Berda Claude International School

Primary Parent & Student Handbook

Cambridge Assessment International Education

Cambridge International School

1 of 27
WELCOME

Welcome to BERDA CLAUDE INTERNATIONAL SCHOOL (BCIS). We are looking forward to working with both you and your child throughout the years ahead. To help provide a safe and productive learning environment for students, staff, parents, and visitors, BCIS has published this Student/Parent Handbook to explain students’ rights and responsibilities.

The faculty and staff at BCIS would like you to know that your child’s education is our number one priority and responsibility. As a result, we work hard to provide each and every child with an education at a level of excellence. We will continue to strive to improve our programs and maintain a safe environment so we can continue to provide all BCIS students with an education that will prepare them for the future.

As you become more actively involved with our staff, school, and academic programs, you will find us to be a warm and welcoming community of individuals who have dedicated themselves to educating young minds and providing life-long learning.

In the pages to follow, you will find various school policies and guidelines that will help nurture and maintain the educational environment and partnership between parents and BCIS. We ask that you take the time to read and explain to your child the rules and responsibilities of a BCIS student.

If you have any questions or concerns regarding the contents of this handbook, please feel free to contact us at: info@bcisphuket.com or to arrange an appointment with our Deputy Head of Academic Affairs, Mrs. Phung Oines, in our office situated next to the school entrance.

Respectfully,

Laurent Minguely,
School Director.

Owner & founder.

The purpose of this handbook is to help each student become aware of the opportunities, privileges, and responsibilities as a student of BCIS. The answers to commonly asked questions are contained on these pages. Each parent and student should read this handbook and be familiar with its contents. If you or your child have questions or concerns about the procedures outlined in the handbook, please feel free to contact us. When you have read and understood the contents of this book, please sign the last page, and return it to the BCIS office. Your signature verifies your understanding of the contents. This handbook strictly follows the Ministry of Education guidelines and is based on experience of more than 40 years in Education.
Contact BCIS

www.bcisphuket.com
info@bcisphuket.com (All emails will be allocated to the correct department)
098 671 3172

BCIS

Contacting BCIS office
For all general enquiries, information, and registrations please contact our front desk via info@bcisphuket.com.

Contacting the Academic Team
If you have any concerns regarding Academic affairs please contact:

Teachers
Please communicate with your child's teacher via teacher@bcisphuket.com if the matter isn't urgent. If you need to contact any teacher urgently, please contact the office and we will arrange a suitable time.

Cambridge Academic Coordinator
Mr. Ben Stafford: ben.stafford@bcisphuket.com

Deputy Head of Academic Affairs
Ms. Phung Oines: phung.oines@bcisphuket.com

School Director
Mr. Laurent Minguely encourages suggestions and welcomes any parents to arrange a meeting with him. If you would like to do so, please email info@bcisphuket.com. Please note that if your enquiry is related to any concerns or complaints then you will need to follow the complaints procedure on page 25.
BCIS Mission and Vision

Education Changes the World

At BCIS our vision is to empower children to make the very best decisions so they are able to find purpose in their lives and achieve academic excellence.

Mission
To enhance and develop every child's unique qualities through world-class education to create a brighter future for our children and generations to come.

Achieving our mission is based on several commitments; BCIS teachers and staff will always strive to:

- Inspire our students to reach their true potential and to act as responsible global citizens
- Provide a world-class education
- Provide state of the art facilities that allow our children to develop an understanding of sustainability in business and life
- Demonstrate care for each and every student, their goals, their personal development, and their aspirations
- Always encourage students to make ethical and positive choices
- Intervene when risk behaviours are demonstrated and apply appropriate consequences
- Ensure that students’ rights and privacy are always protected
- Provide an environment that values academic brilliance, integrity, equality, diversity, and fun
BCIS Uniform & Dress code

**Formal Uniform**
Students are expected to wear BCIS school uniform at all times. Any accessory or hairstyle that disrupts the educational process or presents a safety risk will be asked to be removed. Our point of emphasis is not to ban any item in particular, but to make sure that our students consider modesty, reduce distractions to our educational environment, and maintain our expectation for school dress code.

BCIS Students are reminded that whilst wearing the BCIS uniform, they are representative of BCIS in the community and need to act positively.

- Standard BCIS uniform is to be worn daily; we ask that it is clean and tidy.
- We ask that hair be natural colours and styled neatly.
- We ask that hats are not to be worn inside.
- Appropriate footwear needs to be worn at all times. For example no flip flops/crocs/open toe shoes.
- Accessories: Jewellery and accessories that are excessive or distracting should be left at home.
- BCIS students are asked not to wear makeup or lip gloss. Lip balm products to treat and prevent chapped lips are acceptable.
- Students wearing patches, buttons, emblems or tattoos that are offensive or vulgar will not be tolerated. This includes but is not limited to racial, religious, sexual, gang, alcohol, or drug-related themes.

BCIS staff maintain the right to correct any student they deem to be dressed inappropriately.

There will be casual dress days throughout the year when students will get the opportunity to wear their own clothes. You will be advised on when these days are.

**Physical Education**
On your child’s scheduled Physical Education days, it will be necessary that they wear appropriate clothing – please ensure they wear their BCIS PE Uniform.

**Excuse for not participating**
If, for any reason your child cannot participate in Physical Education, it will be necessary for him/her to bring a signed excuse. Despite the signed excuse, the student must attend the lesson and follow our PE Teacher’s instructions.
Responsibilities

Parent Responsibilities
Mutual respect and cooperation between BCIS and the families and homes of students are vital to providing an excellent education and learning experience for your children. The BCIS Board of Education believes that parents have a responsibility to encourage their child’s education by the following:

- Inspiring your children to learn, motivate them to succeed academically and support them in their education;
- Communicating with the school in a positive and constructive way, and encourage your children to do the same;
- Encouraging your child to abide by all BCIS school rules and regulations and reinforcing positive behaviour;
- Sending your child to school daily in a clean and well-presented uniform, ensuring attention to health and personal cleanliness;
- Maintaining an active interest in your child’s education, providing support with their homework as well as providing a quiet place to study;
- Reading all communications from the school, and signing and returning them promptly when required;
- Cooperating with the school by attending school meetings which are set up for the purpose of exchanging information about your child’s progress in school.

Stationery
It is the parent’s responsibility to provide the relevant stationery for their children, we ask that you name these for your children. Students are responsible for looking after their own property at BCIS. If students do not have the appropriate stationery, 2 warning and then a letter will be sent to parents with the stationery that is required. The option is available for BCIS to purchase stationery on behalf of parents and items will be invoiced. This is so students have the correct tools in order to learn and participate in lessons.

Student Responsibilities
The rules and procedures of BCIS are designed to ensure that each student attends school in a safe environment and has access to an excellent education. Students can expect their rights to freedom of expression and association, and to fair treatment, provided they respect those rights for their fellow students and staff. Students will be expected to follow their teachers’ instructions and obey all school rules.

Disciplinary procedures are designed to promote fairness and to encourage all students to behave conscientiously. No disciplinary measures will be applied until the situation has been investigated appropriately. Parents have the right to know that their child is succeeding in school and will be provided information in this regard periodically. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared and equipped to learn. The students will bear the responsibility of arriving on time and being prepared to participate in the educational program.

Student well-being
Students’ safety at school is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire drills and accident reporting. Students are required to immediately report knowledge of the possession of dangerous weapons and the threat of violence by students and staff to the BCIS Deputy Director of Academic Affairs. Local law enforcement agencies may be contacted in such instances.
**Student Records**

BCIS maintains permanent records of your child’s health, attendance, and academic progress. You may inspect these records at any time by making an appointment with the Academic Co-ordinator.

Additionally, directory information is maintained on each child. This information includes name, address, telephone number, date and place of birth and dates of attendance.

Student records will be sent to other schools and agencies when they are requested for legitimate educational reasons if all financial obligations have been met.

If there is any change in your address, telephone number or passport details, please contact the school office so that our records can be kept up to date. You are also required to provide the school with current emergency contact information.

Student records and details will only ever be discussed or shared with the parents listed on their file. Parents are not permitted to discuss matters concerning other children.

**The Curriculum**

With an aim to cater to the ever-changing and rapidly developing job markets of the future, BCIS aims to provide a holistic education focusing upon the quality of curriculum content, not the quantity. We aim to create a learning environment that encourages independent thinking and critical reflection, whilst employing a group-work ethic and problem-solving approach. We are proud to offer, at both primary and secondary level, the Cambridge International Examinations syllabus. This truly international curriculum, followed by over 10,000 schools in 160 countries, offers a global perspective based on the tried and tested methods of the British National Curriculum with extra-support for ESL learners.

The Cambridge curriculum allows for meaningful and detailed assessment and individual feedback for each student at all levels, with each student working towards achieving internationally recognised and highly respected IGCSE and A-Level qualifications in an extensive range of subjects, allowing for entrance into top universities worldwide.

BCIS has a solid vision for implementing the Cambridge International Curriculum. This vision will meet professional standards in teaching and learning, by providing excellence in education through quality assured programs and syllabus.

The BCIS learning environment focuses on a learner centred approach to active learning, using the most effective pedagogical methodologies that incorporate modern technology to enhance the teaching and learning process. In addition to our ongoing active approach to assessment using an evidence-based approach, BCIS also utilises the Cambridge Progression test and Checkpoint Exams as a benchmark tool to ensure we are meeting the standards of the Cambridge schools family worldwide. This gives us the ability to compare results and generate meaningful data on student progress that can be used in class to facilitate better teaching and learning.

**Developing the curriculum**

When selecting and developing the curriculum at BCIS, we have utilised the expertise of our teaching community to provide a comprehensive and international approach to the planning and delivery of quality programs. This international approach fully incorporates the multilingual demographic of our learners. Both core and non-core subject syllabi meet the expectations of Cambridge International Examinations.

Students that are excelling beyond their expected level may be offered the opportunity to combine or change curriculum between French and English. At BCIS we want to offer the opportunity of immersing in an alternative curriculum, students that meet the standard will be discussed on a case by case basis.
**Students** The curriculum will motivate, engage and challenge learners while they acquire the skills and competencies required to progress through the stages and meet the expected academic, personal and social outcomes.

**Teacher Pedagogical Approaches**
Our teachers are aware of the powerful influence they have on student learning. They make the curriculum real by translating learning and assessment objectives, syllabus aims, subject content and, school policy into meaningful learning experiences.

Fostering a positive, inclusive and collaborative learning environment lies at the centre of our vision for teaching and learning and we incorporate modern pedagogical and teaching methods.

**Assessment**
Assessment methods at BCIS have a number of purposes that are essential to the educational process. These include formative assessment of learning (providing feedback in support of the learning process), and summative assessment (determining a learner’s level of performance).

Assessment is an integral component of each subject’s curriculum. Pedagogy and assessment are inseparable in the teaching and learning process, as development in one reciprocates change in the other. Assessment of learning practices is essential teaching strategies that inform both teachers and students about the current level of understanding and skill acquisition during the actual teaching phase, providing guidance and feedback for subsequent teaching.

At BCIS we employ a wide range of assessment methods to allow for differentiation and ensure fairness of assessment across all subjects. These include:

- Observations
- Professional discussions
- Question and answer
- Projects
- Presentations
- Written assignments
- Video, audio and photo evidence

**Grades**

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<tr>
<th>BRONZE</th>
<th>SILVER</th>
<th>GOLD</th>
</tr>
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<tbody>
<tr>
<td>0-39% of total mark</td>
<td>40-79% of total mark</td>
<td>80-100% of total mark</td>
</tr>
<tr>
<td>Working towards the standard</td>
<td>Meeting the standard</td>
<td>Exceeding the standard</td>
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<tr>
<td>Learners have a basic grasp of the curriculum content. They have achieved a few of the learning objectives and are working toward achieving others. They would benefit from more focus on some areas of the curriculum.</td>
<td>Learners have a sound grasp of the curriculum content. They are successfully achieving many of the learning objectives as expected at this stage.</td>
<td>Learners have an excellent grasp of the curriculum content. They are successfully achieving the great majority of the learning objectives and often go beyond what is expected at this stage.</td>
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Online resources and ICT integration in school
BCIS is dedicated to supporting learning for all subjects through the integration of technology both in school and at home. We currently subscribe to a range of online programs and resources to enhance each student’s personal learning experience.

Bug Club
BCIS has implemented the online reading scheme Bug Club, a popular resource in UK schools, to promote reading and monitor student progress. With hundreds of titles to choose from online, teachers can assign reading materials tailored to the individual level of each student that can be accessed in school and at home through any internet-enabled device. Bug Club also generates exercises and activities to check the understanding of each text, with teachers being able to map progress through reports and data generated for each individual.

MyMaths
Developed by UK teachers to support the British National Curriculum for Mathematics, MyMaths is an online teaching and homework resource that can be used in the classroom to support learning and has matching online interactive tasks to be completed in class and at home. Students can revisit lesson content from previous classes to review and revise or to help them complete homework activities. Parents can also access the system to check their child's progress and teachers can generate specialist reports to identify areas for improvement in specific topics.

Language Hub
Our language hub offers bilingual and trilingual language support to students where English or French isn't their native language. The language hub will function as a bridge for students who need additional support. They will be able to attend sessions to help bring them up to speed of their peers and enable them to be able to communicate more effectively with other students. Students have the opportunity to learn an additional language, please contact your Academic Coordinator for more information and availability.

Homework
Teachers are encouraged to extend your child’s education beyond the regular school day by assigning meaningful homework assignments. Most homework assignments are due the next school day. Teachers will communicate due dates with students as homework is assigned. Homework is provided as required by the homeroom teacher and parents can request homework from their child’s homeroom teacher if needed.

BCIS Student Book Exchange Day
Each year parents and students will be invited to sell back their books to the next academic year students, this supports recycling and encourages students to adopt an environmentally friendly lifestyle by recycling and reducing waste and to give text-books a second life. It gives new parents the opportunity to purchase second-hand books at a lower cost. This Student Book Exchange Day will be a part of BCIS sustainable development initiative. If required, new text-books can also be purchased from BCIS for the new academic year.

Materials & Supplies
At the start of each academic year, a stationery list and book pack will be provided with a list of materials/supplies that you are asked to purchase for your child. Every effort is being made to keep this cost as low as possible for you. We ask that you label your child’s belongings as they are responsible for their own belongings.

As part of the Cambridge Curriculum, Cambridge Activity books are required and will need to be purchased from BCIS Phuket. Students have the option to borrow the Cambridge Learner books at no charge, these must not be written on and returned in a reasonable condition or a fee may be charged.

BCIS Inter-house
The idea that our planet and the entire universe is formed of the four Elements has been around for more than 2000 years. Each of the 4 elements has distinct traits and in some way, each element is dependent on another, yet
they are so diverse and form the beautiful world we live in. Our student house system is designed to create unity and a sense of community where students know they can depend on others, and their differences and diversity is celebrated.

• To create opportunities to praise, encourage and reward students
• To build self-esteem and a sense of belonging
• To provide a consistent reward system for positive behaviour
• To allow opportunities for collaborative working
• To inspire students to achieve their full potential

Competitions will be conducted weekly to establish a ‘House of the Year.’ The main competitions the students participate in are:

Sports Competitions
Every two weeks the Houses will compete in a sporting competition (Basketball, Football, Tennis etc).

House Merits
At BCIS we reward students and/or groups of students for anything that promotes themselves or others as remarkable and responsible human beings (academics, hard work, effort, teamwork, fairness, respect etc). All the House Merits are also tallied towards their House’s total score.

Other Competitions
Teachers also create their own competitions, and these can be as wide and as varied as Sports Days, BCIS Spelling Bee, etc. These competitions involve points towards the students’ Houses. During Friday morning banner raising the competitions from the previous week are announced and the students are informed which position their House are currently placed (1st, 2nd, 3rd, or 4th).

Finally, at the end of the academic year, the House that gained the most points are rewarded.

BCIS School Day

Drop off and Pick up Procedures

Parking B
Is designed for students, parents and authorised people and is accessible via NFC card only. All NFC cards remain the property of BCIS and must be returned after use. If you are yet to receive your NFC card please contact the administration team in the office.

For the safety and security of our students it is only open during drop off and pick up at the following times:
AM: 7.30AM - 9AM
PM: 3PM - 7PM (If there is an event on gate times will change accordingly)

Parking B can be accessed via entrance B, please refer to parking map on page 25 for locations.

Drop off
Students are to be dropped off at school by 8AM, if your child arrives past 8.15AM please ensure they report to the office as late.
Assembly starts at 8.05AM daily, any child arriving after 8.15am is considered late and they will need to sign in through the main office. Lateness causes disruption to both teachers and students, therefore we ask that your children are punctual on a daily basis.
Afternoon pickup

Year 1 - Year 5: Please sign out your child at their classroom. We ask that you avoid standing outside classrooms as this disrupts learning time. Please wait in the lobby until 3.30PM

Year 6: Please collect from the Football pitch next to Building C.

Late Primary & Secondary pick up*

From 4-8PM please collect your children from the Library.

*Late pick up Supervision Fees

From 4-8PM a fee of THB250 will be charged per hour for the supervision of your child. Please note if your child is collected 15 minutes past the same fee will be invoiced.

ECA/Academy pick up

If your child has ECA or Sports Academy there is no need to collect your child from their class they will be collected by their ECA teacher or their Coach. If your child has a 4.45 Academy session, supervision is available in the library for them & their siblings, please register at the office. Please collect sign-out your child from the Library after their ECA or Sports Academy lessons.

Alternative Transport Arrangements

If alternative transport arrangements have been made for your child, for example; someone else will be collecting your child on your behalf or catching the school bus, you will need to inform BCIS. Arrangements will need to be documented, therefore we ask that you visit us in the office or email us in advance.

Please understand that we cannot accept the word of your child in regard to leaving the school premises as a security precaution therefore written notification from a parent is essential

Early Dismissal

If students need to leave school early, due to illness or family reasons, we ask that you inform the office in advance. Children will need to be collected through the office and students are strictly released to authorised people only. Children will only be released after they have signed out through the office and release is approved.

Lunches

BCIS Lunchtime is one hour. This is a chance for children to run off the energy they have built up during the morning in the classroom.

Children are not permitted in classrooms during break times unless asked to be there by a teacher.

Students are expected to follow BCIS School rules for the duration of their lunch break. If students break these rules, it may result in children being removed from the playground and possible disciplinary action.

BCIS Canteen

BCIS students are provided with lunch, and snacks twice a day. Healthy and nutritious food is provided so children have the fuel they need to get through the day. Our school menu is available from the office and can also be found on our website.

Nature Café

Nature Café is a shared space where parents, staff and students are able to purchase refreshments, study and spend their breaks. The café is open from 8AM – 5PM daily and sells coffee, juice, bread, cakes and pastries.

Students from Y3 and up are able to purchase from the canteen. As students are provided with 2 snacks per day and a nutritious lunch, the café is intended to be a quiet space for study for the older students and a place to
purchase refreshments, not an alternative to the school canteen. Students should be well-mannered, polite and courteous at all times in Nature Café.

We ask that anyone using the café follow these guidelines and rules which will help ensure appropriate conduct and a relaxing environment for everyone.

- Currently, payment is cash only. When the payment system has been implemented, students are only to purchase their items by using their electronic wristbands; no money will be exchanged in the Cafeteria and balances will be topped up through the office only.
- Coffee will not be served to students under the age of 15.
- Students are not to purchase drinks or snacks for anyone other than themselves; borrowing money from other students is not permitted.
- BCIS Cafeteria is a shared quiet zone for staff and students. The cafeteria should be entered quietly and in an orderly manner. Students should be seated and must keep noise levels to a minimum.
- As this is a shared space, respect and politeness must be shown to teachers and staff at all times.
- Students must be patient while waiting to be served, and a single file line must be maintained to purchase items.
- Students must be seated whilst eating; food and drinks must be consumed in the cafeteria or the terrace and not brought out into the playground or classroom.
- Students must remove rubbish from tables, chairs and the floor and place it in an appropriate rubbish bin.

BCIS Library
The BCIS Library is where students, staff and parents have access to a variety of resources. Our goal is to ensure that all BCIS students have equal access to books and information and to provide a quiet and comfortable area for children to learn. Students are able to borrow books on a daily or weekly basis, but we ask that you only borrow books for a week at a time to ensure variety and a fast turnover of books. Students are responsible for taking good care of any books or school property they use or borrow from BCIS. If an item or book is damaged, children and parents may be asked to cover the cost of replacement, if required.

Parent Visits
Parents are always welcome at BCIS. If you’d like to visit your child’s classroom, please advise us 24 hours ahead of when you intend to arrive. We may be able to suggest days and times that will be best suited for your visit dependent on the lesson timetable. No parents will be permitted to meet with teachers during the instructional day unless the teacher has given permission in advance.

Visitor Check-in Policy
Between the hours of 8.30AM and 3PM, we ask that all visitors sign-in through the main office on arrival. It is important to the safety of BCIS that we are aware of who is on site at all times. There are no visitors allowed on the playground. All visitors will be assigned a visitors pass which they are required to wear throughout the duration of their visit for identification and security purposes. In the event of an emergency, it is imperative that everyone on site is accounted for. Before leaving BCIS, we ask that you sign-out and return your visitors pass to reception.

Outside the hours of 8.30AM and 3PM we ask that parents enter the building through the pass control access at the front gate, with either their RFID bracelet or via their fingerprint to pass the security turnstiles and enter BCIS. As an extra precaution, parents are also able to register with their fingerprints and gain access through the security scanners at the gate. All visitors will need to sign in through the office regardless of the time of day. You may be
asked for identification upon arrival. Please know that we do this to keep our students safe and not to inconvenience anyone.

School Attendance Policy

BCIS educational programs are offered either by Cambridge or French Education Nationale. Curriculums are based upon the full attendance and require continuity of classroom participation. Attendance is expected of all students enrolled in at BCIS during the days and hours that the school is in session.

The BCIS Deputy Director of Academics reserves the right to verify and investigate the cause of every single absence or prolonged absence. Repeated infraction of board policy on attendance may result in suspension or expulsion.

BCIS considers the following factors to be reasonable excuses for time missed at school:

- Personal illness (a written physician’s statement verifying the illness may be required, if over 3 days)
- Illness in the family necessitating the presence of the child
- Exceptions discussed with Deputy Director of Academics

A student will be considered habitually truant if the student is absent without a legitimate excuse for more than 5 days per academic year.

Medical, Dental and Legal Appointments

Ideally, medical, dental and legal appointments should be scheduled outside of school hours so there is minimal disruption to your child’s learning. However, we understand that this may not always be possible. If your child needs to be excused, please provide relevant documentation within 24 hours. In the unfortunate event that there is an irregular absence due to chronic illness, a medical certificate will be expected from your doctor.

Partial Day Absences

When a student is absent for part of a school day for authorised appointments such as medical, dental, etc. Parents must:

1. Sign the child in and/or out in the office. (If the parent/guardian signs the student in or out without documentation of an authorised appointment, the absence will be excused but will count against the students’ 10 days of excused absences)
2. Verify the appointment with appropriate documentation; e.g., a note from your child’s doctor or dentist, or appointment confirmation documentation.
3. Report back to school immediately after the appointment is over.

Notification of Absence

If a student is going to be absent, parents must contact the school within one hour of the beginning of the school day to provide a reasonable excuse. Without a written message sent by email, text message or phone call, a note signed by the parent must be supplied to the office upon return to school. If notification is not received within a day after the child’s return to school, all absences during that time will be considered unexcused.

Written follow-up documentation must be provided for your child’s attendance record. If you have called in to notify us, an email confirmation will be sent for written confirmation.

Absences due to sports related activities

If a student is going to be absent due to participation in a sports event parents must contact the school in advance so their homeroom teacher can prepare work for the student to complete during their absence. It’s important that a child makes up any work that has been missed.

Family Holidays
BCIS encourages family time, but at the same time, we’d like to stress the importance of school attendance. We ask that family holidays be planned over scheduled school term breaks. We understand that this may not always be a reality. In the event that your child needs to be excused for the purpose of a holiday, we ask that holidays don’t exceed more than 5 days during the school year.

BCIS Health and Medical Information

Student Accident Insurance
Students are covered by Chubb through Lambert Brothers Insurance Broker Co., Ltd. Students have accident insurance for any accident that occurs on school grounds during school hours up to the value of THB30,000. We recommend that you also have private health, accident and liability insurance for your family. Incase of an unfortunate incident, BCIS cover is limited to THB30,000. It is also imperative that parents have liability cover for their children.

Illness or Injury at BCIS
If your child becomes ill or injured at school, we will notify you immediately. In most cases, we will ask you to speak to your child and decide, with us, if it is best for him/her to leave school. If you work and cannot get here, you must make arrangements ahead of time for someone who could pick your child up in these circumstances (children can only be picked up by those who are authorised to do so as specified on the emergency card).

If emergency services are required, students will be sent to the nearest hospital, which is: DIBUK Hospital Phuket. 89 / 8-9 Moo 2 Chaofa Rd Tambon Wichit, Amphoe Mueang Phuket, Chang Wat Phuket 83000

Administration of medicine
BCIS controls the administration of medicine to children in school. Routine injuries are treated with disinfectant/water, bandages and ice only.

The following procedures will be strictly followed:

For prescription drugs and non-prescription medicine:

Parents must complete an “Administration of Medicine Authorisation Form” and provide a medical certificate from the doctor that has prescribed the medication to your child. This needs to be up-to-date and issued within the last 48 hours.

The medicine must be sent to school in the original prescription container which is marked with the child’s name, the type of medication, dosage, time to be given (i.e., snack time, lunch time, etc., and how often), and labeled with the date. The medicine must be kept locked in our infirmary and the child is responsible for reporting to the office to receive his/her medicine. An authorised member of staff will issue the specified dosage to your child. For non-prescription medication, the original container must be marked with the student’s name and required dosage. Medication must be delivered to school by a parent.
Asthmatics are permitted to carry inhalers if the required authorisation form has been completed by the parent and physician.

Parents wanting their son or daughter to take non-prescription medicine during school hours must follow the procedures above. If you have any problems or questions about administering medication, please contact the office.

**Chronic Illness Medication**

If your child has a chronic illness it is important that you provide the following information:

- Health care provider contact information
- Emergency contact information for parents or guardians
- Description of diagnoses
- A treatment plan for everyday management and emergency situations, covering the administration of medicine and emergency treatment instructions for your child.

Parents must complete an “Administration of Medicine Authorisation Form”, an “Emergency Treatment Plan” and provide a medical certificate from the doctor that has prescribed the medication to your child. This needs to be up-to-date and issued within the last 48 hours.

**Administration of Emergency Medication**

- All students at BCIS with chronic conditions will have access to their emergency medication at all times.
- BCIS understands the importance of medication being taken as prescribed by the child’s doctor.
- Staff are aware that there is no legal or contractual duty for a member of staff to administer medication or supervise a student taking medication. However, any teacher who is willing and confident to administer medication to a student can do so under controlled guidelines.
- This teacher will need to have the written approval of parents and be fully trained in procedures.
- Parents of students at this school understand that if their child’s medication changes or is discontinued, they should notify the school immediately in writing to update their child’s information.
- Staff or other parents attending school trips or off site activities are made aware of any students with chronic conditions on the visit. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

**Emergency Medical Authorisation / Notification**

It is absolutely essential that we have an “Administration of Medicine Authorisation Form” completed and signed by parents or guardians and current telephone numbers where you or someone else authorised to pick up your child can be reached in an emergency. If your home or work number changes or the number of one of your emergency contacts changes, be sure to notify the school immediately.
Health guidelines

If your child is sick and you are unsure if they should attend school, please use these guidelines below to help you make that judgement.

Remember: if you’re concerned about your child’s health, consult your local doctor.

Cough, cold & nasal congestion
A child with a minor cough or cold may attend school. If the cold is accompanied by a temperature, shivers or drowsiness, the child shouldn’t attend school and we recommend that they see a doctor.

If your child has nasal congestion, they should not attend school except if it is caused by an allergy. If this is the case, you will need to clarify what the allergy is caused by. We ask that you return your child to school 24 hours after they start to feel better. If your child has a severe and long-lasting cough, consult your doctor for advice.

Raised temperature
If your child has a raised temperature they shouldn’t attend school (a raised temperature is considered anything higher than 37 C). If your child has a raised temperature accompanied by other symptoms, BCIS recommends that you consult your doctor. Your child should only return to school 24 hours after symptoms are no longer present.

Sore throat
A sore throat alone doesn’t have to keep a child from school. However, if it is accompanied by a raised temperature or other symptoms, your child should stay at home.

Headache
A child with a minor headache doesn’t usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep your child off school and please consult your doctor.

H1N1 / Flu
If your child has H1N1 or they are showing flu like symptoms such as a cough, sore throat, body aches, chills or headaches, they should remain at home for at least 5 days. Your child should only return to school 24 hours after symptoms are no longer present. Once the illness has passed, please provide a doctor’s certificate stating that the student is fit to return to school.

Rash
Skin rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn’t attend school. If your child has a rash, check with your doctor before they return to school.

Vomiting and diarrhoea
Children with diarrhoea and/or vomiting should definitely be kept off school until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children get better without treatment. However, if symptoms persist, consult your doctor.

Chickenpox
If your child has chickenpox, keep them off school for at least 5 days and until all their blisters have crusted over.

Hand Foot and Mouth Disease (HFMD)
If your child has HFMD or they are showing symptoms such as raised temperature (around 38-39C), tummy pain, coughing, mouth ulcers or loss of appetite, they should remain at home. Once the illness has passed, please provide a doctor’s certificate stating that the student is fit to return to school.

Conjunctivitis
If your child has conjunctivitis, please keep them off school until all discharge from their eyes has ceased.
Head lice and nits
If a student is found to be infested with head lice or nits, they will be sent home. An information sheet will be sent home to the parent/guardian. Upon return to school after treatment, a head check is required by the school nurse and/or principal’s designee in the presence of the parent/guardian for re-admittance. Parents/guardian must transport their child to school on the morning of the head check.

If your child has been diagnosed with a contagious disease, please inform the school as soon as possible so we can take the necessary precautions to keep it contained.

**BCIS Security**

**Chalong Police**
There are 2 qualified police officers on site during the hours of 7.30-8.30AM and 3.00-4.30PM daily. Their role is to direct traffic and ensure that students are kept safe when arriving and leaving school. Please note they are qualified to issue fines for parking violations so please abide by the law to avoid any issues.

**Security Guard**
BCIS is under 24/7 security guard surveillance, their job is to monitor premises to prevent safety hazards, theft, violence, or infractions of rules. The security guards patrol BCIS premises to prevent and detect signs of intrusion and ensure the security of doors, windows, and gates.

**CCTV / Surveillance**
BCIS reserves the right to utilise video surveillance equipment on all BCIS grounds, interior and exterior, including the school bus area. This is to maintain a safe and secure environment for students and staff. Video recordings may be used as evidence by administration, authorised staff and police in any situation involving violation of any rule, regulation, or policy. For reasons of confidentiality, only administration and police will view recordings. Recordings are the exclusive property of BCIS Phuket.

**BCIS School Services**

**BCIS Field Trips**
During the school year, students will have the opportunity to go on several field trips. Please note that field trips are a privilege and an opportunity for students to learn some parts of the curriculum in an interactive fashion. They are viewed as a valuable supplemental resource for learning. We feel that when students apply themselves, work hard, and follow the school rules, it develops an atmosphere of cooperation, and encourages learning. Students may be denied the opportunity to participate in a field trip as an appropriate consequence of inappropriate behaviour. Field trip permission slips will be utilised and require parent signatures as needed. For many trips, teachers will ask parents to go along and help supervise. If you have an opportunity to attend a field trip with your child, please understand that your most important responsibility is safety and supervision for all students, not just your own.

**BCIS Extra Curricular Activities**
BCIS offers various opportunities for students to broaden their learning through Extra-Curricular Activities, which are held after school. Enrolment must be completed through the BCIS office. To express interest in participation, please email us or contact the office.

If your child’s ECA session is cancelled then the session will be rescheduled, no refunds will be issued.
BCIS Academy
We have five committed academies where students receive elite training by highly qualified coaches in our specifically designed facilities. Our programmes are designed to produce aspiring athletes and teach students the art of good sportsmanship.

Academies currently on offer:
Football
Tennis
Swimming
Gymnastics
Piano

For full details please contact the office for an information pack.

BCIS and the Community
Students attending school-sponsored events and contests are subject to school rules and regulations. This includes Family Nights, dances, athletic events, academic contests, etc. Good sportsmanship is expected of all BCIS students. Much of our school's reputation is based on the sportsmanship displayed in interscholastic athletic contests. Students are expected to back our teams with enthusiasm and to treat our guest teams, fans, and officials with respect.

The image and reputation of BCIS is very important; whilst students are in their BCIS uniform they are a representative of BCIS and are expected to be a positive member of the community.

BCIS Bullying Policy
At BCIS we have a zero tolerance bullying policy.

Throughout the year, we provide anti-bullying education in a variety of forms. BCIS requests students and parents to report bullying, or other potentially dangerous situations, at any time of day.

Bullying is a serious issue that the school does not take lightly. Bullying includes harassment, intimidation, and cyberbullying that occurs on school grounds, on the school bus, or through the use of electronic devices.

Property
Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewellery or irreplaceable items should not be brought to school.

If a student does damage to or loses school property, the student or parents will be required to pay for the replacement or repair of the damage. If the damage or loss was intentional, the student will be subject to disciplinary action according to the Student Discipline Code.

BCIS Lost Property
Lost items are kept in a box at the BCIS office. Encourage your child to check this box. All unclaimed items are donated to charity at the end of the mid-term break and at the end of the school year.

BCIS Office Phone
The telephone in the school office is reserved for official business of the school. Students are not permitted to use it except under unusual circumstances such as illness or injury.

BCIS Mobile Phone Policy
Mobile phone use is strictly forbidden at BCIS, if your child needs a phone for after school, phones are to be turned off and kept in their bag or locker. Cell phones that are found to be turned on in the student’s possession during the school day will be confiscated. Electronic devices that have been registered through the BCIS academic office, along with a signed teacher permission, may be utilised during the school day for educational purposes only and with a staff member’s permission.

**Parent Teacher Interviews**

It is very important that teachers and parents communicate on a regular basis. You may schedule an interview with your child’s teacher at any time that is convenient for both of you. Two scheduled parent-teacher interviews are provided during the school year. Conferences are scheduled for all parents. Conferences are held from 1:00PM to 5.00PM on specified dates and must be scheduled in advance. We encourage you to attend.

**Parent Teacher Association (PTA)**

Parent Teacher Association is the perfect way to get more involved in BCIS school life. Our PTA will facilitate parental involvement in BCIS and is an effective way to suggest ideas within BCIS. As a PTA member, you will be connected and know what’s happening in your child’s school as well as being a positive role model and demonstrating the importance of education to your child. It will also benefit you; by volunteering for BCIS PTA you will put your hobbies and skills to good use within the BCIS community! To express interest please email info@BCISphuket.com

**BCIS Technology Policy**

BCIS provides technological resources to facilitate growth in productivity, communication, and collaboration. Use of technology must support education, academic research, and be consistent with the educational objectives of BCIS. Any other use is unacceptable.

**Birthday Parties**

BCIS is fully committed to providing a positive school culture for everyone, therefore we ask that if birthday party invitations are distributed, this is done privately if there is not one for every student in your child’s class. BCIS recognises the negative impact that being excluded from a party can have on students and their well-being. It is not the intention of BCIS to tell you whom you can invite to your home, we are simply asking that you adhere to the above conditions to ensure that no student’s feelings get hurt.

We truly understand that birthdays are sentimental times and we welcome parents to celebrate their child’s birthday in the classroom. However we ask that any treats brought in must be something that children can easily distribute. Please contact your child’s teacher before bringing in a birthday treat so that you can coordinate schedules and the best time for students to distribute the treat to ensure it doesn’t interrupt learning time.

**Birthday’s at BCIS**

If you would like to bring a cake in for your child on their birthday this can be done during lunch time which is 11.10 - 12.30. Please let your child’s teacher know a week in advance and please discuss any allergies with your child’s homeroom, we ask that you don’t bring any cakes that are nut based.

**Pets**

In the interests of health and safety family pets of any kind are not allowed on BCIS grounds. Pets are not allowed at school sports events on Saturdays or Sundays.
BCIS Positive Behaviour Policy

BCIS encourages a calm, purposeful and happy atmosphere within our school. BCIS promises to:

- Help our children develop into caring and thoughtful individuals who respect and value the feelings, opinions, beliefs, property and differences of others.
- Encourage increasing independence and self-discipline so that each child learns to accept responsibility for their own behaviour.
- Provide a consistent approach to behaviour throughout the school with parental cooperation and involvement.
- Help our children develop appropriate self-esteem.
- Help create a positive, stimulating learning environment where positive attitudes and behaviours are encouraged and rewarded.
- Help parents to encourage our children to develop socially, academically, orally and spiritually in preparation for a positive role in society.
- Make the children aware of behaviour that is unacceptable.
- Provide all children with equal opportunities to learn.
- Reward and encourage positive behaviour.

At BCIS, we believe it is vital that positive behaviour is rewarded through sets of rules, both in the classroom and around the school, and a reward system that is transparent to the students is recognised and applied consistently and fairly.

BCIS Discipline

BCIS Positive Approach to Discipline

BCIS employs a positive discipline approach which is focused on solutions that build a robust learning environment that is based on mutual respect and supports academic excellence. A clear follow-through of consequences is implemented while also addressing the reasons behind the behaviour. We believe that children learn most effectively from relationships that are caring and built on mutual respect. A major component of the educational program at BCIS is to prepare students to become responsible citizens by teaching them how to conduct themselves respectfully and conscientiously.

It is important to remember that the school’s rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for violations of school bus rules.

Discipline Code

At BCIS, we operate a positive discipline policy throughout the school. This is to ensure that discipline is upheld in every classroom and that all students have a calm environment in which to learn and in which teachers are able to teach. We try to concentrate on the positive, and praise or reward wherever possible.

<table>
<thead>
<tr>
<th>Quality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtesy</td>
<td>Act kindly and in a courteous manner towards others</td>
</tr>
<tr>
<td>Honesty</td>
<td>Be truthful in all relations with others</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Assume responsibility for your obligations and belongings.</td>
</tr>
<tr>
<td>Justice</td>
<td>Seek the fair and just way for all and be willing to compromise.</td>
</tr>
<tr>
<td>Generosity</td>
<td>Be generous and giving to others.</td>
</tr>
<tr>
<td>Perseverance</td>
<td>Try your best in all endeavours.</td>
</tr>
<tr>
<td>Respect</td>
<td>Everyone at BCIS has the right to teach and to learn in an environment of mutual respect and tolerance. Show respect to others, yourself and your environment.</td>
</tr>
</tbody>
</table>
**Unacceptable Behaviour**
Outlined below are examples of unacceptable behaviour and sanctions which are available. This is not a tariff, and each incident will be dealt with according to its merits.

**Level 1: Minor incidents**
These incidents are dealt with by the homeroom teacher and include:
1. Throwing papers
2. Calling and shouting out
3. Chewing
4. Not following instructions
5. Incomplete class work
6. No homework
7. Lack of equipment

Sanctions include:
- Verbal reprimand
- Short cooling off period outside the classroom
- Note to parent in Homework Diary
- Short detention
- Phone call home from either Homeroom Teacher or School Admin
- Sent to a temporary quiet space
- Removal of leisure activity
- Where appropriate, community service related to the sanction

**Level 2: Medium severity incidents**
These incidents must be recorded on the Behaviour Report Form and passed to Academic Coordinator.
Unacceptable behaviour in this category includes:
1. Rudeness to staff
2. Verbally aggressive behaviour to other students
3. Aggressive behaviour
4. Plagiarism and lack of academic integrity
5. Repeated bad behaviour listed in Level 1

Academic Coordinators sanctions include:
- Meeting with students
- After school and lunch detention
- Discussion with Homeroom Teacher
- Referral to Head Teacher
- Contact with parents by phone or letter
- Student put on monitoring report for specified days

**Level 3: Serious incidents**
Serious incidents are dealt with by the Academic Coordinator and include:
1. Truancy from school and lessons
2. Extreme rudeness to staff
3. Theft
4. Bullying - physical, verbal, emotional, cyber
5. Repeated bad behaviour in Level 2
Sanctions include:
- Meeting parents/guardians
- Placement on a Daily Report for a defined period
- Detention
- Suspension from school

**Very Serious Incidents**

These incidents are dealt with by the school Director and the BCIS Academic Department.

They include:
1. Serious incidents of bullying
2. Bringing an offensive weapon to school
3. Involvement with drugs or alcohol
4. Physical aggression to a member of staff
5. Students that self harm or harm others

Sanctions available include:
- Suspension from school
- Permanent exclusion
- Police involvement

**Selling items**

Students are not permitted to sell anything within the school to classmates or teachers. Please cooperate by not purchasing anything from friends and classmates. This includes trading. Students should not trade their personal items to another student. The school will not be held responsible for any trades or purchases made to friends and classmates.

**Criminal Acts**

Any criminal acts committed or related to the school will be reported to law enforcement officials as well as result in disciplinary action in school. Certain criminal acts may result in permanent exclusion. Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Deputy Head of Academics.

**Religious or Political views**

At BCIS Religion and politics may be taught as part of the curriculum. Outside of this BCIS ask that students do not influence other students in relation to their own political or religious points of view. We ask that students don’t display aspects of their religion through clothing, jewellery or any other items.

**BCIS Rules & Regulations**

**BCIS Bus Rules**

Whilst BCIS students are travelling on any mode of BCIS transport, appropriate behaviour on the bus is essential for the safety of all students.
Students are expected to adhere to the following BCIS bus regulations:

- Students must be ready in front of their home 10 minutes before the bus is scheduled to arrive. The buses run on a very tight schedule. Lateness has a domino effect, causing the bus to be late on the rest of the route.
- Behaviour at the school bus stop must not threaten life, limb, or property of any individual.
- Students must go directly to an available or assigned seat.
- Students must remain seated throughout the journey, keeping the aisles and exits clear.
- Students must observe classroom conduct and obey the driver and the driver assistant promptly and respectfully.
- Students must not use profane language.
- Students must refrain from eating on the bus. Students must not use or possess tobacco on the bus.
- Students must not have alcohol or drugs in their possession on the bus except for prescribed medication.
- Students must not throw or pass objects on, from or into the bus.
- Students must not put their head, arms, or legs out of the bus windows.
- Parents will be responsible for any damage done to a bus by their children and be required to make restitution to BCIS International School Phuket.
- Students must not distract the driver.

BCIS Trampoline Rules
The safety of all BCIS students is our highest priority; we ask that students follow the policy below to ensure they stay safe whilst bouncing on the trampoline.

Any BCIS student using the trampoline must abide by the following rules:

- Students may only use the Trampoline if a teacher is present
- Only 1 student per mat
- Kindergarten students are not to use the trampoline
- Students are not to double bounce other students
- Students are not to flip on the trampoline
- No shoes are to be worn, socks only
- No food or drink permitted
- Act responsibly whilst using the trampoline
- Students are to take turns, no longer than 5 minutes at a time

BCIS Swimming Pool Rules
The safety of all BCIS students is our highest priority; we ask that students follow the rules below to ensure they stay safe whilst using our swimming facilities:

- Students are not to enter the pool area without a teacher.
- Swimmers are only to swim in the pool as instructed by the teacher. They may not enter any of the other pools.
- Swimmers must be free of colds and other contagious diseases.
- No jewellery or glasses are to be worn in the pool.
- No food or drinks in the pool area.
- No recreational equipment unless authorised by a BCIS staff member.
- No spitting or blowing nose in the pool.
- All children must be accompanied by a teacher.
- No running, pushing, dunking, or rough play in the pool area.
- No diving into the pool.
• Do not stand, play, or jump off ladders, railings or walls between pools.
• Non-swimmers must stay outside of the pool area.
• All injuries must be reported to the lifeguard/swimming teacher on duty.
• All swimmers must pass a swimming assessment by a teacher and submit a signed indemnity form to the office.
• All must wear a bathing cap if hair is beyond collar length.
• Always enter the water forward without flipping.

**BCIS Football Pitch Rules**

We have the latest technology of artificial turf with synthetic blades and specially selected sand for our football pitch. It's not made from real grass which means we save water and it doesn’t need any fertilisation or pesticides. We have avoided the use of crumb rubber and used a toxic free alternative to ensure a healthy environment for our students. The risk of injury is also reduced due the shock absorbing layer which helps keep our students fit, and injury free! We ask that our students help us take care of our field and follow the rules below to ensure they stay safe:

• Students are to only use the area under the direct supervision of a BCIS staff member.
• Correct footwear (sports trainers/football boots) need to be worn at all times
• No swinging on goals at any time.
• No food and drink (except water bottles) in the arena at any time.
• Parents are to please use the seated areas around the pitch and supervise other children in their care.
• Only students involved in Football ECA/Academy are allowed inside the netted football pitch after 3:30pm and only when their class is on.
• When matches are taking place, all individuals not involved in the matches currently being played to be outside of the netted area.
• Individuals using the area need to take due care of other players and the property of BCIS at all times.
• No games are to be played on the playing area that may damage the pitch in any way.

**BCIS Carpark Rules**

• Do not exceed 5kms at any time.
• Park at your own risk, BCIS will not be held responsible for any damage or theft caused.
• Turn off your engine is waiting in the car park.
• Pedestrians are to keep to the covered pathway and not walk across the car park area
• The two disabled bays are only to be used by registered disabled badge holders
• There is to be no parking on designated walkways or crossings
• Access for emergency vehicles must be maintained at all times.
• All users of our car park are to be polite and courteous at all times. Please give consideration for other users of the car park
Parental Complaints Procedure

This procedure allows you to raise a concern or complaint relating to BCIS Phuket, or the services that we provide.

To enable a proper investigation, concerns or complaints should be brought to the attention of the school as soon as possible.

Raising a concern or complaint

1) Informal Stage
Please communicate directly with the Administration Team in the office and the matter will be raised with the relevant department.

Many concerns can be resolved by simple clarification or the provision of information and it is anticipated that most complaints will be resolved by this informal stage.

In the case of serious concerns it may be appropriate to address them directly to the Academic Coordinator or Deputy Head of Academic Affairs. If you are uncertain about who to contact, please email info@bcisphuket.com only.

2) Formal Stage
If your concern or complaint is not resolved at the informal stage you may choose to put the complaint in writing and pass it to the Deputy Head of Academic Affairs, who will be responsible for ensuring that it is investigated appropriately.

You should include details which might assist the investigation, such as names of potential witnesses, dates and times of events, and copies of relevant documents. It is very important that you include a clear record of the actions that lead up to the complaint so we can resolve your concern.

The Academic Coordinator/Head of Academic Affairs may invite you to a meeting to clarify your concerns and to explore the possibility of a resolution. If you accept that invitation, you may be accompanied by a friend, if you wish, to assist you in explaining the nature of your concerns.

It is possible that your complaint will be resolved through a meeting with the Academic Coordinator/Head of Academic Affairs. If not, arrangements will be made for the matter to be fully investigated by the school’s Director using an appropriate procedure. Any investigation will begin as soon as possible and when it has been concluded, you will be informed of its conclusion.