



**The British School of Lomé**

**BSL**

**Admissions**

**Handbook**

**Empowering learning**

**Enriching lives**

**Empathy for others**

# Our Endeavours



**'Our Endeavours' encompasses the mission, vision and education ethos of The British School of Lomé.**

## **Empowering Learners**

- We believe learning is maximised in an environment enriched with encouragement, support and assistance from our entire community.
- We endeavour to empower our students to achieve knowledge, skills and potential both within and beyond the classroom
- Our students, inspired and nurtured by excellence in teaching become mature scholars encouraged to believe in their own abilities, strengths and aspirations.

## **Excelling Through Life**

- Our school through its curriculum provides a holistic student centered education that prepares our students to take an active and responsible role as the global citizens of tomorrow.
- Our school community endeavours to prepare students with desire to learn and the ability to excel in higher education and to live happy, successful and fulfilling lives.
- The school is committed to encourage an attitude of inquiry and an enthusiasm for learning to continue through higher education enabling our students to become leaders in a global society.

## **Every Child Matters**

- We treat every child with respect for their individuality through differentiated teaching and learning styles that meet individual need.
- We provide our students with equal opportunities to participate in all aspects of the school regardless of gender, religious belief or ability.
- We celebrate lifelong learning and are committed to nurturing self-esteem and respect.
- We encourage our students with opportunities for shared decision making through the student council in both primary and secondary school.

## **Empathy For Others**

- Our students empathise, appreciate and interact within the local community through our dynamic service learning programme.
- Beginning in our early learning programme we educate our students to become dedicated to community service.
- Our students become compassionate and socially responsible individuals in our multi cultural community and beyond.

## **Enriching Lives**

- Our school's traditions are based on creating an inclusive yet diverse community of international cooperation and social reflection.
- We extend to our students an exceptional range of enrichment activities within and beyond our classrooms.

## **Excellence: Our Vision For The Future**

- Our school will continue to innovate, inspire and enrich our students.
- We endeavour to create a sense of community with staff, students and alumni working collaboratively towards exceptional educational standards.
- Our vision is to exceed our expectations of providing an exceptional education within our vibrant and diverse international community.



## THE BRITISH SCHOOL OF LOMÉ,

TOGO, WEST AFRICA.

### Admissions Office

The British School of Lomé

BP 20050, Lomé, Togo.

Tel: (+228)22 26 46 06

Email: admissions@bsl.tg

**BSL offers a co-educational education programme for students from Crèche to the IGCSE and IB Diploma programme for students of all nationalities. We are both a day and boarding school, offering boarding to students in Year 4 onward. The British School of Lomé is member of CIS and currently undergoing accreditation.**

### BSL Admissions Requirements

#### For all applicants

Submission of the following documents to Admissions office:

Enrolment Form

Medical Form

Copy of Child's Birth Certificate

Copy of Vaccination Card

School reports for the past 2 years (past 3 years for IB students)

Leaving Certificate from the

Confidential Report submitted to BSL

#### For secondary applicants

Entrance exams completed for Years 7-13

Transcripts for students entering Years 10-13

WAEC or IGCSE results if applying to IB

Additional documentation or assessments may be requested.

# **Admissions Information**

Our school community is warm and welcoming and for 30 years we have been guiding students to achieve academic and personal excellence. At BSL, we know that choosing a school for your child is a big decision and our Admissions office is here to support you in the process. We will gladly answer any questions and are eager to share what a British School of Lomé education can do for your child. We look forward to welcoming you to The British School of Lomé community!

## **General Admissions Information**

The British School of Lomé is an international and co-educational school that offers the highest standard of education within a diverse and multicultural community. We operate on an inclusive platform welcoming students without regard to gender, race, religion or culture.

The purpose of BSL is to provide the best possible education, based on British and international curricula and practices, for local and expatriate children residing with their families in the Lomé area or boarding at school facilities. The school attempts to ensure a smooth entry from, and egress to, other schools which have internationally based curricula and programs. Emphasis is placed on preparation for higher education and the medium of instruction is English.

We offer continual enrolment throughout the year to accommodate our international families. Please let us know in advance if you intend to enrol students after the start of the school year, this will help us ensure that your student(s) will have a place available in the correct Year group.

We have several brochures available to help give you more insight into the various aspects of The British School of Lomé. These include our: School Brochure, Boarding Brochure, IGCSE Brochure, IB Brochure and Crèche Leaflet. These can be found on our website [www.bsl.tg](http://www.bsl.tg) or as a hard-copy at the school's reception desk. Our Admissions office is also available for any questions regarding programmes here at BSL.

## **School fees**

For current fee information please contact our Admissions office at [admissions@bsl.tg](mailto:admissions@bsl.tg)

# **Admissions Procedure**

## **Stage One- Initial Contact**

We encourage you to visit us so that you can tour our campus, speak with us in person and get a first-hand look at all that BSL has to offer. Due to our truly international nature we know that sometimes a campus visit isn't possible. Contact us by phone or e-mail to inform us of your child's age and current schooling so that we can best provide you with information specific to your child. We can address any initial questions that you may have and assist you in beginning the application process.

## **Stage Two- Application**

To apply for a place at The British School of Lomé, we require the documentation listed on page 1 to be completed and returned to the Admissions office. We seek to ensure that we can support all students that are accepted at BSL and may request additional information. Entrance exams are required for entry into Year 7-13 and may be requested for entry into primary. See the Admissions Policy for additional information regarding the application process.

## **Stage 3- Admission to The British School of Lomé**

The Admissions office provides senior academic staff all completed applications for review. The appropriate division Head and the school Headmaster will make all final decisions regarding student placement and acceptance. Additional exams and other appropriate means may be used before acceptance to ensure all students are able to access the curriculum and settle in happily with us. Once the review has been completed you will be informed of your child's acceptance status.

## **Upon Admission to the British School of Lomé**

After a student is admitted to BSL they will be issued an invoice and Enrolment Contract. Students are considered enrolled when they have paid the initial fees as outlined on their invoice and returned a signed copy of the Enrolment Contract. Students and parents are welcome to take a tour at any time during the admissions process to help familiarize them with the school grounds, ask questions and prepare students for entering the classroom.

### **Steps for parent/guardians:**

- Submit the signed contract and initial fees outlined on the invoice
- Purchase school uniform by collecting bill from Reception and paying at the Bursar's office. Return to Reception and show receipt to collect the uniform.
- Collect the Student/Parent Handbook from Admissions office
- On the student's first day of school parents/guardians meet the Admissions Director in the school reception area. They will accompany the child and parent to the classroom.

## **BSL Admission Policy**

The school makes every effort to accept all students who apply. BSL is an inclusive, non-selective, coeducational school which accepts students with a wide range of ability levels. The school's admissions policy is to conduct its admissions on a fair and nondiscriminatory basis while adhering to the admissions criteria. BSL does not discriminate on the basis of nationality, race, gender, religion or ethnic origin.

BSL seeks applications from students who can demonstrate they possess the appropriate levels of academic readiness as well as the excellent attitudes and interpersonal and academic skills required for successful learning in the school. Families who apply to BSL are asked to provide evidence to demonstrate that their children, as members of a global society, have the academic, social and emotional potential to improve and make positive contributions to the school community.

### **Preferential conditions for admission**

It is the policy of the Board of Governors to give priority enrolment to students who enter the school as follows:

- |            |  |
|------------|--|
| Priority 1 | Students of BSL personnel accepted regardless of enrolment quota |
| Priority 2 | Expatriate students living in Lomé or enrolling as boarders      |
| Priority 3 | Brothers and sisters of students currently enrolled in BSL       |
| Priority 4 | All other students   |

### **Placement**

The British School of Lomé will determine the proper placement for new students. Testing and other appropriate means may be used to ensure that students are placed properly in both primary and secondary. Ordinarily, students are placed in the year group which follows next in sequence from their previous schooling. However, all students applying to secondary will complete entrance examinations as part of the admissions assessment process. Entrance examinations usually encompass a test of English (proficiency; reading comprehension/writing skills), Math and Science. Students applying to primary may be asked to sit exams or otherwise assessed as needed. Past school records must be obtained by the Admissions office from the parents or from students' previous schools.

The following criteria will be considered when making a placement:

1. Matriculation from an English-medium school system into the year that follows next in sequence.
2. When a student is transferring from another school or school system we evaluate: Results on entrance or standardized tests, past school records, chronological age and evidence of maturity.
3. The student's skills, abilities, interests, and preferences, and whether the student needs learning support that BSL can provide.
4. Age is considered to be an important factor in grade placement and a student will normally be placed in the grade corresponding to his/her age. This may vary if applying for Years 10-13 due to IGCSE and IB requirements. (See the British Education Comparison on page \_\_\_ for age information.)
5. Students joining the school for IB must produce detailed past records from previous schools including official IGCSE or WAECs certificates etc.

## **Special educational needs**

Students with special educational needs will be welcomed, provided their learning needs can be supported. BSL will do all that is reasonable to comply with its moral responsibilities to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately. Parents of a child who has any disability or special educational needs should provide the school with full details prior to the admissions procedure, at registration. The school needs this information so that, in the case of any child with particular needs, the school can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the school can cater adequately for the student should an offer of a place be made. BSL does offer a special education needs service lead by our Special Education Coordinator. However, as a mainstream school it may not have the specialist staffing or facilities for particular special educational needs. Students with physical or medical disabilities will be welcomed, provided they can be reasonably, safely and comfortably accommodated in the school buildings and access the full curriculum without hindrance. There is an SEN and Academic Support fee structure based on a per session per annum rate. The amount of support required may vary throughout the year and will be billed accordingly.

## **English language proficiency**

BSL accepts students whose levels of English language fluency enables them to access the programme through mainstream classes supported by a degree of differentiation by the class teacher. Students whose English is not proficient may be admitted to the school at the discretion of the Headmaster. The following may be required:

1. Students who are not capable of functioning in an English speaking classroom to the level required for them to fully access the curriculum may be accepted conditional on their agreement to participate in our intensive English-as-a-Second-Language programme.
2. The intensive ESL programme allows students to participate in the mainstream class with pull-out ESL sessions. The programme will be prescribed based on individual student needs and may range in amount of sessions required. The fees for this programme are based on a per session per annum rate. The amount of sessions required may vary throughout the year and will be billed accordingly.
3. Parents may be required to provide additional English language instruction, at their own expense, outside school hours. (Can we require this if we are also charging fees?)
4. Parents will be advised that the time required for their children to achieve English language proficiency may result in their falling behind in grade level which they would otherwise have attained in their own countries.
5. If after intensive ESL a student does not achieve at adequate levels, enrollment in this school may be reconsidered.

## **Additional assessment**

BSL seeks to best support and accommodate the students that we accept. A Child Study Team may be formed with regards to specific issues arising due to student acceptance or placement. A Child Study Team will be made up of relevant leadership staff, teachers, the school counsellor and the SENCO. They can be assigned the task of assessing the child's acceptance or placement so that the best interests of the child are being met.

## Additional School Information

### School hours

#### Primary

Class Year	Monday, Tuesday, Thursday, Friday	Wednesday
Creché	8:00-12:30	8:00-12:30
Nursery and Reception	8:00-2:00	8:00-1:15
Year 1-Year 6	8:00-3:15	8:00-1:15

#### Secondary

Class Year	Monday, Tuesday, Thursday, Friday	Wednesday
Years 7-13	8:00-3:15	8:00-12:30

### Daily routine

- Parents can begin to drop their students at school at 7:30am
- A snack of fruit is provided to all students daily between 10:00-10:30am depending on Year.
- There is a canteen that has hot lunch available daily. Student who take this option will be charged an annual Lunch Fee.
- For student pick-up the teacher must be given a record of who is allowed to pick up children.

### BSL diploma graduation requirements

Each student shall be required to complete 25 credits in order to graduate. A credit is defined as a course meeting the equivalent of four or more periods per week for three trimesters. A credit is awarded for each course successfully completed during years 1-13. Minimum credit distribution shall be as follows for graduation:

English	4 credits
Mathematics	3 credits
Social Studies	3 credits
Science	3 credits
Languages	3 credits
Fine Arts	1 credit
ICT	1 credit
Physical Education	1 credit
Electives*	6 credits
Total	25 credits

In addition the student must complete:

- A total of 150 hours of CAS (Creativity, Action, Service) a during years 12 and 13
- A research paper following the same guidelines as the IB ex essay. This is graded on a pass/fail basis.

\* Electives include any course offered at high school level.

## British Education System Comparison

Names and Ages of the British Education System Year Groups Compared to others.

The British System		<sup>1</sup> Ages	<sup>2</sup> American	<sup>3</sup> Togolese	<sup>3</sup> French	Nigeria & Ghana
Early Years	Crèche	18 months – 3 Years				
	Nursery	3 – 4 Years			Maternelle Petite Section	
	Reception	4 – 5 Years		Maternelle	Maternelle Moyenne Section	
Primary Years	Year 1	5 – 6 Years	Kindergarten	CP1	Maternelle Grande Section	P1
	Year 2	6 – 7 Years	Grade 1	CP2	CP	P2
	Year 3	7 – 8 Years	Grade 2	CE1	CE1	P3
	Year 4	8 – 9 Years	Grade 3	CE2	CE2	P4
	Year 5	9 – 10 Years	Grade 4	CM1	CM1	P5
	Year 6	10 – 11 Years	Grade 5	CM2	CM2	P6
Secondary Years	Year 7	11 – 12 Years	Grade 6	Sixième	Sixième	JSS1
	Year 8	12 – 13 Years	Grade 7	Cinquième	Cinquième	JSS2
	Year 9	13 – 14 Years	Grade 8	Quatrième	Quatrième	JSS3
	Year 10	14 – 15 Years	Grade 9	Troisième	Troisième	SSS1
	Year 11	15 – 16 Years	Grade 10	Seconde	Seconde	SSS2
Sixth Form (IB)	Year 12	16 – 17 Years	Grade 11	Première	Première	SSS3
	Year 13	17 – 18 Years	Grade 12	Terminale	Terminale	

<sup>1</sup>Children must have reached the first age for each class by 30 September

<sup>2</sup> There is a 5 month variation around the States. 23 States have the same cut off date, two are within two weeks, 13 are later and 13 are earlier. DoD Schools are two months later: 31 October, was 31 December

<sup>3</sup> CP = Cours Préparatoire, CE = Course Élémentaire and CM = Cours Moyen