



**St. Stephen's
International School**

Student and Parent handbook

2020 -2021

PRINCIPAL'S INTRODUCTION



Dear Parents and Students,

I would like to warmly welcome you all to St Stephen's International School and the 2020 - 21 Academic Year. The information that follows should provide you with a good knowledge of the policies and procedures of the school, as well as the school ethos.

Our staff will do their best to ensure that it is a smooth, enjoyable and productive year for all of our students (and parents). We will endeavour to challenge the students and provide a host of opportunities to enrich their education, and to build qualities in them that we feel are important in today's world.

There are certain expectations that we place on our student body. Many of those are outlined here, but there are others, not written down, particularly those concerned with attitude. A student's attitude is central to both their success and their enjoyment in a school. Academically, we expect a good work ethic; nothing less will do, but we also expect a good attitude in relation to participation in other areas of the school.

In my experience, students, get out of school what they put into it, and so I would encourage all students to take full advantage of the many opportunities on offer. In particular, I would encourage them to involve themselves in something that makes them feel uncomfortable. Whilst this may be unsettling they may just find that this is the most valuable experience of all.

Please do read through the booklet carefully; and do pass back any comments that you have. I look forward to meeting you all in due course.

John Rolfe

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Section 1

School Vision and Philosophy

1.1 Vision

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

1.2 Mission and Philosophy

Our mission is “**Leadership in the making: to create tomorrow's leaders today**” by offering students of all nationalities, from Early Years up to university level, a broad balanced and challenging curriculum through the use of the English language. We aim to encourage all students to strive for excellence in all that they do in their academic studies and personal lives, and to guide them on their journey to becoming effective and compassionate citizens and leaders. At St. Stephen's, our aim is to develop a culture and a community of learners within our East meets West educational environment.

“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, and 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, increase their wisdom and become self-reliant, honourable, disciplined and 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 Assakul
School Founder

1.3 Aims

East Meets West

The school aims to integrate the best of both Western and Eastern educational practices and values, by providing structured programmes which encourage investigative learning. The development of students' awareness and appreciation of Western cultural traditions is also stressed with a firm emphasis on honouring and respecting Thai and other Asian cultural values and traditions.

Learning by Doing

The School aims to provide a highly structured, hands-on, approach to learning. Students are given opportunities to develop skills through practical investigation and research, and having practised and acquired these skills, should be able to guide their own future learning.

A Disciplined Lifestyle

The School aims to develop students' self-discipline and self-reliance, as well as an understanding of themselves in the world around them. Students are also encouraged to pursue a healthy lifestyle through participation in physical activities within a caring and supportive school environment.

The Curriculum

Students progress through the Early Years, Primary and Secondary Schools, following a curriculum based on the National Curriculum of England and Wales, the International Primary Curriculum and the International Middle Years Curriculum. The school provides a strong academic learning environment in which all students are challenged and encouraged to do their very best so that they achieve their full potential.

The School promotes high academic standards to help students be successful in IGCSE, and A Level, examinations as well as the Thai High School Diploma, prior to going onto universities, either in Thailand or overseas.

English is the language of instruction at St. Stephen's except for the teaching of other languages.

The Thai National Curriculum also has an important place in school and provides the foundation and structure for the teaching of Thai at all levels. It ensures that students may transfer successfully to and from Thai schools and also that there is a smooth transition to Thai university for those that choose that path.

1.4 Leadership Code

The Leadership Code guides every member of the St. Stephen's school community in order to remain true to our Vision, Mission, Philosophy and Aims by setting high standards of, **PRIDE, HONOUR, WISDOM** and **RESPECT**.

Section 2

School Communication

2.1 Communication and Follow Up

Parents are encouraged to communicate openly and regularly with the School and to inform the School of any issues they wish to follow up. Parents may prefer to telephone the school office, e-mail staff members, write a note in their child's diary or drop in to see teachers before class begins in the morning to ask any questions.

The School recognises that parents have a fundamental right to discuss concerns that they may have. However, it is also recognised that there must be an orderly procedure for the consideration and hearing of such issues.

If a concern involves a teacher or classroom situation, the parent should call to discuss the matter or make an appointment with the class/form teacher. If the issue is not settled through discussion with the teacher, the parent should make an appointment with the Key Stage Manager. If the parent is still not satisfied then the issue should be brought to the attention of the Head of School or School Principal.

The School Principal's decision shall be a final determination of any follow up, as the School Principal is ultimately responsible for all operations of the School, as well as the day to day interpretation and implementation of the School's policies and procedures.

2.2 Parent Support

There are many different opportunities for parents to get involved in school, for example, supporting the Activities Programme or major school events. Additionally, there are regular coffee information mornings for parents on the various curriculum areas and other topics of interest.

Parents are also welcome and encouraged to come into school* for assemblies, exit points and performances, held at regular intervals during the year. Attendance at these events provides an opportunity for parents to develop a closer relationship with the school community, to be aware of what their children are learning, to become more knowledgeable about school programmes, and to become better acquainted with the teaching staff.

**During the Covid-19 situation Parental access to the school building is limited*

2.3 Parent-Teacher Conferences

Parent-Teacher conferences are held up to three times a year in Primary and at least once a year in Secondary.

Parent-Teacher conferences are used to communicate strengths, achievements and targets. They are a focus for school-parent dialogue and an opportunity to review student achievement and to reflect on each student's progress.

The School assumes every parent will use these opportunities to discuss their child's progress. At Secondary level, students are expected to attend these meetings with their parents.

All conferences are organised by the School office and will be scheduled outside regular classes so as not to disturb the academic operation of the School.

2.4 Student Work Going Home

Teachers may send completed and checked work home on a daily, weekly or termly basis, according to class needs, relating to display, assessment and record keeping. Students will also have a homework diary or folder in which work can be kept when it has been completed.

Section 3

Enrolment and Withdrawals

3.1 Enrolment

Enrolment is for one year at a time. The school reserves the right to place each student in the year level it judges most appropriate for his/her school experience, although the emphasis is on the appropriate age group. Enrolment is considered a privilege and implies specific responsibilities in terms of attitude and behaviour. The school reserves the right of suspension at any time during the school year.

3.2 Withdrawals

Should it be necessary for a student to withdraw from the School during the school year, a written request from his or her parents should be submitted to the School office at least one full term prior to the withdrawal. Clearance by his or her teachers must be received before records will be sent to another institution. In such an event, the parent or guardian will continue to be responsible financially for tuition for the remainder of the term.

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 either fail to support the school, or whose actions contradict school rules and policies.

Section 4

Student Life

4.1 Daily Schedule

Before 07:15 students must be supervised by a parent/carer. The academic day begins at 07:40 for all year groups and ends at 15:00 (14:45 for Early Years). After school activities take place after 15:00.

STRUCTURE OF THE DAY (Primary)

07:40 – 07:50	Registration
07:50 – 08:00	Flag-raising
08:00 – 08:40	Lesson 1
08:45 – 09:25	Lesson 2
09:25 – 09:45	Break
09:45 – 10:25	Lesson 3
10:30 – 11:10	Lesson 4
11:15 – 11:55	Lesson 5
12:00 – 12:40	Lunch
12:40 – 13:20	Lesson 6
13:25 – 14:05	Lesson 7
14:10 – 14:50	Lesson 8
14:50 – 15:00	Snack
15:00 – 16:00	Activities

STRUCTURE OF THE DAY (Secondary)

07:40 – 07:50	Registration
07:50 – 08:00	Flag-raising
08:00 – 08:40	Lesson 1
08:45 – 09:25	Lesson 2
09:30 – 10:10	Lesson 3
10:10 – 10:30	Break
10:30 – 11:10	Lesson 4
11:15 – 11:55	Lesson 5
12:00 – 12:40	Lesson 6
12:40 – 13:20	Lunch
13:25 – 14:05	Lesson 7
14:10 – 14:50	Lesson 8
14:50 – 15:00	Tutor Group
15:00 – 16:00	Activities

4.2 Daily Arrival and Departure

It is the responsibility of each driver to drive slowly, alertly and safely whilst in the school. Students may only be picked up by those adults authorised to do so. Parents must have the School's collection card clearly displayed in the front of the car.

Students are not allowed to drive a car or ride a motorcycle on the school premises.

Crash helmets must be worn by any student travelling on a motorcycle

Any student arriving after 07:50 must report to the reception desk first and be signed in as late.

In the Primary School, parents may collect their child from the Shared Area or the Play Area up until 16:00. After 16:00, parents may collect their child from the Shared Area**.

Parents of students collected after 17:00 on a regular basis may be asked to pay for late supervision services.

** during the covid-19 situation the arrival and departure arrangements have been changed

4.3 Car Parking

Parking is available at the side and rear of the campus.

4.4 Early Dismissal

Early dismissal is granted if a student is ill or if there is a note from parents making a valid request for such a dismissal.

4.5 First Aid

The School hopes there will be no serious accidents during the school year. If an accident does occur, parents will be notified immediately. The appropriate personnel will be notified and professionals will take care of 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.

4.6 Health and Immunisation Forms

The School maintains each student's immunisation records on file. If a child has an exemption from any school activity on health grounds, a letter from a doctor must be provided stating that the child has one of the conditions indicated as an exemption.

4.7 Medication

If a child requires medication, the medication must be accompanied by a letter signed by a parent, guardian, or doctor that gives specific directions concerning dosage and time of administration.

Medications will be kept in the infirmary and administered by the School nurse. All medication must be given to the School nurse upon arrival on the campus.

4.8 Illness

A child who appears ill should not be sent to School. Please contact the office by 08:30 to notify the School of the child's absence. If there is doubt as to whether your child will be well enough to stay in school the full day, please safeguard the health of all children in the class by keeping your child at home, until you are certain he/she is ready to return to School. A child should be without fever for 24 hours before returning to school.

If your child has been exposed to a contagious or communicable disease, please contact the School Office so that all parents may be alerted. If a child has a fever (100F or 38C or above), parents will be called immediately to pick up the child from school.

A separate policy exists for dealing with the Covid-19 outbreak

4.9 School Photographs

Individual student and class group photographs are taken each academic year. A contracted company coordinates all arrangements, offering a range of products to parents.

4.10 Damage Deposit

The School provides text books. A damage deposit of 30 000 Baht is due upon admission and is refundable upon the student's graduation or departure from the School. Deduction from this fee will be made in the event that students cause damage to any school property or equipment, or if any books are returned in an unserviceable condition.

4.11 Educational Visits

Educational visits are an integral component of our educational programme and are age appropriate. From Year 3, classes take extended, overnight trips. Teachers will supervise students on all educational visits and parents may be asked to assist, particularly for visits involving younger students.

No student will be allowed to participate in a school trip without a permission slip signed by a parent or guardian.

4.12 House System

Following the School's Leadership Code all students from, Year 1 upwards, are assigned to one of the following Houses upon admission: **Dragon (red), Garuda (yellow), Hydra (green) and Erawan (blue)**. The

House system is applied in a positive fashion to support community spirit, special events and community service learning experiences. The House system fosters cooperation across the year levels.

4.13 Use of English at School

It is an expectation that all students not only speak English, but speak it well, while they are at school (except when in language lessons). Students are encouraged not only to speak English during class, but also before School, at morning break, at lunch, and after School. Parents are asked to support this expectation by speaking in English with their children while at School.

The development of English language skills amongst our students is central to their success in both internal and external examinations, as well as in day to day work in the classroom.

4.14 School Rules

The School rules are on the school website. Copies are available on request.

4.15 Internet Use Policy

The Internet Use Policy is on the School website. Copies are available on request.

4.16 Anti Bullying Policy

The Anti Bullying Policy is on the School website. Copies are available on request.

4.17 Child Protection Policy

The Child Protection Policy is on the school website. Copies are available on request.

4.18 Covid -19 Policy

The Covid-19 Policy is on the school website. Copies are available on request.

4.19 Lost Property

Items found will be deposited in the resources room. 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 name is clearly marked on all items of uniform, accessories and other personal items.

4.20 School Uniform

All students at St. Stephen's International School are required to wear school uniform, details of which are listed below. Items marked with an asterisk (*) may be purchased from the school shop in Building 1.

Nursery

For the first two terms of the school year children are expected to wear their own clothing and footwear which should be appropriate for the school environment.

From Term 3 onwards children should wear school uniform in preparation for KG.

KG, Reception and Primary (Years 1 to 5)

- Shoes (plain, black, formal, closed, with low, flat heels)
- Grey shorts* (boys)
- Grey dress with school badge* (girls)
- White short sleeved shirt with school badge*
- White socks with school badge*
- Sweater with school badge* (optional, may be worn in colder weather)

Secondary (Years 7 to 11) and Year 6

- Shoes (plain, black, formal, closed, with low, flat heels)
- Grey long trousers* and school belt* (boys)
- Grey skirt* (girls)
- White short sleeved shirt with school badge*
- Tie (all students in Years 6 – 11)
- Socks with school badge* (grey for boys and white for girls)
- Sweater with school badge* (optional, may be worn in colder weather)

Blazer

All students in Years 1 to 11 are required to possess a school blazer. Blazers are worn as notified on formal occasions such as Wai Kru Day and the Awards Ceremony,

PE

The following clothing is required by all students for PE lessons. Students in sports teams who may need additional items will be notified separately.

- SIS blue polo shirt*
- House colour polo shirt*
- White socks with school badge*
- Plain white or plain black shorts
- Socks
- Training shoes
- Football boots, socks and shin pads
- SIS swimming costume and SIS swimming hat

Trips

Unless otherwise notified students wear school uniform on trips.

Cold Weather

In the event of unusually cold weather students should wear a school sweater, and consider wearing a vest. In colder weather inside temperatures remain high enough for further clothing to be unnecessary, but students may additionally wear a coat outside if they wish.

School uniform must always be worn neatly and tidily. In particular, shirts must always be tucked in, tie knots must cover shirt top buttons, shoes must be clean and all items must be in good condition.

Sixth Form Dress Code

In order to maintain high standards, and to provide suitable role models for younger students, Sixth Form students should ensure that the following dress code is adhered to at all times.

Students must be presented in smart, professional business dress, or other appropriate clothing, (e.g. PE kit, house shirts, or own clothes on trips) which must be worn neatly at all times. Ultimately what is appropriate is determined by the Principal.

Male students should wear a shirt with collar and tie, with formal trousers:

- Shirts: short or long sleeved formal shirt with a collar and in a single colour, long sleeved shirts must be worn with sleeves rolled down
- Neckties: sensible prints or woven style (cartoons are not acceptable)
- Trousers: must be black, grey or dark blue in a single colour
- Footwear: smart, formal shoes
- Hair: must be above the collar and in an appropriate style. If hair is dyed it must be of a natural colour and all dyed the same colour
- Socks: must cover the ankles and be of a plain style in a dark colour
- Jewellery: visible jewellery may not be worn

Female students should wear a formal top with sleeves with either a skirt or trousers:

- Top: must be a formal, plain, loose fitting blouse in a single colour which covers the shoulders
- Skirts: must be formal, of at least knee length and black, grey or dark blue in a single colour
- Trousers: must be formal, tailored, loose fitting, full length and black, grey or dark blue, in a single colour
- Leggings: may not be worn
- Footwear: smart, formal shoes that cover the toes and heels
- Hair: If hair is dyed it must be of a natural colour and all dyed the same colour
- Jewellery: earrings and simple jewellery can be worn
- Perfume and make up: students are allowed to wear perfume, but not make up

The following items are unacceptable: any clothes made entirely or partly of denim, T-shirts, polo shirts, low cut tops, tight fitting clothing, high fashion hair or jewellery, visible piercings (apart from earrings for female students) and tattoos.

4.21 Equipment Guidelines

Students are expected to take personal responsibility for their own belongings/equipment and for keeping them in good order and in appropriate places.

What to bring:

Nursery students wear their own comfortable and casual dress in Terms 1 and 2 and School uniform in Term 3. In addition, we ask you to provide the following:

A daily change of clothing and pyjamas for the afternoon nap

A towel, as students will have a shower after lunch

Flip flops

Two small pillow cases, as this is hygienic for your child

A blanket or cover normally used by your child

Students in KG should bring:

A daily change of clothing

Art apron, kept at school for a term, then sent home to wash

PE uniform to school twice a week on PE days

Students in Reception should bring:

Art apron, kept at school for a term, then sent home to wash

PE uniform to school twice a week on PE days

School uniform and school shoes in their bag to change after PE lessons

An extra set of underwear

Library bag on designated library day

Students from Y1 and above should bring:

Pencil

Scissors

Sportswear on PE days

Pen (Y6 up)

Ruler

Coloured pencils

Art apron

Rubber

Library bag

Pencil sharpener

4.22 End of Day Clean Up

At the end of each school day, students will be asked to clean up their classroom and adjacent areas before leaving. Jobs may include: picking up litter from the floor, desks and shelves; cleaning whiteboards; and straightening desks and chairs.

4.23 Electronic Equipment

Students may, either in line with school policy, or at the request of teachers, bring electronic equipment to school to aid learning. This equipment is for study use only and should not be used as a distraction.

Section 5

Campus Life

5.1 Bus Service

The School surveys parents on a regular basis to ascertain students' transport needs. At this time a shuttle service is not operated to and from School. School buses are used for some educational visits and excursions.

5.2 Change of Address

When a student changes his or her address or telephone number, parents should report the change to the School office as soon as possible. Likewise, any changes to the emergency information should be reported to the School promptly.

5.3 Messages and Telephone Usage

If a parent needs to get in touch with their child during the day, the office will deliver a message for them. Students may use the School phone if an urgent situation arises.

5.4 Class Parties

Birthday celebrations are special for each of us and should be treated as such. If you wish, you may provide a special birthday snack for the class by arrangement with the class/form teacher*.

** this is not permitted during the Covid-19 situation.*

Parents may also mark their child's birthday by dedicating a book in honour of the child (donated by the child's parents) for their classroom. It will then be added to the School's collection to be enjoyed by students again and again.

5.5 Visitors to the School Site

All visitors to the school including parents are required to sign in at reception upon arrival on campus. Company representatives wishing to visit the School, for example, for promotional reasons, require authorisation in advance from the School Principal. All visitors, who are not parents, will be asked to wear a visitor's pass. Parents or those authorised to pick up children must wear their school issued ID Card.

5.6 Smoking

Smoking is not allowed anywhere on the school campus.

5.7 Insurance

The School provides accident insurance for all students during the academic year for all school activities, both on and off site.

A copy of the policy is available from the School Manager's office, should parents wish to look at it in more detail.

5.8 School Shop

The School shop is located in Building 1 and is operated by the Finance office from 07:30 - 08:30 and 14:30 - 15:30 Monday – Friday. Parents may buy School uniform and all standard items of equipment at the School shop.

Whilst every effort is made to ensure availability of stock, there may be some delay at key times in the year due to high demand and supplier availability. In such instances Finance Office staff will advise parents regarding expected delivery dates, and parents are asked for their cooperation and understanding.

Section 6

Curriculum

6.1 Curriculum Organisation

- The School's curriculum is founded on the following main sources:
- The EYFS Framework
- The International Primary Curriculum (IPC)
- The International Middle Years Curriculum (IMYC)
- The National Curriculum of England and Wales
- The Thai National Curriculum
- IGCSE Programmes of Study
- A Level Programmes of Study

These curricular programmes set out clear and full details of learning for all students. They provide:

- the content to be taught, and targets for learning
- information as to how performance will be assessed and reported
- teachers, students, parents, employers and the wider community with a clear and shared understanding of the skills and knowledge that students will gain at school
- the School with programmes to meet students' individual learning needs

6.2 Curriculum Overview

The Primary School

Nursery, Kindergarten and Reception (Ages 2-5)

Play is a child's work, and in the Early Years at St. Stephen's children between the ages of 2 and 5 learn through play. Structured play areas, activities and games are provided to develop the whole child, with teachers working individually and in small groups to ensure all children reach their potential, socially, emotionally, physically and intellectually. Students are encouraged to learn responsibility and leadership from an early age. Thai social values and culture are integral part of the curriculum. An English speaking environment is provided, complemented by Thai and Mandarin lessons.

Key Stages 1 and 2 (Ages 5-11)

The Primary School follows the IPC (International Primary Curriculum) and the English National Curriculum. There is a strong focus on English language and every lesson is an opportunity for children to develop their speaking, listening, reading and writing skills. In Key Stage 1 (Years 1 and 2) children learn independence, responsibility and the fundamentals of literacy and numeracy. In Key Stage 2 (Years 3 to 6) they are taught the knowledge and skills that will enable them to succeed in secondary education.

The Secondary School

Key Stage 3 (Ages 11-14) Years 7, 8, 9

At the age of 11, students move from the Primary School to the Secondary School and follow the IMYC (International Middle Years Curriculum) and the English National Curriculum. During the first three years of Secondary School; Key Stage 3, students study English, Mathematics, Thai, Mandarin, Science, History, Geography, ICT, Art, Music, Drama and PE.

Key Stage 4 (Ages 14 - 16) Years 10, 11

At the age of 14, students continue to study English, Mathematics and Thai and also choose five of the following subjects to study for the International General Certificate of Secondary Education (IGCSE): Biology, Chemistry, Physics, Mandarin, Economics, Business Studies, History, Geography, Computer Science, ICT, Art, Music and PE. IGCSE examinations are recognised worldwide.

Sixth Form: Key Stage 5 (Ages 16-18) Years 12, 13

At the age of 16, students move into the Sixth Form to follow a two-year course preparing them for either Advanced Level Examinations or the High School Diploma, leading to university, either in Thailand or overseas. Students can choose to follow courses in English, Mathematics, Physics, Chemistry, Biology, Art, Business Studies, Psychology, Geography, History, Computer Science, Mandarin and Music.

6.3 Assessment

The Assessment Policy is on the school website. Copies are available on request.

6.4 After School Activities

The school provides a holistic curriculum, offering opportunities for students to learn and develop new leadership and social skills. In addition to academic lessons, the school offers a wide range of extra-curricular activities, which usually take place between 15:00 – 16:00 each School day. These are provided through our After-school Activities Programme, in which all students are expected to participate.

Major Creative activities include dramatic productions, membership of musical ensembles, the opportunity to learn a musical instrument and a number of art related activities. The school's major Action activities are sports based and include membership of school sports teams. Service activities include charitable work, participation in the community service programme, membership of a Student Council and work for the Eco Schools Award.

6.5 English as a Second Language (ESL)

The ESL Department provides students with additional English language support. All students entering the school with little or no English are provided with support from the ESL Department.

The Department assesses all students' English ability every term and provides all teachers with a range of strategies to support students. All teachers are trained to teach second language learners and have the ability to meet the learning and language needs of their students.

The Department provides withdrawal sessions and an accelerated English language programme for those students who need it. There is an additional tuition charge for these services.

6.6 Learning Support

The School has a Learning Support Coordinator who provides specialist advice and support to parents and students. There may be an additional charge for these services. The School expects parents to work in conjunction with the coordinator to identify and support their child's learning needs.

6.7 Library

The School has two well stocked libraries, one for Primary and one for Secondary, for both student and teacher use.

All Primary students have a library bag to ensure that library books are not lost or damaged. Bags are available from the School shop.

Students are allowed to borrow up to three books at a time. All books are initially issued for one week and all books must be returned at the end of each term. Students are expected to care for their books.

6.8 Homework

The Homework Policy is on the school website. Copies are available on request.

Section 7

Emergencies and School Contacts

7.1 Emergency or Fire Drills

Students are informed about emergency or fire procedures at regular intervals. Practice emergency drills are conducted and reviewed every term.

7.2 Main Points of Contact

If you have any questions or require additional information, please contact the School by any of the following means:

Telephone	+66(0) 2 513 0270-1
Fax	+66 (0)2 930 3307, (0)2 513-8271
School Principal Mr. John Rolfe	principal@sis.edu
Email	info@sis.edu
Website	www.sis.edu

School Address:

998 Vibhavadi Rangsit Road
Lad Yao
Chatuchak
Bangkok 10900

7.3 Inclement Weather Policy

In case of inclement weather, decisions about the opening and closing of the School are announced via the School website, and/or by messaging parents. If at any time you feel that road conditions are unsafe for your child to travel, you should not send your child to School. However, please call to make us aware that your child will not be attending. Any decision to dismiss students early will, where possible, allow ample time for parents to make arrangements.

7.4 Delayed Openings/School Closings/Early Dismissals

Any announcement concerning school delays or closure will be via the school website and/or messaging parents. If there are no announcements, the School will be open as usual.

In the event of inclement weather or other unforeseen circumstances, which necessitate closing the School before the end of the regular school day, the following procedures will be observed:

1. The decision to close early will be made by the School Principal, or, in his absence, one of the Senior Management Team.
2. Staff will be notified immediately.
3. Parents will be messaged and/or called and informed of the early dismissal.
4. Students will be dismissed when their parents or regular transportation arrives to collect them.
5. Alternative pick up of students may be arranged by parents who call the School.
6. Students will be able to make calls for pick up arrangements.

Section 8

Staffing and Classes

8.1 CLASS LIST

YEAR	FORM/CLASS	TEACHER
Nursery	NLP	Ms. Lauren Peak
KG	KGSB	Ms. Sophie Boswell
	KGBG	Ms. Bianca Garvan
Reception	RSK	Ms. Sara Kriel
	RAGa	Ms. Ana Garcia
Year 1	1RS	Ms. Rosie Stewart
	1JR	Ms. Jessica Richards
Year 2	2JS	Ms. Julia Sanla
	2CB	Ms. Charlotte Bowden
Year 3	3KH	Ms. Kay Holt
	3TL	Ms. Tianne Lane
Year 4	4DM	Mr. David Marshall
	4JH	Mr. Jessica Hunt
Year 5	5MS	Mr. Michael Sammons
	5JT	Mr. Jason Taylor
Year 6	6HC	Mr. Harry Cairns
	6RH	Ms. Rebecca Hewitt
Year 7	7KN	Ms. Katie Nichols
	7JB	Mr. Joe Broadfoot
Year 8	8AW	Mr. Antony Wilson
	8RC	Mr. Ryan Coughlin
	8GS	Mr. Gareth Shipley
Year 9	9CM	Mr. Chris Mulligan
	9KS	Ms. Kate Sweetlove
	9MW	Mr. Mark Walsh
Year 10	10CW	Ms. Caroline Webster
	10EK	Mr. Edward Kemp
	10SL	Mr. Selwyn Lespoir
Year 11	11VH	Ms. Valerie Hedican
	11RW	Ms. Rose Warner
Years 12 and 13	12/13RJ	Ms. Rose Jang
	12/13LK	Mr. Lawrence Kelly
	12/13TR	Mr. Timothy Ryan

8.2 STAFF LIST

Title	Surname	Name	Position
Ms	Abley	Kellie	English Teacher/Head of Drama / KS3 Manager
Ms	Aguayo	Sandra	PE Teacher
Mr	Bendall	Robert	Head of Primary
Ms	Boswell	Sophie	KG Teacher/Early Years Coordinator
Ms	Bowden	Charlotte	Year 2 Teacher/KS1 Manager
Mr	Broadfoot	Joseph	Secondary Head of English
Mr	Cairns	Harry	Year 6 Teacher /Science, Technology & Society Coordinator
Ms	Cao	Jing	Head of Mandarin
Mr	Carlisle	Peter	Head of Secondary
Mr	Chusab	Natthakit	Thai Music Teacher
Mr	Coughlin	Ryan	Computing Teacher
Ms	Dongyan	Wei	Volunteer Chinese Teacher
Ms	Garcia	Ana	Reception Teacher
Mr	Gregson	Thomas	Whole School PE Coordinator
Ms	Garvan	Bianca	KG Teacher
Ms	Hardware	Jessica	Biology Teacher / KS4 Manager
Mr	Hayward	Neil	Mathematics Teacher / Assistant Head of Secondary, Academic
Ms	Hedican	Valerie	Head of Geography
Ms	Hewitt	Rebecca	Year 6 Teacher
Ms	Holt	Kay	Year 3 Teacher
Mr	Houyhongtong	Teewin	Thai Music Teacher
Ms	Hunt	Jessica	Year 4 Teacher / Literacy Coordinator
Mr	Hunt	Simon	Secondary Music Teacher / Head of Music
Ms	Jamal	Hafizah	Learning Support Coordinator
Ms	Jang	Rose	Psychology Teacher/Science Teacher
Mr	Jones	James	PE Teacher / Activities Coordinator
Ms	Kaewkongmuang	Punthisa	Thai Language Teacher
Mr	Kelly	Lawrence	Physics Teacher (Subject Leader)
Mr	Kemp	Edward	Secondary Head of Mathematics
Mr	Khonsa-ard	Jessada	Thai Language Teacher