



HeadStart
International School, Phuket



CAMBRIDGE
International Examinations

Cambridge International School

HeadStart Secondary Parent Handbook

Welcome Message from the Head of Secondary

Welcome to HeadStart's Secondary School. We are a diverse school community with families from over 40 different nationalities. We offer outstanding learning opportunities for students from a wide range of previous academic experiences and backgrounds. At the same time, we consistently achieve some of the finest academic results in the country (14 Top in Thailand Cambridge Assessment International IGCSE Achievement Awards for AS/A Level and IGCSE and 1 Top in the World in 2022) and our students achieve value-added results that reflect outstanding progress. Our Sixth Form students go on to study Medicine, Engineering and Sciences at some of the best Universities around the world.

These successes are a testament to our outstanding teaching faculty, our commitment to ongoing professional learning, and to our whole-school learning culture. Indeed, at HeadStart we are all learners.

As well as supporting our students to achieve success in all areas of school life, we offer our parents weekly activities and support covering everything from University Preparation sessions to homework and parenting training. In addition, our extensive range of community based events enable the whole school community to regularly celebrate the amazing talents of our students and raise awareness with issues relevant to our school community.

At HeadStart, we believe in the concept of pastoral care: the notion that children cannot flourish academically unless they are happy, supported and well cared for. This holistic approach, in which success is more than just about good grades, defines what we do. I am incredibly proud of the high level of pastoral care that we offer all of our students, care that is coupled with outstanding teaching and academic mentoring which includes personalised learning programmes and Academic Boosters, which ensures every child has the opportunity to reach their potential.

Our extensive Extra Curriculum Activities Programme ensures that every HeadStart student has opportunities to flourish outside of the classroom whether through sports, music, the creative and performing arts or any other hobbies.

The Secondary School curriculum focuses on supporting young, confident adults to reach their potential. Students should leave us prepared to face the challenges of University life and beyond. Our focus on involvement outside the classroom, alongside academic excellence, aims to create the opportunity for students to become change agents in both their local and global communities. Our courses are designed to meet the academic, personal and cultural needs of our students and better equip them for future challenges, while at the same time creating enjoyable learning environments that inspire and motivate.

Students follow the full range of subjects, which are linked to the National Curriculum of England but are modified to create courses appropriate for an international education. HeadStart is a registered Cambridge Assessment International Education School, Pearson Education Centre, Registered SAT and LAMDA Centre. We offer a world-class curriculum and international qualifications that are recognised across the world, including IGCSE, AS & A Levels, BTECs and LAMDA qualifications. As part of the Cambridge network, we work together to develop passionate and committed learners who are prepared for their future.

We believe that for a student to be successful, a strong support network needs to be in place. Academic success is likely when students have high levels of self-esteem and self-efficacy as a result of positive relationships with teachers and a well-rounded curriculum. This requires outstanding teachers and tutors and a healthy home and school partnership – all of which we are proud to say exist within our school.

I hope that the website provides you with a glimpse into the life of the school, as well as the positive learning opportunities and experiences that students face on any given day. I welcome and encourage any prospective parents to visit us and to see for yourself the wonderful school that is HeadStart.

A HeadStart secondary student will leave here ready to face the world with confidence.

Mr Richard Lukats
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 HeadStart Curriculum and appropriate 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 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 pupils 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 Administration 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 by the specified date. 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 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

| Times | Monday - Friday |
|----------------|------------------------|
| 8.00 – 8.20 | Homeroom |
| 8.20 – 9.15 | Lesson 1 |
| 9.20 – 10.15 | Lesson 2 |
| 10.15 – 10.35 | Break |
| 10.35 – 11.30 | Lesson 3 |
| 11.35 – 12.30 | Lesson 4 |
| 12.30 – 13.25 | Lunch Break |
| 13.25 – 14.20 | Lesson 5 |
| 14.25 – 15.20* | Lesson 6 |
| 15.20 – 15.30 | Break |
| 15.30 – 16.20 | ECAs |
| 16.30 - 18.00 | Academies |

Notes:

*On Friday, Lesson 6 is from 14.20 – 15.00pm with an earlier start and finish for ECAs.

- 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.
- Students who have permission to leave during the day should sign the appropriate form and get it counter-signed by their Homeroom Teacher or Pastoral Coordinator before submitting the form to the School Office.

Student Equipment & Supplies

HeadStart is trying to instill 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, and highlighters

- Swimming equipment: Full Swim suit (no bikinis), goggles, towel, sunscreen, shampoo and swim cap
- Wear your P.E. uniform on P.E. days. If the P.E. day is on Friday, students wear their house shirt and P.E. shorts to school and change into their P.E. shirt.

*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 bookstore.

Attendance and Absence from School

In the event of any absence e.g. sickness, parents should email the homeroom teacher and dhsecondarysecretary.city@headstartphuket.com 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 permitted to commute to school via their own transportation and park on the school premises provided they are of legal age and hold the appropriate document to ride / drive said vehicle.

Students are permitted to bring / use their own vehicle provided they have the following documentation as required by Thai law:

- 1) A full Thai Driving Licence appropriate for the use of their vehicle
- 2) Valid insurance and tax for said vehicle
- 3) Appropriate safety equipment such as helmets for motorcycles.

It is the responsibility of parents to ensure that the child has all the necessary valid documentation and licenses to use their vehicle to commute between their residence and school.

When students drive / ride their vehicle onto school premises, they must ensure they are courteous, driving / riding respectfully and safely and wearing the appropriate attire. If a student is found not to be following these instructions, they will no longer be permitted to park their vehicle on the school premises. In such events, you as their parent will be contacted to inform you of this decision.

Student Pick-up Procedures

Standard School Pick Up Procedure – Secondary

Students who do not take part in after school activities should leave the school 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 if they are using this service.

Students who are collected by parents should wait near the designated pick up areas for Secondary Students until parents have arrived to collect them.

Students Leaving School by Themselves

All secondary students are allowed to leave the school site by themselves after their last lesson or activity of the day. If students have an ASP or Academy after school and they cannot attend the session, they should let the person running the activity know so they can record their absence in the activity register.

Leaving School Site

Students should not leave to purchase snacks from vendors/shops without their parents' permission. Staff cannot take responsibility for students once they leave the school site. We encourage students to use the onsite Café or bring snacks and drinks in from home.

Secondary students in ECAs and Academies

Students should get changed either using the student restrooms or 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 near the sports hall.

Students in Academies but not in ECA Programme classes may study quietly in the library until they need to get changed.

The ECA Programmes finish at 4.20 pm except Friday where they finish at 4.00pm. Academies finish at 6.00 pm. Parents should pick up their child immediately after the ECA or Academy from the after school classroom or facility or the entrance of the school.

Secondary students picking up younger siblings

Secondary students may pick up a younger sibling in the Early Years to Year 6 classes provided you as a parent have given written permission. Written permission can be given by filling out a form which can be collected from the Nurse's office next to the Library. The completed form should be returned to the Nurse's office.

Once permission has been granted, a small slip of paper will be inserted into your older child's access card alerting staff to the fact that they are allowed to take their sibling(s) off the school premises after school. Please be reminded that Foundation and/or Primary pupils collected by a Secondary sibling must be supervised by the Secondary sibling and should not be left unsupervised at any time.

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 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 7.30am to 4.30pm, 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 in the library.

The Secondary School Curriculum

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

GL Progress Tests

GL Progress Tests are used at the end of each academic in Year 7 – 9. The tests are used to **measure attainment in English, Maths and Science, these assessments are then used at the end of the year to measure progress, and then year-on-year as a longitudinal measure.**

The tests are marked by GL Assessments and provide schools with an external international benchmark for student performance. GL Progress Tests 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 GL Progress Tests.

IGCSE, AS Level, A Level Exams and Pearson BTEC

HeadStart International School provides Cambridge Assessment International Education and Pearson 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 and Pearson A/AS Levels. IGCSEs are recognised by universities and employers worldwide. Year 11 students sit their IGCSE examinations at HeadStart School during May and June.

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

Field Trips and Duke of Edinburgh International Award (IA)

The school runs educational field trips that support and enrich the curriculum, throughout the year. During Term 2, each KS3 year group goes on a field trip, known as Residential Field Trips. These trips are usually organised in a different province depending on the activity. The cost of Residential Field Trips are included in school fees.

Years 10 and 12 students also take part in the Duke of Edinburgh International Award. Lessons during the year are 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 but the registration is an additional fee paid by parents for students that want to partake in the award.

Safety on School Trips

In the interest of student welfare the school reserves the right to refuse inclusion of individuals on field trips if they are deemed emotionally vulnerable, or if they pose a potential risk to themselves or others. The reasons for exclusion from the trip will be discussed with parents and students and communicated in writing prior to the trip. In certain cases, the school may insist that an additional member of staff attends the trip to support individual students. This is at the school's discretion and is intended to ensure a student's emotional and physical wellbeing. Any extra costs pertaining to this provision will be chargeable to parents.

Extra-Curricular Activities (ECAs)

HeadStart's Extra Curricular Activities Programme offers a range of enriching subjects. 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 ECA calendar and the sign up procedure is available on the school website. ECAs run from 3:30 – 4:20pm Monday to Thursday and from 3:10 – 4:00pm on Friday.

Consultation, Assessment and Reporting

Student Led 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 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 Google Classroom. Teachers will set assignments via the Google Classroom and students will be instructed to check this regularly for details of the tasks they are required to do along with the deadlines for completion. Students who are absent from school must seek out what homework and classwork they missed whilst off school via the Google Classroom. Absence is not an excuse for incomplete homework activities. Students need to manage their homework schedules appropriately.

KS3 students receive homework in the core subjects, English, Maths and Science. Students studying a first language programme, will also receive regular homework. Key Stage 4 students would be expected to complete 60 minutes of homework per week per chosen IGCSE examination subject. Homework should be handed in at the next lesson / agreed submission date. Year 7 & 8 may occasionally receive additional project work to complete from time to time.

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 they should inform the school.

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 Mandarin or Russian First Language or Mandarin, French Foreign Language. At the start of the school year, students have the possibility to move language. 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. All students are required to have a House Shirt to wear on Friday's and on occasions when activities or events are House based.

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. Parents will be asked to collect their child from school if a student does not comply with the school uniform policy.



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 or skort (of modest knee length) and white ankle length socks.

Sports kit for Secondary girls

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

School jackets for Secondary girls and boys

It is recommended for students to purchase a HeadStart jacket or HeadStart hoodie 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 (tucked in if unfitted), grey trousers (and belt) or skirt (of modest knee length) and ankle length socks. Sixth Formers may also wear the school jacket or hoodie. No other tops or sports jacket are allowed to be worn anywhere in school. A HeadStart tie must be worn for formal occasions and events as directed by School Management. Only closed toe predominantly black shoes or sneakers/trainers can be worn in school.

Non-Uniform 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. Students must dress modestly on these days. 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, Nails, Hair and Make up

Hair must be neat, hygienic and presentable. Long hair must be tied back when directed to do so by teachers for specific activities. No hair colouring, highlights or coloured extensions/braids are allowed in school or when attending school events/trips. No extreme hairstyles are allowed in school. Parents will be asked to collect their child from school if a student does not comply with the school hair policy and students will not be allowed to return to school until they meet the policy.

One plain stud or small loop earring is permitted per ear. Large stones, bars, loops or hanging earrings are not allowed. One discreet, plain necklace is allowed. Only clear nail varnish may be used and nail extensions of any type are not allowed. Visible tattoos or visible body piercing (including tongue) are not permitted. Make up should be modest in colour and appearance. Students in breach of the rules will be asked to remove make up, jewelry, piercings, nail varnish (school nurse) or parents will need to collect their child and keep them at home until the issue is rectified. The Head and Deputy Heads of Secondary are the final arbiters.

Electronics & Mobile Phone Policy

The use of Mobile Phones, 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 7:55am until 15:20pm, unless asked to do so as part of a structured lesson or with a teachers permission.

Year 12 & 13 students are permitted reasonable use of electronic devices during break times and study periods.

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 accepts 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 in school, it is considered bad manners for students to hold hands, cuddle or kiss in public. Any inappropriate signs of affection or amorous behaviour will be dealt with as a stage two disciplinary issue with an appropriate sanction applied and recorded on the students file.

The Student Council

The HeadStart student council meets monthly and deals with a wide range of school matters. Each student council member is elected to the post by their Homeroom peers and this provides students the opportunity to influence the way school is run. Student Council meeting minutes are published and displayed by the Deputy Head Boy and Girl with the assistance of the Deputy Head of Secondary (Pastoral) and Head of Senior School. Significant agenda points are selected and discussed with the schools' senior management team by the Deputy Head Boy and Girl and then outcomes fed back to the student council representatives. Significant agenda points are also shared with students via the Student Council Display board on the third floor.

Head Boy,

Head Girl & Prefects

Head Boy, Head Girl and Prefects are appointed by the Head of School, Head of Secondary and Head of Senior 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 as well as attending meetings to ensure the student voice is heard and considered in the school decision making processes. Prefects can become heads of various committees and support all students led events and activities throughout the school.

CCTV Policy

CCTV cameras are used to record daily operations and activities throughout the school property to help ensure the safety and security of our students and community. The Administration Team, and the Head of Security can access CCTV records. CCTV cameras have also been placed in the restrooms. These are carefully positioned to ensure they only monitor the public areas of the restrooms and do not

see into any cubicles. The recordings for these cameras are locked and can only be accessed and viewed by selected members of the Executive Management Team.

If a parent feels that they need to request access to CCTV footage, the parent should obtain a CCTV Request Form from the Administration 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 on 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 72 hours following the request from the parent being submitted. Under no circumstances will parents be shown CCTV footage until permission has been granted by the relevant Deputy Head, or the School Director.

In the case of 'Lost Items' and help with locating them, the Head of Administration can authorise the review of CCTV footage in order to support finding these items. If permission is granted to access CCTV footage, parents may view the footage, but under no circumstances will they be allowed to record it, or be given or sent a copy of it.

Discipline Policies

HeadStart's underlying approach to managing student behaviour is based on the expectation of active, mutual respect for all. Our students and teachers are expected to demonstrate respect for themselves and for each other. Lapses of respectful behaviour and differences between individuals or groups are resolved using a restorative approach, which aims to "set things right". Repeated failure to respect others or behaviour which is damaging to others and is considered serious enough to make restoration inappropriate or impossible, will be communicated to parents and may result in a student's enrolment being terminated, at the direction of the CEO and in consultation with appropriate staff.

All behaviour is considered on a case-by-case basis and individual needs are taken into account. Although the School attempts to understand difficult behaviour and make reasonable adjustments for behaviour symptomatic of disability, it does not accept persistent transgression or endangering the wellbeing of other members of the HeadStart community.

Guidelines for responding to student behaviour:

Every effort will be made to:

- Listen to each student
- Seek to understand their behaviour
- Discuss with them the effect their behaviour has on an individual or members of a group
- Encourage the student to take the time to reflect on their behaviour
- Help the student work out how to 'make things right' by seeking a resolution

- Support the student through the process of restorative practices
- Acknowledge and put in context all aspects, emotions and behaviours of the student
- Encourage the development of self-discipline
- Establish and communicate clear boundaries for all students
- Foster respectful open, direct and honest interactions with students
- Acknowledge the fact that students often make mistakes
- Establish only those rules which are required for those in the community to operate in harmony and in safety
- Encourage students to accept responsibility for their behaviour through the use of natural and logical consequences
- Engage parents in the process of supporting students
- As teachers, acknowledge, embrace and apologise for our own mistakes
- As teachers believe in shared responsibility for the wellbeing of every student and educate each other by sharing our insights and understandings of students
- Accept the individual differences of each student
- Accept that HeadStart may not suit all students at each stage of their learning and growth.

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

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

The student discipline policy is shown below.

| Level 1 – Responsibility Issues These misdemeanours will be dealt with by the Class Teacher or Homeroom Teacher and may be recorded on the school system | |
|--|--|
| Issue | Actions available |
| Lateness Materials not brought to class Incorrect uniform Homework not done Food brought into class Chewing gum Inappropriate use of personal phones etc. Littering / Not clearing up after yourself Leaving valuables unattended Bringing inappropriate items to school | Verbal warning Discussion of strategies to overcome the issue Detention (break/lunch) Note in the student diary Email to homeroom teacher and/or parent Removal of item Those involved: Teachers, Homeroom Teachers, HoFs. |
| Level 2 – Behavioral Issues (more serious issues) These misdemeanours will be dealt with by the Class Teacher, HR Teacher or PCO directly. If the behaviour does not improve then the child will be referred to HoF or Deputy Head of Section; these issues will be recorded on the school system | |

| | |
|--|---|
| <p>Disturbing others Interrupting teachers Frequent lateness to a subject class Absent from class without permission Lack of academic honesty Being disrespectful towards others Failing to follow instructions Not completing classwork Hiding belongings Swearing/Inappropriate language Inappropriate displays of affection Spamming Offensive electronic communications Bringing inappropriate items to school Using a motorbike without a helmet</p> | <p>Daily/Weekly Report with contract Conflict mediation / counselling Temporary removal from class Parent / Teacher conferences Lunch / break / school detention After school detention Limiting access to the internet / emails In school community service</p> <p>Those Involved: Teachers, Homeroom Teachers, Hofs, Deputy/HeadTeachers, Parents and Counselors.</p> |
| <p>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/Secondary and will be referred to the Head of Primary/Secondary; these issues will be recorded on the school system</p> | |
| <p>Violence to self, others or property Vandalism Bullying (including electronically) Racism Theft Truancy (off the school site) Lack of academic honesty (external marking) Inappropriate references of a sexual nature or displays of affection 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 recreational drugs, over the counter or prescribed medication, tobacco, vaping, alcohol and other chemical substances while on school premises, field trips, in school uniform or any other instance that places the school in disrepute Inappropriate use of a vehicle on school premises [or repeated offence of not wearing a helmet]</p> | <p>Internal exclusion Parent/ Teacher / Management meeting No grade for report / Automatic fail Drug testing External exclusion (10 day maximum) Ban from using computer equipment Paying damage expenses Referral to outside counselling Incident may be reviewed up to Board Level Permanent exclusion Report to local authorities</p> <p>Those Involved: Teachers, Homeroom Teachers, Deputy / Head Teachers, Headmaster, CEO, School Board, Parents and Counselors.</p> |

Note:

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

Detentions

Teachers may give detentions over any break time/lunch period. Parents will be notified of this via the Parent Portal. 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 the detention. This will be recorded on Engage as a behavioural incident.

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 Engage. Students regularly receiving detentions may be suspended.

Student Improvement Contract

If there are repeated 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 weekly report.

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

The student will report to the HoF, PCO or Deputy Head of Secondary at the start and the end of each school day, with the report 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 report successfully, then they will be taken off the report. If there are any lapses after the report then they will be required to complete a further weekly report period.

If the student completes this second report successfully then they will be taken off the report. If there are lapses after the second report then they will be required to complete a third and final report/contract 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 the student / school contract.

During the reporting periods, any misconduct in school will be considered a breach of the contract. The student will be immediately referred back to the Headteacher 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 a final report/contract is a final warning. No further warnings will be issued.

The student improvement contract must be signed by the parent, the student and the Deputy Head.

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 the whole school must come dressed in their House shirts.

House Points

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

Sickness

As parents, you do not want your child to miss school, but you do not want to send a child to school sick and put them and other children at risk. Fever is an important symptom. When it occurs along with a sore throat, an earache, nausea,

listlessness or a rash, your child may have a condition that could be contagious. Therefore students must be fever-free for a full 24 hours (with no medication), before they can return to school.

A fever is defined as having a temperature greater than 37.5°C. We ask that parents promptly retrieve their children from the Nurse's Office when they are notified of an illness.

Insurance

The care and wellbeing of our students is of the most importance to us. HeadStart takes precautions and measures to ensure that school programmes are run, taught and managed by qualified professionals in a responsible manner and that our facilities are built and maintained to high standards to ensure the safety of our students.

The Student Group Accident insurance policy provides 40,000 Baht of accident coverage per student participating in school programmes. This student group accident insurance is provided by the school at no additional charge to parents. The accident insurance cards will not be given to parents to use out of school hours.

The student group accident insurance is not a health insurance policy and excludes accidents occurring from dangerous sports such as martial arts, water sports, motor sports and sport competitions. In the event that the school should organise a school programme which falls under the exclusions of the accident insurance, parents will be informed and will need to decide whether or not they would like their child to participate. If a parent approves their child's participation, they will be required to sign a risk waiver and may need to pay for additional insurance for the programme.

Due to the limited coverage of the student group accident insurance, it is imperative that parents should purchase additional health and accident insurance for their child or children in case of emergencies.

Care Plans and Special Assistance

The care and safety of your child is of the outmost importance to everyone at HeadStart. Unfortunately, sometimes accidents and injuries do occur. If your child is injured and requires special assistance because she/he has to use crutches, a wheelchair or has limited movement due to a plaster cast on his/her arm or leg, then before your child returns back to school, you must contact the school and make an appointment to meet with the Deputy Head or PCO of your child's school section.

The purpose of this meeting is to devise a Care Plan for your child. The Care Plan will highlight your child's needs and ensure that your child continues to be looked

after in the appropriate way when at school. The Care Plan also provides clear guidance to everyone at the school regarding practical issues such as what help your child will need when moving classrooms, visiting the toilet and going down to the Dining Hall. The Care Plan remains in place until your child no longer requires any kind of special assistance.

Physical Education Including Swimming

If a student is injured or ill and cannot participate in a PE lesson, the parent / guardian must write a note/email explaining the reasons why the student should not participate in the PE lesson and the note should be given/sent to the PE teacher, via email or through the Parent Portal. The PE teacher will keep a record of these exclusion notes and will inform the HoF.

Injured students may still take part in PE lessons at an appropriate level and in an appropriate role. Students should bring their PE kit to change into if requested by the PE teacher. Students who do not participate in PE lessons may still be expected to physically remain with their class in the appropriate sports area and may be requested to participate in other appropriate activities supervised by the PE teacher and teaching staff.

Where students do not have notes from a parent/guardian, they will be asked to obtain a medical note within 24 hours and give this to the PE teacher. Failure to do this will result in the PE teacher contacting parents / guardians to request the medical certificate.

Students that persistently fail to follow the above points may be given a detention and the HoF will be informed. In cases where a student has been given 3 exclusion notes from a parent/guardian, parents may be asked by the PE teacher or the Director of Sports to provide a doctor's note / medical certificate.

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 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 handed 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 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. We carry out whole cohort testing of students from Year 9 to Year 13 at random times during the year. All students must comply with the request for a urine sample.

Definition

- All illegal drugs (those compiled by the Narcotics Control Act 1976), including vaping
- 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) **Suspensions 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 6-hour 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.

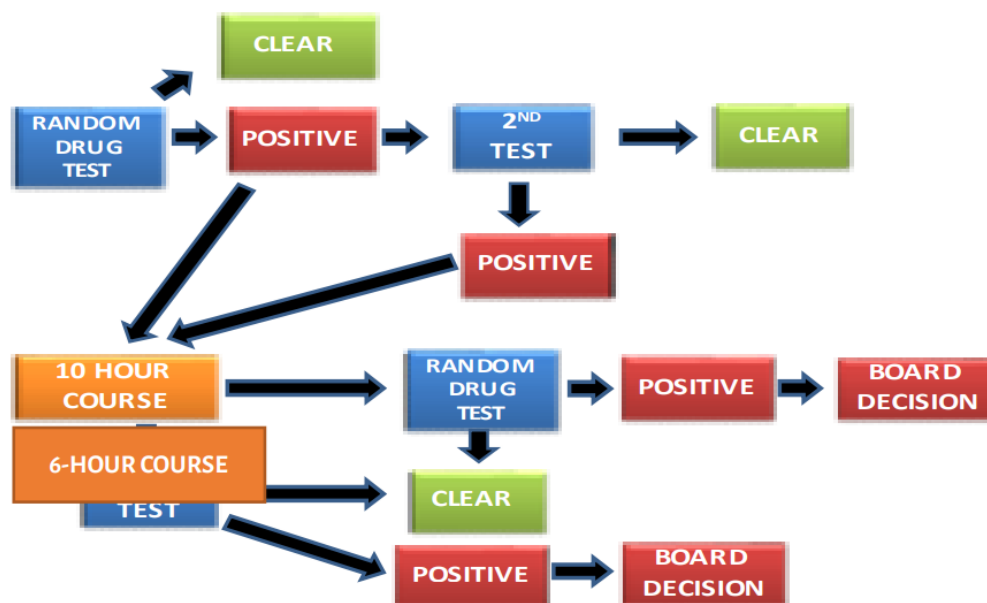
Any student testing positive for drugs twice in one academic year would be grounds for immediate expulsion at the Board of Directors` discretion.

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 their 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

Student and Parent access to the school

Accept for attending meetings or events, parents are allowed on the school site before school starts and up to 9.30 am, when they should leave the site unless they have a specific meeting or event to attend. They should stay in the First Floor areas (Ground Floor), Café, Gym, etc.... and not interfere with any student learning or be in or around teaching spaces. Parents can return to the school site from 2.30pm but again they should not interfere with any student learning or be in or around teaching spaces until after ECAs have finished. Parents are welcome to use the Café after

school until it closes and can use the Fitness Gym at their own risk in the evenings and weekends.

Students are allowed to be on site after the school day has finished without direct supervision Monday – Friday until 6.00 pm, after 6.00 pm they must leave the site (including Sixth Form Center) unless they are under the direct supervision of a member of HeadStart Staff or if using the Fitness Gym, with a parent. At the weekends during term time students are only able to use the facilities and access the school site without direct supervision on Saturday's from 8.00 am – 12.30 pm. Any other time over the weekend students that want to come onto site must be under the direct supervision of a member of staff unless they want to use the Fitness Gym when they must be accompanied by a parent.

During the school holidays (not term time) students and parents should only be on site if attending a meeting or supervised by a member of staff.

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 Headteacher.

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 HeadMaster or to the Thai Principal. The HeadMaster 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:

Date: