

HeadStart Foundation Parent Handbook 2023 - 2024

Welcome Message from Head of Foundation & Primary

Dear Parent,

It gives me a great pleasure to welcome you to our Foundation Department at HeadStart International School, Phuket. Choosing the right school for your child is one of the most important decisions you ever have to make, so I hope that the information we have provided here will help you in that choice.

Inspiring a lifelong love of learning drives everything that we do at HeadStart. Our job, in partnership with parents, is to build the foundation for a successful education, to enable each child to discover the joy of learning, to help them to fulfil every aspect of their potential and to encourage their growth into effective citizens, ready to play their part in the world and their community and to ensure your child achieves their true potential and to be the best that they can be – for there is a spark of greatness in everyone.

We work hard to ensure that every child engages happily in all areas of learning and development within the Foundation Stage. We ensure that your child is safe, confident and successful in their engagement as we believe that happy and secure children are not afraid to take on learning challenges. Our teachers understand it is a time for rapid growth and development, during which children discover a great deal about the world around them and themselves. From when your child is born until the age of five, their early years' experience should be happy, active, fun and secure. At HeadStart, we understand the nature and needs of young children and how they learn. So it is our aim to give children the very best possible start to their learning journey, providing them with a firm foundation on which their future education can be built and inspire a true love of learning.

This handbook aims to offer an insight into our school – a glimpse of our values, curriculum and policies. If you would like to know more then you are encouraged to contact the school office and arrange a visit to see us at work.

Mr Sam Khan
Head of Foundation and Primary

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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.

Code of Conduct

- ✓ As a visitor please sign in and go to the school office where a member of our admin staff will assist you.
- ✓ Please do not interfere with the operation of classroom lessons.
- ✓ Please do not take photographs of children when visiting the school.
- ✓ Please do not use language which causes offense.
- ✓ Please do not threaten, harm or use physical aggression to another adult or child; this includes approaching someone else's child to chastise them.
- ✓ Please use designated adult toilets on the ground floor.

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

HeadStart International School, Phuket

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

Muang Chaofa

Tambon Vichit,

AmphurMuang

Phuket 83000

Road,

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.

The School Day

Monday - Friday	Preschool	Early Years	Reception
8.00 – 8.30	Homeroom and registration	Homeroom and registration	Homeroom and registration
8.00 – 8.45	Interactive settling in activities	Interactive settling in activities	Interactive settling in activities
08.45 – 9.15	Circle time and continuous provision	Thai class	Phonics
9.20 – 9.40	Thai class	Break / snack	Break / snack
9.40 – 11.30	Continuous provision and specialist subjects	Continuous provision and specialist subjects	Continuous provision and specialist subjects
11.00 – 11.30	Lunch		
11.30 – 12.15	Independent skills	Lunch	Lunch
12.15 – 12.45	Nap time	Break time	Thai
12.45 – 13.55		Nap time	Continuous Provision
14.00 – 14.20	Story time, ready for home time	Story time, ready for home time	Maths and Reading sessions
14.20 – 14.30	Enrichment and ECA	Enrichment and ECA	Enrichment and ECA

Notes:

- Students should arrive at school with enough time to get to their classroom and attend homeroom at 08.00, ready and equipped for the day ahead.
- Students who arrive late (after 08:20 am) should immediately report to the school administration office so that the register may be updated and they may collect their 'late' card.

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

Starting the Day Positively

Separation at the start of the day can be difficult for children and parents at the beginning. Please make it easier on your child by saying a firm and quick goodbye. Please do not loiter and hang around the corridors or look through the windows, this may upset your child more and they may find it difficult to settle.

Please be on time at the beginning and end of each day, so your child knows the routine.

Settling in for Preschool Students

It is important during the first one – two weeks that both children and parents feel comfortable and secure during the settling in process, which is why it is important that this process takes place in a gradual way. Parents will be able to come into the classroom and join in with some of the settling activities for the first hour of the day. As the students begin to settle and get used to the routines, we advise parents to say goodbye at the door and allow their child to settle into the school day. Registration runs between 08.00 – 08:30.

Attendance and Absence from School

In the event of sickness, parents should email the homeroom teacher or the school office 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 continued support in trying to achieve this.

Morning Drop off Policy

Student safety is the highest priority at HeadStart International School. Therefore, we make every effort to ensure that all students are under appropriate supervision at the beginning and end of each day.

We urge all parents to drop off and collect their child at the correct times, as children can feel confused and apprehensive when they are late or not picked up on time.

Homerooms are open from 07.45 and parents are able to drop children off from this time. Registration is from 08.00 to 08.20 for Reception and 08.00-08:30 for Preschool and Early Years. Please ensure they are not late for registration. Any child arriving later than 08:20 will be marked as 'late' on the school registration system. Reminders will be sent home to parents if children are continually late for school.

The Foundation gates close at 8.30am. This is to ensure the safety of all children on the move for lessons at this time. If you arrive later than 8.30am, a member of staff will escort your child to their Homeroom.

Any forgotten items required for school (swimming kits, snacks, water bottles) can be left in the school office. These items will be taken to class by a member of the Admin team.

Signing your child in and out of Foundation

Your child's safety is paramount to us at HeadStart and we pride ourselves on operating a safe and secure learning environment in Foundation. Please ensure you sign your child in and out of class and ECAs every day.

Students Leaving the School Premises Policy

Starting at 2:20pm between Monday and Friday, children are to be picked up by their parents from their classrooms and signed out. If your child is attending Enrichment sessions, then your child should be collected at 3.20pm.

If you cannot come to pick up your child, an email should be sent to the office (office@headstartphuket.com) notifying our staff that a person other than you will be picking up your child. The email must include a picture or ID of the replacement person. A Secondary sibling may also be granted permission to pick up your child, more details regarding this issue are provided below.

Secondary students may pickup 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.

Early Years Foundation Stage Curriculum (EYFS)

At HeadStart we base our curriculum on the UK Early Years Foundation Stage Framework (EYFS) but we believe in a flexible approach; adapting the curriculum to meet the needs of our individual and international children. We offer a broad range of learning experiences and activities linked through topics to provide opportunities for children to learn, play, explore, imagine and take on challenges

We focus on seven areas of learning:

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, for building their capacity to learn and forming relationships with family and peers.

These three prime areas are:

- **Communication and language**
- **Physical development**
- **Personal, social and emotional development**

Our experienced teachers also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design.**

- Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

- Physical development involves providing opportunities for young children to be active and interactive; and to develop their coordination, control, and movement.

- Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities. Children must also be helped to understand the importance of becoming independent, and to make healthy choices in relation to food.

- Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

- Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

- Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

- Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

For more information, please visit www.foundationyears.org.uk

Swimming and Physical Education (PE)

At HeadStart, we encourage swimming from the earliest class. Living on an island, we believe that swimming is a life skill in which all children require. During rainy season, the PE department will decide if it is too cold to swim and will make alternative PE arrangements. However, throughout rainy season, please continue to dress or provide a swimsuit for your child on the scheduled day just in case. As swimming is part of our curriculum, it is expected that all children take part. If your child is too ill to swim, they should not be in school, or a medical certificate from the doctor needs to be provided to the Homeroom teacher. If a child is not swimming, the parent must inform the homeroom teacher via email as soon as possible.

Medical Conditions for non-participation in Swimming

In some cases, children may have to avoid swimming due to a medical condition. These cases must be discussed on a one to one basis, depending on doctors advice and severity of condition. Medical certificates must be shown to the teaching staff for non-participation. We encourage all parents who wish for their children not to take part in swimming lessons due to ill health, to discuss this with the Deputy Head of Foundation as soon as possible so alternative support strategies and care plans can be discussed with the teacher and PE staff.

For Health and Safety reasons, children who are not swimming are not permitted to wait in the Nurse's room. Non- swimming students are encouraged to still take part in the swimming lessons, by observing from the side, looking at techniques and interacting with the PE staff.

Independent Learning

We encourage children to become responsible citizens and support the children with independent self-care skills. Children can learn so much from doing things by themselves. It may not be perfect at first and not exactly how we as parents or teachers would do it but we are giving children the opportunity to grow and succeed, each time they are able to try something new, on their own. We ask parents to support us at home by allowing children to:

- Brush teeth
- Wash hands
- Feed themselves
- Dress and undress independently
- Simple jobs, putting toys away

Foundation Enrichment Program

Students are welcome to join a daily Enrichment Program. The Program runs from 2.30pm -3.20pm each day and is a continuation of the school day. Continuous provision and additional activities will run. This is an optional Program for our children.

Children must be collected at 3.20pm and signed out by parents.

Friday

The Enrichment Program ends at 3.00pm on a Friday afternoon. Children can be collected and signed out at this time. Pupils not collected at 3.00pm will be taken to the late pick up service. Any child who has not been collected by 4.00pm will be taken to the main Dining Hall and can be signed out from there.

Foundation Extra Curricular Activities (ASPs)

Free ECAs

HeadStart offers an after school Thai Language Program for our Early Years and Reception Children for no additional costs. This ECA runs from 3.30pm – 4.20pm. Parents can collect their child at 4.20pm and are required to sign them out of school. Sign out books are placed outside each classroom.

Fee Paying ECAs

We offer language classes and a selection of Dance and Gymnastics for Reception and Early Years; however, these clubs are fee-paying clubs and run from 2.30pm-3.20pm. Parents can collect their child at 3.20pm and are required to sign them out of school.

For more information regarding our After School Programs, please visit the school website, or contact our After School Manager, Ms Anisa on avanderlaan@headstartphuket.com

Afternoon Pick Up

(Please note that pick up times on Fridays are pushed forward by 20 minutes as school closes at 3pm on Fridays)

Children can be collected at three different times in the afternoon from Foundation.

- 1) The school day ends at 2.20pm. We urge parents with children in Pre- School to collect their child on time to avoid any upset or distress.
- 2) Children in **Early Years and Reception** who are not attending the Enrichment Program, can be collected at 2.20pm.
- 3) Children attending the Enrichment Program can be collected at 3.20pm.
- 4) Children attending the Enrichment Program on a Friday, can be collected at 3.00pm.
- 5) Children attending the fee –paying ASPs can be collected at 3.20pm.
- 6) Children attending the Thai Language Program can be collected at 4.20pm.

To avoid any disruptions to lessons or clubs, please collect your child at the designated times.

If you are unable to collect your **Early Years or Reception** child at 2.20pm, they will automatically join the Enrichment Program.

Late Pick Up Policy

Parents are encouraged to pick up their child at the correct time of day. Children who have not been collected after the Enrichment Program will be taken to the Indoor Learning Centre for a late pick up service.

A late pick up service is also available for children in Foundation, who have siblings in school attending an ASP. This service runs from 3.20pm – 4.20pm.

All children must be signed out from the late pick up service.

Any child who has not been collected by 4.20pm will be taken to the main Dining Hall and can be signed out from there.

If your child has not been collected by 4.40pm a late pick up fee of 300 baht will be charged.

The Foundation playground will not be open for parents to take their children during the Enrichment Program.

Parents may use the Indoor Learning Centre at the end of the school day between 3.20 and 4.20. This area is not supervised so children must be supervised by an adult. This area is a quiet space and to be used to spend time reading or playing blocks etc with children. The primary playground is available for use after school if this is the type of play your child needs.

Parents are responsible for tidying up after use in this area.

There should be no food or eating in this space. Please do this in the café area.

Consultation, Assessment and Reporting

We will have five reporting periods in the academic year – 2 written reports and 3 Parent Teacher meetings; there will also be a settling-in meeting for Foundation and Year 1 children partway through the first half term.

Before the October half term, Foundation and Year 1 Homeroom Teachers will arrange to meet with you and your child to give you an update of how they are settling in and inform you of any issues; this meeting is not an academic update but a settling in and pastoral update.

There will be a written report at the end of Term 1 and Term 3.

We will also have three Parent meetings during the year: one at the end of each term to discuss the progress your child has made during that term and to set targets for the next term or the following year.

The report at the end of the year in Term 3 is a very detailed report from all the subject teachers and gives an overview of the work your child has achieved in that particular subject. It also aims to set targets for your child to work on for the next academic year.

Please see the school calendar to find out the parent teacher conference dates for the year.

Thai Language and Culture Lessons

Thai Language and Culture lessons are offered to all Foundation classes. Children receive five Thai lessons per week, each lasting 30 minutes.

Children study either Thai as a first language or Thai as a second Language. This enables students to learn at the correct level. Thai students are expected to stay on par with their fellow Thai counterparts, following the Thai National Curriculum for Language and Culture.

Homework

At HeadStart International School we recognise the differing developmental stages of children. As we appreciate that children learn through play, your child's Foundation Homeroom teacher will make suggestions as to how you could further your child's learning at home. Our expectation is that you provide opportunities for real life experiences and enjoy your child's younger years with them, playing, exploring and communicating together.

Reading

All students in Early Years and Reception will learn to read by using the Little Wandle phonics program.

Children in Reception will have access to bug club each week and are expected to read at least twice a week.

Bug Club

Bug Club is an online, levelled reading Program. It provides books and activities at your child's reading level. Your child's homeroom teacher will provide you with more information about Bug Club.

The School Library

The Foundation Library is located in the Indoor Learning Centre. Each class has a timetabled session each week to select a book to read and enjoy.

HeadStart Houses

All 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.

What to pack in your child's school bag

HeadStart is trying to instill organisational skills and responsibility in all students; therefore, we are asking that each student bring the following supplies, which will be stored safely at school.

For Pre School and Early Years

Items to bring at the beginning of each term

- Toothbrush / Toothpaste
- Complete change of clothes (to keep at school in the case of mess or accidents)

Items to bring to school on a Monday morning

- Small pillow / light blanket (Preschool and Early Years only)
- Small towel
- Sun-cream
- Mosquito repellent

Items to bring to school every day

- Complete change of clothes (Uniform for Reception)

- Clean underwear
- Water Bottle
- Sun hat
- Nappies (if necessary)
- Healthy snack (optional)
- Milk for nap time (optional)
- Additional masks. We recommend that you leave a pack of masks in your child's bag at all times

Items to bring on swimming days

- Preschool and Early Years can wear their swimming suit to school under their clothing. (No bikinis allowed)
- Towel
- Swimming nappies
- Warm clothes for after swimming (optional) No leggings
- Goggles (optional)
- Swimming hat (optional)
- Hair towel (optional)

Items to bring on PE days

- Reception and Early Years can wear their school PE kit on the days they are scheduled to have PE lessons.
- Sun hat
- Sun cream
- Water bottle
- Wear trainers

Important Note: All clothing must be labelled clearly with the child's name

School Uniform

- Preschool students do not need to wear a school uniform at HeadStart.
- Early Years and Reception students should wear the appropriate uniform daily.
- Parents should ensure that their child is appropriately dressed for school.
- As children grow, new uniforms should be purchased to ensure a correct fit.
- School uniforms can be purchased from the school shop.

Uniform for Foundation girls

The standard uniform for girls is a white blouse and a dark blue pinafore dress with the HeadStart logo. White ankle length socks. Students must not wear sandals or flip flops to school.

Sports kit for Foundation girls

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

Uniform for Foundation boys

The standard uniform for boys is a blue cotton shirt with HeadStart logo, beige knee length shorts and ankle length socks. Students may not wear sandals or flip flops to school.

Sports kit for Foundation boys

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



Girls' Uniform



Girls' Sports Kit



Boy's Uniform



Boys' Sports Kit

Mufti Day

Each term, HeadStart supports a local or national charity. Fundraising events will be organised and parents will be informed as and when the details are finalised. In order to support the charity of the term, Headstart hosts a number of mufti days per school year. Students and teachers can wear non-school uniform and donate a small sum of money for the charity of the term.

Jewellery, 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.

Students in breach of the rules will be sent home to rectify the problem. The Head of Primary is the final arbiter.

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.

Note: Parents will be informed if a student persistently breaks the dress code. If there is no improvement, parents will be advised to withdraw their child from the School.

Toys, Electronic games, Music Players, Mobile Phones and Smart Watches

Students are not permitted to bring toys to school. However, a child may bring a toy or comforter to support for transition purposes. This should be discussed with their class teacher.

If it is a part of the children's class topic, toys can be kept on the display table and taken home at the end of the day.

Some toys are not allowed at school:

- electronic toys;
- weapons;
- toys that can hurt others because of the material they are made of.
- toys that are excessively large

It is up to the homeroom teacher's discretion to decide whether a toy is appropriate and safe. If a toy is deemed inappropriate or unsafe, the student will need to keep the toy in his or her bag and not bring it back to school again.

Toys that are played with at inappropriate times or that have been labelled as inappropriate will be confiscated by the homeroom teacher and the parent will need to come to school to pick up the toy. The school doesn't take any responsibility for toys that are lost or damaged.

Mobile phones, tablets, smart watches, iPods, MP3 music players or similar personal listening devices are not permitted in school for Foundation children, unless otherwise authorised for use during a particular topic. Children will have the opportunity to access information technology in a safe and secure environment using devices that have been secured in order to safeguard children.

If there is an exceptional reason that makes it necessary for a child to bring a mobile phone to school then please seek permission from the Head Teacher, or Deputy Head of Foundation.

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.

The Positive Behaviour Policy

HeadStart International School has a strict policy of **no corporal punishment**. Our aim is that every member of the school community feels valued and respected and that each child is treated fairly. We do this by providing a safe and motivating learning environment where all children are cared for individually. Teachers in Foundation use praise and positive reinforcement to encourage appropriate behaviour. Students are given multiple opportunities to think, decide and act responsibly.

Our Foundation school values are:

- Always do your best
- Use kind words
- Take care of the world around you
- Walk quietly around the school
- Keep your hands and feet to yourself
- Listen to your teachers and each other
- Keep the school bully-free
- Use good manners
- Have fun and be safe
- Respect each other's differences

When hurtful behaviour becomes problematic, the teachers will work with parents to identify the cause and find a solution together. The main reasons for very young children to engage in excessive hurtful behaviour are:

- They do not feel securely attached to someone who can interpret and meet their needs
- Adults not responding appropriately to a child's needs, this will lead to negative behaviour
- Negative patterns may develop if hurtful behaviour is the only response the child has to express feelings of anger
- The child is exposed to levels of aggressive behaviour at home and may be at risk emotionally,
- The child may be experiencing child abuse at home
- The child has a developmental condition that affects how they behave

Stage	Incident	Sanction
1	Low-level disruption <ul style="list-style-type: none"> • Not responding to warning • Not following instructions • Distracting others • Interrupting teachers • Being disrespectful towards others • Using unkind words towards others (first instance) 	<ul style="list-style-type: none"> • Time out from the session may be given (e.g. PE lessons) • Lose 5 minutes of break/lunch time <p>Teacher records on Engage. Parent signs incident form.</p> <ul style="list-style-type: none"> • Repeated offenders may face behaviour plan (HT/Deputy Head (Foundation) discretion)
2	<ul style="list-style-type: none"> • Continued low-level disruption • Not responding to level 1 sanction • Swearing/bad language/inappropriate gestures • Engaging in inappropriate play, including play fighting • Repeated use of unkind words towards others despite previous warning • Hiding belongings 	<ul style="list-style-type: none"> • Removed to another classroom • Miss 10 minutes break/lunch time <p>Teacher records on Engage and homeroom teacher emails parents at the end of the day. Parent signs incident form.</p> <p>Specialist teachers should record on Engage, and compose a complete email, which will be sent to parents. The specialist teacher will email this to homeroom teachers who will then forward it to the parent(s).</p> <ul style="list-style-type: none"> • Repeated offenders may face behaviour plan (HT/Deputy Head (Foundation) discretion)
3	<ul style="list-style-type: none"> • Violence to others or property, including other students work • Theft • Racism • Bullying • Inappropriate references of a sexual nature • Inappropriate displays of affection • Possessing dangerous 	<ul style="list-style-type: none"> • Miss whole break/lunch time • Parents to replace damaged property <p>Teacher records on Engage and homeroom teacher emails parents at the end of the day. Parent signs incident form.</p> <p>Specialist teachers should record on Engage, and compose a complete email which will be sent to parents. The specialist teacher will email this to homeroom teachers who will then forward it to the parent(s).</p>

	<p>items or weapons</p> <ul style="list-style-type: none"> • Possessing or accessing pornographic material • 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. 	<p><u>Repeated instances of Level 3 behaviours:</u></p> <p>Teacher records on Engage Parent signs incident form.</p> <p>Parents are invited to a meeting with homeroom teacher and Head and/or designated Deputy Head</p> <ul style="list-style-type: none"> • External exclusion – 10 day report on return to school (see below) • Return to school meeting with parents (HT/ designated DHT) • Any further exclusions may increase in length from one day exclusions to three days, to up to 10 days • Repeated offenders/pupil exhibiting severe behaviour may face permanent exclusion
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Daily Behaviour Reporting

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 focus the student on improvement in each and every lesson and is usually put into place upon return from a school exclusion.

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

The daily behaviour report must be signed daily by the parent and the Head or designated Deputy Head.

If the student completes the two-week report successfully, then they will be taken off report. If there are any lapses during the two weeks, they will be excluded and they will be required to complete a further two week report period upon return from the exclusion.

If the student completes this second two week report successfully, they will be taken off report. If there are lapses during the second two week report then the student will be required to complete a third, and final, two week report period. This third daily behaviour report is usually preceded by a school exclusion.

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 or designated Deputy Head for further sanctions. Any breach of the contract will be considered on a case by case basis and sanctions can include exclusion from the school.

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

Food Services

Snacks

HeadStart provides milk and a snack for all Foundation students during their morning break. We would like to encourage parents to send their children to school with only 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. Therefore, if a student brings unhealthy snacks, for example, candy, cake or chips/crisps to school the teacher will put them back into school bags and they can be taken home.

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. Students are served a healthy snack in the morning break, lunch at midday followed by milk in the mid-afternoon snack. 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 School (please send a letter and any supporting documentation i.e. medical certificate).

When you register your child please specify their dietary requirements. Your child's homeroom teacher will be overseeing lunch and can keep an eye on these requirements if necessary.

A copy of the school's lunch menu is available at the school's website as well as in the school's admissions office. Lunch always has a Western option, an Asian option and a Vegetarian option.

The Food Service Committee

The Food Committee at HeadStart 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 Head Chef, about the menu and quality of the food service, as well as make suggestions to the Senior Management Team.

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

Health and Safety

Illness, Injury and School Nurse

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 persistent runny nose, sore throat, an earache, nausea, listlessness or a rash, your child may be carrying something very contagious.

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.

Children who have had sickness and or diarrhea should stay home for **48 hours** after their last symptoms.

The onsite school nurse is available to treat minor injuries and to support children who become unwell at school. If a child becomes unwell at school they will be taken to the school nurse who will assess their symptoms and make a decision as to whether or not they should remain at school. In some cases, the school nurse may call parents for more information to support with a decision. It may be necessary to ask parents to take their child to a doctor to obtain a medical certificate deeming them fit for school where symptoms persist, for example a child who displays cold symptoms due to allergies.

If your child becomes unwell at school with the following symptoms you will be asked to collect them and seek medical advice. They will be accepted back to school only when a doctor has confirmed that they are not contagious;

- **Persistent dry cough**
- **Chesty cough**
- **Persistent runny nose**
- **Sore throat**
- **Vomiting**
- **Diarrhoea**

If a student is injured or becomes unwell at school and has to be admitted to hospital, the school nurse will inform the parent or guardian immediately and a member of staff will accompany the child to the hospital and remain with the child until the parent or guardian arrives.

Medication at School

We take all illnesses very seriously in Foundation. If your child is ill enough to need medicine, then they should be kept at home to complete the course of medicine and to ensure all symptoms have been treated. If your Doctor has authorized a return to school whilst medication is still required, your child must complete 48 hours at home and may return once symptoms have subsided. In this instance, a medical certificate stating your child is fit for school must be provided and the school nurse and the homeroom teacher must be informed. Student's medication must be stored with the nurse and it must be dispensed by our nursing staff.

Head Lice Policy

HeadStart operates a strict head lice policy. Any child who has been seen by the Nurse and has head lice will be sent home for treatment. Parents are responsible for treating head lice with medicated, head lice shampoo and for combing out the eggs. Very often, a second course of treatment is required, usually 3 – 5 days after the first treatment. There is no need for children to remain off school, as long as the hair has been treated correctly. Upon return to school, the school nurse must check the hair for any remaining lice or eggs and give the all clear to return to class. If the child still has live lice or eggs, further treatment will be needed before returning to class. Parents must complete a treatment slip, available in the Nurse's office, once treatment has been complete and the all clear given.

Insurance

The care and wellbeing of our students is of the most importance to us. HeadStart takes precautions and measures to ensure that school Programs 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 Programs. 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 Program 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 Program.

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.**

Lost Property

The lost property box 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 property will be held for 48 hours. If it has not been collected within this time, it will be washed and donated to charity.

For items found in the Foundation building, a lost property box is placed near the department gates. Lost toys, socks and water bottles can usually be found in this box.

Security

All parents collecting their children from school should have a security pass which is available from the administration 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 School Administration 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.

School Bus

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 from the administration office.

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

Celebrating Birthdays

A birthday celebration at school is an occasion for the class to share the opportunity to wish the child a happy birthday and to share a birthday cake.

Parents should communicate with their child's Homeroom Teacher at least one week in advance to organise a suitable time. Please note that it is not a full birthday party. It is a way for the children in the class to celebrate. Please ensure that you provide paper plates, napkins, appropriate cutlery and a plastic knife along with the cake.

No other food, birthday 'goody' bags or presents from parents of the child celebrating their birthday will be allowed into the classrooms as these are not permitted.

If you wish to purchase a present for a child who is celebrating their birthday you are welcome to send the present to school and it will be placed in the child's bag on your behalf.

On the day of your child's birthday celebration, please report to the School Administration Office so that you can be escorted to your child's class with the birthday cake.

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 Foundation.

Electrical Failure Procedure

If the electricity is 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.

The Parent Committee

The mission of the Parent Committee of HeadStart International School is to grow and enhance the educational development and social awareness of students.

The Parent Committee (PC) 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 . They can be contacted by email at parentcommittee@headstartphuket.com

The Parent Committee is managed by parents and hold separate meetings with School Management Team (SMT) representatives.

Any parents 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.

Admission, Placement and Withdrawal Policy

Admission

When a student is enrolled at the school, the parent or guardian is required to sign the School Admission Contract (issued by the Admissions Office). 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 students 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, but the final decision remains with the Head of School.

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 Director as soon as possible. You need to complete a Student Withdrawal form from the Admissions 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 to be returned to the school upon withdrawal for the endowment fee to be repaid.

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

Class placement

At HeadStart we employ a policy of keeping classes together as often as we can. Being an international school we see many students joining and leaving which can lead to an imbalance by the end of the Academic year. We may mix the classes in order to maintain a balance of gender, Nationality, languages and ability. This is very important for the children's Social Development; it allows them to make new friendships, work within different groups and generally become more socially adept. At HeadStart we still get to work and play on many occasions each week within our year groups.

Parent Complaint Policy

Informal Complaints

Most concerns can be sorted out quickly and effectively by communicating directly with your child's Homeroom Teacher. 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 straightaway.

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

You will need to make an appointment with the Head 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, and to put your side of the matter. Heads and teachers involved will also attend to give their account.

Complaints against other students

Under no circumstances are parents to directly approach another HeadStart student 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.

Formal Complaint Form

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?

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

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What was the result of the discussion?

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Signature: