



**Bishkek  
International  
School**

**High School:  
IGCSE HANDBOOK  
2023/2024**



**Cambridge Assessment  
International Education**

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**Cambridge International School**



# Contents

<b>Contents</b>	<b>2</b>
<b>Welcome</b>	<b>5</b>
<b>IGCSE Coordinator</b>	<b>5</b>
<b>BIS Vision and Mission</b>	<b>6</b>
Vision	6
Mission	6
<b>Accreditation</b>	<b>6</b>
<b>Practical information</b>	<b>7</b>
Attendance and Absences	7
Reception Hours	7
<b>Communication at BIS</b>	<b>8</b>
Meet the Teachers	8
Individual Parent-Teacher Meetings	8
Emails and Telephone Calls	8
Welcoming new students	9
Open-Door Policy	9
<b>Curriculum Framework</b>	<b>10</b>
<b>IGCSE Curriculum</b>	<b>10</b>
<b>Cambridge ICE and subject groups</b>	<b>11</b>
<b>Non IGCSE subjects at BIS</b>	<b>11</b>
Local Curriculum	11
Physical Education	12
Life Skills Curriculum	12
Service Learning	12
Study Periods	12
Form Time	12
<b>IGCSE Course descriptions and codes</b>	<b>13</b>
Art & Design (0400)	13
Business Studies (0450)	13
Computer Science (0478)	13
Drama	13
Economics (0455)	13
English First Language (0500)	14
Literature in English (0475)	14
French - Foreign Language (0520)	14
Geography (0460)	14
German - Foreign Language (0525)	14



History (0470)	15
Mandarin - Foreign Language (0547)	15
Mathematics - Additional (0606)	15
Mathematics - International (0607)	15
Music (0410)	16
Sciences - Co-ordinated (Double) (0654)	16
Spanish - Foreign Language (0530)	16
<b>Assessment and reporting</b>	<b>17</b>
Report cards	17
<b>External assessments</b>	<b>17</b>
<b>Grade Descriptors</b>	<b>18</b>
Academic Grades	18
Participation Grades	18
Academic Honesty and Plagiarism	19
<b>Student life</b>	<b>20</b>
Anniversary Show	20
Assemblies	20
Awards	20
Competitive sports teams	21
Educational Visits and Trips	21
Events	22
Extra-Curricular Activities	22
Houses	22
Library	22
Mock Examinations	22
Student Council	23
Student Support and Counselling	23
<b>FAQ's</b>	<b>24</b>
<b>Appendices</b>	<b>27</b>
Appendix 1: Faculty and Staff	27
Appendix 2: International Baccalaureate	29
IB Mission Statement	29
IB Learner Profile	29



## Welcome

Dear IGCSE students and parents

I would like to welcome you to our BIS community and the IGCSE program. My name is Tom Clifton and I will be your point of contact with regards to any questions about the IGCSE program.

BIS is a rapidly growing young school with its 12 years of history. Student numbers have increased from 20 students when we opened in 2011, to over 400 students in 2023 without losing the warm and friendly atmosphere that is a major factor in helping our students to maximise their potential. Small class sizes, an attractive well- resourced location and vibrant teaching all contribute towards an educational environment that enables students to achieve success.

The IGCSE is a two-year internationally recognized qualification for 14 to 16 year olds. At BIS we offer the choice of up to 17 subjects with 6 language options for the academic year 2023/2024 based on student requests. At BIS, our IGCSE students also have the unique opportunity to use their knowledge and skills in real world projects to supplement their academic year which will help them achieve success in both an academic and practical manner. BIS was the first international school in Kyrgyzstan to offer Cambridge IGCSE which is the world's most popular international qualification for 14 to 16 year olds. It is recognised by leading universities and employers worldwide, and is an international passport to progression and success. Developed over 30 years ago, it is tried, tested and trusted by schools worldwide.

The purpose of this Handbook is to provide students and parents/guardians information about the curriculum and requirements in the IGCSE as well as to show guidelines of student's life in school.

As part of the BIS family, we look forward to the 2023/2024 academic year in the IGCSE and working together to achieve our mission.

**Tom Clifton**

**IGCSE Coordinator**

**Email:** [tclifton@bis.kg](mailto:tclifton@bis.kg)



# BIS Vision and Mission

## Vision

To be a model of excellence in Central Asia providing inspirational education in a happy environment to globally minded students who are the leaders of the future.

## Mission

Our Mission is to enable our students to:

- Develop their intellectual curiosity and achieve their academic, sporting and creative potential;
- Be confident in their abilities and respectful of others;
- Learn about local and global issues and prepare to tackle common challenges.

In a school which:

- Delivers and celebrates excellent teaching for internationally accredited education;
- Demonstrates diversity and inclusivity;
- Promotes the well-being of the whole school community;
- Contributes positively to the development of the Kyrgyz Republic.

## Accreditation

BIS is an International Baccalaureate (IB) World School offering the IB Diploma for students' aged 16-19 years, the IB Middle Years Programme (MYP) for students aged 11-14 years and the IB Primary Years Programme (PYP) for students aged 3-11 years. The school is also accredited by Cambridge International Examinations and provides the International General Certificate of Secondary Education (IGCSE) for students aged 14-16. In October 2018, BIS was accredited by the New England Association of Schools and Colleges (NEASC). BIS is a licensed and accredited educational institution by the Ministry of Education of the Government of the Kyrgyz Republic, which allows our students to also sit Kyrgyz state exams and qualify for Kyrgyz universities if they wish.



## Practical information

All Handbooks and Policies can be found on the school website ([www.bis.kg](http://www.bis.kg)).

Practical information on a range of topics can be found in the Student Handbook. This includes:

- Behaviour and Sanctions
- Academic Honesty
- Bullying
- Clothing Requirements
- Homework and Deadlines
- School Awards
- Student Council
- The School Calendar
- Using School Resources



## Attendance and Absences

If students are ill, the school should be notified with a reason by either way:

- Parents inform the school either by email or phone call before 09:00 on the first day of absence,
- Students inform their form teachers by email having their parents carbon copied,
- For Grade 9 students, emails should be sent to: [lag9@bis.kg](mailto:lag9@bis.kg),
- For Grade 10 students, emails should be sent to: [lag10@bis.kg](mailto:lag10@bis.kg).

If no information is received, the Receptionist will contact the parents/guardians. If absence is known about in advance (e.g. unavoidable family travel), the school should be informed by parents as early as possible.

## Reception Hours

BIS Reception is open from 07:45-17:30 on school days and from 08:00-17:00 on weekdays during school holidays. Appointments with members of staff or general queries about school events can be made through Reception.

Email: [info@bis.kg](mailto:info@bis.kg)

Tel: +996 312 214 406



# Communication at BIS

Strong communication links between home and school are a vital aspect of an effective school. At BIS we strive to maintain open channels of communication with students and parents about our educational programmes, student progress, school events and other issues of importance. Effective communication is the responsibility of every member of the school community. BIS operates as transparent as possible with as much information as possible about the school available on the BIS website, [www.bis.kg](http://www.bis.kg).

## Meet the Teachers

Early in the new school year, the school hosts a 'Meet the Teachers' evening for parents to meet their children's teachers and hear about overall and subject-specific programmes for the upcoming school year. Parents are encouraged to learn as much as possible about the curriculum, teacher expectations and school procedures. This year, Meet the Teachers will take place on Friday 25 August.

## Individual Parent-Teacher Meetings

Parent-teacher meetings are held three times per year shortly after the report card is issued. Parents will have the opportunity to meet with each subject teacher and, if requested, their child's form teacher, to discuss academic and social progress and targets for future improvement.

In the 2022/23 academic year, parent-teacher meetings are scheduled for:

- ✓ Friday 25 August – Meet the Teachers
- ✓ Wednesday 11 October – Parent-Teacher Meetings
- ✓ Wednesday 24 January – Parent-Teacher Meetings
- ✓ Wednesday 12 June – Parent-Teacher Meetings

## Emails and Telephone Calls

If parents have any questions about their child's learning or wellbeing, they are encouraged to contact the relevant staff members by email or arrange an appointment with a teacher by contacting Reception (email: [info@bis.kg](mailto:info@bis.kg); tel: +996 312 214 406). The following people should be contacted according to the nature of the question:

Subject-specific academic questions:	<i>Subject teacher</i>
Programme or overall curriculum questions:	<i>IGCSE Coordinator</i>
Welfare or behavioural questions:	<i>Form teacher and High School Principal</i>
Questions about sporting activities or ECAs:	<i>Athletics Director/ECA coordinator</i>
Accounts and fees:	<i>Chief Accountant</i>
Transportation:	<i>Administrative Assistant</i>
IGCSE issues:	<i>IGCSE Coordinator</i>
Medical issues:	<i>School Doctor and Form teacher</i>
Address changes, withdrawal and transcripts:	<i>Admissions Officer</i>
Student absence:	<i>Receptionist, Form teacher</i>

Teachers will call or send an email directly to parents if a student's progress or behaviour warrants such communication. We hope that by working together we can develop happy, responsible and independent students.

### **Welcoming new students**

New students joining IGCSE will be invited for an individual interview with the Counsellor during their first few weeks to discuss their transition to the school and any questions or concerns they might have. Students will also be introduced to the High School Principal, IGCSE Coordinator, Head of Student Welfare and members of the Administration team. This gives us a chance to get to know each and every student and welcome them to the school community.

### **Open-Door Policy**

At BIS we have adopted an open-door policy, in which literally and figuratively our doors are open to you. If questions, suggestions or complaints arise, it is important to us that your thoughts are heard. We believe a quick chat in the hallway or at a school event, an informal meeting at pick-up time or a visit to your child's classroom can usually help resolve concerns before they become a problem. Naturally, busy schedules mean that we cannot always guarantee a drop-in meeting, so we encourage parents to make an appointment with the desired people with the Receptionist.

In addition to being available to discuss your comments or concerns about the wider school, the Management Board are the people to turn to if you are not satisfied with the responses given by any members of staff you have spoken to. In the unlikely event that none of the administration or teaching team are able to resolve the issues at hand, an appeal can be made in writing or via board representatives to the Governing Board. More detail about Complaints and Appeal Procedures can be found in the Parents and Guardians Handbook, available on the school website.

At BIS we are committed to keeping the whole school community communicating and working together to provide the best possible learning experiences and environment for our students.



## Curriculum Framework

At BIS, High School consists of students aged 14-18 (UK and Australia: Years 10-13; US and Canada: Grades 9-12; Kyrgyz Republic: Grades 9-12). Students in the High School follow two curriculum frameworks; Cambridge IGCSE and IB DP. As for the DP, please refer to the DP Handbook [here](#).

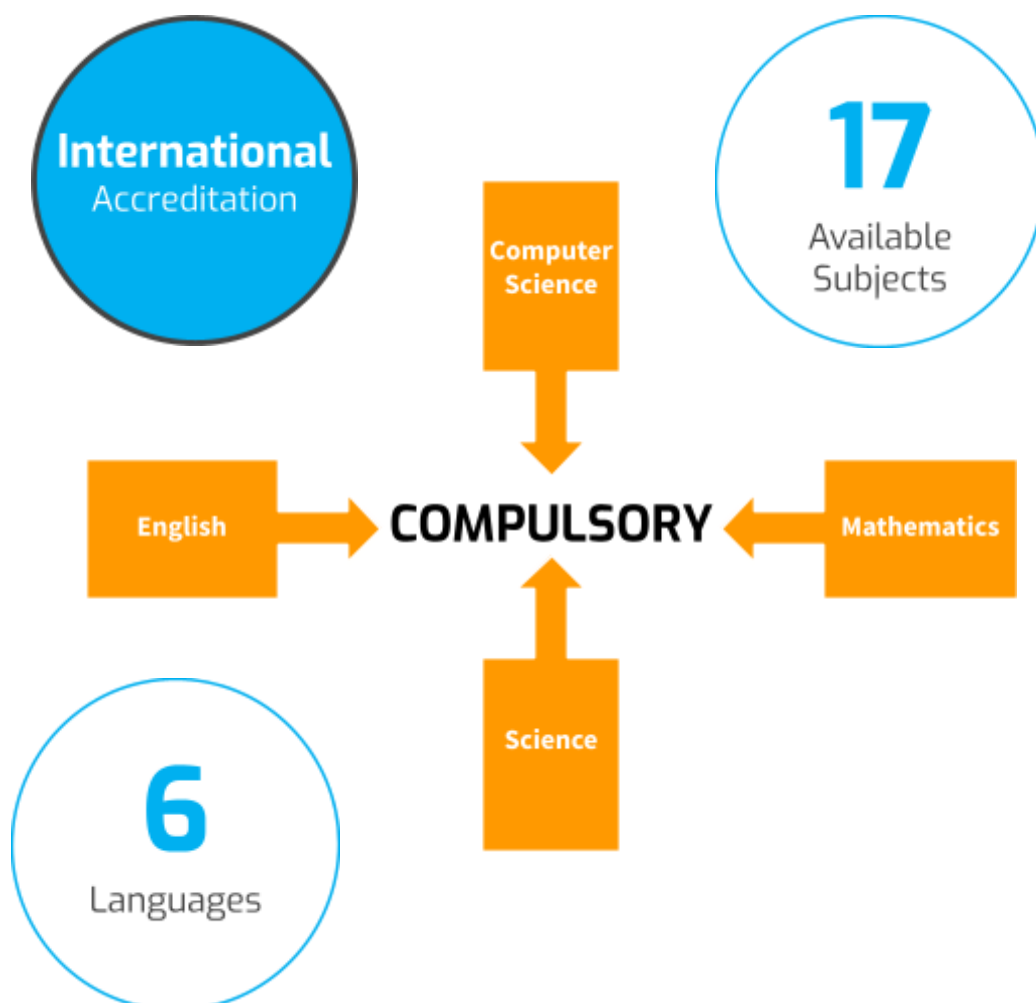
In addition, the Kyrgyz local curriculum is also offered for those who prepare for Kyrgyz state exams.

## IGCSE Curriculum

At BIS, we believe in equality for all our IGCSE candidates. Therefore, we aim to provide a wide variety of subject choices to our candidates that enables them to express their individual strengths and develop their knowledge and skills in a supporting, challenging and enriching classroom environment.

To help our candidates be competitive in an ever-changing and modern world, we believe that there are four key subjects that need to be included in each subject selection package. These four compulsory subjects are English, mathematics, science and computer science. Except for these four compulsory subjects, candidates also need to select a minimum of four additional subjects from our available\* selection.

Our students also participate in an annual project in each of their respective subjects which is used to develop skills that are not directly assessed by the written IGCSE tests. These skills include research, collaboration, critical thinking, presentation and reflection.





## Cambridge ICE and subject groups

The Cambridge International Certificate of Education (ICE) is a group award for Cambridge IGCSE, and is very popular in the USA and South America. It allows schools to offer a broad and balanced curriculum by recognising the achievements of learners who pass examinations in at least seven Cambridge IGCSE subjects from five different subject groups, including two different languages.

The Cambridge IGCSE subjects at BIS are grouped into five curriculum areas:

**(click on subject to go to description)**

Group I: Languages	Group II: Humanities and Social Sciences	Group III: Sciences	Group IV: Mathematics	Group V: Creative and professional
<p><b>English*</b> английский*</p>	<p>Economics Экономика</p> <p>Geography География</p> <p>History История</p>	<p><b>Coordinated Sciences (Double award)*</b> Науки*</p>	<p><b>International Mathematics*</b> Математика</p>	<p><b>Computer Science*</b> Информатика</p>
<p>Mandarin Мандаринский(китайский)</p> <p>Spanish Испанский</p> <p>German Немецкий</p> <p>French Французский</p>			<p>Additional Mathematics Дополнительная математика</p>	<p>Art and Design Искусство и дизайн</p> <p>Business Studies Изучение бизнеса</p> <p>Music Музыка</p> <p>Drama Драма</p>

\* = compulsory subjects

Learners must take two different languages from Group I, and one subject from each of Groups II, III, IV and V. The seventh subject can be taken from any of the five subject groups.

## Non IGCSE subjects at BIS

### Local Curriculum

The local curriculum follows the programme determined by the Ministry of Education of the Kyrgyz Republic in order to prepare students for Kyrgyz state examinations in addition to IGCSE courses. It is offered in the following subjects:

- Kyrgyz Language
- Kyrgyz Geography and History
- Russian Language and Literature

This programme is provided for all Kyrgyz citizens and open to any other students who have the required language fluency and/or wish to participate. Kyrgyz citizens are free to opt out of Kyrgyz language studies on the provision of written confirmation of this decision from their parents.

## Physical Education

In order to promote active, healthy and well-rounded students, BIS provides a PE lesson once per week for all High School students. The PE program is graded on participation and effort. The program is aimed at keeping students active and positive, while participating in sports. This often provides a pathway for students to participate in our school basketball, football, volleyball and cross country teams, as well as other extra curricular sports, like badminton and handball.

## Life Skills Curriculum

Students in the IGCSE also have one lesson a week, led by their form tutor, which is devoted to topics such as study skills, identity and relationships, health and wellbeing, and citizenship and society. The goal of these classes is to help students learn real world skills and perspectives away from textbooks. Students will present their experience after completion in an assembly on Friday.

## Service Learning

At BIS, we highly value and promote our contributions to Kyrgyzstan through service learning activities. In the IGCSE, students have a 40 hour commitment to service learning during the two-year IGCSE program. The aim of the Service Learning module is to encourage a meaningful and long lasting impact that will benefit the local community. The service learning module can be done individually or in a group and is done outside of school hours, with a maximum of 20 hours conducted within the territory of BIS. Students should consult their form teacher or coordinator for further guidance.

## Study Periods

Some students in the IGCSE have study periods in their weekly timetable. These study periods take place in the secondary library. Students are responsible for themselves and are expected to use these periods effectively.

## Form Time

IGCSE students are assigned to Form classes according to their grade level. Form teachers work with subject teachers to have overall oversight of their form group's wellbeing and academic progress. Form teachers are available to meet with their Form groups daily from 7:50-8:00 in their Form classroom, and after assembly on Friday afternoons. Form teachers are also responsible for teaching one lesson of Life Skills per week to their form group.

In the 2022/23 academic year, the Form teachers in the IGCSE are as follows:

- Grade 9: Aigul Sakieva ([asakieva@bis.kg](mailto:asakieva@bis.kg)) and Alexander Sheyerman([asheyerman@bis.kg](mailto:asheyerman@bis.kg))
- Grade 10: Nadia El Aoud ([nelaoud@bis.kg](mailto:nelaoud@bis.kg)) and Ray Benton-Evans ([revans@bis.kg](mailto:revans@bis.kg))





# IGCSE Course descriptions and codes

## Art & Design (0400)

The Cambridge IGCSE Art & Design syllabus aims to encourage a personal response by stimulating imagination, sensitivity, conceptual thinking, powers of observation and analytical ability. Learners gain confidence and enthusiasm as they develop technical skills in two and three dimensional form and composition, and are able to identify and solve problems in visual and tactile forms. They also learn how to develop ideas from initial attempts to final solutions. An ideal foundation for further study, Cambridge IGCSE Art & Design also develops a greater awareness of the role played by the visual arts in society and in history, broadening cultural horizons and individual experience.

## Business Studies (0450)

The Cambridge IGCSE Business Studies syllabus develops learners' understanding of business activity in the public and private sectors, and the importance of innovation and change. Learners find out how the major types of business organisations are established, financed and run, and how their activities are regulated. Factors influencing business decision-making are also considered, as are the essential values of cooperation and interdependence. Learners not only study business concepts and techniques but also enhance related skills such as numeracy and enquiry. The syllabus provides both a foundation for further study at Cambridge International A Level and an ideal preparation for the world of work.

## Computer Science (0478)

Learners following the Cambridge IGCSE Computer Science syllabus develop their understanding of the main principles of problem solving using computers. They can apply their understanding to develop computer-based solutions to problems using algorithms and a high-level programming language. Learners also develop a range of technical skills, as well as being able to effectively test and evaluate computing solutions. Studying Cambridge IGCSE Computer Science will help learners appreciate current and emerging computing technologies, the benefits of their use and recognise their potential risks.

## Drama (0411)

Through practical and theoretical study, learners develop an understanding and enjoyment of drama, developing group and individual skills and studying ways to communicate ideas and feelings to an audience. They learn how to discover the performance possibilities of a text and other stimuli, and devise dramatic material of their own. Learners also develop their performance skills, the demonstration of which will form part of the final assessment.

## Economics (0455)

The Cambridge IGCSE Economics syllabus develops an understanding of economic theory, terminology and principles. Learners study the economics of different countries and how these interrelate. They also learn to work with simple economics data and to use the tools of economic analysis. Learners apply understanding of economics to current economic issues.

## English First Language (0500)

Cambridge IGCSE First Language English enables learners to:

- develop the ability to communicate clearly, accurately and effectively when speaking and writing

- use a wide range of vocabulary, and correct grammar, spelling and punctuation
- develop a personal style and an awareness of the audience being addressed.

Learners are also encouraged to read widely, both for their own enjoyment and to further their awareness of the ways in which English can be used. Cambridge IGCSE First Language English also develops more general analysis and communication skills such as inference, and the ability to order facts and present opinions effectively.

### **Literature in English (0475)**

The syllabus enables learners to read, interpret and evaluate texts through the study of literature in English. Learners develop an understanding of literal meaning, relevant contexts and of the deeper themes or attitudes that may be expressed. Through their studies, they learn to recognise and appreciate the ways in which writers use English to achieve a range of effects, and will be able to present an informed, personal response to the material they have studied. The syllabus also encourages the exploration of wider and universal issues, promoting learners' better understanding of themselves and of the world around them.

### **French - Foreign Language (0520)**

This syllabus is designed for learners who are learning French as a foreign language. The aim is to develop an ability to use the language effectively for purposes of practical communication. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners progress through their studies. The syllabus also aims to offer insights into the culture and civilisation of countries where French is spoken, thus encouraging positive attitudes towards language learning and towards speakers of foreign languages.

### **Geography (0460)**

Through the Cambridge IGCSE Geography syllabus, learners will develop a 'sense of place' by looking at the world around them on a local, regional and global scale. Learners will examine a range of natural and man-made environments, and study some of the processes which affected their development. They will also look at the ways in which people interact with their environment, and the opportunities and challenges an environment can present, thereby gaining a deeper insight into the different communities and cultures that exist around the world.

### **German - Foreign Language (0525)**

This syllabus is designed for students who are learning German as a foreign language. The aim is to develop an ability to use the language effectively for practical communication. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners progress through their studies. The syllabus also aims to offer insights into the culture of countries where German is spoken, thus encouraging positive attitudes towards language learning and towards speakers of other languages.

## **History (0470)**

The Cambridge IGCSE History syllabus looks at some of the major international issues of the nineteenth and twentieth centuries, as well as covering the history of particular regions in more depth. The emphasis is on both historical knowledge and on the skills required for historical research.

Learners develop an understanding of the nature of cause and effect, continuity and change, similarity and difference and find out how to use and understand historical evidence as part of their studies. Cambridge IGCSE History will stimulate any learner already interested in the past, providing a basis for further study, and also encouraging a lifelong interest in the subject. Both coursework and non-coursework options are available.

## **Mandarin - Foreign Language (0547)**

This syllabus is designed for learners who are learning Mandarin Chinese as a foreign language. The aim is to develop an ability to use the language effectively for purposes of practical communication. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners progress through their studies.

The syllabus also aims to offer insights into the culture and civilisation of countries where Mandarin Chinese is spoken, encouraging positive attitudes towards language learning and towards speakers of foreign languages.

## **Mathematics - Additional (0606)**

This syllabus is intended for high ability learners who have achieved, or are likely to achieve, grade A\*, A or B in the Cambridge IGCSE Mathematics examination. Cambridge IGCSE Additional Mathematics enables learners to extend the mathematical skills, knowledge and understanding developed in the Cambridge IGCSE Mathematics course and use skills in the context of more advanced techniques.

The syllabus has a Pure Mathematics only content which enables learners to acquire a suitable foundation in mathematics for further study in the subject. Knowledge of the content of the Cambridge IGCSE Mathematics syllabus (or an equivalent syllabus) is assumed.

## **Mathematics - International (0607)**

Cambridge IGCSE International Mathematics has been developed for schools offering an international curriculum. It complements the IB curriculum, offering an assessment and certification at the end of the Middle Years Programme. Cambridge International Mathematics reflects the way today's learners like to learn: they will acquire a solid foundation of mathematical skills and learn how to develop strategies for solving open-ended problems.

The course also allows learners to develop and sharpen their investigation and modelling skills, and introduces them to the use of graphical calculators - a necessary part of the IB Diploma.

## **Music (0410)**

When studying the Cambridge IGCSE Music syllabus, learners listen to, perform and compose music, encouraging aesthetic and emotional development, self-discipline and, importantly, creativity. As a result, learners enhance their appreciation and enjoyment of music, an achievement that forms an ideal foundation for future study and enhances life-long musical enjoyment.

Learners study music of all styles; each style is placed in its historical and cultural context, and they are encouraged to be perceptive, sensitive and critical when listening. Although the majority of the syllabus examines Western European music, the music of other cultures is always represented.



## Sciences - Co-ordinated (Double) (0654)

Cambridge IGCSE Co-ordinated Sciences gives learners the opportunity to study Biology, Chemistry and Physics within a cross-referenced, scientifically coherent syllabus. It is a double award qualification, earning two grades. Learners gain an understanding of the basic principles of each subject through a mix of theoretical and practical studies, while also developing an understanding of the scientific skills essential for further study.

They learn how science is studied and practised, and become aware that the results of scientific research can have both good and bad effects on individuals, communities and the environment. As well as focusing on the individual sciences, the syllabus helps learners to understand the technological world in which they live, and take an informed interest in science and scientific developments.

## Spanish - Foreign Language (0530)

This syllabus is designed for learners who are learning Spanish as a foreign language. The aim is to develop an ability to use the language effectively for practical communication. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners progress through their studies.

The syllabus also aims to offer insights into the culture and civilisation of countries where the language is spoken, thus encouraging positive attitudes towards language learning and towards speakers of foreign languages.



# Assessment and reporting

## Report cards

Students in IGCSE receive four school reports a year as below. An interim progress report is issued halfway through each semester and a full report is produced at the end of each semester. While interim progress reports are to report the progress of students, semester reports are official and their marks used for GPA calculations.

The report card provides IGCSE grades (A\*-U) for each subject and Core element comments for Physical Education and Service Learning, when they are available. A written comment from each teacher and the form teacher about the student's progress, development of skills and behaviour is provided at the end of each semester.

### Grade 9:

Name of the report	Month to be issued	IGCSE Grades	Participation Grades	Teacher Comments
Interim Report	October	✓	✓	Optional
Semester One Report	January	✓	✓	✓
Interim Report	March	✓	✓	Optional
Semester Two Report	June	✓	✓	✓

### Grade 10:

Name of the report	Month to be issued	IGCSE Grades	Participation Grades	Teacher Comments
Interim Report	October	✓	✓	Optional
Semester One Report	January	✓	✓	✓
Interim Report*	February	✓	✓	Optional
Semester Two Report	June	✓	✓	✓

\*Interim Report in Grade 10 is based on IGCSE Mock Examinations.

## External assessments

Cambridge IGCSE assessment takes place at the end of the course and can include written, oral and practical assessment. This broadens opportunities for students to demonstrate their learning, particularly when their first language is not English. Grades are benchmarked using eight internationally recognised grades, A\* to U, which have clear guidelines to explain the standard of achievement for each grade. At BIS, Cambridge IGCSE examination sessions occur in June with results issued in August.

# Grade Descriptors

## Academic Grades

Grades for IGCSE range from A\* down to U. Grade descriptors are subject specific and can be found in the Subject Syllabus. The percentage uniform mark boundaries for each grade are shown below as a general guideline, though these are also subject specific and may be changed each year by Cambridge Assessment International Education based on worldwide performance of students in IGCSE examination.

## Participation Grades

IGCSE students will also receive grades for participation in their report cards. Students are assigned grades for each subject on a scale of A\*-E based on the following criteria:

- effort (participating in lessons, proactive approach to learning, investing in own learning)
- behaviour (following instructions, respecting others, not disrupting the class)
- organisation (meeting deadlines, completing homework, bringing correct equipment to class)

This is sometimes accompanied by a written comment from the teacher, where explanation of the grade is necessary.

IGCSE Grade	Percentage Achievement – General Guide
A*	90 – 100
A	80 – 89
B	70 – 79
C	60 – 69
D	50 – 59
E	40 – 49
F	30 – 39
G	20 – 29
U	Unclassified

## Community Service

<i>Grades given during the course</i>	<i>Grades given at the end of the course</i>
Excellent: Exceeding requirements	Distinction: Exceeded course requirements and completed the course
On-Track: Meeting requirements	Completed: Met all requirements and completed the course
At Risk: Failing to meet requirements	Not Completed: Failed to meet the minimum requirements

## Participation Grades

A*	Insightful and thought-provoking
A	Excellent
B	Good
C	Satisfactory
D	Unsatisfactory
E	Does not participate at all

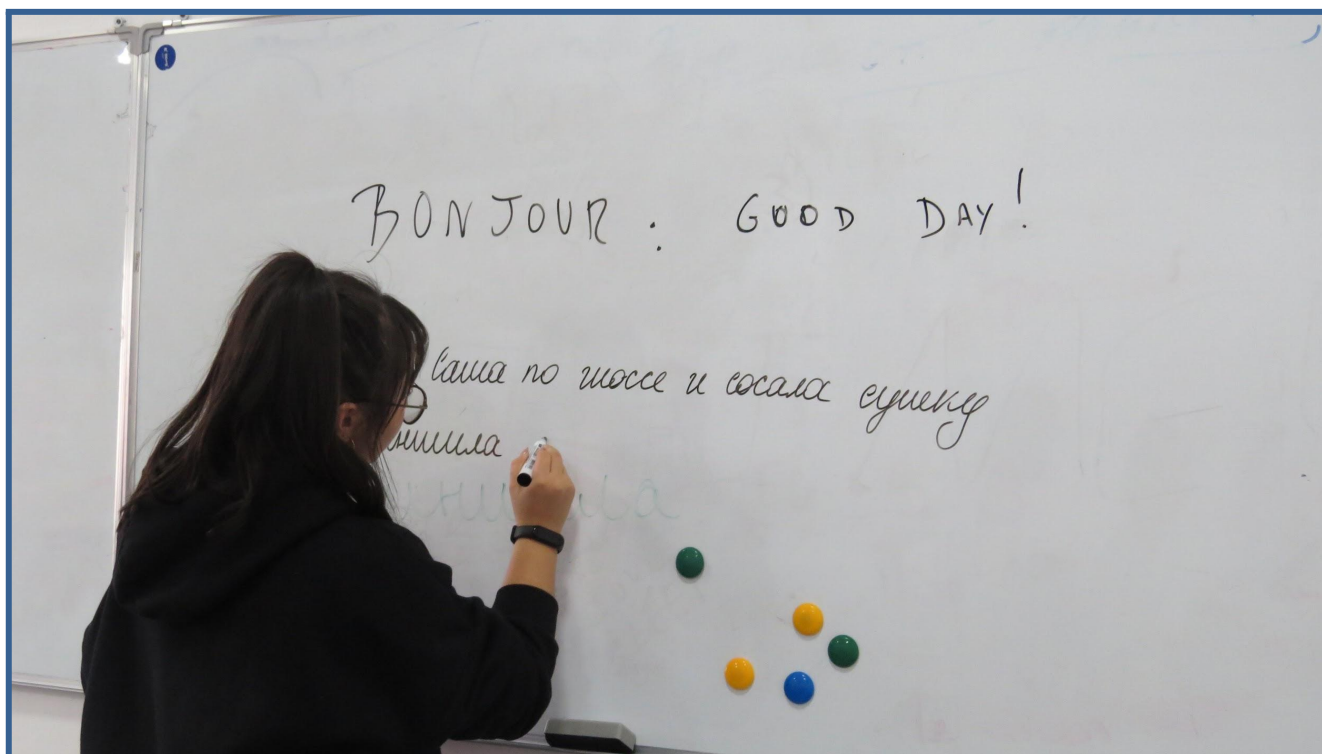
## Academic Honesty and Plagiarism

Academic honesty is taken extremely seriously and is an integral part of the BIS culture. Failure of any student to meet the standards set in this area will result in failure to achieve a grade in assessments and therefore failure to complete their course.

Academic honesty refers to:

- Submission of original and reliable work.
- Full acknowledgement of the original authorship and ownership of creative material, as well correct citation and reference to the work of others, including online translation tools and artificial intelligence.
- Protection of all forms of intellectual property, including forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.
- Proper conduct of examinations according to rules set by IB and Cambridge International Examinations.

Students in the IGCSE will be introduced to the meaning and significance of concepts related to academic honesty, in particular academic honesty and authenticity. Students who do not adhere to expectations of academic honesty will be penalised. For first offences, the teacher will discuss the importance of academic honesty with the student, invite them to re-do the work in question and inform the IGCSE Coordinator. The student will be warned that repeat offences may result in a grade of U for the work in question and an email to parents. In cases where students repeatedly do not adhere to academic honesty expectations, a meeting may be arranged with the student, their parents and the IGCSE coordinator to discuss the issue and subsequent sanctions to be implemented.





## Student life

### Anniversary Show

BIS' Anniversary Show takes place annually to celebrate the anniversary of the opening of the school. The show usually takes place in early December at the Kyrgyz State Philharmonic Hall and is well-attended by the community.

The show theme will be announced at the beginning of the academic year and all students will have the opportunity to audition for a role. Students involved in the production are expected to attend all rehearsals, including those which take place out of school hours.

### Assemblies

Assembly is held for all Middle and High School students every two weeks on Friday afternoon in the Cafeteria. Assemblies are used to inform students about upcoming events, celebrate student achievements and encourage students to share their knowledge with each other. All IGCSE students are required to give at least one presentation in front of all High School students, during the assembly, in order to improve their presentation skills.

### Awards

School awards are presented during school events at the end of each Semester. Separate prizes are given for Primary School, Middle School and High School students.

- Academic Awards are presented for significant, sustained effort and achievement in academic work
- A School Prize is given to students who show the most improvement in their work (awarded to someone who isn't necessarily an academic high achiever) or personal development (e.g. making a significant contribution to a service activity, school society or event).
- Special Prizes may be awarded for excellence in academic, sport, musical, drama or service activities.



## Competitive sports teams

BIS is the home of the Taigans! The school is represented by teams in football, basketball, volleyball and cross country, and has an active Ski Club during winter. We are a proud member of the Central Asia Federation of Athletics, Activities and Arts (CAFA), as well as the Bishkek International Schools' Athletic Association (BISA). Teams compete both locally and throughout the CAFA region.

Any student who wishes to play can join a school team provided they are old enough. IGCSE students may join the Junior Varsity (JV) team, for students aged 12-15, or the Varsity team, for students aged 16-18 but there are some exceptions depending on talent. Students are expected to attend training sessions in order to be part of a school team. If a student is unable to attend training, they must communicate this to the coach as early as possible and provide an appropriate reason.

If a student is falling behind in academic work, failing to complete assignments or failing to meet behavioural expectations, Programme Coordinators may withdraw them from participation in a school team and any matches or tournaments until the student's performance or behaviour improves. Members of school teams should refer to the Player Agreement for further guidelines on conduct.

Other sporting activities are available through the ECA programme.

## Educational Visits and Trips

BIS places important emphasis on the value of education outside of the classroom. It is our intention that every IGCSE student will have the opportunity to go on at least two subject-related educational visits per year and at least one form group residential trip per year. All students are expected to participate in the form group trip. If a family has difficulty in paying for the visit, parents should request the school for a special discount based on financial need. Students participating in educational visits are expected to uphold the same standards of conduct as they do in school. Student participation in these trips is subject to written consent provided by their parents/guardians and payment of trip costs, as required.





## Events

BIS hosts several events throughout the school year, to which all are invited. These events serve to bring the community together, provide alternative educational opportunities and showcase the talents and hard work of our students. Some of these events take place during the school day (e.g. UN day, Science Fair, Winter Sports Day, Nooruz, Art and Poetry Evening), some take place in the evening after school (e.g. End of School Barbeque), and others take place at weekends (e.g. Asia Day, Anniversary Show, BIS' Got Talent). A full list of events can be found in the school calendar at the end of this Handbook. All events are announced in advance through the Voices newsletter and via email.

## Extra-Curricular Activities

BIS offers a wide range of extra-curricular activities (ECAs) both on-site and off-site. ECAs run every day from 15:30 to 16:30. A list of ECAs available for the term ahead are sent before the start of each term or in the first week of the first term. The majority of these are provided at no extra cost, however, if the activity involves an external facilitator or transport costs, additional payment is requested. These ECAs are marked on the list as 'paid ECAs'. ECA timetables are provided to staff, students and parents before the start of each ECA cycle by the ECA Coordinator.

If you have any questions or comments regarding ECAs, please contact Ms Bojana, ECA coordinator: [baskovic@bis.kg](mailto:baskovic@bis.kg).

## Houses

The House System exists to promote healthy competition based on inclusion and teamwork. BIS has three Houses for students from Primary, Middle and High school. Students are assigned to a House upon joining the school and stay in the same House until they leave BIS.

Various competitions and events contribute to house points. Teachers also award House points to each of their classes based on the weekly performance and participation of students. Points are accumulated throughout the year to produce an overall winning House.

More information about Houses will be shared by the Houses Coordinator, Ms Aigul ([akubatbekova@bis.kg](mailto:akubatbekova@bis.kg))



## Library

The BIS library has a large selection of resources and is constantly expanding. DP students should use the secondary library to access a wide range of fiction books, non-fiction books and textbooks. Resources are available in 8 languages in printed and electronic form.

## Mock Examinations

Usually starting from the second week after the winter break in January in the second year of the IGCSE, Mock Examinations take place at the same time as the ones for DP. The procedure and conditions follow the same IGCSE regulations for official examinations in May except the schedule.

## Student Council

BIS has separate Student Councils for Primary and Middle/High School students. Councils are organised and supported by a designated teacher, a 'Student Council Facilitator'. At the beginning of the school year, each form class elects two representatives to represent them on the Student Council. Elections are held again in the first week of the spring and summer terms with different students normally elected to serve for one term on the Student Council. Student Councils can meet as often as required to discuss any issues related to BIS and to present recommendations to BIS management. The Councils also organise school events for students such as Valentine's Day and Halloween.

## Student Support and Counselling

Students are encouraged to turn to their Form teacher for support with any issues they may have in relation to their academic, social or emotional wellbeing. In addition to their Form teachers, students can also approach the High School Counsellor, Ms Valeria, or the High School Principal, Mr Jacques, for help at any time. Initial contact can be made by the student themselves or as a referral by teachers or parents. Form teachers, subject teachers, Ms Valeria and Mr Jacques, work together and communicate regularly to monitor the wellbeing of all students. Any staff member with whom students wish to discuss any concerns will keep information shared with them confidential, unless the student is in any personal danger or may be subject to abuse or neglect. If this is the case, concerns must be referred to Mr Jacques, and the necessary guidelines will be followed to ensure the students are cared for in the correct manner.





# FAQ's

## 1. What do I need to bring with me to school?

You should bring any notebooks or textbooks you need for the school day, something to write with and your homework diary. If you have PHE or Art in your schedule for the day, you should make sure you have appropriate clothing and footwear with you. You should also bring a water bottle with you to keep you hydrated throughout the day.

## 2. What should I do if I am going to be late?

Lessons start at 8:00 each morning. Any student arriving more than 3 minutes after the start of the lesson will be marked as late. If you think you will be late for school, you should email your form teacher ([lag9@bis.kg](mailto:lag9@bis.kg) or [lag10@bis.kg](mailto:lag10@bis.kg)) or you should ask your parents to contact Reception to inform them that you are delayed. When you arrive at school, you should go straight to Reception to notify the school of your arrival, before going to your lesson.

## 3. What should I do if I'm absent from school?

If your absence is planned (for example, a family holiday or event), your parents should contact the school as far in advance as possible to inform us of your absence. You should also speak to each of your teachers in advance to ask what work you may miss and what you should do to keep up.

If your absence is unplanned (for example, due to illness), your parents should contact the school before 10:00 on the day of your absence. Once you return to school, you should approach your teachers to find out what work you missed and how you can catch up.

## 4. What time is lunch?

For IGCSE, lunch is served from 12:30 until 12:50. Please remember that classes start at 12:50 after lunch.

## 5. What are the school hours?

All students should be at school from 07:45 until 15:15. ECAs start at 15:30 and are optional.

## 6. Can I bring my own food?

Yes. The school provides lunch and two snacks a day, but students may opt out of this if they prefer to bring their own food. However, please remember that fizzy drinks, sugary snacks, gum and packets of crisps (chips) should not be brought into school unless approved in advance by the form teacher.

## 7. Can I order food?

Students can not order food from any delivery services for lunch. For birthday parties, please consult your form teacher regarding the procedures.

## 8. Can I use my phone at school?

You may bring your phone to school but must follow school policy on the use of mobile phones. This means that you may only use it in the cafeteria or outside during break times and after school or with specific permission from your class teacher. Using mobile phones for playing games in school is not permitted. If you do not adhere to these rules, your phone will be confiscated for the remainder of the school day or longer. If students need to call their parents, they may use the phone at Reception.

## 9. Do I need a laptop?

For IGCSE, it is required that students have their own personal laptops at school. You must make sure you follow the school rules on appropriate use of IT and only use it in class with the teacher's permission.

## 10. What stationery do I need?

The school provides free notebooks for all students and subjects. Students are expected to bring their own pens, pencils, rulers and other stationery.

### **11. When are holidays?**

All official school holidays are on the school calendar on the school website.

### **12. Who should I talk to if I have a problem?**

It's really important that our students feel happy and safe at school. If you have any problems or concerns, there are always people available to listen. Your Form teacher is a good option for someone to talk to if you have any concerns about school. Their job is to look out for your welfare and help support your academic and social life at school. If you don't want to talk to your form teacher, you can approach any member of staff you feel comfortable talking to. You will also be introduced to our school counsellor, Ms Valeria, and the High School Principal, Mr. Jacques, at the start of the school year. You are always welcome to arrange a meeting with either of them if there's anything you would like help with or just to talk.

### **13. What should I do when I am sick at school?**

If you feel unwell during the school day, speak to your teacher to ask to be excused from lessons and go to the Medical Room on the first floor. Dr Asel will assess your symptoms and check your health. If necessary, she will contact your parents to collect you from school, or to request permission to give you any medication that may help you feel better.

### **14. Do we have a school bus? How does it work?**

Yes, school buses cover a number of routes around Bishkek and are supervised by school staff. Morning pick-up begins from 7:15 (depending on location) and afternoon buses depart school at 16:30 after ECAs have finished. All buses are equipped with seatbelts. If you would like to use the school bus or are interested in finding out more about routes and cost, please contact Ms Burmukan ([bbirnazarova@bis.kg](mailto:bbirnazarova@bis.kg)).

### **15. What should I do if I'm not going home according to my usual arrangement?**

The safety and welfare of our students is really important. The school gathers information about how each student should travel home and with which adults they may leave the school. If you need to change your usual arrangements for going home (for example, you usually take the school bus but you have been invited to a friend's house and want to go home with them and their driver), we need confirmation of this arrangement from your parents. They should call, email or speak to Reception in advance to approve changes to the usual arrangement. Students should not leave school during the school day without the knowledge of the school and permission from their parents.

### **16. Where can I store my things?**

Each student in MYP, IGCSE and DP has their own personal locker. The locker keys are normally handed out on the first day of school. They will keep this locker for the duration of the academic year and may use it to store any of their belongings. Most students also carry a school bag with their materials for the day's lessons. During lunch time, bags can be stored in the shelving space in the cafeteria.

### **17. What should I do if I forget my books/homework?**

Good organisational skills are really important for High School students. Occasionally students forget things at home that they need for lessons. If this happens, you should inform the teacher at the beginning of the lesson, or earlier if possible, and ask for advice as to what you should do. If it is the first time this happens, you are likely to be given a reminder to bring all the correct materials in future. However, if students regularly forget to bring the necessary materials to class, teachers may involve the Form teacher, and later the IGCSE Coordinator and parents, to discuss how to address issues with organisation.

### **18. How much homework will I get?**

This depends on the subjects you have and the amount of work you do in class. On average, you can expect around two hours of homework per day during the week. This does not include the time spent on revision, exam preparation or service learning. If you need help with your schedule, please contact your coordinator.

**19. Do I get to choose any subjects?**

Yes. All students in IGCSE have four compulsory subjects (Mathematics, Coordinated Sciences, English and Computer Science) while they can also choose four or five additional subjects according to their own needs and interests. For more information on this, please contact the IGCSE coordinator.

**20. Will I have exams? When?**

Yes. At the end of Grade 10, all Grade 10 students write the external exams from April to June. However, during the two year program, there will be regular tests and semester evaluations in all your subjects to help you prepare for the exams. Please ask your Form teacher or IGCSE coordinator for information about dates and structure.

# Appendices

## Appendix 1: Faculty and Staff

For the 2022/23 academic year we have several teaching staff and teaching assistants.

### Administration

David Grant	Head of School	<a href="mailto:dgrant@bis.kg">dgrant@bis.kg</a>
Jacques Prinsloo	High School Principal	<a href="mailto:jprinsloo@bis.kg">jprinsloo@bis.kg</a>
Tom Clifton	IGCSE Coordinator	<a href="mailto:tclifton@bis.kg">tclifton@bis.kg</a>
Kyzjibek Tekenova	Learning Diversity and Inclusion Coordinator	<a href="mailto:ktekenova@bis.kg">ktekenova@bis.kg</a>
Aigul Sakieva Alexander Sheyerman	Grade 9 Form Teachers	<a href="mailto:asakieva@bis.kg">asakieva@bis.kg</a> <a href="mailto:asheyerman@bis.kg">asheyerman@bis.kg</a>
Nadia El Aoud Ray Benton-Evans	Grade 10 Form Teachers	<a href="mailto:nelaoud@bis.kg">nelaoud@bis.kg</a> <a href="mailto:revans@bis.kg">revans@bis.kg</a>
Irina Pak	Librarian	<a href="mailto:ipak@bis.kg">ipak@bis.kg</a>
Valeria Totolina	High School Counsellor	<a href="mailto:vtotolina@bis.kg">vtotolina@bis.kg</a>
Nazira Tursalieva	University and Career Counsellor	<a href="mailto:ntursalieva@bis.kg">ntursalieva@bis.kg</a>





## IGCSE Subject Teachers:

Toon Cavens	Additional Mathematics	<a href="mailto:tcavens@bis.kg">tcavens@bis.kg</a>
Moeeza Shuaib	Art & Design	<a href="mailto:mshuaib@bis.kg">mshuaib@bis.kg</a>
Oscar Herrero	Business Studies	<a href="mailto:oherrero@bis.kg">oherrero@bis.kg</a>
Nadia El Aoud	Computer Science	<a href="mailto:nelaoud@bis.kg">nelaoud@bis.kg</a>
Tulay Yavuz	Computer Science	<a href="mailto:tyavuz@bis.kg">tyavuz@bis.kg</a>
Colin Mackay	Coordinated Science - Biology	<a href="mailto:cmackay@bis.kg">cmackay@bis.kg</a>
Bivo Chongo	Coordinated Science - Chemistry	<a href="mailto:bchongo@bis.kg">bchongo@bis.kg</a>
Alexander Sheyerman	Coordinated Science - Physics	<a href="mailto:asheverman@bis.kg">asheverman@bis.kg</a>
Azamat Kazymov	Economics	<a href="mailto:akasyimov@bis.kg">akasyimov@bis.kg</a>
Daniel Cullington	English Language (Grade 9)	<a href="mailto:dcullington@bis.kg">dcullington@bis.kg</a>
Tom Clifton	English Language (Grade 10)	<a href="mailto:tclifton@bis.kg">tclifton@bis.kg</a>
Stephen Labanowich	English Literature (Grade 9)	<a href="mailto:slabanowich@bis.kg">slabanowich@bis.kg</a>
Jan Scott	English Literature (Grade 10)	<a href="mailto:jscott@bis.kg">jscott@bis.kg</a>
Tom Clifton	English Language Acquisition (ELA) Coordinator	<a href="mailto:tclifton@bis.kg">tclifton@bis.kg</a>
Aigul Sakieva	English Language Acquisition (ELA)	<a href="mailto:asakieva@bis.kg">asakieva@bis.kg</a>
Lailo Youssoup-Akhounova	French	<a href="mailto:lyoussoup@bis.kg">lyoussoup@bis.kg</a>
Andrew Wheeler	Geography	<a href="mailto:awheeler@bis.kg">awheeler@bis.kg</a>
Alvira Baisalova	German	<a href="mailto:abaisalova@bis.kg">abaisalova@bis.kg</a>
Ray Benton-Evans	History	<a href="mailto:revans@bis.kg">revans@bis.kg</a>
Toon Cavens	International Mathematics	<a href="mailto:tcavens@bis.kg">tcavens@bis.kg</a>
Helene Fick	International Mathematics	<a href="mailto:hfick@bis.kg">hfick@bis.kg</a>
Gulbara Akunova	Kyrgyz Geography and History	<a href="mailto:gakunova@bis.kg">gakunova@bis.kg</a>
Nazgul Sultakeeva	Kyrgyz Language	<a href="mailto:nsultakeeva@bis.kg">nsultakeeva@bis.kg</a>
Saikal Alamanova	Mandarin	<a href="mailto:salamanova@bis.kg">salamanova@bis.kg</a>
Sarah Joy Hill	Music & Drama	<a href="mailto:shill@bis.kg">shill@bis.kg</a>
Anna Smirnova	Physical Education	<a href="mailto:asmirnova@bis.kg">asmirnova@bis.kg</a>
Indira Bekkoenova	Russian First Language	<a href="mailto:ibekkoenova@bis.kg">ibekkoenova@bis.kg</a>
Saikal Alamanova	Russian Foreign Language (Grade 9)	<a href="mailto:salamanova@bis.kg">salamanova@bis.kg</a>
Erkeayim Zhekshenalieva	Russian Foreign Language (Grade 10)	<a href="mailto:ezhekshenalieva@esca.kg">ezhekshenalieva@esca.kg</a>
Marc Garetá	Spanish (Grade 9)	<a href="mailto:mgarreta@bis.kg">mgarreta@bis.kg</a>
Marta Pascual Garcia	Spanish (Grade 10)	<a href="mailto:mgarcia@bis.kg">mgarcia@bis.kg</a>

### School Contact Information

Email: [info@bis.kg](mailto:info@bis.kg)

Phone: +996 312 214 406

IGCSE Coordinator: [tclifton@bis.kg](mailto:tclifton@bis.kg)



## Appendix 2: International Baccalaureate

### IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organisation works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### IB Learner Profile

The IB learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others and the world around them. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

<b>Inquirers</b>	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
<b>Knowledgeable</b>	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
<b>Thinkers</b>	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
<b>Communicators</b>	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
<b>Principled</b>	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
<b>Open-minded</b>	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
<b>Caring</b>	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
<b>Risk-takers</b>	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
<b>Balanced</b>	We understand the importance of balancing different aspects of our lives — intellectual, physical, and emotional — to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
<b>Reflective</b>	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

<b>MIDDLE SCHOOL &amp; HIGH SCHOOL</b>					
<b>Periods</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Period 1 08:00-08:45</b>					
<b>Period 2 08:45-09:30</b>					
<b>Break 09:30-09:45</b>					
<b>Period 3 09:45-10:30</b>					
<b>Period 4 10:35-11:20</b>					
<b>Period 5 11:25-12:10</b>					
<b>Lunch break 12:10-12:55</b>					
<b>Period 6 12:55-13:40</b>					
<b>Period 7 13:40-14:25</b>					
<b>Period 8 14:30-15:15</b>					
<b>Break 15:15-15:30</b>					
<b>ECAs 15:30-16:30</b>					