



British International School
of Ljubljana
an Orbital Education School



PARENT HANDBOOK

2023 - 2024

EXCELLENCE · RESPECT · RESPONSIBILITY · INTEGRITY · COMPASSION

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Introduction

Welcome to the BISL Parent Handbook.

This document is intended to help parents and students to understand the way our school functions by providing valuable information.

Sections are listed in alphabetical order.

This version of the Handbook is dated **July 2023**.

Please check [online](#) for the latest version, as it may be updated periodically throughout the year. Printed copies will *not* be issued by the school, and in the interests of environmental sustainability, please think twice before you click "Print" at home.

Our Vision

We aim to inspire **lifelong learners** and caring global citizens, in a **community** where everyone feels encouraged, supported and challenged.

Our Mission

We provide a **high quality British style international education** in English, balancing tradition and innovation.

We aim to be the internationally recognised, **outstanding educational choice** for families in the region.

Our passion is creating a **positive, safe and nurturing learning environment** in which everyone is valued as individuals, empowering them to be versatile, motivated and caring people.

We will endeavour to **create opportunities** to develop creativity, collaboration and critical thinking skills through an **inclusive and personalised experience**.

Our Values

EXCELLENCE

We are ambitious, developing resilience, independence and a life long love of learning.

RESPECT

We celebrate diversity, encouraging a respect for the people and the world around us.

RESPONSIBILITY

We are engaged, promoting actions and behaviours that support a sustainable future.

INTEGRITY

We are transparent, honest and ethical in all our relationships.

COMPASSION

We are kind and caring, encouraging everyone to succeed.

Welcome

Dear Parents and Students,

On behalf of the staff team, I would like to extend a warm welcome to you from the British International School of Ljubljana. We are a school that strives to provide students with an outstanding education, within a nurturing, supportive and challenging learning environment. We have high expectations of our students, regardless of their starting point, and ensure that all our students are given the opportunity to reach their full potential. Our ethos is mirrored in our core values, excellence, respect, responsibility, integrity and compassion.

We recognize that education is not just about academic results and as such provide a rigorous programme of personal, social and health education which aims to educate the whole child. In 2023-24 we are launching our Wellbeing Team, a group of staff members from across the school who will provide a listening ear for students. We also believe that listening to our students and allowing them to have a voice in their education is vital in fostering their own development. In the next academic year, the Primary and Secondary student councils will be amalgamated to create one council for the whole school, a move designed to create a culture of togetherness throughout the school.

One of the most important roles of the council will be to promote the 7 academic themes that will run throughout the year. The themes are based on UNESCO's Education for Sustainable Development Goals and each Block a theme will be taught throughout the curriculum. More information regarding the themes is included within this handbook.

Finally, we encourage you to engage with your child's education. This can be done by asking them questions about their learning that require more than a one-word answer, getting involved in the PTA or attending Coffee with the Principal or open mornings. If we all work together, I am confident that we can provide the very best education for your child, which is the aim we are all striving towards. Have a great year!

Mel Hitchcocks



Principal

Academic Calendar 2023 - 2024

| | |
|------------------------------------|--|
| Block 1 Begins | Monday, 28 August 2023 |
| Block 1 Ends | Wednesday, 27 September 2023 |
| Block Break (School Closed) | Thursday, 28 September - Friday, 29 September 2023 |
| Block 2 Begins | Monday, 2 October 2023 |
| Block 2 Ends | Friday, 27 October 2023 |
| Block Break (School Closed) | Monday, 30 October - Friday, 3 November 2023 |
| Block 3 Begins | Monday, 6 November 2023 |
| Block 3 Ends | Friday, 15 December 2023 - school closes at 12pm |
| Block Break (School Closed) | Monday, 18 December 2022 - Wednesday, 3 January 2024 |
| Staff Training Day (School Closed) | Wednesday, 3 January 2024 |
| Block 4 Begins | Thursday, 4 January 2024 |
| Block 4 Ends | Friday, 2 February 2024 |
| Block Break (School Closed) | Monday, 5 February - Friday, 9 February 2024 |
| Block 5 Begins | Monday, 12 February 2024 |
| Block 5 Ends | Friday, 22 March 2024 - school closes at 12pm |
| Public Holiday (School Closed) | Monday, 1 April 2024 |
| Block 6 Begins | Tuesday, 2 April 2024 |
| Block 6 Ends | Friday, 26 April 2024 |
| Block Break (School Closed) | Monday, 29 April - Friday, 3 May 2024 |
| Block 7 Begins | Monday, 6 May 2024 |
| Block 7 Ends | Friday, 21 June 2024 - school closes at 12pm. End of Academic Year. |

Academic Honesty

Academic honesty and personal integrity are fundamental components of a student's education and character development. BISL expects that students of all ages do not cheat, lie, plagiarise, or commit other acts of academic dishonesty.

The practice of academic dishonesty undermines the purposes of education and denies the student his/her right to personal and academic integrity.

Academically honest students produce work representative of their own efforts and abilities, whereas an academically dishonest student attempts to show knowledge and skills which they do not possess by claiming it as their own.

Plagiarism in areas such as examination coursework

Definitions of Academic Dishonesty

Cheating is using dishonest means in an attempt to obtain credit for academic work. The following offences, including but not limited to those below, are considered examples of cheating:

- Using/providing notes, documents, answers, aids, or helping another student on any assessment (i.e. test, quiz, exam, etc.) or coursework or other assignment unless expressly permitted by the teacher.
- Utilising communication/electronic devices to send or obtain unauthorized information.
- Taking any assessment in the place of another student, or allowing someone else to take an assessment in one's place.
- Looking at another student's paper, talking during an assessment, or violating any other expressed directions given by the teacher.
- Tampering with teacher materials and/or student records.

Plagiarism is any use of another individual's ideas, words, or work without giving him/her appropriate credit. Plagiarism includes, but is not limited to misuse of published material or material acquired from internet sources, and/or the work of another student.

and malpractice in general is taken very seriously by Examination Boards and the school is required to report all facts regarding suspected malpractice to the relevant authorities who will then consider each case based on the evidence provided. Sanctions for malpractice may include loss of marks or loss of aggregation or certification. The school is also subject to malpractice regulations and risks losing registration with Examination Boards if these procedures are not followed.

Please note: A copy of the Academic Honesty Policy 2023 is available from the school. It includes up to date information regarding the use of artificial intelligence.

The following, including but not limited to those below, are considered examples of plagiarism:

- Paraphrasing or copying any source without giving proper credit to the author.
- Not using denotation when citing sources.
- Turning in any assignment which is not based on one's own research and writing.

Fabrication is inventing information, falsifying research/projects, and/or using other products with the intent to deceive. The following, including but not limited to those below, are considered examples of fabrication:

- Creating a false reason to receive special consideration for an assessment or assignment.
- Citing information not taken from the source indicated.
- Submitting a paper, lab report, or other academic exercise containing falsified data or evidence.

Tampering with teacher materials and/or student records for purposes of cheating or fabrication will not be tolerated. Students who tamper with teacher materials and/or student records are subject to all academic honesty consequences.

Academic Themes

In 2023-24 academic themes will run through each block in KS1-3. The themes are based on UNESCO's 17 Education for Sustainable Development Goals and are designed to provide the knowledge, skills, attitudes and values necessary to address sustainable development challenges.

Block 1

Planning for Tomorrow - no poverty, zero hunger, affordable and clean energy, responsible consumption and production, clean water & sanitation

Block 2

The World Around us - climate action, life below water, life on land

Block 3

Better Together - peace, justice & strong institutions, friendship, anti-bullying, creating partnership

Block 4

The Working World - opportunities for work & economic growth, industry, innovation and infrastructure, sustainable cities & communities

Block 5

Opportunities for Everyone - quality education, gender equality, reduce inequalities, inclusion and diversity - incl. disability

Block 6

Keep it Green, Keep it Clean - climate action, energy, environment, recycling, no plastics - looking at alternatives

Block 7

Healthy Body, Healthy Mind - good health & wellbeing

Assemblies

There is one assembly per week in both Primary and Secondary in which various themes are presented by different teachers or students. The Assembly is also devoted to distributing various certificates to students and classes for their academic, behavioural or social achievements during that week. House points for the week are collected and the winning House announced, followed by a celebratory activity.

Whatever the content, the intention is to provide a thought for the day, a reflection on a recent event, a discussion about a matter of common interest or

concern, or stimulus for personal reflection. This is often tied into the school's Vision, Mission and Values, or the Academic themes.

Although religious festivals may be the focus of an Assembly, there is never any religious worship element to it and there are no prayers or hymns involved.

There is a whole school assembly on the last Friday of each term.

After-School Programme

All after-school options are presented to parents in Week 1 and **start in Week 2**, after the registration deadline.

After-School Clubs

Free after-school clubs are run by BISL staff on selected days and times during term time. Clubs offered for particular age-groups may include Sports, Art, Drama, Homework Club and IGCSE Booster classes. Students registered for these are expected to attend the clubs regularly, or they may lose their place.

Specialised clubs are offered at an additional cost. These are run by staff on school premises throughout the school term. Specialised clubs may incur additional costs which you will be notified about before you book a place.

Extended supervision

Details upon request.

Students engage in various activities such as drawing, reading, homework time, board games, free play and outdoor games. Parents are welcome to pick up students at any time during the supervision period.

Registration

In order for students to participate in any of our after school programmes, parents need to **register** their children in advance.

For any activities or clubs where student numbers are limited, places will be filled on a **first come, first served** basis. Places are reviewed termly and parents notified on availability.

In case of a **delayed pick-up or emergencies**, parents must notify the school reception before/at the end of the school day, for their children to be put into extended supervision until they are collected.

Attendance

At BISL, our expectation is that attendance will not fall below 95% in order for students to take full advantage of the educational opportunities available to them.

For any requests regarding holidays during term time, parents should refer to the school's Attendance Policy on the school website.

Class Allocation



Each applicant is considered individually in light of previous educational experience. Based on best practice, we do not generally advocate putting students in classes in advance of their age group.

Accepted students are allocated to a class based on the following criteria:

- Age according to UK schools' criteria;
- Academic background (e.g. having already completed a specific Year in the British system at a previous school);
- Special circumstances based on observations and for specific social/emotional (non-academic) reasons.
- Other relevant information/evidence.

In certain cases, following a two-week review period, we may decide to place a student in a different class. It is our policy to involve parents in this process and to explain our reasons for suggesting such changes.

Form Tutors are allocated provisionally at the end of each academic year and parents are informed before the start of the new academic year. The School reserves the right to amend this list if necessary.

For further information about Class Allocation, please refer to our [website](#).

Communication

Please use the following means of communication as appropriate:

- **SMS or telephone** – for notifying Reception of lateness or absence – including if you are going to be late for pick-up.
- **Email** – the preferred means of general contact as we can keep a track, forward etc. as appropriate to communicate between home and school.
- **Facebook** – for social updates and school news. *Not* for contacting teachers or notifying us of anything relating to your child.

Please ensure that school has your up-to-date contact details.

Remember, we need to be able to contact you too, so it's vital that we know about changes to email addresses, phone numbers or home address. This is essential in case of an emergency.

Contact Details

Contact Details:

| | |
|--------------------|--|
| Address: | Cesta 24. junija 92, SI-1231 Ljubljana-Črnuče: |
| Website: | http://www.britishschool.si |
| Academic Calendar: | Available on our website here . |
| Email: | reception@britishschool.si |
| Telephone: | Mobile +386 (0)40 486 548 |
| Facebook: | @BritishSchoolLjubljana |
| Office Hours: | Term Time: 08:00 - 15:40 School Holidays: 09:00 - 15:00 |

Financial Details:

| | |
|---------------|--|
| Company name: | Britanska mednarodna šola v Ljubljani d.o.o. |
| DDV/VAT: | SI 62676156 |

Curriculum in Primary

Key Stage 1 and 2

We are firmly committed to an **interdisciplinary approach** to learning.

We believe this enriches the curriculum and allows our learners to make connections between their work.

By drawing on connections from the real world and **real-life experiences**, the curriculum becomes more relevant for our learners and enables the cross-fertilization of knowledge, skills, and understanding.

This is also an approach which better allows the school to fulfil its commitment to meet the individual needs of all learners and empowers teachers to be imaginative and innovative in their daily practice.

In the Early Years, the focus is on learning through play. Young learners are invited to discover the world around them at learning stations which focus on different areas of the curriculum and aid their physical

and social development.

In Primary, curricular areas are integrated meaningfully into a widely embracing theme, which changes every Block. Please see page 7 for details on Themes for school year 2023-24.

Skills are practiced across the entire curriculum and thematic links are made in Mathematics and specialist subject such as Slovene, French, Physical Education, Music and Dance but these subjects tend to be more stand-alone in their nature.



Curriculum in Secondary

Key Stage 3

The Key Stage 3 (Years 7, 8 and 9) week is divided into distinct subjects taught by specialist subject teachers in 45-minute lessons.

Subjects currently offered include: English, Mathematics, Science, ICT, History, Geography, Art & Design, Music, Physical Education, Slovene and French (both offered at various levels). Extra support is given to non-native students through our English as an Additional Language (EAL) programme, to ensure

they can have full access to the curriculum being taught as quickly as possible.

Students also have PSHE classes each week, and one lesson is dedicated to activities, when students can choose from a range of options, from debating to dance or from drama to caring for the community, in which they can join in with other members of the whole Secondary school.

Key Stage 4

The Key Stage 4 curriculum, in Years 10 and 11, offers breadth and balance, with courses leading to IGCSE certification from CAIE (Cambridge Assessment International Education) - the world's leading international British qualifications provider, Edexcel and AQA (Assessments and Qualifications Alliance) - the UK's largest examination board. These examinations are sat by students at schools in more than 160 countries around the world.

All students study a core curriculum, which includes external examination courses in English as a first language, English Literature, Mathematics, Biology, Chemistry and Physics.

Students can also choose to follow further examination courses in History, Geography, Music, Art & Design, Psychology, French or German.

These subjects are selected by students in close consultation with parents and teachers. Students

are encouraged to maintain a broad and balanced curriculum, bearing in mind their pathway after the completion of their IGCSE examinations.

All students study Slovene, either at a native speaker 'Advanced' level, similar to the curriculum in Slovenian state schools, or as an additional language 'Foundation'.

Students also have lessons in PSHE, study skills and physical education which do not lead to IGCSE qualifications.

They also take part in cross-school activities, which give students the opportunities to challenge their skills beyond the curriculum, such as participation in the International Award for Young People - known in the Slovenia as MEPI and the Duke of Edinburgh's Award in the UK.

Sixth Form

For the final two years at school, and in preparation for our students' entry to university, our Sixth Form students in Years 12 and 13 prepare for AS and A Level examinations.

A Levels remain the gold standard for students who aspire to access universities around the world.

Overall, the curriculum in the Sixth Form ensures that all of our students have the opportunity to maximise their potential, leaving BSL as confident, articulate, successful young people, ready to make their mark on the world.

AS and A Level subjects offered at BSL include English language, English literature, Mathematics, Biology, Chemistry, Physics, Computer Science, History, Geography, Business Studies, Economics, Psychology, Art & Design and Music.

Students typically study four AS subjects in Year 12 and take three of these subjects through to A Level in Year 13.

A Level Subject Choices

At least five A*-C grades (or equivalent) at IGCSE is normally the requirement for starting A Level courses. A student who struggles to reach a C grade at IGCSE is unlikely to be able to fully understand the advanced concepts covered at A Level. In addition, we need to be assured that a student's English is advanced enough to cope with study at this level in the various subjects.

Students have an individual interview with a member of the Senior Leadership Team before or during the first week of Year 12 to review preliminary subject choices in light of IGCSE results.

Additionally, specific lessons are dedicated to such matters as study skills, time management, relevant personal, social and current issues and the process of applying for Higher Education, including career advice and course guidance, as well as interview techniques and CV writing.

The school also runs SCS (School Community Service), a compulsory scheme designed to ensure your child acquires valuable skills outside of the classroom. SCS, and additional voluntary opportunities available offsite, provide your child with a varied CV designed to enhance their university and work applications.

After initial choices are made, there may be some adjustments to the students' choices during the first two weeks of Block 1. After this, changes are not normally permitted. The correct procedure for a course change is through the Director of Teaching and Learning after consultation with subject teachers.

At the end of Year 12, when AS results are published in August, we will discuss with each student individually which subjects to continue in Year 13 at A Level. A grade E or higher is required to proceed to the second year of the A Level course.

Daily Routines

Drop-Off & Registration

The Drop-Off window is between **07:30 and 07:45** at the drop-off area. We ask all parents to respect these times. The drop-off area is marked with a **blue square** in the car park by the playground. Students must then proceed directly to the supervised classrooms.

If parents need to come into school with their child, they may park in the **public car park** and use the front entrance.

For safety, please follow the painted foot steps or traffic cones where applicable to make your way through the car park.

The parking spots in front of Early Years are **reserved for Early Years' parents** accompanying their children to/from the Early Years entrance.

Registration is at 7:50.

Students arriving after this time will need to enter through the main entrance and register at Reception. If students arrive late, it will appear on their school record.

Pick-Up

The school day finishes at **14.45 for students in Primary and 14.55 for students in Secondary.**

Students are to be picked up by parents/guardians from the drop-off area (blue square near the

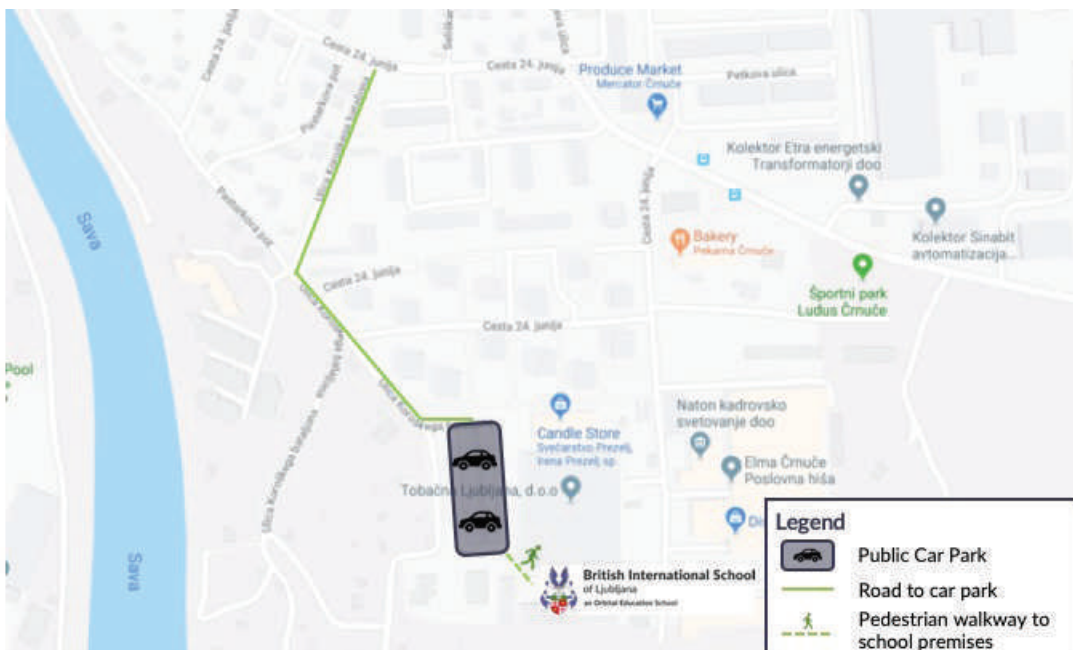
playground) *not* from the Reception area.

Parents should inform the Receptionist via SMS or phone call if they will be late picking up their children. Any long-term arrangements must first be confirmed

Parking

Parents are asked to park their cars in the **public car park** only.

The speed limit on site is **10 km/h.**



Public Transport

There are two public bus lines operating in the vicinity of the school.

Students from Year 2 and above can use a monthly bus pass Urbana Card which costs 20 EUR/month. An ID should be presented at the LPP office in order to apply for a monthly Urbana pass for Primary school children.

Bus line #6 runs between Dolgi Most and Črnuče through the city centre. Get off at “Kolodvor Črnuče” and then it is a 10-minute walk to school.

Bus line #8 runs between Gameljne and Brnčičeva through the city centre. Get off at “Elma” and then it is a 6-minute walk to school.

[This link](#) can help you plan your travel with Ljubljana city buses.

Snack

We ask students to bring with them a water bottle, flask or sealable cup, labelled with the student’s name.

We appreciate:

- No sweets (candy) or chocolate.
- No food that needs to be reheated or refrigerated.
- No drinks in cans or glass bottles for safety reasons.
- No **NUTS** because of allergies of other students.
- No sugary or energy drinks, e.g. Red Bull, Coke.

Thank you in advance for your co-operation.



Lunch

Lunches are prepared by an external catering company, [SuperCatering d.o.o.](#)

The menu for each month is sent out by the 23rd of the previous month. Orders should be submitted by the 28th of the month, indicating which choice is selected for each day.

There is always a vegetarian option. For students with special dietary needs, please contact the Catering company directly via [email](#).

When lunches are ordered, they will be charged for unless the Receptionist has notification via SMS by 08:00 in the morning (+386(0)40 486 548) that the student will be absent for the day, irrespective of whether the student actually eats the meal which has been ordered. Refunds for the cancelled lunches will be credited with the next month.

Food should not be taken out of the Dining Hall. These arrangements apply equally to packed lunches brought from home and lunches provided by the catering company.

Early Years Foundation Stage (EYFS)

General information in this handbook applies to Early Years as well. In addition, parents will receive a welcome pack from our Early Years team with specific EYFS information before the start of the academic year.

Electronic Resources

- [School website](#)
- [Key Documents](#), including fees, academic calendar, application form, terms and conditions, policies etc.
- Uniform - [International School Uniforms](#)
- [LPP](#) (public transport)
- [CAIE](#) Exam Board
- [AQA](#) Exam Board

Enrolment

Deadlines and Annual Cycles

The school accepts enrolments throughout the year, subject to availability. We operate waiting lists where necessary.

Thus, the “annual cycle” of enrolment practised by the Slovenian public education system is not entirely appropriate to our needs.

We need at least a full term’s written notice if your child is leaving the school, as explained in our Terms and Conditions.

If you expect that your child will be leaving us at the end of the academic year, please notify the school by **31st March**.

If your child is returning for the next academic year and staying throughout the academic year, you needn’t do anything – there is no “Re-enrolment” requirement.

Spreading the Word

We are very grateful to our parents for spreading the word about our school.

If you know of anyone who may be interested in enrolling their children, please direct them to our Admission Manager’s (admissions@britishschool.si) and let us know that you have done this.

Concerns & Complaints

Please refer to our Concerns and Complaints Policy, available on the school [website](#), to raise any issues.

Glossary

There are some terms we regularly use here at BISL. These include:

- **Block:** a 5- or 6-week teaching period, as specified in the school calendar. There are seven of these in an academic year.
- **DSL:** Designated Safeguarding Lead.
- **EAL:** English as an Additional Language, for those students who need additional language support to access the curriculum.
- **IGCSE:** International General Certificate of Secondary Education. Normally sat at the end of Year 11, administered and certified by CAIE and AQA exam boards.
- **KS:** Key Stage refers to the specific stages of a student's education according to the English National Curriculum.
 - EYFS is Early Years Foundation Stage (Pre-Nursery, Nursery and Reception).
 - KS1 is Years 1 and 2.
 - KS2 is Years 3 to 6.
 - KS3 is Years 7, 8 and 9 (Lower Secondary).
 - KS4 refers to Years 10 and 11 (Middle Secondary)
 - KS5 is Years 12 and 13 (Sixth Form).
- **MFL:** Modern Foreign Languages. We currently offer Slovene, French and German as part of this programme.
- **PTA:** Parent and Teacher Association.
- **SEND:** Special Educational Needs and Disabilities
- **Year:** the equivalent of "Grade" in the US system, but numbering is different as the UK system begins with Year 1 at age 5 (equivalent to US KG or IB KG2), and continues to Year 13 (US 12th Grade or Slovene Gimnazija 4. letnik).

Grades & Reports

In Secondary school, we produce 2 progress reports and 1 written report through the academic year. These are followed by Parent/Teacher Meetings.

The written report consist of a section for each subject, with an explanation of the material covered by the class and an evaluation of the individual student's progress, and a closing comment by the Form Tutor.

We do not give aggregated grades and we do not administer the UK government's SAT testing system. In line with internationally established best practice, we place more emphasis on formative (on-going) assessment and involve the students in assessing their own progress, as well as giving aggregated grades based on student performance.

Health & Safety

If your child is sick or if they are going to be late

If a student is unwell, please do not bring them to school. In general terms, students on a course of antibiotics should not come to school; we will not normally administer prescription medication.

Please note that our policy is that students should stay at home if they are at all unwell, to minimise the risk of infection and because their ability to concentrate on their learning is impaired. Generally, if a student is unable to go outside to play, they are too unwell to come to school.

If your child is unwell and will not be coming to school, or if you are going to be late dropping off or picking up, we ask that any last minute/same day

notifications regarding student absence, lateness or change in pick-up arrangements are sent **via email to reception@britishschool.si, or by texting/ phoning 040 486 548 by 8:00 in the morning**. Our Receptionist will then pass on the information directly to the teacher/relevant staff member.

If a student becomes ill during the school day, the Nurse will contact the parents (or, if we cannot get one of the parents, the emergency contact listed on the Application Form) by phone to explain the situation, request that the student is collected, and indicate where the student should be collected from.

First Aid

We have a school Nurse and several qualified First Aiders on staff.

Should it be deemed necessary by the Nurse or First Aider, we will contact the parents and/or an ambulance to administer professional care in case of an emergency.

Parents will be informed as soon as possible and if we cannot reach them by phone, we will get in touch with the emergency contact listed on the Application Form.

Please refer to our Terms and Conditions, 7(e), which states our position on emergency care.

Being Healthy: Smoking, Drugs, Alcohol & Nutrition

We do not allow smoking anywhere on school premises (including playgrounds and car parks). If a student is caught smoking, we contact parents.

Alcohol is not permitted on school premises. Any member of the school community who is suspected of being under the influence of alcohol during school hours will be asked to leave.

Recreational use of pharmaceutical products and controlled substances is not appropriate for students. Parents will be informed if the school becomes aware that abuse is taking place and the student will be

required to leave the school immediately (temporarily or permanently) and seek professional assistance.

At BISL we encourage the pursuit of a healthy lifestyle and as part of this, fresh fruit is provided daily. Drinking water may be brought into classrooms – the tap water in Ljubljana is of excellent quality, so bottled water is not necessary.

Sugary or energy drinks are not allowed in the classroom.

We may contact parents if we have concerns about the quality of a student's nutrition.

Head Lice

Head lice are and have always been a common problem in schools.

Students suspected of having head lice should be treated with utmost discretion.

If a parent discovers that their child has head lice, the class teacher must be informed promptly. If lice are discovered in school, parents will be informed and the

student will be sent home.

Parents are responsible for following the guidelines and administering effective treatment at home before their child returns to school. General guidelines and helpful information can be found on the following links: [KidsHealth.org](https://www.kidshealth.org) and [HeadLice.org](https://www.headlice.org).

Infectious Diseases

Parents will be informed of any cases of infectious disease at the school.

- Parents must inform the school immediately if their child is suffering from any contagious disease.

- Parents may be asked to provide a doctor's certificate which states that their child is fit to return to school.

Medical History & Regular Checks

Upon enrolment, parents must complete an information sheet and notify the school of any allergies or medical conditions.

The school Nurse will attend to all on-site first aid as required.

Please note that, as a private school, we do not have regular school medical checks, parents are responsible for ensuring that their child is registered at a local health centre and that the necessary appointments and immunisations are complete, and have appropriate health insurance.

Pets

Pets should not be brought on the school premises unless special permission has been granted.

Security

If you wish to visit, please call 040 486 548 in advance to be sure that someone will be available to welcome you.

The school driveway is closed with a barrier. Please dial **key-2255-key** to enter.

Non-parent visitors will be issued with a Visitor's badge at Reception and accompanied to the meeting room if appropriate.

Any requests for visitors (BISL alumni etc.) should be made in writing to the Head of the School in advance.

House Points System



SAPPHIRE



HESSONITE



ZIRCON



EMERALD

Our House Points System runs through the whole school. Each class is split into four houses and students are rewarded 1 or 2 points for positive behaviour or academic achievements. An exceptional 3 points can be awarded by the SLT or the Principal as well.

Points are collected each week and winners are announced during the Weekly assembly. At the end of each block, school house points are collected

and announced at the Whole School Assembly. The winning House receives the Winner's Cup which is displayed for the duration of the next block. A special prize is given for the overall annual House winners at the end of the academic year.

In addition, teachers may use individual reward systems in their class to monitor students' daily performance.

Homework

In Secondary, homework can be set on the school's VLE, Canvas. With this tool, we are able to share day-to-day information, giving parents the opportunity to access the current topics that their child is learning through home assignments.

- Homework for BSL teachers is not simply a matter of routine. It is a valuable way for students to gain confidence about acquiring knowledge and it is assigned with a clear purpose in regard to student learning.
- In Primary, we do not routinely set homework for lower Primary students, but do ask that parents read with their children, both in English and in their mother tongue, on a regular basis and involve them in practical real-life maths activities.
- We endeavour to make homework meaningful, emphasise thinking skills rather than quantity and time spent, make sure the homework is accessible to all learners and has a positive impact upon student motivation.

International Award

We offer the International Award for Young People (known in the UK as the Duke of Edinburgh's Award Scheme, and MEPI in Slovenia).



Further information is available [on our website here](#).

iPads for Primary

Parents are required to purchase an iPad for each enrolled child in Years 3-6 to use in class. Since this is a personal device owned by the student (parents), the iPad is taken home on a daily basis for security reasons and to be recharged. The iPad is an integral part of the student's learning equipment, as the school curriculum is developed around using this new technology.

We recommend an iPad Air 1 or newer with a 32 GB memory. 16 GB will also be accepted but students will have to manage space accordingly. A specific recommendation is outlined in the BYOD policy and on the eSafety page on our website.

It is required for students to password protect their iPads. We also encourage parents to oversee the iPad use at home by creating their own Apple ID in order to monitor their child's activities on the App Store and the internet.

Laptops for Secondary

Secondary students are **required** to bring their own laptop to school.

Students are responsible for their own laptops (and other equipment, including mobile phones). Parents should ensure that these are properly insured and clearly marked with the student's name before they are brought to school as we cannot be responsible for their security during the school day. Students should not have their mobile phones switched on in class. Phones will be confiscated until the end of the day if they are used inappropriately. Phones and other electronic devices may be used during lessons only if instructed by the teacher, or during breaks for project/home assignments with a prior consent and under direct supervision of the subject teacher.

There is broadband Wi-Fi access across the school premises. Students should not stray into the "dark

Please see our iPad guide, distributed at the start of the academic year, for more details.

In school, students browse the internet through a secure internet connection set up specifically for students. All teachers using iPads in their teaching provide guidance and educate students about E-safety on a regular basis.

Our IT Manager (it@britishschool.si) is there to assist where necessary with technical issues, or refer to experts for more specialist problems.

areas" of the internet (such as sites designed to shock, to incite hatred or insurgency). Whilst the filtering software will deny access to many such sites, we will take any infringement of this code as an educational opportunity and ask for parents' patience and understanding accordingly. We cannot control access to the internet over the 3G mobile network, or the setup of students' internet access at home, for example.

The school has subscriptions to various educational internet sites. Students are allocated individual or group user names and passwords by their class teachers or subject teachers as appropriate to access these.

Our IT Manager (it@britishschool.si) will help out where possible with technical issues, or refer to experts for more specialist problems.

Laptops for Secondary

These specifications should be used as guidance when making decisions on purchasing a laptop for school.

Windows based platform

A Windows based laptop is the recommended platform we ask all students to purchase. The reasons for this are software compatibility issues and fitness for purpose.

Not all software required for school is compatible with other platforms such as Apple Mac laptops, iPads and Chromebooks. If all students have the same hardware platform this should allow for more effective teaching with technology.

Software

BISL will provide access to Office 365 which incorporates the Microsoft office suite and Outlook for email. We will also be providing Photoshop on the Adobe Creative Cloud for all KS3 and KS4 students. Students may in addition to this be asked to download software online that is free to use and has previously been checked to ensure it is safe to run.

iPads for Art

iPad's are a wonderful additional tool for Art. A laptop is still required for school due to software compatibility issues.

USB vs USB-C

USB-C is becoming the new standard, we do provide standard USB-C to USB adaptors as a school but not USB-C to HDMI.

Touch screen laptops

These are fine for school and optional. It must be a laptop with a tablet style touch screen and not a tablet with an external keyboard.

Windows laptop suggested specification:

- Windows 10 home edition or above
- Intel® Core™ i5, i7 or higher, processor
- 256GB solid-state drive (SSD) or higher, 128GB is not recommended
- Minimum 8GB of RAM (16GB RAM is better)
- 5GHz dual-band WI-FI connectivity or WI-FI 6 if available.
- 12.5 inch screen or bigger
- 8 hours of battery life
- Headphones that are compatible
- HDMI port
- External mouse (recommended)
- Insurance
- Anti-virus

Questions?

The information above is meant to serve as a set of recommendations to support your purchase decisions and enable your child to get the best out of technology in school. Current laptops do not need to be replaced to fit the new specifications, however we would very much appreciate that you take them into consideration when making new purchases. Please don't hesitate to contact us if you have any questions.

Key Contacts

Our full list of staff with qualifications, nationality, photo and brief biography can be found on our [website](#).

| Senior Leadership Team | | |
|------------------------|--|--|
| Ms. Mel Hitchcocks | Principal | mel.hitchcocks@britishschool.si |
| Alexandra Gordon | Director of Teaching and Learning | alexandra.gordon@britishschool.si |
| Katarina Železinger | Director of Student Welfare | katarina.zelezinger@britishschool.si |
| Jason Batson | Assistant Head, Curriculum and Assessment | jason.batson@britishschool.si |
| Lauren Thomas-Hayes | Assistant Head, Primary Teaching and Learning, Head of Early Years | lauren.thomas@britishschool.si |
| Heads of Department | | |
| Gary Bradley | Head of Humanities | gary.bradley@britishschool.si |
| Maja Zupanc | Head of Mathematics | maja.zupanc@britishschool.si |
| Polona Tušar | Head of Science | polona.tusar@britishschool.si |
| Shone Tatil | Head of Modern Foreign Languages | shone.tatil@britishschool.si |
| Louisa Kenealy | Head of Performing Arts | louisa.kenealy@britishschool.si |
| Tobija Siter | Head of EAL | tobija.siter@britishschool.si |
| Sarah Fairchild | Head of PE | sarah.fairchild-gojkovic@britishschool.si |
| Philip Lawrence | Head of English | philip.lawrence@britishschool.si |
| Sam Hayes | KS3 Coordinator | samuel.hayes@britishschool.si |
| Simon Astbury | KS4 Coordinator | simon.astbury@britishschool.si |
| Primary Coordinators | | |
| Sue Dixon | Literacy Coordinator | sue.dixon@britishschool.si |
| Ana Pirnat | Maths Coordinator | ana.pirnat@britishschool.si |
| Imre te Velde | Science Coordinator | imre.tevelde@britishschool.si |
| Katarina Miklavec | Phonics Coordinator & KS1 Coordinator | katarina.miklavec@britishschool.si |
| Hannah Appleyard | Humanities (Topic) Coordinator | hannah.appleyard@britishschool.si |

Secondary Form Tutors and Primary Class Teachers

| | | |
|-----------|-----------------------------------|--|
| Year 13 | Philip Lawrence and Natasha Jones | philip.lawrence@britishschool.si natasha.jones@britishschool.si |
| Year 12 | Gary Bradley and Miriam Collinson | gary.bradley@britishschool.si miriam.collinson@britishschool.si |
| Year 11A | Brad Eve and Owen Johnston | brad.eve@britishschool.si owen.johnston@britishschool.si |
| Year 11B | Simon Astbury and Matej Stanic | simon.astbury@britishschool.si matej.stanic@britishschool.si |
| Year 10 | Polona Tusar and Maja Zupanc | polona.tusar@britishschool.si maja.zupanc@britishschool.si |
| Year 9A | Andrew Malden and Kathryn Hobson | andrew.malden@britishschool.si kathryn.hobson@britishschool.si |
| Year 9B | Shone Tatil and Dan MacNeill | shone.tatil@britishschool.si dan.macneill@britishschool.si |
| Year 8A | Tessa Kerr and Anja Drofenik | tessa.kerr@britishschool.si anja.drofenik@britishschool.si |
| Year 8B | Sam Hayes and Louisa Kenealy | samuel.hayes@britishschool.si louisa.kenealy@britishschool.si |
| Year 7A | Rachel Burtrand and Claudia Strok | rachel.burtrand@britishschool.si claudia.strok@britishschool.si |
| Year 7B | Graeme Chuter and Dominic Hulse | graeme.chuter@britishschool.si dominic.hulse@britishschool.si |
| Year 6A | Jane Lawrence | jane.lawrence@britishschool.si |
| Year 6B | Jurgen Knechten | jurgen.knechten@britishschool.si |
| Year 5A | Sebastian Aycock | sebastian.aycock@britishschool.si |
| Year 5B | Sue Dixon | sue.dixon@britishschool.si |
| Year 4A | Ana Pirnat | ana.pirnat@britishschool.si |
| Year 4B | David Stuart | david.stuart@britishschool.si |
| Year 3A | Josephine Torrington | josephine.torrington@britishschool.si |
| Year 3B | Marianna Hurst | marianna.hurst@britishschool.si |
| Year 2 | Imre te Velde | imre.tevelde@britishschool.si |
| Year 1 | Katarina Miklavec | katarina.miklavec@britishschool.si |
| Reception | Hannah Appleyard | hannah.appleyard@britishschool.si |
| Nursery | Shanade Beadle | shanade.beadle@britishschool.si |

Assistant Teachers

| | | |
|--|---------------|--|
| | Tom de Boer | tom.deboer@britishschool.si |
| | Ana Vidic | ana.vidic@britishschool.si |
| | Ana Zvonar | ana.zvonar@britishschool.si |
| | Neja Puc | neja.puc@britishschool.si |
| | Teja Rismondo | teja.rismondo@britishschool.si |

Key Contacts

Our full list of staff with qualifications, nationality, photo and brief biography can be found on our [website](#).

| Subject Teachers | | |
|------------------|-----------------------------------|--|
| Andrew Malden | History Teacher | andrew.malden@britishschool.si |
| Brad Eve | English Teacher and Librarian | brad.eve@britishschool.si |
| Claudia Strok | SEN & Examination Officer | claudia.strok@britishschool.si |
| Dan MacNeill | Science Teacher | dan.macneill@britishschool.si |
| Derek Elliott | EAL Teacher | derek.elliott@britishschool.si |
| Dominic Hulse | Performing Arts Teacher | dominic.hulse@britishschool.si |
| Emina Hašić | SEN / Learning Support Specialist | emina.begic@britishschool.si |
| Graeme Chuter | Business & Economics Teacher | graeme.chuter@britishschool.si |
| Kathryn Hobson | Psychology and Maths Teacher | kathryn.hobson@britishschool.si |
| Laura Hawkins | Art Teacher | laura.hawkins@britishschool.si |
| Maja Zupanc | Mathematics Teacher | maja.zupanc@britishschool.si |
| Matej Stanič | Science Teacher | matej.stanic@britishschool.si |
| Matej Černi | PE Teacher | matej.cerni@britishschool.si |
| Miriam Collinson | French/German Teacher | miriam.collinson@britishschool.si |
| Natasha Jones | Science Teacher | natasha.jones@britishschool.si |
| Owen Johnston | EAL Teacher | owen.johnston@britishschool.si |
| Rachel Burtrand | Computer Science Teacher | rachel.burtrand@britishschool.si |
| Sam Hayes | PE Teacher | samuel.hayes@britishschool.si |
| Tessa Kerr | English Teacher | tessa.kerr@britishschool.si |
| Shone Tatil | French Teacher | shone.tatil@britishschool.si |
| Simon Astbury | Geography Teacher | simon.astbury@britishschool.si |
| Teja Rismondo | School Nurse | teja.rismondo@britishschool.si |
| Žiga Ogrin | Science Lab Technician | ziga.ogrin@britishschool.si |

| Administration | | |
|-----------------|----------------------------------|--|
| Andrej Kravanja | Finance Assistant | andrej.kravanja@britishschool.si |
| Katarina Hafner | Head of Finance | katarina.hafner@britishschool.si |
| Katja Dinčič | Finance and HR Officer | katja.dincic@britishschool.si |
| Peter Gombač | IT Manager | peter.gombac@britishschool.si |
| Tjaša Mazgič | Head of Marketing & Admissions | tjasa.mazgic@britishschool.si |
| Katja Drolc | Marketing & Admissions Assistant | katja.drolc@britishschool.si |
| Tjaša Umbreht | Marketing & Admissions Assistant | tjasa.umbreht@britishschool.si |

Languages



The language of all instruction and general school communication is English.

Modern Foreign Language (MFL) classes are an exception, where teachers will encourage the use of the language being studied.

Our students come from over 40 different countries and we understand the importance of building students' language skills as an integral part of their development and sense of self.

With students joining our school from all corners of the globe, our [English as an Additional Language \(EAL\)](#) team takes on the exciting challenge of ensuring that all students are equipped with the necessary language tools to enable them to make the most of their time here at BISL.

Library

Our Library benefits both students and staff alike, with a bank of wonderful library books, and space for quiet study.

Any school library books should be returned to the library as appropriate.

We are always grateful for book donations (new or used).

Lockers

Every Secondary student is allocated a locker and a key, which should be returned to the Facilities Manager on or just before the end of the academic year. It is the student's responsibility to keep their locker tidy.

If a student fails to return the key or if they lose it during the school year, the replacement will be available from the Facilities Manager, and an invoice with a €25 charge will be issued to the parents.

Meetings with Teachers

We organise a cycle of Parent/Teacher Meetings, during which parents can speak to specialist subject teachers and class teachers after reports have been issued, at a prearranged time. We aim to meet with at least one parent at least once during the academic year. Parents are also invited to make contact with individual teachers by email at anytime if they have any questions or concerns.

If students have specific requirements for transcripts, certificates, grade sheets and such for the purpose of transfer to their next school, we will do our best to

generate and formally validate a document which can be based on a provided exemplar.

In case you would like to discuss anything with any of your child's teachers, please contact them via email to agree on a suitable date and time for a meeting. You should normally get a reply within 24 hours during term time.

Parent Teacher Association

Our PTA exists to enhance the work of the school and assists with welcoming new parents to Ljubljana and to the school. There is no subscription charge, all parents are automatically members. The PTA is currently seeking new committee members willing and able to take on leading roles.

You can reach the PTA at pta@britishschool.si.

PTA activities have so far included:

- organising the Family Picnic at the end of the academic year.
- holding regular Coffee Mornings for parents to get to know one another – including one with the Principal in each Block.

- organising various special events such as International Day and the Christmas Bazaar.
- helping in school events, projects and trips
- raising funds through various events for specific school resources (e.g. library books, playground equipment, snacks for BISL Show etc.)

The PTA is not a lobbying or representation organisation, since all parents have direct individual access to the Principal via email, telephone and personal meetings, in accordance with our Complaints Policy.



Physical Education

PE lessons and sports activities take place down the street off-site at Športni Park Ludus. Please see the Uniform section for details of our PE uniform requirements.

Address:

Črnuče, Šlandrova ulica 11, 1231 Ljubljana-Črnuče.



Policies

Key policies required by UK British Schools Overseas standards are available on [our website](#).

These include:

- Anti-Bullying Policy
- Child Protection & Safeguarding Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Positive Behaviour Policy
- Concerns and Complaints Policy
- School Terms and Conditions

Public Examinations - Years 11, 12 and 13

We are a recognised centre for [CAIE](#) (Cambridge Assessment International Education) - the world's leading international British qualifications provider, [AQA](#) (Assessments and Qualifications Alliance) - the UK's largest examination board, and Edexcel.

These exam boards set the syllabus for the exams and set and mark the exam papers, finally issuing a certificate which is valid worldwide. The syllabus content tends to be more UK-focused for the AQA exams and internationally neutral for CAIE. Students may sit exams with either or both boards, according to the preference of the teacher and the strengths of the group.

Examination Schedule

There are two exam sessions per year: one in November (CAIE) and one in May/June. The majority of our exams are sat in the summer session. We provide a carefully controlled environment in which the students can concentrate on their examination and show the examiners what they know.

A personalised exam timetable is created by each candidate and a "master schedule" is posted in school.

Exams start and end at different times. This is because when students sit CAIE examinations, they must be under supervised conditions at 09:00 GMT (for morning exams) or 13:00 GMT (for afternoon exams), whereas for AQA and Edexcel there are fixed

The school has no influence over any of these bodies and plays no role in the examination process other than delivering the courses and administering the entry to and sitting of examinations. We do not set the timetable nor do we have any influence over the setting or marking of the papers themselves. The question papers remain confidential until the time of the start of the examination and no member of our staff has prior access to any paper. This process maintains the integrity of the examinations and means that their worth is universally recognised and accepted. Further details can be found on the examination boards' websites.

start times. The differing lengths of the papers mean that the start and end times have to vary. More than one examination may take place at a time, either in one room or in separate rooms, as appropriate. We have no flexibility on exam dates and times; all students in Europe sit the same exams at the same time. If an exam is missed for any reason, the paper cannot be sat at an alternative time and the student may not gain certification in that subject as a result.

We expect that students continue to observe the normal dress code/uniform during their examinations.

Tips

- If your child has a morning exam, please ensure that they get a **decent breakfast!**
- The candidates may bring a **bottle of water** into the exam, but it must not have any labels on it.
- Students are allowed a **clear pencilcase** into the exam.
- It is a good idea to check that all equipment - pens, pencils, calculator, are all in working order for the exam. There are clear guidelines on the type of calculator to be used. If in doubt, ask the Examination Officer if a particular type of calculator is permissible in an examination.
- Please remember that exams may take place during the **week's break in May** and **on Slovenian Public Holidays**. Although there are no classes, students will need to arrive at school early to start their exams on time and be picked up (or make their own way home) after their last exam of the day finishes.

Examination Study Leave

Years 11, 12 and 13

Most students have exams over a period of four to five weeks. The school timetable will operate during this period to ensure that students use the time in school to continue to revise for their remaining papers, therefore no official study leave will be given to students in 2023-24.

Students will finish for their summer break after their final exam. However, if they are in Ljubljana, we encourage them to come into school on the last morning of term (to collect certificates, Yearbooks etc.).



Results

(Summer Session)

Results will be available on dates in August specified by the Examination Boards. Students will be advised of the date and given instructions on how to receive their results before their final examination.

Students who have not fully paid their fees are not advised of their exam results.

If Year 13 students seek advice with University admissions issues after results are published, they should contact the selected Universities in the first instance.

The school will provide advice and support to students undertaking the clearing process but the responsibility for successful completion lies with the students themselves.

Any questions regarding results should be addressed to our Exams Officer, [Mrs Claudia Strok](#). The Examination Board will only communicate with the school and not with individual candidates.

Stationery, Textbooks & Other Essentials

School provides exercise books for all students.

Students in KS3 borrow relevant textbooks from the school and are to ensure that these books remain in good repair throughout the year. Should a teacher deem the book too damaged, parents will be charged the value of the book.

Students in KS4 and Sixth Form are responsible for purchasing their own necessary textbooks as per our requirements, in either hard copy or as an e-book.

All Secondary students are required to bring their own laptop to school as part of our BYOD policy.

All Secondary students need to have their own pencil case in which they can keep various essential items such as pencils, pens, erasers, rulers and any other subject specific equipment, such as calculators, protractors and compasses for mathematics for example.



Student Council

The aim of the Student Council is to work in partnership with the Parent-Teacher Association (PTA), staff and students for the benefit of the whole school community, representing the views of the student body on matters of concern to them.

The students elect a class representative and a deputy at the beginning of the academic year. The Student Council is led by a Chairperson that is elected through a democratic whole-school election process. In making sure the Council is led efficiently, there are two officers, a secretary and a treasurer, who assist

the Chairperson in sustaining transparency of the topics discussed and decision made.

The Student Council addresses any questions to appropriate members of the school community such as the Senior Leadership Team (SLT) or the PTA and makes sure feedback is regularly given to the student body itself.

School Prefects are given various roles and responsibilities to represent the student body and assist in the smooth running of the school.

Trips

Off-site visits are incorporated into the curriculum to enhance student learning. When students are off-site, behaviour expectations are particularly high. An email is sent to parents in advance of the trip indicating what materials or clothing might be required.

Generally, a little pocket money for a drink or snack may be appropriate; transport and admissions charges are usually included in the school tuition fees but parents may be asked for a contribution.

Secondary Adventure Days

Adventure days provide an opportunity to enhance the skills and well-being of students by involving them in activities that foster enjoyment, adventure, and challenge.

Information about the trip will also indicate the expected timings, arrangements for transportation and dress code (normally uniform, but other clothing may be more appropriate depending on the activity).

In particular, we are clear on the need for safety when off site. A full risk assessment is carried out for all trips in advance.

Adventure Days will usually happen two times in an academic year and last between 1-3 days.



Uniform - Primary

School uniform at BISL is required, as per the guidance below. Our uniform providers are [Trutex](#).



Early Years Foundation Stage

Most of the year:

- White or navy embroidered long-sleeved polo shirt
- Choice of embroidered navy V-neck sweater or navy cardigan
- Navy jogging bottoms
- Grey pinafore dress or skirt
- PE Kit and non-marking indoor sports shoes
- Black socks*
- Indoor non-slippery black shoes or plimsolls*
- Outdoor footwear suitable for weather conditions and outdoor play*
- Fleece or jacket for outdoor play*

Primary

Most of the year:

- White embroidered long-sleeved polo shirt
- Choice of embroidered navy V-neck sweater or navy cardigan
- Grey trousers or skirt
- Grey pinafore dress
- Black socks

Hot weather:

- White embroidered short-sleeved polo shirt
- Grey shorts or skirt
- Blue gingham summer dress
- Summer cap

Physical Education

- BISL sportswear - top and bottom (various options to choose from based on preference) this includes: white sports t-shirt, navy sports shorts, tracksuit bottoms, track top or hoodie.

School uniform encourages a sense of unity and common purpose and provides a sense of belonging.

All items brought into school (including clothing, lunch boxes, water bottles and iPads) should be clearly marked with the student's name.

Hot weather:

- White or navy embroidered short-sleeved polo shirt
- Grey shorts or skirt
- Blue gingham summer dress
- Summer cap

Winter & Outdoor Wet Play:

- Rain poncho (to be kept in school for outdoor play)*
- Ski suit or waterproof trousers and jacket; hat, scarf and gloves in the winter*
- Suitable footwear for outdoors (wellies, boots)*

** Personal items that are not in our uniform shop.*

Winter:

- Ski suit, hat, gloves and suitable outerwear and footwear for outdoor play time

Footwear:

Years 1-4:

- Indoor non-slippery black shoes or plimsolls
- Outdoor footwear suitable for weather conditions and outdoor play

Years 5-6:

- Black leather shoes suitable for both indoor and outdoor use.

- Non-marking indoor sports shoes

Hair

Students are not required to tie back long hair, although it is advisable for them to do so during activities such as PE and in practical science lessons.

Book Bags

Early Years and Key Stage 1 (Years 1-2) students are required to purchase a school book bag-uniform shop.

Ordering Online

We offer a selection of uniform samples to try on for size. Please contact Admissions to arrange an appointment.

Once you have the correct size, please go to the [BISL Trutex webshop](#) to complete your uniform purchase online.

School code: LEA000109TF

Hair dye is allowed as long as it is brown, natural, red or blonde.

Class teachers will place various reading materials into these on a weekly basis.

There are various delivery options available to you, and a free returns service through school.

If you have any questions regarding your order, feel free to contact [Trutex customer services](#) directly.

Different family circumstances will mean different quantities, but please ensure you have a sufficient amount for daily wear. "My uniform is in the wash" is not an acceptable excuse.



Uniform - Secondary

School uniform at BISL is required, as per the guidance below. Our uniform providers are [Trutex](#).



School uniform encourages a sense of unity and common purpose and provides a sense of belonging.

All items brought into school (including clothing, lunch boxes, water bottles and iPads) should be clearly marked with the student's name.

Standard Uniform:

- Collared embroidered white shirt/blouse
- School tie
- Choice of embroidered navy blazer, navy V-neck sweater or navy cardigan
- Grey trousers or skirt
- Black socks
- Black tights or stockings
- [Elegant black leather shoes or black trainers](#)

As notified by the school:

- White short-sleeved collared embroidered shirt/blouse
- White embroidered short-sleeved polo shirt
- Grey shorts/skirt
- Black socks

Physical Education

- BISL sportswear - top and bottom (various options to choose from based on preference)
- Non-marking indoor sports shoes

Hair

Students are not required to tie back long hair, although it is advisable for them to do so during activities such as PE and in practical science lessons.

Hair dye is allowed as long as it is brown, natural, red or blonde.

Make-up

Make-up should be kept to a minimum and natural shades should be worn. Students will be asked to remove dark or overly bright make up.

Sixth Form - Year 12 and 13

Rather than a uniform, we have a **dress code** in Sixth Form.

This consists of professional clothing of **an equivalent smartness to the uniform**.

- Blue jeans, t-shirts, crop-tops, singlets, flip-flops and other such leisurewear are not allowed.
- Skirts should be knee length or longer.
- High heels are not allowed.
- Sports shoes (including All Stars/Converse) are not permitted, regardless of whether they are all black or not.
- Black trainers can be worn.

Ordering Online

We offer a selection of uniform samples to try on for size. Please contact Admissions to arrange an appointment.

Once you have the correct size, please go to the [BISL Trutex webshop](#) to complete your uniform purchase online.

School code: LEA000109TF

There are various delivery options available to you, and a free returns service through school.

If you have any questions regarding your order, feel free to contact [Trutex customer services](#) directly.

Different family circumstances will mean different quantities, but please ensure you have a sufficient amount for daily wear. "My uniform is in the wash" is not an acceptable excuse.



OUR SCHOOL AT A GLANCE

Exams offered -
IGCSE & A LEVEL

(Cambridge/AQA)



English
National
Curriculum



300

Number
of students



Languages
taught

- English
- Slovene
- French

3-18 Current
age range



37+

Nationalities

EXCELLENCE · RESPECT · RESPONSIBILITY · INTEGRITY · COMPASSION



British International School
of Ljubljana

an Orbital Education School

Cesta 24. junija 92, 1231 Ljubljana-Črnuče
+386 40 618 356
admissions@britishschool.si

www.britishschool.si