

# STARTING AT BRENT SUBIC

FIRST DAY OF SCHOOL : \_\_\_\_\_  
HOMEROOM TEACHER: \_\_\_\_\_  
SECTION: \_\_\_\_\_  
SCHEDULE: \_\_\_\_\_  
FIRST BLOCK: \_\_\_\_\_  
ROOM : \_\_\_\_\_

## SCHEDULE

**8:00 - 11:45**  
PRE K & N

**8:00 - 2:45**  
K-GRADE5

**8:00 - 3:00**  
GRADE 6- 12



## BRENT BUDDY

Every year, BISS accepts new students from all over the globe. The first few weeks could feel bumpy or different but this is normal as students go through a period of transition into a new environment. Here at BISS, we know how it feels to be in a new environment. Whether it means moving schools, cities, countries or continents , Brent Subic has a new student program that will help ensure a smooth transition. Our Student Buddies are current students who are paired with new students during their first week of school. BISS students know that this is an extraordinary opportunity to lead and serve new students by making them feel welcome to the BRENT family. Therefore, they take this job very seriously!



**STAND OUT**

**ACHIEVE**

**INSPIRE**

## CONTACT



[www.brentsubic.edu.ph](http://www.brentsubic.edu.ph)



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BRENT INTERNATIONAL SCHOOL SUBIC  
NEW FAMILY INFORMATION GUIDE



SY 1920  
WELCOME

# ENROLMENT

*Students may only start school  
1 day after official enrolment.  
Cut off time is 12 noon.*

**RESERVATION FEE** OF \$500 - Once accepted, you will have to pay this amount to the School Cashier to secure your child a slot for enrolment within the next 5 days. This amount will be deducted from the tuition fee.

1. **FILL UP** the Enrolment Registration card (included in your student packet)

2. **SUBMIT** the Registration Card to the Cashier The Cashier will give your exact assessment of school fees.

3. **PAY** the Tuition fee either for the whole year, or on a semester or quarter scheme . Other payment plans must be approved by the Headmaster in advance.

#### OTHERS:

All fees may be paid in USD or in the Peso equivalent on the day of the payment.

**BUS FEES** - All bus registration and payment may be done at the Cashier's office as well.

## SUPPLIES & OTHERS



#### SCHOOL PACKET

All students receive a school packet upon enrolment. ELC and Lower school student packets are delivered directly to the classrooms. MS and US students claim it from the bookstore.



#### LOCKERS

Middle and Upper school students will be assigned on their first day of classes through homeroom teachers. Students are highly encouraged to use combination locks sold at the school bookstore.



#### USERNAMES AND EMAIL

Students from 4th grade up will receive a BRENT email username and password which they will also use to log in the school database. This will be given on the first week of school.



#### MEDIA CENTER RESOURCES

All students will have access to BISS libraries which is home to a large collection of books and online resources. The student ID is used to check out books.



#### STUDENT ID

A BISS Student ID is issued to all students at the beginning of the year. The ID has a unique barcode that is used to keep track of student accounts in the library and cafeteria. Parents may load a minimum amount of P500 to the ID card through the bookstore.

## UNIFORM



### REGULAR

ELC & LS : 3x a week

Girls: skort and blouse

Boys: shirt and shorts or pants

MS&US : 5x a week

Girls: skirt and blouse

Boys: shirt and pants

Footwear: black shoes, white socks

### PE & HOUSE

ELC & LS : 2x a week

shirt and shorts, rubber shoes

MS & US : 2-3x a week

shirt and shorts, rubber shoes

*\*Uniforms are available in the school bookstore  
8:00-4:30 PM*

During the first week of school, new students are given :

1. School ID
2. School Packet
3. Books
4. Lockers (MS/US)
5. Computer User name and password (Grade 4 & Up)
6. Schedules & Syllabus from teachers