

bis



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Bordeaux International School
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A word from the Head teacher

Moving to France, for whatever reason, is an exciting adventure, and an opportunity to enjoy a new way of life. However, where children are involved, language barriers and education can cause concerns. Bordeaux International School can help to smooth this transfer. Older children sometimes find it difficult to integrate into the French education system, which can be further compounded by a limited understanding of the language, but Bordeaux International School provides continuity of curriculum and facilitates the acquisition of bilingual skills through its international staff.

For over 20 years, Bordeaux International School has provided an unrivalled pupil-centred environment, where small classes are taught to a high standard. Our latest examination results, which far exceed the UK national averages, are one indication of the quality of our teaching. Some of our English-speaking pupils have previously attended French schools, where they found it difficult to cope. At Bordeaux International School, we help pupils gain maximum benefit from their new life in France; they learn French in a supportive environment and develop an appreciation of French culture and lifestyle through our involvement with the local Bordeaux community.

We teach pupils of all ages and nationalities with different educational and linguistic needs. Our staff, who includes both French and English native speakers, are highly competent, dedicated and experienced in teaching multinational pupils. Our teaching approach focuses on the pupils and structures their learning in order for them to achieve their full academic potential

You and your child(ren) are cordially invited to visit the school and meet our staff and pupils. I would be delighted to greet you personally, and introduce you to the relevant head of section who will show you around the school, and answer any questions you might have.

Please do contact me if you require any further information.

Madame Christine Cussac
Director
Bordeaux International School

EQUIVALENCE OF DIFFERENT EDUCATIONAL SYSTEMS

<u>AGE</u> (at 1 st Sept)	B.I.S.	<u>FRENCH</u>	<u>ENGLISH</u>	AMERICAN
3	Blue Group	Maternelle Petite Section	Foundation	Preschool
4	Purple Group	Maternelle Moyenne Section	Reception	Preschool
5	Red Group	Maternelle Grande Section	Year 1	Kindergarten
6	Rainbow Group	C.P. Cours Préparatoire	Year 2	1st Grade
7	Yellow Group	C.E.1 Cours Elémentaire 1	Year 3	2nd Grade
8	Orange Group	C.E.2 Cours Elémentaire 2	Year 4	3rd Grade
9	Green Group	C.M.1 Cours Moyen 1	Year 5	4th Grade
10	Lower Middle School 1	C.M.2 Cours Moyen 2	Year 6	5th Grade
11	Lower Middle School 2	6e	Year 7	6th Grade
12	Upper Middle School 1	5e	Year 8	7th Grade "Junior high"
13	Upper Middle School 2	4e	Year 9	8th Grade "Junior high"
14	IGCSE 1	3e	Year 10	9th Grade "Freshmen"
15	IGCSE 2	2 nd	Year 11	10th Grade "Sophomore"
16	A level 1	1ère	Year 12	11th Grade "Junior"
17	A level 2	Terminale	Year 13	12th Grade "Senior"

The school, its philosophy and staff

Welcome to Bordeaux International School

The Bordeaux International School was founded in 1987 to provide high-quality formal education for international pupils between the ages of 2½ and 18. The school's reputation for professionalism is indisputable as verified by its full accreditation by the Council of International Schools (www.cois.org) and its contract with the French Education Nationale (contract of association since September 2010).

The bilingual environment is a cornerstone of school life, which pupils find both stimulating and rewarding. All pupils, regardless of age, know each other due to our programme of full integration across the school. The whole school comes together at lunchtime and the social education of sharing a meal with friends is of great benefit to all pupils.

Parents are encouraged to become involved with all aspects of their child's education. For example, when the school relocated to its current address, parents were asked for their views on the choice of location. The unanimous opinion was that the school should remain part of the local community. In response to this, we chose our city centre location, from which we organise many trips to local sites of cultural, historic and scientific interest.

About the school, its facilities and location

Conveniently located close to the centre of historic Bordeaux, the school is purpose-built around a secure, enclosed and partially covered courtyard, which provides a space for pupils across the school to socialise with each other.

The Primary and Secondary sections of the school are housed in individual self-contained buildings, adjacent to the school hall. The hall is used regularly for clubs, music and drama lessons, as well as for debates, students and parents' meetings, and talks.

Our facilities include a science laboratory, private study areas, an expanding library for all ages with materials in French, English and Spanish, and a virtual media centre. Students also have access to a nearby Olympic-size swimming pool, gymnasium and sports fields.

Meals : The school works with a catering firm to serve well-balanced meals, with foodstuffs provided by local producers and sometimes incorporating organic menus and ingredients. Meals are taken in the school cafeteria. For the younger children, this forms part of the indispensable educational aspect of learning to share meal-times with children of other classes, and is linguistically enriching as the meals are conducted and supervised on a bilingual basis, alternatively one day in French and another day in English.

The school's central location makes it easily accessible: an important consideration given the school's international make-up. There are excellent train, bus and tram links, as well as the international airport less than 15 kilometres away.

School aims

- To help students reach **their full potential** by encouraging them to think creatively, reason critically, express themselves confidently and become independent learners.
- To equip students with a level of fluency in **at least two languages**, to encourage interaction with pupils of different nationalities and thus promote an appreciation of diverse cultures.
- To enable pupils to reach a level of **academic achievement, knowledge and understanding** which prepares them for international further education and ultimately a global career.
- To develop pupils' self respect and encourage them to become inspired, balanced and responsible **global citizens**.

Teachers from around the world

Our teachers are fully qualified in specialist subject areas and have many years of experience teaching in their own country. They are attracted to working at the school by its excellent reputation, and share the same enthusiasm, energy and passion for this unique school.

Our multinational staff include French, English and Spanish native speakers. All teachers teach in their mother tongue and are fluent in a second language.

Class size, teaching method and flexibility

A unique feature of the school is that classes are normally kept to a maximum of 12-14 pupils, with actual classes often being smaller. This ensures individual attention and scope for personal development in differentiated teaching groups.

To encourage enquiring minds lessons are interactive. Frequently, there are discussions around a particular topic, with pupils learning to formulate their own opinions while the teacher maintains focus on the subject.

Timetables are organised so that pupils sometimes pursue activities in ability groups rather than strictly by age groups. Children learn at different speeds and have different aptitudes. By occasionally mixing age groups, pupils can interact with others of similar ability, even though they might be years apart. This develops self-confidence, self-discipline, autonomy and social skills.

Sections of the school

PRIMARY SECTION

Early Learning School (2½ – 5 years) adapts French and English school programmes for an international community while developing basic social skills and autonomy. Activities are led by a team of two teachers, one English speaker and one French speaker.

Primary School (6 – 9 years) fuses the essential elements of the French and English national syllabuses while introducing an understanding of discipline, promoting pleasure through learning and development of confident self-expression. Lessons are taught by a team of two teachers, one English speaker and one French speaker.

SECONDARY SECTION

Middle School (10 – 13 years) comprises a Lower Middle School and Upper Middle School which are bridges between Primary and Secondary school. This enables pupils to transfer to Secondary school already having experience of learning in a more independent way. In Middle School lessons are taught in both languages.

Secondary School (14 – 18 years) is based on the English National Curriculum and takes pupils through their IGCSE (International General Certificate of Secondary Education) and A-levels. Lessons are taught in English. IGCSEs are the international equivalent of the English GCSE, and A-levels being the internationally recognised university entrance qualification. Throughout the courses, where relevant, topics covered focus on global issues rather than purely UK centred themes.

Specific information on entry requirements, hours and fees for each age group are detailed in the relevant sections.

International Students

For students for whom English/French is not the mother tongue / First language, the school will provide language support. For those in examination years, there may be the need of supplementary language support outside the scope of the specialist subject class. This would be in order to prepare the student in his/her formal level of written expression (at a cost - see fees list). Students can prepare the IGCSE examination in English as a Second language.

Communication and parental involvement

We encourage parents to become involved with the school and their child's education at every opportunity and always welcome new members to the Parent and Teacher Association (PTA). Regular communication with parents is of great importance to us and we encourage this through the following initiatives:

NEWSLETTER

We produce a monthly newsletter for all parents. It contains news, updates on developments, announcements, articles on school trips and broader educational topics.

PARENT - TEACHER MEETINGS & INFORMAL MEETINGS

A parent-teacher meeting is held at the beginning of the school year to welcome parents, present the teaching staff, teaching methods and curriculum programmes.

Parents' meetings are held at the end of each term for parents to meet each of their child's teachers to discuss their reports and progress.

A whole-school exhibition of project work is mounted at least once a year.

There are regular Open Days for parents to view wall displays and work books. Parents can make appointments for after-school meetings if they wish.

END-OF-TERM REPORTS

There is continuous assessment throughout the school year for all the children to measure understanding and progress.

We provide a comprehensive report on each pupil three times a year (at the end of each term) detailing their progress with their school work, general behaviour at school and, where appropriate in the Secondary Section, interaction with their host family.

Each child is also given a home/school book for daily communication between parents and teachers on homework and other issues.

SCHOOL ENT & BLOG

- a) ENT (Espace Numérique de Travail) : this is an e-learning environment which gives each student/parent and each teacher access to a personal workspace and specific information which help to advance school work (lesson objectives, supplementary documents, extension material, homework). It provides regular information on students' progress, grades, absences and term reports;
- b) Blog - our website includes a blog where pupils publish project work, write-ups of school trips, photographs and general displays.

WEEKLY EMAILS

In the Secondary section, every week, parents and students receive a personal email from the Head of the Senior School, giving information on their child's progress.

Becoming Bilingual

First and Second Language

Parents are asked to choose the First Language when the child enters the school (French or English). The First Language indicates which academic programme the child will follow in First Language classes. Normally, it is the language that the child is already able to understand and communicate to others in.

A very important cycle runs from Year 1 (Grande section) to Year 3 (CE1). This is the Red, Rainbow and Yellow groups at BIS. These 3 years of school involve the development of reading and writing skills in the First Language.

Until the age of seven reading and writing skills will be in this chosen language. During this period the child's second language is used only in verbal communication such as games, audio-visual activities, role-play and drawing. Therefore, other than First Language class, all other subjects are taught bilingually.

Only after children are skilful in their First Language will they begin to introduce others skills into their Second Language.

The reason why we work in this way is that learning to read and write in French and English at the same time will cause confusion and instability. We therefore ask parents of children who are already bilingual to work hand-in-hand with us and not to try and teach their child to read and write in their Second language at home.

How long does it take for a child to become bilingual ?

This obviously depends on the individual child but experience has shown that most children need a minimum of two years before being confident to communicate in their Second Language.

Children whose mother tongue is neither French or English

It is very important that these children continue to progress in their native language within their family; it is a precious support for learning their Second and Third languages. Non-French or English speakers may need extra help in language lessons. This will be discussed with parents.

Handwriting

For children who are beginning to write we introduce a special handwriting method, which is calligraphy based and used by handwriting consultants for children experiencing handwriting difficulties. We have adopted this style of handwriting as it incorporates good posture, hand-finger coordination and tactile sequencing before actually starting to use a pen.

Children who come into the school already knowing how to write are allowed to continue their own method although many children find our method unusual enough to want to try.

Active Learning

Children learn differently: some are visual, others auditive, others need to touch and manipulate materials and some children need to draw or write to compound their understanding and indeed some children need a combination of these. It is for this reason that our learning methods are multi-sensory.

The children are encouraged to:

- work actively and autonomously
- work individually, with partners and in groups
- express and discuss ideas, make conclusions and record findings coherently

Early Learning (2½ – 5 years)

English-speaking pupils follow the English National Curriculum, and French-speaking pupils the French National Programme, both adapted to serve the needs of an international school. All pupils spend an equal amount of time in both languages.

Objectives

- To provide an early start in self-expression by developing listening and speaking skills
- To create a stimulating environment, with emphasis on interaction with other children and play with appropriate materials
- To develop autonomy, self-confidence, self-respect and respect for others
- To encourage curiosity and acting on initiative
- To develop bilingualism, create an interest in and respect for other languages and cultures

Teaching Approach

The children are active in their own learning. Our interdisciplinary programme of work involves them in discussion, research, experimentation, creation and evaluation (self and group).

French-speaking and English-speaking teachers work alternately with groups of 10 to 12 pupils. Specialist teachers in music, movement and creative arts play a vital role in subjects which are a key to each child's well-rounded development.

Structure, focus and hours

Aged 2½ - 3 (depending on availability of places; children must be toilet-trained and able to participate in group activities) : Four mornings a week – half in French and half in English with co-ordinated bilingual activities. Each term follows a number of themes related to the interests of the children and the school project. Hours are 9am to midday on Monday, Tuesday, Thursday and Friday. Children of this age are only accepted in September.

From the age of 4: Possibility of enrolment for full days depending on availability of places and the overall non-disruptive integration with the existing group.

Aged 4 –5: Four full days with lunch included as a social activity and on an alternating bilingual basis. Children begin their pre-reading, writing and number activities. Spanish is introduced at the age of 4 by songs and games. The children participate in the daily school council with the Primary School pupils. Hours are 9am to 4pm on Monday, Tuesday, Thursday and Friday.

Progress report

There is continual assessment on personal development and curriculum targets throughout the school year. A detailed progress report is sent to parents each term.

Parents are encouraged to come into the school at the end of the day to look through exercise books with their child and enjoy the creative displays of work. A whole-school exhibition of project work is mounted at least once a year. Parents' meetings are held each term to discuss all aspects of the child's education as well as the programme itself. In addition, each child is given a home/school book for weekly communication between parents and teachers.

Primary School (6 – 9 years)

Bordeaux International School as a whole has a truly international dimension welcoming pupils from 15 - 20 nationalities every year and combining the Early Learning, Primary and Middle School sections, 50% of the pupils are French. This fusion of world cultures is particularly stimulating for children of this age. Classes are mixed nationality and the teaching is in both French and English, with equal weight given to each language. The school is unique in that pupils not only learn a second language but also learn *in* that language.

Teachers teach in their mother tongue only and pupils speak to them in that language at all times. After discussion with the head of section on future plans, parents are asked to identify their child's first language for early language and literacy skills. This enables a stable, smooth progression in both languages.

The full teaching team has contact time with every pupil at some point during the school week, which is important for all-round development. The teaching team participates in weekly meetings to discuss progress.

Objectives

- To develop bilingualism in all pupils
- To facilitate mastery of the basic skills of reading, writing and arithmetic equally in both languages
- To foster a positive attitude towards learning
- To achieve a balanced progression in all learning areas
- To encourage pupils to take responsibility for their learning and acquire good working methods
- To prepare pupils sufficiently for secondary education
- To nurture self-confidence, self-discipline, independence, social skills and respect for other people and cultures

Subjects studied

French and English syllabuses are adapted to meet the needs of a bilingual international school, ensuring core subjects are covered to the required standards in both languages.

Accredited by the French Ministry of Education (“sous contrat d'association”), we meet the French government's requirements in French and Mathematics so pupils can progress to French “collège”. Key Stages 1 and 2 of the English National Curriculum are followed in English and Mathematics to ensure pupils enter secondary education with the standards required by the British government.

Subjects include:

English, French, Mathematics, Spanish, ICT, Science, Social Studies, Geography and History.

A combination of Art, Music, Drama, Dance and Mime reinforces our topic-based curricular programme through creative expression. These programmes are taught twice a week by specialist teachers. Topical discussion improve listening, concentration, communication and coordination.

For those whose mother tongue is neither French nor English, additional individual support can be provided (at a cost).

Teaching approach

- Creating a stimulating environment, keeping motivation alive and encouraging enquiring minds. Emphasis is placed on communication, free expression and the use of appropriate materials
- Promoting active participation, encouraging positive and enjoyable learning
- Basing our inter-disciplinary programme on group discussion and exploration of ideas and personal values
- Encouraging inter-curricular cooperation and active learning through whole-school projects and subject themes
- Ensuring that basic concepts are soundly established and then consolidated
- Encouraging pupils to evolve at their own pace through differentiated tasks and targets

Admission

Children are accepted on their previous school reports. We recommend pupils spend one or two days at the school before officially registering, to give them a feel for the environment. Unfortunately, we are not equipped to accept pupils that have severe special needs. Parents are responsible for providing previous school reports **and** a certificate from the previous school that states the date that the pupil left and the year/group that the pupil was in.

Class size and hours

We keep classes small (with a maximum of 12-14) and child-focused. Classroom and themed project work is complemented with relevant cultural visits and school outings to support the work being undertaken.

The school hours are 9am to 4pm Monday, Tuesday, Thursday and Friday; and 9am to midday on Wednesday.

A child-minding service ("garderie") is available until 18.00 every day except Wednesdays (details and costs available upon request).

Timetables

Each group has its own timetable, which can be found in the Communication Book.

We establish an equal balance of French and English over the school year for all groups. This consists of work in language groups and subject classes in French and English.

Homework

Pupils are encouraged to take home reading books to enjoy with their parents, to reinforce their reading progress.

We prefer to keep homework to a minimum, with little homework for pupils under 8 years old. Working in two and sometimes three languages all day can be demanding and the children need to relax and enjoy other activities after school.

ICT

ICT is an integral part of our curriculum programme in Early Learning and Primary.

ICT is a subject in its own right on the timetable. ICT also plays an important role in many of our cross-curricular project activities, as a teaching tool and to compound learning skills.

The pupils prepare their B2i (Brevet Informatique et Internet) certificate that is obligatory for entry into their KS3 curriculum. This certificate is then officially validated at the end of the Lower Middle School.

There are computers and printers in all the teaching rooms, along with interactive whiteboards and laptops which are shared.

Digital and video cameras are used to record events and class activities in addition to their use as teaching resources. Video cassettes and DVDs are used frequently as visual aids in our multi-sensory curriculum programmes.

Pupil-run school council

The children are encouraged to take responsibility for themselves. The Primary School has a school council of which all pupils are members. The aim of the council is to set and maintain standards of behaviour among the pupils and to instil a sense of respect and pride.

It is set up and run by the pupils, with positions of responsibility, such as president, secretary and mediator, rotating twice per term. All pupils participate actively in discussions concerning their daily life in school. It is a great way for them to learn the tools for social interaction and consideration for others' points of view. The council is a place where pupils feel free to express themselves.

In addition, the pupils are involved in the "Conseil Municipal des Enfants" in Bordeaux working closely with the city's mayor.

Wednesday Club

Wednesday mornings are compulsory for children of 6+. French children from local schools eager to learn English join us for Wednesday Club. This interaction with other children provides opportunities for social contacts, which can be developed outside the school. For part of the morning, the children participate in various class activities including theatre, library in French and English, and ICT/cinema. They all join together half way through the morning for free playtime with structured English games and activities to follow.

SECONDARY SCHOOL (10 – 18 years)

INTERNATIONAL MIDDLE SCHOOL (10 – 13 YEARS)

A BILINGUAL TRANSITION PHASE

Bordeaux International School has created a unique bilingual programme to provide a measured transition from the primary interdisciplinary approach to the subject-based education necessary in Secondary school. It gives both French and English-speaking pupils a solid foundation for their secondary education, whether they continue at the school or go to a French 'collège' or a secondary school abroad. It is the only school in France to offer this truly bilingual programme and we constantly receive positive feedback from pupils and parents.

The school as a whole has a truly international dimension welcoming pupils from 15 - 20 different nationalities each year. For most, either English or French is their first language, but for others, BIS offers a programme of support in English as a Second Language.

Although the International Middle School programme is usually for 10-13 year-olds, it is sometimes made available to younger or older pupils who would also benefit academically, linguistically and socially from this transitional learning phase.

Language focus

Lessons are delivered in both French and English thus promoting bilingualism. Pupils spend an equal amount of time in both languages, while following the syllabus relevant to their future studies. In key subjects, French-speaking pupils follow the French National Programme while English-speaking pupils follow the English National Curriculum, so the essential aspects of both syllabuses are covered. Maths is taught both in French and in English, and Science entirely in English. All teachers at Bordeaux International School are bilingual. Therefore, to say a subject is taught in French or English means that is the language in which a topic would first be explained. It would be followed by a translation into another language for those who do not have the level of understanding, particularly at the start of the school year.

The international dimension is also provided through project work, via a choice of items in the curriculum such as History (taught in French), Geography (taught in English) and also extra-curricular activities (such as theatre, dance, cinema, sport, field trips and visits). Spanish is introduced as a third language.

Class size and learning approach

Class size is normally limited to 12-14 pupils, which allows a high degree of personal attention from the teacher. Pupils are encouraged to exchange ideas with each other, thus nurturing social skills and cooperation within a group, as well as independence and self-confidence. Pupils are often asked to collaborate in small groups to prepare class and school presentations.

PREPARING FOR SECONDARY SCHOOL

The Upper Middle School is the next two year phase in a student's education at Bordeaux International School, where they prepare for the examinations in the years ahead.

The curriculum is based on a combination of the English and French National Curricula especially adapted to allow students to experience the benefit of both systems and of living in France.

In these years all subjects are taught by subject specialists in either principally English or French by bilingual teachers. For languages, the class is divided so that students are taught their first language (either English or French) separately. Similarly for their second language. In Mathematics, the same system is adopted as in the Lower Middle School, in that students are taught the subject in both languages, enabling them to prepare for either French or English exams in the future. Although the methodology employed in problem solving in the English and the French systems is different, the content of the two systems is equivalent and students will be encouraged to examine problem solving from both points of view.

For students intending to go to a French college, BIS guarantees to cover 90% of the requirements for the "Brevet des Collèges" in key subjects (Mathematics, French, History, Geography) by the end of the first year of Upper Middle School. This will enable them to transfer into 3ème of the French system if they wish.

Lower Middle School hours	Upper Middle School hours
10.00 to 16.20 on Monday, 08.30 to 16.20 Tuesday, Thursday and Friday 08.30 to 12.30 on Wednesday	10.00 to 17.00 on Monday / 08.30 to 17.00 on Tuesday, Wednesday and Thursday 08.30 to 14.30 on Friday

IGCSE CLASSES (14 – 15 YEARS)

Often pupils come to Bordeaux International School specifically to complete their secondary education in English. They obtain internationally recognised qualifications that will equip them for higher and further education throughout the world.

Entry requirements

The Secondary school is open to all 14-15 year-olds wishing to take courses leading to IGCSE exam subjects. We have no statutory educational entrance requirement, although the school does operate a strict policy on good behaviour. We do not accept pupils with a history of disruptive or poor behaviour in previous schools.

Subjects offered : The following subjects are offered at IGCSE level:

Languages	Maths and science	Humanities	Arts
English language	Mathematics	Geography	Art
English literature	Biology	History	Drama *
English 2 nd Language	Co-ordinated Science		Music *
French	Combined Science		Sport
Spanish	Physics		

* = extra exam option

ADVANCED LEVEL CLASSES (NORMALLY 16 – 18 YEARS)

Most of our A-level school-leavers go on to attend colleges and universities in Great Britain, Australia or the USA. Those with a satisfactory level in French have the option of attending a French University, building on the language skills they have developed at Bordeaux International School.

For those students wishing to take A-levels, the standard sixth form college entry qualifications apply. This means a minimum of five C grades at IGCSE, GCSE or equivalent with a minimum of B grades in their chosen A-level subjects.

The subjects offered at **A Level** at Bordeaux International School consist of a 'core' of subjects which are always offered, plus additional subjects which can be available if there is a demand.

The core of subjects is **English, Mathematics, French, Spanish, Business Studies and Physics**. All Advanced level students must choose a minimum of 3 from this list.

Supplementary subjects include **History, Biology and Art**, but since these may be taught almost on an individual basis, this will be at extra cost (see fees list).

The Advanced level programme of study also involves other elements including courses on 'Thinking Skills' and 'Global and Social Education', as well as participation in the 'Duke of Edinburgh Award Scheme.'

When students have a sufficient level of competence in French they also have the option of a '**placement**', either for one day a week for a period of time or for a full-time block depending on the type of work involved.

All students are encouraged to take part in activities involving them with other aspects of the school and with the local community in Bordeaux.

Academic achievement

The school achieves excellent exam results, which is particularly impressive given that we have a non-selective entry process with no formal entrance exam.

For demonstration purposes only, we have taken the school's results and compared them with those of the same period in the UK:

	Bordeaux International School	National average in the UK
IGCSE pass rate grade A-C	82%	69.1%
IGCSE grade A and A*	30%	22.6%
A-level pass rate grade A-C	81%	75%
A-level grade A	40%	27%

Examination boards and membership

The Bordeaux International School is registered with the University of Cambridge Local Examinations Syndicate (UCLES) as an official centre for examinations and is accredited as a school of excellence by the Council of International Schools (www.cois.org). The school has been accredited by CIS since 2000 and was re-accredited in June 2010. CIS accreditation is recognised throughout the world, including the USA through the recognition programme of the National Association of Independent Schools (NAIS).

Class size and age bands

The school is dedicated to maximising the talents of its pupils. Classes are deliberately kept small – normally between 12–14 pupils – allowing for a great deal of individual interaction between the teacher and the pupils. Broadly, we group pupils according to their age as on 1st September.

Personal tutor

For many parents, it can be daunting, moving their child to a new school in a new country with a new language and new way of life. To ease the transition, each pupil is assigned a personal tutor whose role is to guide and assist them in settling in happily at the school, and with their peers and host family where applicable.

The tutor follows their progress and achievement, co-ordinates their social integration and pastoral care, and liaises closely with their parents. They also assist in resolving any difficulties and provide career advice to help the pupil and parents make decisions regarding which subjects to study.

Non-native English speakers

For pupils whose mother tongue is not English and who require additional support, we provide individual English as a Second Language tuition (at a cost). This ensures exam success is not compromised.

Integration into the local community

We make every effort to involve pupils in the life and culture of Bordeaux with regular visits to theatres, art galleries, museums and a number of community-minded organisations (such as Banque Alimentaire and Fair Trade). In addition, older pupils, keen to gain real-life experience, are assisted in obtaining work placements with local organisations.

Duke of Edinburgh International Award Scheme

Pupils are encouraged to take part in the Duke of Edinburgh International Award Scheme. Founded in 1956, the scheme aims to develop people aged between 14 and 25 mentally, physically, emotionally and spiritually. The Award is equally about learning new skills, exploring cultural heritage and assisting people within the community.

The Duke of Edinburgh award has four elements – learning a skill, taking part in a service for the community, being involved for a period of time with a sport and taking part in an expedition involving hiking and overnight camping.

The skills of initiative and autonomy developed are highly regarded by employers the world over and will stand all participants in good stead throughout their working lives. Some activities can be completed at school, but the majority of activities requires a commitment from the pupils to give up some of their own time.

Host family arrangements

Living with a local family in Bordeaux is an ideal arrangement for Secondary School pupils whose parents live a long way from the school. It is also the most effective way to gain fluency and to absorb the French language and culture. The pupils become part of the family and are soon chatting at the breakfast table, going shopping, visiting relatives and helping at meal times.

Accommodation is full board either on a weekly or full-time basis. All host families are personally vetted and selected, some of whom have been hosting pupils for several years, and with whom the school has built up very close relationships.

We aim to match pupils to host families as far as possible, for example with children of similar ages, hobbies and interests. We always consult the parents and introduce both families before the pupil moves in. It is vital that the pupil is happy in their host family and we devote a lot of care to this aspect.

Other information

Each year pupils in both sections of the school have the opportunity to take part in an extended trip lasting between 3 and 7 days and destinations include both France and abroad.

To assist pupils in their studies outside the school, all pupils are registered with the BIS ENT platform – a system of "e-learning" where work is set, completed and marked on-line. This is particularly useful for students in their final years completing examination practice. The platform is also accessible to parents as it is used as a means of communication and includes information relating to absences, grades, weekly emails, etc).

All senior students have personal individual interviews on a regular basis with the Head of senior school for help with university applications and career prospects.

ADDITIONAL COURSES

Apart from our full scholastic programme, we also run courses covering a wide range of study options, age groups and styles.

Term-out and year courses

International pupils can come to the school for a term, or a year, to experience total exposure to the French language, culture and way of life, as well as continuing to improve their English skills. Where relevant, students may be entered for IGCSE and A-level exams.

Courses for groups

We run specific tailor-made French language courses for groups, and design the content of each course to meet the requirements of the group. They are available at any time of the year and any age group can be catered for.

Study holidays in French – Summer courses (end of June – mid-July)

Our study holidays have been extremely popular for over 20 years and specialise in giving pupils an enjoyable holiday with visits to place of interest around the Bordeaux area, combined with practical language sessions, to improve grammar and vocabulary specifically to help them gain high grades in IGCSE, A-Level and IB (International Baccalaureate).

Wednesday Club

We offer language clubs for pupils aged 4 to 11 years, on Wednesday mornings to assist children in their learning of English as a second language. These fun English language workshops integrate some of our Primary School pupils as well as French children from local schools.

We offer the following courses:

- Fun English for French children 4-11 year-olds
- Intensive English for French children 12-18 year-olds
- Intensive French for non French children 14-18 year-olds

Through all our additional courses, we ensure pupils have an exciting and unforgettable time, while improving their language skills in a fun, interactive and effective way. Children make new friends and form long-lasting relationships with pupils from other countries through shared activities and outings.



TEACHING STAFF

DIRECTOR HEAD OF SECONDARY HEAD OF PRIMARY HEAD OF EARLY LEARNING	CUSSAC Christine WOODCOCK Anthony BIDALUN Isabelle DE PUYTORAC Anne	Licence d'Enseignement B.Sc, B.Ed Diplôme Professionnel Nursery nurse diploma
BIDALUN Isabelle French	DEA Lettres Modernes Dip Professionnel - Professeur des Ecoles	French – Primary / Middle School Assessment Co-ordinator
CHELABI Christophe French	Master Professionnel D.I.F.L.E.S.I.L.	French – Secondary
CUSSAC Christine French	Licence d'enseignement	French – Secondary
DANDREY Catherine French	B.A., HND, PGCE	French, Humanities – Secondary
DE PUYTORAC Anne French	Nursery nurse diploma	French - Early Learning
DEPRE Anaïs French	CAP Petite Enfance	Assistant - Early Learning
DESMOND Alexandra British	Licence es. Lettre, B.A. Cert. Ed	English, Drama, ESL – Secondary
FAWCETT Lucinda British	B.A.	Humanities, Business Studies, Duke of Edinburgh Award Secondary Curriculum Co-ordinator
FURT Deborah British	B.Ed, TEFL	English - Early Learning Primary Curriculum Co-ordinator
GERBEAU Emmanuelle French	Master Professionnel D.I.F.L.E.S.I.L.	French – Secondary Virtual Media Centre Coordinator
GOULIERE Anouk French	Master 2 Arts Plastiques	Art – Primary / Secondary
JONES Richard British	B.A., PGCE	English - Primary / Middle School Global Education Coordinator
LATAPY Christine French	Licence professionnelle	Music – Early Learning / Primary
MENGLLET Katia German/Australian	B.A. (Hons), Master of Teaching	English 2nd Language, French 2nd Language – Secondary
MUR Parlys Spanish	Master 1 d'Espagnol	Spanish – Early Learning / Primary/ Secondary
ONFROY Arnaud French	Maîtrise de FLE B.A.	French – Primary
POURRAT Dimitri French	Licence STAPS	Physical Education – Primary / Secondary
SIMMS Ceri British	Honours Degree - Jazz Guitar National Diploma - Popular Music	Music – Secondary
TRELOAR Belinda Australian	Bachelor in Education (Primary)	English – Primary
TURCU Ioana Romanian	Doctorat, Master 2	Mathematics, ICT – Secondary ICT Co-ordinator
WOODCOCK Anthony British	B.Sc., B.Ed	Mathematics, Physics – Secondary
WRIGHTAM Dennie British	B.A., Cert. Ed	Science – Secondary
ZENELI Viktor Fench	D.E.A. Linguistique	French - Secondary



REGISTRATION FEE

(to accompany application form - once only payment, non-refundable)

1st child	500 €
2nd child	400 €
3rd child	300 €
4th child	Free

ANNUAL FEES 2012 – 2013

	Early Learning 4 Mornings (age 2½ - 3)	Early Learning 4 Full days (age 4 - 5)	Primary (under 9 yrs)	Primary (9 yrs +)	Lower Middle School (age 10 - 11)	Upper Middle School / IGCSE (age 11 - 16)	A Level (post 16 yrs) core subjects
Tuition fees	2 860	5 380	5 590	5 870	9 360	13 160	15 880
Lunch	(no lunch)	590	590	1 060	included	included	Included
Equipment	270	546	546	546	included	included	Included
TOTAL	3 130	6 516	6 726	7 476	9 360	13 160	15 880
	+	+	+	+	+	+	+
Caution-Notice (refundable)	900 €	1 700 €	1 850 €	1 950 €	3 100 €	4 200 €	5 000 €

CAUTION-NOTICE FEE (per child)

One full term's notice is required for withdrawing a student (details in contract). The notice fee, equal to one third of tuition fees, is a one-off payment, **and is payable in advance or on 1st June with the school fees.**

The school may deduct various costs for pupils to attend cultural visits, etc during the school year (max 60€/year). The balance of the fee is refunded following departure and during July provided all fees due and costs incurred during the school year have been paid and the notice period respected.

Enrolment during the school year

Regardless of the date of entry during a term, the full term's fees will be due.

BOARDING (with French host family)

Weekly boarding (Monday - Friday, excluding holiday periods)	5 660 €
Full-time boarding (including weekends, excluding holiday periods)	8 400 €
Host family re-arrangement fee (for any changes made during the school year)	180 €

MISCELLANEOUS

A Level – supplementary subjects (cost per subject)	3 000 €
English/French as an Additional Language - Early Learning & Primary ⁽¹⁾	1 000 €
English/French as an Additional Language - Middle School & Secondary ⁽¹⁾	1 200 €

NB : In the case of a pupil's definitive exclusion following a decision by the Disciplinary Committee, tuition fees will not be refunded.

REDUCTIONS & PAYMENT TERMS

REDUCTIONS AS FOLLOWS (on tuition fees only - do not apply to company/employer payments)

- | | |
|--|-------|
| a) One full year in advance before the 1st June (based on full year enrolment) | - 5 % |
| b) Payment termly (based on full year enrolment, payment dates below) | - 3 % |

DATES FOR TERMLY PAYMENTS

(Fees are to be paid on the dates below and the reduction is applied to the last payment)

- | | |
|-----------------|------------------|
| - 1st June | for the 1st Term |
| - 1st September | for the 2nd Term |
| - 1st January | for the 3rd Term |

MONTHLY PAYMENT

Fees may be paid by standing order over 10 months. Payment must begin on the 1st June and end on the 1st March of the academic year (does not apply to caution fee).

LATE PAYMENT

Fees not received by the due date will incur a 15% surcharge. The school reserves the right to demand payment of the total annual fees in advance.

BANK CHARGES/COSTS

All bank charges to be paid by the parent/guardian (cheques, transfers, exchange rates, etc).

CONTRACT :

Parents must sign a contract which is renewed each school year. New enrolments will only be definitely confirmed upon receipt of the first payment of school fees as per the dates indicated on the invoice.

REGISTRATION FEE

Payable upon enrolment and must accompany the application form. This fee is not refundable.

EQUIPMENT

- Included : note books; use of standard textbooks and specialized classroom materials; use of computers and software, access to network and internet; most school visits (museum, theatre) and outings during class time. The end-of-year school outing is not included in the tuition fees.
- Excluded : personal stationery, external examinations, private music tuition, personal insurance, school visits outside of class time; school field trips; extra tuition for English or French as an additional language.

⁽¹⁾ **LANGUAGE SUPPORT**

Extra lessons where either French or English is not the mother tongue can be organized following assessment and mutual agreement.