

HeadStart Secondary Parent and Student Handbook

Welcome Message from the Head of Secondary

I would like to extend a warm welcome to parents of secondary students at HeadStart International School, Phuket. We hope that the Secondary Parent Handbook will enable you to gain a greater understanding of our educational mission and the procedures that support the creation of a vibrant and academically focused school. Please take some time to read the book in its entirety.

At HeadStart, we provide an English curriculum for students from a host of different nationalities, religions and cultures. Our job, in close-partnership with all stakeholders, is to build upon the foundations of their Primary education, nurture them through their Secondary education and ultimately prepare them for their Cambridge Checkpoint examinations, IGCSE and A Levels at the end of Years 9, 11, 12 and 13.

We encourage our learners to be immersed in an educational experience that includes a full and varied curriculum and enjoy a range of extra-curricular and after-school opportunities that complement our work within the classroom.

We welcome all our students into a happy, safe and inspiring school, where we support them to develop socially and emotionally as well as academically whilst still retaining their individuality.

Mrs. Elizabeth Anne Mason

Head of Secondary School

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Our Mission Statement, Aims and Principles

Our mission is to build and support a dedicated team of professional educators who work together to provide a high quality teaching and learning environment for Phuket's international and culturally diverse community.

We are committed to providing:

- ✓ dedicated, qualified, experienced and inspired teachers
- ✓ the Cambridge curriculum and assessments
- ✓ a central location with adequate teaching facilities and equipment

Offering these invaluable building blocks at affordable prices, we believe HeadStart provides the ideal environment for your child's education.

Roles and Responsibilities of Parents

- ✓ Expect your child to maintain a good standard of behaviour.
- ✓ Be a role model for your child, helping them to commit to a lifelong love of learning. .
- ✓ Encourage your child to be open-minded, eager to learn and to develop and express new ideas freely.
- ✓ Ask your child for their opinions and discuss reasoned decisions with them.
- ✓ Value your child's ideas and opinions.
- ✓ Encourage your child to listen in a respectful manner to both adults and peers.
- ✓ Encourage your child to be informed and respectful of other cultures and their values.
- ✓ Encourage your child to behave with respect and courtesy to others.
- ✓ Encourage your child to develop and understand the complexities of human relationships.
- ✓ Take an interest in what your child is learning at school.
- ✓ Take a close interest in the standards currently being achieved by your child and any future educational opportunities available to them.
- ✓ Provide HeadStart School with feedback on how you feel your child is progressing.
- ✓ Support your child and help them create a positive self-image.
- ✓ Be prepared to assist and support HeadStart School
- ✓ Ensure that your child is well organised and fully equipped for school.
- ✓ Ensure that your child attends school regularly and arrives punctually.
- ✓ Avoid taking students out of school during term time for holidays and other non-academic events.
- ✓ Provide an appropriate place and suitable time and assistance for your child to complete their homework assignments.
- ✓ Provide a suitable home routine that includes adequate time for sleep, a balanced diet and exercise.
- ✓ Keep your child at home when they are unwell. Let your child's homeroom teacher know.
- ✓ Inform the School of any situation or change in circumstance that could adversely affect your child's performance or behaviour so that they can receive support.

Term Dates

Please see the calendar on the HeadStart School website for all important school dates.

<http://headstartphuket.com/calendar>

Contacting School

The School Administration Office is open Monday to Friday from 7.30 am to 5.00 pm, and on Saturday mornings from 9.00 am to 12.00 noon.

Tel: +66-7661-2876

Fax: +66-7661-2877

The school's address is:

HeadStart International School, Phuket

39/99 Moo 4, Soi Na-Seau 1,

Vichitsongkram Road,

Tambon Vichit,

Amphur Muang

Phuket 83000

The school's website is <http://headstartphuket.com/>

Contacting Teaching Staff

Email is the preferred means of all non-urgent contact. Your child's homeroom teacher will provide you with their email address. You may also contact the school office who can pass on messages.

Admission, Placement and Withdrawal Policy

Admission

When a student is enrolled at the school, the parent or guardian is required to sign the School/Home partnership Agreement. This document is the legal agreement between the school and the parent or guardian, and it should be carefully read before signing.

Placement

Placement of a student is decided by the Head of School 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. Special cases regarding placement will be considered on an individual basis.

HeadStart 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.

Withdrawal

If a student is going to leave the school, please inform the School Registrar as soon as possible. You need to complete a Student Withdrawal form from the front office. Completion of this form is an essential part of the process of withdrawing a student and the endowment cannot be repaid without its completion. All textbooks need should be returned to the school upon withdrawal for the endowment fee to be refunded.

After withdrawal from the school, the Admissions Office will prepare the student's transfer documents that consist of:

- school leaving certificate
- student attendance record
- a summary of the last report card
- student behavioural record

The School Day

Monday - Friday	
8.00 – 8.10	Homeroom
8.10 – 9.10	Lesson 1
9.10 – 9.30	Break
9.30 – 10.30	Lesson 2
10.30 – 11.30	Lesson 3
11.30 – 12.10	Lunch Break
12.10 – 13.10	Lesson 4
13.10 – 14.10	Lesson 5
14.10 – 14.20	Break
14.20 – 15.20	Lesson 6
15.30 – 16.20	ASPs

Notes:

- Students should arrive at school with enough time to get to their classroom and attend homeroom at 8.00am, ready and equipped for the day ahead.
- Students who arrive late (after 8.00am) should immediately report to the front office so that the register may be updated and they may collect a 'late' card.

- Students who have permission to leave during the day should sign the appropriate form and get it counter-signed by their homeroom teacher before submitting the form to the School Office.

Student Equipment & Supplies

HeadStart is trying to instil organisational skills and responsibility in students; therefore, we ask that each student brings a school bag and correct supplies. Each student will have their own locker to store their supplies and materials at school.

Supply list:

- School bag
- Lap-top computer
- Water bottle
- Mathematical instruments: Protractor (180 and/or 360 degree), pair of compasses, 30 and 60 degree set squares
- Scientific Calculator
- Pocket Dictionary
- Pencil case: mechanical pencil, normal HB pencil, ruler, eraser, sharpener, blue, black and red pens
- Swimming equipment: Full Swim suit (no bikinis), goggles, towel, sunscreen, shampoo and swim cap
- Wear your school uniform on P.E. days and get changed and showered at school.

*If you would like to know what textbooks your child will be using throughout the year then please refer to the school's website for a comprehensive book list for each year group. If you wish to purchase any of these textbooks then please use the Title and ISBN code to purchase from any book store.

Attendance and Absence from School

In the event of sickness, parents should email the homeroom teacher as soon as possible to keep teachers informed of their child's condition and whereabouts.

Upon returning to school, parents should provide their child with a note explaining their absence. All notes will be kept for safekeeping in the Admin office.

The school year is not less than 180 days long. The teaching days are full and intensive. It is therefore important for attendance to be as near to 100% as possible. We would like to ask for your continual support in achieving this.

Students with less than 80% attendance will be asked to repeat the year, according to Thai law.

Student Cars and Motorcycles at School

Students are generally not allowed to drive cars or motorbikes within the school grounds at any time. Parents of students in Year 11 and above may email the Head of Secondary seeking permission for their child to drive themselves to school and park within the school grounds. A copy of a valid licence and proof of insurance will need to be lodged with Admin. Helmets are compulsory by Thai law and no student may enter head start on a motor bike without wearing suitable head protection.

Student Pick-up Procedures

Standard School Pick Up Procedure - Secondary

Students who do not take part in after school classes should leave the school promptly, after the last lesson of the school day.

School buses leave shortly after the last lesson and students should make their way to the ground floor bus area.

Students who are collected by parents should wait near the turnstiles at the front of school until parents have arrived to collect them.

Parents who wish to pick up children other than their own must inform the teacher and office in advance as well as sign the pick-up book in the dining room.

Students Leaving School by Themselves

Students whose parents have informed the school that they give permission for their child to leave unsupervised and have a valid pass issued by the Head of Secondary may leave after 3.00 pm.

Parents who wish their child to leave school occasionally by themselves should contact the Admin office who will issue a 'one use' exit pass.

Secondary students in After School Sports, Classes and Academies

Students should get changed in the student restrooms (not the sports hall changing rooms). Students should leave valuable items in their personal lockers. School bags may be stored in either student lockers or in the bag drop-off and cubby holes area in the sports hall.

Students in Academies but not in After School Programme classes may study quietly in the library until 3.45pm before going to get changed.

The After School Programmes finish at 4.00 pm. Academies finish at 5.30 pm. Parents should pick up their child immediately after the ASP or Academy from the after school classroom or facility or the entrance of the school.

Lunch

We believe that a healthy balanced diet is the foundation of a successful academic life. We therefore strive to serve natural, low-sugar-and-salt meals with the freshest possible local produce. School lunches are compulsory for all pupils, unless there are special dietary requirements for medical, religious or cultural reasons that the school cannot provide. In such cases, permission to bring their own lunches to school must be sought from the Head of Secondary (please send a letter and any supporting documentation i.e. medical certificate).

Snacks

We would like to encourage parents to only send their children to school with healthy snack options. Snacks are quite often shared between friends and we don't want to have students eating snacks at school that they aren't allowed to eat from their own parents. Students would only be allowed to open snacks of candy or chips for example. After 3.30pm, students should not leave the back of school to visit the small snack shops and stalls. The road is dangerous. The school provides a healthy snack canteen for your child on campus.

The School Library

The Library is located on the ground floor of the school and is open from 7.30 am to 3.45 pm, including lunchtimes. All students are issued with a personal bar-coded card, which they can use to borrow books from the library.

The Library offers quiet and relaxing reading areas as well as computer and internet access area. There is a librarian available to help, give advice and support learning. Students have scheduled Library lessons as part of their English curriculum learning. The School Library is a quiet area and as such, mobile phones should not be used.

The Secondary School Curriculum

Our curriculum is based on the National Curriculum for England. In accordance with the philosophy of Cambridge International Examinations we aim to stimulate students' minds, as well as to encourage them to push beyond perceived traditional academic boundaries.

Cambridge Checkpoint Exams

Cambridge Checkpoint tests are for use at the end of Cambridge Secondary 1. (End of Year 9) This means we would test our Year 9 students in March or April of each year.

The tests are marked by Cambridge and provide schools with an external international benchmark for student performance. Cambridge Checkpoint enables feedback to be provided on a learner's strengths and weaknesses in key curriculum areas.

Feedback of this kind is an invaluable source of information. We will be able to make strategic decisions, drawing upon a pool of information and specialist reporting tools built into Cambridge Checkpoint.

Learners receive a Statement of Achievement which gives an indication of their academic progress during this education stage.

Cambridge Checkpoint tests are available in the core subjects of **English, Mathematics and Science** only. The tests cover all major areas of learning required in the first years of an international secondary education.

Cambridge IGCSE, AS Level and A Level Exams

HeadStart International School provides Cambridge IGCSE examinations. It is the world's most popular international curriculum for 14 - 16 year olds. It develops successful students, giving them excellent preparation for their next steps in education, including progression to the Cambridge International A/AS Levels. Cambridge IGCSE is recognised by universities and employers worldwide. Year 11 students sit their IGCSE examinations at HeadStart International School during May and June.

In Years 12 and 13, HeadStart students study for, and sit AS level and A level examinations.

Field Trips and Duke of Edinburgh International Award (IA)

The school runs educational field trips that support and enrich the curriculum, throughout the year. The majority of field trips are run during the school day. During Term 2, each class goes on a field trip, known as Outbound Field Trips. These trips are usually organised in a different province depending on the activity. The cost of Outbound Field Trips are included in school fees.

Years 10 and 12 students also take part in the Duke of Edinburgh International Award. Thirty minutes of lesson time per week is devoted to preparation for the International Award. The students will spend a total of 3 weekends away practicing for the IA adventurous journey.

Students are expected to be self-motivated and will need to take part in service activities out of school hours. The cost of the Adventurous Journey is included in school fees.

After School Programmes (ASPs)

HeadStart's After School Programmes are a suite of enriching subjects run after school. These include sports, arts, clubs, foreign languages as well as academic provision for students who need support or are coming up to important exams. Full details of the courses offered, the ASP calendar and the sign up procedure is available on the school website.

Consultation, Assessments and Reporting

Student/Parent/Teacher Conferences

Conferences are scheduled at least twice per academic year to allow parents, students and teachers to formally discuss progress, effort, attitudes and skills of the student. The Head of Secondary will contact parents with conference appointment details.

Informal Conferences

Parents are encouraged to contact homeroom teachers to schedule meetings when they have any concern regarding their child's progress either emotional or academic. Problems should not be left until the next scheduled parent conference to be resolved if parents believe it to be an important matter.

Homework

Homework is an important aspect of the curriculum and of learning thoroughly at HeadStart. Your child will be given a homework timetable at the start of the year which is intended to provide a structured framework that will support students in their development of well-organised work and study habits.

The primary system of communicating the homework to parents is via the Student Diary. Students record the homework that is set in their Student Diaries. Teachers post the homework in 3Sys which parents can access via the Parent Portal. Parents are encouraged to monitor their child's homework schedule. Students who are absent from school must seek out what homework and classwork they missed whilst off school. Students need to manage their homework schedules appropriately.

All students will receive homework from two subjects per day. Key Stage 3 students would expect to do 60 minutes per day. Key Stage 4 and 5 would be expected to do 90 minutes per day. Homework should be handed in at the next lesson. Year 7 & 8 will be involved in cross curricular projects and home learning will be attached to these.

UK National Average

Year 7 - 8 students spend 45 to 90 minutes per day on homework

Year 9 students spend 60 to 120 minutes per day on homework

Year 10 – 11 students spend 90 to 150 minutes per day on homework

Academic Honesty

At HeadStart, we place a great deal of importance on students completing their own work. Students cannot learn properly if someone else is doing their classwork course work or homework for them.

We encourage parents to help their children to act in a responsible, ethical and honest manner towards intellectual property and authentic authorship.

Responsibilities of parents

1. Parents should encourage their children to try to do their homework on their own and to write in their own words.
2. Any help given by parents should be clearly stated in writing on the work itself.
3. If a parent knows or suspects that their child has been academically dishonest, then the school should be informed.

Consequences of academic dishonesty for students at HeadStart

All students are expected to follow both the letter and the spirit of this policy. The level of proof required for the school to take action on the grounds of academic honesty is *reasonable suspicion* and it is the responsibility of the student to demonstrate that they have not acted dishonestly. The consequences for any student found attempting malpractice, collusion, plagiarism or duplication might range from a simple verbal warning to having an examination certificate being withdrawn by the examination board or the school.

Language Options

Students who are Thai would be strongly encouraged to study Thai as a first language. Students holding passports for other countries must choose either Mandarin or French. At the start of the school year, students may move between Mandarin and French. From week 3, students would be expected to study their chosen language for the remainder of the academic year.

School Uniform

Students must come to school in the correct and appropriate uniform at all times. Students may not wear sandals or flip flops to school.

As children grow, new uniforms should be purchased to ensure a correct fit.

School uniforms can be purchased from the school shop. In some cases they may need to be tailor made to ensure a correct fit.

Parents should ensure that their child is appropriately dressed for school. In all cases, the Senior Management will be the final arbiters in determining if the uniform/dress code is being infringed or not.



Secondary Boy's Uniform



Secondary Girl's Uniform



Sixth Form Boy's Uniform



Sixth Form Girl's Uniform

Uniform for Secondary girls

The standard uniform for girls is a blue cotton shirt with HeadStart logo, a beige knee length skirt and white ankle length socks.

Sports kit for Secondary girls

The standard sports kit for girls is a white cotton polo shirt with HeadStart logo, dark blue knee length shorts, white ankle length socks and running shoes.

Uniform for Secondary boys

The standard uniform for boys is a blue cotton shirt with HeadStart logo, beige knee length shorts and ankle length socks.

Sports kit for Secondary boys

The standard sports kit for boys is a white cotton polo shirt with HeadStart logo, dark blue knee length shorts, ankle length socks and running shoes.

School jackets for Secondary girls and boys

It is recommended for students to purchase a HeadStart jacket to wear in school. No other type of jacket, hoodie or sweater is allowed.

Uniform for Sixth Form students

Sixth Form students wear a different uniform in order to distinguish them from the rest of the Secondary students. The standard uniform for boys & girls is a grey cotton shirt with HeadStart logo, grey trousers or skirt and ankle length socks. Sixth Formers may also wear the school jacket or a plain black cardigan purchased locally. No hooded tops or sports jacket allowed.

This uniform must be ordered to size and tailor made in order to ensure a correct fit. Student should also order a suit jacket to wear at formal events.

Casual Clothes Day

On certain days of the school year, students and staff are invited to come to school in non-uniform (casual clothes) and are encouraged to make a minimum donation of 50 baht for the privilege. This money will go towards a charity chosen by the school.

Student Lockers

Students are assigned a locker and padlock at the beginning of the school year and may use only that locker. If a student loses a key, a replacement padlock and key will be provided at a cost of 100 baht.

Students should leave valuable items in their personal lockers and lock them.

Each student is entitled to one locker, and for security reasons, should not share a locker with other students. Open containers with food, drink, etc. should not be in lockers as this attracts insects. Students will not place any suggestive or questionable writing, pictures, or signs in

these lockers, nor will any form of writing or pictures be placed on the external door of the lockers.

Jewelry, Hair and Make up

Hair must be neat, hygienic and presentable. Long hair must be tied back. Any hair colouring should look natural and be in accordance with the student's natural hair colour. Highlights are not allowed in school. No extreme hairstyles are allowed in school.

One plain stud per ear is permitted. Large stones, loops or hanging earrings are not allowed. One discreet, plain necklace is allowed. Only clear nail varnish may be used. Visible tattoos or visible body piercing (including tongue) are not permitted.

Students in breach of the rules will be sent home to rectify the problem. The Head and Deputy Head of Secondary are the final arbiters.

Electronics & Mobile Phone Policy

The use of iPods, MP3 music players or similar personal listening devices are not permitted during school hours for all students up to and including Year 11 from 7.30am until 4.30pm unless as part of a structured lesson with the teachers permission.

Year 12 students are permitted reasonable use of electronic devices during break times and study periods.

Teachers may ask students to use personal computers or similar devices for specific lessons only.

Students are permitted to bring mobile phones to school but they must be turned off during school hours, including break times. Students are responsible for the safekeeping of their devices. If students are seen using the devices at inappropriate times, they will be confiscated and may only be retrieved by the student's parent. The school accept no responsibility for any damage that may occur whilst the device has been confiscated.

Student Relationships

At HeadStart we understand that students will form relationships with other students. In Thailand, and as school, it is considered bad manners for students to hold hands, cuddle or kiss in public. Please respect this.

Any amorous behaviour with relation to the above will be dealt with accordingly by the Deputy Head of Secondary.

The Student Council

The HeadStart student council meets at least once a month and deals with a wide range of school matters. Each student council member is elected to the post by his peers and gives students the opportunity to influence the way school is run. Student council minutes are published and displayed on the secondary notice board and brought to Senior Management in a meeting by the Deputy Head of School.

Head Boy, Head Girl & Prefects

Head Boy, Head Girl and Prefects are appointed by the deputy and head of school through a rigorous application and interview process. The Head Boy and Girl are responsible for representing the school at events, making public speeches and leading fellow students by setting good examples in behaviour and conduct around school and within the wider community and attending meeting to ensure student voice is heard and considered in the school decision making processes.

CCTV Policy

Video images are recorded throughout the school. These can be accessed by Admin and the Head of Security.

If a parent requests access to see the CCTV footage, the parent should obtain a CCTV Request Form from the admin office. This will then be given to the appropriate Head of Pastoral Care (Deputy Head of Foundation, Primary or Secondary) or the School Director. The decision whether or not the parent should be shown the footage, which segments they should be allowed to see and whether still images or video should be shown, rests with these nominated persons.

Except in the case of an emergency, the above process may take up to 72hours following the request from the parent being submitted. **Under no circumstances will parents be shown CCTV footage until permission has been granted by Heads of Pastoral Care or the School Director.**

In the case of 'Lost Items' and help with locating them, The Head of Admin can authorise the review of CCTV footage in order to support finding these items.

If permission is granted to be shown the CCTV footage, parents may view the footage, **but under no circumstances will they be allowed to record it or be given a copy of it.**

Discipline Policies

HeadStart International School has a strict policy of **no corporal punishment**.

Our students know the school rules and what these rules look, sound like and feel like. All staff teaches this explicitly.

The student discipline policy is shown below.

Level 1 – Responsibility Issues

These misdemeanors will be dealt with class teachers and will not necessarily be recorded on 3 Sys.

Issue	Action
Lateness	Verbal warning
Student Diary not brought to class	Discussion of strategies to overcome the issue
Materials not brought to class	Detention (break/lunch)
Incorrect uniform	Note in the student diary
Homework not done	Email to homeroom teacher and/or parent
Food brought into class	Removal of item
Chewing gum	Report to Lead Teacher and/or Director of Studies
Inappropriate use of personal electronic devices	Those Involved: Teachers
Littering / Not clearing up after yourself	
Leaving valuables unattended	
Bringing inappropriate items to school	

Level 2 – Behavioural Issues (more serious issues)

These misdemeanors will be dealt with by the class teaches directly. If the behaviour does not improve, the child will be referred to the Deputy Head of Secondary. These issues will be recorded on the school system.

Issue	Action
Disturbing others Interrupting teachers Bullying Frequent lateness to a subject class Absent from class without permission Lack of academic honesty Failing to follow instructions Not completing classwork Hiding belongings Swearing Inappropriate displays of affection Spamming or Offensive emails	Daily/Weekly Report with contract Conflict mediation / counselling Temporary removal from class Parent / Teacher conferences Lunch / break / school detention Limiting access to the internet / emails In school community service Those Involved: Teachers, Homeroom Teachers, Lead Teachers, Head Teachers, Director of Studies and parents.

Level 3 – Serious or repeated Level 2 offences – violating the rights of others and / or considered dangerous.

These misdemeanors will be dealt with by the Deputy Head of Primary and will be referred to the Head of Primary; these issues will be recorded on the school system

Issue	Action
Violence to self, others or property Vandalism Fighting Theft Lack of academic honesty (external marking) Possessing dangerous items or weapons Possessing or accessing pornographic material Computer hacking / trashing / tampering with other students work Possession of hacking software Using, possessing or distributing tobacco, alcohol or other chemical substances while on school premises, field trips, in school uniform or any Other instance that places the school in Disrepute	In school suspension Parent / Teacher / Management meeting No grade for report / Automatic fail Drug testing Suspension (10 day maximum) Ban from using computer equipment Paying damage expenses Referral to outside counselling Incident may be reviewed up to Board Level. Report to local authorities. Those Involved: Teachers, Homeroom Teachers, Lead Teachers, Head Teachers, Director of Studies, Parents and Counsellors.

Notes:

A student may be asked to leave the school at any point if the safety of other children is at risk.

Teachers may give detentions over any break time period. Parents will be notified of this via email or the homework communication folder.

Detentions

Teachers may give detentions over any break time/lunch period. Parents will be notified of this via the student's diary. Students will be allowed to eat and have a toilet break before the detention commences.

If an after school detention is given, parents will be given 24 hours' notice. It is the responsibility of the parent to arrange for the student to be picked up from school after detention. This will be recorded on 3sys.

Serious breaches of the school rules, or continued poor behaviour will result in parents being called in for a meeting and students being part of an improvement contract. This will also be recorded on 3sys. Students regularly receiving detentions may be suspended.

Student Improvement Contract

After continuing issues with any student who has been disruptive to the teaching and learning process at the school, the management has the option to put the student on a two-week daily reporting process.

The report is designed to help the student focus on improvement in every lesson.

The student will report to the Head of Faculty or Deputy Head of Secondary at the start and the end of each school day, with the sheet correctly filled out by teachers, parents and the student. Failing to do this will be a breach of the contract.

If the student completes the two week report successfully, then they will be taken off report. If there are any lapses **after** the two weeks then they will be required to complete a further two week report period.

If the student completes this second two week report successfully then they will be taken off report. If there are lapses **after** the second two weeks then he will be required to complete a third and final two week report period.

After successful completion of the third reporting period, the student will be taken off the reporting system. Any further lapse will be considered as a breach of student / school contract.

During the reporting periods, any misconduct in the lessons will be considered a breach of the contract. The student will be immediately referred back to the head for further sanctions.

The final decision regarding the permanent exclusion of a student from HeadStart will be made by the School Board. It is clearly understood by all parties that being placed on report is a **final warning. No further warnings will be issued.**

The student improvement contract must be signed by the parent, the student and the Head on a daily basis.

HeadStart Houses

Students and teachers are entered in one of four HeadStart Houses.

The Houses are: Red-Phoenix, Yellow-Cheetahs, Green-Dragons and Blue-Tigers.

Siblings will always be assigned to the same House and the students will remain in that House for the duration of their school life at HeadStart.

House events are held weekly throughout the year and students can earn 'merits' for their team. Every Friday is House shirt day where all the school come dressed in their House shirts.

House Merits

House Merits are awarded to individual students for acts 'above and beyond' normal expectations. This might include; consistently great effort in class or going out of your way to help another student. House Merits for individual students may be viewed in the parent portal. These are combined towards the end of year house total

Nursing Provision

Auxiliary Nursing care is provided at the school by trained nurses. If there is any cause for concern regarding a student's health, a report is sent to the parent or guardian. If a student has to be admitted to hospital, the school nurse will inform the parent or guardian immediately.

Medication at School

If you send your child to school with any form of medication, the school nurse and the homeroom teacher must be informed. Students should store their medication with the nurse and have it dispensed by our nursing staff only no self-medication is permitted at HeadStart.

Lost Property

Lost property is kept in the school nurse's office. Students are advised not to bring valuable possessions into the school unless they are fully insured against loss or damage. Generally they should not bring valuable items or money to school and on any rare occasions that they must, such as for Mufti Day, they should never leave such items unattended at any time.

Lost and Found Policy and Procedures

Parents and students are responsible for their belongings. The school is not responsible for lost personal items. All uniforms and belongings should be labeled so that those items can be returned to their owner.

The following guideline clarifies the handling, return, reporting, tracking, claiming and retrieval of lost items, as well as procedures for turning in found items and disposing of unclaimed ones.

Items Found or Handed in

Valuable items such as jewelry, watches, wallets, purses, electronic devices, and keys that are found should be handed in to the front office. The Admin team will announce the item to all teachers and students in order to find the owner. The owner will be alerted as to where and when the item is available to be picked up.

General items such as water bottles, P.E. kits, swimming kits, school uniforms, etc., should be turned in to the First Aid Room and ***will be stored there until Monday afternoon***. Items found late Monday afternoon will be stored until the following Monday. This will give students and parents the chance to reclaim lost items after which anything left will be donated to local foundations such as SOS Children's Village, Phuket Sunshine Village, and Ban Lung Pitak operated by Child-Watch Phuket.

Reporting and Claiming Lost Items

Parents and students must report lost items of value at the front office. They must provide their name, contact details and a specific description of what was lost. An investigation will be made and an immediate comparison will be made between what was reported lost and what was found or handed in. If items match the materials found or handed in, the item in question will be immediately returned to its owner.

Parents and students who wish to report and claim the loss of general items must do so at the First Aid Room and must describe the item as accurately as possible. If items match the materials found or handed in, the item in question will be immediately returned to its owner.

School Bus Procedures

The school operates bus services to different parts of the island in the morning and afternoon. Full details, including routes, times and fees are available at the front office and on the website.

All HeadStart buses are equipped with seatbelts, which students must wear at all times, and a supervising adult will be present at all times.

Security

All parents collecting their children from school should have a security pass, which is available from the front office. Parents may also nominate a responsible adult to pick their children up on their behalf. They should also have a security pass.

If you are unable to collect your child and you have arranged for someone else to collect them, you must inform the Homeroom teacher and front office and include a photograph of that person or a copy of their identity card. Failure to do so will result in us phoning you in order to receive confirmation before we will allow your child to leave the school premises.

Photography Policy

Parents are only allowed to take photographs at birthday parties and at sporting events except swimming galas. Photographs are not allowed to be taken at any other time. If in doubt, parents should request permission from the Head of the Department.

Electrical Failure Policy

If there is a power cut at the school for any reason, the front office will telephone the power supplier for further details.

The school has been designed in such a way that it can still operate in a safe way in the event of a total electrical failure.

The school has ample tanked water supplies, which ensure that toilets and hand basins remain fully operational.

The school has a back-up electrical generator, which will supply enough power to ensure that classrooms are safely lit and ventilated and thus allows lessons and normal school activities to continue as scheduled.

Drug Policy and Procedures

Introduction and background to the policy

As a school, we want our students and their families to live safe and drug free lives, especially during term time.

Our drugs policy is embedded within our Pastoral Care department, allowing us to exercise discretion and thus making it more likely that students who need help will come forward and seek help.

Definition

- All illegal drugs (those compiled by the Narcotics Control Act 1976)
- Volatile substances/solvents (those giving off a gas or vapour which can be inhaled) for example, ketamine, khat, kratom and alkyl nitrates (known as 'poppers')
- Misuse of over-the-counter and prescription medicines and so-called 'legal highs'. In this document, the word 'drug' applies to all of the above.

Approach and scope of policy

Our approach is based on education and a strong disciplinary framework: drugs education (mainly through PSHE, science, homeroom and Pastoral Care) explains the risks (to students' health and well-being) of involvement with drugs and thereby aims to create a culture that enables the individual to make educated decisions about the experimentation and misuse of drugs.

Drug use and membership of HeadStart School are incompatible. Any student involved with the possession, selling or misuse of drugs on or off school premises, during holidays or during school time, will have to undergo mandatory testing and counselling. A reported offence which takes place away from the school, whether at a weekend or in the holidays, which comes to the school's attention or is in any way made public in such a way that it brings the school into dis-repute, will additionally incur mandatory testing and counselling and possible police involvement.

Implementation of the Drug Policy

The policy will be implemented as follows:

1) Prevention through Education

Students' education about drugs and substances is primarily delivered through the school's PSHE programme, science classes and Homeroom.

2) Counselling, Confidentiality and Support Programmes

Students are encouraged to discuss their concerns and anxieties about drugs in confidence with members of staff or other responsible adults. Any student who comes forward with a drug problem to a member of staff will be offered support in working to reform his or her lifestyle; this will involve agreeing to take part in an individualised drugs testing programme. This also applies if the request for help follows disclosure by his or her parent.

3) Disciplinary Procedures

a) If a student is suspected of taking drugs or being under the influence of drugs at school, the school will exercise the right to require that student to undergo an immediate urine test.

b) Suspicions of misuse may arise from the following indications

Involvement in a drugs incident; physical signs; other signs or evidence, such as finding certain items of equipment associated with drug use and information received outside the circumstances outlined in paragraph 2; other specific circumstances giving rise to suspicion, such as significant erratic behaviour.

c) Investigation

The Head of School will be responsible for conducting an investigation. This investigation and any accompanying searches of rooms and personal belongings will be conducted in line with the school policy on investigation and searches, parents will be kept informed as far as practical.

d) Testing and procedures following misuse.

If the grounds for suspicion are deemed to be sufficient, a student will be required to take a urine test or other suitable test straight away. In the event of a positive urine test, a second urine test will be immediately offered. In the event of 2 positive tests, parents will be told to take their child to the hospital for a further test at their expense. A positive result from the hospital may cause the student to be suspended from school until the 10-hour (5 weeks) counselling course has been arranged and paid for. During the course, a drugs test will be conducted where a positive result will be sent to the Board for consideration for expulsion.

A further drug test will be conducted at the end of the course. A positive result would be sent to the Board of Directors for consideration for expulsion.

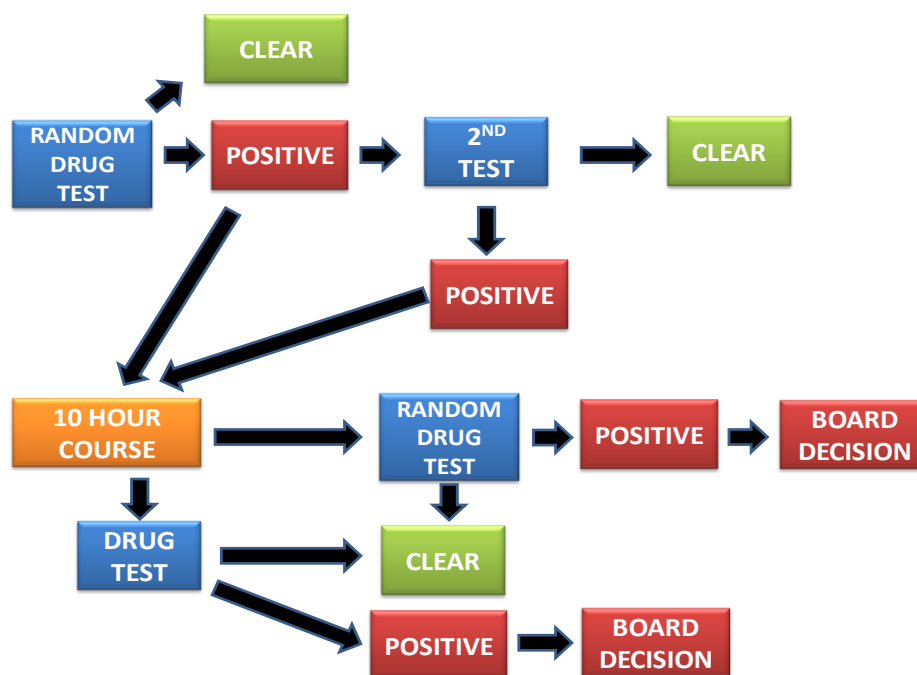
Any student testing positive for drugs twice in one academic year would be grounds for immediate expulsion at the Board of Directors` discretion.

Consent to testing is explicit in the standard terms and conditions. It is a condition of acceptance of any new student that these conditions are agreed. All returning students implicitly accept this condition with their return to school for the new academic year. Refusal to take a test therefore constitutes a refusal to obey the discipline of the school. An individualised testing regime will involve the use of a range of suitable, industry-standard tests.

e) **Discipline following misuse**

The School Director, at his discretion, may inform the Police of details of all incidents involving illegal drugs.

HeadStart School Drug Test and Counselling flow-chart



Cyber-Bullying Policy

HeadStart School embraces the advantages of modern technology in terms of the educational benefits it brings, however the school is mindful of the potential for bullying to occur. Central to the School's anti-bullying policy is the belief that all pupils and staff have a right not to be bullied and that bullying is always unacceptable. The School also recognises that it must take note of bullying perpetrated outside school, which spills over into the School.

Definition of Cyber-bullying:

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts, messages or calls on mobile phones.
- The use of mobile phone cameras to cause distress, fear or humiliation.
- Posting threatening, abusive, and defamatory or humiliating material on websites, to include blogs, personal websites, and social networking sites.
- Using e-mail to message others.
- Hijacking/cloning e-mail accounts.
- Making threatening, abusive, and defamatory or humiliating remarks in chat rooms or in chat messaging systems.
- Electronically liking or agreeing with comments made by others.

Whilst education and guidance remain at the heart of what we do, HeadStart will take action against those who take part in cyber-bullying.

The Parent Committee

The mission of the Parent's Committee is to grow and enhance the educational development and social awareness of students.

The Parent Committee covers aspects of the school that directly involve the scrutiny of the procedures of the school with regards to educational policy, the school's community links, social events and promotional events for the school. The Parent Committee can be contacted by email at pc@headstartphuket.com

The committee is managed by parents and hold separate meetings with Senior Management Team (SMT) representatives.

Parents who are interested in joining the committee or wanting more information on the roles and responsibilities of the committee should email the committee directly or contact our school administration office.

The Parent Committee acts as one of the channels of communication to bring parental concerns to the attention of the school management.

The Food Service Committee

The Food Service Committee is a group of people who represent HeadStart's community: students, teachers, parents and professionals. They meet once at the end of each school term to discuss any important questions, suggestions or complaints. They make decisions together with the Chef, about the menu/nutrition and quality of the food service, as well as make suggestions to the management for improvement.

To contact the Food Service Committee, you can email foodservice@headstartphuket.com

Parent Complaint Policy

Informal Complaints

Most concerns can be sorted out quickly and effectively by communicating directly with your child's Homeroom teacher. The email address of your child is on the school website. The school office can help you to contact your child's Homeroom teacher if you need assistance. Homeroom teachers are to communicate and resolve concerns with parents within 2 working days. If your concern is not addressed within this time frame, please contact the relevant Head.

Formal Complaints

If you are still concerned that the issue has not been resolved effectively or if you have a concern which you feel should be discussed directly with the Head, please contact him or her straight away.

Please also submit a copy of the Parent Complaint Form to the Head of Secondary. The form is available at the end of this handbook.

You will need to make an appointment with the Head of Secondary by contacting the school office or emailing the Head with details of your complaint. You may take a friend or relative to the meeting if you wish, or ask our office to provide assistance with translating when necessary. Formal Complaints will be dealt with and a written response sent to parents by the Head within 2 working days.

If you are still concerned following your meeting with the Head, you can make a Formal Complaint to the School Director or to the Thai Principal. The School Director or the Thai Principal will contact you to discuss the problem and you will usually be invited to a meeting to discuss this further. A full investigation of the complaint will then be started which may take up to 1 week. You will receive a written response to your complaint.

Unresolved Formal Complaints

If you are still not satisfied, you may wish to make a formal complaint to the School Board. Formal Complaints to the School Board should only be made once the procedures for Informal Complaints and Formal Complaints have already been followed. The School Board will then assign a Review Committee of three members to investigate your complaint and propose a solution. You will be invited to attend the committee meeting, accompanied by a friend or relative if you wish, to present your position. Heads and teachers involved will also attend to give their account.

Complaints against other students

Under no circumstances are parents to approach another HeadStart student directly to resolve issues. If a parent has a complaint about the behaviour of another student, they should inform the Homeroom teacher or the Head of Pastoral Care as soon as possible.

School Complaint Form (for formal complaints)

If you have tried unsuccessfully to resolve your complaint informally and wish to take the matter further, please complete this form and send it to the relevant Head.

Name: _____ Date: _____

Email address: _____

Telephone Number: _____

Name of your child: _____ Class: _____

What is your complaint about and what would you like the Head to do?

When did you discuss your concern/complaint with the appropriate member of staff?

What was the result of the discussion?

Signature: