

*Secondary  
Handbook  
for Parents*



REGENTS INTERNATIONAL SCHOOL  
PATTAYA  
A NORD ANGLIA EDUCATION SCHOOL

*Be Ambitious*

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REGENTS  
INTERNATIONAL  
SCHOOL  
PATTAYA

A NORD ANGLIA EDUCATION SCHOOL

## *Welcome from the Head of Secondary*

Welcome to Regents, we are delighted you have decided to join our growing family. We are very proud of our school and our long-standing history of above world average academic results and our continuous drive for developing your children as the leaders of the future. Over 50 nations come together to make it a unique environment to learn and grow with opportunities for your children across the world with our strong long-standing links with Round Square and the strong network which is Nord Anglia. Our staff team work exceptionally hard to make sure your child is offered the very best support. As we grow, we continue to look for the best practitioners from across the globe with a proven track record of excellent results.

In the Secondary School, 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 classroom, on the sports field, on the stage or in the wider community;
- a true partnership between school and home
- Extensive opportunities to learn about the world around them

Working together is essential. We value each and every one of you and your feedback, we are constantly looking on how to improve and develop so please come and talk to me, make an appointment and get involved in school life. We operate an 'Open Door' policy and you are most welcome to contact myself or other staff members if you have any matters that you wish to discuss.

I look forward to meeting you more in the future.

Amos Turner-Wardell  
Head of Secondary

# Mission Statement

Regents International School Pattaya aims to provide a secure and nurturing co-educational day and boarding environment in which students develop the skills and values necessary to realise their potential and make a positive contribution to society. The school actively fosters academic excellence, international awareness, understanding of environmental issues, enjoyment of challenge, experience of leadership and commitment to the service of others.

## Philosophy & Objectives

“There is more in you than you think. Be Ambitious. Be Regents!”

### **To Encourage Academic Success**

To provide an excellent academic education enabling each student to achieve the highest level of which he or she is capable.

### **To Offer a Broad Curriculum**

To foster an atmosphere of active participation and excellence in artistic, dramatic, sporting and other challenges, understanding that participation and personal progress are as important as achievement.

### **To Educate Well Rounded Global Citizens**

To develop well-rounded citizens, who have the social and personal values, which lead to maturity, self-discipline and the acceptance of responsibility for themselves and others.

### **To Support Risk Takers**

To encourage learning at the edge of one's comfort zone, developing a willingness to take measured risks, use initiative, persevere and value an adventurous spirit.

### **To Celebrate Diversity**

To celebrate the diversity within our community, respect for our host culture and have an appreciation of differences in culture, race, gender, language and religion.

### **To Build Partnerships**

To build supportive relationships within school and our wider community. Through these partnerships to encourage learning through service to others, care of our environment and seeking to 'make a difference'.

### **To Promote Leadership and Integrity**

To develop the skills of leadership and an understanding of the value of integrity, teamwork and democracy.

### **To Challenge Active Learners**

To become creative and reflective learners, recognising our own potential to challenge accepted wisdom and contribute to our own life-long learning.

### **To Prepare for an International Future**

To be prepared to make a meaningful contribution to life beyond school, with the capability to progress on to higher education or a career in any part of the world.

## Secondary Leadership Team



### **Ms Amos Turner-Wardell**

Head of Secondary

Strategic Development

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Deputy Head of Secondary

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### **Mrs Tamara McKenna**

Assistant Head of Secondary

Curriculum and Assessment

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### **Mr Michael Harrowell**

Assistant Head of Secondary

Teaching and Learning

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## *Educational Leadership Team*



**Mrs Sara Morrow**  
IB Diploma Coordinator  
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**Mr Phil Bond**  
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**Mr Ross Gerritsen**  
Director of Performing Arts  
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**Ms Jill Hope**  
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# Teaching and Learning at Regents

Our philosophy is shaped by a growth mind-set and as such, we believe that:

- learning is learnable;
- learning is limitless;
- setting limits to what students (and staff) can achieve is undesirable and counterproductive.

This 'Be Ambitious' approach is shared amongst our NAE sister schools and demands that our lessons are challenging. In essence, we strive to:

- create a classroom climate that supports the development of high achievement - risk taking, high flying;
- approach lessons as part of apprenticeship in a subject not just learning the knowledge and skills needed to pass the examination - a community of learners;
- focus on the needs of individuals, make use of their strengths and recognise their weaknesses - empowered learners;
- design tasks that ensure intellectual challenge - higher order thinking;
- focus on high quality teacher/student interaction with both teacher and students playing a range of roles - questioning, explaining, challenging.

We strive to avoid language that suggests natural abilities or gifted learners as a way to encourage this idea of no limits.

## Curriculum

### Key Stage 3 – Adapted English National Curriculum

**Years 7 to 9 students study the following subjects:**

English or EAL (6 periods)
Mathematics (5 periods)
Science (5 periods)
Thai, Spanish, Mandarin or French (4 periods)
Art (2 periods)
Design and Technology (2 periods)
Drama (2 periods)
Dance (2 periods)
Geography (2 periods)
History (2 periods)
Computing (2 periods)
Music (2 periods)
Physical Education (2 periods)
Thai Language For All (1 period)
PSHE: Growing Minds (2 periods)





Assessment at KS3 is based around a skills based curriculum, the United Kingdom removed the National Curriculum levels of level 3, 4 and 5 to encourage students to focus on their skills rather than a number, we have worked hard for the last three years to ensure our KS3 assessment links the old framework and the new IGCSEs. This provides students with the appropriate skills to access Key Stage four at a high standard. All of the teachers will use this framework when assessing your children to ensure they are making relevant progress across the year.

## Key Stage 4 - (i)GCSE courses (The University of Cambridge and EDEXCEL)



iGCSE/GCSE offers a flexible course of study that gives candidates the freedom to choose subjects that are right for them, whilst providing them with a broad knowledge base and lifelong skills Year 10 and 11.

Students study compulsory subjects:

English or EAL (6 periods)

Mathematics (6 periods)

Growing Minds (2 periods)

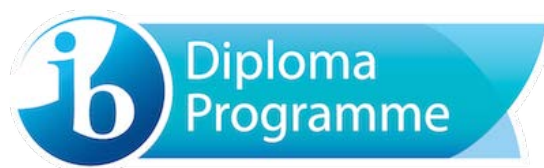
Thai students are also required to take iGCSE Thai (4 periods)

Core PE is also timetabled for 2 periods per week

Students choose an option from each of the following blocks (offering may change from year to year):

Option A	Option B	Option C	Option D	Option E	Option F
Biology	Chemistry	Biology 2	Geography	History	Thai
Chemistry	Physics	Drama	Psychology	PE	French
Physics	Business Studies	Psychology	Art	DT	Mandarin
	Art	ICT	Music	Drama	Spanish
		Computing	Economics	ICT	Korean 1st Language
				Business Studies	Spanish Fast Track

## Key Stage 5 - The IB Diploma Programme



The International Baccalaureate Diploma is designed as a pre-university qualification for students aged between 16 and 19. It is currently being taught in over 1000 schools around the world. A student who graduates with an IB diploma would be well placed for entrance to top universities in the UK, USA, Canada, Europe or Australasia.

The Diploma Programme is a rigorous programme which encourages learners to be reflective, independent and forge new learning between their subjects. To complete the full diploma students study 6 subjects, 3 at a higher level, 3 at a standard level and then they study the Core. The Core consists of Theory of Knowledge (ToK), Extended Essay (EE) and Creativity, Activity, Service (CAS) each one of these Core elements helps your children grow as individuals and prepares them for the outside world to a much higher standard than any other post 16 course.

The Diploma Programme consists of four main strands:

### 1. Subject Choices

Six chosen subjects that reflect a breadth of educational areas. A student must choose one subject from each group, selecting three Higher Levels (HL) for 6 periods per week and three Standard Levels (SL) for 4 periods per week:

- **Group 1 (Studies in Language & Literature):** English Literature, Russian Literature, German Literature, Korean Literature, Thai Language & Literature. School Supported Self-Taught is also an option at SL-only.
- **Group 2 (Language Acquisition):** English Language (for second language learners), French/Spanish/Mandarin Language or ab initio study (for beginners and at SL only) in French, Spanish or Mandarin. English Literature is also available in this group to students who are following their own language course in Group 1
- **Group 3 (Individuals and Societies):** Business Management, Economics, Geography, Information Technology in a Global Society (ITGS), Psychology, History
- **Group 4 (Experimental Science):** Biology, Design and Technology, Environmental Systems and Societies (SL), Physics, Sports Exercise and Health Science (SL), Chemistry
- **Group 5 (Mathematics):** Mathematics (Higher Level or Standard Level), Mathematical Studies (SL)
- **Group 6:** Visual Arts, Theatre, Music– or a second subject from group 2, 3 or 4 (subject to availability)

Each subject is assessed by coursework and examination at the end of two years' study. Each subject will count for up to seven points towards the diploma.

### 2. Theory of Knowledge (ToK):

The ToK course runs throughout the two years of the diploma programme as a taught subject. Students are assessed through a presentation and by a written essay on a given topic.

### **3. The Extended Essay (EE):**

The extended essay is a 4000-word independent research paper on a subject of the student's choice. A member of the teaching staff will act as a supervisor to oversee the essay.

### **4. Creativity, Activity, Service (CAS) programme:**

This is a unique programme to the IB Diploma. Students must complete a combination of Creativity, Activity and Service. This programme contributes no points towards the diploma, but without a full and varied portfolio, a diploma cannot be awarded.

ToK, and CAS is coordinated by the Diploma Coordinator - [Sara Morrow](#)

EE is coordinated by [Tim Spear](#)

## *RISE*

The Regents International Studies in English Programme (RISE) was introduced in 2014-15, aimed at meeting the needs of older students who are not yet ready for IB/IGCSE due to their lack of proficiency in English. It is an academically rigorous approach to language development that cuts across curriculum boundaries. This programme aims to be flexible to the needs of the students and prepares them with their use of academic language, some students may access diploma courses while in RISE or IGCSE courses. The programme leader is [Alastair Patrick](#).

## *Internal examinations*

Towards the end of May, there is a series of examinations for Years 9, 10 & 12, for year 9 these are their final assessments in some subjects and it is referred to as End of Key Stage Assessments. Students' attainment and progress is measured, and targets set for future development in KS4. In Year 10 and 12 these are treated more as a MOCK week, and prepares the students for their exams coming in the following year. A failure to attain a passing grade may result in withdrawal from a subject with consultation with parents to support them in their next year. Where a student fails to achieve a number of passing grades, promotion to the second year of IGCSE/IB may be reviewed with parents to ensure the best success. In such cases, the opportunity to resit Year 10/12 will normally be offered.

Year 11 and 13 have formal mock examinations in January. These grades help to formulate formal predicted grades for the examination boards and help with decisions regarding support for certain subjects.

# *A to Z for Secondary School*

## **Absences**

Students are not permitted to be absent from class, or school, at any time unless they have the permission of their parents or guardians. In cases of known, or anticipated, absence students are requested to bring a note from their parents. For prolonged absence, permission is required from [Kirsten van Niekerk](#) (Deputy head teacher) Parents or guardians are requested to provide a note (and a medical certificate for absences of over two days) to your child's Form Tutor please attach in the school planner. Please contact Khun Walai in case of absence by email [walai.horian@regents-pattaya.co.th](mailto:walai.horian@regents-pattaya.co.th). Absences are now on the school report so you can review throughout the year.

## **Accreditation & Reviews**

We value feedback and are accredited via regular inspections and quality reviews through EDT, CfBT, IB, the Thai Authorities, Round Square and Nord Anglia Education.

## **Activities (CCAs)**

A series of activities operate after school, mainly on Mondays and Thursdays, from 3.30-4.30pm. The variety of activities is enormous and provides both diversity from, and support for, our curricular studies. The CCA programme is vast, but examples include: Sailing, Fobisia, Maths Club, MIT Champions, Homework Club, Table Tennis, Language Support, Service Trips, International Award, Leadership awards, Orchestra, Choir, Drama, Kilimanjaro Training, Netball, Tennis, Yoga, Football, Basketball, Golf.

## **Assemblies**

A formal year group assembly is held each morning lead by the head of year. Termly whole school assemblies are held to celebrate key events and achievements across both the Primary and Secondary Schools. You will also be invited in for Prize Giving and Award ceremonies throughout the year.

## **Bulletin (Parents)**

On Friday afternoons, the Parent Bulletin is emailed to all Regents parents via the Marketing Department. This weekly publication focuses on up and coming events at Regents.

## **Bulletin (Students)**

On a Monday, Form Tutors will share the contents of the Student Bulletin with their tutees.

## **Calendar**

The key [calendar](#) that parents can access is available on the school website.

## **Closure of School**

Should the school have to close for any reason, notification, via email, will be sent to staff, parents and students from the Principal, Heads of Schools or The Director of Operations. This message will also be posted to our website and Facebook page.

## ***Code of Conduct (Students)***

Students are expected to abide by the code of conduct below; all staff are expected to enforce this code and present themselves as role models at all times. Regents International School Pattaya expects each student to take responsibility for his or her own learning. This means that they should behave appropriately at school both within and outside the classroom. Students must allow others to pursue their studies without interference and must respect the all teachers and other members of staff. It is essential that students develop respect for themselves as individuals and as students of the school. The school therefore requires students to conduct themselves at all times in a manner that will enhance their reputation and that of others at School.

Students are expected to:

- Treat members of the school community and visitors with courtesy.
- Respect and take responsibility for school property.
- Wear the school uniform correctly.
- Conduct themselves at all times in a manner that will enhance their own reputation and that of the School.
- Be punctual and attend all classes, unless illness or approved absence prevents attendance.
- Remain on the school property throughout the day unless permission to leave is granted by the Head of Year or the SecLT.
- Be diligent in their studies and complete homework.
- Use the Student Planner effectively and ensure that it remains in good condition. Bring the Student Planner to every class and to form time. No graffiti or covering of any kind is acceptable.
- Abide by the disciplinary procedures of the school.

## ***Commendations***

There are many opportunities throughout the year for students to earn house points, certificates and awards. In the final week of the academic year, we have a Prize Giving Ceremony where awards for academic attainment and progress are made. Students can earn house points for academic achievement, academic improvement, effort, homework, community service or participation in house competitions.

## ***Discipline***

Our students are very well behaved. However, adherence to school rules is vital for students. The Form Tutor is the primary point of parental contact. The Heads of Year are responsible for student discipline within their Year groups. The Deputy Head of the Secondary Leadership Team has overall responsibility for student pastoral care, welfare and discipline. The school behaviour policy outlines a series of levels:

### **Level 1: Warning**

Your tutor or teacher will make a note of your name on the school management information system. You will be told what to do to help you improve and need to act on this!

Every week your form tutor will make a note in your planner with the total L1s and will need to be signed by parents.

If you get 3 L1s in a term for the same issue (i.e. failure to submit homework) but across a range of subjects the form tutor will email parents with initial concerns.

If you have 3 L1s for the same issue across a range of subjects or 3 L1s in the same subject, you move to L2.

### **Level 2: Class teacher or tutor sanction**

Detention with teacher or tutor.

This will happen if you don't improve your behaviour, complete your homework or improve your punctuality, organisation or uniform.

Your Head of Year (and Head of Subject) will be informed.

If you reach L2 twice, you will be put on L2 department report to help you focus on how to get it right.

If you get 3 L2s or your report is unsatisfactory, you will move to L3.

### **Level 3: 1-hour detention after school**

After school detention with Head of Year.

Your parents will be contacted.

It will be recorded on your school file.

You may be put on an L3 report with targets to meet.

You can be also be given an L3 for repeated L2s, or for doing something serious.

### **Level 4: Isolation or short-term suspension**

You will be isolated, excluded or given a daily detention.

You will have a meeting with a senior teacher and your Head of Year.

Your parents will be asked to attend.

You will be given targets, which you must meet.

This will happen if you get several L3s, or do something which brings the school into disrepute, or is very serious, such as truancing, bullying, fighting or something dangerous.

On very rare occasions, students may behave in a manner that warrants an instant referral to the Head of Secondary or Principal. Examples of such behaviour include leaving the school premises without permission, rudeness, racism, physical abuse, possession/supply of illegal items, violence, smoking, swearing at a teacher, theft, misuse or abuse of school property, inappropriate use of the internet.

In such cases, it is possible at the discretion of the Head of Secondary/Principal that a student could be suspended or required to leave the school.

## Eco Committee

As a school, we are 100% committed to doing our bit and helping the planet. If you could ensure your child brings a refillable water bottle to school and encourage them to get involved either by recycling or by joining the Eco Committee and helping us even further by getting involved in whole school projects.

We follow the motto of the 5 'R's

Reclaim our environment  
Repair the damages we caused  
Reduce waste and energy  
Reuse our belongings  
Responsible consumers and Recycle



## English Language

There is an expectation at Regents International School Pattaya that all students speak English during lessons (except MFL lessons) and in the corridors during the school day. Where students are still developing their English language, there are support clubs available during social times for them to practice with their peers.

## Events

We are a busy school and there are events on most week, although these are highlighted on the calendar they will also be communicated via the student planner, moodle, parent bulletin and email.

## Gap Staff

As a boarding school, we have a team of gap staff (approx. 12) who are an essential part of Regents' life. They come from all corners of the globe to spend a year or six months at our school. They are involved in lessons, activities and boarding. They are treated as members of staff and expected to behave appropriately. They are a brilliant addition to our team. We also have occasional exchange students who join the school for a term, again mainly from RS schools.

*Be Ambitious*

## **Global Campus**

The Global Campus is an NAE platform that allows all of our students to connect across 55+ schools from around the world. It is an excellent learning resource and departments are expected to utilise the many resources and events that take place. There is also an annual expedition that students can attend; in 2018, this was Mount Kilimanjaro in Tanzania.



## **Health & Safety**

Health & Safety is paramount at Regents. We have a large campus that is not only a day school but also home to many staff and students. We have a large team of support staff who maintain our site. They do a wonderful job and deserve our utmost support and respect. They are spearheaded by our Director of Operations, Khun Kirsty. Please refer any H&S concerns to any member of staff and remember to wear your Parent ID badge around school.

## **Homework**

Homework can help the development of students as autonomous and responsible learners. Homework is a part of the overall study programme at Regents especially in key examination years. Homework will vary between subject areas and maximum of 45 minutes per subject per week will be set.

Homework at Regents attempts to:

- Enhance the whole learning experience
- Raise achievement of all students
- Improve motivation of all students
- Encourage and develop independent learning
- Increase self-discipline and develop a personal responsibility for learning
- Encourage learning as an out of school activity
- Encourage and improve home-school links
- Allow practice consolidation of work done in class
- Assist preparation for future class work
- Provide opportunities for individualised work
- Encourage students to plan and organise time
- Provide opportunities for parental co-operation and support

### **Types of Homework**

The form that homework can take is varied. It can be:

- An extension of class work to develop or/and clarify aspects of that subject.
- A separate piece of research work on a familiar or relatively new topic.
- Preparation for a future lesson.
- Revision for a test.
- Coursework/projects.
- Finishing - occasionally and fit for purpose.



## Setting and Completion of Homework

- Student planners are issued to all students and must be brought to every lesson.
- Students will be inducted on how to use them by their Form Tutor.
- Must be brought to every lesson.
- Homework set by staff must be recorded in the planner by the student, accompanied by a completion date.
- Students are responsible for obtaining a parental signature in their planner on a weekly basis.
- Parents may use it to add any comments
- KS3 timetables are provided by HOYs.
- **Homework clubs are available for students.**

## Year 7 homework is staggered:

Term 1.1 - English, Maths, Science, MFL, Instrumental Music

Term 1.2 – all other subjects

## Houses

The House system divides the students into Houses for activities and competitions during the year:



FIRE (RED)



AIR (YELLOW)



WATER (BLUE)



EARTH (GREEN)

Events are numerous and include House Football, Basketball, Debating, Battle of the Bands, Dancing, Talent Show, 4K Regents Race, etc.

Students can earn House points at the discretion of teachers and staff for a variety of reasons. These include, but are not restricted to, positive attitude to learning, excellent classwork or homework, effort, helping offers and so much more.

Every member of staff is assigned to a House and is expected to support and mentor the students within that House to organise and participate in events with the correct spirit and sense of adventure.

One member of staff will oversee the House system for the academic year. Student leadership will be integral for organisation and participation in House competitions and events. The House Trophy will be awarded to the winning House in the final assembly of the academic year. There are also House Mufti Days and House Celebration Days throughout the year to celebrate House successes and House Points. In addition, Friday is House t-shirt day. Students and staff can come to school in their House t-shirt and P.E. kit or normal school uniform.

## **ICT**

Information Communication Technology at Regents has gone through a massive upgrade over the last few years. Our internet connection is fast and reliable, all classrooms have projectors, and many have IWBs. We have new suites of high-spec PCs and Macs, and an expert team of support staff to problem solve. We will continue to move forward with integrated technology in school by developing our teaching staff and with the Evolve Committee which was established in 2017 to improve use of ICT even further.

## **ID badges**

Students must have their ID badges with them at all times. These also act as smart cards for printing and photocopying and the purchasing of food in the new and improved 'Basement Canteen'.

## **Infirmary**

Students who need to see the School Nurse require permission from their class teacher. They will be sent with a note to the Secondary Office, where they will be issued with a 'Permission to Visit Infirmary Form' which will allow them to see the School Nurse – she will not accept non-emergency students without this form. After treatment, the Nurse will complete the Permission to Visit Infirmary Form and the student will then need to return the form to the Secondary Office and then go to class.

## **International Baccalaureate**

The IB Diploma Programme is our post-16 curriculum and is central to the philosophy of the school. Upon arrival, our IB Coordinator will deliver an Introduction to IB workshop for all new staff. Whilst the IB years are integral to our school, it is also a key transition phase between school and university/work. Business dress for IB students is different from that worn in the rest of the school and is instantly recognisable. IB students must wear business dress correctly, as we expect them to set an example for younger students at all times. There is a full IB policy, which outlines our expectations of IB students.

## **Learning Support**

From time to time, some students will have trouble in their learning and intervention is necessary to help support them. Sometimes support can be given from a specialist Learning Support Teacher or Assistant. This support may take place in the classroom or the student may be withdrawn; support may be for a short period or may extend throughout the child's school career. We have a small number of students who are diagnosed with SEND needs, of these children receive support of some type. The Regents International School can, in general, only deal with students who have Moderate Learning Difficulties. We will assess your children throughout the year and [Jenny Sherwood](#) will be in contact if the teaching staff feel that extra support is needed to ensure excellent progress. Learning Support staff are more than happy to help with advice and support to allow reasonable adjustments to be made to classroom teaching, which helps make it more accessible for children with Learning Difficulties.

## Lesson Timings

Period	Time	Duration (minutes)
<b>Registration / Assembly</b>	<b>08:20 – 08:40</b>	<b>20</b>
1	08:40 – 09:20	40
2	09:20 – 10:00	40
<b>Morning Break</b>	<b>10:00 – 10:20</b>	<b>20</b>
3	10:20 – 11:00	40
4	11:00 – 11:40	40
5	11:40 – 12:20	40
<b>Lunch</b>	<b>12:20 – 13:20</b>	<b>60</b>
6	13:20 – 14:00	40
7	14:00 – 14:40	40
8	14:40 – 15:20	40
<b>Activities (CCAs)</b>	<b>15:30 – 16:30</b>	<b>60</b>

## Lateness

Students who are late to school need to sign in at the Secondary Office. Lateness to school is not tolerated and Heads of Year will contact the parents of students who are repeatedly late to school without a valid reason. Punctuality and attendance data is printed on school reports.

## Lost Property

Students are to be encouraged to clearly name their property. Lost property is kept in the Secondary Office. At the end of each term, items which are not collected are donated to one of our community partners.

## Mobile Phones (and other Digital devices)

When used appropriately digital devices (phones, tablets, laptops) can be useful tools for learning and communication. However, they can also be a major distraction preventing students from being focused on their learning during the school day.

For students who bring mobile phones, tablets, laptops etc. to school, there is a Digital Device policy that was constructed with the help of the Student Guild. This is printed in the Student Planner and is at the end of this handbook. We do reserve the right to ban digital devices for those students who misuse them, either temporarily or permanently. Any digital device brought to school is at the child's own risk.



### **Outdoor Education**

Embedded in the spirits of the Round Square IDEALS, Adventure and Leadership are critical skills needed for our children's development. Students from Year 7 to 13 have a week at various locations and adventure activity providers. The Outdoor Education component of our curriculum is vital to the development of each student learning outside the classroom, and all students are expected to attend and benefit from the activities involved in each unique programme. Staff collaborate with external providers to produce curriculum related activities for the camps, which involve important delivery of the curriculum. In the exceptional circumstances when a student is unable to attend, they should not come to school.

Students in Year 12 and 13 attend a residential camp during which time they will work on key components of the Diploma Programme, in Y12 focusing on CAS projects and in Y13 their Group 4 projects.

### **Parents Supporters Group (PSG)**

The PSG is a representative body of parents who meet regularly with a view to supporting the activities and aims of the school. Please see their information in the weekly bulletin (emailed on Fridays) where they will share important information and activities to get as many parents involved as possible.

The purpose of the PSG is:

- To support the school in fundraising and organising events.
- To provide a communication channel for parents' concerns / issues which they wish to bring to the attention of the Schools Management Team.
- To welcome and support new families to Regents International School Pattaya.

### **Parents' Evenings**

Parents' Evenings are held according to the Secondary School Calendar. It is hoped that all parents and their children will attend Parents' Evenings. Prior to these events, letters of invitation will be distributed to parents and appointments are made online with CHQ, CHQ will show you the times your child's teachers are available and you can reserve appointments online. We will only take bookings from CHQ as many staff have many parents to see. If in the unlikely event your child's teacher is unavailable you are able to make an appointment with them by emailing them directly. All addresses are in the back of this handbook, and available on the website.

For parents who are not fluent in English we use IB students as interpreters. This can be arranged by contacting Khun Daeng, the Head of Secondary PA at [arpasara.foojant@regents-pattya.co.th](mailto:arpasara.foojant@regents-pattya.co.th).

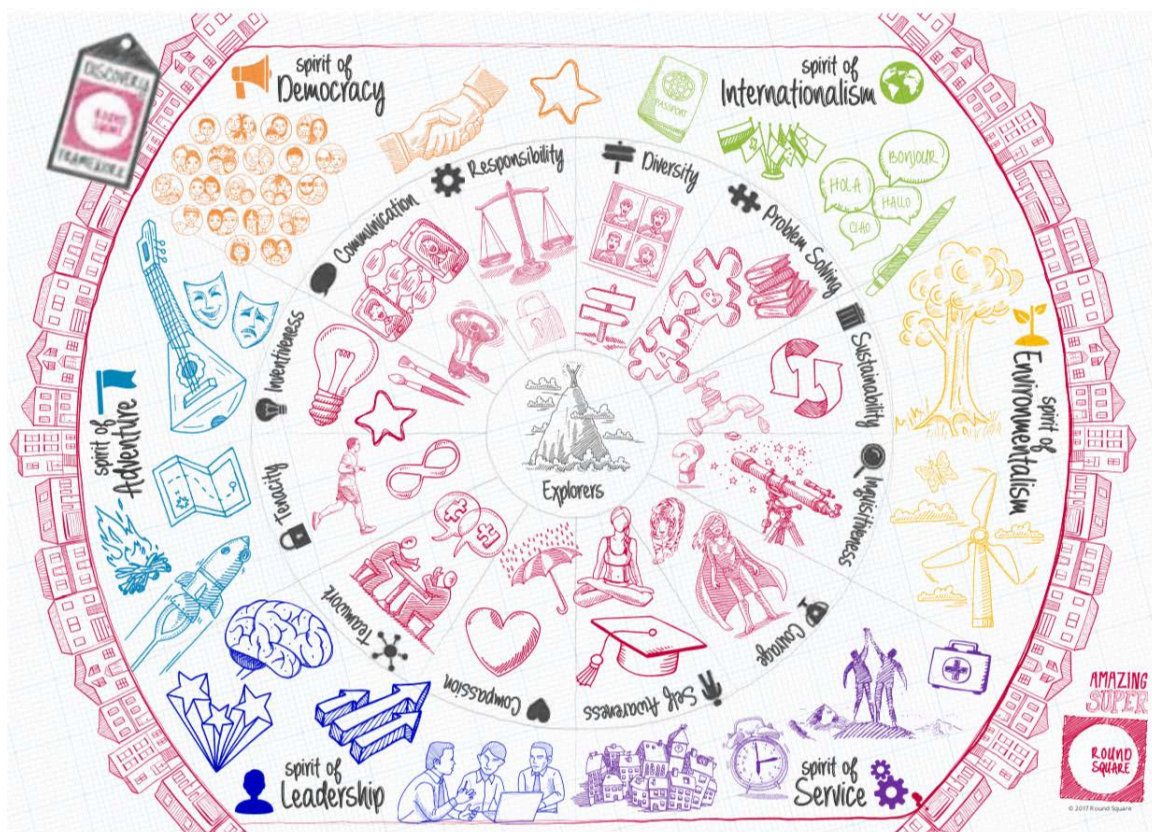
## Prefects & Student Voice

The Head Boy and Head Girl are elected in Term 1 each year. The Student Guild Executive are also elected by the student body at this time. The Student Guild is made up of representatives from all year groups in the Secondary School. Pillar Leaders and the Prefects, through applications from Year 12 students, are interviewed and selected for these positions by staff. Each Pillar Leader takes the lead on one of the Round Square IDEALS and has a variety of duties around the school. Our team of more traditional prefects are assigned to a year group and support that Head of Year. They can act as advisors to the younger students. All student leaders are expected to act as role models in terms of behaviour and leadership. Prefects can also carry out schools duties like staff and act as ambassadors to the school, they may be used to help new students transition into life at Regents.

## PSHE (Growing Minds)

Every Friday for a double period, we focus on critical skills and information that students need for their personal, social and health education. Form Tutors will deliver the PSHE programme as directed by the Growing Minds Coordinator, [Sonia Gilbert](#). The programmes will be coordinated in such a fashion as to complement other events around the school. Periods 7 and 8 on a Friday are both allocated to Growing Minds, although some activities may involve daily instruction during Registration.

## Round Square & Global Citizenship



Regents International School Pattaya has been a member of the Round Square organisation since 2001. The school was formally inducted into Round Square at St. Philip's College in Alice Springs, Australia, where the 2001 International Round Square Conference was hosted. To be a Round Square School, Regents International School Pattaya had to demonstrate how the six pillars of RS are delivered through different areas of educational practice in the school. Students attending Round Square schools make a strong commitment, beyond academic excellence, to personal development and responsibility.

**The Round Square approach promotes six IDEALS of learning: Internationalism, Democracy, Environment, Adventure, Leadership and Service.** These are incorporated into the curriculum throughout all member schools.

<i>Spirit of Internationalism</i>	is found in those who seek to discover & embrace the similarities & differences between cultures & nationalities in ways that promote meaningful, lasting understanding, tolerance & respect.
<i>Spirit of Democracy</i>	encompasses a sense of equality, fairness, justice & a desire to do what is right (for the greater good).
<i>Spirit of Environmentalism</i>	centres on the significance of understanding mankind's place in the universe, the forces that shape our surroundings & the impact we have on those surroundings.
<i>Spirit of Leadership</i>	recognises that successful leaders are driven by a desire to be of service to others and to nurture, guide, develop and help them to improve and succeed
<i>Spirit of Adventure</i>	is characterised by those who push themselves beyond their perceived limits, cross boundaries & discover that they are capable of more than they thought.
<i>Spirit of Service</i>	celebrates personal development through practical experience that brings sustainable support & benefit to others.

There are now over 100 Round Square Schools located throughout the world, representing each of the six habitable continents. Every Round Square School is the same in that they believe in the six IDEALS but at the same time, each school can be very different and unique in how it chooses to implement the IDEALS in its own community, culture and environment. This unity and diversity encourages Round Square Schools to look beyond a basic academic education and enables them to prepare their students for success in an ever more complex and difficult world.

At Regents International School Pattaya, we do not hold back! Round Square is everywhere and is involved in almost everything we aim to achieve, from Early Years all the way up to graduation and the end of the IB Diploma in Year 13. It is found in the boarding programme, induction and inset, performance management the administration and Thai staff, parents, friends and, of course, the school community. Everyone has the opportunity to be involved, learn more about themselves and ultimately to make a difference locally, nationally, or globally.

If you would like more information about the Round Square programme, please contact [Patrick McKenna](#)

## ***Student Planners***

All students have planners that they are expected to have with them in all classes. The planner contains important information as well as being a means of communicating with parents and monitoring student progress. Form tutors regularly check that students are using their planner effectively and sign the planner each week on behalf of the Regents teaching staff, with space also provided for a weekly parent signature. A blank calendar of the year is in the planner for students to fill in important events. Students should be encouraged to update their planner as necessary during the year. The planner also has areas where students can register their house points and spaces for personal reflection.

## ***Uniform Guideline – General***

It is important that all students show pride in themselves and in the school. One visible way for them to do this is to wear their uniform correctly. We want our parents, visitors and community to see this in the way our students dress and conduct themselves when in uniform. When entering and leaving, or whilst on the premises, all students must be in full correct uniform or in full correct PE or sports kit. This includes boarding students before and after school. They are to change out of uniform completely after school. The PE uniform may only be worn for games, PE lessons or appropriate after school activities. Students may not attend other classes in PE uniform or sports kit without the permission of their Head of Year. All students are issued with an identification badge, which must be worn at all times.

### ***Friday: House T-Shirt Day***

All students are required to wear their house T-shirt on a Friday in support of the house competitions. If they have worn their t shirts for another event that week they must wear their usually school uniform on Friday.

### ***Hair***

Hair should be neat, tidy, of a natural colour and off the face. All students' hair should be tied back in practical lessons if it reaches the shoulders, and headbands or hair ties must be navy, white or black. Artificial streaks or excessive, distracting colours are not permitted.

### ***Make-up and Nail Varnish***

Make-up, fake nails or nail varnish, visible face or body piercings, ankle bracelets and extreme hairstyles are not allowed. School reserves the right to ask students to modify their hairstyle or uniform if their presentation falls below an acceptable standard as determined by the Head of Secondary.

### ***Jewellery***

Students may wear one plain ring, one pair of plain stud-like earrings in the lobe and one simple wrist bangle. If worn, one religious necklace must be under the blouse/shirt and removed for PE.

Prohibited jewellery will be confiscated and passed to the Head of Year until the end of half term.

## ***Uniform – Sixth Form (Year 12, 13 and RISE) Boys***

### ***Trousers***

Boys should wear formal, plain, well-fitting trousers. Denim/jeans, cords, combat trousers and casual or un-pressed chinos of any colour are not allowed. Hipsters and low-slung trousers should be avoided. Trousers should be of an appropriate length and not drag on the ground below the heel of the shoe.

**Belts**

Belts should be plain in design, coloured either brown or black. The belt buckle should be conservative and of a reasonable size. Students may not wear over-sized buckles.

**Shirt and Tie**

Students must wear a long/short-sleeved business shirt, and tie of conventional (conservative) design and colour. T-shirts should not be visible under the shirt. Shirts must be tucked into trousers at all times.

**Sweater**

A simple coloured V-neck sweater or cardigan of conventional size, design and colour may be worn.

**Shoes and socks**

Shoes must be black and must be smart, practical and sensible. Trainers or casual shoes must not be worn. Backless shoes, including shoes with backs that are worn down, are not acceptable. Socks should be dark coloured or white.

**Uniform – Sixth Form (Year 12, 13 and RISE) Girls****Skirts**

Skirts should be of a conventional design and colour. They should be worn on or just below the knee. Skirts should not be too “figure hugging”. The split(s) in any skirt should not be higher than knee length. It should not be possible to see through the material of the skirt.

**Blouses**

Blouses should be of a conventional design and colour. They should be collared and should not contain frills. They should cover the shoulders, upper arms and midriff. Blouses (tops) should be tucked into the skirts unless they are specifically tailored in a way as to be worn outside their skirt, in which case the midriff should be covered at all times. It is not acceptable to wear a low-cut t-shirt or vest under an open blouse. It should not be possible to see through the material of the blouse.

**Sweater**

A plain coloured V-neck sweater or cardigan of conventional size, design and colour may be worn.

**Shoes**

Shoes must be appropriately smart, practical and sensible: heels of medium height are acceptable. High heels, backless shoes, including shoes with backs that are worn down, are not acceptable.

**Make-up and Nail Varnish**

Sixth Form girls may wear discreet make-up and nail varnish.

On all school-sponsored activities and trips, student dress should be acceptable and avoid extremes of fashion.



## Uniform – Years 7 to 11 Boys



- School shirt (not tucked in)
- Long navy school trousers or for years 7 and 8 navy blue shorts
- Black/Grey/White socks
- Black shoes. Sport shoes, styled shoes and excessively thick soles are not allowed.
- Black leather belt with a standard size buckle (optional)
- Plain white t-shirt to be worn under the shirt (optional).
- (Optional) School hooded jacket (Hoodie)

## Uniform – Years 7 to 11 Girls



- School blouse (not tucked in)
- School long navy trousers or navy skort, which must reach the knee
- Back/Grey/White socks
- Black shoes. Sport shoes, styled shoes, flip-flops and excessively thick soles are not allowed.
- Plain white t-shirt to be worn under the shirt (optional)
- School hooded jacket (Hoodie)

### Guidelines for all:

- Hair – should be neat, of a natural colour, off the face and not past the collar. If hair reaches the shoulder it is to be tied back in practical lessons. Headbands, hair ties etc. must be navy, white or black.
- Trousers should be worn at the waist.
- The bottom of the trousers should just touch the shoes.
- Worn or frayed clothing should be replaced.
- NOT ALLOWED – make-up, fake nails, nail varnish, visible face/body piercings, ankle bracelets, extreme hairstyles.

### Non-uniform (MUFTI) Days

Non-uniform days are occasionally held during the year for the purpose of supporting Round Square service projects, to raise money for the Student Guild or to celebrate House success. Although they have choice in what they wear, students must not wear clothing that is inappropriate for school. In particular students must wear:

- Appropriate footwear for technology and science laboratories.
- Clothing that is neat and tidy and not in disrepair or exhibiting inappropriate logos or words.
- Clothing that is modest (no low-cut, bare-midriff or revealing outfits).
- Skimpy shorts are not allowed
- If timetabled for PE normal PE kit must be worn

Normal standards for jewellery and make-up will apply. Students are encouraged to enter into the spirit of the day, which is primarily to help others less fortunate (it is not a fashion competition). Students are expected to be considerate of their peers at all times.

## **Sports/PE Kits**

Details of both sports and PE kits are available from the PE Department and the school uniform shop. Friday is House t-shirt day. All students are encouraged to wear their House t-shirt instead of their school shirt – all other uniform remains the same.

## **VLE (Virtual Learning Environment)**

Moodle is the online learning platform at Regents. Moodle is used to share resources and information, communicate and collaborate with other students. Nicole Sargeant is our Moodle Champion and will provide support where necessary. There will be information regarding curriculum overview and homework based on Moodle for you to access.

## *Digital Devices - Sensible Use*

We know that digital devices are an essential part of modern life and can be excellent learning tools. However, for everyone's benefit, the following 'sensible use' agreement has been put together in consultation with the Student Guild.

***You may use your device before / after school and at break times, as long as you follow these rules:***

You are responsible for the safety and security of your own digital device.

You must keep your device out-of-sight in lessons, unless a teacher says otherwise.

Your device must be in standby mode/off when in lessons.

Phones can only be used whilst sitting down outside of the main school building (e.g. whilst at the Tuck Shop area). Corridors are totally phone free.

Devices must not be used during lesson changeover times.

You must not telephone or message anyone without the permission of a teacher.

Devices must never be used in tests or examinations.

Devices must not be used nor headphones worn when moving around the campus.

You must not post messages to personal social networking sites (Facebook, Twitter, Snapchat, etc.) whilst at school.

You must not use the device to capture, record, or transmit audio, video or photos of students or staff without permission of a teacher.

You must not use your digital device to send inappropriate messages

Audio, video or photos captured on campus or a school trip must never be posted onto a public website without permission of a teacher.

The Wi-Fi network is owned by the school and you will be held responsible for the sites you visit using the network.

Devices may only be used in the Library for work, games are not to be played in the Library.

You are responsible for the safety and security of your own digital device.

## Contact Information

### Secondary Senior Leadership

Position	Name	Email	Thai Mobile
Head of Secondary	Ms Amos Turner-Wardell	<a href="mailto:amos.turner-wardell@regents-pattaya.co.th">amos.turner-wardell@regents-pattaya.co.th</a>	0931359422
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Assistant Head	Mr Michael Harrowell	<a href="mailto:michael.harrowell@regents-pattaya.co.th">michael.harrowell@regents-pattaya.co.th</a>	0625185938
PA to Head of Secondary	Khun Daeng	<a href="mailto:arpasara.foojant@regents-pattaya.co.th">arpasara.foojant@regents-pattaya.co.th</a>	0933293881

### Secondary Teaching List

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Thomas	Mark	Science Teacher	<a href="mailto:mark.thomas@regents-pattaya.co.th">mark.thomas@regents-pattaya.co.th</a>
Virachkul	Sriphan	Assistant Director of Thai	<a href="mailto:sriphan.virachkul@regents-pattaya.co.th">sriphan.virachkul@regents-pattaya.co.th</a>
Ward	Adrian	Head of Humanities	<a href="mailto:adrian.ward@regents-pattaya.co.th">adrian.ward@regents-pattaya.co.th</a>
Ward	Beverley	Deputy Head of Maths	<a href="mailto:beverley.ward@regents-pattaya.co.th">beverley.ward@regents-pattaya.co.th</a>
Watson	Kathryn (Kit)	Head of Mathematics	<a href="mailto:kathryn.watson@regents-pattaya.co.th">kathryn.watson@regents-pattaya.co.th</a>
Weller	Anna	EAL Teacher	<a href="mailto:anna.weller@regents-pattaya.co.th">anna.weller@regents-pattaya.co.th</a>
Wright	Jonathan (Joe)	English Teacher	<a href="mailto:jonathon.wright@regents-pattaya.co.th">jonathon.wright@regents-pattaya.co.th</a>
Zhao	Hongru (Jack)	Mandarin Teacher	<a href="mailto:hongru.zhao@regents-pattaya.co.th">hongru.zhao@regents-pattaya.co.th</a>

Though not listed here in its entirety, we have an extensive and fantastic set of support staff, both expat and Thai. They do an amazing job in supporting the teaching staff and making sure the school runs smoothly.

### *Pastoral Care*

Pastoral care is a strength of the school. Central to the aims of the school is the belief that each student may develop, within an environment in which each individual is valued and encouraged to make the most of every opportunity. In achieving personal development, each student will become a responsible member of the community, aware of the needs and values of others.

The Deputy Head of Secondary, [Kirsten van Niekerk](#), oversees the work of the pastoral team, please do contact her if you feel your concern is unresolved.

Surname	Name	Position	Email
Moore	Arthur	Head of Year 7	<a href="mailto:arthur.moore@regents-pattaya.co.th">arthur.moore@regents-pattaya.co.th</a>
Thexton	Heather	Head of Year 8	<a href="mailto:heather.thexton@regents-pattaya.co.th">heather.thexton@regents-pattaya.co.th</a>
Felts	Joanne	Head of Year 9	<a href="mailto:joanne.felts@regents-pattaya.co.th">joanne.felts@regents-pattaya.co.th</a>
Johnstone	Anthony	Head of Year 10	<a href="mailto:anthony.johnstone@regents-pattaya.co.th">anthony.johnstone@regents-pattaya.co.th</a>
Benchoula	Mehdi	Head of Year 11	<a href="mailto:mehdi.benchoula@regents-pattaya.co.th">mehdi.benchoula@regents-pattaya.co.th</a>
Morrow	Sara	Head of IB	<a href="mailto:sara.morrow@regents-pattaya.co.th">sara.morrow@regents-pattaya.co.th</a>
Morris	Jonathon	Head of Year 12/13	<a href="mailto:jonathon.morris@regents-pattaya.co.th">jonathon.morris@regents-pattaya.co.th</a>

## *Heads of Faculty at Regents*

Surname	Name	Position	Email
Belshaw	Katie	Head of Languages	<a href="mailto:katie.belshaw@regents-pattaya.co.th">katie.belshaw@regents-pattaya.co.th</a>
Bond	Philip	Director of Enrichment	<a href="mailto:philip.bond@regents-pattaya.co.th">philip.bond@regents-pattaya.co.th</a>
Gerritsen	Ross	Director of Performing Arts	<a href="mailto:ross.gerritsen@regents-pattaya.co.th">ross.gerritsen@regents-pattaya.co.th</a>
Hope	Jill	Head of Inclusion	<a href="mailto:jill.hope@regents-pattaya.co.th">jill.hope@regents-pattaya.co.th</a>
Orchard	Sian	Head of Science	<a href="mailto:sian.orchard@regents-pattaya.co.th">sian.orchard@regents-pattaya.co.th</a>
Perry	Rachel	Head of Computing	<a href="mailto:rachel.perry@regents-pattaya.co.th">rachel.perry@regents-pattaya.co.th</a>
Rooney	Laura	Head of English	<a href="mailto:Laura.rooney@regents-pattaya.co.th">Laura.rooney@regents-pattaya.co.th</a>
Spear	Clare	Head of Art and Design	<a href="mailto:clare.spear@regents-pattaya.co.th">clare.spear@regents-pattaya.co.th</a>
Ward	Adrian	Head of Humanities	<a href="mailto:adrian.ward@regents-pattaya.co.th">adrian.ward@regents-pattaya.co.th</a>
Watson	Kathryn (Kit)	Head of Mathematics	<a href="mailto:kathryn.watson@regents-pattaya.co.th">kathryn.watson@regents-pattaya.co.th</a>

## *Whom do I contact at Regents?*

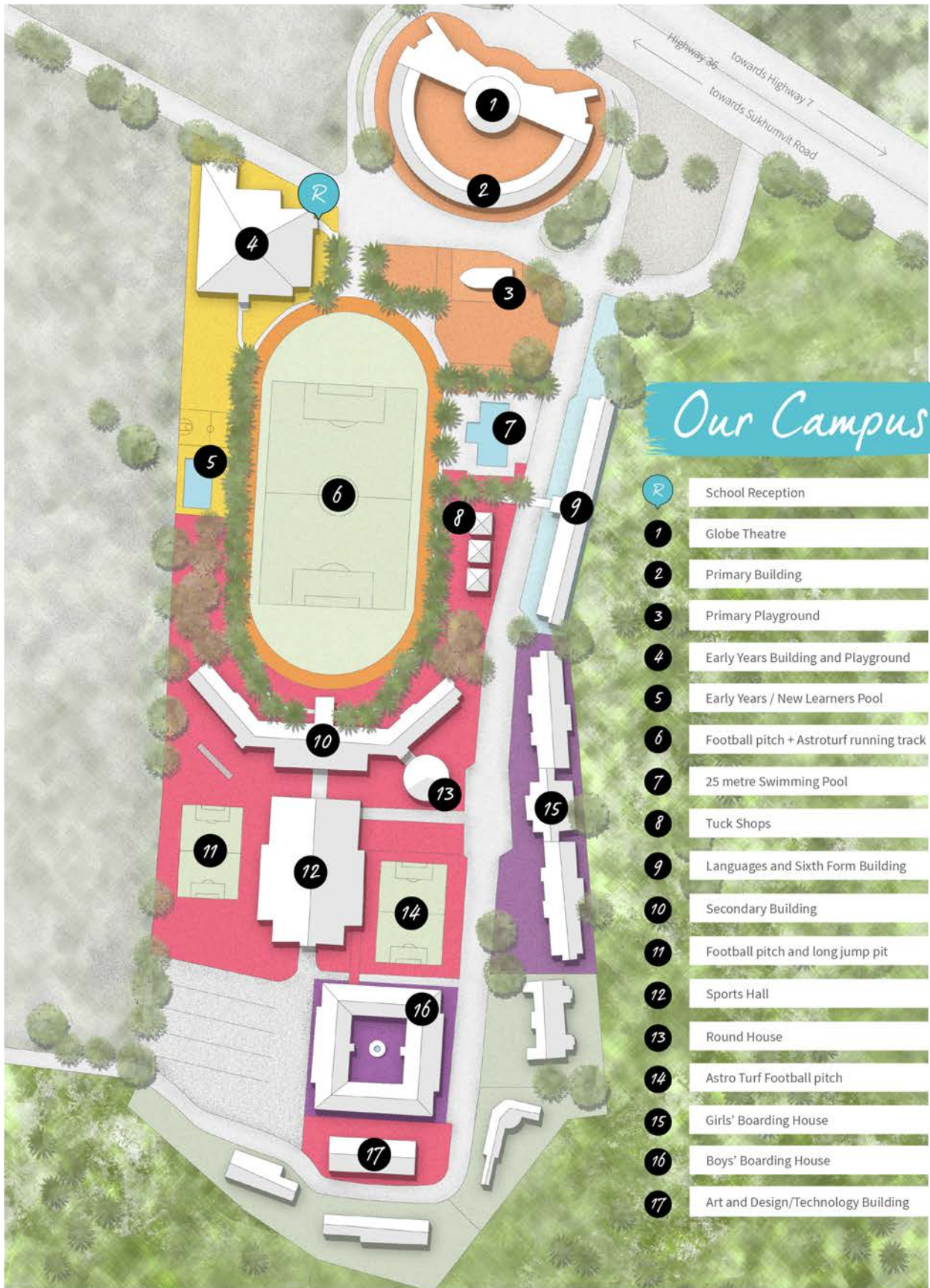
Have a question / suggestion / concern?

**General?** Contact your child's tutor or **Head of Year**.

**Subject-specific?** Contact your child's subject teacher or **Head of Faculty**.

**Highly important / confidential?** Contact any member of the **Secondary Leadership Team**.

# Campus Map



## Our Campus

- R School Reception
- 1 Globe Theatre
- 2 Primary Building
- 3 Primary Playground
- 4 Early Years Building and Playground
- 5 Early Years / New Learners Pool
- 6 Football pitch + Astroturf running track
- 7 25 metre Swimming Pool
- 8 Tuck Shops
- 9 Languages and Sixth Form Building
- 10 Secondary Building
- 11 Football pitch and long jump pit
- 12 Sports Hall
- 13 Round House
- 14 Astro Turf Football pitch
- 15 Girls' Boarding House
- 16 Boys' Boarding House
- 17 Art and Design/Technology Building

Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	Important Dates	
Term 1 Autumn		Aug 2018			1	2	3	4	5	<b>11-Aug</b> New Staff arrive <b>12-15-Aug</b> New Staff Inset <b>12-Aug</b> HM Queen's Birthday <b>13-Aug</b> Substitution HM Queen's Birthday (School closed) <b>16-21 Aug</b> Full Staff Inset <b>21-Aug</b> Boarding houses open 4 pm for Y7, Y12 and new boarder <b>22-Aug</b> Term 1 starts for Y7, Y12 & new students <b>23-Aug</b> First day for all other students	
			6	7	8	9	10	11*	12		
			13	14	15	16	17	18	19		
	T1		1	8 days	27	28	29	30	31		
			Sep 2018						1	2	<b>06-Sep</b> CCA's T1 Start
	T1	2		3	4	5	6	7	8	9	
	T1	3		10	11	12	13	14	15	16	
	T1	4		17	18	19	20	21	22	23	
	T1	5		20 days	24	25	26	27	28	29	
			Oct 2018								<b>12-Oct</b> End of T1.1 [Boarding houses closed 4 pm] <b>13-Oct</b> Anniversary of the Death of King Bhumibol <b>13-28 Oct</b> Half Term Break <b>23-Oct</b> Chulalongkorn Day (School Holiday) <b>28-Oct</b> Boarding houses open 4 pm <b>29-Oct</b> Whole School INSET <b>30-Oct</b> Term 1 second half starts
T1	6	1		2	3	4	5	6	7		
T1	7	8		9	10	11	12	13	14		
Half Term Break		15		16	17	18	19	20	21		
T1	10	13 days	[29]	30*	31						
		Nov 2018								<b>23-Nov</b> Actual Loy Krathong Day Celebration in School**	
T1	11		5	6	7	8	9	10	11		
T1	12		12	13	14	15	16	17	18		
T1	13		19	20	21	22	23	24	25		
T1	14		22 days	26	27	28	29	30			
		Dec 2018						1	2	<b>05-Dec</b> National Father's Day (School closed) <b>07-Dec</b> CCA's T1 End <b>10-Dec</b> Constitution Day (School open) <b>14-Dec</b> Term 1 ends-Boarding houses closed 1pm <b>15-Dec -6 Jan</b> Term Break <b>31-Dec</b> New Year's Eve	
T1	15		3	4	5	6	7	8	9		
T1	16		10	11	12	13	14	15	16		
Term Break			17	18	19	20	21	22	23		
		Jan 2019								<b>01-Jan</b> New Year <b>07-Jan</b> Whole School INSET <b>07-Jan</b> Boarding houses open 4 pm <b>08-Jan</b> Term 2 starts <b>10-Jan</b> CCA's T2 Start	
T2	1		[7]	8*	9	10	11	12	13		
T2	2		14	15	16	17	18	19	20		
T2	3		21	22	23	24	25	26	27		
T2	4	19 days	28	29	30	31					
		Feb 2019						1	2	<b>05-Feb</b> Chinese and Korean New Year <b>08-Feb</b> International Day in school End of Term 2.1 [Boarding houses closed 4 pm] <b>9 - 17 Feb</b> Half Term Break <b>17-Feb</b> Boarding houses open 4 pm <b>18-Feb</b> Term 2 second half starts <b>19-Feb</b> Maka Bucha Day (School open)	
T2	5		4	5	6	7	8	9	10		
1/2 Term Break			11	12	13	14	15	16	17		
T2	7		18	19	20	21	22	23	24		
T2	8		15 days	25	26	27	28				
		Mar 2019						1	2	<b>05-Apr</b> Whole School Songkran Celebration Term 2 ends Boarding houses closed 1 pm <b>06-Apr</b> Chakri Day <b>08-Apr</b> Substitution Chakri Day (School closed) <b>6-21 Apr</b> Term Break <b>13-15 Apr</b> Songkarn Holiday in Thailand <b>18-19 Apr</b> Songkarn in Pattaya <b>21-Apr</b> Boarding houses open 4 pm <b>22-Apr</b> Term 3 starts	
T2	9		4	5	6	7	8	9	10		
T2	10		11	12	13	14	15	16	17		
T2	11		18	19	20	21	22	23	24		
T2	12	21 days	25	26	27	28	29	30	31		
		Apr 2019						1	2	<b>01-May</b> Labour Day (School open) <b>19-May</b> Visakha Bucha Day <b>20-May</b> Substitution for Labour Day (School holiday except IB&GCSE exams) <b>21-May</b> Substitution for Visakha Bucha Day (School holiday except IB&GCSE exams)	
T2	13		1	2	3	4	5	6	7		
Half Term Break			8	9	10	11	12	13	14		
T3	1		15	16	17	18	19	20	21		
T3	2	12 days	22*	23	24	25	26	27	28		
		May 2019			1	2	3	4	5	<b>27-Jun</b> Regents Race <b>28-Jun</b> Term 3 ends-Boarding houses closed 1pm	
T3	3		6	7	8	9	10	11	12		
T3	4		13	14	15	16	17	18	19		
T3	5		20	21	22	23	24	25	26		
T3	6		21 days	27	28	29	30	31			
		Jun 2019						1	2	<b>27-Jun</b> Regents Race <b>28-Jun</b> Term 3 ends-Boarding houses closed 1pm	
T3	7		3	4	5	6	7	8	9		
T3	8		10	11	12	13	14	15	16		
T3	9		17	18	19	20	21	22	23		
T3	10	20 days	24	25	26	27	28	29	30		
		Jul 2019									
Summer School			1	2	3	4	5	6	7		
			8	9	10	11	12	13	14		
			15	16	17	18	19	20	21		
			22	23	24	25	26	27	28		
			29	30	31						

Thai holidays (school closed)  
180 teaching days





**REGENTS  
INTERNATIONAL  
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A NORD ANGLIA EDUCATION SCHOOL

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**Regents International School Pattaya**

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