



St. Stephen's International School

“Where East meets West”

Parent Handbook 2018—2019

Boarders Edition





St. Stephen's International School

"Where East meets West"

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OUR PHILOSOPHY

At St. Stephen's, we believe in educating students, not simply to be survivors in a competitive world, but to become good leaders of their communities. Students will be equipped with wide-ranging knowledge and skills, with the ability to apply these as they keep abreast of ever-changing technological advancements.



Life experience skills will be cultivated in students so that they understand themselves and society, maintain good health, ever enrich their wisdom, are self-reliant, honourable and disciplined, as well as being honest young citizens of the future. They will develop a sense of pride in their nationality and be respectful of all others. Fundamentally, they will be capable of critical thinking and possess highly effective communication skills.

Mr. Kris Assukul

Late Founder and Ex-Chairman Ocean Life Insurance Company Limited

SCHOOL VISION

"To be a leading international school embracing the best principles of East and West to create tomorrow's generation of global leaders"

SCHOOL MISSION

"Leadership in the Making – to Create Tomorrow's Leaders Today"



WELCOME

We welcome you and your child to St. Stephen's International School Khao Yai. We trust that the time your child spends with us will be a happy one.

The school was founded in 1995 by Mr Kris Assakul, founder and President of the Ocean Group. His vision was to build an international school within Thailand where students can experience a high quality international education, whilst retaining Thai identity, culture and traditions. The school was the first international

boarding school in Thailand and has expanded to support day students as well. We now welcome students from 2 to 16 years of age with boarding from 8 years old. Our aim remains to provide a safe, happy school where all students can benefit from an environment which draws from the best of both western and eastern cultures. Students learn to value and respect the traditions of both East and West. We pride ourselves on the friendly family atmosphere in which staff and students of all ages are able to work and play together. We encourage parents to take an active interest in the development of their children, and to join our family days and activities.

This handbook contains a lot of information which we hope will be useful to you both now and in the future. If you cannot find the information you require please do not hesitate to contact our school office.

During the school year there are three formal occasions when you will have opportunities to discuss academic progress with your child's teachers. You are welcome to meet with any of the teachers at any other time, we would just ask you to call ahead to agree a mutually convenient time.



Dr Kevin Hylands
Head of Campus



East Meets West - The Best of Both Worlds

High quality teaching and learning lies at the heart of the school. St. Stephen's integrates the best of both western and eastern educational practice and values, by providing structured programmes that encourage investigative learning, and in the development of students' awareness and appreciation of Thai cultural values by honouring and respecting its traditions.

St. Stephen's provides a highly structured 'hands-on' approach to learning where students are given opportunities to develop skills through practical investigation, research, and having practised and acquired these skills be able to guide their own future learning. Students are supported to become creative thinkers who are increasingly independent in their approach to learning. Students' self-discipline and self-reliance, and an understanding of themselves in the world around them is developed. In addition, Students are encouraged to pursue a healthy lifestyle through participation in physical activities within a happy school community.

Our dedicated teachers are experts in their fields, recruited through rigorous selection processes to provide outstanding learning experiences to all of our students. With our small personalised classes, every student is catered for through individualised programmes differentiated to their needs. In addition to our well-qualified native English speaking teachers who are predominantly from the UK, teaching in English medium lessons, we have many teaching assistants providing additional support.

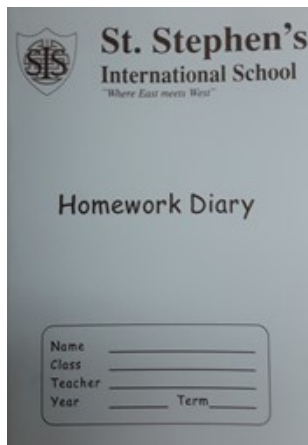




SCHOOL COMMUNICATION

The school will communicate regularly with you throughout the year. There are a number of ways that we will do this by including:

- the weekly school bulletin
- letters
- email
- parent—teacher meetings
- information meetings
- telephone / text message
- the school website (www.sis.edu/khaoyai)
- the school Facebook page
- a weekly class update (primary only)
- the homework diary



A school calendar is issued to all parents at the start of the school year, and is updated regularly on the school website to keep you informed of events during the year. To enable us to contact you efficiently when required, please inform us of your preferred means of contact (phone, email or fax) and inform us immediately of any change in contact details.



In case of an emergency that necessitates a school closure we will notify all parents by SMS and post on the school website and Facebook page.



St. Stephen's welcomes any feedback that you have about the school and will be pleased to facilitate meeting specific staff. The school office will be able to action your request, pass on your comment or help contact a member of staff. Please note that appointments will usually need to be made to speak to staff.



If a parent has a query or concern that involves a teacher or classroom situation, the parent should initially make an appointment or call to discuss the matter with the Form Tutor. If the issue is not settled through discussion with the Form Tutor, the parent should make an appointment or call to discuss this with the Head of Campus.

The school website is regularly updated and we would particularly invite parents to view the photo gallery showing recent events in school.

PARENTAL INVOLVEMENT



Parents are encouraged to develop a close relationship with the school community, to be aware of volunteer opportunities, to become more knowledgeable about school programmes, and to become better acquainted with the staff.

Parents are further encouraged to offer their expertise and talents to benefit the students and strengthen the ties within our school community.

The beginning of 2014 saw the formation and official launching of the SPTA (SISKY Parent Teacher Association). A group of dedicated parents and school teaching staff have combined to encourage closer links between home and school and to promote the school throughout the community.

Parent Teacher Associations are best known for their fundraising activities, but they have a useful social function too. PTA meetings and fundraising events provide an opportunity for parents, staff and pupils to get together to provide enhanced communication between all parties.

The SPTA will keep parents updated on all upcoming events and future fund raising functions. All parents are most welcome to join our SPTA support group if they so wish, assisting the SPTA helps in supporting the students. Please contact the school secretary Khun Koi for further details.



Parent Teacher Conferences

Parent-teacher conferences are held three times a year, in October, February and June. At these conferences, parents will receive a report card which forms the basis of discussion at the conferences. Parent teacher conferences are used to communicate strengths, achievements and next steps relating to students' progress. St. Stephen's expects every parent to attend these meetings to discuss their child's progress and know how they can best support their progress.



SAFEGUARDING

Child Protection

St. Stephen's International School regards the safety and welfare of each child as vitally important and recognises its responsibilities for child protection. The school has a Child Protection Policy, which is available on the school website. The Child Protection Policy is regularly reviewed to ensure that the school follows international best practice.



Dr Kevin Hylands
Child Protection Officer

The Child Protection Officer for St. Stephen's International School, Khao Yai Campus is the Head of Campus, Dr Kevin Hylands.

Visitors

The school has a single point of entry, which is through the reception. All visitors to the school, including parents, are required to check-in at reception upon arrival on campus. From August 2018, parents and nominated student collectors will be issued with a personal identification card, which should be worn if entering the school site. Check-in must take place prior to any classroom visit. This includes, but is not confined to, dropping off student items, teacher conferences taking place at a regular scheduled time and general inquiries.



All visitors, who are not parents, will be asked to wear a visitor's pass. If a parent forgets their personal identification card, they may request a visitors pass at reception, which must be handed back to the receptionist before leaving.

Driving on Site

St. Stephen's welcomes careful and considerate drivers on the school site. To support the welfare of our students the school has a 20 km/h speed limit, which all visitors are expected to follow. Visitor parking may be found alongside the school reception.





Learning to play..... Playing to learn

At St. Stephen's, we recognise the importance of Early Years Education. This is where the values of learning, respect and leadership are established. We are blessed with a happy, secure and creative learning environment, with indoor and outdoor learning spaces, and a truly warm and caring family community which greatly supports a meaningful start to our 2 to 5 years olds' learning journey. Young learners are welcome to join us in an active, structured learning environment designed specifically for their age group.

Our Early Years department, staffed with qualified teachers and teaching assistants, provides a broad and balanced high quality curriculum in line with the UK Early Years Foundation Stage (EYFS) guidance, adapted to meet the needs of international learners. We believe in the importance of building a strong foundation for the children to begin "Lifelong learning" along with respecting themselves and others.

The learning is centred on play – play that enables meaningful life skills and helps set academic behaviours in place. The positive and relaxed, informal tone of the Early Years lessons encourage the youngsters to explore and discover their world.

Active learning that supports children's learning, creativity and critical thinking includes English, mathematics, science, music, Mandarin, Thai, art, computing and physical education. English is the language of instruction and everyday talk, except when they are in the Thai and Mandarin lessons.

The EYFS that we deliver provides high standard learning experiences that meet the individual needs and interests of the children through play, investigation and learning through doing. Our children proudly achieve their Early Learning Goals with independence and confidence.





PRIMARY CURRICULUM

Key Stage 1

We work hard to create a warm yet challenging environment for our Key Stage 1 students (aged between 5 and 7) and ensure a smooth transition from Early Years into the Primary section. We are committed to individual achievement and highly value the uniqueness of individuals. Year 1 and Year 2 are currently taught together by an experienced, internationally qualified teacher and a teaching assistant.

The English National Curriculum for literacy and numeracy is followed, which we adapt to meet the needs of international school students in Thailand. Alongside this we use the International Primary Curriculum (IPC). Our students also go to specialist teachers for music, Thai and Mandarin languages and PE.

Year 1 and 2 students enjoy a number of field trips every year to enhance their learning in different contexts. A fully equipped library and ICT lab are used to support learning.

Key Stage 2

We provide our Key Stage 2 pupils (aged 7 to 11 years) with a warm, friendly, caring environment that fosters excellent learning and the highest academic achievement. In line with the school's philosophy of East meets West, our broad and balanced curriculum, based on the National Curriculum for England and the International Primary Curriculum, is adapted to suit the needs of our international pupils and offers the best of western education whilst retaining the strong traditions and values of our host country, Thailand.

All of our pupils have access to the latest educational technologies to support their learning in the classroom. Regular educational trips allow our pupils to appreciate Thailand's rich history and culture and place their learning into real contexts. Our afterschool extra-curricular activities programme provides further opportunities to build friendships, develop sporting and creative talents and a sense of service.

In each class, our dynamic team of highly qualified and experienced western teachers and mainly Thai teaching assistants are committed to giving each and every pupil the individual support and challenge they need to develop the critical thinking, problem solving and risk taking skills they will require to succeed as they progress further through the school and become lifelong learners and the next generation of local and global leaders.

International Primary Curriculum

At St. Stephen's, learning is at the heart of everything we do. The International Primary Curriculum (IPC) supports our vision and provides a highly engaging, cross-curricular and internationally minded curriculum. The IPC Curriculum is split into Mileposts. Years 1 and 2 – Milepost 1; Years 3 and 4 – Milepost 2; Years 5 and 6 – Milepost 3. Within each Milepost learners engage in exciting, globally relevant thematic units of work that help pupils engage in learning from multiple perspectives. Themes are explored through independent yet integrated subjects and cover all key academic areas such as science, history, geography, art, design technology, society, international studies, ICT and computer science. Academic learning goals are used to improve learning and to support pupils in being able to articulate and reflect upon their own learning experience.

KEY STAGE 3 CURRICULUM



Key Stage 3 is for students in Year 7 to Year 9. Students study the same range of subjects, throughout Key Stage 3, following the National Curriculum of England. The subjects taught in KS3 include English, mathematics, science, art, computing / ICT, design technology, drama, geography, history, Mandarin, music, PE, Personal Social Health Education (PSHE) and Thai.

All subjects except Mandarin, music and Thai are taught in English by native speakers, mainly from the UK. Mandarin and Thai are both taught by native speakers. The programme of study for Thai also meets the curriculum requirements of the Thai Ministry of Education.

The National Curriculum of England is a rigorous curriculum that prepares students well for the academic challenges of the IGCSEs that will be studied in Key Stage 4. It is also a broad and well-balanced curriculum that gives students a good grounding across a range of disciplines. Students develop useful skills that they will be able to apply in later life.

The overarching aim for English in the National Curriculum of England is to promote high standards of language and literacy by equipping students with a strong command of the spoken and written word, and to develop their love of literature through widespread reading for enjoyment. The National Curriculum of England aims to ensure that all students:

- read easily, fluently and with good understanding;
- develop the habit of reading widely and often, for both pleasure and information;
- acquire a wide vocabulary, an understanding of grammar and knowledge of linguistic conventions for reading, writing and spoken language;
- appreciate England's rich and varied literary heritage;
- write clearly, accurately and coherently, adapting their language and style in and for a range of contexts, purposes and audiences;
- use discussion in order to learn; they should be able to elaborate and explain clearly their understanding and ideas;
- are competent in the arts of speaking and listening, making formal presentations, demonstrating to others and participating in debate.

Over the course of Key Stage 3, we develop students who are adaptable, good communicators, thoughtful, resilient, cooperative and respectful. They will also be well prepared to meet the learning challenges they will face in their future studies.





KEY STAGE 4 CURRICULUM

In Year 10, students at St. Stephen's begin the IGCSE course, which they complete in Year 11. This prepares them to move onto a sixth form where they will take courses such as A Levels, which will prepare them for university.

IGCSE (International General Certificate of Secondary Education) is the international version of the English GCSE. IGCSE is the world's most commonly taken international examination and is academically rigorous.

All of our IGCSE courses follow the Cambridge International Examination (CIE) syllabi. Cambridge Assessment International Education is the world's largest provider of international education programmes and qualifications for 5–19 year olds.

All students are expected to study eight subjects for IGCSE. Five of these must be mathematics, English, Thai, at least one science (biology, chemistry or physics) and at least one humanity (business studies, geography or history). Although all students take Thai, only those who are competent are expected to take the IGCSE examination. For their other 3 subjects, students may choose from art, biology, business studies, chemistry, geography, history, ICT or computer science, Mandarin, music, physical education and physics.

Students will take either IGCSE First Language English or IGCSE Second Language English, dependent upon their individual competency. There may be the option for students studying First Language English to also take IGCSE English Literature.

In addition to their IGCSE subjects all students also have non-examined classes in physical education and PSHE (Personal, Social and Health Education).



English Support and Intensive English Programme

The principal function of the English Support Department at SIS is to provide an initial period of language support to those children who join the school with insufficient levels of English to enable them to participate fully in school life.

As class sizes at St. Stephen's are small, teachers supported by their teaching assistant(s) and the English Support Department are able to provide bespoke support to all students in their classes. We usually aim for students to remain in their normal teaching groups rather than withdraw students from lessons.

The English Support Department works with classroom teachers to ensure that all children:

- Have the opportunity to develop their listening and speaking skills, and acquire the necessary vocabulary to enable them to feel confident using English as a means of communication in school and the wider community.
- Have the opportunity to develop their reading ability to the level of the class norm and to read with understanding.
- Have the opportunity to develop their knowledge of the writing and spelling process in English.
- Have the opportunity to develop their pronunciation skills, enabling them to use English with accuracy, clarity and confidence.

Library

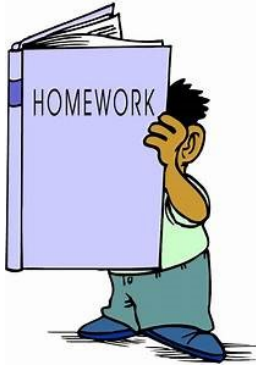
St. Stephen's has a very well stocked library for students and teachers to use. It has over 6,000 books, access to ebooks and is kept up to date with modern, age appropriate fiction and non-fiction for budding readers. The library is very welcoming and well used by students during their breaks and independent study time as well as during lessons.





HOMEWORK

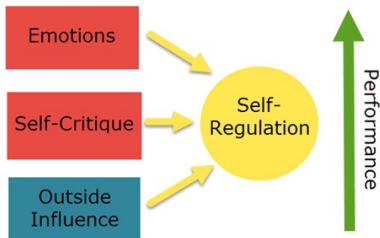
Homework is an important element of schooling. Research by the Sutton Trust in the UK indicates that completing homework can support students make up to five months extra progress each year. Homework supports learning by:



- enabling students to consolidate their understanding of work in lessons;
- reinforcing key skills such as literacy and numeracy;
- encouraging the development of independence, self-direction, self-organisation, self-reliance and self-regulation;
- giving students the opportunity to prepare for learning during lesson times;
- supporting collaborative working, either through groupwork or through the use of electronic resources.



Homework is also a good way to continue involving parents in their child’s learning. Students usually respond positively to parental interest. For example, taking the time to listen to your son/daughter read, whether in English or Thai up to at least Year 8 is helpful.



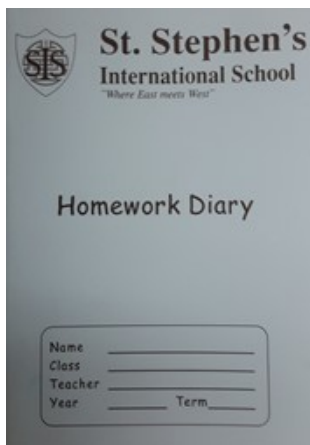
Students are given a homework diary to help with their organisation of homework and parents are asked to sign this at least once per week. Class teachers / form tutors will help students with their organisation of homework.

If homework is late, incomplete or books are forgotten, then an appropriate sanction may be applied.

It is expected that students should undertake homework on a daily basis for the minimum times specified in the table below;

Years	Duration
1-6	Up to 30 mins
7-8	1 - 1.5 hours
9-11	1.5—2 hours

Students are required to use a homework diary to assist with their organisational skills. Parents are expected to check the homework diary and sign on the completion of work. Students in Years 7 - 11 are given a homework timetable to assist them in their organisation.



Boarding students are provided specific study time each day during which they may complete homework, and have support whilst they do so.

THE SCHOOL DAY



Times	Session
08.00—08.05	Flag ceremony
08.05 – 08.15	Morning Registration
08:15 – 09:05	Period 1
09:05 – 09.55	Period 2
09:55 – 10:15	AM Break
10:15 – 11:05	Period 3
11:05 – 11:55	Period 4
11:55 – 12:35	Lunch
12:35 – 13:25	Period 5
13:25– 14:15	Period 6
14:15 – 15:05	Period 7
15:05	Pick-up time for Nursery/KG/Year1&2
15:05 – 15:20	Snack and change
15:20 – 16:20	Club time
16:20	School day finish, pick up for day students
16:30-17:30	Study hall for boarding students



Punctuality

- All SIS students, regardless of grade, are expected to assume responsibility for being punctual.
- Students are expected to have signed in and be at Flag by 08.00. This will be followed by registration, where any essential administration for the day will be conducted.
- Students who arrive late disrupt others and risk missing important information or tasks themselves. Sanctions will be applied to students who are repeatedly late.
- All day students must sign in at the reception desk.
- Students must also be picked up from school on time. We understand at times parents can be delayed in collecting their child; in this instance please inform the school of the late pickup.

Contacting the School and Absences

- Students are not allowed to use phones between 08:00 and 16:20 except at Reception or with the express permission of a teacher, otherwise they will be confiscated and you may be asked to collect the phone at the end of a school day.
- Please do not contact your son or daughter on their mobile phone during the school day.
- If you need to contact your son or daughter please phone the School Office on +66 (0) 2513 0270
- If your son or daughter is absent please contact the School Office or the form tutor that day. A good attendance rate is key to success: 90% of young people with absence rates below 85% fail to achieve 3 or more good grades at IGCSE and around one third achieve no IGCSEs at all.



MEDICAL ISSUES

Contact Details



In the event of a medical incident or an emergency the school will contact parents / guardians as soon as possible. It is therefore essential that this information is always up to date. When a student changes his or her address or telephone number, parents should report the change to Reception as soon as possible. Likewise, any change to emergency information should be reported to Reception promptly. Parents are responsible for keeping the school informed of these changes.

First Aid

The school caters extremely well regarding any medical issues that may occur within the school day. The school is staffed with a school nurse 24 hours a day and has a dedicated infirmary.

INFIRMARY



Whilst accidents are rare, if an accident does occur, the parent will be notified as soon as possible. The appropriate personnel will be notified and professionals will care for the child. All incidents are recorded on an Incident Report Form including details of appropriate medical follow-up under the supervision of the School Nurse.

Illness During the School Day

If a student is taken ill during the school day, he or she will be taken to the school nurse in the first instance. The school nurse will assess the student's condition and will take appropriate action, which may involve requesting parents to take the student home until recovered.



Students who are off sick due to vomiting or diarrhoea must not return to school until 48 hours after the symptoms have stopped. Students who do return early will be sent home. In addition they will not be allowed to swim for one week after the illness has stopped.

Medication

If a child requires medication, the medication must be accompanied by a letter signed by the parent, guardian or physician that gives specific directions concerning dosage and time of administration. Medication will be kept in the infirmary and administered by a school nurse. All medication and documents must be given to the school nurse upon arrival on the campus.



EDUCATIONAL VISITS



Educational visits are an integral component of our educational programme and are age appropriate. The school's philosophy of learning by doing is put into practice partly by the large and varied programme of educational visits provided for all year groups in both the primary and secondary schools. Visits vary in length from a few hours to a week or more and cover a wide variety of destinations within the local area, Bangkok, Thailand and South East Asia, giving learning opportunities that enrich and support what happens in the classroom.

Trips include:

- curriculum based visits;
- visits that celebrate the culture of Thailand;
- International Award expeditions, usually with the Bangkok campus;
- residential trips;
- sporting trips - for example FOBISIA to Phuket;
- musical trips;
- community trips.

It is intended that trips will be both educational and fun. Staff members will supervise students on all educational visits. No student will be allowed to participate in a school trip without a permission slip signed by a parent or guardian. A deposit of 10,000 baht for field trips will be collected at the start of the school year, and the cost of each trip will be deducted, once permission has been obtained from parents.

Transport will be by school owned vehicles or by carefully selected commercial vehicles that have passed our high standards of safety. All students must wear seat belts during their journeys and we will never use songtels.





THE LEARNER PROFILE AND SEPs

What is student enrichment?

Student enrichment encompasses the wide range of opportunities that students at St. Stephen's have access to outside of timetabled lessons and curriculum related educational visits. We believe that involvement in these enhances the students broader educational experience and help to develop well-rounded individuals with greater leadership potential.

The St. Stephen's Learner Profile

St. Stephen's aims to send out into the world young people who will be confident and comfortable in whatever situation or setting they find themselves. The school has identified fifteen core characteristics that we aim to develop during the period that students study with us to support this aim. We aim to develop students who are:

- inquisitive
- respectful
- adaptable
- resilient
- effective communicators
- compassionate
- risk takers
- health conscious
- creative
- reflective
- technologically adept
- internationally minded and who have:
- integrity
- leadership qualities

Student Enrichment Portfolios (SEPs)

Students build what is called a Student Enrichment Portfolio. This is a log of the activities they participate in each academic year. For each activity, students are encouraged to identify which characteristics they have developed and provide evidence such as photos or written statements demonstrating these. Their form tutors review these documents once a term and provide feedback on each student's strengths and possible areas for future development. The form tutor also includes information about enrichment participation in their full written reports.



STUDENT ENRICHMENT



Enrichment plays a big part in developing our Learner Profile characteristics and creating a more well rounded individual. We split enrichment into three main areas:

After School Activities

A wide range of activities are offered. We encourage students to complete different types of activity in order to help balance their interests and develop a wider skill set. Some examples of clubs are: eco-schools committee, student council cooking, football, guitar club, G Suite, board games, mathematics challenge and B&G touch rugby.

Community Service

We have a wide programme of community service and every year group works with at least one of our community service partners. In PSHE lessons, our students complete community service by planning specific community based activities. They can also join service focused clubs, including the eco-schools committee and they also have the opportunity to contribute to the school community by becoming a buddy to new students, or a member of the Student Council.

House System

All students from Years 1 to 11 belong to one of our three Houses. We believe that being part of a House gives a child a real sense of belonging and community, and gives them a chance to work as part of a team with students from different parts of the school. Our Houses are Khae Lang Na Korn (Red), Kru Khan (Yellow) Veang Ping (Blue). The house system is applied in positive fashion to support community spirit, special events and community service learning experiences. Students must purchase a St. Stephen's polo-shirt in the relevant colour to be worn on such occasions.





SCHOOL RULES

Daily Routines

1. On all full school days students are expected to be in school from 08:00. The school day ends at 16:20 for Year 1 to Year 11 attending clubs, at 15:05 for Nursery to Kindergarten, or for students not attending clubs.
2. Students who must sign in at the reception at the start of the day and sign out at the end of the day.
3. All students must join the back of the appropriate queue in the canteen for lunch.
4. All students who have a club must go to the canteen at 15.20 from where they will be collected for the club.
5. All secondary students have a locker, which it is their responsibility to keep tidy. Food may not be stored in lockers and lockers must be emptied at the end of the school year. Students are responsible for supplying their own lock for their locker.
6. Students who feel ill during a lesson should ask the teacher for permission to go to the school nurse. In secondary lessons teachers will give the student an infirmary card. At other times of day students should go directly to the nurse.
7. Students are not allowed to leave school premises during the school day unless they have permission from the Head of Campus.
8. Students are not allowed to enter any out of bounds areas within the school premises. The swimming pool and all road and car park areas inside the school grounds are out of bounds during the school day.
9. Secondary students are not allowed onto the playground unless prior permission has been given.

Dress and Appearance

10. Students must wear their school uniform or other appropriate clothing (eg PE kit or own clothes on trips) smartly and neatly at all times. School uniform is detailed in the Parents' Handbook.
11. Hair must not be over the eyes. Boys' hair must be off the collar. If hair is dyed it must be of a natural colour and all dyed the same colour. Hair must be neat and tidy in appearance. Ultimately what is appropriate is determined by the Principal and Head of Campus.
12. Students are allowed to wear perfume.
13. Students are not allowed to wear makeup.
14. Female students are allowed to wear one pair of studs or small plain sleepers in the ears. Necklaces and bracelets are not allowed. Male students are not allowed to wear any jewellery.

SCHOOL RULES



Prohibited Items and Activities

15. The use, consumption or possession of the following items either on the school premises or on any school activity is not allowed: alcohol, tobacco, non-prescription drugs, knives, firearms (including toys and replicas) or other weapons and matches, lighters or other flammable material.
16. The following activities are not allowed: gambling, theft, vandalism and verbally or physically abusive or disrespectful behaviour.
17. Tablet computers and laptops may only be used for educational purposes during school hours.
18. Chewing gum is not allowed on the school site.
19. Students should not bring large amounts of money or valuable personal possessions to school.

Behaviour

20. Students are expected to show respect to other students and all adults at all times.
21. Students must speak English at all times during the school day except when they are in Thai, Thai Music and Mandarin lessons.
22. Bullying is not tolerated.
23. Inappropriate physical relationships and public displays of affection are not allowed.
24. Students must adhere to the school's internet use policy.
25. Students are expected to complete homework in line with the school's homework policy (which is in the Parents' Handbook).
26. Students must not run in buildings (with the exception of the gym).

Mobile Phones

27. Secondary students may have their mobile phones in school, but they must remain switched off and out of sight during school hours unless teachers give specific permission for mobile phones to be used during a particular lesson.

In order to help us maintain a safe and secure environment, the school reserves the right to search at any time personal belongings and confiscate any that breach the school rules.



HARASSMENT AND BULLYING



The school prides itself on its safe and tolerant environment. In order to provide an environment of mutual respect, tolerance and sensitivity, it is important that every member of the community recognises certain guidelines for appropriate behaviour. Inappropriate behaviour, either verbal or physical, that disregards the self-worth of others is unacceptable. It includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments; it may occur between two individuals or groups of individuals. Listed below are some examples of inappropriate behaviour:



- Obscene or suggestive jokes or gestures, verbal abuse, insults
- Display of explicit, offensive, or demeaning materials
- Physical bullying or threats
- Comments which are demeaning with respect to race, religion, ethnic origin or gender
- Use of social media to demean others



Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber bullying via text message or the internet), and is often motivated by prejudice against particular groups. It might be motivated by actual differences between students, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously our first priority but emotional bullying can be more damaging than physical; the school will have to make our own judgements about each specific case.

St. Stephen's has a zero tolerance of bullying. We encourage any students with concerns to report them to their form tutor or another member of staff. Similarly, if a parent has a concern please do contact us. We will investigate any allegations sensitively and fairly. Any bullying or harassment that is identified will be dealt with appropriately and parents informed.

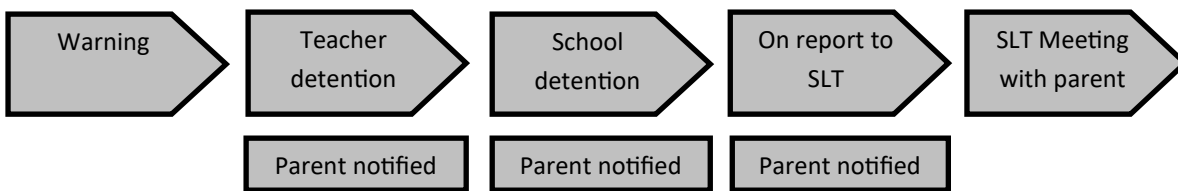
BEHAVIOUR MANAGEMENT



At St. Stephen's we have very high standards of behaviour, which the vast majority of our students consistently meet. On the rare occasions where this does not occur we will apply the following approach to behaviour management.

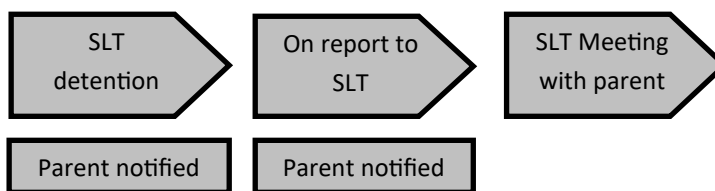
Level 1

e.g lateness to lessons or school, lack of equipment, homework not completed, use of Thai during the school day, low level disruption



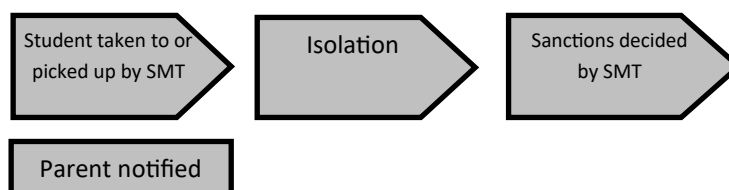
Level 2

e.g swearing, verbal bullying, deliberate disruption of lesson, smoking, defacing school property, vandalism, Level 1 behaviour steps exhausted



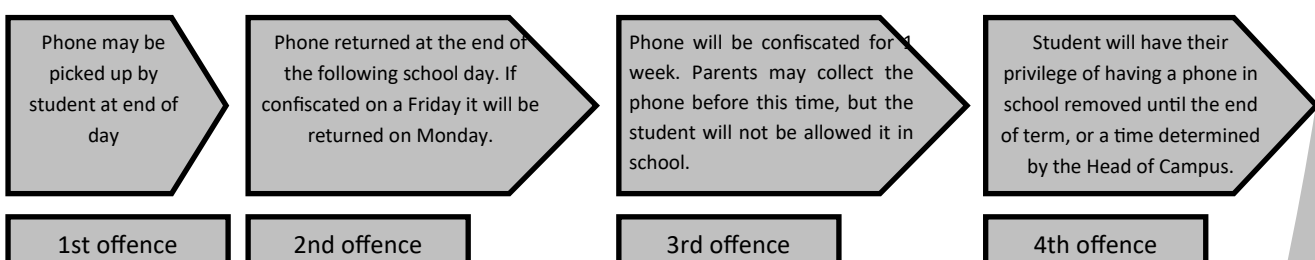
Level 3

e.g fighting, stealing, aggressive behaviour, alcohol/drugs



Mobile Phones

Breaches of the school rules on mobile phones:





SCHOOL UNIFORM



Y5 to Y11 boys



KG to Y4 boys / girls



Y5 to Y11 girls

Uniform Guidelines

The school wants its students to take pride in themselves and their appearance. We adhere to the following guidelines.

School uniform must be clean, neat, in good repair, and appropriate for classroom activities. School uniform should not be heavily modified ie. clothing (or grooming) that is extreme (including too long or too short), suggestive, or distracting is not permitted. Students are expected to take personal responsibility for their own belongings/ equipment and for keeping them in good order and in appropriate places.

School Uniform List

- School day shirt
- School grey trousers (Boys Years 5 and above)
- School grey shorts (Boys Kindergarten to Year 4)
- School skirt (Girls Years 5 and above)
- School dress (Girls –Kindergarten to Year 4)
- School house polo-shirts
- School tie (Years 5 and above)
- School belt (Boys Years 5 and above)
- School blue T-shirt (PE)
- Black school shoes
- Sport / training shoes with **white** soles
- School socks (White or Grey)
- Swimsuit (One piece for girls)
- Black shorts for PE.

All items of clothing should be marked with the student's PIN.

General Comments and Guidelines

- All clothing with a waistline is to be worn at the waist.
- No shorts or pants may be worn with boxers showing.
- Logos and badges are not permitted.
- Hair should be kept clean and neatly groomed. No extreme hairstyles will be accepted.
- Hair should be of a natural colour.
- High-heeled shoes are not permitted.
- In cold weather students may wear the navy blue SIS school sweater, the SIS school blazer, or a plain dark coloured jacket or sweater (no hoods or logos)

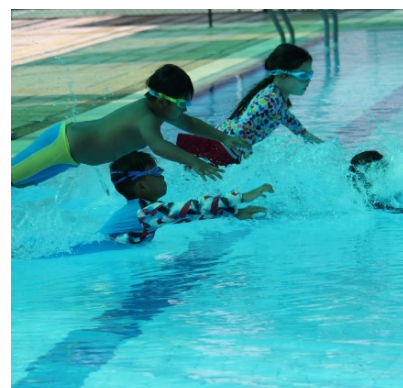
PERSONAL ITEMS



PE

Students coming into PE lessons must be fully prepared for class. A significant part of being prepared is being properly dressed for the activity. To that end, students are required to wear sports uniform for all sessions.

Students have PE sessions each week. On PE days students from Year 3 and up should arrive in school in uniform but have their PE kit to change into. No earrings, bracelets or watches should be worn. Should students have PE outdoors they are required to bring a water bottle and sun protection. Students are expected to participate in all PE activities, including swimming – this is part of the compulsory school curriculum. Children who are not well enough to participate in PE should not be in school, but if there are exceptional circumstances that require them to be at school, please write a note in the diaries/planners or inform the nurse. Whilst the sick child will be present at the games, he/she will sit and read, watch or be involved in activities in other ways such as refereeing or scoring.



Lost and Found Items

Items found will be first deposited in the School Office and stored a week later if unidentified or unclaimed. At the end of each term, those items not claimed will be given to a charitable organisation. To facilitate the return of items, please ensure that the student's PIN is clearly marked on all items of uniform, accessories and other personal items.

Items to be Left at Home

Students are asked to leave toys, dolls, games, and other personal items at home. Pocket knives or weapons of any kind, whether toys or real, are strictly prohibited. Make-up, perfume, jewellery and other personal items can be a source of distraction and disruption. Students are discouraged from bringing money and valuables to school.

Inappropriate items causing distractions will be taken by the teacher and returned to the student or parent at the end of the school day.



OTHER INFORMATION

Materials and Books /Damage Deposit



The school provides text books. Students are expected to purchase a stationery pack at the beginning of the year, which is intended to help students learn organisational skills. A list of items that a student is expected to bring is published at the start of each academic year. A damage deposit of 15,000 Baht is due upon admission and is refundable upon the student's departure from the school. Any damage the student causes to school property and equipment or books returned in unserviceable condition will be deducted.



Insurance & Referral Procedures

The school provides comprehensive group insurance for all students during the period of the school calendar. A copy is available at the school office, should parents wish to look at this in more detail.



Telephone Service for Students

In the event of emergency, the students will be permitted to use the school office telephone. Personal mobile phones, while permitted for use in secondary lessons at the teacher's discretion, must not be used to communicate with home during school hours. If a parent does need to contact a student, they must use the school phone number, the school will pass on any messages to the student.



Visas

Parents of students requiring visas should liaise with the admissions officer (Ms. Wi) regarding renewal of visas, giving plenty of time to sort out any associated paperwork. Rules regarding visas regularly change so it is important to allow time to complete any processes required.

Student Council Shop

The shop is run by the Student Council and sells snacks and ice creams. It is opened daily (Monday – Friday). Please note that Year 1&2 students are only allowed to use the school shop on a Friday lunchtime.

EMERGENCY PROCEDURES



Emergency, Fire and Duck and Cover Drills

Students are informed about emergency / fire procedures at regular intervals during the school year. Emergency drills are conducted termly, and the Senior Leadership Team led by the Head of Campus review all procedures on a continuing basis.

In the event of a continuous fire alarm ringing whilst parents are on site all visiting adults, including parents, are asked to follow the instructions of staff and move to the evacuation point by the shortest route. Please leave the care of all children to the staff who will follow the school processes to move all students, staff and visitors to a position of safety as quickly as possible.

If a discontinuous alarm rings with the message “Duck and Cover” a ‘lock-down’ is initiated across the school site. Any visitors, including parents, will be directed to the nearest room, where they should follow the instructions of staff. During a ‘Duck and Cover’ drill or event all rooms are locked, lights and electrical devices turned off where possible and everybody is expected to hide and be silent until the all clear signal is given.





WITHDRAWALS AND COMPLAINTS

Withdrawals

Should it be necessary for a student to withdraw from the school during the school year, a written request by his or her parents should be submitted to the School Office one term in advance. Confirmation of the leaving date should be submitted one month in advance. Clearance procedures must be completed before records will be sent to another institution. If a student is withdrawn during the course of the academic year, the parent or guardian will continue to be responsible financially for tuition for the remainder of the year unless otherwise agreed.

Any student may be asked to withdraw from the school who persistently:

- Neglects work,
- Fails to meet academic standards,
- Exercises poor citizenship on or off campus,
- Fails to cooperate, or whose parents fail to support the school or whose actions contradict school rules and policies.

In addition, a student may be asked to withdraw from the school if the parent who does not follow the Adult Behaviour Policy.

The school reserves the right to deny continued enrolment in the subsequent term for students on academic probation who fail to demonstrate sufficient academic progress.

The school also reserves the right to require parents who are unable to meet their financial obligations to the school to remove their child.

Complaints Procedures

Most concerns and complaints can be dealt with quickly and effectively through informal discussion with members of staff at the school. Subject teachers can answer queries about specific lessons, form tutors can deal with general issues with regard to academic progress and the dormitory supervisors are best equipped to deal with dorm issues. Parents can request a meeting at any time. To ensure that they can meet with the appropriate person it is advisable to call the school office to make an appointment.

With matters of a more serious nature parents should contact the Head of Campus or Thai School Director directly. Contact details for both the Head of Campus and School Director are listed on the next page. An appointment will be made to meet at the first available opportunity.

POINTS OF CONTACT



Key Phone Numbers

If you have any questions or require additional information concerning school, please contact one of the following individuals:

- SIS Khao Yai +66(0)44 365 507-8
- Reception +66(0)86 468 8040
- Admission Office +66(0)93 126 2444
- School Office +66(0)81 904 0992
- SIS Khao Yai Fax +66(0)44 365 019
- Dr. Visut Chareonsiriwatana (School Director) +66(0)86 468 0598
- Dr. Kevin Hylands (Head of Campus) +66(0)89 442 9096
- School Nurse +66(0)89 925 3978
- Boy Dorm +66(0)91 069 6568
- Girl Dorm +66(0)91 069 6553

St. Stephen's Email Contacts

- school_office_ky@sis.edu : for general issues e.g. school bank, IGCSE, invoices and pay in slips, and other concerns.
- secretary_ky@sis.edu : for field trips, school bus, permission slips, general school information and issues, request an appointment with a teacher, leave of absence.
- Admissions_ky@sis.edu: enrolments, confirmation letters, report cards, result GPA, withdrawals.
- hoc_ky@sis.edu: Dr Kevin Hylands (Head of Campus)

School Address

School Address:

St. Stephen's International School
49, 49/1-3 Thanarat Road
Nongnamdaeng, Pak Chong
Nakhon Ratchasima 30450
Thailand

Bangkok Campus Address:

107 Vipahavdi Rangsit Road
Lad Yao, Chatuchak
Bangkok 10900.
Thailand.
Tel: +66(0)2 513 0270 - 71
Fax: +66(0)2 930 3307



STAFF LIST

Senior Management Team		
School Director	Dr. Visut Charoensiriwatana	thaihead_ky@sis.edu
School Principal	Mr. John Rolfe	principal@sis.edu
Head of Campus	Dr. Kevin Hylands	hoc_ky@sis.edu
Primary Team		
Primary Co-ordinator / Teacher (Year 3)	Ms. Michelle Gaye	michelle_ky@sis.edu
Nursery	Ms. Marissa Gascon	marissa_ky@sis.edu
Kindergarten Teacher	Ms. Emma Masters	emma_ky@sis.edu
Primary Teacher (Year 1-2)	Ms. Amy Goodson	amy_ky@sis.edu
Primary Teacher (Year 4)	Mr. Geoffrey Svoboda	geoffrey_ky@sis.edu
Primary Teacher (Year 5)	Mr. Paul Nixon	pauln_ky@sis.edu
Primary Teacher (Year 6)	Ms. Claire Maley	claire_ky@sis.edu
Nanny EYFS	Ms. Bangorn Nambuddee	
TA - Nursery	Ms. Sasalak Sornnarai (Diary)	sasalak_ky@sis.edu
TA - Kindergarten	Ms. Anong Moonwong (Tukta)	anong_ky@sis.edu
TA - Primary (Year 1-2)	Ms. Chayadawadi T. (Pat)	chayadawadi_ky@sis.edu
TA - Primary (Year 3)	Ms. Ampapan Sirijanda (Lum)	ampapan_ky@sis.edu
TA - Primary (Year 4)	Ms. Pattharida Charam (Pat)	pattharida_ky@sis.edu
TA - Primary (Year 5)	Ms. Kwang Wanna (Kwang)	kesinee_ky@sis.edu
TA - Primary (Year 6)	Ms. Wassana Phasuk (Muay)	wassana_ky@sis.edu
Secondary / Subject Specialist Teachers		
Head of KS4, Business Studies and PE	Mr. Nicholas Catts (Nifty)	ncatts_ky@sis.edu
Art / design technology	Ms. Amanda Williamson	amanda_ky@sis.edu
English	Mr Joe Broadfoot	joe_ky@sis.edu
	Dr. Nigel Woodward	nigel_ky@sis.edu
Humanities / business studies	Mr. Christopher Rodrigues	chrissr_ky@sis.edu
Mandarin	Mr. Zhong Shaoyun (Stanley)	zhong_ky@sis.edu
	Ms. Zhang Mengru (Bella)	zhang_ky@sis.edu
Mathematics / design technology	Mr. Christopher Walton	chrisw_ky@sis.edu
Music	Mr. Prathan Nakdontree (Aon)	prathan_ky@sis.edu
	Mr. Vasanparch Isarabhakdi (Gee)	varsonparch_ky@sis.edu
Science	Dr. Alexander Waller (Alex)	alexander_ky@sis.edu
	Ms. Carolyn McKee	carolyn_ky@sis.edu
Thai Language and Culture	Mr. Phongsapak Saengtonsakul (Tui)	phongsapak_ky@sis.edu
	Ms. Korapin Manasakorn (Yui)	korapin_ky@sis.edu
	Ms. Fanamphet Nixon (Meow)	fanamphet_ky@sis.edu

STAFF LIST



Teaching Assistant Team		
TA – PE	Mr. Teerachai Thongma (Tong)	theerachai_ky@sis.edu
TA – Art & DT	Mr. Wanlop Chalerm (Ting)	wanlop_ky@sis.edu
TA - ESL	TBC	
	Ms. Supisara Namdej (Fah)	supisara_ky@sis.edu
TA - ICT	Ms. Yaowapha Saelim (Joy)	siskhaoyai@sis.edu
TA - Science	Mr. Christian Gascon	christian_ky@sis.edu
TA - Thai Language and Culture	Ms. Nitchapat Ketchai (Pom)	nitchapat_ky@sis.edu
Support Team		
Librarian	Ms. Nattanan Hirunrat (Wann)	library_ky@sis.edu
Cover supervisor / tutor	Ms. Nantana Hylands (Aom)	nantana_ky@sis.edu
Head of Boarding / Nurse	Mrs. Supaporn Detchma (Toy)	supaporn_ky@sis.edu
Residential Staff	Mr. Rollo Herrero	rollo_ky@sis.edu
	Mr. Enrico Herrero	enrico_ky@sis.edu
Residential staff / school nurses	Ms. Siriporn Pohab (Nhoi)	siriporn_ky@sis.edu
	Ms. Chutima Pomchai (Oh)	chutima_ky@sis.edu
Administration & Resources		
Admissions	Ms. Wilailak Noikaew (Wi)	admissions_ky@sis.edu
Junior Finance Assistant	Ms. Khemruji Padkaew (Hon)	khemruji_ky@sis.edu
Senior Finance Assistant	Mrs. Maythiya Nakbanleng (May)	matiya_ky@sis.edu
Network Technician	Mr. Tawatchai Jirasukrujee (Pae)	tawatchai_ky@sis.edu
Business Manager	Ms. Roseryn Ardthaisong (Paeng)	personnel_ky@sis.edu
Receptionist / Secretary	Ms. Phatphimol Pongpolboonto (Keng)	secretary_ky@sis.edu
School Secretary	Ms. Korntip Kaewnamchai (Koi)	school_office_ky@sis.edu
School Storekeeper	Mr. Pratin Thong-on	pratin_ky@sis.edu
Service Manager	TBC	
Site Manager	Mr. Pichet Ketnakorn	pichet_ky@sis.edu



BOARDING

Boarding Mission

The boarding mission is to provide a home away from home for all students based on the school aims. Boarding should be a pleasurable and rewarding experience for both staff and students. By following the school codes and house rules, students can help it be so.

Boarding Staff

The boarding staff are responsible for all aspects of boarding life within the school. Their duty is to ensure that boarding life within the school runs as smoothly as possible and is a pleasurable and rewarding experience for students and staff alike. They are available to discuss any comments, concerns or problems which parents and students may have in respect of any aspect of boarding life.

Daily Routine: Monday to Friday

Time	Activity
06.00	Wake up, tidy bed, shower, dress
07.05	Dormitories closed, breakfast
8.00 – 16.30	School day
16:30-17:30	Study Hall
17.45 -18.30	Dinner
21.00	Juniors lights out/ Bedtime
22.00	Seniors lights out/ Bedtime

Daily Routine: Weekends

Time	Activities
8.00	Wake up, shower, dress
9.00	Breakfast
9.30 – 12.30	Activities
12.30	Lunch
13.00 – 16.00	Activities / Dormitories
16.00-19.00	Tesco/ Night market (Saturday only)
16.00-17.45	Study hall (Sunday only)
17.45	Dinner
18.30 – 20.00	Activities / Dormitories
22.00	Junior lights out/ Bedtime (Friday and Saturday nights only)
23.00	Senior lights out/ Bedtime (Friday and Saturday nights only)

Leaving the school site

Students may be picked up from school on Fridays from 15.05 - 18:00 and must return to school no later than 18.00 the following Sunday. Any student returning back to school on Saturday must do so before 18.00. No student is allowed to leave the campus without a family approved adult escort. The School Office must be notified of adult escorts approved by parents.

BOARDING



Bedrooms

Students are responsible for keeping their bedroom area in a clean and tidy condition. Students are able to personalise their bedroom area with pictures and posters and are responsible for removing any pictures or posters at the end of the school year.

Furniture and Bedding

Students are not allowed to bring their own furniture to the school. Students are supplied with a furniture-set at the beginning of the year, and they are expected to keep this in good order throughout their stay. Students are financially responsible for all items assigned to them, and charges will be levied against lost or damaged property where appropriate. Students may provide their own pillows (or pillowcases), duvets (with spare covers) or blankets. These should be clearly marked with the student's PIN. The school provides sheets, spare blankets and pillowcases if required. The school provides a key for student's wardrobes. Students are responsible for the cost of replacement keys.

Clothing

As well as their school uniform, students should have a supply of non-uniform clothes for their free time. These should be comfortable and practical.

Behaviour

The School Rules set out the standards of behaviour that are required of students at all times. Observation of these rules will help ensure a pleasant relaxed atmosphere within the school community. Boarding places a number of restrictions on every individual's personal freedom. This is necessary to ensure that individual privacy and the need for quietness during study and sleeping hours are respected. All disciplinary matters relating to any aspect of boarding life will be dealt with by the dormitory staff and referred to the Head of Campus for future action where necessary.

Noise

Successful community living requires the co-operation of all students. Students should be mindful of the need of others who may be resting, sleeping or studying and keep noise to a minimum at all times. Music may only be played in free time and must not disturb other members.





BOARDING

Dormitory Rules

The school expects all students to show respect and sensitivity to the rights, privacy, comfort and well-being of other residents including staff.

Students are responsible for:

- Observing the correct wake up and bedtimes
- The care of the furniture and fittings assigned to them
- Keeping all their personal items tidy
- Ensuring that bathrooms are kept clean and tidy
- Maintaining reasonable noise levels
- Removing footwear on entry where appropriate
- Turning off lights and air conditioning when leaving their room
- Reporting loss or damage
- Sending bed sheets and pillowcases to the laundry according to the schedule

The following are prohibited in the dormitories:

- Gambling
- Televisions
- Cigarettes and smoking paraphernalia
- Alcoholic drink
- Chewing gum
- Pornographic material
- Pets
- Changing or moving assigned furniture

Food

The canteen provides a dining facility for the students at specific meal times. Students are expected to:

- Eat at the times specified.
- Maintain good order and discipline while in the canteen.
- Co-operate in keeping the canteen clean.
- Clean up any food spilt

For reasons of hygiene when in the dormitories students may only eat in the kitchen area. Students are responsible for cleaning up any spillages and ensuring that unused food is properly stored away in sealed containers.

Medication

All medicines should be handed to the school nurse at the beginning of every new term. Medicines will be dispensed in the canteen at meal times and around 21.00 in the dormitories each evening. If students are on medication from home, please give it to the nurse with instructions as to when it is to be administered. Students are not allowed to keep medication in their rooms.

BOARDING



Laundry

The school operates a laundry service for students. Laundry should be taken to the laundry department every day before breakfast at 7.00. Laundry will normally be ready for collection after 17.00 the next day. Students must list in the laundry book items sent to the laundry and re-check them. Students are expected to take sheets, duvet covers and pillowcases to the laundry every Friday. Students should mark all laundry items with their PIN to avoid loss. If any loss occurs students must report the loss immediately to the dormitory staff.

Dorm Leader

The dorm leaders are a team of students who are responsible for looking after other students in the dorm particularly those younger than themselves. Their role is very much a supportive one towards the care and guidance of students, not a disciplinary one. They are there to listen to students' problems, to share experiences, and to help with difficulties at school. They also assist mutual understanding and staff/student relationships at school.

Private Property

All students are responsible for their own property. All private property that is brought to school is done so entirely at the student's own risk. Students are allowed to use their mobile phone between 19.30 and 21.30 and at the weekends. They must deposit it with the dormitory staff on duty at all other times. Students are allowed to use personal computers, but at their own risk. Students are responsible for insuring their personal computers against loss or theft. All money, which is brought to the school, must be handed in to the school office for safe keeping and accounting. The parents and students will be provided with a receipt for the money and the student will sign for all withdrawals from their cash fund. St. Stephen's will not be responsible for large sums of cash or any valuables. All student property should be kept securely. All personal property should be removed at the start of the long vacation period.

Privileges

Students demonstrating exemplary behaviour, may be granted privileges at the discretion of members of the boarding staff. However, students should be aware that privileges may be withdrawn if the required level of behaviour is not maintained.

Visitors

All students should notify the boarding supervisors of expected visitors in advance and introduce all visitors to the duty staff. All visitors to the school must sign in and out at the security point and collect a visitor's badge, which, should be worn at all times and returned to security on departure. Visitors are not allowed in the bedroom area without permission of boarding staff. No male visitors are allowed in the girls' dormitory.





APPENDIX - POLICIES

Included in this appendix are some policies that all parents are expected to support in order for their child to attend St. Stephen's International School. Parents will need to complete the reply slips accompanying this Parental Handbook.

Adult Behaviour Policy

We believe staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school.

Aim:

- That all members of the school community treat each other with respect.

Expectations:

- That adults set a good example to children at all times, showing them how to get along with all members of the school and the wider community.
- That no members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises.
- Physical attacks and threatening behaviour, abusive or insulting language, verbal or written, to staff, parents and guardians, children and other users of the school premises will not be tolerated and will almost certainly result in withdrawal of permission to be on school premises.
- Any parent or other adult who is banned from the school premises will have the right to appeal the decision by writing to the Head of School/Head of Campus.
- Please note that all incidents of rudeness will be logged.

Listed below are types of behaviour that are considered serious and unacceptable and will not be tolerated. This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Inappropriate posting on social networking sites, which aims to defame either the school or any member of the school community.
- Rude or abusive emails
- Speaking in an aggressive or threatening tone
- Physically intimidating, e.g. standing very close
- The use of aggressive hand gestures/exaggerated movements
- Threat of physical harm including shaking or holding a fist towards another person
- Swearing
- Use of physical force
- Spitting
- Racist or sexist comments
- Any other behaviour which contravenes the school's Child Protection and Anti-bullying policies.

Unacceptable behaviour may result in the Police being called.

The Head of Campus reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse. School premises are private property and parents and other adults have been granted permission from the school to be on school premises. However, in case of abuse or threats to staff, pupils or other parents, the Head of Campus may ban the person responsible for the abuse or threats from entering the school. The police may be called to assist in removing the person concerned. The School is not responsible for organising arrangements for children in the above circumstances. Parents involved will need to provide alternative arrangements for bringing children into school.

APPENDIX—POLICIES



Use of photographic and digital images

Photographing the children by our marketing department and other professionals is a regular practice in school as a record of both the children's and school activities. These images may be displayed on the school's website and social media pages, in publications, and as promotional material, both inside and outside school.

The school is very careful not to have the children's full names attached to photographs for reasons of child safety. Should children's names appear in documents (such as newsletters, award lists, and individual achievements) it will be their nickname only. We only use the first letter of a surname should there be more than one child with the same first name in that class. A child's full name and photograph would never be used together, unless individual parental permission had been sought. Parents are asked to consider allowing the school to use photographs of their child so that our website and promotional material really do allow us to celebrate success at St. Stephen's and will be asked to complete a consent form.

ICT Acceptable Use Policy

Information and Communications Technologies (ICT's) are any electronic device or related applications which allow users to access, send, receive or record information in any form (textual, audio, image or video). This User Agreement will help protect students, staff and the resources by clearly stating what is acceptable and what is not. Students must read and accept the policy.

Respectful Behaviour

Students must;

- Always respect the ICT equipment and resources, and inform the teacher if any equipment is damaged.
- Only use ICT equipment and resources for educational purposes unless teacher permission is given or personal time has been allocated.
- Follow the same standards of behaviour online as they are expected to follow in real life.
- Observe copyright rules by respecting the information, ideas and artistic works of others.
- Keep their passwords and personal work secure.
- Only use appropriate language in both private and public messages.
- Be careful when using humour as it can be misinterpreted.
- Report any inappropriate behaviour to their teacher, including any material that may be sent or posted on the Internet.
- Only ever print relevant work.

Students should never;

- Claim credit for any work which is not their own.
- Send or post detailed personal information, images or audio about themselves or other people.
- Meet with someone they have met online without their parent's/guardian's approval and participation.
- Attempt to gain access to any computer system or service to which they do not have authorised access.
- Make deliberate attempts to destroy data by hacking, spreading viruses or by any other means.
- Engage in any illegal activity.
- Install or use software which is not licensed by the school.

Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language (this applies to public messages, private messages, and material posted on web pages).

Consequences of improper use

If students do not use ICT appropriately the following they will not be allowed to use ICT for a period of time and parents/guardians will usually be notified.

Students will be asked to sign to confirm that they understand and will abide by the ICT Acceptable Use Policy and that they accept that work saved on the Network may be viewed by the teaching and support staff. They also accept that their use of the schools ICT equipment may be monitored through the use of network monitoring software (NetOp). Students will need to confirm that they understand that if they fail to comply with the rules for using ICT their access privileges may be revoked and disciplinary action may be taken. Parents will also be asked to sign this policy.



St. Stephen's
International School

"Where East meets West"