A group of young children, mostly of Asian descent, are shown from the chest up. They are wearing dark blue polo shirts and light grey pleated skirts. Many of the children have their hands raised, forming heart shapes. The background is a solid orange color with a dark, curved brushstroke-like shape at the top. An orange rectangular box is overlaid on the center of the image, containing the title text.

# *Primary Parent Handbook* 2021-22



**REGENTS INTERNATIONAL SCHOOL  
PATTAYA**  
A NORD ANGLIA EDUCATION SCHOOL

*Be Ambitious Be Regents*

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## *Welcome from the Head of Primary*

I would like to extend a warm Regents Welcome to you and your family.

Regents International Primary School is a learning community that comprises over 60 different nationalities. We come together as we aspire for our children to achieve more than they think is possible; we are ambitious in our outlook for the children in our care.

We are incredibly proud of our rich heritage and excited about our forward-facing approach that carefully balances tech-enabled classrooms with research informed teaching and learning practice. The dedication, energy and ability to innovate and adapt are what will always mark Regents out to be the school where our teachers will champion your children.

At Regents, your child will benefit from:

- a happy, secure, caring and purposeful school environment
- a broad and balanced curriculum with high academic standards
- innovative teaching practices underpinned by our commitment to transform our educational offer using tech-enabled learning
- a character education that helps them to become responsible, globally minded citizens
- being challenged to be their best in the classroom, on the sports fields or on the stage
- nurturing and respectful relationships with our team of educators
- a true partnership between home and school

Building strong partnerships between home and school are essential to helping our children to thrive. Our teachers welcome parents into classrooms to share the learning journey children have taken.

I look forward to welcoming your family here at Regents where we are resolutely committed to championing our children to be the very best they can possibly be.

Kind regards,

Mr. Stephen Sharma  
**Head of Primary**





## *Primary Leadership Team*

### Head of Primary

Stephen Sharma

[Stephen.Sharma@regents-pattaya.co.th](mailto:Stephen.Sharma@regents-pattaya.co.th)

### Deputy Head of Primary

Hannah Naowasuk

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

### Assistant Head

Kelly Heasley

[Kelly.Heasley@regents-pattaya.co.th](mailto:Kelly.Heasley@regents-pattaya.co.th)

### Assistant Head

Sara Berenguer

[Sara.Berenguer@regents-pattaya.co.th](mailto:Sara.Berenguer@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	Stephen Sharma	Stephen.Sharma@regents-pattaya.co.th
PA to Head of Primary	Thanita (Nui) Kumsaengtian	Thanita.Kumsaengtian@regents-pattaya.co.th
Primary Office Assistant	Angela Bartley	Angela.Bartley@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
Deputy Head of Primary	Hannah Naowasuk	Hannah.Naowasuk@regents-pattaya.co.th
Assistant Head of Primary	Kelly Heasley	Kelly.Heasley@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	Mimi Norin	Mimi.Norin@regents-pattaya.co.th
Mile Post 1 Leader	Suzi McHale	Suzanne.McHale@regents-pattaya.co.th
Mile Post 2 Leader	Gemma Cottam	Gemma.Cottam@regents-pattaya.co.th
Mile Post 3 Leader	Jonathan Way	Jonathan.Way@regents-pattaya.co.th
Contact for 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.** Staff will be on duty in the Primary and EP playgrounds from 8.00am

## Pick-Up Times

### Lion Cubs, Pre-Nursery, Nursery, Reception, Year 1

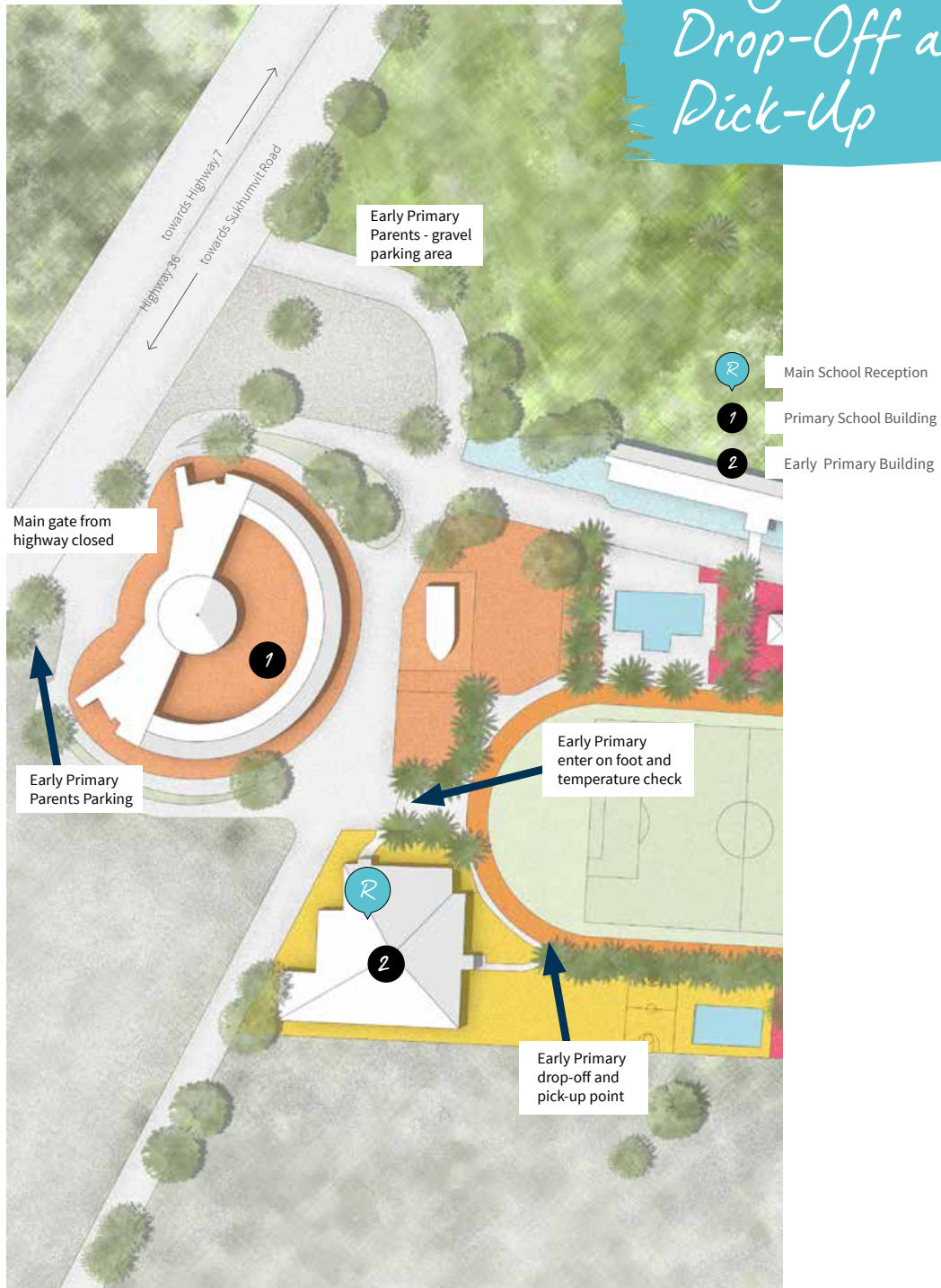
- Pick-up will be from 3:10pm from the Early primary building. Sleep facilities will be available for any children in Pre-Nursery and Nursery who may need this during the afternoon.

### Year 2 to Year 6:

- Pick-up at 3:20pm

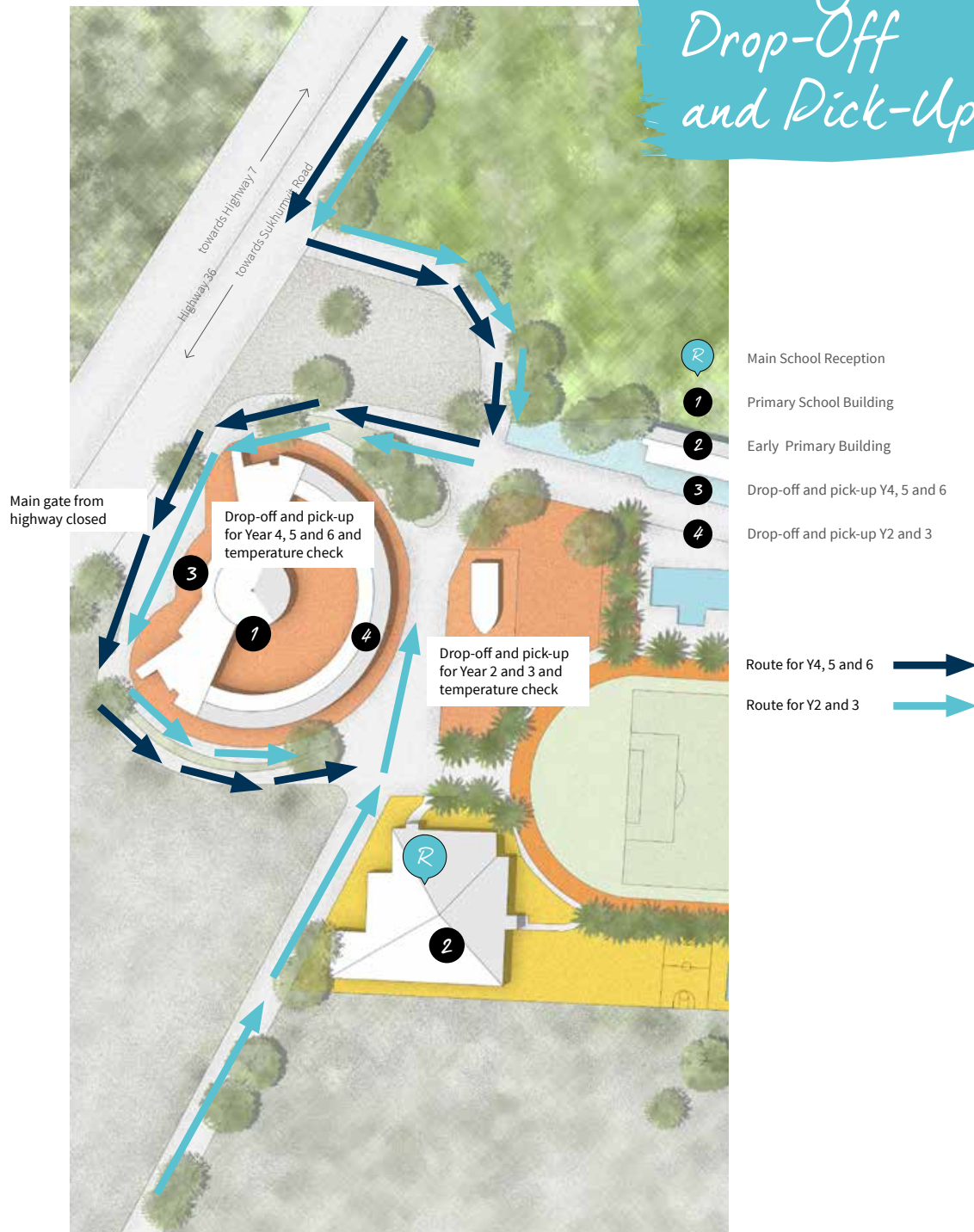
Pick up and drop off points are as below:

# Early Primary Drop-Off and Pick-Up





# Primary Drop-Off and Pick-Up



## 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. Absences may 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 class teacher 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 wait at the Primary or Early Primary entrances, 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](mailto:Thanita.Kumsaengtian@regents-pattaya.co.th)

### **Emergencies**

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

## *Co-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.
- CCAs are available for Reception students every Monday and Thursday from 3:30 to 4:30pm from Term 3
- 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.









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

Children in Early Years follow the UK's Development Matters Curriculum 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*

Our school community distinguishes itself with a clear focus on an internationally minded education through our International Primary Curriculum and our Round Square Ideals.

Our International Primary Curriculum is a creative and thematic approach to learning that balances, in equal measures, rigorous academics, intercultural awareness and a focus on helping children to develop learning dispositions. The IPC themes from Year 1 to Year 6 focus on the knowledge, skills and understanding that our children will need to thrive. We aim to nurture our children so they grow into positive, responsible global citizens, whilst working in an environment that recognises their unlimited potential to develop and succeed.

At Regents, we also look to the core skills that open doors for our children; a deep-rooted culture of reading, more opportunities for project-based learning and exposing children to 21st Century Skills of critical thinking, creativity, communication and collaboration through our Performing Arts and STEAM collaborations.

A creative and inspiring Music, Dance and Drama curriculum in collaboration with **The Juilliard School – New York** plays a transformational role in our 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 21st century.



As active partners in our local community each year group works closely with a **Community Partner** to take action and make a difference.

As a **Round Square School**, the Round Square Discoveries (RSDs) are attitudes, attributes, skills and values that underpin the strengths in character that we aim to foster in the children. The twelve RSDs are Communication, Inquisitiveness, Appreciation of Diversity, Problem solving, Responsibility, Sustainability, Tenacity, Courage, Self awareness, Team work, Inventiveness and Compassion.

We provide many 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 into our network of 73 schools around the world. 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 as one of our 25 eco-pledges. The majority of our communication takes place via email and 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 via the ILD app.

Instructions on how to access ILDs are given to parents by the class teacher at the start of the academic year.

## **Weekly emails**

Classroom Teachers send home an email each Friday to communicate with parents. The email contains key information, shares any home learning set and celebrates success.

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

The 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.

## **Parent Class Representatives**

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 the Head of Primary or the Parent Supporters Group (PSG).

- Accompanying children on curriculum or service trips (when possible and appropriate)
- Helping to prepare costumes or sets for shows and assemblies
- Assisting at special events e.g. Loy Krathong, Christmas Fair
- Be a country representative for the PSG

## Meetings throughout the year

<i>What?</i>	<i>When?</i>	<i>Why?</i>
Pastoral Settling in Meetings	Term 1.1 Weeks beginning 13 and 20 September	This meeting is an opportunity for the class teacher and parents to share information about how each child has settled into school.
Term 1 Meeting	Term 1 Weeks beginning 29 November and 2 December	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 2 Weeks beginning 28 March and 1 April	This meeting is an opportunity to meet with the class teacher and discuss the attainment and progress that has been made throughout the year.
End of Year attainment meeting	Term 3 Weeks beginning 13 and 17 June	This meeting is an opportunity to meet with the class teacher and discuss the attainment 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?

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 unbalanced and may need some re-grouping. Any re-grouping that takes place considers 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 class lists are compiled, the Primary Leadership team will, where possible and appropriate, factor in parent input. Balanced classes are the first priority, however, and much consultation between all relevant teachers and Mile Post leaders takes place prior to confirming the final class groups. Any questions or requests concerning class placement should be addressed to the Head of Primary.

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

In the week before the start of school, parents will receive an email from their child's new 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 consists of:

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

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

Any home learning to be completed in addition to the above will be communicated through the Friday email from your child's class teacher.

## **Roles and Responsibilities**

### **Children:**

- complete any set home learning tasks to the best of their ability
- let their class teacher know if they are unsure about home learning or are having any difficulties

### **Staff:**

- communicate with parents of children not completing home learning set

### **Parents:**

- ensure children read each day for a least the minimum recommended time, encouraging engagement with a range of genres and authors
- ensure children have suitable access to a quiet area to complete any additional home learning tasks with suitable resources, including access to computers / mobile device to allow them to follow the weekly home learning tasks
- contact the class teacher if children are struggling to meet expectations
- encourage children to work independently

## *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?**

Both formal and informal assessments recorded and tracked

Raising achievement 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.

# *Pastoral System and Growing Ambitious Learners*

## **Vision**

Our pastoral systems support the holistic development of Regents students as globally minded learners who consistently demonstrate the Round Square Discoveries and characteristics of effective learning whilst achieving academic excellence. We recognize key aspects of children's development in an international setting and our policy for Growing Ambitious Learners is designed to promote recognition, connection and belonging to the Regents community.

## **Growing Minds**

'Growing Minds' is a bespoke Regents curriculum that builds on the personal, social and emotional growth of our Early Years children. This curriculum covers such topics as Health, Well-being and Relationships and aims to ensure that our children develop the understanding and resilience necessary to flourish as individuals as they grow and change.

## **Rewards systems**

Starting at Year 1, House points are awarded to students who demonstrate any of the Round Square Discoveries (RSDs) inside or outside of the classroom. Students will be awarded a certificate when they have achieved a certain number of points and these will be celebrated in our assemblies.

Children who show particular achievements during the week by displaying one or more of the RSDs will receive a star of the week certificate during assembly time.

In our annual RSD Celebration, students across Year groups 4, 5 and 6 who have consistently displayed the RSD throughout the year will be recognized. Children in Year 1 to Year 3 will be recognized for an aspect of RSDs and receive a certificate in an assembly at the end of the year.

Recognition of excellent academic work is celebrated at any point during the academic year.

# *Student Leadership*

Leadership is a key skill which we seek to develop throughout a student's journey at Regents. We understand it is an important aspect of developing a socially aware global citizen. At Regents, this is underpinned by our Round Square IDEALS. Regents School offers over 100 formal leadership positions within the school for students.

These positions are offered annually at the beginning of each academic year. We aim to provide a wide variety of student leadership roles. These are outlined here:

## **House Captain and Vice-Captain**

Each House (Earth, Fire, Water and Air) will appoint a House Captain and Vice-Captain from every year group. It is the responsibility of the House Captains to lead on House activities throughout the year and support the Heads of House (Year 6 House Captains) in organising events, including Fun Fridays, which enable students to become involved in



House activities which promote the Round Square Discoveries. Awarded to two students from each year group through voting.

## Community Partner Representative

Each year group from Pre-nursery to Y11 has a community partner which it aims to support through raising the profile of the organisation's cause and contributing through fund raising wherever possible. Each class in Primary will provide a representative to champion their year group's partner. The Community Partner representative will support and lead on key events each term throughout the academic year to champion both of these, and this role is awarded to one student from each class/form through an application letter to the Head of Year. The Community Partners Regents supports are:

Community Partner	Year Group
Agape Home	PN/N
Father Ray Foundation	R/1
Fountain of Life	2
Hand 2 Hand Foundation	3
Elephant Nature Park/Pattaya Elephant Sanctuary	4
Mechai Bamboo School	5
Father Ray Blind School	6

## Head Students

This is an opportunity for two students to lead the student leadership body for the whole school. Awarded to Year 6 students for one year following an application letter and successful interview. The Head students will be supported by two Deputy Head Students from within Year 6.

## Eco Voice

With our commitment to sustainability, each class will provide an Eco Voice representative who will be awarded the position through a class vote.

## Student Voice

Led by the Head Students/Deputy Head Students, the Student Voice is made up of Community Partner and Eco Voice representatives who meet weekly to discuss fundraising ideas and new school initiatives.

## Playground Buddies

Primary students who wish to develop problem solving, communication, inventiveness and teamwork have the opportunity to become playground buddies for our Early Primary students. The requirement of the post is participation in a training session.



# Virtual School

## Aims and objectives

The Virtual School provides a continuation of our high-quality learning offer when face to face school is not possible.

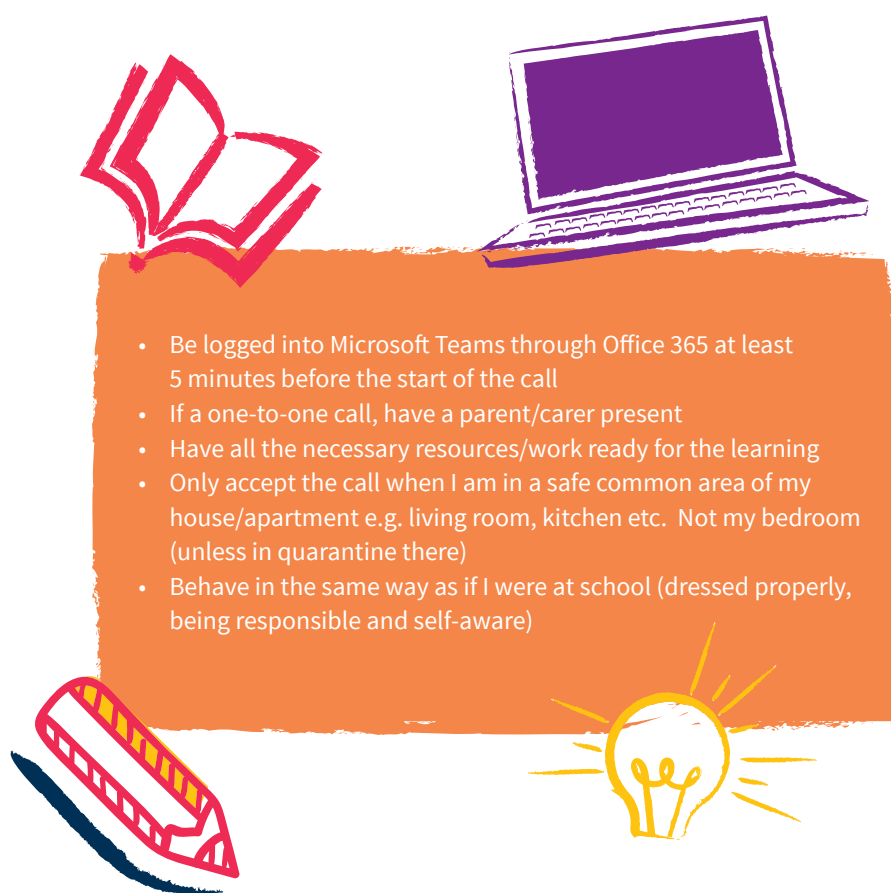
## Virtual Learning Platform

The Regents Virtual School uses Microsoft Office 365 suite of tools, of which TEAMS is the portal. All children are provided with log on details and access to their class TEAM.

## Virtual School Protocols

To ensure the safeguarding of all the community in the online environment, the following protocols are shared and adhered to during Virtual School.

## Student *Video Call* Protocol for Primary



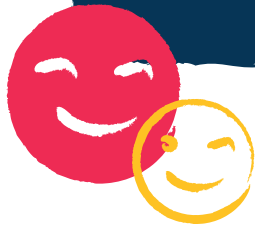
- Be logged into Microsoft Teams through Office 365 at least 5 minutes before the start of the call
- If a one-to-one call, have a parent/carer present
- Have all the necessary resources/work ready for the learning
- Only accept the call when I am in a safe common area of my house/apartment e.g. living room, kitchen etc. Not my bedroom (unless in quarantine there)
- Behave in the same way as if I were at school (dressed properly, being responsible and self-aware)



## Parent/Carer *Video Call* Protocol for Primary



- Support my child in logging onto Microsoft Teams through Office 365 at least 5 minutes before the start of the call
- Ensure that my child has all the necessary resources/work ready for the learning
- Ensure that my child is in a safe common area of the house/apartment e.g. living room, kitchen etc. Not in my bedroom (unless in quarantine there)
- Encourage your child to participate fully and independently without your help
- Avoid being on the screen and do not use this session as an opportunity to communicate with the teacher
- Understand that teachers are available on Teams during live learning only
- For safeguarding reasons and to protect our children, please do not record any of the sessions



## *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 had a fever, have vomited or suffered diarrhea should not attend school until 48 hours without symptoms has passed and a doctor's certificate confirming that the child is well.

## 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.

## *Digital Devices*

To ensure safeguarding in our technology enabled learning spaces, responsible practices and adherence to protocols are taught through the Media Literacy and Digital Resilience component of our ‘Growing Minds’ curriculum. Primary school children are not required to bring their own devices.

Mobile phones and Smart Watches are not allowed in the Primary School.

## *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 50 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*

### Birthdays

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.

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 inform the class teacher when your child's birthday is, the class teacher will help your child celebrate their birthday at school with their friends. Please do not provide any party food including cakes, muffins, sweets, soft food or drinks.

Please note: if a child brings any party food 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.

### 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)**



**AIR (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

## PE and Swimming: Lion Cubs, Pre-Nursery, Nursery and Reception

The children wear their PE kit every day of the week.

## PE and Swimming: 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.

## **PE and Swimming: 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 [regentspsgchairperson@gmail.com](mailto:regentspsgchairperson@gmail.com) or the PSG Vice Chairperson at [regentsvicechairpsg@gmail.com](mailto:regentsvicechairpsg@gmail.com).

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

Rose Gamito

**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



