



BRIGHTON COLLEGE
VIETNAM



SENIOR SCHOOL PARENT HANDBOOK 2024 - 2025

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01 INTRODUCTION

1.1. LETTER FROM OUR SENIOR LEADERSHIP TEAM

Dear Parents,

Welcome to the Brighton College Vietnam family. If you were to ask current parents why they chose Brighton College for their son or daughter, they would tell you that our pupils are cheerful, balanced, and at ease with themselves and each other—yet excited and enthused by the challenges before them. They might add that Brighton College excels in combining academic excellence with a wealth of co-curricular opportunities, all underpinned by a deep commitment to the individual needs and passions of each child.

We believe in the importance of nurturing each individual. Every child at Brighton College is valued for their unique qualities and is encouraged to develop their talents to the fullest in a community free from stereotypes, where every achievement, no matter how small, is celebrated.

We also believe that the partnership between parents and BCVN is key to your child's success. Your open communication with us helps us support your child academically and pastorally. We welcome your participation in our many parent workshops which will be held throughout the year when you can find out more about new developments in our academic and pastoral programmes.

At Brighton College Vietnam, we strive to create an environment where your children will not only achieve academic success but also grow into confident, well-rounded individuals prepared for the future. Our dedicated team is committed to providing a supportive and enriching experience, ensuring that each pupil thrives both inside and outside the classroom.

Thank you for entrusting us with your child's education. We look forward to working together to make their time at Brighton College Vietnam a truly transformative journey.

Sincerely,
Senior Leadership Team
Brighton College Vietnam

1.2. SCHOOL PHILOSOPHY

At Brighton College Vietnam, we believe education is 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.

1.3. SCHOOL CORE VALUES

We know that young people who are happy are young people who thrive. And we believe that the best way of achieving a happy community is to ensure that everyone feels valued for who they are. We want our pupils to be first-class versions of themselves, not second-class versions of someone else, and we place great emphasis on tolerance and mutual respect. Brighton College Vietnam is guided by a set of values which ensures our pupils' well-being:

Curiosity

- Delivering a broad, challenging and innovative curriculum which encourages curiosity and enquiry.
- Developing a foundation of knowledge and body of skills to understand and question the world in which we live.

Confidence

- Providing opportunities for children to build and maintain positive relationships and develop the necessary skills to contribute to the community in a meaningful way.
- Imparting an enthusiasm for the world beyond the classroom, particularly sports, music and the performing arts.

Kindness

- Respecting differences in others and recognising that the efforts and achievements of every individual in our community are valued equally.
- Making a positive difference in the world.

1.4. SCHOOL AIMS

Brighton College seeks to impart or provide:

- A love of learning for its own sake.
- A foundation of knowledge and a body of skills with which to understand and question the world we live in and to prepare us, through an innovative approach to education, for the world we 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 world.

1.5. THE PURPOSE OF THIS HANDBOOK

This handbook provides a comprehensive understanding of Brighton College Vietnam's policies and procedures. It serves as a valuable resource that promotes effective communication, clarifies expectations, and establishes a strong partnership between parents and the school, fostering a supportive and enriching environment for pupils' development and well-being.

As parents you may have a wish to keep abreast of policies and procedures in the school. Whilst this handbook has most of the everyday procedures laid out in summary form, please contact your child's tutor in the first instance if you would like to know more.

If you have questions about anything contained in the following pages, please contact the school to arrange to meet with someone. It is a very exciting, stimulating and, above all, happy place!

Finally, please note that this handbook is intended as a guide for parents and is updated at least annually. It does not form a part of the school's contract with parents.

1.6. 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.

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

We expect everyone involved throughout the schools of Brighton College 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.

1.7. CONTACT DETAILS

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03 SCHOOL CALENDAR

3.1 TERM DATE FOR 2024 - 2025

The official term dates for each school year are published on the BCVN website for pupils and parents' reference.

Autumn Term

- Autumn term begins for pupils on Thursday 15th August.
- Half term holiday: no school from Monday 14th to Monday 21st October. Pupils back to school on Tuesday 22nd October.
- Autumn term ends on Friday 13th December 2024.

Spring Term

- Spring term begins on Tuesday 7th January 2025.
- Tet holiday: no school from Monday 27th January until Friday 7th February. Pupils back to school on Monday 10th February.
- Spring term ends on Tuesday 22nd April.

Summer Term

- Summer term begins on Monday 5th May.
- We break up for the summer holidays on Friday 20th June 2025



3.2 EVENTS AND FESTIVALS

The school regularly organises events and festivals throughout the school year, during which pupils play a leading role in preparation and organisation, under teachers' guidance. Details about school events, festivals, and special occasions will be notified through emails to parents.

Some special events unique to Brighton College Vietnam include Christmas Concerts, Spring Concerts, Drama Productions, and Art Exhibitions. These events provide opportunities for all pupils to showcase their artistic talents in various forms.

Open Mornings

These events are exceptionally important days for the whole school community. Your son or daughter is expected to attend and assist as required. We also encourage you to invite friends and family who may be considering Brighton College for their children. It's a wonderful opportunity to experience our school environment first-hand and interact with pupils and teachers.

Open Mornings are typically held on Saturdays once per term. Pupils participate as ambassadors, spreading the School's values and inspiring our guests.

Prize Giving

This is a celebration of the academic year, with prizes awarded to selected pupils, Houses and other groups. All Senior School pupils are required to attend. Parents and family members are also very welcome to attend this key event. The event is usually held during the last week of the school year.



3.3 TIMETABLE

A school day starts at 8.25am and ends at 4.00pm. Pupils should be at school by 8:20 (5 minutes before class) at the latest.

The school day at BCVN includes 7 periods, each of which lasts 40 minutes. Pupils attend school from Monday to Friday (except for makeup lessons or special occasions, if any). Pupils spend the first 20 minutes of each day for tutor activities or Relationship, Sex and Health Education (RSHE) or assemblies.

The pupils' specific timetable will be issued at the start of the year.

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
5 minutes		Moving time	Moving time
09:30 - 10:10	2	Lesson 2	Lesson 2
20 minutes		Break	Break
10:30 - 11:10	3	Lesson 3	Lesson 3
5 minutes		Moving time	Moving time
11:15 - 11:55	4	Lesson 4	Lesson 4
5 minutes		Moving time	Moving time
12:00 - 13:00		Lunch	Lunch
13:00 - 13:40	5	Lesson 5	Lesson 5
5 minutes		Moving time	Moving time
13:45 - 14:25	6	Lesson 6	Lesson 6
5 minutes		Moving time	Moving time
14:30 - 15:10	7	Lesson 7	Lesson 7
15:10 - 16:00		CCA	No Activity

All pupils have timetabled Games and PE lessons.

Taking part in activities is compulsory, but there will be a range of options each day. The school is not open on weekends (Saturday and Sunday), except for makeup lessons (if any) and events/activities that are announced beforehand.

04 GENERAL INFORMATION

4.1. ARRIVAL AND DEPARTURE

Full school uniform should be worn when travelling to and from school, and pupils are expected to behave appropriately - any behaviour will be deemed to be typical of Brighton College by members of the public. If cycling to school, a helmet must be worn, and permission given by parents to the tutor. No pupil may travel to school by motorbike. Bikes should be locked safely on campus in the designated area. If a pupil is unwell or has a medical appointment, parents/guardians should complete the 'absence form' on the Portal, which will notify reception and your child's tutor.

If pupils arrive after 8.25am (or are required to leave campus for any reason during the school day, to go to the dentist for example), they must enter (or exit) school through the main front entrance, signing in (or out) at Reception before going to lessons.

All pupils are expected to attend CCAs as part of the academic provision of the school.

4.2. BUSES

There are a number of bus routes to bring pupils to school. The school buses depart at 4.15pm each day from Monday to Thursday and at 3.15pm on a Friday. Please see the [Bus Policy](#) section published on our website or contact the school office for more information.

4.3. SITE VISITORS AND CAR PARKING

Before visiting the school, it's important for parents to be aware of the following, instead of solely relying on reading the safeguarding policy upon arrival:

- Proper Dress Code: all visitors are expected to dress appropriately, maintaining a level of decorum that is suitable for an educational institution.
- Restricted Access to Pupil Areas: visitors are not allowed to access pupil-specific areas such as classrooms, laboratories, playgrounds, and other dedicated learning spaces, unless accompanied by a staff member.
- Check-In Procedure: upon arrival, all visitors are required to check in at the main reception. They must provide a valid ID, state their purpose of visit, and obtain a visitor's badge, which should be clearly displayed during their stay.

Parking is very limited, and parents are not permitted to park without prior authorisation for a specific meeting. Parking must follow the instructions of security or school staff.

4.4. EMERGENCY PROCEDURES

Fire evacuation and lockdown procedures

There will be a fire evacuation test as well as a lockdown procedure once per term in which pupils, staff and any on site visitors will all take part.

As visitors on site, parents should follow staff guidance. Silence must be maintained at all times, both on the way out of buildings and whilst waiting to be dismissed.

Serious Incidents

If parents become aware of a serious incident on-site, please report it immediately to our Security staff or to the relevant school office. Information regarding off-site incidents should be phoned through to Reception on 18006010.

4.5. LUNCH AND CATERING

Lunch is currently served in the Dining Hall from 12.40pm for Senior School pupils. Lunch is an extra cost for all pupils and must be chosen in advance from the options available. In addition to lunch, there is a breakfast service from 8.00am, and pupils can go to the Café on the 1st Floor for refreshments at other times. We offer a cashless payment system and menus for our catering are updated on our parent portal.

You should register for your child to have lunch at school, or opt-out, at least two (02) days in advance through the BCVN Parent portal.

4.6. DIETARY REQUIREMENTS

It is vital that dietary and medical information is submitted prior to your child starting at the school. Parents are asked to complete the Acceptance Form before their children join our school which includes dietary information. This should be re-submitted straight away if there are any changes to a child's allergies.

Pupils enjoy well-balanced, cooked meals every day, with fresh fruit as an alternative to the published dessert. The menus cater for vegetarians, pescatarians and vegans. Please let us know any religious dietary requirements. We will endeavour to support all needs, where possible, and these can be discussed with our chef.

4.7. GIFTS

On holidays, Lunar New Year, or any other occasions, teachers and staff are not permitted to accept money or gifts from parents under any circumstances, except for cards and souvenirs made by pupils. We take pride in working with you to educate your children and highly value our positive relationships.

4.8. COACHING/TUTORING

Please note it is school policy that staff employed at Brighton College should not tutor children privately outside school. If you are considering employing support for your child outside of school, please speak to a relevant member of staff before commencing.

4.9. PRIVACY NOTE

While your child is at the school, they will be taking part in many events, and it is usual that photographs and videos of these occasions will be taken. We may use photographs or videos of your child for the College's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the College. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson. We publish our sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.



05 PARENT ENGAGEMENTS

5.1. PARENT PORTAL

Prior to new pupils joining the school, parents are required to fill in the Acceptance Form. Here, you will find a new parent information section where there are a variety of important forms to complete. This ensures that we have all the information we need prior to the start of the new academic year, including up to date contact information for families as well as emergency contacts who can be reached urgently when parents are not available. Updates can be made at any time during an academic year. It is of utmost importance that we have both daytime and evening contact numbers, including mobile phone numbers. As we frequently contact parents via email, it is also vital that we have up-to-date email addresses in case of an emergency.

The "BCVN Portal," accessible through our mobile application, serves as one of our official communication channels. It offers a variety of features designed to enhance your engagement with your child's education at Brighton College Vietnam. These include:

- Academic Progress Tracking: access your child's timetable, attendance, and bus details.
- School Service Registration: order uniforms, meals, and top-up meal credits directly.
- Notifications: receive timely updates, news, events, and important information.
- Personal Information Management: request absences and update personal details.

The BCVN Portal is available on both IOS and Android platforms. Download from IOS [App Store](#) or [Android Store](#) and log in using your registered phone number. For a step-by-step guide on using the BCVN Portal, please refer to the instructions provided [here](#).

5.2. PARENT MEETINGS

Tutor and Parents Welcome

At the beginning of the school year, parents and pupils will have a meeting with the form tutor. During this meeting, tutors will introduce themselves, share their expectations, and discuss the activities planned for the upcoming school year with you.

Parents' Evenings

Once a year, parents will have individual meetings with each subject teacher to discuss your child's academic progress and school life. The schedule for these meetings will be provided during the welcome meeting with the tutor at the beginning of the school year.

Morning Coffee/ Afternoon Tea

The school frequently hosts dialogue and sharing sessions with parents to listen to and promptly respond to their feedback. Invitations for these meetings are usually sent to parents, accompanied by a request to RSVP at least 1-2 weeks prior to the event.

You are also welcome to speak informally to your child's teachers should you have any concerns or worries. You can book appointments with the tutors, subject teachers to discuss more about your child. The two Deputy Heads, Dr Golding (Deputy Head Academic) and Mrs Jackson (Deputy Head Pastoral), are also available, by prior arrangement, if there is any matter concerning your child's well-being, either socially or academically, which you wish to discuss.

5.3. PARENTS' WORKSHOPS

Throughout the school year, the school will organise workshops for parents every two weeks. These sessions aim to share information about the curriculum and provide strategies for supporting pupils at home. The workshops offer you insights into the school's teaching methods, educational approaches, and provide guidance to support you in your parenting journey. You will receive invitations and detailed workshop content via email, along with a registration link.

5.4. CONTACTING THE SCHOOL

The School Reception is open from 7.30am to 5.00pm and during the school holidays. Should you have any queries prior to the start of the academic year, your first point of contact is our School Office. Once term has begun, the most appropriate first point of contact is your child's form tutor. It is always possible to meet with a member of the Senior Leadership Team (SLT). Urgent messages left during the holidays will be picked up by an on-duty member of the SLT.

E-mail is often the easiest way to contact school. You can expect a response to an email within 24 hours; however please note that we actively encourage our staff not to access emails late in the evening or at weekends.

5.5 SCHOOL COMMUNICATION

The weekly newsletter, which can be accessed on the parent portal, is an essential part of the school's communication with parents. We urge you to read it as it contains information about school trips, sports fixtures, changes to procedures, reminders of upcoming events and celebrations of success. Please be advised that the contents of this newsletter are not intended for wider circulation outside of the school, including on social media or public platforms.

The termly newsletter will be sent from the Headmaster to celebrate and highlight outcomes and events over the previous term. This will also be accessed on the parent portal.

06 PUPILS MATTERS

We provide a dedicated pupil handbook with detailed information and guidance on the expectations for your child's learning journey at Brighton College Vietnam. We encourage you to review this resource to better understand and support your child in meeting the school's expectations.

6.1. SUPPORTING YOUR CHILD

We are very proud of the pastoral care given to all pupils at Brighton College, and this hinges on the excellent working relationships established between teachers and pupils. At the heart of this pastoral provision are the Houses, and the tutor team.

Tutors

The tutors deliver pastoral care through tutor time. This involves developing excellent relationships with pupils and their families, dealing with day-to-day concerns, and overseeing academic matters. In addition, tutors keep records, liaise with the Senior Leadership Team over more serious matters and discuss pupils' progress at regular intervals throughout the year.

Houses

Pupils are allocated to one of our four Houses when they join the school. The Houses are named after four of the Houses in Brighton College UK. These four Houses are also used in every Brighton College international school, meaning that your child is joining a community with hundreds of other pupils across the world.



Pupils will be encouraged to represent their House in a wide variety of hotly-contested competitions, including, amongst other things: chess, debating, drama, music and sports competitions. They will also have access to a House Common Room. The Houses are small communities within the school community and are places where each individual can know others (in every year group) and be known. Buddies for new pupils, peer mentors and Prefects all play vital roles in ensuring that every pupil is looked after in the House and that the Houses remain open, tolerant and outward-looking.

The Houses also play a significant role in the charitable and voluntary work of the school, to support many local charities and causes with whom the pupils have established strong links. It is a central part of our expectations of all pupils that they will gain a strong awareness of the needs of others, through helping, volunteering and visiting speakers, and - crucially - that they will also gain a firm belief that they need not wait until they are older before being able to make a difference to the society and the world around them.

School Psychologist

BCVN is fortunate to have the full-time services of two psychologists who are available to support any pupils in need. These professionals offer screening, counselling, and referral services. Pupils can self-refer through a teacher or tutor, and parents can also request their assistance for younger pupils.

Learning Support

If you realise that your child is experiencing, exhibiting, or talking about any learning difficulties, please contact your child's tutor or a member of the School Leadership Team. Early detection and action are crucial for timely and effective support, and ignoring or avoiding clear signs can be detrimental to a pupil's psychophysiology and mental health.

Health Centre

The school has an outstanding Health Centre staffed by three fully qualified nurses to offer first aid to pupils and staff. Parents should notify the school in writing of any health problems, allergies, epilepsy or additional needs. This allows us to fully support your child in every aspect of their development and well-being.

If a pupil feels unwell, they will be taken to the Health Centre for examination and treatment and if necessary, you may be called to pick up your child. In the case of a sudden illness or needing medical treatment our team may accompany your child to hospital until you are able to attend.

Please be aware that Brighton College Vietnam maintains a smoke-free environment. No smoking (including the use of vapes and e-cigarettes) is permitted anywhere on our campus.

Safeguarding

All teaching and support staff are trained regularly in safeguarding procedures and are familiar with the procedures to be followed in the event of an actual or alleged case of abuse. Our Safeguarding team are:

- Mrs Jackson - Deputy Head of Senior School (Pastoral Care) and Designated Safeguarding Lead
- Mr Whitehead - Head of KS4; Head of Business and Economics; Deputy Designated Safeguarding Lead

They can be contacted at any time in the event of concerns or matters relating to the well-being of any of our pupils or staff members.

6.2. MOBILE PHONES

We do not allow phone use in school for many reasons: they are expensive, likely to get lost or damaged, it is difficult to monitor their use, and they are a distracting influence for all pupils. It is understood, however, that it is useful for pupils to have mobile phones if they are travelling home unaccompanied. Therefore, if a pupil needs a mobile phone in this regard, it must be stored in a locker during the day. At no point should a mobile phone be used on the school site. It may be confiscated if this is the case. Mobile phones may be taken on trips, as long as they are kept turned off, unless permission is given for them to be used to contact parents regarding pick up at the end of the day or to contact home during the evenings on residential trips. The school cannot be held responsible for the loss or damage of any mobile phones on site.

6.3. PERSONAL PROPERTY

The school cannot accept responsibility for valuable items, and it is not advisable for pupils to have expensive watches or pens in school. The same applies to MP3 players/i-Pods, mobile phones, etc. Pupils should not bring money into school, the only exceptions being for donations to school charities or special purchases, e.g. books from a visiting author or on a school trip if this has been specifically authorised by the teacher. The school is unable to accept responsibility for the security of cash.



07 PUPIL ATTENDANCE

7.1 ATTENDANCE

We expect pupils to begin term on the day stated and not to leave before the official end of term. Permission for absence from school, on grounds other than medical, should be sought in advance using the leave request form on the parent portal. The school discourages parents taking pupils out of school during term time because of the disruption this causes to the teaching and learning we offer. Term dates are published a year in advance and, therefore, it is not normal to sanction absence for holidays during term time. Any requests for absences that are longer than a day must be submitted via the leave request form on the parent portal and will be authorised/denied by the Deputy Head (Pastoral). Additional work will not be provided for children taking holidays during term time, except in exceptional circumstances. If parents remove their child without the permission of the school, then the absence is unauthorised and the pupil's place in the school may not be secure.

7.2. ILLNESS OR ABSENCE

If your child is unwell or absent, please complete the absence form on the parent portal. You may also telephone to advise the school Reception between 7.30am and 8.30am on each morning of absence. If we do not receive an absence form, the relevant school office will try to contact you for an explanation of absence. Where the school has not received an explanation of absence an 'unauthorised absence' will be recorded for your child.

Whilst we do not encourage you to keep your child at home for minor causes, we would not wish you to send them to school with a very heavy cold, tummy upset, a contagious disease or conjunctivitis. After a bout of sickness/diarrhoea children should remain off school for 48 hours. Please do not send children into school if they have been sick in the morning.

If part of a school day is to be missed due to an appointment, parents should complete a leave request form on the parent portal. This will be sent through to the relevant staff to authorise. Pupils arriving late, leaving school for an appointment or in an emergency during the school day should report to and sign out at the relevant school office.

7.3. DAILY REGISTRATION

Pupils arriving late will be registered thus and should be taken to Reception on arrival at school. Full attendance on every school day is expected, along with specific weekend requirements such as Prize Giving, and Open Mornings. Registration is required by law at the beginning of each morning session and during the afternoon session. Registration is electronic and is completed on the school's management information system. The school office teams are responsible for contacting parents to ascertain the reason for absence wherever possible.

7.4. LATE COLLECTION

If parents know they are going to be late collecting children at the end of the school day, e.g. stuck in traffic, please telephone the relevant school office so that we can alert the child and staff. If we have not heard from parents, the school will call you to ascertain what has happened.

7.5. OFF GAMES, PE OR SWIMMING

If a child is well enough to be in school, it is anticipated that they will participate in all lessons, including PE, games, and swimming. Exceptions to this would be an injury or a debilitating illness. Should such an exception arise, a written note or email from you to the tutor is required on the morning of the lesson specifying, if possible, the length of the 'off games' request. In the case of a long-term injury or illness, a new note should be supplied at the beginning of each week. If a written note is not provided, children will be expected to participate as normal.



08 SENIOR SCHOOL CURRICULUM

Brighton College Vietnam endeavours to provide a positive and enriching learning environment where every pupil is nurtured through a carefully planned curriculum; where learning inside and outside the classroom is vibrant, challenging, and progressive; where the teaching is creative, engaging and pupil-centred; and where pupils and their teachers have high expectations of themselves as teachers and learners.

Our curriculum reaches every aspect of the core curricular and co-curricular provision and seeks to develop the full range of every pupil's inherent aptitudes - linguistic and logical, personal and social, cultural and physical, moral and spiritual. Classes are designed to meet and go beyond the requirements of the English National Curriculum and take into account the linguistic and cultural backgrounds of all of our pupils.

At BCVN we believe in the concept of lifelong learning and that our curriculum and teaching should be innovative and prepare our young people for the challenges and opportunities the world will hold for them. We maintain that learning should be a fulfilling and enjoyable experience for everyone. Through our teaching, we equip pupils with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives.

We want pupils to acquire knowledge, skills and understanding progressively. Our lessons have clear aims and purposes, cater appropriately for the ability of the pupils and ensure the full participation of all.

This means that we aim to have the broadest curriculum developing linguistic, mathematical, scientific, technological, human and social, physical and aesthetic and creative skills. This broad base ensures that languages are part of the curriculum throughout the school, and that we have a policy of pupils taking nine to eleven subjects to IGCSE.



8.1. LIST OF SUBJECTS

Key Stage 3

Subjects		Year 7	Year 8	Year 9
English Language and Literature		x	x	x
Maths		x	x	x
Science	Biology	x	x	x
	Chemistry	x	x	x
	Physics	x	x	x
Humanities	Story of Our Land	x	x	
	History			x
	Geography			x
Languages (*)	Vietnamese	For VN citizens	For VN citizens	For VN citizens
	French	Optional	Optional	Optional
	Mandarin (Chinese)	Optional	Optional	Optional
	German (off timetable, only for Year 9)			x x
PE		x	x	Optional (**)
Games		x	x	Optional (**)
Design Technology		x	x	Optional (**)
Computer Science		x	x	Optional (**)
Art		x	x	Optional (**)
Music		x	x	Optional (**)
Drama		x	x	
Business and Enterprise				
Entrepreneurship		x	x	
Presentation Skills				x

(*) Pupils are required to choose at least one language. For Vietnamese citizens, one language must be Vietnamese. For non-Vietnamese citizens, please choose among French, Mandarin, and German.

(**) At Brighton College Vietnam we are committed to providing an individualised curriculum with a focus on pupil choice. Therefore, in addition to the core subjects, we introduce an element of subject choice in Year 9 and pupils must choose 4 subjects from the optional subjects list.

Super Curriculum: BCVN offers a 'SUPER Curriculum'. In Years 7 and 8 this takes the form of Entrepreneurship and The Story of Our Land to cover geography, religion, philosophy, and history in an exciting integrated humanities course. In Year 9 we offer a Business and Enterprise option to ensure pupils consolidate the skills they will need to engage in the commercial world as well as preparing them to make informed choices for Year 10 and beyond. Year 9 also sees dedicated time offered for Presentation Skills so that pupils can articulate, argue, present and debate in a variety of fora.

Key Stage 4

IGCSE Subjects currently offered:

Core Subjects - Compulsory for all pupils:

- English Language and Literature (or iGCSE in EAL where appropriate)
- Mathematics (including Further Pure Mathematics for most)
- Biology, Chemistry and Physics
- Vietnamese (for Vietnamese citizens)
- Practical PE

Optional Subjects:

Choose four subjects (if Vietnamese is compulsory, choose three subjects)

Creative Arts:

- Art
- Drama
- Music

Humanities/Social Sciences:

- Business
- Geography
- History

Languages:

- French
- German (optional outside the school day)
- Mandarin

Technology and Sports:

- Computer Science
- Design Technology
- Physical Education

What your child should consider when choosing subjects:

- Interest and enjoyment
- Ability and progress
- Sensible combinations (those which are likely to ensure a broad education)

Above all, we recommend that pupils study the subjects that they find interesting and, therefore, will achieve successful outcomes both in exam results and enjoyment. These subjects will likely form the basis of the subjects which the pupils will select in Years 12 and 13.

8.2. ASSESSMENT, FEEDBACK AND REPORTING

General Principles

BCVN believes that each pupil is unique. Education is a long process, and each pupil has different learning preferences. Therefore, pupils' progress needs to be assessed continuously throughout their learning journey.

Regular assessment and feedback play a vital role in determining pupils' learning goals. The most important purposes of assessments and exams are to identify what pupils know, understand, and are able to do, thereby supporting and motivating them to make appropriate progress in the future.

In Key Stage 3 and 4, to ensure every pupil is making the required progress we will track them at given points throughout the year. The tracking will give information about whether the pupil has gained mastery of the curriculum at each point. To ascertain their progress in each subject, teachers may, for example, use class tests, assignments, homework and practical assessments.

The tracking also assists the teacher's decision with regards to whether any intervention can be offered to help a pupil progress further. Teachers will give regular, sufficient feedback during lessons advising pupils what is required to improve and overcome gaps in their understanding, but there may be occasions when additional support is required and will be offered.

In Key Stage 4, teachers are required to record an expected grade for each pupil. The projected grade is an indication of the final IGCSE grade the pupils are on track to achieve given their current levels of effort and academic progress. Expected grades are fluid, flexible and open to change. Pupils can increase expected grades due to improvements in effort or refinements to study practices or examination technique.

We have pupil progress meetings after each tracking point where we discuss pupil concerns (and we also send home praise postcards for those pupils who have made excellent progress or who have an excellent attitude to learning).

Overview of Annual Reporting and Assessment

	Year 7	Year 8	Year 9	Year 10	Year 11
Tutor and Parents welcome	August 2024	August 2024	August 2024	August 2024	August 2024
Formal Assessments	October 2024 March 2025	September 2024 March 2025	September 2024 December 2024 April 2025	November 2024 January 2024 April 2025	September 2024 Mock Exams - January 2025 Assessment (inc. resit data where applicable) - March 2025
Parents' Evening	September 2024	February 2025	February 2025	May 2025	January 2025
Reports	November 2024 June 2025	November 2024 June 2025	November 2024 June 2025	October 2024 March 2025	November 2024 April 2025
End of year exams	April 2025	April 2025	May 2025	May 2025	May 2025 IGCSE exams



Year 7 - 9 attainment

Please note: formal assessment and reporting has been revised and simplified from September 2024 to provide increased clarity on pupil academic performance.

Year 7 and 8 will receive grades in each of their subjects four times per year, two of which will be accompanied by a written subject report.

In Year 9, each pupil will receive grades 'formal assessments' five times per academic year, two of which will be accompanied by a subject report.

Year 7 - 9	Description
Working well above expectations (1)	This descriptor should be reserved for exceptional performance. Typically, it reflects outstanding attainment.
Working above expectations (2)	Used for pupils who are making progress above expectations. Written and oral answers are detailed and show a very good level of understanding.
Meeting expectations (3)	Pupils meeting expectations. Typically, pupils have a solid grasp of the core content.
Below expectations (4)	Gaps in knowledge, understanding is limited and immediate intervention is needed.



Year 10 and Year 11 attainment

Pupils receive a working-at grade to indicate the likely grade in their public exams in year 11 based on their current rate of progress. It is likely this grade will become more accurate in time as the exams approach.

The grade in each subject will either be A*-U or 9-U depending on the exam board in a given subject.

There will be five periods of formal assessment per year, two of which will be accompanied by a written report.

Year 10 - 11 (Used by Cambridge iGCSE)	Year 10 - 11 (Used by Pearson)
A*	9
A	8
B	7
C	6
D	5
E	4
F	3
	2
	1
	U

For all pupils, each subject teacher will issue an effort grade to indicate effort in three aspects key to making academic progress.

Classwork	Homework	Organisation
1 - Well above expectations	1 - Well above expectations	1 - Well above expectations
2- Above expectations	2- Above expectations	2- Above expectations
3 - Meeting expectations	3 - Meeting expectations	3 - Meeting expectations
4 - Below expectations	4 - Below expectations	4 - Below expectations

09 COMPREHENSIVE EDUCATIONAL EXPERIENCE

9.1. CO-CURRICULAR ACTIVITIES

Outside of regular classes, every day our pupils participate in Co-Curricular activities to develop their talents or pursue their personal passions and interests. Clubs are where our pupils can gather under the guidance of experts and teachers. Clubs cover a wide range of areas, from Science, English, Skills, Sports to Art. A specific sign-up is required to ensure that we can offer the widest range of options. CCAs take place Monday - Thursday from 3:10 pm - 4 pm and are a part of your education and therefore are not optional. In the Spring and Summer terms revision and support classes may be provided instead of CCAs, but they are also intended as compulsory and part of all the support provided to ensure the best possible outcomes for all our pupils.

9.2. FIELD TRIPS

The school regularly organises field trips for pupils. These are opportunities for our pupils to enhance their learning experiences, consolidate and apply their knowledge in real life, while at the same time develop personal qualities and skills such as adaptability, leadership, teamwork, and individual work skills. These are part of our provision, and it is expected that all pupils will participate in such activities to ensure they have the fullest educational experience.

9.3. MUSIC

Music is an essential part of life at our school where the ethos fosters involvement in music by all pupils, not just those who learn an instrument. Pupils in years 7 and 8 have weekly curriculum lessons where they listen to, compose, and perform music in a variety of styles from classical to pop. The Music Department has several teaching rooms, including a recital space, recording studio, percussion room and a large number of musical practice rooms.

The school has a team of visiting music teachers who offer instrumental tuition, and fees are charged per instrument based. There are numerous ensembles in which pupils can participate. These ensembles rehearse, preparing classical and popular repertoire for concerts and recitals.

Pupils perform in various concerts each year which showcase the work of the instrumental groups and main ensembles, alongside recitals.

9.4. DRAMA

At Brighton College, Drama plays an integral part of the daily lives of our pupils. There are various informal opportunities for drama-based activities during the academic year. LAMDA lessons are offered, including preparation for LAMDA exams which act as a formal acknowledgement of the excellent standard reached by our pupils. They develop their skills in acting, devising and public speaking as solo, duos or in small group lessons.

9.5. LIBRARY

The library is at the heart of the school and is open from 8.00am - 4.30pm each day. Our Library aims to:

- Put learning first.
- Provide a service to all users.
- Offer focused up-to-date resources that reflect diversity in our community and support the curriculum and progression, extra-curricular activity and pupil welfare.
- Enrich by providing an increasingly wide range of reading material, including new publications.
- Promote Literacy through events, activities, competitions and visiting writers.
- Harness relevant technology in the resources and services on offer.
- Increase information skills across the pupil body, enhancing learning, the user experience, and ultimately results.
- Provide an accessible environment conducive to study.

The role of the library is to promote pupils' reading, leisure and cultural development, at the same time as supporting information needs as they move through the school. Pupils enjoy browsing and sharing books with each other. Older pupils also use the library for study and research. The library stocks have been selected to enhance development in all areas. Non-fiction sections are kept up to date and support teaching and learning. Cultural and literature-related services include provision for author visits each year (designed to inspire children's creativity and broaden their reading experience), development of reading lists, and a Book Fair. The library stocks reflect diversity and inclusion and offer challenging, yet age-appropriate texts, to meet the needs and interests of our pupils.

Our library is a bustling centre for research and the enjoyment of reading, and pupils are encouraged to experience the wonderful opportunities it offers. Teachers can bring classes to the library for lessons and children can be seen reading, conducting research, using computers, exercising their creativity with pen and paper, and helping other children to make the most of the resources on offer. There are regular book clubs, and it is a great place to be for everyone in the school.

Material in the senior library is provided for the full range of readers aged 11 and up, and this means that some content will be intended for mature readers and may not be appropriate for a younger readership. The library does not restrict borrowing to specific age groups by sectioning off areas or labelling books with restrictions. We recognise differences in the rates that pupils mature and do not wish to limit choice. Library staff are happy to offer guidance and support to pupils with their book selection. In the library, e-resources are purchased only from reputable educational sites ensuring appropriate content.

10 EXPECTATIONS OF PUPILS

10.1. CODE OF CONDUCT

We also rely on the good sense, behaviour and courtesy of all pupils and members of the school community.

Pupils who break the rules or refuse to follow reasonable instructions from a member of staff, may expect initially to receive guidance as to how to address their behaviours or receive a sanction. Sanctions range from warnings, to detentions, to (for the most serious of offences) temporary or permanent exclusion from the school.

All pupils will be aware of the code of conduct for pupils which is as follows:

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 prep 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.
- Use mobile devices with discretion and never in public.
- 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.
- Write homework tasks down so you do not 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.

The four things which we do not tolerate at Brighton College 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 a pupil does these things – in or out of school hours, on or off school premises – they risk their place at school.

10.2. REWARDS

At Brighton College Vietnam, 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 Headmaster 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 Headmaster to individuals or groups once per term for outstanding achievements.
- **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 Headmaster to individuals or groups once per term for outstanding achievements.
- **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 Headmaster 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 Headmaster to individuals or groups once per term for outstanding achievements.
- **Posts:** include school council, form monitors, college and House prefects and deputies.