

Weekly Update

5th December 2025

Dear Parents,

As we approach the end of term, we have a flurry of special events to look forward to. By the time you receive this message on Friday 5th, we will be just a few hours away from our Junior Drama Production 'Aladdin' at 6:30pm, which we are sure our parents will greatly enjoy. On Monday 8th, we warmly invite families to join us for Carols in the Cathedral at 7pm. On Wednesday 10th, we have our Primary Parents Meeting from 3:30pm, and on Thursday 11th we also specifically invite our Year 11 and 13 Parents to join us. Finally, our Student Council is planning a special morning of celebration on Friday 12th December.

It will therefore be a very busy end to the term, with several opportunities for our community to come together. Further details of these events are below - and we do hope you will be able to join us!

Finally, please note that the last day of term (Friday 12th December) is a half day. Term ends at 11:30 for Nursery and Key Stage 1 and at 12:00 for KS2 and Secondary students.

We wish you a wonderful festive season with your families!

With best wishes,

Tom Vignoles
Head of School
The British School of Lomé

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Whole School

ACCESSING REPORTS THROUGH MANAGEBAC

During the course of next week, all year-groups will receive their school reports through ManageBac, with the exception of Year 11 and 13 who already received their school reports earlier in the term. **Please note that the ONLY way for parents to access these reports is through your ManageBac account.**

We know that the vast majority of parents have already activated their ManageBac accounts. However, if you have not yet completed the ManageBac activation process, here is a reminder of how to do so:

- 1) Please email **itstaff@bsl.tg** to request a ManageBac activation email, as any activation links sent previously have already expired.
- 2) Once you receive your activation email link, Instructions for activating your account are **HERE**.
- 3) If you do not receive an activation email after requesting it, please check your Junk Mail folder.
- 4) Once you have activated your account, we suggest you read this presentation regarding **'Getting Started with ManageBac as a Parent'**.

GIVING HOPE, GIVING JOY: BSL'S FESTIVE APPEAL

As we approach the festive season, The British School of Lomé is once again organising charitable initiatives as part of our commitment to service and community engagement. This year, our support extends to several orphanages, the Vivenda and Ephphatha Schools for the Hearing Impaired, and our new charity partner for 2025–26, Hälsa International Togo, which provides essential assistance to particularly vulnerable young people in Lomé.

We invite the whole school community to contribute to the BSL Christmas Appeal by donating:

- non-perishable food items
- school bags and stationary
- new or gently used toys suitable for children aged 0–10 years
- New or gently used books in English or French suitable for children of all ages
- Shoes and clothes

To ensure timely delivery ahead of the Christmas holidays, please kindly drop off all donations at the Reception of The British School of Lomé by Wednesday, 10 December 2025.

Thank you, as always, for your generosity and continued support for these meaningful causes.



Follow us



Whole School Looking Ahead

Monday 8th January - Christmas Carols in Lomé Cathedral



Friday 12th December - half day, ending before lunchtime and including

- a holiday/festive themed mufti day
- bake sale for KS2-5 students
- a program of fun learning activities for KS2-5 students led by the Student Council and Year 12s.

Monday 5th January - school resumes

Thursday 8th January to Thursday 22nd January - Year 11 and Year 13 Mock Examinations

NEW YEAR, NEW SKILLS FROM THE ENGLISH LANGUAGE INSTITUTE (ELI)

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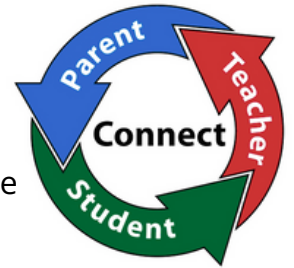




Primary School

Dear Parents and Guardians,

Here at BSL we strongly believe that your child's learning is a three way partnership between Teachers, Students and Parents. Your participation as parents is very important and we would like you to be fully involved. Therefore we are happy to invite you to the December Parent/Teacher Conferences for 2025/2026 on **Wednesday 10th December 3:30pm - 6:30pm.**



You will receive your child's report on **Monday 8th December** on the ManageBac App, if you have not yet joined ManageBac then you will not be able to view your report. **Therefore it is essential to join ManageBac.**

At these meetings the teacher will not only discuss your child's academic progress, they will also go through the recent assessments and they will set targets that will help you support your child at home.

All appointments are on a first come, first served basis. Please contact your child's teacher using ClassDojo or directly by email to make a convenient appointment. The teacher will then get back to you with a confirmation of your appointment.

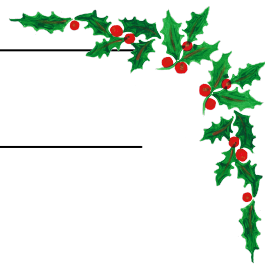
Meetings will take place in your child's classroom. Each meeting is scheduled for 10 minutes, and we ask that you arrive on time for your meeting. If you require a longer meeting we can book this on another day. If you would like to meet with the French Teacher or one of other specialist teachers, please make that appointment directly with the teacher concerned. Please let us know, at the time of booking, if a translator is required.

Kind regards,

Gareth Jones
Head of Primary

Judith Opiyo
Assistant Head of Primary

Secondary School



Dear Parents,

Since Assessment Week ended, teachers have been marking and writing reports, while students have been reflecting on their strengths and areas for improvement. Please take a moment to speak with your child about what they learned from this experience. Assessment is more than a grade; it also includes how to interpret questions, the types of questions that a child finds easier or more challenging, and the areas of knowledge that may need some focused revision before next term.

It is equally important to consider how your child managed stress, sleep, and the temporary changes to the school routine to ensure they performed at their best. If your child found any aspect of the week particularly challenging, please reach out to their Form Tutor so we can provide the appropriate support next term.

Our KS3 students have played an important role in supporting the Primary School Production this week by painting scenery, providing technical support and helping to supervise performers backstage. On Thursday, the Primary Production was performed to the whole school. On Friday, we look forward to welcoming parents and siblings to enjoy the show and celebrate our students' hard work.

Looking ahead to the final week of term, we will be sending reports home for Years 7, 8, 9, 10 and 12 on Thursday 11th December. Years 11 and 13 received their reports earlier in the term, and parents of these exam year groups are invited to join us for a face-to-face meeting on Thursday 11th December between 4:30 and 6:30pm. Invitation letters have already been shared with Year 11 and 13 parents, and students should sign up with their teachers.

Next Friday, Year 12 and the Student Council have organised a morning of activities designed to develop BSL spirit, strengthen a range of skills and prompt students to set goals and targets for the new year. Students are also planning Christmas, winter and holiday-themed mufti outfits, alongside a bake sale to help bring the term to a festive close. They have initiated this new addition to the school calendar and have impressed us with their planning. We look forward to celebrating a vibrant and community building final day of Term 1.

It has been a highly successful term for the Secondary School, and we thank you for your continued support.

Francis E. Anquandah
Assistant Head (Academic)

Jane Snell
IBDP and Learning Development

UNIVERSITY UPDATES



University Offers Rolling In - and Early Scholarships to Celebrate!

It's university application season, and excitement is building!

Every week, our Year 13 students submit new applications, prepare for interviews, polish portfolios and - best of all - begin receiving offers from universities around the world.

Our University Counsellor, Mr David Nyamikou, and IB Diploma Coordinator, Mrs Jane Snell, have been working closely with students and families to guide them through every step of this important journey.

We are incredibly proud of the hard work our students have put into their applications, and it's wonderful to see universities recognising their talent and potential. The Class of 2026 has already been awarded an amazing US \$108,000 in scholarships - and we're just getting started!

Stay tuned for more updates as the offers keep rolling in!



UNIVERSITY OF
BIRMINGHAM



Secondary School Looking Ahead

Secondary Parent Teacher Evening (Year 11 and 13 only) - 11th December.

The Parent Teacher Evening for other year-groups will be on Thursday 5th February.

Secondary Reports Sent Home (Years 7, 8, 9, 10 and 12 only) - 11th December

Years 11 and 13 already received their reports earlier in the term.

Key Dates

The latest version of our Key Dates for Parents is [HERE](#). Other Key Dates for this academic year will be shared at a later date, once they are finalised.

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