



*Primary  
Handbook  
for Parents*



REGENTS INTERNATIONAL SCHOOL  
PATTAYA  
A NORD ANGLIA EDUCATION SCHOOL

*Be Ambitious*



*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 team work exceptionally hard to make sure your child is offered the very best support. You want the best education for your child, so do we.

Your child will experience:

- a happy, secure, caring 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
- strong and respectful relationships with our team of educators

Working together is essential. We operate an 'Open Door' policy and you are most welcome to contact myself or any member of the Primary team if you have any matters you wish to discuss.

It is crucial that we all work together to make sure that your child is happy, engaged, challenged and loves learning.

I look forward to working with you with you this year in partnership.

Mr. Simon Elledge  
Head of Primary  
[Simon.Elledge@regents-pattaya.co.th](mailto:Simon.Elledge@regents-pattaya.co.th)



## *Primary Leadership Team*

### **Head of Primary**

Simon Elledge

[Simon.Elledge@regents-pattaya.co.th](mailto:Simon.Elledge@regents-pattaya.co.th)

Telephone: +66 (0) 38418777 ext. 501

### **Assistant Head (Teaching and Learning)**

Sara Berenguer

[Sara.Berenguer@regents-pattaya.co.th](mailto:Sara.Berenguer@regents-pattaya.co.th)

### **Assistant Head (Pastoral)**

Hannah Naowasuk

[Hannah.Naowasuk@regents-pattaya.co.th](mailto:Hannah.Naowasuk@regents-pattaya.co.th)

### **Assistant Head (Curriculum and Assessment)**

Joanne Smith

[Joanne.Smith@regents-pattaya.co.th](mailto:Joanne.Smith@regents-pattaya.co.th)

## Primary Staff Contact Details

<i>Position</i>	<i>Staff Member</i>	<i>School Email</i>
Principal	Sarah Osborne James	Sarah.Osborne-james@regents-pattaya.co.th
Head of Primary	Simon Elledge	Simon.Elledge@regents-pattaya.co.th
PA to Head of Primary	Thanita (Nui) Kumsaengtian	Thanita.Kumsaengtian@regents-pattaya.co.th
Head of Finance	Alan McLaughlin	Alan.McLaughlin@regents-pattaya.co.th
Head of Boarding	Peter Gillmore	Peter.Gillmore@regents-pattaya.co.th
Assistant Head of Primary	Joanne Smith	Joanne.Smith@regents-pattaya.co.th
Assistant Head of Primary	Hannah Naowasuk	Hannah.Naowasuk@regents-pattaya.co.th
Assistant Head of Primary	Sara Berenguer	Sara.Berenguer@regents-pattaya.co.th
Director of Admissions & Marketing	Susan Dineen	Susan.Dineen@regents-pattaya.co.th
Admissions Manager	Rhian Curtis	Rhian.Curtis@regents-pattaya.co.th
Head of LC,PN, N	Sarah Emeny	Sarah.Emeny@regents-pattaya.co.th
Head of Reception	Kelly Heasley	Kelly.Heasley@regents-pattaya.co.th
Head of Year 1	Michelle Howie	Michelle.Howie@regents-pattaya.co.th
Head of Year 2	Suzi McHale	Suzanne.McHale@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	James Syner	James.Syner@regents-pattaya.co.th
Head of Year 6	Kate Sharples	Kate.Sharples@regents-pattaya.co.th
Head of CCAs	Mr Arm	Pearajak.Yongprueksa@regents-pattaya.co.th
Transport Manager	Nisa Piyachokkanakul	Nisa.Piyachokkanakul@regents-pattaya.co.th

# Attendance and Absence

## Drop-Off Time

Children are expected to attend school every day and be punctual. **School starts promptly at 8:20am.**

## Pick-Up Times

### Lion Cubs, Pre-Nursery and Nursery:

- From the start of Term 1.1 there will be no change from last year and pick-up will be at 1:40pm.
- After the October holiday, from the start of Term 1.2, pick-up will be from 3:10pm with school finishing at 3:20pm as part of an extended day option. Sleep facilities will be available for any children who may need this during the afternoon.
- There will be the option to pick-up your child at 1pm if you feel your child cannot manage a full day.

### Reception:

- From the beginning of the new school year pick-up will be from 3:10pm with school finishing at 3:20pm

### Year 1:

- From the beginning of the new school year pick-up will be at 3:20pm

### Year 2 to Year 6:

- Pick-up at 3:20pm

## Absences

There are times when your son or daughter may be unable to attend school. Each parent or legal guardian should inform the Early Primary or Primary Office on the day his or her child is absent, for all or part of any school day, by telephone or email. Excusable absences fall into the following categories: illness, medical and dental appointments; court appearance; death in the family; observance of a religious holiday or extenuating circumstances. We strongly encourage you to take your family holidays during school holiday time and not during term time.

If you know in advance that your son or daughter will be absent from school please inform the Early Primary or Primary Office in advance via email.

If you need to take your son or daughter away from school for a period longer than one week, the school cannot be responsible for the learning during that time. The class teacher may suggest a number of learning experiences that will help support and maintain children's learning if the absence is prolonged.

### Excessive Absences

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



## Collection

We will not allow a child to leave during the school day to any unauthorised person as indicated by the parents or legal guardians. The adult collecting the child must follow the 'signing out' procedure. If a child has not been collected within ten minutes of the school day finishing, they will be sent to the Early Primary or Primary office and parents will be contacted.

- If a child arrives at school after the registration time has finished, they will need to "sign in" at the Primary office or Early Primary office and the lateness will be recorded in our online register (ISAM's).
- Parents wishing to take their children out of school for any reason must go to the Early Primary or Primary Office, sign their child out and receive a slip for the security guard.

## School Buses

Regents International School Pattaya provides a comprehensive bus service for 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.

When traveling on the school buses, children should:

- respect and listen to any instructions given by the Driver and Bus Monitors.
- stay seated at all times and always keep seatbelts fastened.
- refrain from eating or drinking on the bus.
- refrain from fighting, swearing or shouting. The Transport Manager will refer any disciplinary problems to the Head of School and parents will be informed. In the event that children are causing a disturbance on the bus, the driver will stop at a convenient place until the matter has been dealt with.
- make every effort to get on the bus on time, both in the morning and afternoon.

Please note:

- 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 Early Primary or 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.
- Continued inappropriate behaviour on the school bus may result in a meeting with the Head of Primary 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 every day after the CCA programme has concluded at 4:30pm.

### School Bus 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

### 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 are provided with opportunities to extend or enrich their learning opportunities.

Examples of CCA opportunities include; sport, performing arts, art, service projects, photography, STEAM and ICT.

- CCAs are available for all children from Years 1 to 6 every Monday and Thursday from 3:30 to 4:30pm. For Lion Cubs to Reception there are no compulsory CCAs but a selection of paid for activities will still be available.
- External providers also provide some CCAs e.g. Mermaids diving, rock climbing with Harbor Mall, Art experts, dance. There is an extra cost for these CCAs.
- CCAs available are communicated prior to the start of each term by Phil Bond, Director of Enrichment and K. Arm. You can contact them via the following emails; [Phillip.Bond@regents-pattaya.co.th](mailto:Phillip.Bond@regents-pattaya.co.th) or [Pearajak.Yongprueksa@regents-pattaya.co.th](mailto:Pearajak.Yongprueksa@regents-pattaya.co.th)
- Parents sign up for their children to participate in CCAs each term through an online portal called CHQ.

### CCA Dates for 2018-2019

	<i>Term 1</i>	<i>Term 2</i>	<i>Term 3</i>
CCAs START	6 September	10 January	22 April
CCAs FINISH	7 December	29 March	13 June







## *Our Be Ambitious Philosophy*

All Nord Anglia Education schools are driven by one unifying philosophy – we are ambitious for our students, our people and our family of schools. Our schools deliver a high quality education through a personalised approach enhanced with unique global opportunities to enable every student to succeed.

Our “Be Ambitious” philosophy means we believe there is no limit to what our students can achieve. We encourage them to reach for their dreams. To step outside their comfort zones and try something new. We ignite their curiosity.

Being ambitious inspires our students. It urges them to stretch themselves that little bit further. To be relentlessly optimistic. To be the best that they can be. And beyond that to make a difference, to make things better, throughout our world.

Ambition can take them anywhere. It’s transformational. It’s what makes the extraordinary possible. But it’s only the spark. It takes passion, determination and commitment to make it a reality. It takes creativity and innovation. It takes resilience and courage. It takes confidence.

That’s why our outstanding teachers nurture these essential skills through personalised learning for each child. We build on each student’s individual strengths and passions. We create challenge in every lesson and every activity so that they continuously grow and learn. We offer unique experiences to open new opportunities.

## *Early Primary School Curriculum Pre-Nursery, Nursery & Reception*

Children in Early Years follow the UK's Development Matters Curriculum document that shows how the four themes of the Early Years Foundation Stage (EYFS) work together for children. Development Matters helps our practitioners to support children's learning and development through planning, observation and assessment. Each area of the EYFS curriculum has an Early Learning Goal, which is the standard that a child is expected to achieve by the end of their Reception year.

Early Learning Goals cover the 7 key areas of learning for Early Years students, which are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

## *Primary School Curriculum Year 1 to Year 6*

The curriculum within the Primary School has its foundations in the English National Curriculum (ENC) and includes a broad and varied range of learning opportunities. We aim to nurture our children so they grow into positive, responsible individuals and global citizens, whilst working in an environment that recognises their unlimited potential to develop and succeed.

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

- Offer a creative and inspiring Music, Dance and Drama curriculum in collaboration with Juilliard. Music can play a transformational role in children's education. The **Juilliard-Nord Anglia Performing Arts Programme** has been designed to give students a deep engagement with performing arts - promoting cultural literacy, creativity, critical thinking and collaboration.
- Science, technology, engineering, arts and mathematics (STEAM) play an invaluable part in helping your child to develop academic, social and personal success. Through practical, hands-on problem solving, your child will develop transferrable skills such as creativity, curiosity, resilience, resourcefulness, collaboration and confidence to help pave the way to a wide-open future. As a Nord Anglia Education school, we collaborate with the **Massachusetts Institute of Technology (MIT)** to bring a new approach to learning the interdisciplinary subjects of STEAM. Through in-school challenges, an annual visit to MIT, and specialised training for our STEAM teachers, we put your child at the vanguard of developing skills for the 21<sup>st</sup> century.
- As a **Round Square School**, we provide learning opportunities around the 6 pillars of: Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service (IDEALS).



- Support our **local community** through each year group working closely with a Community Partner to take action and make a difference.
- Provide numerous opportunities through **FOBISIA** (The Federation of British International Schools in Asia) for our children to participate in competitive Sport and Mathematics at an international level. As a member of FOBISIA, our students have access to inter-school competitions and enrichment programmes all over Asia. It also helps to facilitating school improvement through shared programmes of professional development for our teachers.
- Our **Global Campus**, available to us as a Nord Anglia Education school, extends your child's learning beyond the classroom and the school day. Your child can participate in a wide variety of activities designed by educational experts and teachers to broaden their knowledge and nurture transferable skills valuable in school, university and the workplace.

## *Communication with Parents*

### **Email Communication**

As a school, we have a commitment to reducing paper. The majority of our communication takes place via email. It is therefore important to make sure that the Early Primary or Primary Office has an accurate record of parents' email addresses. If parents change their email address we ask that the Early Primary or Primary Office is informed of these important changes immediately so that efficient communication can continue.

### **Interactive Learning Diary: Early Primary (Lion Cubs – Year 1)**

Interactive Learning Diary records 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.

### **Class Blogs**

Classroom Teachers send home an electronic link to a Class Blog each Friday to communicate with parents. The blog contains key information, shares home learning and celebrates success.

### **Primary & Whole School Weekly Communication**

The Head of Primary and School Principal sends home an electronic link to a Bulletin each Friday. Please do refer to this weekly bulletin for up to date news and information of key dates.

### **Valued Volunteers**

Parents are very welcome in our school. The following are some ways in which parents may like to be involved. For further information please contact your class teacher or the Parent Supporters Group (PSG).

- 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 for the PSG : to be decided at Meet the Teachers (beginning of Term 1)



## Communication of Information to Parents

What?	When?	Why?
Information Afternoon	Term 1.1 Week beginning 27 August	At this time parents meet their child's teacher and receive information regarding the year ahead. It is also an opportunity for parents to find out more about daily and weekly class routines and expectations.
Pastoral Settling in Meetings	Term 1.1 Week beginning 24 September	This meeting is an opportunity for the class teacher and parents to share information about how each child has settled into school.
Review Meeting	Term 1.2 Week beginning 19 November	This meeting is an academic progress meeting with your child's class teacher. Specialist teachers will be available on request.
End of Term Report	At the end of each Term	Reports are sent home at the end of each Term.
Summary of Progress Meeting	Term 3 Week beginning 17 June	This meeting is an opportunity to meet with the class teacher and discuss the attainment and progress that has been made throughout the year.
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 Lion Cubs, PN, N 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.

## *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 endeavor 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 that 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;

## 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. Home learning is communicated each week through an online platform called Moodle.

**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 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 each day for at 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

**Curriculum challenges or consolidation:** These tasks will be related to different areas of the curriculum and encourage creativity.

## Tracking Progress

Rigorous and systematic assessment, target-setting and tracking procedures are a feature of the academic provision in our 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;

Learner Progress Meetings in each year group three times per year with the class teacher, Assistant 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 Lion Cubs, 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. The 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 positive behavior. Our student Guild introduced the six Golden Responsibilities that they felt supported the Primary 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

Every Friday, children have the opportunity to be rewarded with a seat at the Golden Table for upholding the Golden Responsibilities.

The vast majority of children at Regents International School Pattaya conduct themselves very well, being well-mannered and well-behaved.

The school uses a number of behavior strategies as part of a positive behavior management system 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 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 build supportive dialogues between home and school and we inform parents immediately if we have concerns about their child's welfare or behaviour. 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 their relevant Assistant Head of Primary or the 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 Primary 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.

## 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 or face-to-face at pick up time.

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

- has a fever;
- has vomited;
- has a contagious illness;
- 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;

Children who have vomited or suffered diarrhea should not attend school until 48 hours with no symptoms have passed.

## 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.

## **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. If we are on 'Lock Down Alert' at home-time children will not be allowed to leave the building and parents/visitors will not be allowed to enter.

## **Lightning Policy**

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.

## **Air Pollution Policy**

We keep track of environmental risk factors, including the quality of the air. If the air reading is unsafe, appropriate action will be taken to keep children safe and if necessary will be kept indoors.

## *Healthy Eating*

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

### **Morning snacks**

Children who subscribe to the meal plan in Early Primary (Lion Cubs – Year 1) are given a healthy snack and a drink of milk provided by the school caterers during the morning.

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 and help us to reduce plastic waste.

### **Snack sales**

Healthy snacks are available for purchase by students in Years 2 - 6 each break time. 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 lunchtime. The lunch menus is available on the school website.

## 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 their arrival at Regents. Our four Regents 'Houses' are consistent from Pre- Nursery through to Year 13. Each Friday all children and staff are invited to wear their house T-shirt to school.

The four Houses are named after a slight twist on the four elements:



**FIRE (RED)**



**SUN (YELLOW)**



**WATER (BLUE)**



**EARTH (GREEN)**

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 to your child's class teacher.

## School Uniform



### General Appearance

Children 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, children earn respect for themselves and for our school community.

### Lion Cubs, 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.
- 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: Lion Cubs, 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 first 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 first 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.

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.

## **Labelling**

Please ensure that all items of clothing and all belongings brought into school are clearly labelled with your child's name and class.

## **Purchasing School Uniform**

School uniform should be purchased at the Finance Office in the Admissions building, Monday – Friday, 08:30am – 4:45pm.

## *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 that remain unclaimed for a long 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 Parent Supporters Group (PSG)



*Dear Parents,*

As the Chairperson for the Parents Supporters Group (PSG), I would like to welcome you to Regents School and into the Parents Supporters Group. As the parent of a student at Regents, you are automatically a member of our Parents group; how much you become involved is up to you.

As a parent group, we have three objectives:

1. To welcome and support all new families to our Regents community
2. To provide a communication channel between Regent parents and the Senior Leadership Team regarding any concerns or questions affecting our community
3. To support Regents school in organising events and fundraising for our community partners

The PSG organises weekly and monthly events which parents can get involved with and these events are communicated via the weekly bulletin that will be emailed to you every Friday. We also have a monthly PSG meeting on the first Wednesday of each month which you are welcome to attend and this is always a great way to meet other parents.

If you have any concerns about the school or you would like some support then please feel free to contact either myself at [psg\\_chairman@regents-pattaya.co.th](mailto:psg_chairman@regents-pattaya.co.th) or the PSG Secretary at [psg\\_secretary@regents-pattaya.co.th](mailto:psg_secretary@regents-pattaya.co.th)

Welcome to Regents and I look forward to meeting you at one of our many events.

Carolyn Whitehouse  
PSG Chairperson

# *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:**

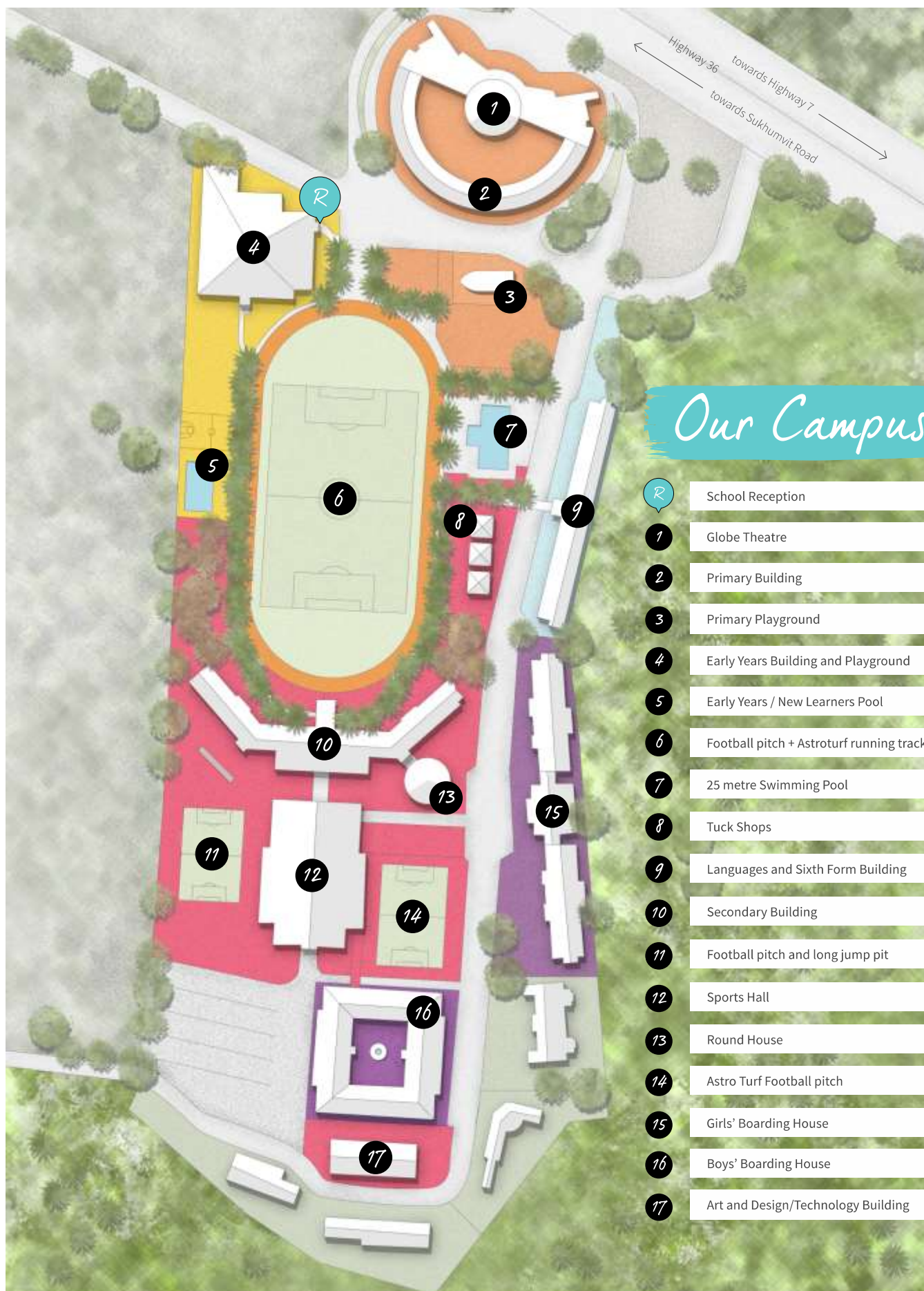
- Provide a world class, safe and happy environment to enable students to thrive and learn.
- Outline the systems and processes we all take to ensure that students remain safe at school.
- Raise awareness to all staff of safeguarding/child protection issues, and define their roles and responsibilities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



## Complaints

We hope that we will work closely together and that issues and worries can be dealt with quickly as and when they arise. If you have a complaint to make the process is as follows:

1. Make an appointment to discuss your concerns with your child's class teacher
2. If your complaint has not been resolved please make an appointment to see your relevant Head of Year or the Head of Primary



## 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	11-Aug New Staff arrive 12-15-Aug New Staff Inset 12-Aug HM Queen's Birthday 13-Aug Substitution HM Queen's Birthday (School closed)	16-21 Aug Full Staff Inset 21-Aug Boarding houses open 4 pm for Y7, Y12 and new boarder 22-Aug Term 1 starts for Y7, Y12 & new students 23-Aug First day for all other students
			6	7	8	9	10	11*	12		
			13	14	15	16	17	18	19		
			20	21	22*	23*	24	25	26		
	T1	1	8 days	27	28	29	30	31			
	Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	06-Sep CCA's T1 Start
			Sep 2018						1	2	
	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	30	
	Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	12-Oct End of T1.1 [Boarding houses closed 4 pm] 13-Oct Anniversary of the Death of King Bhumibol 13-28 Oct Half Term Break 23-Oct Chulalongkorn Day (School Holiday) 28-Oct Boarding houses open 4 pm
	T1	6	Oct 2018	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	
				22	23	24	25	26	27	28	
	T1	10	13 days	[29]	30*	31					
	Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	23-Nov Actual Loy Krathong Day Celebration in School**
			Nov 2018				1	2	3	4	
	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			
	Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	05-Dec National Father's Day (School closed) 07-Dec CCA's T1 End 10-Dec Constitution Day (School open) 14-Dec Term 1 ends-Boarding houses closed 1pm 15-Dec -6 Jan Term Break 31-Dec New Year's Eve
			Dec 2018						1	2	
	T1	15		3	4	5	6	7	8	9	
				10	11	12	13	14	15	16	
	T1	16		17	18	19	20	21	22	23	
	Term Break	9 days		24	25	26	27	28	29	30	
			Month	Mo	Tu	We	Th	Fr	Sa	Su	01-Jan New Year 07-Jan Whole School INSET 07-Jan Boarding houses open 4 pm 08-Jan Term 2 starts 10-Jan CCA's T2 Start
			Jan 2019		1	2	3	4	5	6	
	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				
	Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	05-Feb Chinese and Korean New Year 08-Feb International Day in school End of Term 2.1 [Boarding houses closed 4 pm] 9 - 17 Feb Half Term Break 17-Feb Boarding houses open 4 pm
			Feb 2019					1	2	3	
	T2	5		4	5	6	7	8	9	10	
	Y2 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				
	Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	05-Apr Whole School Songkran Celebration Term 2 ends Boarding houses closed 1 pm 06-Apr Chakri Day 08-Apr Substitution Chakri Day (School closed)
			Mar 2019					1	2	3	
	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	
	Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	05-Apr Whole School Songkran Celebration Term 2 ends Boarding houses closed 1 pm 06-Apr Chakri Day 08-Apr Substitution Chakri Day (School closed)
			Apr 2019	1	2	3	4	5	6	7	
	Half Term Break			8	9	10	11	12	13	14	
				15	16	17	18	19	20	21	
	T3	1		22*	23	24	25	26	27	28	
	T3	2	12 days	29	30						
	Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	01-May Labour Day (School open) 19-May Visakha Bucha Day 20-May Substitution for Labour Day (School holiday except IB&GCSE exams) 21-May Substitution for Visakha Bucha Day (School holiday except IB&GCSE exams)
			May 2019			1	2	3	4	5	
	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			
	Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	27-Jun Regents Race 28-Jun Term 3 ends-Boarding houses closed 1pm
			Jun 2019						1	2	
	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	
	Term	Wk	Month	Mo	Tu	We	Th	Fr	Sa	Su	Summer School
			Jul 2019	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					





REGENTS  
INTERNATIONAL  
SCHOOL  
PATTAYA

A NORD ANGLIA EDUCATION SCHOOL

*Be Ambitious*

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