

Student Support Services

Learning Support

The Learning Support programme offers academic support, which includes a range of services to support curriculum access. "The British International School of Jeddah believes it is the responsibility of all teachers to see that every child has access to the mainstream curriculum." (Policy 7.503 Educational Support).

The model of 'waves of intervention' outlined below is drawn from National Strategies and reflects a graduated response to meeting students' needs with increasing assistance from 'Student Support Services' and the pastoral/academic team, where resources permit.

Wave 1 Provision: 'Quality First Teaching' by Subject Teacher is characterised by:

- High quality, inclusive teaching that takes account of the full diversity of needs
- Setting suitable learning challenges
- Overcoming potential barriers to learning
- Helping students as learners to move from where they are to where they need to be (through assessment for learning)
- Using attainment data to help students progress

Strategies used at BISJ to support wave 1 provision include:

- Differentiated planning and teaching by subject teachers
- Monitoring of individual progress by subject teacher and Head of Department (ongoing assessments, common assessment tasks, end of unit tests, coursework)
- Individual target setting
- Setting in key curriculum areas (e.g. Maths, Arabic)
- Educational Support Plan with support strategies and accommodations

Wave 2 Provision: 'Quality First Teaching' plus additional time-limited support programmes:

- Aims to secure good learning for pupils who may be falling behind
- Support is delivered outside or within whole class lessons as part of guided work
- Includes, additional support for students who require help to develop emotional, social and behavioural skills

Strategies used at BISJ to support wave 2 provision include:

- In-class support by Learning Support Teaching Assistant and/or specialist teacher for students with below satisfactory grades in key curriculum areas, *or specific learning support needs as outlined in Educational Support Plan*
- Head of Year, Tutor and/or Counsellor support for students with emotional, social and behavioural needs
- English as a Second Language programme: in-class support

Wave 3: 'Quality First Teaching' plus increasingly individualised intervention programmes:

- One-to-one or small group support, to enable students to meet very specific targets to accelerate progress and help close performance gaps

Strategies used at BISJ to support wave 3 provision include:

- Researched based literacy intervention programme (Key Stage 3)
- Touch-typing classes for access arrangements
- Supervised study periods (IGCSE / IB students) to support with study skills, exam concessions, and review of skills and knowledge in key areas
- Exam concessions for end-of-unit tests, end-of-year exams and external examinations (IGCSE/IB/SAT) (e.g. reader, scribe, word processor)
- English as a Second Language programme: individual or small group support (withdrawn)

The Learning Support Coordinator attends Parent Teacher Student Conferences held throughout the year and can also be reached on Extension 429 for an appointment. Students are also welcome to request an appointment if they need advice on learning strategies and/or access arrangements for examinations. The Learning Support is based in room 71.

Counselling Programme

The Counselling Programme looks after the general welfare of students. The Counsellor works in cooperation with other school personnel and with parents. This includes:

- individual counselling (life skills, social and emotional needs)
- facilitation of student development in the areas of personal, social and academic progression
- transition support for new students

Training in:

- relaxation and stress management techniques
- assertive behaviour
- learning techniques
- setting and achieving goals
- developing self esteem
- values clarification
- coping with exams successfully (cognitive technique)
- problem solving
- general coping strategies
- memorisation techniques
- anger management
- peer relationships/social skills
- conflict resolution
- healthy living
- organisational skills
- study skills
- time management

The Counsellor is not involved in disciplining students but often provides follow up support where behaviour has been inappropriate. Discussions between students and the counsellor are usually confidential. The Counsellor's role is to provide support and teach coping techniques when students, their parents or their teachers, feel that this may be necessary. Students visit the Counselling Room to make an appointment and parents and teachers contact the Counsellor directly. The Counselling programme is an integral part of Secondary and supports the educational and pastoral programmes offered to students.

English as a Second Language

Secondary students are expected to enter Secondary school with adequate English language skills to be able to access the full curriculum at BISJ. However, the Learning Support Unit may offer help to students who need assistance in this area. Not only does Secondary have Learning Support, but all staff are teachers of English as a Second Language in their subject lessons and are expected to plan accordingly. All staff participate in an English as a Second Language training course aimed at developing their teaching skills in relation to the students who require language support.

University Guidance Service

The Secondary Section provides a structured and progressive programme of university information advice and guidance from Year 9 to graduation. BISJ uses the leading software in this area. This supports students and the University Guidance Service office in processing electronic applications.

Students in Year 9 have a specific year group assembly prior to their subject choices week.

Year 11 students are interviewed on an individual basis throughout the year in the lead up to them making their choice of courses at IB. Year 11 are also invited to attend a University Guidance Services Information evening in March, with their parents.

Students in IB1 undertake a University Research Project in the summer holidays and are interviewed on an individual basis in the lead up to their submission of university applications in IB2. Core IB Lesson time in Term 3 of IB1 and Term 1 of IB2 is dedicated to university applications where students' work on their applications with the help, support and guidance of their form tutors and the University Guidance Service office.

Students in Y10-IB2 also have the option of making appointments with the University Guidance Counsellor at any time throughout the year. Parents are also welcome to make appointments in the same way. A well-equipped library of materials and customised handouts is available to support students and parents in their research.

Parents and all students from Year 9 to IB2 are encouraged to contact the University Guidance Service office regarding any queries. Please contact the Head of University Guidance Services, Marcus Sturrock at SturrockM@conti.sch.sa or IB Diploma Coordinator, Richard Young at YoungR@conti.sch.sa

[Appendix5: Policy on University Applications](#)

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Policy on University Applications

Rationale

The school recognises the very high priority placed by students and their families on gaining places on the university courses of their choice. To this end, it provides a dedicated University Guidance Service and conducts a coherent programme of guidance which begins in Year 11 with individual 20-minute interviews before IB subject choices are made and continues with a further round of individual interviews during IB1 before university applications are submitted during IB2.

Application Routes

All university applications are to be submitted through the school.

Volume of applications

To ensure the highest quality in the documents prepared to support applications, a maximum of eight applications worldwide will be supported per student. The UK counts as one application from the eight. Within this, the student can make up to five choices.

Courier Fees

Where hard copies of forms or school documents must be sent, the appropriate courier fees set each year by the Accounts Office are payable before each package will be sent. Fees must be paid at Accounts and the receipt brought to the University Guidance Services office. When applications and/or documents are sent by courier, the student is informed by e-mail of the waybill number of his or her courier package so that it can be tracked online.

University Application fees

Fees are paid online by the student by credit card or online bank transfer.

School documents

The following official documents are provided by the University Guidance Services office in support of university applications:

- An official school reference. The reference is written by the University Guidance Service on the basis of positive comments from all of a student's teachers. All requests for references in support of university applications must be directed to the University Guidance Services office
- A transcript showing Semester 1 and Semester 2 attainment grades in Years 10, 11, IB1 and, from Term 2 of their Senior year, IB2 grades
- A statement of predicted IB grades
- Letters of Recommendation requested by IB2 students of BISJ teachers
- IB statements explaining the Diploma Programme and the English syllabuses. The latter requests a waiver of any TOEFL or IELTS requirements. Such waivers, however, are at each university's discretion and are not automatic
- Other letters, documents and information as required by the application system to which an individual student is applying
- Requests for support of applications
- All requests for support of university applications are to be notified to the University Guidance Services office by entering the details of each in Naviance.
- All applications to the UK for first year entry will be submitted through UCAS.

Deadlines

Deadlines vary by application system, by university and even, particularly in Canada, by course.

IB2 students are responsible for finalising their choice of universities and communicating their requests to the University Guidance Services office for a set of supporting documents. Students must give a minimum of 5 working days for their applications to be processed. The University Guidance Services office is closed during the school holidays and therefore all applications with deadlines during the holidays must be submitted 5 working days before the last day of school.