

BERDA CLAUDE INTERNATIONAL SCHOOL



BCIS PHUKET

PARENT STUDENT HANDBOOK

Welcome

Welcome to Berda Claude International School, a member of International Schools Partnership.

The 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 deliver a level of educational excellence to each and every child. 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.

To help provide a safe and productive learning environment for students, staff, parents, and visitors, BCIS has published the Parent Student Handbook. 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 related to being 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.ac.th

If you wish to know more about International Schools Partnership please visit:

www.internationalschoolspartnership.com

Respectfully,

Carole Denny

Interim Head of School

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Contact BCIS



www.bcisphuket.com



info@bcisphuket.ac.th (All emails will be allocated to the correct department)



- 076 606 204 (General Inquiries) 098 671 3172 (Admissions)
- 082 634 0033 (Reception Junior Campus) 082 634 0077 (Reception Senior Campus)



BCIS, Berda Claude International School. 28/89 Moo 4, T. Chalong, A.Muang Phuket, 83130 Thailand.

Head of School

- Ms Carole Denny - cdenny@bcisphuket.ac.th

Programme Principals

- Mr. Aymeric Nocella - French International Programme - anocella@bcisphuket.ac.th
- Mr. Casey Barnes - Cambridge International Programme - cbarnes@bcisphuket.ac.th

Heads of Early Years

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Heads of Primary

- Ms. Charlotte Abeillé - French International Programme- cabeillé@bcisphuket.ac.th
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Heads of Secondary

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Executive Assistants

- Cambridge Programme
 - Junior Campus : Ms. Chadamas Pholsamak (Roong) -
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- French International Programme
 - Ms. Chrystelle Chialva - cchialva@bcisphuket.ac.th

BCIS Phuket 2023-2024 Calendar



ACADEMIC YEAR 2023-2024

JULY 2023

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JANUARY 2024

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JUNE 2024

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- Summer Camp
- Orientation | Students & Families
- School Holidays
- Back-To-School
- School Holidays (French Programme only)

- Administrative Week
- Inset Day for Teachers & Staff
- Public Holidays

EDUCATION CHANGES THE WORLD

☎ 076 606 204 🌐 bcisphuket.com ✉ info@bcisphuket.com 📍 28/89 Moo 4, T. Chalong, A. Muang, Phuket 83130, Thailand

EVENTS:

- 31 October - Halloween
- 11 November - Remembrance Day
- 28 November - Loy Krathong
- 14 December - Christmas Concert
- 11 January - Galette des rois "King's Pie"
- 18 January - Wai Kru
- 12 February - Chinese New Year
- 20 March - French Language Day
- 12 April - Songkran
- 27 June - End of Year Show | Last day of school



BCIS Guiding Statements

Mission

An inclusive and multilingual learning community offering two curricular pathways to success, BCIS embraces innovative approaches to inspire and empower learners to find their passion and purpose in life.

Vision

We will develop our unique talents and character, and become independent life-long learners and active global citizens committed to the service of humanity and the sustainability of our planet.

Values

- **Community:** a sense of belonging, unity, collaboration, making a difference
- **Diversity:** uniqueness, difference, self-belief, open-mindedness
- **Well-being:** physical and mental health, safety, happiness
- **Compassion:** caring, empathy, kindness, understanding
- **Integrity:** honesty, equity, justice, trustworthiness
- **Perseverance:** resilience, courage, grit, determination,

Definition of Global Citizenship

Global mindedness at BCIS derives directly from our Mission, Vision and Core Values. All community members at BCIS acknowledge and celebrate our differences and encourage empathy, understanding, and respect. It is our aim to develop internationally minded students who help to create a better and more peaceful world. Our values are informed by and support :

- The UN Declaration of Human Rights
- The UN Convention on the Rights of the Child
- The UN Sustainable Development Goals

BCIS Learning Principles

We learn when we build and apply new knowledge, understandings, and skills through authentic experiences.

The following research-based learning principles guide our learning community :

- We know that we learn best when we feel safe physically, intellectually and emotionally, therefore we cultivate a nurturing environment where we all feel comfortable taking risk
- We know that learning is social, therefore we collaborate to share ideas, learn from each other, develop new skills and understandings and are open to multiple perspectives.
- We know that we learn best when we are motivated, therefore we emphasise meaningful, purposeful and authentic learning opportunities that engage individual passion, voice and choice.
- We know the importance of higher-order, creative and critical thinking skills, therefore we question, inquire and demonstrate curiosity.
- We know that individuals learn in different ways, therefore we scaffold learning to provide appropriate support and challenge, building on prior knowledge, experiences, and skills to construct meaning.
- We know that the integration of a range of appropriate technologies enhances learning and promotes independence, therefore we ensure high levels of digital and media literacy, information fluency through access to multiple resources.
- We know that making mistakes and having a growth mindset underpin high-quality learning, therefore we seek to build resilience and self-belief in order to face challenges with confidence.
- We know that the learning journey is as important as the result, therefore we provide quality feedback and regular opportunities for meaningful self-reflection, consistently focusing on the process as well as the outcome.

School Organization

School Hours

Arrival & Dismissal

Junior Campus

Arrival: 7:30 – 8:00 AM (8:30 for Early Years)

Pick-up: 3:00 – 3:30 PM

Senior Campus

Arrival: 7:30 – 8:00 AM

Years 5 and 6 - Pick-up: 3:15 – 3:45 PM

Years 7 to 13 - Dismissal 3:30 - 3:45 PM

All parents and visitors are required to wear a lanyard :

- Green Lanyards : Early Years Parents
- Sky Blue Lanyards : Primary and Secondary Parents
- Red Lanyards : Visitors

Parents are not authorised to enter campus during dropoff with the exception of Early Years Parents. We ask that parents enter the building through the front gate, with their BCIS Phuket ID card. Please note that parents are not allowed to enter the Junior Campus before 3.00 PM.

BCIS ID Cards are used to control entry and exit from the premises. Please ensure your child scans in and out at all times upon entering and leaving school premises. If a student has yet to register their card, please contact the administration office. Parents need to register their card to enter the school to pick up their children.

We ask that all visitors sign-in through the main office on arrival to receive their red lanyard. It is important to the safety of BCIS that we are aware of who is on site at all times.

If any other designated person collects a child on the parents' behalf, parents must inform the office and show their identification to the administration office.

Junior Campus:

Classes end at 3:00 PM.

Parents are expected to pick up their children between 3:00-3:30 PM, except if they are registered for Extra Curricular Activities (ECAs). At 3:30 PM teachers will escort students to the campus libraries for Late Pick Up service.

Early Years and Reception students will be escorted to Building A for Nanny Service.

A 300 THB late pick-up fee will be applied, and an additional 300 THB after 4.15pm.

Campuses

Junior Campus

Nursery, Early Years, Reception, TPS/PS, MS, GS and Primary Year Groups 1-4, CP-CE2 are located on the Junior Campus.

Senior Campus

Primary Year Groups 5 and 6, CM1, CM2 and all of Secondary Years 7 to 13 are located on the Senior Campus. The Senior Campus also houses the Sports Centre and Planetarium.

Absences

All students enrolled at BCIS are required to attend school during the designated days and hours of operation. In the event of a student's absence, parents are obligated to communicate directly with the school office or if the student is in Primary school, their respective homeroom teacher to provide a clear explanation for the absence.

BCIS recognizes the following circumstances as reasonable justifications for missed school time:

- Personal illness (a written physician's statement may be requested for illnesses exceeding three days)
- Family illness requiring the child's presence
- Bereavement

Medical and Legal Appointments

We encourage medical, dental and legal appointments to 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 inform the school in advance. In the unfortunate event that there is an irregular absence due to chronic illness, a medical certificate will be expected from your doctor.

Incidents & Sickness

Illness or Injury at BCIS

If your child is ill or injured at school, our nurse will assess the symptoms and inform you if the child needs to be dismissed early. If emergency services are required, students will be sent to the hospital.

BCIS has an **Emergency Protocols Policy** in case of serious injury or high fever located in the Appendix.

Administration of medicine

If your child requires medication to be administered during the school day, you will need to provide a medical certificate and grant permission for our school nurse to administer the medication.

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.

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
- A medical certificate stating the student is able to return to school

Supervision

Your child is your full responsibility before and after school hours. During the school day, your child is in the care of BCIS staff members. Please be advised that once you sign your child out for dismissal you are acknowledging that your child is once again under your supervision and care. F

- Senior campus students are required to prove to Heads of School that they have dismissal permission from their parents, whereby they will be issued an exit pass.
- The student will then sign out at the reception desk
- After signing out an exit pass to the security gate in exchange for the guard to allow them to leave the premises.

Communication

If you would like to update transportation, ECAs, late pickup, etc. contact the front receptionist in the main office.

Junior Campus Reception: +66 8263-40033

Senior Campus Reception: +66 8263-40077

If you need to contact your child's teacher directly use either the teacher's email address or Class Dojo for Primary and Early Years.

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 persons only.

School Rules & Policies

Attendance

Teachers are responsible for taking daily attendance. If your child is absent, you need to provide the school with a reason to be determined as excused or unexcused.

An excused absence includes the following:

- Illness or medical appointments
- Administrative appointments (e.g. Visa or Immigration)
- Family Bereavement

Buses

BCIS Phuket provides a school bus service, upon availability. Please note that the school bus is not operational the first week of term 1. If you would like to register, please contact the administration office or info@bcisphuket.ac.th for pricing and bus routes. For safeguarding reasons a member of staff will accompany students on the bus at all times.

In the event that you wish to collect your student from school instead of taking the bus, please contact the school by 12:00, otherwise the student will proceed to their school bus as planned.

Please see the attached **Bus Service Policy** located in the Appendix.

Uniform

Our dress code and uniform policy is founded upon health and safety principles as well as respect for local sensibilities and appropriate for an educational context involving children and young people.

Students are expected to wear the standard BCIS school uniform at all times. BCIS Students are reminded that whilst wearing the BCIS uniform, they are representative of BCIS in the community and need to behave in a positive manner.

BCIS staff may address and seek to rectify the attire of any student deemed to be in violation of the school's dress code. There will be casual dress days throughout the year when students will get the opportunity to wear their own clothes, you will be advised in advance of these dates. Please note that on these occasions, students are expected to dress in a manner considered appropriate for school that reflects our dress code and our values.

- Standard BCIS uniform is to be worn daily; we ask that it is clean and tidy.
- PE uniform is only to be worn during PE lessons for Secondary students. We ask students to change back into their standard uniform after PE lessons.
- Hats and sunglasses are not to be worn inside.
- Students must wear closed-toe shoes like sneakers or loafers, ensuring comfort and support throughout the school day. For safety and practical reasons, students are not allowed to wear sandals or flip-flops.
- Hair (including facial hair) should be clean, tidy and of a natural hair tone.

- As a privilege, students in Key Stage 5 / Cycle Terminal may wear a white uniform shirt and minimal jewellery and makeup are acceptable. Senior Leaders reserve the right to address what may be considered an unhealthy or unsafe approach to skin care and jewellery.
- Students wearing patches, buttons, emblems or tattoos that are offensive or vulgar will not be tolerated.
- Long and artificial nails are not considered conducive to athletic and learning activities. Senior Leaders may request students to trim natural or remove artificial nails if they are considered to be interfering with the learning process.

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.

Food

BCIS has a clear **Food Policy** detailing expectations of food served to students. Additionally, we have procedures for families to provide food for celebrations. These policies are located in the Appendix of the handbook.

BCIS Café

The café (BCIS Phuket Staff members and Students use only) is open from 7:30am - 5pm daily and sells coffee, juice, bread, cakes and pastries. Students younger than Year 5 are not permitted to bring money to school and therefore cannot purchase from the 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.

- Students are not permitted to purchase soda drinks or hot drinks
- Students are not to purchase drinks or snacks for anyone other than themselves; borrowing money from other students is not permitted.
- 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 and not brought to the playground or classroom.
- Students must remove rubbish from tables, chairs and the floor and place it in an appropriate rubbish bin.
- Students may only use the BCIS Cafe during morning break, lunch break, and after lessons have concluded.

Extra Curricular Activities (ECAs)

ECA/Academy Pickup

Junior Campus

If your child attends an ECA or Sports Academy, they will be brought to the pick-up location by their ECA teacher or coach. If your child has a late Academy session your child will remain in the library until a staff member collects and escorts them to their session.

Senior Campus

Once registered in an ECA, students are expected to attend and participate in the activities provided. Senior

students will make their own way to the prearranged ECA and wait until the supervising staff member is in attendance. They will remain at the activity until dismissed by their supervising teacher.

Year 5 and 6 students waiting for a late ECA will be expected to go to the Library until their ECA starts.

Secondary students who are attending late ECAs will be expected to go to the school cafe until their ECA starts.

BCIS Academy

We have nine 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
- Swimming
- Gymnastics
- Ski
- Athletics
- Martial Arts
- Basketball
- Ballet
- Net Sports

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

ECA cancellation

Junior Campus:

In the event that an ECA is cancelled, parents will be notified and students attending this ECA will be brought to late pick up unless collected by a parent/guardian from their homerooms at dismissal. If you wish for your student to take the school bus in the event of a cancelled ECA, we kindly ask that you please notify the school by 12:00 otherwise that student will proceed to the late pick up area as planned.

Senior Campus:

In the event that an ECA is cancelled, parents and students will be notified and students attending this ECA will be expected to leave school as per usual.

Field Trips

BCIS encourages teachers to provide real life experience by offering field excursions throughout the academic year. School trips may require extra charge at a reasonable cost to parents. 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.

Responsibilities

Parent Responsibilities

Mutual respect and cooperation between BCIS and the families of students are vital to providing an excellent education and learning experience for your children. BCIS believes that parents have a responsibility to encourage their child's education by promoting the following values:

- Inspiring your child to learn, motivate them to succeed academically and support them in their education
- Modelling respectful behaviour when communicating with students, parents, staff members and local community
- Encouraging your child to abide by all BCIS school rules and regulations and reinforcing positive behaviour
- Ensuring your child is wearing a clean uniform and maintains personal hygiene
- Maintaining an active interest in your child's education, providing support with their homework
- Reading all communications from the school
- Participating in school activities, parent-teacher conferences and other events
- Kindly advise your children not to bring cash exceeding 200 Thai Baht per day or expensive personal items to the school premises, as the school cannot assume responsibility for any loss or disappearance of such belongings.

Parent Teacher Meetings

It is very important that teachers and parents communicate on a regular basis. You may schedule a meeting with your child's teacher at any time that is convenient for both of you. At least two scheduled parent-teacher conferences are provided during the school year. Conferences are held on specified dates and are scheduled in advance. We encourage you to attend.

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. We kindly request that you label these supplies for easy identification. At BCIS, students are expected to take ownership of their belongings. In the event that students lack the necessary stationery, communication will be sent to parents specifying the required items.

For the convenience of parents, BCIS offers the option to procure stationery on their behalf, and the associated costs will be invoiced accordingly. This ensures that students have the essential tools required for optimal learning and active participation in lessons. Your cooperation in adhering to these guidelines is greatly appreciated.

Parent Engagement

BCIS places great value on the home school partnership. We use a variety of means to ensure we hear the voice of the parents and we seek to engage parents in informal and more formal ways to enhance student learning and well-being as well as to build an ever stronger sense for community.

School Community Organisation (SCO)

The School Community Organisation (SCO) is the perfect way to get more involved in BCIS school life. Our SCO will facilitate parental involvement in BCIS and is an effective way to suggest ideas within BCIS. As an SCO 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 SCO you will put your hobbies and skills to good use within the BCIS community!

If you are interested in participating please contact:

- info@bcisphuket.ac.th

School Advisory Council (SAC)

The main objective of the SAC is to make proposals, consult and take decisions on pedagogical and educational issues within the school.

The BCIS SAC :

- Enhances and fosters supportive partnership throughout the school community in support of the BCIS Mission.
- Acts as a sounding board for the School Leadership Team in matters related to school improvement and achievement of the BCIS Vision. (e.g. draft strategic plans, annual action plans, draft policies related to student learning and well-being, health and safety, safeguarding, reports on operations and facilities changes and improvements, proposed changes to educational programming).

It comprises elected members of staff, parents and students. At least 3 formal meetings are held per academic year. Elections are held annually.

Green Team

The Green Team is a committee of teachers, staff, students and parents working together on sustainable development actions and projects for the school throughout the year. It raises awareness among students and adults throughout the BCIS community.

Monthly Open Meetings

The Head of School writes a monthly update for parents. This is followed by an open meeting for all parents where everyone is encouraged to bring along their questions and suggestions related to school improvement.

Parent Education

BCIS academic team and the SCO work together to ensure a range of parent information sessions throughout the year, based upon changing needs and parental requests. We are also able to provide access to online sessions for parents provided by ISP.

BCIS Car Park Rules

- Do not exceed 5 kms/hr at any time.

- BCIS will not be held responsible for any damage or theft caused.
- Turn off your engine while waiting in the car park.
- The two disabled parking spaces 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 be considerate toward other users of the car park.

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 follow all school rules. Students are expected to demonstrate behaviour in alignment with BCIS School Values.

[w Values and Behaviours BCIS.docx](#)

Discipline

All reports of a disciplinary nature will be investigated appropriately, and parents will be notified accordingly. Our disciplinary procedures are designed to promote fairness and to encourage all students to behave conscientiously. We are a Restorative School and prioritise building and maintaining positive relationships among students, teachers, and the school community. Our belief is that when conflicts or disciplinary issues arise, the focus should be on repairing harm and fostering accountability rather than punishment. Restorative practices involve facilitated conversations where individuals affected by an incident can express their feelings, discuss the impact of their actions, and collaboratively find resolutions. This approach aims to create a supportive and inclusive school environment by emphasising empathy, communication, and personal responsibility, ultimately fostering a sense of belonging and well-being for all students.

Mobiles Phones and Tablet Policy (Senior Campus)

Recreational mobile phone, computer, and tablet use is strictly forbidden at BCIS. If your child needs a phone for after school, it should be powered off and stored in their bag or locker. Mobile phones that are discovered in a student's possession or suspected to have been in use during the school day will be confiscated.

Electronic devices may be utilised during the school day for educational purposes only and with a staff member's permission.

Use of mobile phones is strictly prohibited. If parents need to be contacted, students are asked to contact them at the Academic Office.

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.

School Responsibilities

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 without executive assistants. 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.

Counselling records are released at the discretion of our school counsellor.

If there is any change in your physical address, email 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 or caregivers listed on their file. Parents are not permitted to discuss matters concerning other children.

BCIS Safety Measures

In order to provide the safest environment for our community, BCIS Phuket will conduct different types of emergency drills through the school year including Evacuation and Lockdown drills. We are in contact with local first responders, as well as, the French Embassy in Bangkok that validate our emergency protocols. We align with all ISP Health and Safety policies and protocols and undertake an ISP audit on an annual basis to ensure our practices are fully aligned with all expectations including those of external accreditation agencies (AEFE and CIS).

Security

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.

Student Wellbeing

The safety of students at our school is a paramount responsibility of our staff. All staff members are well-versed in emergency protocols, including procedures for fire drills and accident reporting. It is imperative that students promptly report any information pertaining to the possession of dangerous weapons or threats of violence by their peers to a staff member. In such instances, local law enforcement agencies may be contacted.

BCIS Phuket takes pride in providing certified nursing professionals and a dedicated counsellor to ensure the implementation of all necessary measures in favour of our students' well-being. This commitment reflects our

dedication to creating a secure and supportive environment for the holistic development of our student community.

BCIS Anti-Bullying

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 to a teacher or school leader.. Bullying includes harassment, intimidation, and cyberbullying that occurs on school grounds, on the school bus, or through the use of electronic devices. For more information please refer to the **Behavior Policy**.

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 THB 30,000. We recommend that you also have private health, accident and liability insurance for your family. In case of an unfortunate incident, BCIS cover is limited to THB 30,000. It is also imperative that parents have liability cover for their children.

It also covers accidents during school excursions/activities. Insurance covers up until the end of the school day which ends at 4:00 pm. Students performing Extra-Curricular Activities (ECA) and partaking in the Sports Academy are covered until activities end.

APPENDIX

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.
- Encourage our students to cooperate with one another and with the adults at school.
- 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.

BCIS Behaviour Policy : [W Values and Behaviours BCIS.docx](#)

Community

Diversity

Integrity

Well-Being

Compassion

Perseverance

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 (but not limited to):

1. Throwing papers
2. Calling and shouting out
3. Chewing gum / eating in class
4. Not following instructions
5. Incomplete class work
6. No homework
7. Lack of equipment

Sanctions as appropriate for Year Groups

- 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 internal reporting system and communicated to the Head of Primary / Secondary.

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 specific days

Level 3: Serious incidents

Serious incidents are dealt with by the Head of primary / Secondary and include (but are not limited to):

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 principals and the BCIS Academic Department. They include:

1. Serious incidents of bullying
2. Bringing a weapon to school
3. Involvement with drugs or alcohol
4. Physical aggression

Sanctions available include:

- Suspension from school
- Permanent exclusion
- Police involvement

Selling items

Students are not permitted to sell 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 asks that students 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 Bus Policy

Registration :

- Contact our admission team - wendy.yeo@bcisphuket.com
- Provide home address and Google Map link
- Provide information on the service needed Regular / Morning - Afternoon only
- Confirmation of service by admission team

Pick-Up Policy :

- Please be on time at the designated pick-up point
- Drivers received instructions to not wait more than 2 minutes before continuing the route. This includes the Clubhouse at Land and House.

Drop-Off Policy:

- Primary Students (Early Year to Year 6) need to be handed directly to a guardian
- Other students must either be handed to their guardian, or have an authorization release form, signed by their guardians.
- In the case of an absent guardian, the driver will continue his route after 2 minutes of waiting and the student may be driven back to BCIS Phuket.
- The Land and House bus will also not wait longer than 3 minutes at the Land and House Clubhouse for parents to arrive. If the bus waits longer than minutes, the student may be driven back to BCIS Phuket.
- In case of multiple guardian absence issues, BCIS Phuket reserves the right to cancel the bus service for the family.

Bus Code of Conduct for Students

Purpose

This policy aims to ensure the safety and well-being of all students during bus travel. By adhering to these guidelines, we create an environment conducive to a smooth and secure transportation experience for everyone involved.

Seat Belt Compliance:

- a. All students must fasten their seat belts when boarding the bus and keep them securely fastened throughout the entire journey.
- b. Students are expected to show respect to the bus driver and Teaching Assistants by following their instructions regarding seat belt usage.

Seating Arrangements:

- a. Students are required to remain seated in their assigned seats for the duration of the bus ride.
- b. Changing seats or moving around the bus without permission is not permitted, as it may cause disruptions and compromise safety.

Authority of Bus Monitors:

- a. Bus Monitors are responsible for maintaining a safe and orderly environment on the bus.
- b. Students must listen to and follow the instructions of the Bus Monitors, as they have the authority to ensure the safety and well-being of all passengers.

Consequences for Misbehaviour:

- a. In the event of misconduct by a student, a warning will be issued to the family, providing details of the incident. This follows the guidelines of our BCIS Behavior Policy.
- b. If the misconduct persists, the school reserves the right to remove the student from the bus and allocate their seat to another student. Alternative transportation arrangements will be the responsibility of the family in such cases.

Food Policy

Snacks:

- a. Two snacks will be provided to the early years and primary age students during the school day.
- b. Students are not allowed to bring candies or any snacks containing common allergens such as tree nuts, peanuts, or shellfish.
- c. The provided snacks will be selected to ensure they are free from common allergens and meet nutritional guidelines.
- D. Students are not allowed to order food to be delivered to the school.

Lunch:

- a. One lunch will be provided to the students during the school day.
- b. The school will ensure that the lunch menu is diverse, balanced, and meets nutritional requirements.
- c. Any specific dietary restrictions or allergies should be communicated to the school in advance, and efforts will be made to accommodate those needs.

Birthday Celebrations:

- a. Parents are required to adhere to the school's policy for celebrating birthdays.
- b. Individual cakes such as cupcakes or donuts are permitted for birthday celebrations during the afternoon snack time.
- c. All birthday treats must be free from common allergens such as tree nuts, peanuts, and shellfish.
- d. Parents are encouraged to inform the school in advance regarding the birthday treats to ensure compliance with the allergen policy.
- e. Teachers and staff will facilitate the birthday celebrations during the designated snack time but it is still an academic moment not a party. For safety reasons, we don't allow balloons on site.
- f. Parents/ adults are not allowed to participate in the school birthday's celebration.

Parent-Supplied Snacks:

- a. If parents choose to provide snacks for their children, the school encourages them to select healthy options.
- b. Parents are urged to avoid snacks containing excessive sugar, artificial flavours, or other unhealthy ingredients.
- c. All parent-supplied snacks must be free from common allergens, including tree nuts, peanuts, and shellfish.
- d. Parents should consult with the school if they have any questions or concerns regarding appropriate snacks.
- e. As long as we believe that sharing is caring, be reminded that others kids may have allergies. Please refrain your child from sharing his snacks on the campus.

Events:

- a. If the school organises an event and asks parents to bring food on site, the administration will communicate a list of acceptable dishes.

The aim of this policy is to ensure the safety and well-being of all students while promoting healthy eating habits. By adhering to these guidelines, we create an inclusive environment that supports students with dietary restrictions and encourages the consumption of nutritious snacks and meals.

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.

[Complaints Policy](#)

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 Head of Primary / Secondary. If you are uncertain about who to contact, please email info@bcisphuket.ac.th

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 Head of Primary / Secondary, 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 Head of Primary / Secondary 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. If not, arrangements will be made for the matter to be fully investigated by the school's Principals 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.

Depending on the circumstances and your concern, the programme Principal may elect to involve the Head of School in order to best address your concern.