



# Early Years Student-Parent Handbook

2020/2021





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# Welcome to Lanna International School Thailand

Dear Students and Parents:

It is with great pleasure that we welcome you to the new academic year at Lanna International School Thailand. The administration, academic faculty and the support staff wish all the students a most successful and enjoyable year.

We believe that our student-centred programme of study and our extensive range of extra-curricular activities provide the students with the challenges that enable them to reach their potential academically, socially, emotionally and physically. In a school like ours with a rich cultural diversity, the values imparted are of great importance for later life. We seek to instil in our students tolerance, dignity and a respect for others. We strive to ensure that our students act both responsibly and independently, whether at school or in the community outside.

We look forward to your support during this school year.

Yours sincerely,

A handwritten signature in black ink that reads "Roy Lewis". The signature is written in a cursive style with a large, looped initial "R" and a smaller "L" for "Lewis".

Roy Lewis  
Head of School

## The School Day

Lanna's school day begins for Early Years students at 8:30 with the raising of the national flag and the singing of the national anthem. Early Years students line up in the Early Years Playground.

### Pre Nursery & Nursery Class School Day

8:30-9:00	Class/Activity Time	Class/Activity Time	Class/Activity Time	Class/Activity Time	Class/Activity Time
9:00-9:30	Snack/Outdoor Time	Snack/Outdoor Time	Snack/Outdoor Time	Snack/Outdoor Time	Snack/Outdoor Time
9:30-11:00	Class/Activity Time	Class/Activity Time	Class/Activity Time	Class/Activity Time	Class/Activity Time
11:00-12:00	Lunch/Outdoor play	Lunch/Outdoor play	Lunch/Outdoor play	Lunch/Outdoor play	Lunch/Outdoor play
12:00-12:30	Storytime	Storytime	Storytime	Storytime	Storytime
12:30-2:00	Naptime	Naptime	Naptime	Naptime	Naptime
2:00-2:45	Class/Activity Time	Snack and Hometime Pick up at 2:10pm	Class/Activity Time	Snack and Hometime Pick up at 2:10 pm	Class/Activity Time
2:45-3:00	Snack and Hometime		Snack and Hometime		Snack and Hometime

### Reception Class School Day

8:30-10:00	Class/Activity Time	Class/Activity Time	Class/Activity Time	Class/Activity Time	Class/Activity Time
10:00-10:30	Snack/Outdoor Time	Snack/Outdoor Time	Snack/Outdoor Time	Snack/Outdoor Time	Snack/Outdoor Time
10:30-12:00	Class/Activity Time	Class/Activity Time	Class/Activity Time	Class/Activity Time	Class/Activity Time
12:00-1:00	Lunch/Outdoor play	Lunch/Outdoor play	Lunch/Outdoor play	Lunch/Outdoor play	Lunch/Outdoor play
1:00-1:30	Quiet Time	Quiet Time	Quiet Time	Quiet Time	Quiet Time
1:30-2:45	Class/Activity Time	Class/Activity Time Snack and Hometime	Class/Activity Time	Class/Activity Time Snack and Hometime	Class/Activity Time
2:45-3:00	Snack and Hometime		Snack and Hometime		Snack and Hometime

## **Lanna International School Staff**

### **Staff**

#### **Licensee**

Khun Surin De Muth

#### **Head of School**

Mr Roy Lewis

#### **Early Years Principal**

Ms Kate Fenton

#### **Communications Officer**

Ms Raquel

#### **IT Coordinator**

Mr Knut

#### **Early Years School Nurse**

Mr Boy

#### **Director**

Aim-on Thongbai (Aoy)

#### **Secondary Principal**

Mr Kevin Pugh

#### **Associate Business Manager**

Mr Robert Vickers

#### **Photographer**

Mr Tiw

#### **IT Technicians**

Mr Aon, Mr James, Mr Oat

#### **Librarians**

Ms Joanna, Ms Orn, Ms Kate, Ms Annick

#### **Chief Operations Officer**

Ms Dear

#### **Primary Principal**

Ms Sarah Reynolds

#### **Office Staff**

Ms Yada (Office Manager)

Office)

Office)

Mr Golf (H.R.)

Ms Natt (Chief Finance Officer)

Ms Jaa (Business Office/Finance)

Ms MuMu (Main Office)

Ms Noon (Business

Ms Nim (Business

Ms Pao (Main Office)

#### **Early Years Teachers:**

Pre-Nursery A:

Pre Nursery B:

Nursery A:

Nursery B:

Nursery C:

Reception A:

Reception B:

Reception C:

Early Years Music & PE:

Early Years Thai Teacher:

Ms Grace,

Ms Da Hae,

Ms Josie,

Ms Sonyja,

Ms Ann,

Ms Anna,

Ms Kate,

Ms Loami,

Ms Rafaela,

Ms Khim

Ms Rung & Ms Apple,

Ms Bee & Ms Por,

Ms Fon,

Ms Noi,

Ms Nong,

Ms Awe,

Ms Pam,

Ms Thitiya,

**Note:** Email addresses, qualifications and biographies for all teaching staff can be found at:

<https://www.lannaist.ac.th/about-us/meet-the-staff-lanna-international-school/>

To see our complete and current calendar of events visit: <https://www.lannaist.ac.th/calendar>

### Lanna International School Holidays Calendar, 2020-21

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Aug</b>	3 Orientation for New Staff	4 Orientation for New Staff	5 Orientation for New Staff	6 ALL Teachers in school	7
	10	11	12 Mother's Day	13 1st Day of Sem. 1	14
	17	18	19	20	21
	24	25	26	27	28
	31	1	2	3	4
<b>Sep</b>	7	8	9	10 Student Half Day	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	1	2
<b>Oct</b>	5	6	7	8	9
	12	13 Rama IX Remembrance	14	15	16
	19	20	21	22	23 Chulalongkorn
	26	27	28	29	30
<b>Nov</b>	2	3	4	5	6
	9	10 Student Half Day	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	1	2	3	4
<b>Dec</b>	7 Father's Day	8	9	10 Constitution Day	11
	14	15	16	17	18 End of Sem. 1
	21	22	23	24	25
	28	29	30	31	1
<b>Jan</b>	4	5	6	7	8
	11 1st Day of Sem. 2	12	13	14	15
	18	19	20	21	22
	25	26	27 Student Half Day	28	29
<b>Feb</b>	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26 Makha Bucha Day
<b>Mar</b>	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18 Student Half Day	19
	22	23	24	25	26
	29	30	31	1	2
<b>Apr</b>	5	6 Chakri Day	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
<b>May</b>	3	4 Coronation Day	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26 Visakha Bucha Day	27	28
	31	1	2	3 Queen's Birthday	4
<b>Jun</b>	7	8	9	10	11
	14	15	16	17	18 End of Sem. 2
	21 Teacher Work Day	22 Teacher Work Day	23	24	25
	28	29	30	1	2

- = School Closed All Day
- = School Closed From Lunch for Teacher Professional Development

## **Introduction to Lanna International School**

Lanna International School Thailand was founded in 1993 to serve all families in the Thai and international communities of Chiang Mai who desire a non-sectarian, international education for their children. From the beginning, Lanna has encouraged applications from students of diverse cultural, linguistic and spiritual backgrounds.

Today, Lanna's students in Foundation Years through to Year 13 represent a wide variety of nationalities and cultural backgrounds. Lanna believes that the diversity of its student body is one of its greatest strengths, supporting the school's mission to prepare its students to be responsible world citizens

## **Lanna Vision and Mission**

### **Vision Statement**

We aim to provide academic excellence within a caring community

### **Mission Statement**

We follow a broad British curriculum and seek to enable our students to achieve their full potential and become creative, responsible and successful citizens

## **Schoolwide Learning Outcomes**

Lanna's "Schoolwide Learning Outcomes" are cross-curricular learning outcomes which are pertinent to all classes taught at Lanna. In planning lessons and activities, you should consider not only the curricular objectives of the course, but also these more global objectives. In every primary class at Lanna, our students will be:

### **EXPLORERS & LEARNERS**

- I can think about different ways to solve problems, make decisions and learn things
- I can work by myself and with others
- I can use different books and the computer to help me learn
- I enjoy learning and doing different activities with friends from different countries at Lanna.



## COMMUNICATORS

- I can share my feelings, ideas, knowledge, opinions and information with others.
- I can communicate by body language, sounds, words, phrases, notes, letters, e-mail, music, art and in other ways.
- I know that being a good listener is an important part of being a good communicator.



## GLOBAL CITIZENS

- We value all people in our world while honouring different cultures and talents.
- Everyone in the world needs to work together to make it a great place.
- Our place is an amazing place, we need to take care of it and make sure it stays that way.



## CONFIDENT & HEALTHY INDIVIDUALS

- Be confident! You're great! Believe that! You have talent! Remember that! Don't forget to tell others they are great too!
- Be an individual. Always tell the truth, think for yourself. Remember to be nice to others too.
- Eat healthy food – It's brain food!
- Sleep well, play sports, get lots of exercise and drink water.



## **Recognition**

Lanna International School Thailand is licensed by the Thai Ministry of Education and is fully accredited by The Western Association of Schools and Colleges (WASC) for Foundation Years through to Year 13. Accreditation requires continual self-evaluation, frequent reports, and periodic external review.

WASC is an American accreditation organisation responsible for accrediting international schools in Asia, as well as schools in California and Hawaii.

Accreditation is affirmation by professional peer evaluators that a school is what it says it is, the school does what it does in accordance with criteria set by the academic community, and the school is committed to continuous improvement.

The Thai Ministry of Education has certified that our Year 2 is the equivalent of Thai Pratom 1 with comparable increments throughout the different levels up to Year 13. A student graduating from Lanna will receive upon application to the Thai Ministry of Education a certificate indicating that his/her diploma is the equivalent of a student graduating from a Thai school.

Lanna has been a registered CAIE centre since 2005. Lanna is also a member of the East Asia Regional Council of Overseas Schools (EARCOS).

## **International Early Years Curriculum (IEYC)**

Children are welcomed into the Lanna Early Years programme from the age of two in Pre Nursery and normally progress into Nursery and then finally into Reception in the August following their fourth birthday. We provide a safe, warm, caring and stimulating environment in small classes with a qualified main teacher and assistant teacher to ensure individual attention. We encourage children to develop self-esteem and the confidence to become independent and make decisions all within the IEYC curriculum. Once the Early Years students have completed the IEYC they progress to the Primary school where they will learn through the IPC curriculum.

### **Learning Principles of IEYC**

The IEYC is designed around eight learning principles that we consider essential to children's learning and development.

1. The earliest years of life are important in their own right.
2. Children should be supported to learn and develop at their own unique pace.
3. Play is an essential aspect of all children's learning and development.
4. Learning happens when developmentally-appropriate, teacher-scaffolded and child initiated experiences harness children's natural curiosity in an enabling environment.
5. Independent and interdependent learning experiences create a context for personal development and are the foundation of international mindedness.
6. Knowledge and skills development lead to an increasing sense of understanding when children are provided with opportunities to explore and express their ideas in multiple ways.
7. Ongoing assessment, in the form of evaluation and reflection, is effective when it involves a learning-link with the home.

8. Learning should be motivating, engaging and fun, opening up a world of wonder for children where personal interests can flourish.

## **Primary School Curriculum and Programmes**

### **Curriculum**

This academic year Primary will be introducing International Primary Curriculum (IPC) to compliment the Cambridge Curriculum for students for the foreseeable future.

Lanna's Primary teachers develop activities supporting a wide range of individual learning styles. Students learn while working together and while studying independently. Students learn while engaged in poetry activities, while reading in rhythm and through music. Students learn as they create dioramas and masks, through treasure hunts and through experiments. Lanna's students prepare and give speeches and oral reports, write stories, create maps, posters and graphs. Students develop research skills and gain a sense of self-reliance as they become able to independently seek out information.

### **Homework**

At Lanna Early Years the only homework that is sent home is in Reception which is reading homework once per week from October to June. We believe that this is a time that you can instill a love of reading in your children rather than putting any pressure on your child to read.

### **Field Trips**

Each year a considerable number of field trips are organised for Lanna students. These trips are planned to support curricular learning and Lanna's school-wide learning outcomes. Parent volunteers sometimes assist with these field trips, as well as with other special events.

Parents/Guardians must sign a permission slip for all of these activities - **failure to do so will mean the student will not be allowed to go on the trip.**

## **Organisation**

### **The School Year**

The school year is divided into two semesters (August - January and January - June). All students from Early Years through to Year 13.

### **School Management**

Lanna is a proprietary school owned by Khun Surin and CIEO. The Head of School has been delegated the responsibility for the day-to-day operation of the school. The Head of School consults with the School Director and other members of the leadership team on educational matters. The leadership team is made up of the Head of School, the Director, the Licensee, the Early Years, Primary and Secondary Principals and Head of Sixth Form, Chief Operations Officer and the Associate Business Manager. On management issues, the Head of School consults with the Director and the Chairman of the Executive Board. The Executive

Board consists of representatives of the school administration, the Parent Teacher Organisation, the investors, and the community.

## **House System**

At Lanna, each student and faculty member is placed into one of four groups (or Houses). Each House includes students from all year groups. Students elect House Captains towards the beginning of each academic year.

Lanna's House system promotes a sense of identity and positive school spirit, provides a structure for cooperation across the years, and facilitates internal competition of all kinds. The four Houses are Red, Blue, Green and Yellow. House meetings and House activities are scheduled throughout the year in Primary.

Students in Early Years need to buy black sports shorts, from the school and one House T-shirt in their House colour.

## **Admission and Placement**

### **Admission of Students**

All admissions to Lanna International School are provisional. After a 90 day probationary period, the admission becomes final. Students for the Early Years are accepted at any time throughout the school year. For all other years, students from non-international schools will be accepted at the start of the year, at the start of the second quarter and at the start of the second semester. Thai students applying from a Thai school will be accepted in April.

Factors considered in making admissions to Lanna International School include age, previous schooling, English language proficiency, learning achievement, ability of the school to offer the needed educational programme, availability of learning support programmes, and ability to pay school fees.

Birth dates of students must be verified from either a passport or a birth certificate prior to official admittance to Lanna.

Parents are responsible for requesting and submitting official documentation including transcripts, report cards and test scores from their child's previous school(s). The Head of School may delay or deny admission if such documentation is not provided. It is expected that previous official documentation will be sent to the school before the student is accepted for admission and in any event within the 90 days probationary period.

If previous school records are submitted in a language other than English, they must be accompanied by an English translation and attested by the appropriate embassy, consulate or authority.

Normal ages for admittance to the current academic year are:

<b>Year Group</b>	<b>Age Range (on 1st September)</b>
Pre Nursery	2 to 3
Nursery	3 to 4
Reception	4 to 5
Year 1	5 to 6
Year 2	6 to 7
Year 3	7 to 8
Year 4	8 to 9
Year 5	9 to 10
Year 6	10 to 11

All parents and/or companies must demonstrate the ability to pay all required fees according to the school's payment schedule unless alternate arrangements have been made with the school.

Parents are encouraged to inform the school of any academic problem a child might be experiencing. This way, teachers will be able to have more information on the student's learning and understand why the student may experience difficulty.

Lanna International School reserves the right to refuse admission to any student if space is not available, or for valid educational reasons. Admission and placement of students is the responsibility of the Head of School.

### **Entrance Testing/Assessment**

Testing/Assessment is administered on certain days only and parents have to schedule them with the registrar in advance. Tests vary in length according to the Year level a student is applying for.

There will be a screening for students who wish to join the Early Years to Year 2. This screening will consist of parent interviews, interaction with the student and the use of some tools that will give the school some background information on the student. Skills that the school will be looking into upon entrance are as follows: motor skills, social skills, behaviour, and basic information knowledge.

For students in Year 3 to 6 the CP Progression Tests for English and Mathematics Tests will be used as diagnostic tests. The general ability assessment will take approximately 1 hour to administer.

If during the admissions process the school determines that a student may have learning difficulties, then the school will arrange for the student to be screened by the school's

Learning Support Coordinator. The Learning Support Coordinator will employ tools to determine the availability and type of support the student requires.

### **Class Placement of Students**

Placement of new students is decided by a number of factors. These factors include age, previous school records, the students' abilities and needs, including English language proficiency.

Students requiring Learning Support services will be in regular classes with learning support to meet the student's individual educational plan and overall educational needs. In most cases, it will be the responsibility of the classroom teacher(s) to implement the Accommodation Plan and/or the IEP, with the assistance of the Learning Support Coordinator serving as an additional resource

At the end of the school year, the make-up of the classes for the next academic year is considered. Lanna Primary School does not academically stream students into year group classes. All classes are balanced as best as possible in academic abilities, nationality and gender. The allocation of students to these classes is determined by teachers and the Principal. Placements are made to ensure all students are able to be exposed to as much an ideal educational environment as possible. Factors considered by teachers and the Principal include academic abilities, personalities, gender, nationality, and student friendships (both positively and negatively). As much as we appreciate your parental opinions about best practice placements for your child, your support in understanding our placements is appreciated.

Lanna reserves the right to reassign a student at any time if it is felt that the initial placement was inappropriate. Parents will be informed prior to the reassignment.

### **Communication**

Every attempt is made to keep parents informed about all important school related issues. Parents are able to make contact with their child's teacher via the teacher's school email address. In protection of our teaching staff's privacy rights, parents are requested not to ask for personal phone numbers or social media account details including Facebook and telephone number linked accounts such as Line and WhatsApp.

### **Reporting to Parents**

Early Years students at Lanna receive two report cards a year. One Report card in December and the second in June.

Parent Teacher Interviews are held twice a year. Once in September (hopes and concerns) and the second in December. In Reception we also have another transition meeting with the Year one teachers in June.

Parents are encouraged to come to those meetings to talk about the student's progress. If the date is inconvenient, parents can ask to reschedule the meeting for an alternate date.

Early Years students are also invited to participate in a Student Led Conference (SLC) in March where students are given 45 minutes to show their parents around their learning environment.

Students whose parents fail to pay school fees will not receive reports or any official documentation until the fees have been paid.

## **Communication/Complaints Policy for Parents**

Lanna International School takes any complaints or concerns that parents may have very seriously. Parents are encouraged to mention these to the teachers at school as early as possible to enable the school to address an issue before it may become more serious.

Lanna International School will ensure:

- That parents wishing to raise a concern know how to do so,
- Respond to concerns within a reasonable time and in a courteous manner,
- Take action where appropriate.

## **How should a parent raise a concern and what happens next?**

If a parent has a concern or complaint, it should be raised in the first instance with the child's homeroom teacher. This can be in the form of a letter, an e-mail or by requesting a meeting. We would ask that all communications are conducted in a non-aggressive and courteous manner. This pertains to teaching and non-teaching staff in equal measure.

If a parent is not satisfied with the response of the homeroom teacher, or feels the matter is sufficiently sensitive or serious, they should contact the relevant Principal. A homeroom teacher may also immediately refer the issue to their relevant Principal, should they feel the issue raised with them is outside of their scope to resolve.

Should a parent feel that their concern has not been satisfactorily dealt with by the relevant Principal, the matter may then be referred to the Head of School and/or the School Director. Should the matter remain unresolved it may, as a final stage, be referred to the school's Executive Board.

In many circumstances, the person contacted will need to discuss the issue with one or more colleagues and consider further information. Every effort will be made to resolve the issue in a timely manner.

### **Confidentiality**

Parental concerns or complaints will be treated with respect and in a confidential manner. It is the school's policy that parent complaint will not adversely reflect on their children in any way. Anonymous complaints will not be pursued.

### **Student Complaints, Concerns and Counselling Procedures**

The principles which apply to parental complaints also apply to the concerns from students. Teachers at Lanna International School believe that pupils should be able to raise concerns with any member of staff with whom they feel comfortable. The teachers and staff at Lanna International School are determined to ensure that all students can turn to them with a problem.

## **Parent Teacher Organisation (PTO)**

There is an active Parent Teacher Organisation at Lanna International School. The PTO seeks to build a strong Lanna community, to foster goodwill among its members, to sponsor social events, and to organize special events to raise funds for the school. There are three general meetings each year. PTO meetings are announced in advance and parents and teachers are encouraged to attend.

## **Attendance and Absences**

### **Attendance**

Good attendance is of prime importance for the educational development of the student. A student should never be absent unless absolutely necessary. Missed instruction, discussion and group interaction can never be totally made up.

The school's instructional programme is based on the assumption that students will attend school on a regular basis. Daily class attendance is a condition for proper completion of work and school progress.

### **Absences**

There is a difference between authorised and unauthorised absences. Absences from school or class for the following reasons will be considered authorised, allowing the student to make-up missed work and assignments for credit:

- Illness: notified by the parent, or following a phone call to them
- Family emergencies
- Religious observances
- other acceptable reasons, with the school notified in advance e.g. family holiday, medical/dental visit, visa /passport renewal

Students attending other school related activities or programmes must have prior approval from their teachers to miss class. In some cases students attending authorised activities will be recorded as having been present in school, even though they were not actually at school. This includes:

- Visits/Trips/Sporting Events (with educational value; normally trips/visits organised by the school)

**When a student is absent from school it is the responsibility of a parent/guardian to inform the school by telephone before 8:00 am.**

Please use (053) 806-230 or 806-231 to report the absence. Students absent on the day of an examination without informing the school will receive 'F' for that examination. If a student is absent because of sickness, he/she cannot take part in any after school activity that day.

**Should a child be absent from school for a sickness that is transferable, it is important that the school nurse is notified.**

This is to ensure the health and safety of other children that may have come in contact with this child. Appropriate communication of any health risk will be provided to parents by the school.

***If there is no telephone communication and a note or letter is not provided, the absences will be considered unauthorised.***

A pattern of unauthorised absences may lead to a conference with parents, and removal from the school. Examples of when an absence becomes unauthorised include:

- absence with no contact from home to explain it;
- holiday with no arrangements made with the school in advance;
- absence for what the school considers an unacceptable reason.

### **Planned Absences**

We strongly request that parents plan vacations to coincide with school holidays. However, we do understand that this is not always possible. ***We request advance written notification of vacations and other planned absences.***

Students who anticipate a prolonged absence from school should make an appointment with their teachers in advance in order to receive the assignments and schedule of work.

### **Lateness/Tardiness to Class or School**

**Early Years students are expected to be lined up in time for the anthem at 8:30 am.**

Lateness is extremely disruptive to class lessons. It is a discourtesy to both the teacher and fellow students. Students arriving at school late must report to the school nurse. Students arriving at school late should contact those teachers whom they did not meet that morning to collect assignments and make up tests or quizzes missed.

A pattern of excessive tardiness will be viewed as a serious discipline problem and disciplinary action will be taken (monitoring, detention, conference). Parents will be informed by the Head of School/ Primary Principal should this occur.

Students who become ill during the school day will be sent to our Early Years nurse who will contact the Early Years Principal and the parents should the student need to return home.

### **Leaving Campus**

Early Years Students are not permitted to leave the school campus without parental supervision. Parents wishing to have their children leave school early must give the school a note stating the time of the student's departure or the arrival time of the parents. Parents should sign the students out at Office 1 at the time of departure.

### **End of the School Day Collection Procedures**

Lanna International School has an on-going commitment to the safety of our Early Years students in accordance with our child protection and school policies.

Parents picking up their children will be required to present the green ID cards of their children to the member of staff on duty at the main gate when collecting them from the

school. Students in Nursery to Year 6 will not be permitted to leave the school grounds unless they are accompanied by an adult who is in possession of their school ID card.

If you are unable to forward a card to somebody collecting your child, such as another parent or tutor, prior notice must be given to your child's classroom teacher. Parents may give your ID card/s to an Early Years student's brother or sister who is in Year 7 or above, but please be aware that you are acknowledging responsibility for this child. ID cards must still be shown.

Early Years students are to be collected directly from the classrooms.

Punctual collection of students at the end of the school day is greatly appreciated, however, if for any unforeseen circumstances parents are late then students will be sent to Office 1 20 minutes after the dismissal time.

## **Code of Conduct**

### **Student Code of Conduct**

All members of the Lanna International School student body are expected to live up to established standards. Students will be held accountable for any behaviour which is destructive to the school's furniture or buildings, impedes the right of other students to pursue their education, has a negative impact on the moral and social climate of the school or causes physical harm to other students. Behaviour which violates any of these principles will be dealt with clearly, justly and without exception.

A student who is behaving in an inappropriate manner will be reprimanded. If the student persists with poor behaviour, the student will be referred to the Early Years Principal/Head of School.

If a student is unable or unwilling to abide by the behaviour code established by Lanna International School, his/her place in the school becomes questionable and suspension or a recommendation to parents to withdraw the student may occur.

### **All students are expected to:**

- respect others;
- respect school property and the property of others;
- complete assignments as assigned by the teachers;
- be prepared with appropriate books and materials;
- behave in a quiet and orderly manner when moving around the school buildings;
- respect community standards regarding displays of affection;
- respond courteously when talking with fellow students, teachers, staff members and visitors;
- obey the established rules of the school;
- respect the laws and customs of the Kingdom of Thailand, and

be a positive representative of Lanna International School in the community.

The school should like to remind parents and students that motorcycle helmets should be worn at all times by students travelling to and from school and any school function.

### **Safeguarding Children - Code of Conduct for Parents**

Lanna's philosophy is based upon valuing each individual member of the school community. We believe that considerate behaviour and courtesy to others are essential for the success of a child and with the help of this they form relationships in and out of school, to later succeed in life. It is the purpose of this policy to provide guidelines to all parents and guardians about expected conduct, so that we can work together to ensure a positive and safe environment for all. We will continue to welcome and encourage parents and guardians to participate fully in the life of our school.

#### **Policy Guidelines:**

As a school, we place great emphasis on respect for students, parents and the school staff and also expect the same from parents. The school expects high standards of behaviour from parents and guardians within and in the immediate proximity of the school's premises as they are the role models for their children.

The purpose of these guidelines is to provide the expectations regarding the conduct of all parents, carers and visitors connected to our school.

#### **Behaviour that will not be tolerated:**

- Disruptive behaviour which interferes or impacts negatively upon the school's normal operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening, in any way, a member of staff, visitor, fellow parent/guardian or child.
- Damaging or destroying school property.
- Sending inappropriate, abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parents/staff/governors at the school on Facebook or other sites.
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- Approaching someone else's child in order to discuss or chastise him/her because of the actions of this child towards their own child. (Such an approach

to a child may be seen to be an assault on that child and may have legal consequences)

- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events).
- Pets, other than guide dogs, being brought on to the school premises unless permission has been granted.
- Taking photographs of children other than at school events to which parents/guardians have been invited
- Displaying and distributing online photographs of other Lanna children without parental permission.

Should **any** of the above occur on Lanna premises or in connection with the school, it may be necessary to take action by considering banning the offending adult from the premises, and from attending school-related events.

We are committed to resolving difficulties in a constructive manner, through open and positive dialogue. However, we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Please follow the procedures outlined in the Student-Parent Handbook should an issue arise.

It is important for parents and guardians to make sure any persons collecting their children are aware of this policy.

Thank you for abiding by these guidelines. Together we can create a positive and uplifting environment not only for the students but also for all who work and visit our school.

## **Lanna Technology and Internet Standards**

Lanna has adopted two technology and internet standards documents, one for students in Years 1 to 3, and one for students in Years 4 to 13.

### **Early Years**

Students use the internet at school in order to learn under teacher supervision at all times. Students may use the internet at school if they agree to use it correctly.

## **School Bus Policy**

This policy has been developed in order to ensure that students, parents/guardians and any other persons concerned with the safe operation of the bus system are aware of Lanna International School Thailand's commitment to ensuring a safe and adequate school transport service.

## **Bus Service General Rules for Students**

Be ready and wait on time in a position at the designated location where you are visible to the bus driver

Upon entering the bus, take a seat immediately, fasten seat belts and remain seated while the bus is moving.

Do not switch seats or move around the bus while it is in motion

No part of the person should extend out of any bus window or door.

Students must obey the instructions of the driver/teacher at all times.

Bus aisles must be kept clear at all times.

Eating and/or drinking on the bus is not permitted.

Students should talk quietly using an 'inside' voice.

Students must be courteous to fellow passengers.

Students causing damage to the bus will be held liable for any repairs.

Students must respect the property of the transport company.

Public displays of affection are not appropriate.

Any safety equipment on the bus is not to be tampered with or removed from the bus.

The bus driver's/supervisor's instructions are final. The bus will not start until all students are sitting quietly with their seat belts on.

**The bus driver will stop the bus if any of these rules are broken and the bus will not start until the students follow them**

### **Rule Violation Procedure**

The Student Code of Conduct states that all students will display appropriate behaviour in school. This expectation extends to student behaviour on the school bus. In the case of inappropriate behaviour on the bus:

A report will be given to the School Management.

Disciplinary action may be imposed on the student at the discretion of the School Management and may include temporary suspension or loss of bus service (without refund).

A letter informing the parents/guardian of the incident and any disciplinary action, if any, will be provided to the parent/guardian.

### **Bus Service General Responsibilities for Parents/Guardians**

Please ensure that the person responsible for picking up and collecting students at the drop-off / pick-up points are on time. Bus drivers have been instructed to leave/stop at the scheduled times.

- If your child is not returning home on the bus, in the afternoon, it is necessary that parents inform the school staff in Office 1.
- The school must be informed of any changes of home address or contact details.
- Report in writing to the school any concern in relation to the transportation service.
- The bus service is for paying Lanna students only.
- Any changes to a student's transport arrangements, whether temporary or permanent must be notified to the school's Registrar in writing.
- A telephone call to the school or to the bus driver requesting any change to the bus route or timetable such as but not limited to, different drop off time, change of drop of location, or any other change is not acceptable.
- Parent/guardians are responsible for payment for repair of any wilful damage caused to buses by their children.

### **Refunds**

The transportation Fee represents the purchase of a return seat in the school bus for the entire school semester and is non-refundable.

## **School Uniform**

The school uniform is designed to provide a sense of school identity while recognising climatic and cultural restrictions.

### **Uniform for students in Early Years:**

Students in the Early Years wear a modified version of the school uniform. The school uniform for Early Years students is the school sports t-shirt and black sports shorts. Shoes should be trainers, sandals or shoes worn with socks. No flip flops or plastic shoes. During the cooler months in Chiang Mai students need to wear the school black sports trousers and Lanna black hoodie. These can be purchased from the main office in Primary.

## **Guns, Weapons and Toys**

No guns, replica guns, or other weapons (either real, replicas, or toys) should be brought to school at any time. This includes themed dress-up days held at school such as 'Reading is Fun Week' and Halloween. Any type of toy should not be brought from home for playing with at school (including play-times).

## **Disciplinary Actions**

Because the school should be a safe place where students can reach their full potential and because each individual has the right to be supported, rules and regulations have been set out.

In accepting admission to the school, each student and parent has, in effect, made an agreement to abide by the school rules. Each student will receive a copy of the student handbook so that they know what is expected of them. Not abiding by those rules will have certain consequences.

The steps in disciplining a student (not necessarily followed through as a sequence), taken by a member of staff or administrator are:

- Verbal warning: The teacher can give a warning to the student and alert the home-room teacher and the Principal. They will discuss the issue with the student.
- Classroom Monitoring: The Principal and classroom teacher will keep a daily record of the student's behaviour.
- Conference with Head of School/ Early Years Principal/ Parents: After repeated offenses in any one term, a student will be referred by the Principal to the Head of School for further disciplinary action. Parents will be asked to come to the school for a conference and a contract may be worked out between the student and the school. Parents will also need to sign the contract. Serious offences such as vandalism, fighting, etc will automatically be referred to the Head of School for disciplinary action.
- Suspension: For serious offences or after failing to live up to the contract, a student may be suspended. The in-school suspension means that we expect the student to be in school but he/she will not be permitted to attend any classes or social events. The student will sit in the Principal's office with work set. Out of school suspension means the student can not attend classes or return to the school premises for any reason during that period. On returning to school at the end of a suspension period, a student can be readmitted only after discussion between the parents, student, Principal and the Head of School.

- Withdrawal from school: The school can recommend complete withdrawal from Lanna for the most serious offences, or in the case of students failing to respond to suspensions or academic probationary measures.
- When withdrawal is recommended, parents will be called to a conference so that full details of the situation can be given.

## **Student Protection, Safety and Health**

### **Child Protection at Lanna, Creating The Right Atmosphere**

Lanna School is a learning environment. It is now well documented beyond dispute that learning takes place best in an environment where children feel safe, supported and secure. All adults at Lanna School work hard to create this atmosphere by:

Treating children with respect and dignity.

Maintaining a stable, consistent, safe and predictable environment.

Enforcing rules, boundaries and regulations consistently and fairly.

Intervening if we believe a child is being abused or in danger of abuse.

In 1994 Thailand signed an agreement with the United Nations about the rights of children, (Convention of the Rights of the Child, 1989) this document makes clear a range of basic needs that every child has a right to. These include:

A right to a family life

A right to privacy

A right to some form of help or support if something bad has happened to them

A right to be involved in decisions about what happens to them

A right to be protected from all forms of abuse.

**It is a requirement for all Lanna School staff report any child abuse concerns.**

At Lanna School *we do not*:

Hit children as a form of punishment or believe that anybody else should do so.

Act in a way that is cruel or humiliating towards children.

Ask children to do anything unsafe.

Ridicule and demean children.

**Please refer to the separate Child Safeguarding Handbook for further information.**

## **Photography of Students at School**

Lanna International School fully recognises the Convention of the Rights of the Child, Thailand's Child Protection Act (2003) and its responsibilities for child protection.

### **School Marketing Opportunities**

The school will use photographs of children in its marketing materials such as brochures, advertisements, website and social networks such as Facebook. No image of a child will be used should we not have signed consent from the parents or guardians of these children. This consent is built into our 'Application Process' and is reversible at any time should parents wish their children not to be used for school marketing purposes.

### **Photography on the School Campus**

Photographs of children by any person not part of the school's staff is not allowed other than at special school events where parents have been invited to attend such as assemblies, fancy dress parades, Thai cultural events and PTO events.

### **Parent & Staff Responsibilities**

In accordance with the Child Protection Policies of the school, parents and staff are asked not to use photos of children for distribution via the internet without their permission. This includes social networks such as Facebook. This is obviously difficult for the school to manage and consequently we ask all parents and staff to adhere to and be a responsible supporter of our policies.

**Parents have every right to publish photographs of their own children, but please remember that some parents are not comfortable with photographs of their children being distributed online by other parents.**

## **Early Years Nurse**

The school employs one full time nurse in Early Years. There is also an additionally a fully trained nurse available if needed in the Primary school.

Should your child require medicine during the school day, please consult the nurses, not the classroom teacher. Please ensure that the name and year group of the student and the dosage of any medication are clearly stated. Medication is only administered to a student after permission from the parent is given. We request that you do not send your child to school if the student has a fever. Fever medication cannot be sent into school in the morning for our school nurse to manage his/her temperature and in this case the student needs to stay home. In the case of contagious diseases, for example chicken pox, influenza, hand foot mouth students should stay at home for a week unless they have been given a medical certificate from a doctor to say that they are well enough to return to school.

The school should be informed of any medical ailments or allergies so that we will be able to act in the appropriate manner in the case of an emergency. Parents should inform the nurse if

their child has asthma or any allergies. Students with asthma should have the appropriate inhaler.

### **Lost and Found**

Students should report lost or stolen items to the school office. Lost items may be turned in or claimed in the school office. Lost and found textbooks will be sent to the librarian from whom they may be reclaimed. Students should clearly identify personal belongings. Students are advised not to bring to school valuable items which have no use in the classroom setting.

### **Visitors in Classrooms**

Teachers may invite parents or other visitors to participate in special classroom events and activities. However, as a matter of policy and safety, the school does not permit visitors in the classroom or school premises unless they have been invited by the teacher. Should a parent wish to observe a classroom lesson, he or she should speak with the Head of School.

### **Emergency Drills**

Emergency drills are held regularly during the year. Some are announced in advance, some are surprise drills. Emergency instructions are posted in each classroom and all staff are familiar with exit routes and location of fire equipment.

### **Health & Safety Committee**

The health and safety committee, in which parents as well as teachers discuss safety issues, meets regularly and comes up with recommendations to improve the safety of the students at school.

### **Motorcycle Helmets and Driving Licences**

Road safety is a concern to us all. Thus, the school should like to remind parents and students that motorcycle helmets should be worn at all times by students travelling to and from school and any school function. We expect that students travelling to and from school will have the relevant licenses for the vehicles that they use.

### **Duties**

All staff members have assigned duties when students are not in class. Staff commence these duties for 8:00 am and complete them at dismissal time. These duties are for the purpose of insuring that the students are supervised and safe. We will have an additional morning duty in Early Years this year for parents that have extenuating circumstances and can't drop off or collect their child on time, please see the Early Years Principal.

### **School Library**

Lanna library is now both a print library and an internet based on-line library with electronic resources.

Lanna library has its own website. Students at Lanna have been given user names and passwords to sign in. The Lanna family community is also invited to use the webpage and its features. Workshops have been and are being held to educate students and staff in how it all operates. Family oriented workshops will be scheduled and held over the next year along with more student/staff training.

The website allows you to search the print collection by author, subject or title. Also if the item is out or available. By signing in you can view your own borrowing records to see what you have taken out and what is still outstanding.

Two major features of the website are its links and databases. The links can take you to online E-books and E-publications such as magazines and newspapers, also to recommended educational sites on the net. Under your own account you can save personal linkages you like also. The other major feature is the databases. Databases are search engines to which Lanna subscribes. Currently Lanna has three databases and will be adding more over time. Webpath Express is geared more towards primary level students. One Search is geared more as a middle level database. Questia is a high school to university and beyond level of database. These will take you to web pages, academic books, newspaper articles, academic journals and so on to let you research just about any topic.

The electronic library of Lanna is meant to be dynamic and changing. It will not remain the same. Librarians are available for assistance as needed.

## **Students Transferring Schools**

### **Students Transferring from Lanna**

When a student leaves Lanna International School, he/she has to make sure all books and materials are returned to the library/teacher, and all the bills have been paid. Lost or damaged books will be deducted from the book deposit.

A leaving certificate and/or an academic transcript are prepared. A minimum notice of two weeks is requested. Reports at the end of grading periods can, on written request, be mailed to a forwarding address.



Academic excellence, Caring Community

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