



BRIGHTON COLLEGE  
VIETNAM



# SENIOR SCHOOL PUPIL HANDBOOK 2023-2024

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# 01 WELCOME TO BRIGHTON COLLEGE VIETNAM

The warmest of welcomes to Brighton College Vietnam. We are very excited to welcome you as our very first pupils in the very first Brighton College to open in Vietnam. We hope this handbook helps you understand what to expect and the excitement that lies ahead for you. I know there will be lots of nerves, but every pupil is new and they are coming to join us from a very wide range of schools, so please know that you are not alone and that everyone is here to help you.

This is a great opportunity for you to make new friends, and so you will never be without someone to chat with, or to show you where to go. It is our aim that you will continue to develop as confident, mature and well-informed individuals. Above all we hope that you will exhibit the core BCVN values of curiosity, confidence and kindness as you settle into the school community.

There are many wonderful opportunities on offer to you during your time in the Senior School and I hope you will enjoy making the most of them. Your academic studies are undoubtedly your priority, and it is important to get this right from the start. Nothing should interfere with you being happy and comfortable to follow your academic studies with passion and determination, so if you ever have any concerns, please speak to your tutor or one of your teachers. For those of you embarking upon Year 10, a good set of IGCSE grades at the end of Year 11 will be invaluable, firstly in ensuring you lay firm foundations for study at IBDP, and subsequently, in helping you to fulfil your future ambitions.

This handbook is designed to help you make the most of your opportunities once you join us. I hope you enjoy reading it and do bring your questions to any of the teachers you will meet during your first few days – we are all here to help and support you.



Matthew Bartlett  
Head Master

# 02 MEET THE TEAM

## Senior Leadership Team



**Mr Bartlett**

Head Master of BCVN  
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**Mrs Pinchess**

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## Senior School Teachers



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## Prep School Teachers

<b>Mr Terris</b>	Teacher of Year 1
<b>Ms Brosnan</b>	Teacher of Year 2
<b>Ms Bowen</b>	Teacher of Year 2
<b>Mr Richards</b>	Teacher of Year 3
<b>Ms Cullinan-Hughes</b>	Teacher of Year 4
<b>Ms Rogers</b>	Teacher of Year 5
<b>Ms Murkin</b>	Teacher of Year 6

## Academic Support Staff



**Mr Son**  
Music & Drama Technician  
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**Ms Ngoc**  
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**Miss Hang**  
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## All other Senior School non-teaching staff



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# 03 INTRODUCTION

## 3.1 SCHOOL PHILOSOPHY

At BCVN, we believe education should be an active and collaborative process that emphasises hands-on learning experiences that are meaningful and applicable to real-world challenges. We believe that every pupil has unique talents and strengths which can be developed through a personalised learning approach.

We empower our pupils to take ownership of their learning and to cultivate critical thinking skills, creativity, intellectual curiosity and a sense of agency. We are committed to diversity and inclusivity, ensuring that every pupil feels both valued and supported, and that every voice is heard through being part of a distinctive school community.

In preparing our pupils to make meaningful contributions to their own communities and to the world, we demonstrate that education is a lifelong process of discovery, innovation and adaptation.

Central to our ethos are our three core values of **CURIOSITY**, **CONFIDENCE** and **KINDNESS**.

## 3.2 SCHOOL AIMS

Together, with our core values of curiosity, confidence and kindness, we seek to impart or provide:

- A love of learning for its own sake
- A foundation of knowledge and body of skills with which to understand and question the world we live in and to prepare you, through an innovative approach to education, for the world you are likely to inhabit in the future
- An enthusiasm for the world beyond the classroom – in particular, sport, music and the performing arts
- A respect for difference in others and a recognition that the efforts and achievements of every individual in our community are valued equally
- An awareness of the needs of others, and a strong belief that – whatever our age – we can make a difference locally and globally now

In short, we strive to turn out well-educated, tolerant and intellectually curious young adults who are ready to take a full, active and positive role in the life of our countries and of our world.

## 3.3 EQUAL OPPORTUNITIES

We believe that every person has the same rights and is entitled to the same opportunities, regardless of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability.

BCVN does not discriminate on the grounds of gender, disability, age, sexual orientation, marital status or racial, ethnic or national origin.

We expect everyone involved with BCVN to:

- Respect and promote equal opportunities for all people
- Encourage harmony and understanding in society
- Recognise and oppose all forms of prejudice and discrimination
- Remove both outward and hidden discrimination
- Enable differences to become positive and enriching attributes
- Develop each person's skills to the highest possible level
- Promote an environment where all can share equally in the opportunities offered
- Help pupils to learn acceptance and tolerance
- Enable pupils to communicate confidently without fear or prejudice

Any member of the school (staff or pupil) who is found to discriminate or favour any other based on any group that they may be perceived to belong to may be disciplined for their actions.



# 04 ORGANISATION AND ROUTINES

## 4.1 THE SCHOOL DAY

The timetable is organised as shown below, with single lessons lasting 40 minutes (no breaks between lessons). There are seven academic lessons each day, with an additional hour for CCAs from Monday to Thursday. The structure of the week is shown below.

Time	Period	Monday to Thursday	Friday
08:25 - 08:45		Tutor Time/Assembly	Tutor Time/Assembly
08:45 - 09:25	1	Lesson 1	Lesson 1
09:25 - 09:30		Moving Time	Moving Time
09:30 - 10:10	2	Lesson 2	Lesson 2
10:10 - 10:30		Break	Break
10:30 - 11:10	3	Lesson 3	Lesson 3
11:10 - 11:15		Moving Time	Moving Time
11:15 - 11:55	4	Lesson 4	Lesson 4
11:55 - 12:00		Moving Time	Moving Time
12:00 - 12:40	5	Lesson 5	Lesson 5
12:40 - 13:40		Lunch	Lunch
13:40 - 14:20	6	Lesson 6	Lesson 6
14:20 - 14:25		Moving Time	Moving Time
14:25 - 15:05	7	Lesson 7	Lesson 7
15:05 - 15:10		Moving Time	Moving Time
15:10 - 16:00		CCAs	No Activity

- All pupils register in tutor rooms.
- Assemblies usually take place on Mondays (Head Master's Assembly) and Wednesdays (Deputy Head/Staff/Pupil Assembly). These are important opportunities for us to gather as a whole community and are also a chance for us to celebrate individual pupil and group achievements.
- Break time is at 10.10am – 10.30am and lunch is at 12.40pm – 1.40pm.  
During these times you are allowed to:
  - Meet with friends
  - Visit the school café
  - Use the library
  - Take part in any arranged activities
  - Play sports on designated pitches and in designated areas
- All pupils have timetabled Games and PE lessons.
- Taking part in activities is compulsory, but there will be a range of options each day.

If you arrive after 8.25am (or if you have permission to leave campus for any reason during the school day) you must enter or exit school through the main front entrance, signing in or out at reception in the Prep School. There should be no pupils remaining on the school site after 5.00pm, unless taking part in a sanctioned and supervised activity.

### **Getting to and from school**

We have a number of bus routes to bring you to school. Please remember that you should wear full school uniform and behave sensibly when travelling on the buses, since your behaviour will be deemed to be typical of BCVN pupils. If you cycle to school, you must wear a helmet and permission should be given by your parents to your tutor. No pupil is permitted to drive a motorcycle or car to school. The school buses leave at 4.15pm from Monday to Thursday, 3.15pm on Friday.

### **Registration**

It is a school and legal requirement to register attendance. Pupils will be registered by tutors at 8.30am each day, as well as at the start of each lesson and activity. Persistent lateness will be considered a disciplinary matter.

### **Attendance**

School starts at 8.15am although you may enter the school grounds from 8.00am to ensure you arrive at your tutor room on time. If you have an arranged medical appointment and will be absent from school, your parents/guardians should notify your tutor via email at least 24 hours in advance. If you are unable to attend school on any particular day due to illness, your parents should notify your tutor via email as early as possible.

### **Food**

Of course, you will want to have lunch at school each day. This is served in the dining hall. The cost of lunch is extra but billed to your parents. All pupils must eat in the dining hall even if bringing food from home. Any food brought from home should be equally healthy and you should not bring nuts or nut based products into school. Snacks can be purchased at break time from the school café, but this is entirely optional, and we encourage you to follow a balanced diet. Part of your learning in this regard is to demonstrate the ability to manage your own decisions and this will mean resisting the temptation of buying unhealthy snacks every day.

### **Games and off-games**

You are expected to attend PE and Games wearing correct school PE kit. You will change before and after PE/Games sessions into your kit and should not wear your sports kit around the school buildings. In general, an atmosphere of healthy competition and respect must prevail at all times, both on and off the field of play. By playing for a school team, you are representing BCVN and should give your full commitment, remembering that your behaviour will reflect on you and your school.

If you are unwell or unable to play sport, your parents must inform your tutor via email. You will ordinarily remain with your games group unless an illness or injury prevents you from doing so, in which case your tutor or a sports teacher will instruct you of where to go.

### **Team selection and fixtures**

If you are selected to represent BCVN in a sports team, you are expected to be available for every fixture, during the week and/or on weekends. We will provide transportation to away fixtures. In exceptional circumstances unavailability should be discussed with your coach - on no account must thoughtlessness lead to a team being short of players.

### **Bounds**

During the school day, for your own health and safety, you must not leave the campus. You should enter/exit through the main entrance only (near the bus drop off point) and only be in the Prep Building when you are there for a specific lesson, lunch or to meet a member of staff.

### Pupils' personal behaviour as members of BCVN

When travelling between areas of the school (for example, between the Prep and Senior School buildings) and anywhere off campus during the school day, pupils should remember they are judged by the public. Pupils should not do anything careless or negative which may bring the school into disrepute. They should be courteous, polite and sensible.

If crossing the road at drop-off or pick-up, pupils must use the pedestrian crossings, following the instructions of the crossing guard. As a matter of courtesy, pupils should acknowledge the motorists who stop.

## 4.2 CAMPUS LAYOUT AND TEACHING LOCATIONS

Room	Location
Mr M.D. Bartlett - Head Master	Senior Building - Floor 2
Health Centre	Prep Building - Floor 1
Swimming Pool	Prep Building - Floor 1
Dining Hall	Prep Building - Floor 2
Mr K. Green - Deputy Head of Senior School	Senior Building - Floor 1
AEN Classroom; EAL Classroom	Senior Building - Floor 1
Café	Senior Building - Floor 1
Astroturf - Running Track	Senior Building - Floor 1
English Classrooms; French Classroom; Mandarin Chinese Classroom; Vietnamese Classroom	Senior Building - Floor 1
Cinema	Senior Building - Floor 1
Library & Creative Learning Centre	Senior Building - Floor 1
Art Studio	Senior Building - Floor 1
Photography Lab & Dark Room	Senior Building - Floor 1
Design Technology Workshop & CAD Suite	Senior Building - Floor 1
Digital Innovation Lab	Senior Building - Floor 1
Maths Classroom	Senior Building - Floor 3
Music Department Office; Music Recital Hall; Music IT Suite; Practice Rooms; Recording Studio; Band Room	Senior Building - Floor 3
Day Houses	Senior Building - Floor 3
Business & Enterprise Classroom	Senior Building - Floor 4
Humanities Classroom	Senior Building - Floor 4
Sports Hall & PE Department Office	Senior Building - Floor 4
Theatre	Senior Building - Floor 4
Indoor Studio; Strength & Conditioning Gym	Senior Building - Floor 4
Performing Arts Department Office, Dance Studio; Drama Studio; Scenery Workshop	Senior Building - Floor 4
Tennis Court; Basketball Courts; Rooftop Beachfront	Senior Building - Rooftop

## 4.3 ORGANISATION AND DATES FOR THE DIARY

### Calendar

You will be informed through our VLE and in tutor time of all important calendar dates each term so that you are aware of what is going on each day and any important upcoming events.

### Newsletter

The Head Master produces a termly newsletter to outline various achievements by pupils, and to promote forthcoming events. The newsletter is a celebration of all we do as a school and community.

### Addresses

If you are moving – please do not forget to let us know. It is crucial that your tutor is informed of any changes to addresses, phone numbers and email addresses.

### Open Mornings

There will be two Saturday Open Mornings over the course of the year. The dates are published in our calendar. These are important days for the whole school community and you should expect to be available to attend and assist at such events as required.

### Prize Giving

This will be held on the final Saturday before the end of term 3. All pupils and staff are expected to attend this very inclusive prize giving and celebration of the academic year. Parents and extended family are very warmly invited to join this celebration and meet staff afterwards.

### Parents' Evenings

Your parents / guardians will be invited to discuss your academic progress with your teachers. They will be meeting all teachers once a year and tutors on two separate occasions. The full parents' evenings allow discussion of progress with each of your subject teachers using an electronic appointment system. If your parents are worried about you at any other time, they should contact your tutor to arrange a meeting to discuss your progress. In addition to formal parents' evenings, there will be many other opportunities for your parents to meet your teachers informally at welcome meetings and other events at the school.

## 4.4 HOUSES

There are four houses, which are named after four of the houses in Brighton College UK. These four houses are also used in the other Brighton College international schools, meaning that you are joining a community with hundreds of other pupils across the world!

You have been assigned to a house where you will be able to make friends quickly, both within your own year and in years above and below. You will be encouraged to represent your house in a wide variety of hotly contested competitions, including, amongst other things: chess, debating, drama, music and sports competitions.

The four houses are:



### Senior School Council

The purpose of the School Council is to provide a forum at which the pupils, through their elected representatives, are able to air issues of general concern and make proposals for changes or innovations that they believe will improve the life of the members of the school. You will get chance to vote for your representative, or be one, each year.

There will also be many other opportunities to take up positions of responsibility. We want every pupil to develop leadership skills and wish to hear of ideas from pupils for how this can be further developed.

### Library

The library is at the heart of the school. It's open from 8.00am to 5.00pm each day, for loans, reference and as a place to work for older pupils during private study periods. There's a great range of resources (both traditional and new media), trained library staff to help you, quizzes, reading challenges, computers for research and much more to enjoy too. You are expected to follow the guidance for using the library. The Librarian is a key member of staff supporting learning and there is an expectation that they are treated with the same respect as all teachers and members of staff.

### Information and Communication Technology (ICT)

ICT offers a world of exciting opportunities which we seek to harness in lessons and study time to maximise your learning. There are, however, certain risks which are addressed through assemblies, tutor time and other sessions. Pupils will be instructed on how to easily report any issues you encounter online. Further advice about the use of particular apps will be shared by tutors through the delivery of the online-safety syllabus.

BCVN is a 'Bring Your Own Device' (BYOD) school. Your device must:

- Be either a folding or 2 in 1 device with a touch screen and stylus
- Be able to lie flat on the desk and allow pupils to hand write
- Have a web camera and a microphone
- Have battery life to last the school day without needing a charge
- Incorporate a physical keyboard
- Have wifi and Bluetooth connectivity
- Be compatible with Microsoft 365
- Ideally not exceed 13 inches screen size, which allows for space on desks for other equipment.

Further information can be found in the <http://Brightoncollege.edu.vn/school-policies/bring-your-own-device-guidelines-byod/> department will be pleased to help your parents with any queries which they may have about the guidelines.

You will of course use ICT in your lessons and at other times when in school. When you first arrive at Brighton College Vietnam you will be given a login and password to allow you access to the network. Please remember to respect the ICT facilities that you are able to use, so that other pupils can also have this facility. You are expected to follow the instructions of the school in using ICT responsibly and if you are found not doing so, you may lose the right to have access to the network in your own time. Finally, we understand that those of you over 13 may be using Facebook, TikTok or other social networking sites; remember, it is not appropriate for you to invite a teacher to be your friend.

For safe and appropriate usage of ICT, please see further information in the Behaviour section of this guide.

### Emails

All Brighton College Vietnam pupils have their own email address, and you must use this (not a personal account) for any email correspondence related to school. Teachers will contact you by email. You should therefore check your school email account on a regular basis – at least once per day. You should remember to observe conventional courtesies in your email correspondence with teachers (and other adults). An email is simply an electronic letter, and it should therefore begin with a formal greeting (e.g. Dear Sir), and end in an appropriate manner (e.g. Kind regards, Best wishes). Text-speak/slang is not appropriate in an email to a member of staff. As a general rule, school staff email addresses are initialsurname@brightoncollege.edu.vn. E.g. A Ms Jane Elizabeth Smith would be jesmith@brightoncollege.edu.vn.

### Office365

As well as an email address, all College pupils are given a Microsoft Office 365 account. This single user-name and password gives all pupils access to:

- OneDrive for personal Cloud storage
- Office Applications (e.g. Microsoft Word) with both cloud and downloadable app versions available
- OneNote for classwork and resource/revision distribution
- Microsoft Teams for setting and submission of classwork, homework and collaboration

All your subject teachers will use Teams to set your homework, so you must check your Teams assignments page regularly to see what work you have been set and when to complete it by. Every teaching set you are part of will also have a Team associated with it, providing an additional mechanism for teachers to communicate with you, share resources related to your lessons, and for you to collaborate with other pupils. OneNote will also be used as your electronic exercise book for lessons. As pupils, you will use this to take notes and complete work. Your teachers will use this to distribute classwork, additional resources and revision guidance, and also use it to mark your work and provide feedback. Teachers may ask for some pieces of work to be handwritten on paper as opposed to being completed digitally; such work should be subsequently scanned (using your device camera is fine) to ensure a digital record is kept in your OneNote.

# 05 LOOKING AFTER OURSELVES AND EACH OTHER

## 5.1 CHILD PROTECTION (SAFEGUARDING)

We hope that, while you are at Brighton College Vietnam, you will feel safe, secure, healthy and happy at all times.

If you are unhappy about anything which is happening to you (whether it be at home or at school) or about anything which an adult or peer says or does, then please tell us. The school may be able to help to prevent this from happening. All staff are trained in child protection issues and will know what to do if you approach any of them to share your worries. Mrs Clarke, Deputy Head (Pastoral) of Prep School, is the Designated Safeguarding Lead (DSL) for overseeing child protection in the school, but you can also talk to any other teacher, such as your tutor. Mrs Clarke can be contacted by email ([fabclarke@brightoncollege.edu.vn](mailto:fabclarke@brightoncollege.edu.vn)) or an in-person meeting. Her office is based on the third floor of the Prep School if you wish to talk to her in person.

## 5.2 BULLYING

We do not tolerate bullying at Brighton College Vietnam (whether in school hours or not). You put your place at the College in jeopardy if you are involved with bullying. We have a strict anti-bullying code in operation, which can be found in the Anti-Bullying Policy. We encourage you to turn to someone who will listen to you (either an older pupil, a teacher or the Health Centre staff) if you are unhappy at all – or if you suspect that someone else is. Remember, bystanders are also responsible if bullying is not reported, and no-one should suffer in silence. Cyberbullying via use of Facebook, Snapchat, Twitter, TikTok, mobile phone, email or any other medium is also dealt with severely. Be assured that anything you say will be dealt with in a sensitive way.

## 5.3 HEALTH CENTRE AND PSYCHOLOGIST

Brighton College Vietnam is lucky to have a wonderful team of school nurses and a school psychologist. If you don't feel well during the day, please tell your teacher and ask to excuse yourself from class and visit the Health Centre. Our team of nurses are always on hand to help. The Health Centre is open throughout the school day and is located in the Prep Building.

You must keep dietary or medical info up to date. Your parents should let your tutor know via the school portal or email if there are any changes in your dietary or medical requirements.

Sometimes things don't go as well for you as you would like and you need a sympathetic ear to listen to you. You may speak to any teacher or your tutor, should you wish to. Beyond this, you may also make an appointment to speak to the Pastoral Care Officer, one of the School Nurses or the School Psychologist.

## 5.4 FIRE EVACUATION PROCEDURES

Your tutor will explain what the fire alarm sounds like.

If the fire alarm sounds continuously during the school day, all are required to evacuate the building quickly and silently by the shortest safe route to the assembly point and gather in tutor group lines in an orderly fashion, until the all-clear is given. Staff will register their tutor groups. Silence must be maintained at all times, both on the way to the assembly point and whilst waiting to be dismissed. There will be a fire drill early in the academic year to ensure you understand what to do in the case of an alarm, together with training for everyone on proper evacuation procedures.

## 5.5 LOCKDOWN PROCEDURES

Your tutor will explain what the Lockdown Alarm sounds like.

When you hear the Lockdown Alarm, you should follow the advice below although training about exact procedures will be provided.

- Remain calm.
- If inside a building, remain inside and if not already in a classroom, walk to the nearest classroom where a teacher will supervise. If in a communal area, such as the sports hall, follow the instructions of the supervising member of staff.
- If outside, make your way calmly to the nearest building and enter a classroom or area with a door which can be closed, or follow the instructions of the supervising member of staff.
- There should be no communication with people outside the school – staff will ensure pupils are not using phones to do so.
- The stopping of the alarm does not mean the end of the Lockdown; this is only signalled directly by a senior member of staff, or the security team, or a member of the emergency services.

## 5.6 ONLINE SAFETY

The general rules are:

**Be safe** – think about the personal information people can find out about you.

**Be considerate** – think about the words/images/clips you use online.

**Be good** – follow the school rules, including supporting each other whenever online.

**Be wise** – make wise choices; remember that your behaviour online remains your behaviour.

### **Pupils' guide to social media**

The advice below has been created to provide guidance to pupils, around the smart and safe use of platforms such as Snapchat, TikTok and Instagram.

#### *Age rating*

Age ratings are applied to social media platforms for a reason: to keep you safe from harm. You must be 13 to use these platforms or apps.

#### *Oversharing*

Sharing every aspect of your life online can have dangerous consequences. Choose what you share wisely as it could be discovered by friends, family, strangers, universities and even future employers in years to come.

#### *Cyberbullying*

Remember you can screenshot, block or report cyberbullies to the social networks and you should always avoid retaliating. Speak to an adult for advice – do not try to manage the situation on your own.



*Privacy*

Edit your privacy settings so that only people you know can see what you are sharing. Only accept friend requests from people you know in real life. Turn off your location settings so that you are not an easy target for strangers.

*Screen time*

Spending too much time on social media is something many of us are guilty of, but excessive usage, especially at night, can have severe effects on our physical and mental health.

*The pursuit of perfection*

Many people on social media show the best aspects of their lives and hide the bits they don't like. Sometimes we see this when people use image editing apps for example. Social media should be about presenting yourself in a way that shows you value who you really are.

**Inappropriate content**

We are led to believe that our Snaps will disappear after a number of seconds, or that we can hide behind our privacy settings. This isn't always the case as Snaps often get forwarded on and content can be discoverable further down the line. Don't share content that is bullying, harmful, sexually suggestive or just plain silly.

## 5.7 BE CONSIDERATE, BE CAREFUL: PUPILS' GUIDE TO BEING AMBASSADORS OF BRIGHTON COLLEGE VIETNAM

Pupils, parents and staff are proud to be part of the BCVN community. We have very positive working relationships with our local and international community and it is important that every person plays their part in ensuring these relationships continue to flourish. Please keep in mind these reminders when you are in public places, particularly when in school uniform or on school trips.

**Be considerate**

Be mindful and sensitive of other people, behaving towards others as you would want them to behave towards you, for example:

- Give way to elderly people or to pushchairs.
- Avoid grouping together and blocking the pavement when arriving at school or out on trips.
- Queue in an orderly fashion at bus stops and offer your seat to others on public transport.
- Maintain your smart look – e.g. shirts tucked in, ties done up.
- Speak courteously and kindly to people you meet.
- Hold doors open for others.
- Say 'thank you' to adults, other pupils and to members of the public.

**Be careful**

The overwhelming majority of the public will be polite and considerate towards you. However, you should not hesitate to alert a member of staff at school if anyone, or any behaviour, makes you feel uncomfortable or nervous; you should always report any suspicions or incidents to Security or to a member of the Senior Leadership Team.

# 06 APPEARANCE AND BEHAVIOUR

## 6.1 UNIFORM

Please refer to our uniform policy which can be found on our website.

### Dress

Take pride in your uniform – look smart around school and at school events and make sure you stick to the rules. Wearing the BCVN uniform creates a sense of belonging. You are an ambassador for the school community, both within, and beyond, the school campus. In wearing the BCVN uniform, we expect you to demonstrate the highest standards of behaviour and kindness in your interactions with both your peers and adults.

### General rules for all pupils

- All uniform and sports kit garments must be clearly labelled with a pupil's first name and surname on the inside of the garment.
- Ties should be smartly tied, top buttons done up, shirts tucked in.
- No cardigans or jumpers should hang below the jacket.
- Hair must be tidy, a single colour within the realm of natural hair colour for the pupil, without any extreme styling. Pupils must not have highlights. Long hair should be tied back with school-issued hairbands or plain black or navy hair bands in practical and PE lessons for Health and Safety reasons. Other hair accessories should not be worn.
- Jewellery should not be worn (including rings, necklaces, bracelets, anklets, or friendship bracelets). Pupils should have no piercings except for a single stud, which is permissible in the lobe of each ear. Other jewellery could constitute a risk in certain practical lessons or in the playgrounds.
- Year 7 to Year 9: no make-up or nail varnish are allowed.
- Year 10 to Year 13: make-up and nail varnish (clear/neutral) are permitted but should be discreet.
- No visible tattoos are allowed.
- Jackets should be worn in corridors, on the way to and from school and in common areas of the school including on all formal occasions (e.g. assembly, prize giving).
- Skirts and dresses should be at least knee length and skirts should not be rolled up.
- Pupils are only allowed to wear black tights or white ankle socks, not leggings, under skirts and dresses.
- Boys must wear trousers, not shorts, at all times with the exception of PE/Games.
- Boys should wear ties at all times.
- Black shoes of conventional style must be worn. There should be no training shoes worn except for during PE, which must have a non-marking sole to avoid damage to the sports hall floors.
- A one-piece swimming costume (girls) or swimming jammers (boys) in black or navy, and a swimming cap in black or navy should be worn in the swimming pool.
- Sports clothing should not be worn to/from school or around school. Sports clothing is only to be worn in Games and PE lessons or as directed by a member of staff. Changing rooms allow pupils to change into their sports kit for the appropriate lessons.
- Only school sports clothing should be worn in PE/Games lessons – no other sports clothing (e.g. football shirt) is permitted.
- The Head Master will announce when we are in 'summer' and that the wearing of jackets has been relaxed.
- The Head Master and the Head of Prep will decide what is acceptable dress and may ask a pupil to return home to change should they not be wearing appropriate uniform whilst at school.
- All the uniform must be purchased from the Brighton College Vietnam school shop except for swimming costume (girls), swimming jammers (boys), swimming cap, and white sports socks.

**Girls' Uniform**

- White open-neck revere blouse
- Black V-neck jumper
- College Menzies tartan skirt or trousers. Skirt should be knee length (but a full-length version may also be made available)
- College tailored black jacket
- White ankle socks or plain black opaque tights
- Black leather shoes, with one-inch heel maximum. Shoes should be a sensible, flat style
- No trainers or boots

**Boys' uniform**

- White short or long-sleeved shirt
- College tie
- Plain black V-neck jumper
- College charcoal jacket
- Charcoal trousers
- Plain black socks
- Black leather shoes. No trainers or boots

**Girls' sports kit**

- Reversible College games shirt
- House polo shirt
- College navy skirt or shorts
- College sports socks
- White ankle length sports socks
- College training pants
- College baseball cap
- Black or navy one piece swimming costume
- Black or navy swimming cap
- Appropriate footwear for sports being played

**Boys' sports kit**

- Reversible College games shirt
- House polo shirt
- College navy shorts
- College sports socks
- White ankle length sports socks
- College training pants
- College baseball cap
- Black or navy swimming jammers
- Black or navy swimming cap
- Appropriate footwear for sports being played

**Lost property handling procedure**

All lost property picked up from around the school by staff is taken to the Lost Property Area situated in Prep School reception. Pupils finding items of lost property may hand them in to a member of staff or directly to the dining hall.

On the final day of school before a holiday, all unclaimed lost property will be appropriately disposed of. Form/House staff will regularly remind pupils to name their possessions and to check the Lost Property Area.

## 6.2 BEHAVIOUR

We don't make up rules for the sake of it at Brighton College Vietnam – each one is there for a purpose. There may be rules that you are unaccustomed to but it is important that we help you learn the behaviours that will enable you to be comfortable and successful in a variety of academic, social and work situations, be it in Vietnam or an international setting. Keep life simple and more pleasant for everyone by always sticking to them and following instructions from staff.

### Code of conduct for pupils

- Show respect for yourself and for the school community.
- Be courteous, polite, kind and helpful to everyone (including each other).
- Respect one another's property, the school buildings and furniture.
- Arrive at school on time and fully prepared.
- Do your best in class and complete homework as well as possible and on time.
- Take pride in your uniform and dress correctly.
- Walk sensibly, safely and quietly around the school and to and from games.
- Behave safely at all times, observing safety rules (e.g. fire procedures). Do not put others' safety at risk.
- Look after your own possessions and leave valuables at home.
- Be healthy – do not take or have in your possession tobacco, alcohol, or non-prescribed drugs in any form, at any time or in any place.
- Stay within the published bounds of the school.
- Look after the school; do not drop litter.
- Play ball games only in designated areas at approved times and dressed appropriately.
- Do not eat in public places; do not chew gum.

### Classroom code of conduct for pupils

- Do not talk when the teacher or another pupil is addressing the class.
- Be supportive of each other and do not make fun of someone if they get an answer wrong.
- Always put your hand up if you want to answer a question or say something, unless told otherwise.
- Always ask permission if you need to be excused from class.
- Write homework tasks down so you don't forget what to do and always hand your homework in on time.
- Do not disrupt the lesson, thus preventing you and others from learning.
- Always try your best and take pride in your work.

### Remember, the four things which we do not tolerate at BCVN are:

- Bullying
- Theft
- Involvement with drugs
- Sexual misconduct (which includes sexual activity on school grounds, sharing of nudes and semi-nude images and/or videos, and sexual violence and sexual harassment)

**If you do these things – in or out of school hours, on or off school premises – you risk your place at School.**

### **Mobile phones**

Pupils are not permitted to use mobile phones during the school day, including at break and lunch times. It is recommended that pupils do not bring mobile phones to school. If they do, they must place them in their lockers before morning registration and remove them from their lockers after activities.

Electronic devices used inappropriately will be confiscated and can be collected from the Deputy Head of Senior School at the end of the day.

We consider text and phone bullying to be a serious issue. An electronic device can be confiscated indefinitely under suspicion that it contains evidence of cyberbullying or sexting. The use of an electronic device for making, storing or distributing inappropriate images (e.g. sexting) is a very serious offence, and you may have your place at the School called into question if you are involved in this.

### **Smoking, alcohol and drugs**

It is a breach of the school rules for pupils to smoke; the school is a smoke free campus, including for staff. This also includes the use of e-cigarettes and vapes. Pupils caught smoking, including using e-cigarettes or vapes, on the school campus, on trips off-site with school or at sports fixtures, will face appropriate sanctions.

The consumption of alcohol is forbidden. Any pupil caught bringing alcohol to school or on a school trip, or found under the influence of alcohol during these times, will face appropriate sanctions.

The school has a strict Drugs and Substances Policy. You will receive drug education as part of the RSHE programme. Any pupil caught bringing illegal drugs onto the campus, to a school activity on- or off-site (holidays or term time), or found to be under the influence of drugs, will face appropriate sanctions and their place at the School may be forfeit. It is a legal requirement for the school to report any illegal behaviour, including drug taking and/or possession, to the police.

The school may search a pupil's belongings or locker for any banned substances and may arrange for a drugs test to be taken.

### **Relationships and behaviour**

There should not be any public displays of affection, which may give rise to embarrassment or the feeling of awkwardness in others.

Do not send sexually explicit content such as text, video or an image to another person. Remember if you have any indecent images or videos of somebody who is under 18, or send, upload or forward indecent images or videos of yourself on to anyone, we will treat this as a serious disciplinary issue. Likewise 'sexting' is something that the school takes very seriously.

Sex and relationships are considered important areas of knowledge. Sex and relationship education is delivered through the RSHE programme.

### **Theft**

We believe in respecting one another and each other's property and hence we consider theft to be a very serious matter indeed – it severely undermines the trust which makes a school community thrive. Any pupil who is found to have stolen the property of others may risk their place in the school.

## 6.3 SANCTIONS AND REWARDS

### Sanctions

If you break the rules or refuse to follow reasonable instructions from a member of staff, you may receive a sanction. Sanctions range from warnings, to detentions, to (for the most serious of offences) temporary or permanent exclusion from the school.

### Rewards

At BCVN, we believe it is important to recognise pupils who demonstrate good behaviour, outstanding effort and achievement, and our core values of curiosity, confidence and kindness. To this end, the following reward system is in place throughout the Senior School:

#### *Any area*

- **Merits:** awarded by teachers for small actions or behaviours that demonstrate the core BCVN values of curiosity, confidence and kindness. Pupils will receive a Distinction (see below) for every six merits they accumulate in a half term.

#### *Academic*

- **Distinctions:** awarded by teachers for exceptional attainment or effort or individual items of outstanding work. Pupils may qualify for a distinction as acknowledgement of their personal progress or effort; the Head Master then personally congratulates each recipient.
- **Effort certificates:** awarded for accumulation of distinctions; bronze (6), silver (12), gold (18), platinum (24) and diamond (30). These are awarded in year or section assemblies, end of term assemblies and end of year presentation assemblies.
- **Achiever of the Term Awards:** awarded by the Head Master to individuals or groups once per term for outstanding achievements.
- **Department prizes:** awarded by Departments at the end of each year for excellence in a particular subject area.
- **Special prizes:** awarded by Departments once a year for Prize Giving. These prizes are discretionary.
- **Head Master's Certificates:** awarded at Prize Giving to those pupils whose effort has been noted as being consistently outstanding across the whole academic year. May also be awarded for outstanding achievement in any field at a regional, national or international level.

#### *Sport Commendations*

- **Achiever of the Term Awards:** awarded by the Head Master to individuals or groups once per term for outstanding achievements.
- **Colours (representative/full):** badge, brooch, tie
- **Posts:** captain, vice-captain, secretary
- **Cups:** awarded for internal competitions; trophies, medals and certificates awarded for external achievement.

#### *Cultural Commendations*

- **Achiever of the Term Awards:** awarded by the Head Master to individuals or groups once per term for outstanding achievements.
- **Colours:** tie, brooch
- **Posts:** secretaries/officers/monitors
- **Trophies:** awarded for internal competitions; trophies, medals and certificates awarded for external achievement.

#### *Pastoral Commendations*

- **Head Master's Awards:** awarded once a week in assembly to outstanding individuals nominated by Head Master and Head of Department. All names are published in the school newsletter weekly.
- **Special prizes:** for 'endeavour' and 'service', awarded at assembly.
- **House Awards:** awarded by Head of House at the end of each term, sometimes with input from pupils.
- **Achiever of the Term Awards:** awarded by the Head Master to individuals or groups once per term for outstanding achievements.
- **Posts:** include school council, college and house prefects and deputies.



<p><b>Good</b></p> <p><b>G</b></p>	<p>You are positive about your own learning, taking responsibility in order to make progress; but there is still room for growth.</p> <p><b>Curiosity</b> – You question ideas appropriately and often show a desire to seek out new ideas, to understand them and to learn new skills.</p> <p><b>Confidence</b> – You are a good communicator who sometimes takes on leadership roles. You respond positively to most set-backs, using them as learning opportunities.</p> <p><b>Kindness</b> – You normally listen carefully to others and are typically open to views other than your own. You support others in their learning and in our community.</p>
<p><b>Inconsistent</b></p> <p><b>I</b></p>	<p>You show positivity in some aspects of learning. You are starting to take responsibility for your own learning but you do not always achieve your full potential and there is room to progress.</p> <p><b>Curiosity</b> – You rarely ask questions to move your own learning forwards and do not regularly show a desire to seek out new ideas, to understand them, and to learn new skills.</p> <p><b>Confidence</b> – You communicate ideas only when asked directly. You do not always see set-backs as a learning opportunity and can struggle to respond positively.</p> <p><b>Kindness</b> – You can listen to others but sometimes need support to be open to views other than your own.</p>
<p><b>Concern</b></p> <p><b>C</b></p>	<p>You struggle to be positive about your learning and do not take responsibility for your own learning. You need significant support in school to achieve your outcomes.</p> <p><b>Curiosity</b> – You do not question ideas, nor do you show the desire to seek out new ideas or to learn new skills.</p> <p><b>Confidence</b> – You do not communicate your ideas appropriately. You respond negatively to set-backs and do not see them as a learning opportunity.</p> <p><b>Kindness</b> – You rarely listen to others and are not open to views other than your own.</p>



For attainment in Years 7 - 9, you will receive an indicator grade of either C/B or A/A\*. This represents the range of grades you are currently expected to be working towards once you begin your IGCSEs and will initially be based on your CAT4 (entrance test) results. These indicators are then broken down into the following levels:

- Exceeding expectations
- Meeting expectations
- Working towards expectations
- Concern

Pupils on an indicator of C/B who exceed expectations in two consecutive reports will be moved to an indicator level of A/A\*.

In Years 10 and 11, attainment will be reported as two grades:

- Target – what you could expect to achieve if you show an outstanding attitude to learning
- Working at – the level you are currently working at, i.e., the grade you are likely to achieve at the end of the course at your current rate of progress and attitude to learning

The grading system used for each subject will reflect the grades that are awarded for IGCSE in each subject and therefore depends on the examination board used. Subjects following Cambridge Assessments International Education courses will be reported on a A\*-G scale. Subjects follow Pearson Edexcel courses will be reported on a 9-1 scale. The diagram below shows how the two grading scales align.

A*		A	B		C	D	E	F	G	U
9	8	7	6	5	4	3	2	1	U	

**On report**

If your academic progress is deemed to be unsatisfactory you may be put on ‘On Report’ by your tutor. A short report requires that each lesson is monitored, so that your tutor and parents can check progress daily. A weekly report requires a comment about the preceding week, again to monitor progress, but on a less urgent basis.

## 7.2 EXAM RELATED

### Coursework

Most IGCSE subjects are examined with terminal examinations at the end of the course (Summer Term in Year 11) only. However, some subjects, mainly the practical and creative ones, have coursework which often counts for around 50% of the final grade. Your subject teachers will help you to make sure your coursework is done and that you stick to the deadlines for handing the work in. Remember to try to plan ahead, so that it doesn't all mount up. We monitor deadlines, particularly with pupils who are doing two or more creative subjects.

### Exams

Exams are an inevitable reality of life; on-going internal assessment in each of your subjects is essential to prepare you for external examinations at IGCSE level and beyond, allowing you regularly to consolidate course content and practise exam techniques in order to develop the knowledge and skills you need for future success.

In all year groups, Assessment for Learning will include many methods of formative assessment, as well as more traditional in-class summative tests/exams. In addition, Years 7 to 10 will have an 'Examination Week' in the Summer Term, during which the normal timetable will be collapsed for pupils to sit formal End of Year Examinations. Year 11 pupils will sit Mock IGCSEs at the start of the Spring Term, under the same conditions that they will experience for the external IGCSE examinations in the Summer Term.

Ahead of major assessments such as exams, teachers will help you along the way with clear revision guidance, including topic lists, practice questions, and exemplar material.

## 7.3 FUTURE

### Careers and sixth form choices

You may not have thought about a future career yet, but you will be encouraged to start thinking about it as you go through the Senior School. Careers information is held in the library (for general careers information) and you will receive bespoke careers advice to help you consider your next steps. Careers information will also be delivered through tutor sessions and by off-timetable speakers.

Discussions about subject options in Year 12 will take place in Term 2 of Year 11. Your tutor, subject teachers and the Deputy Head of Senior School will all be available to help you choose subjects which suit you and which you will enjoy studying for the IBDP.

# 08 CO-CURRICULAR ACTIVITIES

There are lots of CCAs on offer. As well as music, drama, art and sport as part of the timetable, there is an activity slot every day from Monday to Thursday from 3.00pm to 4.00pm. Most activities are provided without additional cost, but those that involve external providers will be charged to your parents at cost price.

## 8.1 SPORT

Sport is a key part of BCVN life – we take sport seriously and enjoy it. There are many sporting options to try, both in games and CCA time. We will also be involved in fixtures and tournaments, both during the week and at weekends. If you are chosen to represent BCVN in a match, please do so with pride and passion. This is an honour and a privilege. Please make sure to turn up on time, in the correct kit and to play your hardest.

## 8.2 SERVICE AND PARTNERSHIP (DUKE OF EDINBURGH AWARD AND COMMUNITY SERVICE)

At Brighton College Vietnam, we believe in ‘being a part of society, not apart from it.’ As you go on up through the Senior School, there will be a growing number of opportunities to take part in service options and community work. Some pupils may choose to start their Duke of Edinburgh Bronze Award (DofE) scheme in Year 10. All pupils will participate in our charity days as a way of working in partnership with our local community.

## 8.3 DANCE, DRAMA AND MUSIC LESSONS

You will receive more information about these activities at the start of the academic year but many pupils take individual music and drama lessons (LAMDA) and group dance lessons. Drama and music lessons typically tend to take place during the school day, and lesson times will rotate so you will not miss the same lesson in succession. Dance classes, in a range of dance styles, tend to take place during co-curricular activity time or after the school day. There will also be opportunities to get involved in dance, drama and music productions during the course of the school year.

## 8.4 TRIPS AND VISITS

These form part of the College’s outward-looking ethos. We hope you will enjoy taking part in school trips, but remember, school rules still apply for your safety and for the reputation of all members of the school community.

# 09 PUPIL LEADERSHIP

## 9.1 ROLE MODELLING

All BCVN pupils are role models to others. As a Senior School pupil, you have a particular responsibility towards the younger members of the school community. Prep pupils will look up to you in formal contexts, such as mentoring opportunities, as well as informally, both inside school and outside of school. We expect all pupils to be positive role models to others and demonstrate the school's core principles of curiosity, confidence and kindness.

## 9.2 LEADERSHIP OPPORTUNITIES

Throughout the year, you will have many opportunities to take on leadership roles within the school. Examples of these include, but are not limited to:

- Mentoring
- Buddies
- Library prefects
- School council roles
- Leading activities
- Sports captains
- House leadership roles
- School captains

