

PARENT HANDBOOK

2021 - 2022



ACE of BRUSSELS

ACE of BRUSSELS is a registered Cambridge International School



Cambridge International School

All particulars at time of publication are correct, however, the school reserves the right to make changes as and when deemed necessary.
Implemented and updated August 2021

Index

| Page | |
|------|---|
| 5. | Welcome from the Principal |
| 7. | Mission Statements |
| 9. | Administration <ul style="list-style-type: none"> • Office Hours and Telephone • Correspondence • Change of Details |
| 10. | The School Day |
| 11. | Attendance <ul style="list-style-type: none"> • Illness and Absence • Holidays |
| 13. | Academic Matters <ul style="list-style-type: none"> • Marking and Assessment • Homework |
| 17. | Communication <ul style="list-style-type: none"> • Class Teachers and Form Tutors • Reports and Parent Teacher Consultation • Parent Portal on ACE Firefly |

ACE of BRUSSELS is a registered Cambridge International School

- 20. Daily Life
 - Breaktime and Snacks
 - Lunches
 - Garderie
- 22. Safety and Security
 - Medicine in School
 - Parking
 - Health and Hygiene
 - Money and Valuable
 - Collecting Children
- 25. Intimate Care Policy
- 26. Uniform and Equipment
 - Uniform
 - Dress Code
 - Equipment for Class
 - Technology
 - Device Advice
- 36. Expectations and Behaviour
 - Punctuality
 - Bullying

- 39. Extra Curricular Activities
 - Optional Extras
 - School Trips
- 40. Associations
- 41. Finance
- 43. Animals in School

ACE of BRUSSELS is a registered Cambridge International School

Welcome to ACE of BRUSSELS

Dear Parents,

I would like to extend a very warm welcome to you for what I know will be a long and happy time with us at ACE of BRUSSELS. It is a primary aim of our school that every child feels safe and loved whilst having the opportunity to reach their full personal and academic potential and we will do all we can to provide this. We value communication with you, our parents, and trust that you will always feel that you can approach us so that, together, we can achieve this aim.



This handbook is designed to provide you with useful information about the day to day life of our school. It will be updated from time to time, as arrangements are modified, and we will keep you informed of any changes that happen by email and through ACE Firefly, our online platform. You are able to access lots of information about our school activities by visiting [ACE Firefly](#). Here you can find our school calendar, information about clubs and lots more. There is also information about FACE, our school parent/teacher association, in which I would encourage you to become involved. It is a perfect way to meet other families and make new friends. You can login to ACE Firefly using your email address.



ACE of BRUSSELS is a registered Cambridge International School

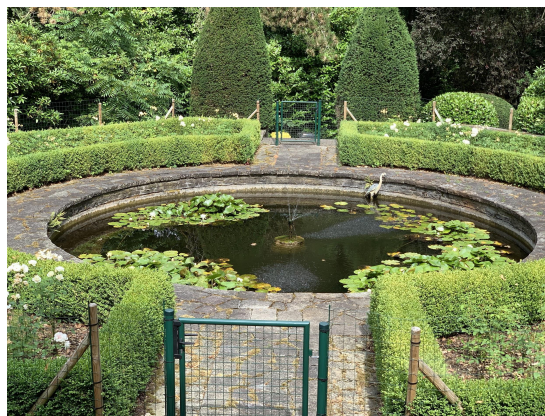
Cambridge International School

At the time of writing this, we are in the process of emerging from a challenging health situation. I would ask for your support and understanding as we react to the current advice that we receive from the Belgian authorities. The decisions that we make in response to the changing situation will never please everyone but be assured that the physical and mental health and welfare of our pupils, our parents and our staff is my number one priority and any decisions that are made have this as the primary concern.

If you have any queries then do not hesitate to contact either Mrs Burgin in the office or me and we will do our best to help you. I look forward to getting to know you and I am sure that you will find your time at ACE of BRUSSELS to be the perfect opportunity to make lots of happy memories.

Jackie Daire

Mrs Jackie Daire
Principal



Mission Statement

ACE of BRUSSELS - Core Values

At ACE we respect each child as an individual and as a unique learner, allowing them to achieve their full potential and academic excellence.

At ACE we are passionate about learning, exploring and creating.

At ACE we believe a partnership between school and family is the cornerstone of our school community.

ACE of BRUSSELS - Our Mission

At ACE we develop and nurture academic and personal excellence in each of our students through learning, discovery, questioning and creativity. Our blend of traditional and modern teaching, together with our use of technology, allows us to provide individualised programmes of study according to the needs of our students.

Our goal is to inspire a lifelong love of learning through exploration and discovery. Our curriculum focuses on the whole child, so that our students leave our community as well-rounded and confident young people who are ready to face life's challenges.

ACE of BRUSSELS is a registered Cambridge International School



Cambridge Assessment
International Education
Cambridge International School

MISSION STATEMENT OF THE WHOLE SCHOOL FAMILY

ACE of BRUSSELS staff and students will endeavour to achieve the highest standards in all their actions.

In order to do this the staff and students agree to:

1. Be informed about all policies adopted by the school.
2. Adopt a child centred philosophy and treat all pupils and adults with dignity and respect.
3. Insist on high standards of behaviour, good manners, safety and kindness throughout the school.

ACE of BRUSSELS is a registered Cambridge International School

Administration

Office Hours and Telephone

During term time the school office opens at 08:30 and closes at 16:30 pm Monday to Friday. During the school holidays the office is staffed but, if you are answered by a recorded message, please leave your details and we will return your call as soon as possible.

- School office : 0032 (0)2 420 02 04
- Email: info@aceofbrussels.com
- Website: www.aceofbrussels.com

Correspondence

All correspondence should be addressed to the Principal, Mrs Jackie Daire or to Mrs Burgin in the office.

Change of Details

At the start of each academic year an online Student Information Form will be sent to you and it must be completed and returned as soon as possible. It is imperative that the school is notified of any change of details as soon as you know them and you can use the same form for this. The form will also ask you to confirm your primary email address and this address will be used to give you access to ACE Firefly.



FACE (Friends of ACE), our parent/teacher association, must be notified of your details independently in order to have any changes recorded. This can be done through Mrs Burgin in the office. The school cannot give out any information regarding parent or pupil details.

The School Day

All ACE START and Junior children must be brought into school by an adult and not left at the end of the drive.

If students are travelling to school independently then parents must inform the school by email. This applies to both regular travel arrangements and ad hoc arrangements.

| | |
|-------|---|
| 08:00 | Garderie opens |
| 08.40 | School Gates open. Two members of staff are on duty |
| 08:50 | Senior students must be in their Form Room by this time |
| 08:55 | Junior students line up in the playground |
| 09:00 | Junior Registration and Senior lessons begins |
| 10:20 | Break. Start times vary according to class. |
| 10:50 | Lessons |
| 12:30 | Lunch (End of school day on Wednesday) |
| 13:00 | Break |
| 13:30 | Lessons |
| 15:30 | End of School Day and Garderie starts |
| 18:00 | Garderie ends |

Times vary according to current health advice and Junior/Senior timetable differences.

Attendance

**PLEASE INFORM THE SCHOOL AS SOON AS POSSIBLE,
BY EMAIL, IF YOUR CHILD IS GOING TO BE ABSENT.**

We are obliged to follow up on every absence so if we do not hear from you we will call you to ensure that all is well or to see if we can help you. This also applies to all late arrivals so if you know that your child is stuck on the bus or tram, or for any other reason, could you please let us know.

Illness and Absence

**IF YOUR CHILD IS ILL OR HAS A TEMPERATURE THEN PLEASE
DO NOT SEND YOUR CHILD INTO SCHOOL.**

CONTACT YOUR FAMILY DOCTOR
FOR ADVICE.

Parents are requested to email the school office as early as possible to report their child's absence. Mrs Burgin, in the office, is a qualified nurse and she continues to train in order to stay current with the latest advice on physical and mental health and welfare. You can chat with her in complete confidence.



If your child is suffering from vomiting and/or diarrhoea they **MUST** be kept at home for **48 hours** after the last occurrence. If your child is in ACE START and they are ill it is not possible to change the day that they attend as an alternative. If your child is absent for 2 days or more then a doctor's certificate must be provided.

If your child becomes ill whilst in school we will contact you and, if you are advised to do so, you must collect your child as soon as possible.

For students that have a mobile phone in their school bag (where it should be kept at all times) it is vitally important that they inform a teacher immediately if they become unwell while at school. **They must not call a parent first.** Mrs Burgin is a highly qualified and experienced nurse and she will immediately assess the situation, take the appropriate action and contact you. If your child contacts you first then this will delay any necessary action being taken and could have serious consequences.

Holidays

If you are aware that your child is going to be absent for reasons other than illness, permission must be sought in advance from the Principal. An online Absence Request form can be found in our Firefly Parent Portal. Parents are requested to arrange to take family holidays within the school holiday periods.

ACE of BRUSSELS is a registered Cambridge International School



Cambridge Assessment
International Education
Cambridge International School

Academic Matters

ACE of BRUSSELS is a registered school of [Cambridge Assessment International Education](#), part of the University of Cambridge. Using the Cambridge International programme, we prepare students for life, helping them to develop an informed curiosity and a lasting passion for learning.

As of September 2020, full time education in Belgium is compulsory for all children from the age of five. The Cambridge International Primary Curriculum is for children aged 5 to 11 which are classes Reception to Year 6 at ACE and children in these classes must attend school full time. Please note that the academic year for ACE is from 01 Sept to 31 August and all classes are based on birthdays between these dates.

The Cambridge Pathway gives students a clear route to educational success. It allows the teachers to shape our unique ACE curriculum around our students' individual learning styles beginning with our ACE START children and continuing through to our JUNIOR years right up to our SENIOR students. We offer a wide range of subjects at external examination levels and our students, in consultation with parents and staff, are able to select the external exams that they sit. The Cambridge Pathway helps students discover new abilities and a wider world. It gives them the skills that they need for life so they can achieve at school, university and, ultimately, at work.



ACE of BRUSSELS is a registered Cambridge International School

Cambridge International School

Marking and Assessment.

All work is assessed and feedback is given in a variety of formats appropriate to the task. Assessment of all pupils is continuous and thorough using MAP Growth and Cambridge International Assessment tools and the information is used to plan for your child's individual learning. Marking and assessment is always approached as a positive experience and comments made are helpful and encouraging.

In ACE START pupils are assessed using the Early Years Foundation Stage guidelines. Throughout the year regular progress assessments take place to inform future planning and learning and this continues through into ACE JUNIORS and SENIORS. Towards the end of the academic year we have an assessment week where MAP Growth and the Cambridge Progression Tests are used to assess progress. At the end of their Primary studies and again for pre-IGCSE the students can be enrolled for the externally assessed Cambridge Checkpoint examinations.



In the Senior school assessment is carried out according to the courses that the students are following, including mock examinations. Information is shared with parents through a variety of methods including ACE Firefly, parent/teacher consultations in the Autumn and Spring Terms and a formal, written report at the end of the Summer Term. If you have any questions about your child's progress then please do not hesitate to contact your child's Class Teacher or Form Tutor.

Homework

Homework begins, gently, in ACE START where each child is heard to read with either pre-reading activities or books. When they are ready, the books are sent home so that the enjoyment of reading the stories can be shared with parents. Once a week homework may be set to support the reading activity. This is continued into ACE JUNIORS and SENIORS and becomes more frequent with the homework reflecting your child's development.

Parental involvement and support is essential. Children who are learning to read have a reading communication book which comes home with them. You can use it to write anything about your child which you would like to communicate to the class teacher e.g. if your child did not sleep very well. Parents have found this helpful if someone else brings their child to school. Likewise, we might also use this method to pass on information if we are unable to speak with you. Please bring the book into school every morning along with the reading book.



The reading record book is only meant as an additional way to communicate. We are always available to discuss anything regarding your child. Please read and sign the book daily and teachers, likewise, will read and sign your comments in the same way.

As the students move further up the school the class teacher or form tutor will give clear guidelines as to how much time should be spent on homework. It should not be a burden but a reinforcement and extension of learning. It also serves the purpose of involving you, as parents, in the learning process and affording you a continuous opportunity to see your child's progress. You can view the details of the tasks that have been set for your child, including the submission date, through ACE Firefly.



Communication

We are always delighted to hear from our parents and we encourage you to communicate with your child's class teacher or form tutor. If you make a request to meet the class teacher or the form tutor then we will endeavour to see you on the same day. If this is not possible we will make every effort to accommodate you within 2 working days. Please make an appointment through Mrs Burgin in the Office, stating the purpose of the appointment.



We do our utmost to keep you informed of all events in school and to pass on any information about the well-being of your child. Regular newsletters are sent to you with details about forthcoming activities. Class teachers and form tutors inform you about trips and visits. All this information

is available to you on ACE Firefly which you can access through the [ACE of BRUSSELS website](#).

We encourage parents to participate in their child's class events, be they in real life or virtual, and details of these occasions are sent to you by email and displayed on ACE Firefly.

Class Teachers and Form Tutors

Being an ACE Form Tutor or Class Teacher is a privileged and trusted position. Our Form Tutors and Class Teachers are the conduit, the link between home, student and school. The effectiveness of all that we do at ACE is underpinned by the strength of the relationship that they have with these three groups of people.

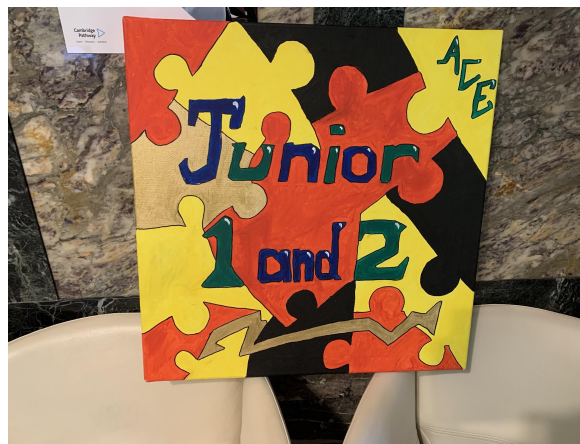
Your child's Form Tutor or Class Teacher is your first point of contact in school. They keep you informed about any news both positive, for example outstanding work or commendable behaviour, and negative, such as not enough progress towards exam expectations, not enough effort on certain subjects or homework/classwork, concerns about social skills, any other concerns that a subject teacher or other teachers are raising. They are also the person you should contact if you have any concerns or questions about your child. This applies to all pupils however young or old they are.

There is a Staff page on ACE Firefly and here you can see all the Class Teachers and Form Tutors, along with their email addresses, so that you can contact them easily. When they do not have the answers to your questions then they will be able to direct you to the person who is best able to assist you.

Reports and Parent Teacher Consultation Meetings

Parent Teacher Consultation meetings take place in the Autumn and Spring terms. Every effort is made to accommodate your required timing. A full written report on your child's progress and achievements is available at the end of the Summer term.

At the beginning of every academic year you are invited to attend a meeting for all class parents to enable you to meet your child's new class teacher, to learn about the class curriculum, to find out about class and school projects and to discover how you might become involved.



Parent Portal on ACE Firefly

Your Parent Portal on ACE Firefly is there to inform you about your child and the day to day activities in school. Please use it! It contains a calendar of school events, details of clubs, policy documents, a For Sale page in the FACE section and much more. This portal is for you so if there is something else that you would like to see displayed or if you have any information to share then please let Mrs Burgin in the Office know and she will try to help. The Parent Portal can be found at <https://www.aceofbrussels.com/parent>. Please send an email to the IT Elf at ITSUPPORT@aceofbrussels.com if you have any problems accessing the portal or if there is a problem with ACE Firefly.

Daily Life

Breaktime and Snacks

Current health advice impacts what we are able to provide in school and you will be updated about this as and when new information is available. The biggest challenge is catering and so we have the following arrangements in place.

We allow a short period of time before morning break for the children to have a drink and to eat a small snack. The snack must come from home and it should be a healthy piece of fruit or vegetable and the snack box in which it is brought should be clearly labelled. **Please note that the school is a nut free zone. THIS INCLUDES PEANUT BUTTER AND NUTELLA.**



Lunches

You can, of course, send your child to school with a lunch from home but we also offer [Box Bunny](#) who are able to provide healthy, fresh lunches. If you would like to find out more about their services then please visit their website. The lunches they supply are delicious!

Garderie

Our Garderie facility is available every day from 08:00 - 08:40 and from 15:30 - 18:00, 12:30 - 18:00 on Wednesday. A drink and snack should be provided from home. The snack should be a healthy piece of fruit or vegetable and the snack box in which it is brought should be clearly labelled. Garderie can be booked in ACE Firefly. This facility is charged by invoice and charges are rounded up to each half hour.

Spare Clothes

If your child is in ACE START or Year 1 we ask you to supply a complete spare set of clothing in case of accidents, be it “leaving it too late” or falling in the mud. It is helpful to have several pairs of pants, socks, a spare top, pair of trousers/leggings and a warm jumper.



Safety and Security

It is essential that all ACE START and JUNIOR children are brought onto the school premises by an adult and not left to find their own way in. Please read the 'Attendance' section for details. The school gate will be locked between 08:55 and 15.30 and access to the school during these times will be through the main door only, using the buzzer system. ACE START, JUNIOR and SENIOR late arrivals must be registered with Mrs Burgin in the office. Visitors and children leaving or returning during the school day, e.g. for medical appointments, must be logged in and out. All students must enter the school using the drive to the chateau at all times.



Medicine in School

If your child should require medication, of any description, while in school please see Mrs Burgin in the office to discuss the matter. A copy of the doctor's prescription for medicine use in school is required for all medication and all medication should be in the original box. You will also be required to complete a Medicine Permission Form which will include complete instructions for administering the medication and you will need to sign it. This will ensure that the correct dosage is administered at the appropriate time. Please note that these forms are not ongoing and must be completed each time medication is needed. **ALL MEDICATION MUST BE HANDED IN AND STORED SECURELY IN THE OFFICE** as per parental instructions. Mrs Burgin is a fully qualified nurse and she will guide you through the process.

Parking

Parking is available on Drève du Prieuré, the road at the front of the school. Please be aware that extreme caution needs to be taken to



ensure the safety of our children. We would also ask you to park considerately as this is a public road.

Auderghem commune has added safety bollards and a zebra crossing outside the school and there is often a speed camera installed locally. The speed limit along Drève du Prieuré is 30kph but many cars ignore this so please keep a tight hold of

your children when entering and leaving the school grounds.

PLEASE DO NOT PARK IN THE SCHOOL GROUNDS.

Health and Hygiene

Staff, pupils, parents and visitors must report to the office on arrival and sign in using the school system. Mrs Burgin may take your temperature and she will ensure that you have the appropriate protective wear, such as masks, before entering the school. She will also indicate to you where you can wash your hands before you proceed into the school. Current hygiene and health advice will be implemented and Mrs Burgin will guide you on this.

Money and Valuables

Pupils must not bring money or valuables into school. Pocket money for school trips etc. must be in a named purse or envelope, brought in on the day of the activity and handed to the class teacher for safekeeping. The use of cash is disappearing fast and alternative arrangements are often put in place.

Collecting Children

If the procedure for collecting your child changes or someone other than a parent is collecting your child, please inform us in advance. If this is someone who is not known to the school, please supply details and, if possible, a photograph.

If you are unable to collect your child please inform the school as soon as possible and we will make arrangements for them to go into Garderie - we are well aware and understanding of how challenging the Brussels traffic can be. If you do not arrive at the expected time we will try to contact you. Children remaining in their teacher's care for more than 10 minutes after collection time will be taken to the Garderie facility and you will be charged for this. Please remember to collect your child's belongings as well as your child.

Please note that we are unable to release pupils to siblings who are under 16 years old.

Intimate Care Policy

At ACE of BRUSSELS we are proud of our ethos of being a caring school.

We believe that we should show our pupils the love and warmth that reflects their home environment.

We feel that it is important to be able to offer our pupils a hug, a cuddle or just a hand to hold, according to their need and whatever their age. Staff may need to change a young child should a toileting accident occur. We will ensure that our pupils' dignity and self respect are maintained at all times.

ACE of BRUSSELS takes every possible measure to ensure that its pupils are protected from those who would do them harm. All Staff have been appropriately checked and references for new Staff are always followed up. We are fortunate to have a high Staff retention record as this gives continuity to our standards of care and of knowing all our pupils as individuals.

Please feel free to come and discuss this with the Principal if you have any questions.

If, for any reason, you do not wish the Staff to have appropriate physical contact with your child, please state this in writing to the Principal.

ACE of BRUSSELS is a registered Cambridge International School

 Cambridge Assessment
International Education
Cambridge International School

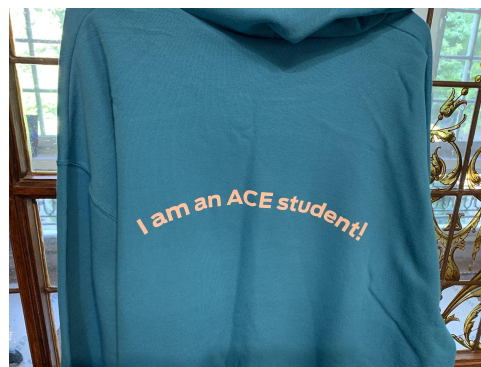
Uniform and Equipment

Uniform

ACE of BRUSSELS does not have a uniform but we do have a Dress Code which you will find later in this document. However, we do have school sweatshirts and hoodies which are smart, practical



and comfortable and can be purchased through the school office.



All items of clothing should be clearly named in a place that is easy to locate.

As you will appreciate, the age of some of our children does not always enable them to recognise their own items of clothing so it is vital that all articles can be easily identified by your child's Class Teacher. Please do not try to write names onto the manufacturer's labels as the writing quickly disappears with wearing and washing.

Children need to have indoor and outdoor shoes. It is also useful to have wellington boots for rainy days.

All Junior children should have a P.E. bag with their name clearly visible **on the outside**. Children should keep their P.E. kit in the bag in the Vestiaire. P.E. kit should be taken home regularly for washing and should be returned in time for P.E. lessons.

Dress Code

The clothes that people wear say a lot about who we are. First impressions are just that and it is important that we teach our children that they will be judged by others on what our clothes say about us. We may not like this but that is the way the world works. So let us help our children to think about the message that their clothes are giving and support them with learning how to make good choices with how to dress.

The clothes that our students wear make their lives and the lives of those around them easier or more difficult. In order to help staff, students and parents we have produced this guidance to help ensure that all children are dressed appropriately, respectfully and comfortably in school.

Students should wear practical, comfortable, washable clothes such as tracksuits, sensible trousers, not-too-short shorts, t-shirts and sweatshirts, depending on the season and whether it is cold, wet or sunny. The children, both young and old and the teachers too, play outside every day and they must, therefore, be dressed appropriately for the daily Belgian weather.

School is not a fashion show but that does not mean that it cannot be fun to choose what to wear. It is a life skill to learn how to dress for the occasion and children are not born with this knowledge - they need parental and school guidance. Clothing for school should be modest, clean, tidy and respectful of everyone's culture. There should not be any political or derogatory slogans on the clothing and no party clothing should be worn except when it is a birthday, a special occasion or a dressing-up day.

Clothing for home can be much more expressive!

In school, beach clothing such as strappy or off the shoulder style tops, bare stomachs, low neck-lines or flip-flops and high fashion styles such as super-tight trousers or strappy high-heels do not work. This is particularly important in the Senior building where students tend to be more fashion aware and all teachers, of whatever gender, must feel comfortable when teaching our students. This means that modesty is the golden rule.



ACE of BRUSSELS is a registered Cambridge International School



Cambridge Assessment
International Education
Cambridge International School

All particulars at time of publication are correct, however, the school reserves the right to make changes as and when deemed necessary.
Implemented and updated August 2021

Outdoor shoes should be sturdy and suitable for running about and indoor shoes should be softer and comfortable. Again, flip flops or backless shoes should not be worn as these can be dangerous on the stairs.

Every item of clothing and footwear should be clearly named.

Jewellery must be kept to a minimum, if at all, as it catches on equipment and other children and can be a safety hazard. If students are wearing earrings they should be smooth studs only.

On P.E. days students should bring their school P.E. clothes, which are a school or home t-shirt, a tracksuit and plimsolls for indoor P.E. or trainers for outdoor work. No jewellery can be worn for PE and it is best if the children come to school without it. We cannot be held responsible for jewellery when the children take it off.

On a student's birthday they are allowed to dress in special or party clothes for the day but this clothing must still be safe for school activities.



We have school sweatshirts available to purchase in our glorious school colours and our students love wearing them. The sweatshirts are bright, cheerful and practical and look extremely smart when the students are performing or when they are out on school trips. It also helps that when the students are wearing school sweatshirts they are easy to spot so that we do not lose them! An order form is available on Firefly and it will also be sent out at the beginning of the school year.



When, in the judgment of a teacher, a student's dress is inappropriate they may be asked to have appropriate clothes brought from home to school or they may be asked to return home in order to change. If a student is judged to be inappropriately dressed or wearing clothing with graffiti or designs which are in poor taste or which advocate or promote an inappropriate point of view, the student may not be allowed to attend classes until the change into acceptable attire has been made. During P.E. classes all students must be dressed in the appropriate clothes for physical education.

Students who do not respect this dress code will be asked to change clothing.

ACE of BRUSSELS is a registered Cambridge International School



Cambridge Assessment
International Education
Cambridge International School

All particulars at time of publication are correct, however, the school reserves the right to make changes as and when deemed necessary.
Implemented and updated August 2021

Students will be asked to change their clothing if they are wearing:-

Revealing or see-through clothing;

Plunging necklines;

Backless shirts or tops;

Micro skirts or shorts;

Jeggings (skin-tight tights when worn without a skirt or shorts)

Trousers that are so tight as to reveal definition;

Midriff tops;

Strapless tops;

Visible undergarments;

T-shirts with inappropriate slogans;

ACE of BRUSSELS is a registered Cambridge International School

Equipment for Class

All writing paper, pens and pencils are supplied by school and allocated to an individual. In the interest of health and hygiene they are not to be shared. Pupils may bring their own equipment into school in a pencil case or equivalent. This equipment should also not be shared with anyone else.

Senior students need to have a scientific calculator for Maths. A good example of this is the Casio fx-300ES PLUS Scientific Calculator.

Technology

ACE of BRUSSELS has a Bring Your Own Device policy. Please could you ensure that your child has access to an appropriate device that they can use. This has become much more important with the current health situation and it is essential that all our pupils have access to a reliable, functioning and charged device and the internet in order to continue their learning wherever they are.

We have an Information, Communication, Technology Policy which I would advise you to discuss with your child so that both they and you know what behaviour is appropriate and what we do, as a school, to keep everyone safe.

ACE of BRUSSELS is a registered Cambridge International School

 Cambridge Assessment
International Education
Cambridge International School

Need some device advice?

At ACE we know how important technical literacy is for your child's future. We are passionate about teaching students about online safety and how to use technology, at an age appropriate level, to get the most out of what is out there.

We therefore ask each student to have access to a device that they can bring to school for ICT lessons and for other projects involving ICT. This device should be fully charged when it is brought into school and be logged out of other users'/parent's personal accounts. Please be aware that very young children work better with a tablet but that they need a laptop as they get older.

There are so many devices out there and it is a very personal decision for your family as to which device your child brings to school. If you want personal recommendations, please contact your Classroom Teacher or Ms Marshall.

There are some technical accessories that your child will benefit from having in school, both for their ICT lessons and for other integrated learning that happens in other subjects.

We strongly recommend that you provide your child with a pair of AGE APPROPRIATE headphones (adult headphones can irreversibly damage your child's hearing and are often too large) and a keyboard, if their device does not already have an integrated keyboard.

ACE of BRUSSELS is a registered Cambridge International School

The following examples are just that - examples. Technology develops at a fast pace and new items are always appearing on the market but the items below are suggestions with factors that should be taken into consideration when purchasing. The prices are accurate at the time of writing but will, inevitably, change.

Headphones:

1) [JLab Audio JBuddies Studio Wired Headphones for Children](#). Wired Over-Ear Headphones for Young Ears with Volume Limiter, Sound Isolation and Mic

Cost: €17.99

2) [Philips children's headphones SHK2000PK / 00](#) On-ear children's headphones (noise isolation, volume limitation, ergonomic headband, 32mm speaker diaphragm)

Cost: €12.10

Keyboards for devices:

1) [Fatelegend Wireless Bluetooth Keyboard](#), Rechargeable **QWERTY** Keyboard, 7 Color LED Backlit, 3 Channel Connection, for Windows and Mac Computers, Android and iOS Tablets and Smartphones

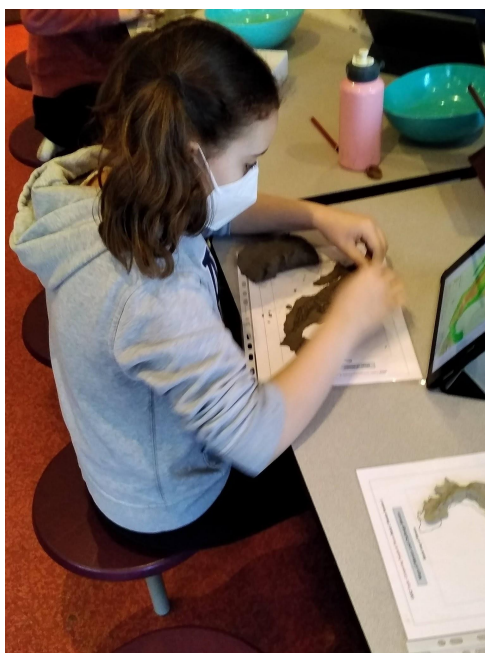
Cost: € 12.99

2) [Wireless Bluetooth Keyboard Backlit Keyboard](#), 7 Colors Illuminated **QWERTY** Keyboard Ultra Thin Portable Rechargeable Battery Compatible with iOS System

Cost: € 19.99

We would also recommend students from Year 1 and older use a **Chromebook, Windows or Mac Device**, the Chromebook being far and away the cheaper option. This links easily to our school infrastructure as we use Google Workspace for Education. From our past experience in teaching ICT across Primary and Secondary we have found that the ICT scheme of work can be successfully followed by using the mentioned devices.

The school supports the learning with ACE Firefly and it is essential that all students are able to access this at all times. ACE provides each pupil with a school email address and login details for ACE Firefly and these are administered by the school. If you have any problems you should contact the IT ELF at ITSUPPORT@aceofbrussels.com.



Expectations and Behaviour

ACE of BRUSSELS is a family and as such there are certain standards that we expect all to practise so that we can treat all pupils and adults with dignity and respect.

We insist on high standards of behaviour, good manners, safety and kindness, the values that will stand our students in good stead for life, and we do all we can to instil these both by teaching and mentoring.

In order to achieve this all members of staff and all students observe the following examples of expected behaviour as a minimum.

- We walk on the right hand side of the corridor or stairs to allow for space/distance between people.
- We use “Please” and “Thank you” at all appropriate occasions.
- We use polite greetings e.g. “Good Morning”.
- We use appropriate good manners when passing through a door e.g. let someone go in front, pass the door to the person behind you etc.
- No hats are permitted indoors and this includes hoods. This does not include clothing that is worn for cultural reasons.
- Queues should be quiet with space between each person.
- Bags must be stored safely.
- Use of toilets should be appropriate to the age of the students. Younger children often need to visit more frequently. Older students should be encouraged to use breaktime for this so as not to disturb others, unless in an emergency.
- Mobile phones are kept in bags at all times.

Punctuality

Being punctual is good manners. It demonstrates advanced thought, preparation and respect. It is important that students are punctual when arriving at school so that lessons can begin promptly and so that your child does not miss out on any activities.

We appreciate that arrival at school is dependent on the mode of transport used and that this can be affected by the Brussels traffic but we earnestly ask for your support with getting your child to school before the gate closes.

Senior students often come to school independently and are, therefore, more prone to be late. If a Senior student has 3 unauthorised late arrivals in one week then the Form Tutor will put the student on a Punctuality Report Card and you will be notified about this action.

If there is no improvement (4 unauthorised late arrivals) then the Head of Pastoral Care will be informed. You will then be contacted and informed that, as a result of the continued lateness, your child has been given a 30 minute after school detention for the following day and that they will, therefore, be late leaving school and arriving home.



Bullying

Whether it be in school or online, ACE of BRUSSELS and all members of the school have a zero tolerance of bullying. ACE is a safe, happy place and bullying another person is not tolerated at any level.

Teasing is sometimes confused with bullying and gentle but not cruel teasing is something that everyone needs to recognise, learn to manage and see as an important part of developing friendships but bullying will absolutely not be tolerated.



ACE of BRUSSELS is a registered Cambridge International School

 **Cambridge Assessment**
International Education
Cambridge International School

All particulars at time of publication are correct, however, the school reserves the right to make changes as and when deemed necessary.
Implemented and updated August 2021

Extra-Curricular Activities

Optional Extras

A variety of instrumental lessons and other activities are available and a separate invoice will be sent for these facilities as appropriate.

We also have a wide variety of clubs on offer to the children. Some are run by the teachers within the school and some are run by external professionals, all of whom are background checked and insured. There is a small fee for some of these clubs and details of these are available at the beginning of every term. Please note that numbers are strictly limited and places are offered on a first come first served basis. Applications for each club must be made termly and acceptance for a club is for one term only.

School Trips

Visits are organised at various times throughout the academic year as a means of enhancing the school curriculum. Information is sent out in advance of a planned trip, normally by the class teacher, informing you of the details. We ask you to complete the online permission form which allows us to take your child on all our school visits and this then ensures that there is no disappointment on the day of a trip. We also request that you submit payment for the trips promptly. We endeavour to arrange trips within normal school hours but, occasionally, the return times may be a little later. Please try to collect your child promptly at the indicated time.



ACE of BRUSSELS is a registered Cambridge International School

Cambridge International School

Associations

FACE (Friends of ACE) is an energetic and dedicated group of parents who support the school.

They help to build relationships between staff and parents through school functions and fundraising activities which assist in the provision of facilities.

Being part of FACE is an excellent way to become involved in the school and to make new friends.

If you would like more details about FACE or have any suggestions on how you can make a contribution to the group please contact the school office.



ACE of BRUSSELS is a registered Cambridge International School

 Cambridge Assessment
International Education
Cambridge International School

All particulars at time of publication are correct, however, the school reserves the right to make changes as and when deemed necessary.
Implemented and updated August 2021

Finance

Our accountant is in school every day should you need any financial help or advice.

Application Fee

The €750 application fee is non-refundable.

Fees

All fees must be paid within 30 days of receipt of the invoice. Any account left unpaid for 30 days will automatically be referred to the Directors and will incur a 2% penalty. Please ensure that you read the Terms and Conditions, particularly section 3(e) which refers to withdrawal of your child, and these can also be found on our website.

Fees

Extras

Any item which is non-fees related, for example school trips, must be paid directly to the school by invoice.

Please read the ACE of BRUSSELS Terms and Conditions which can be found on the school website and on ACE Firefly.



ACE of BRUSSELS is a registered Cambridge International School



Cambridge Assessment
International Education
Cambridge International School

Garderie

This is a separate charge to the main fees and you are invoiced for this at the end of each month. Prices for Garderie are shown on the school website. [Fees](#)

Garderie has a booking system which you need to use if you wish your child to attend. This will ensure that we are not oversubscribed and that we have enough staff in place to take care of the students.

If you have an emergency and need to book your child into Garderie at the last minute then please email garderie@aceofbrussels.com or info@aceofbrussels.com. Unfortunately, if the session is already fully booked we will have to charge you double for an emergency booking as it will be necessary to employ an additional member of staff for the session. If your child does not attend on the date that you have booked and you do not cancel the booking by email to garderie@aceofbrussels.com then you will still be charged the fee for the full session.

If you would like to book your child in for Garderie then please could you complete the Garderie Booking Form, which can be found on ACE Firefly, for each month that you would like to use Garderie and you can submit more than one form if your needs change.

Please could you ensure that you provide your child with a light snack when they attend Garderie.

ACE of BRUSSELS is a registered Cambridge International School



Cambridge Assessment
International Education
Cambridge International School

Animals in School

Animals are not permitted into school or on the school site without the express permission of the Principal. This is to ensure the safety of all. We need to check on an animal's health and behaviour before permission can be granted to bring the animal into school and the Animals in School Policy and checklist must be read, completed and submitted to the Principal in advance.

ACE has a school support dog and we need to ensure that any animal that is brought into school will not interfere with his duties. You can find out more about our support dog by accessing his pages in ACE Firefly.

The school support dog is called Bonkers and he is fully trained by [Canine Assisted Learning](#). The ACE staff are also trained by them on how to use Bonkers in school.

Bonkers belongs to Mrs Daire and he is familiar with the buildings, children and staff. Some of the numerous benefits of having a dog in school are:-

- He has a calming effect on pupils;
- He improves behaviour and concentration, reduces stress and improves self-esteem;
- He encourages expression, participation and confidence for all children;
- He helps with fostering a sense of responsibility;



- He motivates pupils to think and to learn, as most children have a high level of natural interest in, enthusiasm for and enjoyment of animals;
- He encourages respect and thereby improves pupils' relationships with each other, parents and teachers;
- He teaches children to nurture and respect life;
- He helps children build confidence in reading.

Bonkers is a Bichon Frise cross who has low allergy and non-shedding qualities. He is supervised by an adult at all times and is in "working mode" when with the children. Both Bonkers and our teachers have been trained by [Canine Assisted Learning](#) and they continue to oversee and resource the use of a support dog at ACE. If you would like to learn more about how this is done then please see the information in ACE Firefly.

If you prefer that your child does not come into direct contact with Bonkers then please could you discuss this with the Principal.

