout this period as well as updates on important school events.
- **School Reports.** You will receive a termly report on your child's academic progress and attainment. (See the section: Reporting Procedures).
- **Parent Teacher Consultations.** These take place throughout the and give you the opportunity to speak individually with each teacher about your child's progress, achievement and targets.



Target setting and reporting procedures

Teachers monitor progress data and share with parents in a report at the end of each term. Each report will indicate the current academic level for each subject, as well as their attitude to learning.

Parents Teacher Consultations (PTCs) are held throughout the year, and provide an opportunity for parents and students to discuss progress, identify areas of strength and areas for improvements, with individual teachers.



Homework

Microsoft Teams is the Secondary School's preferred method of communicating homework allowing parents, students and staff follow-up on assignments.

The style of homework set considers the variety of requirements across subject areas. For example, frequent short tasks are ideal for reinforcing techniques in Mathematics, whereas longer project-style work may be better suited to subjects such as Geography or History.

An important aspect to homework is developing time management skills, so it is important that students regularly set aside time to complete homework early to avoid accumulation and students are encouraged to take on the responsibility for the organisation of their work as they progress through school.



Expectations

· Key Stage 3 (Years 7, 8 and 9)

While homework is considered crucial to academic learning, our school emphasizes a balanced approach that respects the importance of home life and recreation alongside studies. Therefore, subject teachers assign homework that students can confidently complete on their own.

To maintain this balance, our goal is for students to have homework from no more than three subjects per day, with each assignment designed to take approximately 30 minutes. It's important to note that this guideline is flexible, and additional homework may be assigned if deemed necessary by teachers.

· Key Stage 4 (Year 10 and Y11)

As students progress into KS4 and KS5, the necessity for homework becomes increasingly important. Embracing homework at this stage not only enhances academic progress but also nurtures crucial skills like time management and perseverance as they prepare for their exams.



Homework at Key Stage 4 may consist of two 45 minute assignments per subject, per week.

· *Key Stage 5 (Year 12 and Y13)*

At this stage, the extension of learning beyond the classroom fosters independent thinking, reinforces classroom concepts, and cultivates self-discipline. It encourages students to delve deeper into subjects, preparing them thoroughly for exams and future academic challenges.



Guidance for Parents

1. ****Establish a Routine****: Set a designated time and quiet place for homework each day to create a consistent study habit.
2. ****Provide a Supportive Environment****: Ensure the study area is free from distractions like Social Media or loud noises.
3. ****Encourage Independence****: Help your child understand the assignment instructions but encourage them to try solving problems on their own.
4. ****Stay Positive and Encouraging****: Praise effort and persistence rather than focusing solely on correct answers. This boosts confidence and motivation.
5. ****Communicate with Teachers****: If your child consistently struggles with homework, communicate with their teacher to understand the challenges and seek additional support if needed.

Educational Visits

Educational visits provide excellent opportunities to learn beyond the classroom. In the secondary school, we offer the opportunity for our students to enjoy a range of trips and visits which include participating in Nord Anglia activities in other countries, as well as broadening and deepening their learning closer to school. These opportunities are of great benefit in supporting independence, maturity, and self-esteem and for many students is the highlight of the academic year.

Every effort is made by the organising staff to share information and costs at an early stage. We will advise on necessary visas, flights, and other services that the school may not be able to take payment for directly, so that parents can be organised and timely in securing their child's place on the trip. Should visas not be obtained in time, the school cannot be responsible for costs incurred.



Meeting Student Needs

BST strives to cater to the unique needs of every learner in each lesson and throughout their school experience. Our subject teachers differentiate instruction to accommodate diverse learning styles, and we offer additional support as needed and appropriate.

EAL (English as an Additional Language)

We embrace and celebrate the many languages of students at The British School of Tashkent. We have a well-established system developed by our EAL Department to assess, target, track and promote a student's linguistic proficiency. Where a need is detected, students may join high intensity, small group lessons to develop social and functional language.

All students who speak English as an Additional Language have individualised language targets which support their continuing language journey, especially regarding academic and cognitive language skills. Our teachers are very aware of how best to support not only meeting the curriculum requirements, but also developing language objectives to develop bilingual students.

Learning Support

Our aim is for all pupils to successfully access the curriculum independently in our secondary school. A small number of students may benefit from support, either, due to their levels of English or to meet a specific learning need. We maintain registers for both English as an Additional Language (EAL) and moderate Special Educational Needs and Disabilities (SEND) and provide support in line with our school admissions policies.

Using English in school

English is the first language of the school and we encourage it to be used as much as possible by all secondary students. It is the one common language that all students will share and therefore has the capacity to unite all. Students are therefore expected to be using English throughout the day both in an academic and a social context.



“Bring Your Own Device” (BYOD) Policy



The students at BST are digital natives. For them, technology is part of the environment in which they are growing up. The BYOD policy has been designed to ensure that all members of the school community are given the opportunity to develop the necessary digital literacy skills to thrive in the digital age. We aim to ensure that all students and staff have access to internet in all areas of the school and they are expected to bring a device of their own to support their learning.

Student-centered learning is a key value of any International School and BYOD helps support this philosophy by giving students more opportunities to take responsibility for their own learning and to develop the attributes of the Global Learner Profile. Our aim at BST is for students to learn with technology, rather than learning from technology.

The use of BYOD supports key contemporary learning skills including:

- Accessing, filtering and processing information
- Planning and organizing
- Making choices and decisions
- Facing challenges and problem solving
- Risk-taking and overcoming challenges
- Collaborating and sharing
- Communicating
- Being creative and innovative

Which devices are suitable for BYOD?

At BST our BYOD model is based upon The Bring Your Own Standard Device, where the students have to procure a device from a selection of standardised requirements dictated by the school. Fully funded and owned by the student but managed by the school. This allows for both parent and student to choose a device which meets their needs and budget, whilst meeting the requirements of learning at BST.

Please note that smartphones are not considered a suitable device due to screen size, storage limitations, and function restrictions.





The suggested devices at BST are as follows:

Year Group		Preferred Device
Years 3 to 6	→	Suitable Tablet/iPad
Years 7 to 11	→	Suitable laptop/ MacBook or Tablet
Years 12 & 13	→	Laptop/MacBook

Please look at the below specifications for the device you would like to bring in.

Windows Device

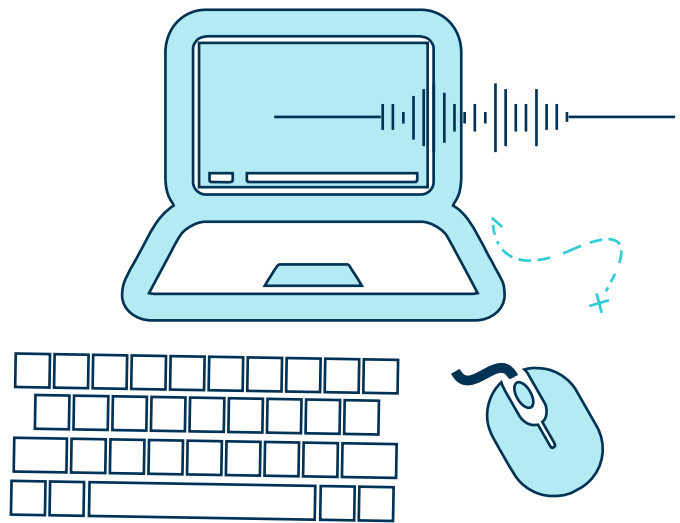
- My device is not older than 4 years, or was purchased during or after 2020
- My device has a 4 + hour battery life
- My device has working Wi-Fi
- My device has a protective case
- My laptop has up to date Anti-Virus Software

Apple Device

- My laptop is not older than 4 years, or was purchased during or after 2020
- My device has a protective case
- My laptop has a 4 + hour battery life
- My laptop has working Wi-Fi

Software & Apps

- Microsoft Office
- Word processing (Microsoft Word)
- Spreadsheet capabilities (Excel)
- Cloud Storage (OneDrive)
- Chrome or Edge web browser
- Voice recording capabilities
- Video recording/editing



Students with tablets will be required to download Apps to suit the learning situation within their classroom. This may also include a Mobile Device Management software.

All students have access to Microsoft Office via their Nord Anglia Education account.

Are there restrictions on the use of my device?

The use of a personal device in the school is for instructional use only and at the teacher's discretion. In addition, the wireless access is for internet use only, and users will not have access to other school systems or printers. Any use of the wireless network entails personal responsibility and compliance with all school rules and policies.

Will I receive technical support?

All students will be given the necessary help and guidance to set up passwords and access the internet. However, due to the large number of devices in the school, maintenance and technical support is the responsibility of the user.

In Summary

We hope that this handbook provides an informative introduction to our school. Should you require any further advice or guidance, please access our school website, or contact the appropriate member of the school for further advice. All relevant contact details are available on our website, from Reception or by contacting the Head of Secondary Rebecca Wolfe rebecca.wolfe@britishschool.uz who are all happy to help. In the meantime, we look forward to you joining our community!



**THE BRITISH
SCHOOL
OF TASHKENT**

A NORD ANGLIA EDUCATION SCHOOL