

# LANNA INTERNATIONAL SCHOOL THAILAND

## MAJOR SCHOOL POLICIES



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## **Introduction**

The policies outlined below are a summary of LANNA's major policies. Many of them can be found in the relevant parent handbooks or in separate topic specific documents and /or handbooks.

# **1. THE SCHOOL AND ITS GOALS**

## **1.1 LEGAL STATUS**

Lanna International School is a proprietary school, owned by the parent company, High Standard International Consultant Company Limited (HSIC). There are two main investors: the licensee and Canadian International Education Organisation, which has its headquarters in Guangzhou, China.

CROSS REFS.: 2.1 LANNA Executive Board  
2.3 Board Responsibilities

### **1.1a HOST GOVERNMENT RELATIONS**

The school's policy is to maintain and develop good relations that exist between the school and the government and its agencies. It is imperative that positive relations are maintained to ensure students benefit as much as possible from educational and cultural resources of the community in which they live. The school will adhere to the employment laws of Thailand and employees will be reminded that they are responsible for respecting the laws and customs of Thailand.

## **1.2 STATEMENT OF PRINCIPLES**

### **School Slogan**

Academic Excellence, caring community

### **School Mission**

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

### **School Vision**

We aim to provide academic excellence within a caring community

### **Instructional Goals and Objectives**

LANNA exists to provide an excellent educational opportunity centred on the National Curriculum of England and Wales (NCEW) in a coeducational non sectarian setting for children of Thai and non Thai communities in Chiang Mai.

The language of instruction is English. Thai Law requires all students to study one period of Thai language and culture a week. Thai nationals must study Thai language and culture for a further four periods; non-Thai students may opt to study French or Chinese from Y1.

The policy is articulated through the school's Schoolwide Learning Outcomes. These are cross-curricular learning objectives which are pertinent to all classes taught at LANNA. They are articulated in all relevant school handbooks. In planning lessons and activities, teachers consider not only the curricular objectives of the course, but also these more global objectives.

CROSS REFS.: All Parent Student handbooks  
Curriculum Handbooks

### **1.3 DECISION MAKING**

LANNA's Board and administration will ensure that appropriate channels exist for the thoughts and ideas of all members of the LANNA community may be expressed in relation to the running of the school.

CROSS REF.: [LANNA Governance Handbook](#)

### **1.4 SCHOOL YEAR**

The school follows a calendar based upon that of western schools. Thus the year runs from August to June and is divided into two semesters. There are 180 teaching days in the year. The school recognises all major national and international holidays and the school is closed on these days.

CROSS REF.: 6.1 School Year

### **1.5 EMERGENCY CLOSURE**

The Director and /or the Head of School are authorised to announce the closing of the school if actual or potential hazards threaten the safety and well-being of students and staff. The decision to close the school shall be communicated to parents by means of a phone/messaging network established in advance. If the number of days lost result in a school year of less than 180 days, additional teaching days may be scheduled. Additional staff compensation will not be paid in such circumstances.

CROSS REFS.: 4.3 Emergency Closure  
[LANNA Crisis Management](#)

### **1.6 NON-DISCRIMINATION**

Discrimination on the basis of race, gender, religion, disability, age, or sexual identity will not be tolerated at LANNA.

CROSS REFS.: 5.3 Equal Opportunity and Employment

### **1.7 PERSONAL DATA**

LANNA complies fully with GDPR and publishes its privacy notice on the school website. It is working to ensure that it will also meet the requirements of the Thai Personal Data Protection Act (PDPA) when it becomes law. All personal data are processed in accordance with the fundamental respect for the right to privacy and the protection of personal integrity.

CROSS REF.: 5.1d Personnel Records

## **2. GOVERNANCE AND MANAGEMENT**

### **2.1. LANNA EXECUTIVE BOARD**

The Executive Board's operations and membership are in accordance with Thailand's laws on private schools which states that executive boards of formal schools have the authority to manage formal schools by determining the number and qualification of the executive board members to correspond with the size and type of the formal school, and for the benefit of the carrying out of administrative acts by the board, the quantity of and qualification of the executive board members shall now be determined so that it coincides with the size of the school.

Accordingly, the rules and procedures for selection of board members, election of the board chairman, term of office, retirement from office and appointment of advisors or subcommittees shall be as specified in the School charter.

CROSS REFS.:     1.1 Legal Status  
                      2.2 Board Membership  
                      2.3 Board Responsibilities  
                      [LANNA Governance Handbook](#)

### **2.2 BOARD MEMBERSHIP**

Membership is stated in Article 4 of the Board's Constitution:

The Board will at all times have not less than 6 members of which, according to the Lanna School Charter, those listed under 5., 6. and 7. will be on a three year term that may be renewable.

1. Licensee: (must be a Thai national according to the Private Schools Act)
2. Manager: (must be a Thai national according to the Private Schools Act)
3. Director of School (must be a Thai national according to the Private Schools Act)
4. Head of School
5. Representative of the teachers
6. Representative of student parents who has their child in school for a minimum of one academic year (School Charter)
7. Two Qualified persons in accordance with the Lanna School Charter

According to the Lanna School Charter the Licensee sets up a recruitment committee of five persons to propose suitable candidates to the Licensee who then selects and appoints those listed above in groups 5, 6 and 7

Note: As stated in Lanna School Charter: the School Licensee is the Board Chairman and the School Director is the secretary to the Board

### **2.3 BOARD RESPONSIBILITIES**

**Article 5 of the Board's Constitution states:**

The Board will act in accordance with the Private Schools Act. Thus its responsibilities are:

1. Oversee all financial matters, including the approval of tuition fees and other fees of the “Formal School” Oversee all financial matters,
2. Approve the annual report, annual financial statements and appointment of an auditor,
3. Develop and review the School’s policies, procedures and educational strategic development plans (of a Formal School),
4. Set the general direction of the School and empower the School’s Leadership to carry them out,
5. To be involved in the regular review and refinement of the School’s vision, mission and schoolwide learner outcomes,
6. Ensure the quality assurance system in the school.
7. Follow up, monitor and evaluate the Director’s performance.
8. Follow up, monitor and evaluate the Head of School’s performance,
9. Set targets and aims each year and evaluate itself during the last meeting of the school year.
10. Serve as the final arbiter of complaints from all stakeholders after other avenues have been exhausted,

In carrying out its responsibilities the Board will adhere to the following Guiding Principles:

- A. Be motivated primarily by an earnest desire to serve the school and the children it educates;
- B. Maintain a student focus (for all students collectively in all decision making);
- C. Be responsible to the school rather than any individual group or agenda;
- D. Establish, in partnership with the school’s Head, priorities and policies for the school which are consistent with the school’s Mission and Vision;
- E. Honour majority decisions once made

CROSS REFS.: 1.1 Legal Status

[LANNA Governance Handbook](#)

## **2.4 BOARD MEETINGS**

The Board shall meet to review the overall operations and financial performance and to deal with any matters requiring Board overview or approval not less than 4 times during the school year, once at the beginning of the school year, once before the end of the calendar year and once before the end of the school year. Motions are carried or denied by a simple majority vote of the membership present.

Dates for the next meeting are set at the end of each meeting.

CROSS REFS [LANNA Governance Handbook](#)

## **2.6 SCHOOL LEADERSHIP TEAM**

CROSS REF.: [LANNA Governance Handbook](#)



### **2.6a COMPOSITION;**

The School Leadership Team shall comprise the Licensee, Director, Chief Operations Officer, Head of School, Associate Business Manager, Divisional Heads, Secondary Curriculum Coordinator and Head of Sixth Form.

### **2.6b. RESPONSIBILITIES and PRACTICES**

The Team shall meet regularly to discuss, introduce, and/or amend where necessary, operational practices, educational programmes, admissions policies and procedures, policies, handbooks, and communications.

The leadership team provides a valuable way for all levels of management to share information and benefit from group thinking.

### **2.7 GOVERNANCE HANDBOOK**

A Governance Handbook that defines the roles, composition, and responsibilities of the Executive Board School Management Team and Leadership Team shall be published and made available to stakeholders It shall be reviewed annually.

CROSS REF.: [LANNA Governance Handbook](#)

### **2.8 CRISIS MANAGEMENT**

A Crisis Management Team led by the Director and Head of School shall maintain appropriate and regularly reviewed arrangements to cover 'threats' to people and premises disasters/crises in their many shapes and sizes.

Procedures and responsibilities are laid down in A Crisis Management Handbook that will be accessible to all staff.

The Handbook shall contain procedures for handling communications and relations with the media during and after any major crisis.

The Handbook shall be reviewed annually.

CROSS REF.: [LANNA Crisis Management](#)

### **3. FISCAL MANAGEMENT**

#### **3.1 BUDGETING AND FINANCIAL PLANNING**

An annual budget and a medium and long term financial plan related to operational and capital matters shall be produced by the Finance and Accounting manager, working in collaboration with the Finance subcommittee of the Executive Board.

The annual budget is developed in the first semester for the preceding year. This is then approved by the Executive Board in either January or February. At the end of the financial year, an annual audit is undertaken once the after the preparation of the annual accounts/report has been prepared and signed through the financial reports.

The budget is monitored on a monthly basis and the cashflow is monitored on a daily basis and forecast for the year,

A Financial Handbook is produced and reviewed and evaluated annually by the Finance subcommittee. It shall include the definition of the fiscal year and procedures for budget preparation, budget deadlines and schedules, budget adoption , and periodic budget reconciliation.

CROSS REF.:       LANNA Financial Handbook

#### **3.2 RISK MANAGEMENT AND CRISIS RECOVERY PLAN**

A plan to demonstrate strategies to protect against unforeseen events, the protection and safety of assets, and the continuity of operations will be adopted. This will include targets for reserve funds, guidelines on insurance, and limits on cash in school buildings.

These strategies shall be included in the Financial Handbook.

CROSS REF.:       LANNA Financial Handbook

#### **3.3 TUITION AND FEES**

The school submits the following year's fees schedule to the Executive Board on an annual basis. These are then submitted to the Local Authority for approval and then parents are informed of the fee schedule for the following year. The schedule will detail the fees for the school year, dates payable, and methods of payment.

At the same time parents are informed of the new fee schedule a summary of the major operational costs the school faces is presented.

CROSS REF.:       LANNA Financial Handbook  
[LANNA Governance Handbook](#)

### **3.4 PURCHASING AUTHORITY**

The Financial Handbook shall include purchasing procedures, and regulations on bids and quotations, inventories and related matters. The Financial Handbook shall be reviewed and evaluated annually by the Finance subcommittee.

CROSS REF.: LANNA Financial Handbook

### **3.5 DISBURSEMENT OF FUNDS**

All matters relating to payroll, expense reimbursements, petty cash accounts, and other related matters shall be included in the Financial Handbook, reviewed and evaluated annually by the Finance subcommittee.

### **3.6 DISPOSAL OF SCHOOL PROPERTY**

It shall be the policy of the school to dispose of surplus and obsolete equipment, materials and supplies no longer required to meet the objectives of Lanna International School according to the procedures outlined in the Financial Handbook, reviewed and evaluated annually by the Finance subcommittee.

### **3.7 FINANCE SUBCOMMITTEE**

The Finance subcommittee shall perform the duties assigned by the Board and report to the Board. It is responsible for the maintenance and annual review of the Financial Handbook.

CROSS REF.: [LANNA Governance Handbook](#)

### **3.8. FINANCIAL HANDBOOK**

The Associate Business manager working with members of the Finance subcommittee shall maintain the Financial Handbook, annually reviewing its contents and use.

All relevant portions of the Handbook shall be included in documents to help members of staff perform their duties and to parents to help them to understand school regulations or procedures that apply to them as parents and to their children as students.

CROSS REF.: LANNA Financial Handbook

## **4. BUSINESS MANAGEMENT**

### **4.1 FACILITIES CAPITALISATION PROGRAMME**

The school evaluates school facilities and property each year and decides upon any subsequent adaptation of the school either by obtaining more classrooms or altering existing ones. Staff affected by such changes shall be consulted on the educational specifications.

The school will plan all school facilities according to the relevant laws and directives of the government. The school aims that all additions and alterations support the educational philosophy and goals and provide a safe and healthy work and learning environment

CROSS REF.: LANNA Financial Handbook

### **4.2 SCHOOL BUILDINGS AND GROUNDS**

The Chairman of the Board is committed to ensuring that the school is safe, clean, and sanitary. Accordingly provision shall be made for:

1. Security
2. Fire prevention and fighting
3. Emergency communication
4. Building evacuation

The associated policies and procedures shall be stated in the appropriate school handbooks, and evaluated annually and amended where necessary

### **4.3 EMERGENCY CLOSURE**

The Director and /or the Head of School are authorised to announce the closing of the school if actual or potential hazards threaten the safety and well-being of students and staff. The decision to close the school shall be communicated to parents by means of a phone/messaging network established in advance. If the number of days lost result in a school year of less than 180 days, additional teaching days may be scheduled. Additional staff compensation will not be paid in such circumstances

CROSS REF.: 1.5 Emergency Closure

### **4.4 STUDENT TRANSPORTATION**

It is the policy of the school to organise a bus service to enable parents to send their children to School by bus and to have them returned home in the same way. This bus service must be run in such a manner that its cost is borne exclusively by those who use it, and so that it is not a burden on school income.

It is also the policy of the school to provide transportation service only for such areas and on such routes as can be reasonably justified in terms of cost and time, and the School staff are authorized to explain to parents why, at times, a particular bus stop or route cannot be provided. If at all possible, no child should be on the bus for longer than one hour per single trip; unreasonably complex and time-consuming routes would lengthen bus rides to the point where the children's best interests are no longer being served, or where costs become exorbitant. If parents should request a further extension of the service, it is suggested that they themselves organise a car pool to a central and acceptable pick-up point.

The school shall ensure that all buses and drivers meet the standards and child protection policies required by the school and shall ensure that suitable fees are charged to parents to make the bus service self-sustaining. These fees are published in all documents outlining the school's fees.

The School Management Team shall set suitable rules for the day-to-day operation of the bus service. All buses shall have the school rules posted in them. All drivers sign a code of conduct related to child safeguarding and have refresher courses on safeguarding issues each year.

CROSS REFS.: [LANNA Child Protection/Safeguarding Policies](#)  
[Lanna Child Protection/Safeguarding Handbook](#)  
Bus Drivers" Code of Conduct

#### **4.5 FOOD SERVICES IN THE SCHOOL.**

Lunch is provided for students; the cost of these is outlined on the fee schedule. Parents/guardians who do not wish their students to have school lunch are asked to inform the school Leadership of this wish.

The School will publish a lunch menu every month.

#### **4.6 INSURANCE MANAGEMENT**

It is the policy of the school to arrange adequate insurance coverage for the school's buildings and property and for its employees and students. It is the duty of the licensee, working with Senior Leadership to ensure that proper coverage is obtained and maintained, and that the insurance policies are in order at all times.

## **5. PERSONNEL**

Policy 5.1 applies to all staff. Policies 5.2 - 5. apply only to professional personnel positions. All other staff positions are regulated by Thai law, individual contracts, and documents issued by School Leadership.

### **5.1a. STAFF PROFESSIONAL RESPONSIBILITIES.**

LANNA employees are expected to act professionally in carrying out their duties and responsibilities in the best interest of the students in our care. Accordingly all employees are are expected:

1. To behave in such a way that provides a model for students' conduct
2. To adhere to school regulations about smoking, drugs, alcohol, and dress
3. To comply with the School's policies on Child Safeguarding
4. To comply with the School's policies on Codes of Conduct and Management of Safeguarding Concerns
5. To comply with the School's policies on Digital Citizenship
6. To not engage in any activity, which may constitute a conflict of interest.
7. To uphold the laws of Thailand and especially show respect at all times for His Majesty the King.
8. To act and speak in ways that contribute to collegiality, enhance mutual respect, and support community morale.

CROSS REFs.: All relevant LANNA Handbooks  
Codes of Conduct

### **5.1.b. STAFF EVALUATION**

The School shall maintain programmes for the evaluation of all members of staff against the School's professional standards with the aim of improving the quality of the organisation, the quality of education and services provided to our students as well as the personal and professional development of the employee.

All employees shall receive feedback from their line manager.

Every teacher will receive a formal lesson observation.

The main ideas behind the procedure for teacher evaluation and professional development are based on staff surveys which indicated a number of things:

- A good teacher is a teacher who cares about teaching.
- A good teacher is one who reflects constantly and has a desire to improve professionally.
- Teachers need to feel their evaluation is meaningful.
- Most teachers valued meaningful professional observations of some type; both focused observations of others and observations by those whose professional opinion they respected.
- Different types of evaluation suit different teachers.

Full details of the procedures are stated in the Evaluation and Appraisal document

### **5.1c STAFF COMPLAINTS AND GRIEVANCES**

The School affirms its commitment to a high standard of non-discriminatory policies, tolerance of human diversity.

The School recognises that there may be occasions when a member of staff feels that he/she has a legitimate complaint. In all cases the person concerned is encouraged to discuss the concerns with his/her immediate superior. If it cannot be resolved at this level, then it may be taken to senior administrative level. If it is felt that the grievance has not been resolved then the complaint should be put in writing to senior management who will decide jointly the outcome. If a member of Leadership is the subject of the grievance, he/she will not participate in the decision making process. Leadership's decision should be communicated to all parties within 30 days of the initial written grievance.

Employees have the right to appeal the Leadership Team's decision and he/she can present his/her case in full, with an accompanying person of the employee's choice, to the Executive Board. The Board will communicate its decision within 45 business days of receipt of the appeal. In all cases the Board's decision is final.

#### **5.1d PERSONNEL RECORDS**

The School contains personnel files giving details of work records, pay records, visa requirements and documentation essential to the business office. The Head of School keeps professional files which contain records pertinent to professional staff members' assignment, performance, and evaluation.

Both sets of files are confidential records and are only available for inspection by the Chief Operating Officer/Manager (or specifically designated staff), the Head of School, the appropriate divisional head, or – with the necessary permission from the Director or Head of School – accrediting or other agencies which have a legitimate need to verify an employee's training, experience, and performance on file. Personnel records will not be sent to other schools or organisations, except by written request and permission of the employee.

Employees have full access to their files during regular business hours, with the exception of pre-employment references and other confidential papers intended for pre-employment evaluation. The employee will be allowed to verify the contents of his or her own employment and in-service evaluation records.

Personnel files of former employees will be kept for as long as the School considers it prudent and necessary.

CROSS REFS:     1.7 Personal Data  
                  Teacher Handbook

#### **5.2 PROFESSIONAL STAFFING GOALS**

LANNA is committed to employ caring, effective, well-qualified, and committed teaching staff, and provide them with training, resources and an environment to further develop their professional skills.

CROSS REF.: Teacher Handbook  
Teacher Appraisal and Evaluation documentation

### **5.2a PROFESSIONAL DEVELOPMENT**

The school expects its teachers to continue their professional development while at the school. The school encourages professional development through in-house PD programs and by supporting participation in outside PD activities. Small “peer group” meetings are scheduled from time to time throughout the school year, and professional development days are scheduled during the school year.

All teachers who wish to attend PD events/workshops must get them approved by the The Head of School before any registration/booking is made. A brief written proposal will suffice.

Professional Development Opportunities include:

- Conferences: These conferences may be outside the set PD focus for that school year, but they must have some connection with programmes offered at the school. Conferences that are on topics that are not beneficial to the school are likely to be rejected.
- Online Courses: Similar to the restrictions for conferences, the course must be beneficial to both the teacher and the school and be relevant to current or future programmes offered by the school. Examples include IGCSE Coursework Certification, CP related courses, etc....
- By working with a colleague in a collaboration.
- By reading relevant literature (school will purchase if necessary).
- By undertaking Action Research on a particular area of interest

CROSS REF.: Teacher Handbook

### **5.3 EQUAL OPPORTUNITY AND EMPLOYMENT**

All decisions about staff assignments, promotion, and determination of salaries, benefits and selection for training shall be taken without regard to race, colour, religion, national origin, sex or disability.

Individual merit and suitability for the particular job shall be the only considerations.

CROSS REF.: 1.6 Non Discrimination

### **5.4 EMPLOYMENT OF TEACHING STAFF**

#### **5.4.a APPROVAL OF POSITIONS**

New positions have to be approved by the Management Committee in conjunction with the budgeting process.



## **5.4b. AUTHORITY**

The Divisional Principals together with the Head of School are responsible for the appointment of foreign professional staff for all approved positions. Contracts shall be signed by the employee and the School Licensee.

CROSS REF: 1.3 Decision Making

## **5.4c CONTRACTS**

In almost every case, contracts and renewal contracts shall be for two year. In certain circumstances a contract may be renewed for a period of one year only. The positions shall normally be full-time.

On first joining the staff, qualified teachers are placed on a step of the salary scale according to experience and qualifications. The highest basereduting step is Step 8. All new non-Thai teachers are on a six month probationary period. This is stated clearly in the contract. The School reserves the right to terminate the contract at the end of or during this period if the teacher's performance is unsatisfactory. The teacher will receive all due salary and an overseas hire will receive a one-way economy air ticket to the point of hire (as stated on the contract).

Teachers shall continue to advance one step per year of employment provided professional performance continues to be satisfactory and progress in the attainment of professional goals continues to be made.

The Salary and Benefits Schedule shall be revised annually by the Management Committee within the budgeting process, and made available to all current and new teachers.

## **5.5 TEACHING STAFF'S RIGHTS AND RESPONSIBILITIES**

The teacher is the key personality contributing to the success of the students at LANNA. Only a mentally, physically, socially and emotionally healthy and mature individual can function with maximum effectiveness

The School recognises that all teachers shall:

1. Be able to teach in an orderly and cooperative environment
2. Receive respect and support from the school community
3. Expect that students observe all classroom rules and expectations
4. Have the right to know how they are performing
5. To have opportunities to improve their work
6. To know how they are being evaluated prior to the evaluation

Teachers will:

- Speak and act towards students and colleagues with respect and dignity and deal judiciously with them, always mindful of their rights and sensibilities
- Provide a caring, supportive and safe learning environment
- Keep parents and guardians informed on student progress and learning
- Respect the confidential nature of information concerning students and

- only give it to authorised persons
- Respect the privileged relationship with students and colleagues and refrain from exploiting these relationships for material, ideological, or other advantage
- Desist from corporal punishment of any kind, including the physical restraint of students, except in cases of ensuring student or personal safety

Further as members of the teaching profession, teachers should realise that there will be occasions when their services will be needed for various educational activities. Thus they will be expected to participate when these occasions arise in areas such as curriculum development, programmes of study, community projects and extra-curricular activities

CROSS REF.: Teacher Handbook

### **5.6 TEACHER - EXECUTIVE BOARD RELATIONS**

In accordance with the Lanna School Charter a Teacher representative shall be a member of the School's Executive Board. He/she consults regularly with the Head of School and is the principal line of communication between the teaching faculty and the Board.

CROSS REF.: 2.3 Executive Board Membership  
[LANNA Governance Handbook](#)

### **5.7 LANNA TEACHER HANDBOOK**

The School Leadership Team shall annually provide each member of the teaching faculty with a handbook which explains regulations, procedures, expectations, job descriptions in addition to other information relevant to teachers. The School Leadership Team is responsible for updating the contents during the course of the academic year.

CROSS REF.: Teacher Handbook

### **5.8 PROFESSIONAL STAFF TERMINATION OF CONTRACT**

- Staff Resignation:** In a case of an emergency (for example health, economic, personal or family problems), an employee may request that his/her contract be terminated, in compliance with the termination clause in the contract.
- Disciplinary measures:** The Head of School or Director may exercise disciplinary measures in addition to termination and suspension, such as verbal or written reprimands or temporary pay deductions for unauthorized absences. Normally an employee should be informed in advance of any impending disciplinary measures.
- Suspension:** The School reserves the right to suspend (following two written warnings) if it is thought to be in the interests of the school. This shall be subject to any legislation stipulated by the Royal Thai Government.
- Dismissal:** The school reserves the right to terminate summarily (in exceptionally

serious cases) the employment of The Teacher if the conditions of service outlined in section 2 of the contract are not upheld, or The Teacher's actions violate the laws of the Kingdom of Thailand. This shall be subject to any legislation stipulated by the Royal Thai Government.

- e. **Appeal of Administrative Decisions** As stated in the contract a teacher has the right of full presentation of his/her case, with an accompanying person of the teacher's choice, to the school's Executive Board.

CROSS REF.:       5.1b Complaints and Grievances  
                          Teacher Handbook  
                          Teacher Contract

## 6. EDUCATIONAL PROGRAMME

### 6.1 SCHOOL YEAR

As a general rule, the school year will comprise 180 school days for students plus approximately seven in-service/work days for teachers. The school year runs from 1 August to 31 July and instruction takes place from mid-August until mid June. The school year is divided into two semesters. Traditionally there is a mid-semester break in October, a winter break in December, a mid-year break in February and a Songkran break in April. In addition the school observes Thai public and religious holidays.

CROSS REF.: 1.4 School Year

### 6.2 SCHOOL DIVISIONS

The structure is:

1. Early Years - Pre-Nursery to Reception
2. Primary School - Years 1 to 6
3. Secondary School - Years 7 -13

CROSS REF.: Teacher Handbooks  
Divisional Parent-Student Handbooks

### 6.3 INSTRUCTIONAL GOALS AND OBJECTIVES

LANNA exists to provide an excellent educational opportunity centred on the National Curriculum of England and Wales in a coeducational non-sectarian setting for children of Thai and international communities in Chiang Mai.

The language of instruction is English. According to the Thai Ministry of Education regulations all children from foundation years to year 13 will have a **minimum of one period** of Thai language and culture per week. Students registered as Thai nationals are required to study a further four periods per week. Those not registered as Thai nationals at school are able to choose to learn either French or Chinese from Year1.

The policy is articulated through the school's Schoolwide Learning Outcomes.

The school is international not only in its teaching staff and student body, but also in its goals and outlooks, especially developing a respect for other individuals and cultures and thereby learning to be responsible world citizens. LANNA's teaching methods and materials are selected to achieve these goals.

CROSS REF.: 1.2 Statement of Principles  
All Handbooks  
Curriculum Handbooks

### 6.4 CURRICULUM

The school's curriculum is organised to ensure that:

1. It is effective in supporting the school's mission and vision

2. It is written in a clear, comprehensive, and cohesive form
3. It is regularly reviewed, evaluated, and improved as needed
4. The educational programme appropriately responds to the following:
  - a. The needs for multiple levels of teaching, learning, and using English, thereby meeting the goal that all students shall acquire academic proficiency in English
  - b. Meeting the goal of placing students in regular classes as much as possible.
  - c. Providing support for students who require Learning Support within budgetary constraints
  - d. Understanding and respecting varied religious beliefs without promoting any single set of beliefs.
  - e. Providing Personal, Social, Health Education including age appropriate instruction on substance abuse and sexuality, and child safeguarding matters
  - f. Providing a guidance and counselling programme
  - g. Providing guidelines on academic freedom and teaching about controversial issues, including attention to the need for unbiased teacher presentations within their areas of expertise; the maturity levels of the students; community norms of taste and behaviour; and Thai laws
5. It embraces the teaching about children's rights, child safeguarding, and abuse reporting. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through:
  - The content of the curriculum.
  - The school ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued.
  - The school behaviour policy which is aimed at supporting vulnerable students in the school. The school will ensure that the student knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

CROSS REF.: Curriculum Handbooks and documentation

## **6.5 LANGUAGE POLICY**

LANNA is committed to:

- a. Teaching practices supportive of language learning, including language based activities with scaffolding in all subject areas,
- b. Explicit teaching of language use in different genres and modelling language for the students to show the links between reading, writing, speaking and listening
- c. Teaching foreign languages with a native language teacher, as early as

possible,

- d. Cross-curricular collaboration among teachers, in-service training and professional development; provision of classroom and library resources to help teachers solid language teaching practices

Thai Law requires all students to study one period of Thai language and culture a week. Thai nationals must study Thai language and culture for a further four periods; non-Thai students may opt to study French or Chinese from Y1.

## **6.6 EXTRA-CURRICULAR PROGRAMMES**

The school fully recognises that a successful co-curricular programme is an essential element of the school's programme and that it supports the school's mission, vision and philosophy.

The extracurricular programmes of after-school activities is a means of providing the student body the opportunity to interact on a less formal basis with students from other years in the school and teachers and thereby contribute to a strong LANNA community.

The school recognises the value of activities such as service learning, Model United Nations, Duke of Edinburgh International Award, performing arts, and sport in developing student character, and sense of community.

CROSS REF.: All Divisional Parent-Student handbooks  
Teacher Handbook

## **6.7 GRADUATION REQUIREMENTS**

The decision on the granting or withholding of a LANNA Diploma rests with the LANNA Administration. The granting of a Lana Diploma at the end of Year 13 will be in accordance with the following:

1. LANNA is an IGCSE and AS/A level school. Therefore all LANNA students are required to follow the full IGCSE and AS/A level programmes during their time with us, at the highest level possible, and sit examinations as appropriate.
2. Students must have completed all of the courses that they have followed to an acceptable standard; as determined by The Administration in consultation with classroom teachers.
3. Students must have met the behavioural standards of the school while a student here and as determined by The Administration.
4. Unauthorised absences may not exceed more than 10 days each school year. For significant levels of sickness a written report from a doctor will be required.

Graduation from the school means that the student has satisfactorily completed

the prescribed course of study.

CROSS REF.: Secondary Parent-Student Handbook  
Teacher Handbook

### **6.8 MALPRACTICE AND MALADMINISTRATION**

LANNA will not tolerate actions, or attempted actions, of malpractice by staff or students and the school is committed to investigate all areas of suspected malpractice. Accordingly the school will work with any awarding/examinations organisation to prevent both malpractice and maladministration and thereby ensuring all staff and students abide by the specific assessment requirements prescribed by the awarding/examinations organisation for each course and subject specification.

In particular all staff and students must comply with the relevant instructions and procedures outlined in the handbooks of CAIE (Section 5.6 of the Cambridge Handbook - International) and Pearson's-Edexcel (Pearson Qualification Handbook section on "Exams, Guidance and Administration,(Malpractice and Maladministration": Both bodies require the school:

- To work with the examination boards to prevent malpractice and, in particular,
- To make sure candidates are aware of restricted materials not allowed in the exam room
- To immediately report any established, suspected or alleged cases of malpractice
- To assist in any investigation into suspected malpractice
- To promptly provide information and advice which may be required to assist with any investigation

Copies of these Handbooks will be made available by the Examinations Officer.

CROSS REFS: CAIE Handbook for Examinations' Officer  
Pearson/Edexcel Handbook for Examinations' Officer

## **7. STUDENTS**

### **7.1 RESPONSIVE AND FAIR EDUCATIONAL OPPORTUNITIES**

The school believes that all students at Lanna International School Thailand, regardless of race, creed, colour, gender, national origin and cultural and economic background, be given the maximum opportunity for educational development. Thus the school strives for an educational environment that seeks to foster individual attention and instruction; and that encourages in each student a sense of self-worth and responsibility for his/her own work.

The school does not discriminate on the basis of race, creed, colour, gender, or national origin and seeks to accept all qualified students who apply, subject to the availability of places and any limitations placed by the Thai government on the enrollment of Thai citizens.

No student will on the basis of gender be excluded from participating in educational programmes or activities conducted by the school. Thus ALL students have access to courses of study, career guidance, sports and extracurricular activities.

### **7.2 ADMISSION POLICY**

LANNA admits students from all ethnic, national and other backgrounds; admission shall be based on the student's abilities to benefit from LANNA'S programmes. All admissions to Lanna International School are provisional. After a 90 day probationary period, the admission becomes final.

Factors considered in making admissions to Lanna International School include age, previous schooling, English language proficiency, placement test results, educational achievement, and the ability of the school to offer an appropriate educational programme and provide any additional support required. Parents are required, as part of the admissions process, to provide official documentation including transcripts, report cards and test scores from their child's previous school(s). If previous school records are submitted in a language other than English, they must be accompanied by an official English translation. 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 day probationary period.

Entrance testing and interviews are arranged by the school's admissions team. Tests will vary in length according to the Year level a student is applying for but all applicants from Y1 are required to undertake an English language assessment as part of this admissions process.

The school will accept students with learning difficulties if it is felt that an appropriate programme can be provided for the student. In some cases this may mean additional help through our learning support programme. Where this applies parents are required to agree to meet the costs of this additional support



as a condition of acceptance.

The School Registrar processes all enrollment, re-enrollment and disenrollment.

The final responsibility for admissions rests with the Head of School.

Further information is provided in the relevant Student-Parent Handbooks and the Admissions Handbook.

CROSS REF.:       LANNA Admissions Handbook  
                          All divisional Parent-Student Handbooks

### **7.3 STUDENT PLACEMENT**

Placement of students is based on a number of factors. These factors include age, previous school records, test results and the students' abilities and needs, including English language proficiency, personality, gender, and nationality. Special cases regarding placement will be considered on an individual basis by the Head of School.

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

CROSS REF.:       LANNA Admissions Handbook  
                          All divisional Parent-Student Handbooks

### **7.4 STUDENT ATTENDANCE**

Daily attendance and timely arrival shall be checked and accurately recorded

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. Full details about attendance, absence and lateness will be provided in the relevant Student - Parent Handbooks.

### **7.5 STUDENT RIGHTS AND RESPONSIBILITIES**

All students at LANNA have the opportunity and right to use the school as a means for self improvement and individual growth. In doing so, they are expected to conduct their affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights. They have the right to be treated with respect, courtesy and consideration by every other student, teacher, school employee, or other adult in the school. They have the right to be protected according to the policies and procedures laid out by the United Nations' Rights of the Child and the Thai Child Protection Act (2003). Accordingly, he/she has the right to know what the rules are; to appeal when he/she feels unfairly treated, when he/she thinks that no objective hearing has been allowed; and what their rights are vis-a-vis child

protection and where and how to report abuse.

Students have the responsibility to uphold the expected standards of behaviour and to comply with all reasonable requests and directives given by employees of the school.

CROSS REF.: Divisional Parent-Student Handbooks

#### **7.5.a. STUDENT BEHAVIOUR**

The ethos and working philosophy of Lanna International School means that all staff actively encourage students to have respect for each other and for other people's property. Good and kind/polite behaviour is regularly acknowledged and rewarded. Positive discipline is being **firm** and **kind**. The divisional handbooks shall give full details of the school's expectations in this respect and LANNA's expected student code of conduct.

All aspects of the Primary School's pastoral care and SLO's are articulated in the Primary School Pastoral Care Policy Handbook.

CROSS REFS.: Primary School Pastoral Care Policy Handbook.

Divisional Parent-Student Handbooks

#### **7.6 STUDENT - PARENT HANDBOOKS**

Divisional Handbooks shall provide students and their parents with documentation that includes relevant regulations, policies, procedures and expectations in addition to other information about LANNA. The Handbooks are reviewed, updated and amended accordingly on an annual basis.

#### **7.7 STUDENT WELFARE AND SAFETY**

Student's welfare is articulated in its child protection policies in the separate child protection policy documents and within the "Child Protection/Safeguarding Handbook."

The school employs three full time nurses, one for each division. The responsibility of the school nurses is to give first aid for emergencies and to treat minor injuries and illness occurring at school. As there is limited space in the nurse's room, beds are available only to those students who are too ill to remain in school and are thus waiting to be taken home.

The school's policy is that medicine will only be given to students by a school nurse after consultation with Parents/Guardians and the school; no medication is to be administered by teachers or any other staff. All medicines have to be clearly labelled giving: the name and year group of the student and the dosage to be give. Medication is only administered to a student after permission from the parent is given.

The school's policy is that no child with a fever should be sent 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.

More information is provided in the relevant Student-Parent handbook and the LANNA Crisis Management Handbook.

CROSS REFS.:     7.7a Child Safeguarding  
                      7.7b Accidents and Injuries  
                      Child Safeguarding and Protection Policy Documents  
                      [Lanna Child Protection & Safeguarding Handbook](#)  
                      [LANNA Crisis Management](#)

### **7.7a CHILD SAFEGUARDING**

Lanna International School places the welfare, well being, protection and safety of children as primary importance. Lana's policy is the protection of children and the prevention of child abuse or neglect (of any kind), non-accidental physical injury, sexual exploitation or emotional ill-treatment.

This policy applies wherever staff or volunteers are working with students even when this is away from the School. The school shall appoint a Child Safeguarding Team to deal with concerns and LANNA employees are advised to report any concerns with regard to child abuse or neglect to any member of this team. All concerns shall be followed up by this team.

LANNA'S Child Safeguarding Handbook shall be made available to all stakeholders and revised annually.

CROSS REF.:     [LANNA Child Protection/Safeguarding Policies](#)  
                      [Lanna Child Protection & Safeguarding Handbook](#)

### **7.7b ACCIDENTS AND INJURIES**

All teachers must complete an accident report form and, if the accident is on school property, take any student involved to the appropriate nurse who will decide what action to take.

A member of the administrative staff will accompany any student to hospital if there is a need for this.

The school nurse will submit a copy of the teacher's report and her own report to the Head of School, who will check to see if any safety action needs to be undertaken, and the Director. Parents will be notified as soon as possible. The

Head of School will ensure that any equipment is checked upon receiving these reports to ensure that all safety precautions have been undertaken.

Should an accident occur when students are on an activity outside school a teacher or responsible adult known to that teacher should accompany the student to hospital. Accident reports must be completed and The Director should be informed.

### **Procedures for Accidents on school premises:**

Accidents are going to happen in the classroom and during breaks and on most occasions these are relatively minor and dealt with by staff following the policy/procedural guidelines:

1. The teacher on duty will bring the injured student to the school nurse.
2. The nurse will assess the injury and provide relevant care.
3. For more severe injuries or ailments see below:

#### Banged head

- If the student has hit their head hard please call the nurse.
- If they can walk take them to the nurse and she will provide the necessary first aid.

#### Asthma

- If a student is having difficulty breathing sit them down and call the nurse immediately. Ask them for their inhaler.
- If they are having slight difficulty breathing take them to the nurse.

#### Chemical burns.

- ·Run the affected area under cool water. Do not apply ice!
- ·Call the nurse.

#### Bleeding

- ·If it is severe, elevate the afflicted area and apply direct pressure to the wound. **Remember to wear gloves!**
- ·Call the nurse.

#### Seizure and Epileptic Fits

- Call the nurse
  - Place something soft under the student's head
  - Keep other students away as this can be embarrassing for the affected student when they stop fitting
4. The teacher on duty or the classroom teacher is required to fill out an Incident Report Form when any accident occurs. These forms are found in the Nurse's room.
  5. The incident report form is sent to the head of school and other personnel.

6. If the injured student needs hospital treatment the nurse will notify the parents. If the parents are not available the school will take the injured student to the nearest hospital.

CROSS REFS.: 7.7 Student Welfare and Safety  
[LANNA Crisis Management](#)  
All relevant Student-Parent Handbooks

### **7.8 STUDENT SUPPORT SERVICES**

A Student Support and Wellness Handbook outlines the support services provided by the school. As with all other handbooks, it will be reviewed annually and revised if it is necessary to do so.

The school shall offer student support in the following :

- a. Primary School Learning Support to address the needs of students with mild learning difficulties and problems
- b. Secondary School Academic Support which includes academic support sessions, peer tutoring, and the teacher mentor system (or a combination of two or more).
- c. Library Learning Support
- d. Health services: one full time nurse is employed in each division of the school
- e. Counselling and Emotional Support for students who are experiencing emotional difficulties or problems that fall outside day to day classroom provision or Special Educational Needs provision.
- f. College and career counselling
- g. English Support

LANNA shall admit a student with special educational needs only when it is clear that a) an educational programme that meets the student's needs can be provided and b) the admission will not detract from the education of others

CROSS REF.: LANNA Student Support and Wellness Handbook  
Divisional Student-Parent Handbooks

### **7.9 STUDENT RECORDS**

Records shall include academic, medical and counselling information. Access to academic and medical records shall be limited to the student's parents or legal guardians and to those staff who need access to perform their duties. Access to counselling shall be limited to the counsellor and only to the Head of School and the student's Principal on a need-to-know basis when the safety or well being of the student is at risk.

The school shall release records, or individual student information in records to only: a parent or legal guardian of the student; other persons or institutions specifically authorised by a parent or legal guardian; or another person or agency

when the school is legally required to do so.

No documentation whatsoever will be issued if any fees etc remain outstanding

In enrolling a child, a parent or guardian shall be given the right to refuse the use by the school of photographs of their child for marketing purposes.

The school is expected to comply with all relevant Ministry regulations regarding its student population. Thus, the school will notify the local Immigration Authorities when any student at LANNA who requires a Thai visa to study and live in Chiang Mai leaves to go to another school in Thailand

CROSS REF.:       Data Protection Handbook and Policy Documentation

## **8 COMMUNITY RELATIONS**

### **8.1 GOALS**

It is the responsibility of the Executive Board, administration, teachers and non-teaching staff to establish and maintain positive public relations.

The school strives to make every effort to keep the community at large informed about the services, accomplishments, needs and goals of the school. All members of the school staff and the students are expected to project a positive image of the school and to act in an ethical manner. A policy of active, open communication between the school and parents is encouraged.

The school shall seek to find ways of contributing to the community as a whole as well as making use of community talent and resources in its programmes

### **8.2 EXPECTATIONS OF BOARD AND STAFF**

All members of the Executive Board and school staff shall project a positive image of the school and act in an ethical manner. It is recognised that personnel may participate as individuals in activities appropriate to their nationality and individual belief but they have the responsibility to ensure that the school is in no way associated with these personal activities.

### **8.3 HANDLING COMPLAINTS**

The school shall welcome constructive criticism and complaints as opportunities to solve problems and create improvements. However, as outlined in the Student-Parent Handbooks, parents shall be required to make every effort to resolve problems at the level where they arise; that is, a class-based problem be addressed with the relevant teacher. Complaints about a staff member shall be discussed directly with that staff member. If the parent believes that the problem has not been satisfactorily addressed, then they may contact a divisional head. This process may be extended to bring issues to higher levels, after efforts at lower levels, have been unsuccessful. Anonymous complaints shall not be considered at any level of this process.

The school trusts its employees and wishes to support their actions so that they can perform their work free from unnecessary or negative criticisms and complaints.

Thus a complaint about a teacher or other staff member will be discussed promptly and openly with the person about whom the complaint was made, and the person receiving the complaint will do everything in his/her power to ascertain the facts of the matter before making any response to the complaining party or making any kind of commitment or promise. Every effort will be made to give everyone a fair and unbiased hearing and to protect the employee's professional and personal rights.

In response to a complaint about the curriculum and materials the school will remove a book from a library shelf or a reading list ONLY, if, in the professional judgment of the teaching staff and the Head of School, there are overriding

educational reasons for doing so.

Any course content will only be altered for the same educational reasons.

CROSS REF.:

#### **8.4 PARENT TEACHER ORGANISATION (PTO)**

The school's PTO through all that it does shall support the school's mission and vision. It seeks to build a strong LANNA community, to foster goodwill among its members, to support the enhancement of students' experiences at LANNA through their improvement of facilities and resources, to sponsor social events, and to organise special events to raise funds for the school. The PTO holds two general meetings each year at the school. These meetings are announced in advance and parents and teachers are encouraged to attend.

CROSS REF.: PTO Constitution

#### **8.5 PARENT ADVISORY COUNCIL(PAC)**

The Parent Advisory Council (PAC) is a body that aims to work together with the LANNA Leadership Team and thus to be a collaborative, engaging and dedicated voice for LANNA students and the LANNA community. Membership is open to parents willing to be ambassadors for the school and who truly believe in the mission and purposes of the PAC. There are 15 parent membership positions and 8 key roles within the PAC. The mission of the Parent Advisory Council (PAC) is to create a supportive environment in which the lives of all children and families at LANNA will be affected in a positive manner.

CROSS REF.: PAC Handbook

#### **8.6 HOST GOVERNMENT RELATIONS**

The school's policy is to maintain and develop good relations that exist between the school and the government and its agencies. It is imperative that positive relations are maintained to ensure students benefit as much as possible from educational and cultural resources of the community in which they live. The school will adhere to the employment laws of Thailand and employees will be reminded that they are responsible for respecting the laws and customs of Thailand.

#### **8.7 VISITORS TO THE SCHOOL**

Visitors are welcome to the school at any time. The school's policy is that they should sign the visitors' book on arrival and departure, collect and display a visitor's pass from the main office and adhere to the Visitor Code of Conduct which they will access upon arrival at the school..Visitors should not be allowed to wander around the school without an escort. The school encourages visitors to make an appointment prior to their visit, if they wish to meet a teacher, administrator.



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

CROSS REF.:        Divisional Parent-Student Handbooks  
                          [LANNA Child Protection/Safeguarding Policies](#)  
                          Visitor Code of Conduct