



*Primary Handbook*  
FOR PARENTS



**REGENTS INTERNATIONAL SCHOOL  
PATTAYA**

A NORD ANGLIA EDUCATION SCHOOL

[www.regents-pattaya.co.th](http://www.regents-pattaya.co.th)

*Dear Parents,*

Welcome to Regents. We are very proud of our school. Over 50 nations come together to make it a unique environment to learn and grow. Our staff team work exceptionally hard to make sure your child is offered the very best support.

Your child will experience:

- a happy, secure and purposeful school environment
- a broad and balanced curriculum, with high expectations resulting in rapid progress and high academic standards
- innovative teaching and effective learning success for all – be it in the classrooms, on the sports fields, on the stage or in the wider community
- a true partnership between school and home

Working together is essential. We operate an 'Open Door' policy and you are most welcome to contact myself or other staff members if you have any matters you want to discuss.

I have two children at Regents, and I understand the challenges of being a parent. It is essential that Parents, pupils and staff work together to make sure that your child is happy.

I look forward to working with you. Sincerely, Grant

Grant Gillies

Head of Primary

[Grant.Gillies@regents-pattaya.co.th](mailto:Grant.Gillies@regents-pattaya.co.th)

## Primary Staff Contact Details

Position	Staff Member	Ext	School Email	Mobile
Head Of Campus	Sarah Osborne James	101	Sarah_Osbornejames@Regents-Pattaya.Co.Th	
Head Of Primary	Grant Gillies	500	Grant.Gillies@Regents-Pattaya.Co.Th	
Deputy Head Of Primary	Karyn Walton	504	Karyn.Walton@Regents-Pattaya.Co.Th	
Assistant Head Of Primary	Joanne Smith	117	Joanne.Smith@Regents-Pattaya.Co.Th	
Assistant Head Of Primary	Hannah Naowasuk	503	Hannah.Naowasuk@Regents-Pattaya.Co.Th	
Assistant Head Of Primary	Sara Berenguer	149	Sara.Berenguer@Regents-Pattaya.Co.Th	
Director Of Admissions & Marketing	Susan Dineen	109	Susan.Dineen@Regents-Pattaya.Co.Th	
Admissions Manager	Ian Steele	222	Ian.Steele@Regents-Pattaya.Co.Th	093 135 7736
Senior Admissions Coordinator	Nadia Fisher	223	Nadia.Fisher@Regents-Pattaya.Co.Th	086 341 2587
Pa To Head Of Primary	Thanita (Nui) Kumsaengtian	501	Thanita.Kumsaengtian@Regents-Pattaya.Co.Th	
Head Of Pn/N	Juliet Perrin	-	Juliet.Perrin@Regents-Pattaya.Co.Th	
Head Of Reception	Alison Lyford	-	Alison Lyford	
Head Of Year 1	Kate Rand	-	Kate.Rand@Regents-Pattaya.Co.Th	
Head Of Year 2	Katesharples	-	Kate.Sharples@Regents-Pattaya.Co.Th	
Head Of Year 3	Gemma Cottam	-	Gemma.Cottam@Regents-Pattaya.Co.Th	
Head Of Year 4	Jonathan Way	-	Jonathan.Way@Regents-Pattaya.Co.Th	
Head Of Year 5	Emelia Stapely	-	Emelia.Stapely@Regents-Pattaya.Co.Th	
Head Of Year 6	Kevin Higgins	-	Kevin.Higgins@Regents-Pattaya.Co.Th	
Head Of Learning Support	Jenny Sherwood		Jenny.Sherwood@Regents-Pattaya.Co.Th	
Co-Curricular Clubs And Activities, Saturday	Karyn Walton	504	Karyn.Walton@Regents-Pattaya.Co.Th	
Head Of Thai	Sriphan Virachkul		Sriphan.Virachkul@Regents-Pattaya.Co.Th	
Head Of Modern Foreign Languages	Katie Belshaw		Katie.Belshaw@Regents-Pattaya.Co.Th	

## Whole School Administrative Staff Contact Details

DIRECTOR OPERATIONS	OF	KIRSTY PAIBOONTANASI	333	KIRSTY.PAIBOONTANASIN@REGENTS-PATTAYA.CO.TH	081 855 7131
HR MANAGER		KHUN APPLE	554	WORANUD.SUKSAENG@REGENTS-PATTAYA.CO.TH	
HEAD OF BOARDING		STEVE RAND	414	STEVEN.RAND@REGENTS-PATTAYA.CO.TH	081 522 8081
HEAD OF CAMPUS' PA		KARNRAVEE SUNDARODAKA	120	KARNRAVEE.SUNDARODAKA@REGENTS-PATTAYA.CO.TH	099 254 6919 081 315 1070
FACILITIES MANAGER		BOONYIEM (WILLIAM)	125	BOONYIEM.DOKKEO@REGENTS-PATTAYA.CO.TH	
FINANCE MANAGER		Alan McLaughlin	107	Alan.McLaughlin@Regents-Pattaya.Co.Th	083 079 4005
TRANSPORT DEPARTMENT LIAISON		NISA PIYACHOKKANAK	108	NISARAT.PIYACHOKKANAKUL@REGENTS-PATTAYA.CO.TH	086 326 4054

# Academic Organisation of Regents' Primary School

## **Principal**

Sarah Osborne James

## **Head Of Primary**

Grant Gillies

## **Deputy Head Of Primary**

Karyn Walton

### **Assistant Head of Primary**

(Years 5 & 6)

Hannah Naowasuk

### **Assistant Head of Primary**

(Year 2-4)

Sara Berenguer

### **Assistant Head of Primary**

(Pn – Y1)

Joanne Smith

### **Head of Pre-Nursery / Nursery**

Juliet Perrin

### **Head of Reception**

Alison Lyford

### **Head of Year 1**

Kate Rand

### **Head of Year 2**

Kate Sharples

### **Head of Year 3**

Gemma Cottam

### **Head of Year 4**

Jonathan Way

### **Head of Year 5**

Emelia Stapely

### **Head of Year 6**

Kevin Higgins

## Attendance and Absence

### Expectations

Children are expected to attend school every day. A child is expected to arrive on time and attend class for the full day unless otherwise excused. A child who is late for school or leaves early from school, regardless of whether it is excused or not, may disrupt the learning environment for all.

### Absences

There are times when a child is unable to attend school. Each parent or legal guardian should inform the school on the day his or her child is absent for all or part of any school day by telephone or email. If a child has been absent for more than a day, on returning to school a letter or note should be given to the teacher explaining the absence. Excusable absences would fall into these categories: illness, medical and dental appointments; court appearance; death in the family; observance of a religious holiday or extenuating circumstances.

If parents know in advance that their child will be absent from school please inform the school in writing. This letter should be addressed to the Head of Primary. We discourage children's absence from school except under extraordinary circumstances.

If parents are taking their child away from school for a period longer than one week the school cannot be responsible to set work for that time; however teachers can suggest a number of activities that will help support and maintain children's learning if the absence is prolonged.

Swimming and PE are an integral part of the Physical Education programme at Regents and all children are expected to take part in these lessons each week. If for any reason children cannot take part (i.e. they have broken their arm or have a doctor's note) then the class teacher should be informed in writing. If they do not have a written note from a parent they will be expected to join the rest of the class for the lesson.

#### Excessive Absences

Excessive absences are those, which cause a child's attendance, at any point during the year, is much lower than expected. A child who displays a pattern of excessive absences, lateness or early dismissals, will be referred to their Head of Year who shall investigate and recommend appropriate action, including a meeting with the parent or guardian.

#### During the School Day

The school shall not allow a child to leave during the school day to any unauthorised person. The burden of proof that the release is authorised is on the person collecting the student. The adult collecting the child must follow the 'signing out' procedure (see procedure below). Children who normally go home on the school bus will not be allowed to leave with an adult unless the parent/ guardian has notified the school in advance.

### ***Family Holidays***

Absence for family holidays is discouraged.

### ***Procedure***

- The school applies the following procedures in dealing with absences or lateness:
- Parents/carers are asked to inform the school either by email or phone if a child is absent.
- Every class teacher completes the register at the beginning of the school day on ISAMs. If a child is not present, and no communication has been received by the class teacher parents will be called by the school secretary to determine the reason for absence.
- When a child returns to school after an absence, they should bring a note explaining their absence to their class teacher who will amend the ISAMs history as appropriate.
- Children requiring Leave of Absence to take part in examinations (e.g. Music, Drama) or other legitimate educational activities they will generally have their absence authorised.
- Children's attendance will be recorded on their school report.
- If a child arrives at school after the registration time has finished, they will need to "sign in" at the Primary office and the lateness will be recorded in ISAMs.
- Parents wishing to take their children out of school for any reason must go to the Primary Office, sign their child out and receive a slip for the security guard.

## *School Buses*

The school provides a comprehensive bus service for its children. Every school bus has an allocated Bus Monitor and it is expected that the children will be polite and cooperative at all times towards the bus driver, the monitor and all children on the bus.

Regulations for students when traveling on the school buses:

- Children should respect and take notice of the Drivers and Bus Monitors at all times.
- Stay seated at all times and keep seatbelts fastened always.
- Eating or drinking is not allowed on the bus. Children are not allowed to visit the Tuck Shop on the way to the school bus after school.
- Fighting, swearing or shouting is not permitted. The Transport Manager will refer any disciplinary problems to the Head of School. In the event that children are causing a disturbance on the bus, the driver will stop at a convenient place until all children are quiet again.

- If a child does not get on the bus in the morning within 5 minutes of the usual arrival time it will be assumed that the student will not be requiring the service that day and the bus will proceed to the next pick up point.
- An adult must be present to meet the student at the drop off point. If an adult is not present, the bus will return the student to school and the parents will be contacted.
- Parents should inform the Primary office if their child will be picked up after school on a certain day and will therefore not require the bus on this day.
- Children should make every effort to get on the bus on time, both in the morning and afternoon.

If a child is experiencing any problems when travelling on the school bus they are encouraged to talk to their class teacher or another trusted adult in the Primary school. If any parent has a complaint or concern regarding the behaviour of a child or children on the school bus, please contact your child's class teacher.

Their child's class teacher or Head of Year will contact parents if their child has been behaving inappropriately on the school bus. Continued inappropriate behaviour on the school bus may result in a meeting with the Head of School and the child being suspended from school transport for an agreed period of time.

### ***Late School bus***

A 'late bus' is provided for those children whose parents pay for regular school transport to and from school. Late buses operate on Mondays and Thursdays after the CCA programme has concluded at 16:15.

#### Contacts

If the school bus is running late or has not arrived to collect your child, please contact the Transport Supervisor, Khun Nisa (Thai): 086-3264054 or School Facilities and Services Manager, Khun William (Thai and English) 086-3842554

If there needs to be a change to your child's usual bus transport arrangements please email Khun Nui: Thanita Kumsaengtian: [Thanita.Kumsaengtian@regents-pattaya.co.th](mailto:Thanita.Kumsaengtian@regents-pattaya.co.th)

#### Emergencies

In the event of an emergency e.g. the bus has been significantly delayed (longer than 30 minutes,) parents will receive a phone call and information from the Transport Department.

## *Cross-Curricular Activities (CCAs)*

All children who study at our school are provided with opportunities to extend or enrich their learning opportunities.

Examples of CCA opportunities are:

- Internal competitions including writing competitions, poetry recitals, art exhibitions public speaking and house events
- November Novel Writing month: an opportunity to write, then publish a novel
- Local Cluster Days: major international schools in the Eastern Seaboard provide days offering collaborative learning opportunities
- CCAs and Clubs: an opportunity to enrich areas of interest such as sport, drama, art, service projects, photography, ICT and crafts
- The Global Classroom: as part of the Nord Anglia Education Group all children in KS2 are encouraged to participate in the online Global Classroom.
- CCAs are available for all children from Years 1 to 6 every Monday and Thursday
- Homework Clubs (Years 1 – 6) run on a Tuesday after school
- Breakfast clubs run every morning (all age groups)
- Lunchtime clubs and activities
- External providers who provide clubs e.g. Mermaids diving, rock climbing with Harbor Mall, Art experts, dance...

## CCA Dates for 2017-2018

	TERM 1	TERM 2	TERM 3
START	Monday 04.09.17 Holiday 16th – 27th October	Monday 15.01.18 Holidays 12th – 28th Feb; 1st March	Tue 07.05.18 Holiday 28th – 29th May
FINISH	Thursday 30.11.17	Thursday 22.03.18	Thu 07.06.18

## *Primary School Curriculum Statement*

The curriculum within the Primary school has its foundations in the English National Curriculum (ENC) but also a broad and varied range of learning opportunities. We aim to teach our children how to grow into positive, responsible individuals, whilst working in an environment that recognises their unlimited potential to develop and succeed. We aim to produce pupils who can work and co-operate, and thereby effectively communicate with each other, while developing knowledge and skills, within a safe and caring environment.

The Regents Primary School curriculum is underpinned by the educational objectives outlined in the ‘New National Curriculum’, (published in the UK in 2013), on which it is based.

Embedded within our curriculum; in addition to the ENC, we also:

- Offer a music curriculum in collaboration with Juilliard
- Offer STEAM opportunities in conjunction with MIT
- Are a Round Square School – life-long learning opportunities are based on the 6 pillars of: Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service (IDEALS)
- Service project links
- Each year group working with a Community Partner
- Opportunities in Sport and Mathematics at an international level as a FOBISIA school
- Campus – only available in Nord Anglia Education schools – allows true collaborative learning across the world



## Dissemination of Curriculum Information to Parents

WHAT?	WHEN?	WHY?
Meet the Teachers	24th August – 1st September	At this time parents meet their child’s teacher and receive an information booklet, which outlines what that year group will be learning during the year. The Term 1 topics are outlined as is general information regarding English, Mathematics, Science and Home Learning. Parent Class Reps are chosen.
Year Group Yearly Information	First week of each term	A copy of the Year Group Curriculum Map and subject objectives will be posted onto Moodle. This gives parents an opportunity to see at a glance what units of work the children in all academic subjects will cover.
Curriculum Information Presentations	At various times throughout the year	The timings of presentations are varied so that as many parents as possible are able to attend and benefit from the highly informative sessions. Plenty of advance notice is given to parents regarding the timing and focus of the presentations through the Primary Bulletin.
Curriculum Focus Days / Weeks	At regular intervals over the course of the academic year	There are times during the academic year when we focus for an afternoon a day or a week on one particular area of the curriculum e.g. International Day, Book Week etc. These days are an innovative, interactive and interesting experience for both parents and children as learning is shared and parents gain an additional perspective and greater understanding of our approach to learning and teaching.
Learning Looks or Stay and Play	At various times throughout the year	All parents of children in PN, N and Rec will be invited to ‘Stay and Play’ sessions throughout the academic year. For children in Years 1 – 6 look out for an invitation to their extended assemblies and learning looks.

Please note: We make frequent use of emails with which to communicate with parents. It is therefore important to make sure that the Primary Office has an accurate record of parents’ email addresses. If parents change their email address we ask that the Primary Office is informed of these important changes immediately so that efficient communication can continue.

# *Class Placement Rationale*

## ***Which year group and class will my child be placed in?***

When a child starts at our school, they are placed in the year group appropriate for their age. The actual class in the year group in which the child is placed will depend on the numbers in each class and other factors such as those outlined below. We endeavour to place each child in the class where they will be most happy and secure.

## ***Can a child be placed in a year group above or below their chronological age?***

As a school we firmly believe that children learn best when placed in their correct chronological age group and this is the school's policy. In exceptional circumstances, the school may recommend to parents that a child be placed in a year group different to that of the child's chronological age. When making any decisions about year group placement, a child's personal and social, physical and academic development are all taken into consideration.

If parents have any queries or questions about the above policy they should contact the Head of Primary.

## ***Are classes re-grouped each academic year?***

It is necessary to re-group our classes each academic year due to the size of the school and the nature of the groupings which develop during the course of each academic year. Our school has a constant enrolment policy; as a result we take in children throughout the year placing them in classes where places are available. By the end of an academic year, with children joining and leaving the class, classes can become quite unbalanced.

Therefore, rather than move a class to the next year level as a whole group, we choose to re-group our classes prior to the beginning of each academic year.

## ***What criteria do staff use to determine the new class groupings?***

Towards the end of Term 3 new class lists are made with the following criteria in mind:

gender / nationalities / attainment and progression levels / EAL – levels of English / Learning Support needs / friendship groups

Can parents request a particular teacher or friendship grouping for their child?

Naturally parents have an interest in the class in which their child will be placed and some will feel strongly about having a voice in the selection of their child's class. However, there are many considerations that need to be made in order to create successful class groups, no matter who the teacher is. As teachers we have an understanding of how complex a 'balancing act' this can be.

As the teachers compile the balanced class lists, they will, where possible and appropriate, factor in parent input as well as their own sense of which teacher would be a good match with a given student. Balanced classes are the first priority, however, and much consultation between all relevant teachers and Heads of Year takes place prior to confirming the final class groups.

## ***When do parents find out about the new class groupings and teachers?***

In the last week of Term 3 parents will receive an email from their child's current class teacher with information about:

- their child's new class;
- their child's teacher and teaching assistant;
- the names of a few friends of their child in the class

# Home Learning Expectations

In Primary we refer to Home Learning, rather than homework, as we like to emphasise our philosophy that learning does not just stop at the end of a school day.

As a staff we believe that the best home learning enables students to:

- work independently;
- increase reading fluency and engagement;
- revise and embed key knowledge and skills;

## Roles and Responsibilities

### *Children:*

- use information on Moodle to be aware of the weekly home learning expectations
- complete the set home learning tasks each week to the best of their ability
- let their class teacher know if they are unsure about home learning or are having any difficulties

### *Staff:*

- plan weekly home learning tasks as a year group
- include details on each year group's home learning grid and on the year group Moodle page
- mark and return home learning as agreed
- communicate with parents of children not completing home learning
- be available to speak with parents and children regarding any difficulties with home learning

### *Parents:*

- ensure children have suitable access to a quiet area to complete home learning tasks with suitable resources, including access to computers / mobile device to allow them to follow the weekly home learning tasks
- ensure children read nightly for a least the minimum recommended time, encouraging engagement with a range of genres and authors
- ensure that regular home learning time is created on week nights / weekends
- contact the class teacher if children are struggling to meet the home learning expectations
- encourage children to work independently on tasks

### ***Home learning takes the form of the following tasks:***

**Reading:** Ideally every day / night; at a minimum 5 times per week.

**Phonics/Spelling:** Weekly practice of words which may include: high frequency words, spelling patterns, topic- related vocabulary and synonyms.

**Home Learning Grid:** Specific tasks designed to target relevant skills related to Topic.

**Mathematics:** Children complete set tasks using the online Mathematics programme, MyiMaths: [www.myimaths.com](http://www.myimaths.com)  
Parents, teachers and children can monitor progress and achievement online.

**Science:** Tasks set are aimed to firmly embed curriculum knowledge already covered in class, progressing to revision tasks for our older Primary students to promote rapid recall of scientific facts, concepts and investigative skills.

	<b>Reading</b>	<b>Spelling</b>	<b>Home Learning Grid</b>	<b>Mathematics</b>
<b>Year 2</b>	10 minutes daily (5 times per week)	Phonics based spelling. 10 words per week		MyiMaths Task set by class teacher. 15 minutes
<b>Year 3</b>	10 minutes daily (5 times per week)	Phonics based spelling. 10 words per week	Weekly task 20 minutes	MyiMaths Task set by class teacher. 20 minutes
<b>Year 4</b>	15 minutes daily (5 times per week)	A range of spelling foci. 10 - 15 words per week	Weekly task 30 minutes	MyiMaths Task set by class teacher. 30 minutes
<b>Year 5</b>	15 minutes daily (5 times per week)	A range of spelling foci. 15 words per week	Weekly task 30 - 45 minutes	MyiMaths Task set by class teacher. 30 - 45 minutes
<b>Year 6</b>	15 minutes daily (5 times per week)	A range of spelling foci. 15 words per week	Weekly task 45 - 60 minutes	MyiMaths Task set by class teacher. 30 - 45 minutes

## *Communication With Parents*

### **Learning Journeys: Early Primary (Pre- Nursery – Year 1)**

Learning Journeys record the development of the whole child, both at home and at school, through words and pictures. Interactive Learning Diaries (ILDs) software is used to create an individual online Learning Journey for each child.

Parents have access to their child's digital Learning Journey and can add information, audio clips, videos and photographs themselves.

Instructions on how to access ILDs are given to parents in a workshop at the beginning of each term and from the class teacher in the first week of each term.

### **WEEKLY COMMUNICATION**

Friday Bulletin: an emailed communication with whole school reminders and information; please do refer to this weekly for up to date news.

Class Blogs: updated weekly to provide parents with information about the current and future learning of their child's class and year group.

### **VALUED VOLUNTEERS**

Parents are very welcome in our school. The following are some ways in which parents may like to be involved. Please sign the page at the back of this booklet if this is of interest to you. For further information please contact

Miss Karyn: [Karyn.Walton@regents-pattaya.co.th](mailto:Karyn.Walton@regents-pattaya.co.th) for further information.

- Assisting with Reading, Role Play, Drama, Art, Computing, Cookery...
- Accompanying children on curriculum or service trips (when possible and appropriate)
- Helping to prepare costumes or sets for shows and assemblies
- Assisting with Friday's Green Grub Tuck Shop
- Reading stories to classes in the Library
- Assisting at special events e.g. Loy Krathong, Christmas Fair
- Be a class rep: to be decided at Meet the Teachers (beginning of Term 1)

# Tracking Student Progress

Rigorous and systematic assessment, target-setting and tracking procedures are a feature of the academic provision in the Primary school. In this way we ensure that all children achieve as highly as possible whilst also making rapid progress, regardless of their starting point upon entry to regents.

The following gives an insight into how the tracking of student progress and attainment works in Primary:

## **Why?**

To inform planning, teaching and learning;

As a diagnostic tool to measure the progress of each child;

To ensure individual needs are targeted and interventions are provided according to these needs e.g. Learning Support, opportunities for enrichment.

## **What?**

All formal and informal assessments recorded in our online, fully integrated, tracking system;

Pupil Progress Meetings in each year group five times per year with the class teacher, Assistant and Deputy Heads of Primary, relevant Learning Support and EAL staff;

Attainment and progress in the areas of Reading, Writing and Mathematics, are monitored, tracked and reviewed at least half-termly in Y1-6;

Attainment and progress in all areas of the Development Matters curriculum are monitored, tracked and reviewed at least half-termly in PN, N and Reception;

Data is analysed to ensure the most rapid progress is made by students and the highest levels of attainments achieved.

# Our Golden Responsibilities and Code of Conduct

Regents' children are expected to become responsible and respectful citizens of our community. We are a caring school community and it is our intention that everyone within this community feels secure, valued and respected. This School Behaviour policy focuses on the fostering and reinforcement of positive behaviour and places an emphasis on the children taking responsibility for their own actions.

## **What are the Golden Responsibilities?**

As a school, our focus is on developing self-aware and responsible children achieved through the praising, rewarding and reinforcing of 'good' behaviours. Every person in our school has rights and with these come the responsibility to ensure that no one's rights are infringed upon. All of our children are expected to conform to a basic standard of behaviour but the Student Guild introduced the six Golden Responsibilities that they felt supported the school in achieving this:

- We work hard and never give up
- We listen
- We take care of each other
- We look after our world
- We stay positive
- We are always honest

The vast majority of pupils at Regents International School Pattaya conduct themselves very well, being well-mannered and well-behaved. There are occasions however, when some children do misbehave and need to be corrected.

The school employs a number of sanctions to ensure a safe and positive learning environment. While these sanctions appear to be hierarchical, we recognise that each child and each situation is different and therefore the strategy employed may well be different. Children may be asked to sit on their own if they are disturbing others while working, they may have to stay in at playtime to complete unfinished work, children may be sent to the Head of Year, Assistant/Deputy Head or Head of Primary

to be spoken to. In cases of persistent inappropriate behaviour in school, parents will be notified and a plan of action agreed to ensure the behaviour improves.

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. We do all that is necessary to ensure that all children attend school are free from fear. If a serious incident has occurred a child may be asked to be excluded for a period of 1 – 5 days e.g. a safeguarding issue, stealing or incessant bullying.

### ***The role of parents***

The school works collaboratively with parents so children receive consistent messages about how to behave at home and at school. We try to build a supportive dialogue between home and school and we inform parents immediately if we have concerns about their child's welfare or behaviour. If the school has to use reasonable sanctions to punish a child, parents are asked to support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head or Deputy Head of Primary.

## *Health and Safety*

### **School nurse**

There are two full-time registered nurses based in Primary. One is based in the Early Primary building and one is based in the Years 2 – 6 building. They both work closely with the teaching staff to provide a high level of care for children who are sick or hurt during the school day. Both infirmaries are equipped with essential medicine, observation and examination areas.

Contacting parents

Parents are contacted by the school nurse or Primary Secretary and asked to collect their child from school if their child:

- has a fever;
- has vomited;
- is taking prescribed medication and complains of feeling unwell;
- has a potentially contagious illness (a doctor's medical note and guidance must be shared with school and advice followed);
- has head lice;
- has had a serious accident

So that the school can contact parents speedily when necessary, please do make sure that the Primary Secretary is informed of any changes to contact details immediately.

### **Medication**

Children must not bring medication to school and take it without adult supervision. The school nurses will look after medicines sent in with a child and will supervise the child taking the medicine. Medicines will only be given if there is a written and signed note from a parent / guardian.

No prescription drugs will be given to a child unless specifically instructed by the physician or with the consent of parents.

### **Allergies**

As part of the Admissions' process, parents are asked to detail any allergies, dietary requirements or health issues their child may have on the appropriate form. Class teachers all receive a copy of these forms. In the case of serious allergies (e.g. nuts) the whole staff is made aware of the child and the potential risks to his or her health.

Please note that we are a 'nut-free school' and no nuts or food containing nuts should be brought into school.

### **Illnesses or Accidents**

Parents will be informed immediately after any serious accident and before a child is taken to hospital. If parents cannot be contacted, and it is thought appropriate, the child will be taken immediately to Bangkok Pattaya Hospital and school staff

will continue to attempt to contact parents. A detailed report of the incident will be written and a copy given to parents (if requested), Head of Primary and any other officials who require it.

Parents will be informed of accidents of a less serious nature that have been dealt with by the school nurses by a note in the child's bag from the school nurse. Class teachers will also inform parents of the nature and circumstances of the accident / incident through email, a written note in a child's contact book or face-to-face at pick up time.

## **Emergency First Response**

Every department within school has a staff member trained in Emergency First Response procedures each academic year so that their knowledge and skills are always current. Comprehensive First Aid kits are taken on all school trips.

## **Fire, Lock Down and Evacuation Drills**

Fire and evacuation drills are held at least termly with all students, Pre-Nursery through to Year 6. Children quickly become familiar with the proper protocol during drills and learn to follow teachers' instructions quietly, calmly and immediately.

## **Lightning Policy**

As a school we use lightning meters to track potential storms. If lightning is in a range of 0 – 10km of school children will not be allowed to move between buildings. Please note this applies to the end of the day; if we are on 'storm alert' at 'home-time' children will not be allowed to leave the building.

## **Taking children out of school during the day:**

If parents need to take their child out of school at any other time, for example, for a doctor's appointment, then they should collect their child from the classroom. It is very important then to go to the Primary Office and sign your child out. This involves receiving a slip of paper from the Primary secretary which needs to be shown to the guard at the Arches in order to leave the school grounds. This is an essential security measure to enable the school to keep children safe. If someone other than a parent is coming to collect a child they must have written permission from the parent and one form of identification.

## *Healthy Eating*

At Regents International School Pattaya we are concerned with the education of the whole child and therefore consider their diet and health to be an important aspect of school life.

### Morning snacks

Children in Early Primary (PN – Year 1) are given a healthy snack and a drink of milk provided by the school caterers mid-morning before outside play time. Parents should not give their Early Primary child an alternative morning snack.

In Primary (Years 2-6) we encourage the children to eat healthy foods and ask parents to send in snacks such as fruit, raw vegetables, plain or rice crackers, dried fruit, a sandwich or a healthy muffin.

The following food or snacks are not allowed in school at any time: any food containing nuts, sweets, chocolate treats, cakes, packets of crisps, chocolate, sweet biscuits, fizzy drinks or sodas.

We consider our environment to be very important too and would ask parents to consider the amount of plastic wrapping the snack has and the litter this will generate.

## **Snack sales**

Healthy snacks are available for purchase by students in Years 2 - 6 each break time e.g. Muffin Mondays, Green Grub Fridays. Children can bring 20 baht maximum to school to purchase a healthy snack.

### Lunch

Early Primary children eat lunch in their own dining room and are supervised by the class teachers and assistants. They are encouraged to eat from each food group and to try new foods as appropriate.

Years 2 to 6 eat lunch in the Primary cafeteria. They are also supervised by teachers and teaching assistants. Children are encouraged to choose from a variety of food groups when selecting from the lunch buffet. There is always fruit and salad to

supplement the main courses on offer. Children are encouraged to drink plenty of water throughout the day and at lunch time.

## **Water bottles**

Children need to bring their own water bottle to school each day from which they can drink as and when they need. Children can refill their water bottles with drinking water available at school.

Please note:

We are a 'nut-free school' so as not to endanger the health of those children and staff who suffer from severe nut allergies. Please do not send your child to school with nuts or food containing nuts.

Children are not allowed to share food with each other for a range of health and safety reasons.

## *Celebrating Birthdays at School*

### **Birthday parties**

We like children to be able to celebrate their birthdays at school but by necessity these celebrations can only be brief; we cannot hold parties at school in our classrooms during school time.

If parents would like their child to have an in-class celebration for their child's birthday, we ask that you please contact the child's class teacher to arrange a suitable time for the celebration to take place. In general, this celebration will take place 10 minutes prior to a break or home time. We request that parents ensure that a time has been agreed with the class teacher before bringing a birthday cake into school.

### ***Party food***

Ideally, parents should provide either of the following for their child's in-class birthday celebration:

- individual muffins or cupcakes;
- a slab cake which is easy to cut and distribute;

Please make sure that any cake brought into school does not contain nuts of any type.

Parents are also responsible for bringing candles, serviettes or paper plates, a knife (if needed) and matches or a lighter to school; the class teacher will not be able to provide any of the above.

Food not suitable for in-class birthday celebrations:

- any food from 'fast-food' places such as KFC or McDonalds;
- ice cream cakes;
- hot food of any sort e.g. pizza;
- sweets, candies, packets of chips or crisps, jellies or ice-cream
- fizzy drinks or sodas

Even if it is their birthday, children are required to wear regular school uniform – party dresses or party clothes are not suitable for learning at school.

Please note: if a child brings any food from the above list into school at any time the food will be held by the class teacher and, where appropriate, returned to the child to take home at the end of the day. A note will be written to the child's parent to explain why the food was not suitable for school.

### ***Gift Bags***

We do not encourage gift bags to be given to children at school; this is more appropriate to private parties.



# The House System

Each child is allocated a 'House' upon its arrival at Regents. Our four Regents 'Houses' are consistent from Pre- Nursery through to Year 13. The four Houses are named after a slight twist on the four elements:

**SUN (YELLOW) EARTH (GREEN) WATER (BLUE) FIRE (RED)**

Each year House Captains are appointed through children and teachers voting in true democratic, election style. The House Captains have a visible presence at weekly assemblies and at each House event. They are important Primary leadership posts.

The House System is very popular and the children can gain house points throughout the week for good work, good behaviour, being especially considerate, kind or helpful and contributing to Round Square initiatives such as recycling. The points are tallied at the end of the week and the results announced in the Key Stage assemblies. The results are always greeted enthusiastically when announced every Friday! At the end of the school year a trophy is awarded to the House with the most points.

Throughout the year there are various inter-house competitions; these are keenly contested and prove very popular with the students and staff. When children take part in Sports Days and Swimming Galas they do so by representing their house and wearing their House t-shirt. House T-shirts can be purchased from the Uniform Shop in the Admissions building.

Siblings are placed in the same House. Any questions or concerns about House placement should be directed a child's class teacher or Mr Dale Farrington: dale.farrington@regents-pattaya.co.th

# The Well-Dressed Child

## General Appearance

Pupils should wear their uniform with pride. Whenever they are wearing their uniform they are representing the school and lasting impressions of the school are being given. By wearing their uniform with pride, the students are earning respect for themselves and for our school community.

### *Pre-Nursery, Nursery and Reception*

PE kit, white socks, runners / gym shoes or trainers (any colour)

The learning programme at this age is very much based around learning through play, hands-on discovery, exploring, being active and involved. There is no separate uniform for these children – the PE kit is their regular uniform for everyday use. Please note that open-toed sandals, flip flops or crocs are not allowed.

### *General Guide lines for Years 1 - 6:*

- School shirt – navy blue polo T-shirt
- School shorts/skorts - grey
- Socks – plain white, ankle length (no patterns / colours / lace etc)
- Shoes – black leather or plain black sports shoes – no coloured laces, soles or emblems on the shoes.
- No nail-polish or make-up
- Hair: Neat and tidy, (no extravagant styles or added colours). Long hair should be tied back with a simple clip or band. No bandanas or headscarves. Boys hair should be short, no pony-tails.
- Jewellery: A watch, one pair of stud earrings. No other jewellery unless it is of social, cultural or religious significance and then it should be discreet.
- “No hat, no play”

## Sunscreen

Application of sunscreen prior to coming to school is recommended but is ultimately parents' choice. Children may bring sunscreen to school to apply themselves as needed. Teachers and teaching assistants can assist with this for younger students.

## PE and Swimming Kit

Navy blue, black and white t-shirt and shorts, white socks, trainers / gym shoes (any colour but not high-tops), House T-shirt for House competition days, Regents or own swimming costume, towel, flip-flops for walking to and from swimming pool, goggles and swimming cap - optional

### *Specialist Lessons: Pre-Nursery, Nursery and Reception*

The children wear their PE kit every day of the week. On the days that the children have Swimming lessons, they should wear their costume to school under their PE kit.

### *Specialist Lessons: Years 1 - 4*

The children can wear their PE kit to school on the days they have a PE or swimming lesson. After a swimming lesson the children can change back into their PE kit for the remainder of the day. There is no need for the children to bring their school uniform to school on PE or swimming days.

### *Specialist Lessons: Years 5 and 6*

If the PE lesson is before 1st break, the children can come to school in their PE kit. They must bring their school uniform with them and change into school uniform after their PE lesson.

If the PE lesson is after 1st break, the children must come to school in their school uniform, change into their PE kit at the allotted time and then back into school uniform after their PE lesson.

If the PE lesson is the last lesson of the day, the children may remain in their PE kit to travel home or take part in the ELP, Clubs or team training.

On swimming lesson days, the children should come to school in their school uniform as usual and change into their swimming kit for their lesson. They will change back into their uniform after their swimming lesson.

## Labelling

Please ensure that all items of clothing and all belongings brought into school are clearly labelled.

## Purchasing School Uniform

School uniform should be purchased at the Finance Office in the Admissions building, Monday – Friday, 08:30 – 16:45

## *Lost Property*

All clothes (especially school uniform) and belongings that come to school should be labelled with the child's name and class. When items are found they are checked for a name and returned to the owner if possible before being placed in lost property.

All lost property is brought to the Primary Office. Precious items such as money, glasses and jewellery are handed to the Primary Secretary. Other items are left on the shelves at the top of the Primary steps.

Money should not be brought to school except in an envelope with the child's name and class clearly written on the envelope. The envelope should then be given to the class teacher for safekeeping. Any money that is found and not claimed for over a week will be placed into the Primary Community Chest.

Any hats, trainers, clothes which remain unclaimed for a longer period of time will be sent to one of our Community Partners.

Electronic toys, Gameboys, iPods, MP3 players, mobile phones, smart watches, tablets and cameras are not allowed in school. We advise children not to bring expensive items to school as they could be stolen, lost or broken.

# *The Parents' Support Group*

The PRG's aim is to provide a structured, cohesive and formal means of communication between parents and the Leadership Team (LT).

Objectives:

1. To seek and provide satisfactory responses to parents either individually or as a whole.
2. To establish and maintain the trust of parents in resolving their concerns and issues, by enabling them to raise issues to a strong body, and in a potentially anonymous manner.
3. To communicate issues raised by parents to the LT in a constructive, timely and streamlined format.
4. To meet monthly with the LT to discuss and conclude issues raised.
5. To provide the LT with a strong reliable advisory body.
6. To host a termly open forum session.
7. To provide parents of new students with guidance and information.
8. To seek to improve communication from the school to the parents.
9. To further improve the environment in which our children are educated.

PRG Contacts: PRG\_Chairman@regents-pattaya.co.th, PRG\_Secretary@regents-pattaya.co.th

## *Safeguarding Declaration*

Regents International School Pattaya is committed to ensuring all our children thrive in the safest possible environment. Our children are empowered to make decisions for themselves and are supported in this by learning through specific curriculum objectives, aimed at enabling students to be able to keep themselves safe e.g. Computing, Personal, Social and Health Education.

We recognise that having a safeguarding and child protection policy does not mean that any risk to our children is completely eliminated. Rather, we expect that staff, volunteers or third party agencies in our school will recognise where a student is at risk of, or is actually being harmed and do all they can to reduce further risk or further harm.

We aim to identify concerns early and provide or identify help for students as well as helping to prevent these concerns from escalating. Consequently, we adhere to these basic principles:

- A child's welfare is paramount and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of race, religion, ability, gender or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom we work.
- We work in partnership with parents/carers and/or other professionals to ensure the protection of students.
- Our guiding principle throughout is 'the best interests of the students'.
- All students have the same equal rights to protection, but we recognise that we need to do more for some students because of their special educational needs, disability, gender, religion or sexual orientation.

### **Aims and objectives:**

- Provide a world class, safe and happy environment to enable students to thrive and learn.
- Outline the systems and processes we all take to ensure that students remain safe at school.
- Raise awareness to all staff of safeguarding/child protection issues, and define their roles and responsibilities in reporting possible cases of abuse.

- Identify students who are suffering, or likely to suffer harm.
- Ensure effective communication between all staff on child protection/safeguarding issues.
- Set effective procedures for staff/volunteers or third party individuals who encounter any issues in relation to child protection/safeguarding to follow.
- Be clear with all parties, including students and their parents/carers, regarding our approach to safeguarding and child protection, through the provision of clear policies.

*I'd like to help 😊*

If you would like to help in school please do get in contact with Miss Karyn: [Karyn.Walton@regents-pattaya.co.th](mailto:Karyn.Walton@regents-pattaya.co.th)

## *School software systems*

You will receive your sign in information from your class teacher:

Moodle: <http://pattaya.learn.nae.school/>

IMaths: [www.myimaths.com](http://www.myimaths.com)

ILDs: <https://portal.interactivelearningdiary.co.uk/>

Safeguarding Information for parents: <https://parentzone.org.uk/>