



Bangkok International Preparatory & Secondary School

Parent Handbook

2024 - 2025





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Vision and Mission

OUR VISION STATEMENT

Preparing our **COMMUNITY** for a **SUSTAINABLE GLOBAL** future.

COMMUNITY

We strive to cultivate a supportive and inclusive community that values relationships, communication, and mutual respect. We engage all stakeholders - students, staff, parents, and the wider community - in meaningful ways, fostering a sense of belonging and collective pride.

By celebrating diversity, encouraging teamwork, and maintaining a whole-school mentality, we aim to create a nurturing environment where every individual is valued and empowered to contribute positively to our shared community.

SUSTAINABLE

We are committed to advancing sustainability in a wider scope within and beyond our community through our pillars of sustainability. *We deliver a quality education that deeply embeds sustainable principles, preparing learners for real-world challenges and promoting a broader societal impact. We champion holistic wellbeing and provide a nurturing environment for all members of our community.*

Through community engagement, and a curriculum that emphasises sustainable values, we aim to develop future leaders who are well-prepared to make thoughtful decisions, enact positive change and *can thrive beyond academic achievements.*

GLOBAL

Our mission is to foster global awareness and intercultural understanding among our learners. By connecting with diverse communities worldwide, celebrating cultural differences, and integrating global perspectives into our curriculum, we prepare students to become compassionate, informed global citizens. We are dedicated to cultivating an environment where learners appreciate global diversity, embrace challenges, and contribute to a more inclusive and peaceful world.

FUTURE

We are dedicated to preparing our students for the future, equipping them with the skills, knowledge, and mindset needed to navigate and thrive in an ever-changing global landscape. Our mission is to provide dynamic and creative learning experiences, foster innovation, and cultivate resilience and adaptability. By connecting students with real-world opportunities, promoting lifelong learning, and encouraging personal and professional growth, we prepare them to meet future challenges with confidence and creativity.



Bangkok Prep is committed to the principles outlined in the United Nations Convention on the Rights of the Child



The UN Convention on the Rights of the Child affirms that every child has a right to education. The purpose of education is to enable the child to develop to his or her fullest possible potential and to learn respect for human rights and fundamental freedoms. The general principles of the Convention which are relevant to education cover non-discrimination, the best interests of the child, the child's right to life, survival and development, and the child's right to express opinions.





Welcome from the Head of School

On behalf of the Board of Governors of Bangkok International Preparatory & Secondary School (Bangkok Prep), I would like to extend a very warm welcome to you and your family, both to the city of Bangkok and the Bangkok Prep school community. I hope that you will find your time in association with the school both enjoyable and stimulating.

We recognise that the focus for every new family in the early months will be to ensure that their children settle in well and quickly become part of the school community; we will work with you to ensure that this is the case.

At Bangkok Prep, we have a history, stretching back over 20 years, of organising community activities both for the children, parents and friends. I very much hope that your whole family will be able to take full advantage of the facilities and the opportunities that arise from your membership of our school community.

I hope that you will find that we are able to live up to the high ideals we have encapsulated in our Vision and Mission Statement, and that your association with the school will be a happy and productive one.

Duncan Stonehouse

(Head of School)



1. About Bangkok International Preparatory & Secondary School or 'Bangkok Prep'

Bangkok International Preparatory & Secondary School (Bangkok Prep) is a British Curriculum International School with students on roll from ages 3 – 18. It is fully licensed by the Ministry of Education in Thailand.

The School is a full member of the International Schools Association of Thailand, the Federation of British International Schools in Asia (FOBISIA), the Bangkok International Schools Association (BISA) and the Thailand International Schools Athletics Conference (TISAC).

The school was the recipient of the Prime Minister's Award in 2009, and the Thailand Trust Mark in 2012. Both awards are in recognition of excellence and quality.

Bangkok Prep was awarded quadruple accreditation by the Council of International Schools (CIS), and the Office for National Education Standards and Quality Assessment (Public Office) in Thailand (ONESQA).

1.1 Our Bangkok Prep Values

Our Philosophy and Objectives translate into our Values. Accessible to every member of our school community on a day to day basis.



The 11 Values were identified and agreed by staff, children and parent representatives. We believe each Value will assist our children to become positive, involved and caring people who always aspire to learn and grow socially and academically.

Bangkok Prep students are learning to be:



1.2 Sustainability

To be sustainable we must learn to think and behave with consideration for the future. We can meet the needs of the present without compromising the ability of future generations to meet their own needs.

We believe that sustainability should be authentically embedded across the school and we do this in line with our 'Pillars of Sustainability'



Sustainability

Our sustainability visions are integrated into our curriculum, school practices, activities, campaigns and student leadership. Through our operations and internal values, we believe that we have the opportunities to create positive impact and fulfil our sustainability visions through 4 focus pillars:

1

Education

As an academic institution, Bangkok Prep is committed to give our students quality education and help learners reach their full potential both academically and in preparation for life beyond Bangkok Prep. For these reasons, sustainability is profoundly integrated into the curriculum. As a member of society, we are committed to help improve the overall quality of education for surrounding communities and society. We will engage with external stakeholders for long-term education development for target beneficiaries.

2

Environment

When climate change remains one of the biggest challenges for humanity, we believe in our collective responsibility to be the steward of nature and the environment. The school is committed to paving the way for an environmentally-friendly future with sustainable practices through environmental education, future technology, innovations and wider community engagement.

3

Wellbeing for All

We are committed to creating a safe and secure space for all members of our internal and external community through the lens of holistic well-being. With our safeguarding policy as a foundation, this commitment extends beyond the physical aspect to mental, emotional and welfare of the students. For staff, Bangkok Prep is committed to creating a happy and secure working environment which enables social and occupational well-being. For external stakeholders engagement, we will also focus on supporting the well-being and the livelihood for target beneficiaries.

4

Leadership for the Future

In a rapidly changing world, we need a new set of skills and one of the most important skills required for the future is leadership. At Bangkok Prep, we encourage everyone to lead. We support every member of our community to address a problem, create opportunities, activate others and work towards a solution for the good of all.

We encourage all members of our community to take every step they can to live and work sustainably. We explicitly learn about each pillar and plan opportunities to put sustainable practices into action.

We have extensive leadership opportunities at Bangkok Prep. For all members of our community.

We strive to always consider wellbeing as we plan change. We create community and belonging and have a focus on health.

We believe education changes the world. We take this opportunity and responsibility to heart and hope to use everyone's ability and resources to continually get better and have a positive impact.

As a Green Flag award recipient Bangkok Prep endeavours to be as eco friendly as we can. We are very proud that our school is the only international school in Thailand to be re-awarded the Eco School 'Green Flag'. We were the first school in Thailand to receive this status and we are the second international school in the world to receive such an award from Eco Schools - the world's largest global sustainable schools programme,

Some simple ways in which we all contribute include using water bottles. There are lots of places to fill these on both campuses. A number of environmentally friendly products are also available from the school shop.



We ask that families also consider the best way to get their children to school and encourage the use of public transport, school transport or of course cycling and walking whenever possible and safe.

1.3 The School Online

You can find comprehensive information on the School on our website www.bangkokprep.ac.th/. The school also runs an online news site, with regular updates on events and achievements at school - www.bangkokprep.ac.th/news, and we also have a public Facebook page - www.facebook.com/bangkokprep, a Twitter account [@bkkprep](https://twitter.com/bkkprep), as well as an Instagram account - www.instagram.com/bangkokprep. Please follow these accounts so you remain aware of any important updates.

1.4 Use of English

English is the language of instruction at Bangkok Prep and is our agreed community language. Our assessments (except for World Languages) are completed in English.

Many people in our community are talented multilingual learners. Translanguaging can improve a child's ability to access the curriculum. It allows them to express themselves and build confidence.

Socially, we teach children to be mindful of those they are communicating with and those around them to ensure inclusion amongst students.

2 School Personnel

2.1 The Board of Directors

The Board of Directors has an oversight of the expenditures and the development of the School in line with the School's published 'Philosophy and Objectives' statement.

The Executive Board comprises 11 members, one of whom is a parent, who represent the community. The Executive Board meets once per term and its members include the License Holder, Head of School, parents' representative, three Board of Directors members and five nominated members whose selection is determined by their specific skills and areas of expertise. The Executive Board is responsible for policy development and approval while policy implementation is left to the Senior Management Team (SMT) of the school.

Bangkok Prep is governed by a Board of Governors and a Board of Directors who report annually to a group of shareholders. The Board of Directors meets monthly, whereas the



Board of Governors meets once a semester or more when decisions need to be made regarding school development, personnel or quality assurance.

THE BOARD IS ACTIVELY INVOLVED IN THE FOLLOWING KEY AREAS OF SCHOOL DEVELOPMENT:

- **Strategic Planning**
- **Policy and procedures implementation**
- **Accreditation self-study teams**
- **Campus expansion and long term planning**
- **Budget approval**
- **Increase the number of teaching staff and subjects offered**

The Board liaises with the License Holder and the Head of School to ensure that management and leadership are in place to further develop the school and ensure the best education is provided to our students.

BOARD OF DIRECTORS:

- Mr. Andrew David Nicol - Chairperson
- Mrs. Patrada Yomnak - School Director and License Holder
- Mr. Anthony Key - Qualified Member
- Mrs. Hoang Chi Mai - Qualified Member
- Mr. Gideon Otto Moolenburgh - Qualified Member
- Mrs. Tharisa Ketudat - Qualified Member
- Asst. Prof. Dr. Torplus Yomnak - Qualified Member

BOARD OF GOVERNORS:

- Mrs Patrada Yomnak - Chairperson, School Director and License Holder
- Ms Supathra Kuratana - Parent Representative
- Mr Sean Mooney - Parent Representative
- Mr Duncan Stonehouse - Staff Representative
- Mrs Tharisa Ketudat - Qualified Member
- Asst. Prof Dr. Torplus Yomnak - Qualified Member
- Mr Andrew Nicol - Qualified Member
- Mr Anthony Key - Qualified Member
- Mrs Hoang Chi Mai - Qualified Member
- Mr Gideon Moolenburgh - Qualified Member
- Mr Supat Mike Rajkich - School Manager and Secretary to the Board of Governors



FRIENDS of BANGKOK PREP

2.2 The Friends of Bangkok Prep (FOBP)

Bangkok Prep has a supportive parents' association commonly referred to as the Friends of Bangkok Prep (FOBP). Established in 2005, FOBP promotes communication between parents and the school, giving parents and carers the opportunity to have an appropriate voice in school matters.

We have a significant network at Bangkok Prep and our FOBP helps us to share talents, skills and knowledge through workshops and events. Joining is also one of the best ways to meet people and make connections.

Additionally, FOBP actively promotes the international and cultural ethos of the school through its involvement with and support of school events. Funds raised by FOBP have contributed to the multi-purpose sports complex's electronic scoreboard and the sound equipment in the auditorium as well as, more recently, our new trophy cabinets and furniture for the Sixth Form Common Room.

FOBP is keen to involve all members of the parent body in its activities – please use the contact details below to find out how you can be actively involved.



FOBP'S OFFICIAL LINE GROUP



SCAN QR TO CONNECT, GET REGULAR UPDATES AND BE THE PART OF OUR LOVELY COMMUNITY.



BANGKOK INTERNATIONAL PREPARATORY AND SECONDARY SCHOOL
TEL. 02-700-5858 WEB : BKKPREP.AC.TH EMAIL : INFO@BKKPREP.AC.TH
THONGLOR CAMPUS : PRIMARY SCHOOL, 23 SUKHUMVIT 53, VADHANA, BANGKOK
SUKHUMVIT 77 CAMPUS : SECONDARY SCHOOL, 77 SUKHUMVIT 77, VADHANA, BANGKOK





2.3 Leadership Teams

The Board of Directors and Board of Governors work for the good of the school, within clear guidelines, to make and approve school policies.

The Senior Management Team (SMT) manages the day to day operations of the school and comprises of:

- Mrs Patrada Yomnak - License Holder and School Director
- Mr Duncan Stonehouse - Head of School
- Ms Tia Court-Smith - Head of Secondary
- Mr Martin Breen - Head of Primary
- Mr Brad Owen - Executive Head
- Mr Supat Mike Rajkich - School Manager
- Ms Pimpat Yomnak – Assistant Managing Director

The Academic Leadership Team (ALT) provides academic leadership across the school and comprises of:

- Mr Duncan Stonehouse - Head of School
- Mr Martin Breen - Head of Primary
- Ms Ania Bialek - Deputy Head of Primary
- Ms Tia Court-Smith - Head of Secondary
- Mr Stephen Hurworth - Deputy Head of Secondary

The strategic and operational aspects of the Primary School are led and managed by the Primary Leadership Team (PLT), supported by the Primary Year Leader Team (PYLT) and the Curriculum Leadership Team (CLT).

2.4 The Primary Leadership Team

- Mr Martin Breen - Head of Primary
- Ms Ania Bialek - Deputy Head of Primary
- Mr Chris Duffin - Assistant Head - Curriculum
- Ms Amy Naisbitt - Assistant Head - Assessment
- Mr Jonathan Breaden - Assistant Head - Learning
- Ms Steph Lindley – Assistant Head – Wellbeing
- Ms Amanda McFarlane - Head of Early Years



Year Group Leaders

Nursery - Amy O'Connor
Reception - Audrey Corben
Year 1 - Dan O'Sullivan
Year 2 - Clare Magee
Year 3 - Jess Youlton
Year 4 - David Cooke
Year 5 - Harry Reid
Year 6 - Clair Couper

Curriculum Leadership Team

Assistant Head - Curriculum - Mr Chris Duffin
Lower Maths Coordinator - TBC
Upper Maths Coordinator - Karyn Mavor
Lower English Coordinator - Jess Richards
Upper English Coordinator - Andy Wooldridge
Humanities Coordinator - Charlotte Holt
Computing Coordinator - Martin Powell
Enhanced Curriculum Coordinator - Jacob Rolfe
PSHE Coordinator - Maria Perry
Science Coordinator - Daniel Bourne
Head of Art & DT - Samantha Latham-Talbot
Head of Primary PE - Joanne North
Head of Primary Music - Catherine Frisbie
Head of World Languages - Marta Lahuerta
KS2 Thai Leader - Kru Joe
EYFS/KS1 Thai Leader - Kru Tare

The strategic and operational aspects of the Secondary School are led and managed by the Secondary Leadership Team (SLT), supported by a team of Faculty Leaders, Heads of Departments, Position of Responsibility holders and the Secondary Year Leader Team (SYLT).

2.5 The Secondary Leadership Team

- Ms Tia Court-Smith – Head of Secondary
- Mr Stephen Hurworth – Deputy Head of Secondary
- Mr Brent Woods – Assistant Head - Assessment
- Mr Hugh Conway – Assistant Head – Learning
- Mr Jake McIntosh – Assistant Head – Wellbeing
- Ms Sarah Dixon – Assistant Head - Curriculum
- Mr Neil Groves - Head of Sixth Form

Year Leaders

Year 7 – Thomas Dixon
Year 8 – Rachael Dickson
Year 9 – Elliot Sheridan
Year 10 – Chloe McEwan
Year 11 – Alan Inns
Year 12 – William Holt
Year 13 – Ashley Woods

Faculty Leaders

Creative Arts – Thomas Bannister
English, EAL and Media Studies - Faye Cox
Humanities – Andrew Morton
Mathematics and Computing – Sarah Eastburn-Cutts
Science - Hannah Caldwell
World Languages - Katerina Chiponda



Other Positions of Responsibility (PORs)

Whole School

Assistant Head - Sport and Sustainability - Michael McFarlane

Assistant Head - Learning technology - Ian Broadbent

Head of Strings and Orchestra - Jhonas Sibila Vegas

Ed-Tech Coach - Hayley Jean

Whole School Lead Counsellor - Claire Ireland

Primary

- Head of Thai EYFS/KS1 - Kru Tare
- Primary Counsellor - Laura Jones
- Primary Learning Support - Samantha Foy and Bradley Welsh
- Designated Safeguarding Lead - Brona Soden
- Deputy Designated Safeguarding Leads- TBC and Sam McDonald
- Online Safety Officer - Martin Powell
- Primary Eco Coordinator - William Fearon
- Bilingual CPO - Ms Aris, Ms Anne (KS2 ATA), Ms Years
- Head of Tigers - Catherine Frisbie
- Head of Lions - Angela Hildebrand
- Head of Elephants - Jacob Rolfe
- Head of Bears - Hayley Hilne

Secondary

- Designated Safeguarding Lead - Amy Hurst
- Deputy Designated Safeguarding Lead - Thomas Dixon
- Deputy Designated Safeguarding Lead - Kellie Abley
- Child protection officer (Thai speaking) - Coach Kru Nanee)
- Child protection officer (Thai speaking) - Coach Anne)
- Deputy Faculty Leader - English, EAL and Media Studies - Naomi Parker
- Deputy Faculty Leader - Mathematics and Computing - Duncan Reilly
- Examinations Officer - Jennifer Key
- Head of Biology - Elizabeth Richards-Gourves
- Head of Chemistry - Rachael Croome
- Head of Computing and Online Safety Officer - Stephen Potter
- Head of Drama - Amy Hurst
- Head of DT - Adam Spence
- Head of EAL - Chris Lea
- Head of EPQ - Charles Clark
- Head of Geography - Rachael Inns
- Head of History - Marcus Gosling



- Head of Music - Simon Green
- Head of PE - Kyle Fiddler
- Head of Physics - Natasha Goran
- Head of Psychology - Christopher Knight
- Thai Language and Culture Curriculum and Assessment leader -Kru Apple
- Thai Language and Culture Teaching and Learning leader -Kru Nanee
- International Award Leader - Crosby Beynon
- Secondary Eco Coordinator - Lynne Pearson
- PSHE Leader - Daniel O' Shea
- Head of Enrichment - Simon Green
- Secondary CPD Leader (Teaching & Learning Groups) - Claire Lucena
- Head of Future Pathways - Stephen Tippen
- Head of Careers and Student Pathways - Edel Rio Tinto
- Head of Higher Education and Universities - TBD
- Head of Surus (Elephants) - Nick Richard-Gourves
- Head of Ursus (Bears) - Adriana Sanford
- Head of Sabre (Tigers) - Antony Wilson
- Head of Panthera (Lions) - Laura Herrera

3 Communication

3.1 Contact information

As tools for communication, phone numbers and email addresses are vital and the school should be informed immediately of any changes. It is vital, for obvious reasons, that the school is able to contact parents immediately.. Should your personal details such as these change, please inform the school in writing as soon as possible.

The school uses Firefly as its Virtual Learning Environment. Every parent can access Firefly (<http://firefly.bkkprep.ac.th/>) using the personal email address they provided to the school as their username and requesting the system allow them to set or reset their password when necessary. We ask you to check regularly (at least twice a week) for messages and information.

3.2 Communicating with the School

We encourage all parents to communicate with us in various ways throughout the year through email, telephone and face to face conversations/ individual meetings. This is vital for a mutually supportive relationship that benefits our children.



If your child is unwell and can not attend school or if you need to speak to someone about school services (ECAs, food, transport, medical, finance) then you may need:

Bangkok Prep Key Contacts

Equally our Communications and Community team would love to hear from you if you have anything to celebrate.

If your child is in Primary, please feel free to catch the class teacher at the beginning of the school day if you wish to pass on a brief piece of information but if you require a more in depth conversation, please contact the teacher directly to arrange a formal meeting time.

If your child is in Secondary, please email your child's form tutor or their class teacher in the first instance. You may prefer an online meeting, telephone call or to set up a face to face appointment that is mutually convenient.

3.3 Appointments with Teachers

If you have a question, or wish to talk about your child's progress or general welfare, then in the first instance, please discuss this directly with your child's class teacher or form tutor. Appointments should be made directly with the teacher. Appointments with specialist staff can also be made in the same way.

Teachers have to attend to the students as they arrive in the morning and may not have the quality time needed to discuss issues with you at that point, so our appointment system will ensure that your questions or concerns can be answered properly.

If matters arise which are of a more general nature, or have become more serious, please feel free to contact the appropriate Year Leader or Key Stage Leader.

Our [Communications and Complaints Policy](#) for parents provides more detail and can be found on Firefly. If you need further advice, help or guidance, please contact the appropriate member of the leadership team.

3.4 Emailing Bangkok Prep Teachers and Staff

Email is used regularly in school, to and from teachers and parents. An acknowledgement of an email to a teacher should occur by the end of the next working day, although a more full response may take longer.

We encourage parents to communicate with us. Your child's Form Tutor/Class Teacher will be the first point of contact in many instances. For queries, relating to specific subjects, you should contact your child's teacher.



Staff emails are usually the first letter of their first name followed by surname e.g. fsurnane@bbkkprep.ac.th

3.6 SMS (Short Messaging System)

We use the SMS (Short Messaging System) as an immediate method of contacting parents in an emergency to relay urgent general information. We send the SMS to the registered mobile phone. Please ensure that the school is informed of your up-to-date contact details.

3.6 Bangkok Prep News

The school runs a dedicated news site at: www.bangkokprep.ac.th/news and there is a weekly roundup which goes out every Friday. Please check this regularly for information on events and achievements at school. You can also click the 'subscribe' button on the homepage to receive email updates.

3.7 School Social Media

You can also follow the Bangkok Prep Social Media platforms below.



4 Who do I contact if I have a concern?

Whilst we hope that all students make good progress at the school, we do understand that from time-to-time, parents may have concerns about their son/daughter's academic progress.

- In the first instance, please contact the class teacher/form tutor or subject teacher directly.
- If the concern is not resolved following discussion with the class teacher/form tutor or subject teacher, please contact the Year Leader or Faculty Leader.

Following this, if your concern has still not been fully addressed please follow the school's 'Communications and Complaints Policy'.

For concerns on any external examination, please contact: the School's Examinations Officer.

5 Information about the Curriculum

5.1 High Quality Teaching and Learning

Bangkok Prep has a shared understanding of High quality teaching and Learning which focuses upon 5 key features. We believe all lessons should be challenging, creative, engaging, collaborative and personal.

High Quality Teaching and Learning

Our learners are integral to everything we do at Bangkok Prep. Throughout the process of learning we aim to develop their **Life Values** and support them to meet their full potential. Through the high quality delivery of our curriculum and the ongoing support of our community, our teaching and learning will prepare our learners for an unpredictable but exciting future.



1

Challenging

Our learners are stretched and challenged to help them grow consistently. Our high levels of effective feedback nurture and nourish this growth.

2

Creative

Our curriculum is designed to help our learners be creative by solving problems and embracing their inner strengths.

3

Engaging

Our learners are passionate, enthusiastic and engaged with their curriculum and their independent and collective learning and development.

4

Collaborative

Our learners work together to support, inspire and learn from each other, preparing them for life beyond the classroom in an ever developing global community.

5

Personal

Our learners are individuals who are supported appropriately to ensure they reach their full potential and contribute positively to society.



5.2 Induction Sessions

During the first term, we hold a number of induction and back to school events for students and all parents: both new and existing. This is an opportunity for you to meet key people and learn more about your child's year ahead. The information we supply will refer to Key Stages. They are:

Key Stages at Bangkok Prep

- **EYFS** Nursery and Reception
- **Key Stage 1** Years 1 and 2
- **Lower Key Stage 2** Years 3 and 4
- **Upper Key Stage 2** Years 5 and 6
- **Key Stage 3** Years 7, 8 and 9
- **Key Stage 4** - Years 10 and 11



- **Key Stage 5 (Sixth Form)** Years 12 and 13

We will write to you in August outlining the dates and times for the various Induction Sessions. If you join the school during the course of the year, or for some reason miss our induction sessions we will ensure that information is available online.

You can also access our school calendar on [Firefly](#) which will provide details of activities taking place during each term.

5.3 Firefly

All areas of the curriculum have a designated page on Firefly where you can find out more about the staff member who oversees this area, the curriculum progression grids and resources for parents and children. This [helpful primary video can help you navigate](#) the Firefly pages.

6. Student Success

6.1 Learning Support

The School has three full time Learning Support Teachers (LS) and additional support staff who provide withdrawal and in-class support to children from Years 1 to 13, who have been identified as having specific learning needs. The LS Teacher also provides observations and assessments of referred children and, when necessary, recommends external support, such as Occupational, Speech or Play Therapy. There is an additional tiered fee for this service – please see the Admissions Office for further information.

Families may also want to read our [student success policy](#).

6.2 English as an Additional Language (EAL)

Having a good understanding of the English Language plays an essential part of succeeding at Bangkok Prep. The school has an experienced team of EAL teachers who provide specialised support for students who need it. It is a school requirement that, if a student is identified as needing EAL support, they receive it until our specialist staff can evidence that they are able to access the curriculum and achieve academically. In Year 10 and 11 there are different pathways for learning English as a first or second language. Specialists will work closely with students and their families to ensure the best pathway is selected for your child.

Parents pay an additional fee for our EAL service from Year 1 to Year 9 - please contact the Admissions Office for further details.



Families may also want to read our [student success policy](#).

7 School Routines

7.1 Timing of the School Day

Once your child has arrived safely in school in the morning we will ensure that they are safe and secure on the school campus.

We are responsible for primary children who are in school from 07:15.

We are responsible for secondary children who are in school from 07:30.

The school is also responsible for children joining a school program (such as an event, trip or ECA) earlier than this. In these instances, Parent's and carer's permission will always have been sought ahead of time.

It is the responsibility of parents and carers to ensure their child is safe in the morning and after school. We ask that children aim to arrive as close 7:15/7:30 (Primary/Secondary) as possible. This is ahead of registration and the start of the day for children.

Any child arriving earlier than the supervision times must go to a designated space on the campus.

Primary aged children should head to the Bus Waiting Area until School Staff will take up their supervisory roles at 07:15.

Secondary aged students should head to the outdoor benches at our main entrance (Gate A) until School Staff will take up their supervisory roles at 07:30.

Time	Procedure
07:15 – 07:35	EYFS children can play in the EYFS BO area Y1-Y6 can play in the Playground, Football Field and Basketball Court areas, or sit in the Cafeteria Y3-6 can also use the Secondary Astroturf (within the designated zone)
07:35	Morning Bell - All Children collect their bags - Y5 and 6 Head straight up, Years 1, 2, 3 and 4 line up with their teachers, then head up. EYFS children head to their pods



BANGKOK PREP

Bangkok International Preparatory & Secondary School

Est. 2003

07:35-08:00	Registration, Morning Work and interventions begin from when the children arrive in class.
07:53	<i>All stand for Anthem in respective classrooms/Break Out areas</i>
08:00	Lessons begin





7.1.2 Nursery and Reception Timings

Time	Nursery	Reception
07:15-07:35	Arrival/ Flexible Start (students can arrive up until 8:00 am) Tidy Up bell rings at 07:35 and children head to their pods	
08:00	Registration and Whole Class Learning Time	
08:00 onwards	Indoor and Outdoor Learning Sessions/Opportunities	
Break	09:15-09:40	09:40-10:05
Break Onwards	Indoor and Outdoor Learning Sessions/Opportunities	
11:20-12:10	Lunch and Play Time	
12:10-13:25	Indoor and Outdoor Learning Sessions/Opportunities	
13:25-13:50	Story Time (with snack)	
13:50-14:20	Sign out	

7.1.3 Years 1 and 2 Timings

Time	Years 1 and 2
07:35-08:00	Registration, Morning Work and Intervention Time
08:00-09:15	Lessons
09:15-09:40	Break Time
09:40-11:20	Lessons
11:20-12:10	Lunch
12:10-14:15	Lessons
14:15-14:35	Sign Out
14:30-15:30	<i>Extra-Curricular Activities (optional)</i>



7.1.4 Years 3 and 4 Timings

Time	Years 3 and 4
07:35-08:00	Registration, Morning Work and Intervention Time
08:00-09:40	Lessons
09:40-10:05	Break Time
10:05-11:45	Lessons
11:45-12:35	Lunch
12:35-14:15	Lessons
14:15-14:35	Sign Out
14:30-15:30	<i>Extra-Curricular Activities (optional)</i>

7.1.5 Years 5 and 6 Timings

Time	Years 5 and 6
07:35-08:00	Registration, Morning Work and Intervention Time
08:00-10:05	Lessons
10:05-10:30	Break Time
10:30-12:10	Lessons
12:10-13:00	Lunch
13:00-14:15	Lessons
14:15-14:35	Sign Out
14:30-15:30	<i>Extra-Curricular Activities (optional)</i>



7.1.6 Years 7-13 Timings

Time	Years 7-13
07:30	School gates open. Students can play or socialise in the undercroft, basketball court, astroturf and lower cafeteria.
07:53	Anthem. Students move inside and go to their form rooms.
08:00-08:10	Registration
08:10-09:10	Period 1
09:10-10:10	Period 2
10:10-10:30	Break Time
10:30-11:30	Period 3
11:30-12:30	Period 4
12:30-13:20	Lunch
13:20-14:20	Period 5
14:20-15:20	Period 6
15:20 onwards	ECAs

7.2 Modes of arrival at School

7.2.1 Car Parking

Traffic congestion in the morning and in the afternoon can be a problem. We have a range of systems and requirements in place to keep people safe and reduce this as much as possible

Drivers should consider others when driving in the vicinity of the two campuses and/or parking.



If your child is old enough or you live close enough the BTS remains the safest and most convenient means of getting to and from the campuses. It not only reduces congestion but also helps the environment by reducing the amount of exhaust emissions in the vicinity of the campuses.

If you decide to park please act considerately and do not double park or drive dangerously.

7.2.2 Car Drop-Off

Both campus entrances are open from 07:00 and maintenance staff members are on duty to supervise safe entry to the school. Please note, academic staff are not on duty until 07:15 (Primary) or 7:30 (Secondary).

There are dedicated drop-off zones at both main entrances of the campus.. Cars should refrain from parking where possible and drivers should exercise great caution when driving amongst pedestrians. Many parents have found it convenient to park in the designated spaces under the expressway and walk a short distance to school.

Please be aware that there are no parking spaces on either campuses for personal drivers as these spaces are *only* for parents that need to escort or collect their children at our school.

Detailed information about traffic routes and times are provided with our “back to school” information. The school [directional map](#) is also very helpful for your planning and orientation.

7.2.3 School Bus

Our Door to Door school bus service is outsourced and uses School Travel Manager to monitor students on and off the buses. Drivers and Bus Monitors have Police clearances and child protection and other training is conducted on an annual basis.

Pick up times vary from 06:00 – 07:15 depending upon distance. They return home between 14:30-16:30 depending on the time of departure.

Parents are requested to use the **School Travel Manager App** for their children using the bus. This will track their child's location and can be used to cancel a child's use of the bus when needed. Notifications will be sent to parents when students board and exit the bus. More information can be found on Firefly.



7.2.3.1 Safety

- All school buses are fitted with seat belts and are regularly serviced and maintained.
- All Bus Drivers and Monitors have had a Police Clearance to enable them to work for our school.
- Bus Drivers and Monitors are provided with training in basic First Aid, Child Safeguarding, School Travel Manager, emergency procedures and the schools rules, regulations and expectations.

Parents are advised to download the School Travel Manager App.

7.2.3.2 Expectations & Student conduct on buses

- All students must wear seat belts for the full duration of the journey.
- Students must not put themselves or other passengers in any unnecessary danger and must listen to the Bus Monitor and/or Driver at all times.
- All students should be ready and on time for the given pick up time.

If a student is not at the bus pick up point at the scheduled time or does not arrive within three minutes of the bus pick up time it will be assumed the service is not needed that day and the bus will depart. No phone call or warning will be given.

Note: This 3 minutes cannot be used daily, parents will be contacted if this occurs regularly. If a student misses the bus, parents/guardians will be responsible for getting their child/ren to school.

- The school bus will not allow students to travel on a bus if they are not on the bus register.
- Primary Students will be collected from sign out by the bus monitor, Secondary Students must go to the school bus directly after school. Buses will depart from School as soon as all users have arrived or a maximum of 15 minutes from the end of the school day:
- Primary 14:45, 15:45 (ECA)
- Secondary 15:35, 16:35 (ECA)
- If a student is late and misses the afternoon bus, parents will be responsible for arranging private transport home. Parents will receive a message via the STM Parent App if your child does not board their scheduled bus.
- A Primary student's parent/carer must meet the bus on arrival. Primary students will be handed over to a parent/guardian, Secondary students will be permitted to enter the house/compound/apartment on their own (unless specifically requested otherwise). If no one is home to meet a primary student, the student



will return to school with the bus and parents/guardians will be required to collect them from school.

- Changes/cancellations can only be received from parents/guardians or Year 12 & 13 students. Students in Year 11 and below cannot make any changes without parental permission.
- The School Transport Service is seen as an extension of the school day and therefore the expected behaviour of all users is the same as is expected during the school day.
- Students must respect and listen to the Bus Driver and Monitor and be considerate of other bus users to ensure a pleasant journey for all passengers.
- Eating and drinking is not permitted whilst on the school bus.
- On board cameras may be used to record students and staff on the bus during normal operating hours.
- If a student's behaviour on the school bus gives cause for concern, we reserve the right to suspend the service for a period of time and ask parents to make alternative transport arrangements. School staff will respond to any disciplinary concerns reported by a Bus Monitor, other students, parents or teachers. If it is felt that the behaviour warrants it, immediate suspension may occur.
- If a student causes any damage to the bus or its property, accidentally or deliberately, the student's parent/guardian will be required to compensate the bus owner for the cost of the repair.
- If disciplinary action results in a student being temporarily or permanently suspended from using the school transport service, there will be no refund of transport fees.

7.2.4 T77 Shuttle Buses

T77 runs a free shuttle bus service from the car park of the Tesco Lotus On Nut to school. This is available on a first-come, first-served basis. There will be BTS Skytrain monitors on hand to assist.

7.3 Late Arrival

All Primary students who arrive late (after 08:00) should go directly to the Primary Admissions Area (just through the turnstiles next to Block E) to collect a ticket and be registered for the day. Students in Nursery and Reception should collect a late ticket with the adult responsible for bringing them into school.

All Secondary students should sign in at reception before proceeding to their scheduled class.

Punctuality is reflected on our end of term and end of year reports.



7.4 Dismissal

7.4.1 Primary Students Dismissal

The Primary School has a signing out system at the end of the school day. We are keen to ensure that our younger students are properly cared for at the end of the school day. Parents (or formally designated adults, such as a carer, a friend or another parent) can sign the child out of school but please be aware that, once signed out, the child is under the care of that same person. We have systems in place so that we can keep track of children who have not been signed out yet and therefore ensure that they are safe. Primary school children will only be handed over to registered parents, carers, nannies (who are wearing their lanyard) or drivers unless written permission is sought from the Head of Primary. If parents wish to give older, secondary aged siblings permission to sign a child out, please contact the Head of Primary directly. Please help us to keep your child safe and adhere to the school's signing out rules.

If you have a child in Year 6 who you wish to travel home alone, written permission must be received by the Head of Primary in advance.

7.4.1.1 EYFS

EYFS will be collected from their classrooms. Children not collected by 14:35 will be taken to the late zone in the Primary Cafeteria for collection by parents.

7.4.1.2 Key Stage 1 (Years 1 and 2)

From 14:15 Key Stage 1 children are collected from their classrooms. This is done from Classrooms. Parents go up the Key Stage 1 stairwell to the classrooms to collect children.

- **Children who are signed up for express pick-up will be taken to the waiting room next to block E**
- **Children who are signed up to be taken home by School Bus will be taken to their relevant buses by one of our Bus Monitors**
- **Children who have ECAs will be signed out from 15:30 onwards**

7.4.1.3 Key Stage 2

Upper and Lower Key Stage 2 Sign out is done on the football field

7.4.1.4 ECA Sign Out



At the end of ECAs, all children are taken to the Outdoor Basketball Court to sign out. Children going home on the bus, or via express pickup, will continue to go directly to the relevant areas.

7.4.1.6 Late Zone

From **14:35** onwards, any Primary children who have not been signed out will move to the Primary Cafeteria with a designated staff member, which will serve as the venue for 'Late Zone'. Parents should sign their children out from there.

Children who are late signing out from ECAs will also be taken to the Primary Cafeteria to sign out.

7.4.2 Secondary Students Dismissal

The Secondary School finishes for the day at 15:20 and we ask that all students who are not taking part in an ECA to leave the school premises. They are no longer being supervised and it is the parent/carer responsibility to ensure that they are safe.

Likewise, once students have finished an ECA they should leave the Campus as soon as possible.

Once students have left the school for the day we ask that they do not return to the campus until the next school day. Re-entering without staff permission causes a safety risk.

7.5 The End of the School Day

Formal supervision in lessons ends at different times for children of different ages.

EYFS	13:50
Year 1-Year 6	14:15
Year 7-13	15:20

From EYFS to Year 5 all children must be collected after school on time.

Those on school transport may be picked up by our bus monitors.



Please ensure that you meet your child promptly or arrange with school for a responsible adult to pick your child.

If you are delayed and cannot get to school on time, please contact the Primary or Secondary office by telephone. We will be happy to arrange for your child to be looked after in a safe environment until you arrive. This facility is, however, for occasional use rather than 'every day'. If you are routinely unable to collect your child then you must organise child care for the after school period.

The working day for the teachers finishes at **16:00 (Primary)** or **16:15 (Secondary)** and after that time there are no staff in school who can formally supervise your children, unless they are enrolled in one of the school's ECAs.

Families waiting for a child to finish their ECA are more than welcome to remain on site if they are wearing their lanyards and in the public outdoor areas.

Please be aware that any of your children who are waiting with you are your responsibility and under your supervision.

For safeguarding reasons, no adults are to enter school buildings or use facilities without a member of the school staff present.

7.5.1 Express Pick up – Primary students

Bangkok Prep's system of Express Pick Up makes it easier for parents to pick up their Primary aged child(ren) by not having to park their car. The Express Pick Up system has the following steps that need to be followed.

The school will obtain written consent from the parents who would like to join the system.

The class teacher will be informed and responsible for the students who have been signed up for the Express Pick Up system. The teaching assistant for the class will accompany the students to the Express Pick Up spot (the parent seating area by the main security desk) where the afternoon snacks will be provided in appropriate packaging

Parents who participate in the Express Pick Up system will be given a code number for picking up their child(ren). We would like the parents to position the code number on the left side (passenger's side) of the windshield where it is clear and visible to the code officer.

The Express Pick Up spot is open from 14:30 – 14:50. If a parent arrives after 14:50, he/she is advised to pick up their child(ren) at the late zone which is situated in the Cafeteria.



7.6 Break and Lunch Times

Students will be provided with a snack in the school cafeteria at break time in the morning and after school.



NB: Bangkok Prep is a Healthy School and a Nut Free School. Please ensure that any snacks or lunches which are brought into school from home are healthy and contain no nuts.

As we encourage students to have a healthy diet, "fast food" is discouraged.

There are many water dispensers around the campuses. We advise that your child brings a sturdy drink bottle/container to use & refill in school. Fizzy drinks are not allowed due to the excess sugar content and tooth damage.

7.6.1 Lunch Routines

Students have designated eating areas which are supervised by Teachers and Staff at both campuses. Hand washing before eating is compulsory.

7.6.1.1 Primary Lunch Routines

Primary Lunch times can be found in the following section:

- [7.1.2 Nursery and Reception Timings](#)
- [7.1.3 Years 1 and 2 Timings](#)
- [7.1.4 Years 3 and 4 Timings](#)
- [7.1.5 Years 5 and 6 Timings](#)

7.6.1.3 Secondary Lunch Routines

In Secondary, the first serving is from the start of lunch at 12:30 and the second is 15 - 20 minutes later. A Rita is published to students so they are aware if their year group is first or second sitting each day. Students are expected to queue in an orderly manner. Sixth Form students may take their lunch earlier at 12:00 if they have a study period and can eat off site with parental permission.

Students must ensure the return of all crockery and cutlery to the collection area where refuse should be disposed of appropriately and the plates stacked neatly.

No plates or cutlery should be removed from the Cafeteria.



All food and drink brought in the Cafeteria must be consumed in the Cafeteria. Students can however, bring a packed lunch and eat it at the Cafeteria if they prefer.

We ask all students to help reduce food waste, consider a balanced and healthy diet and to respect their environment and each other.

Student voice is regularly sought to help improve provision and generate new ideas.

Weekly menus for food are published on Firefly under the "[Food Services](#)" section.

7.7 Student Absences

Excellent punctuality and attendance are expectations placed on all members of the school community. Whilst we are tolerant and show understanding in the case of occasional lateness due to unforeseen circumstances, frequent and persistent failure to arrive at school on time is viewed as a serious concern. We will speak to students and their parents / carers about this and may require children to stay and "make up" time later. Whilst the school is able to monitor and record lateness, these are issues which will, if found to be unsatisfactory, need to be addressed at home.

All students should aim for 100% attendance. Absences affect progress in academics and social and emotional development. Parents and guardians are responsible for ensuring the attendance and punctuality of their child(ren).

Student absences during term time will be considered unauthorised unless there are extraordinary circumstances that prohibit attendance.

Medical notes will be needed for absences due to illness or hospitalisation. Absences accompanied by medical notes will be recorded as authorised absences.

To assist us with our analysis of progress, we will be reporting attendance and punctuality on each report. This information is being stored alongside progress data and will form part of our developing record of achievement for each student.

In the event of absence from school, please follow the procedures outlined below:

Call the Primary or Secondary office before 08:00 am on each day of absence.

Alternatively, please email:

EYFS -Y6: Email the Primary PA and relevant class teacher.

Year 7-13: Email the Secondary Coordinator.

[Bangkok Prep Key Contacts](#)



If your child is away from school for more than two days, please call the appropriate Primary/Secondary School Office on the third morning to let us know more about the nature of the problem and the likely duration of absence.

In addition, we kindly request a letter to the Class Teacher/Form Tutor briefly describing the reason for absence. Naturally, this letter should be written and signed/sent by a parent or guardian.

Please note that attendance and punctuality will be recorded on reports and other documentation.

7.7.1 Taking children out of school

For safety reasons, students are not permitted to leave school early without the express permission of both parents/ guardians and staff at school. We reserve the right to call and speak to a child's listed contact about any request to leave early.

If students must leave early, for a valid reason, students **MUST** be signed out at the Primary or Secondary Office. Our security staff at the gates are trained not to allow students to leave without following the correct procedures even if a parent or guardian is present at the gates.

It is essential that we know the whereabouts of students if we are to ensure their health and safety.

No student must leave the campuses during school hours without completing the required steps of notice and approval.

7.7.2 Notification of Leave and Temporary Absence

Where a student will be leaving school or temporarily absent in any term, prior notice with date of leaving (and return when applicable) must be given in writing.

7.7.3 Extended Holidays

All students should aim for 100% attendance. Absences affect progress in academics and social and emotional development. Parents and guardians are responsible for ensuring the attendance and punctuality of their child(ren).

Student absences during term time will be considered unauthorised unless there are extraordinary circumstances that prohibit attendance.

Family holidays should be taken during the school holidays. Term dates are published a year in advance.



If parents must take their child(ren) out of school early or are not able to return for the first day of school, we ask that they tell us in advance.

Whenever possible we will try to support your child with our communication and by providing teachers and students with advance notice.

We may be able to provide information about the work to be covered but will not provide worksheets or learning plans.

Any planned absence that the school has not been informed about will be recorded as unauthorised. This will affect your child's attendance record and impact their progress.

More information can be found in the Bangkok Prep Attendance Policy.

8 Our Behaviour Policy

The School aims to help students to grow in a safe and secure environment, and to become positive, responsible, honest and increasingly confident and independent members of our school community. We aim to encourage self-discipline, good behaviour and acceptance of responsibility. Our Behaviour Policy contains details of how we put our policy into practice across the school and can be found on our policy portal and accessed via Firefly.

Students will be expected to:

- conduct themselves around the campuses in a safe, sensible, manner and show regard to others;
- arrive on time to lessons;
- bring equipment appropriate for the lesson where necessary;
- follow reasonable instructions given by the teacher;
- behave in a reasonable and polite manner with all members of our School Community;
- show respect for the opinions and beliefs of others;
- complete all class work in the manner required;
- hand in home learning at the time requested;
- show respect for the working environment.

Parents and guardians of children attending Bangkok Prep are expected to:

- support the School's Behaviour Policy;
- work in partnership with staff to ensure their child's good behaviour;
- inform staff of any concerns;
- respond to concerns raised by members of staff;
- ensure children arrive to school on time;



- ensure children come to school correctly equipped and prepared to work;
- support the School's uniform policy;
- support learning at home;
- communicate respectfully with staff.

8.1 Rewards

To encourage positive behaviour, students are rewarded for good work and behaviour by stickers, smiley faces (EYFS), Class Dojo (House) Points, certificates and annual awards.



ClassDojo

Students in Primary are awarded House Points for work, effort and behaviour using Class Dojo. These are awarded for modelling the school's Values and other positive behaviours.

In Secondary, students are awarded HOUSE points for demonstrating and applying our Values and leadership skills. -Families can see the HOUSE points awarded on Firefly.

We also have Primary and Secondary Prize Giving, End of Year Celebrations and Sports Awards Ceremonies at the end of the school year to which parents of prize winners are invited.

8.2 The House System

All students will be placed in one of the four school 'Houses'. These are:



Bears/Ursus

Elephants/Surus

Lions/Panthera

Tigers/Sabre

Every student at Bangkok Prep belongs to one of its four Houses and students are, upon entry, allocated a House. From the Primary into Secondary, House membership remains the same. Teachers are allocated to support each House.



These Houses have two main functions. Firstly they represent four separate groups which compete against one another in events such as Sports' Days, Swim Gala, House points, House quizzes and so on. This is all done in good spirit and one of the purposes of the House System is to create intra-school challenges and competition, which are organised to promote 'House spirit' with an emphasis on participation. The House System also acts across the year groups and forms a supportive vertical structure that encourages cooperation and communication across the school.

8.3 Sanctions

Minor infringements of the rules will be dealt with in school but for more serious, or repeated concerns, parents will be contacted so that we can work together to resolve any problems. In Secondary, sanctions can take the form of directed time (detention). Our approach is always one of education, learning and responsibility. We strive to ensure students learn from their mistakes.

There are times when we will ask parents to keep their child at home. This will be in order for us to ensure the safety and wellbeing of all our students. Learning will be provided and the reasons explained to students and families.

Bangkok Prep is clear and explicit about the values we uphold. As a school, we take language and behaviour of prejudice very seriously. We expect full support from our families when issues relating to hate speech / prejudice need to be addressed.

Issues such as risk taking, consent, exploitation and bullying are also addressed proactively through our curriculum.

9 Student Leadership

9.1 Whole School Student Leadership

The School has both a Primary and a Secondary Student Council which offers students the opportunity to have their voices heard and enables them to contribute to improving school life for everyone.

We also have a Head Boy, Head Girls and their deputies elected into position each year.

House activities are coordinated by the House Leaders/Captains and the overall House Leaders of both Primary and Secondary.

Student House Captains are appointed each year in both Primary and Secondary. They are voted in by their peers in the House.



Our school also has a Whole School Eco team that meets throughout the year for their important work on environmental sustainability.

9.2 Student Leadership in Primary

Alongside Whole School Student Leadership initiatives the Primary School staff also craft a variety of leadership opportunities for our children.

These vary from year to year based on the needs of the school but usually include (and are not restricted to) Reading Rangers, Digital Defenders, KS2 Ambassadors, Y6 Buddies, Sports Team Leaders, Library Helpers.

9.3 Student Leadership in Secondary

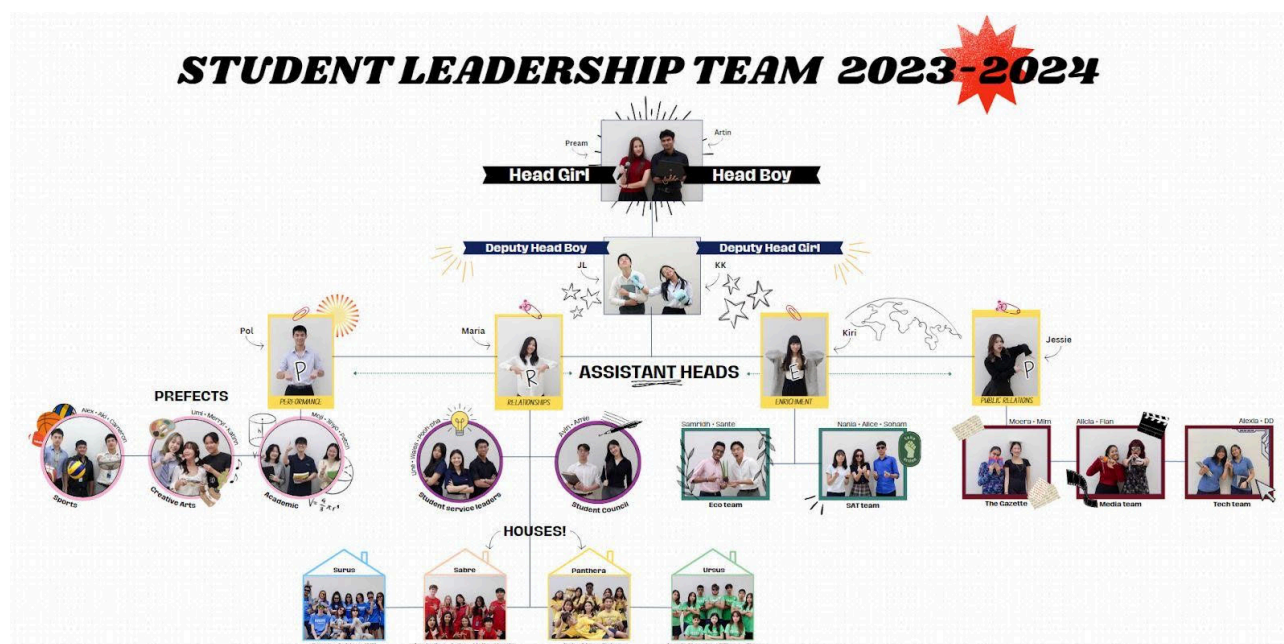
All students have the opportunity to lead by example and to lead in tasks and projects in lessons and beyond. As a school, we actively seek and use student voice to make decisions and improvements to our school. Teachers and staff reward students with House Points. These can be issued for demonstrating any of the 11 school Values and also for showing and applying leadership skills.

In addition to leading in everyday life, the secondary school has a wide range of leadership positions that are appointed for at least one academic year.

Our Student Executive Team (Head and Deputy Head Students) work alongside members of SLT. They determine the structure of the students' leadership teams, roles and responsibilities as well as agreeing how the team's vision, actions and review will take place.



The 2023-24 student leadership structure is shown below:



Our student leaders will update you with any changes for 2024-25.

10 Home Learning

Home Learning is a continuation and an enrichment of student learning outside lessons. It provides students with the opportunity to develop their skills in independent learning and time management. It can prepare students to make the most of their time in the classroom. Home Learning plays an important role in strengthening the school/home partnership and allows parents an insight into what children are learning at school. We believe that Home Learning should be an enjoyable and engaging experience, which often includes collaboration with others.

The nature of tasks and the amount of time spent on Home Learning activities change as children progress through the school.

10.1 Primary School Home Learning

Students are expected to:

- Take responsibility for their own learning outside the classroom.
- To manage their own time and deadlines effectively.

Teachers are expected to:

- Ensure that Home Learning is meaningful and engaging for all students.
- Clearly communicate Home Learning tasks to students.



- Review Home Learning and celebrate success.
- Set Home Learning in accordance with the published Home Learning guidelines.
- Home Learning will not usually be set over holiday periods.

Parents are expected to:

- Provide an appropriate learning area for their children at home.
- Take an active interest in their child's learning and support the school in developing the core skills of independent learning, time management and taking responsibility for a student's own learning.
- Allow their children to complete tasks independently, but may offer their support.

Home Learning Guidelines	
EYFS Nursery	No set Home Learning but a minimum of one Library book is chosen and sent home weekly to share at home. During Term 2.1 reading books are sent home weekly and parents are encouraged to look at the books with their child each day.
EYFS Reception	No set Home Learning but a minimum of one Library book is chosen and sent home weekly to share at home During Term 1.1 reading books are sent home weekly and parents are encouraged to look at the books with their child each day. During the year optional phonic cards and associated videos are shared with parents.
Key Stage 1 Year 1	An optional online phonics program and home learning links will be provided on the blog. Reading: A minimum of ten minutes per evening (preferably with adult support).
Key Stage 1 Year 2	Reading: A minimum of ten minutes per evening (preferably with adult support). Maths : Optional challenges set through our online learning platforms Writing: Termly handwriting booklet with 5 tricky words a week that the children complete independently.
Key Stage 2 Years 3 - 5	Maths: Passwords provided for Times Rock Stars and other age-appropriate sites for optional home-learning. Reading: Children are expected to read everyday at home, and where possible with an adult.. Multiplication and Spelling Practice: Children are expected to practise multiplication and spellings regularly.



Key Stage 2 Year 6

Maths: Appropriate tasks are set that relate to recent in-class learning.

Reading: Children are expected to read regularly at home.

Writing: Appropriate tasks are set that focus on reviewing grammar and spelling rules.

Project Based Home Learning (English and Thematic):

Optional project led by the child's learning and area of interest.

In Year 6, it is expected that the children transition to regular, compulsory home learning in preparation for Key Stage 3. Home Learning may be set on different days and with varying deadlines and quantities.

10.1 Secondary School Home Learning

Secondary School Home Learning is defined as the time that students spend outside the hours of the school in performing tasks assigned by their teachers. The home learning set by teachers should allow for the practice, reinforcement or application of acquired skills and knowledge, as well as preparation for assessments and lessons.

Work set should be able to be completed independently by the student, allowing them to work with increasing independence and responsibility for their own learning. All home learning assignments will be recorded on Firefly giving details of the home learning set, completion times and the location of any supporting documents.

Students are expected to:

- view home learning as an integral part of their learning and to engage fully in the work that is set;
- take responsibility for their own learning outside the classroom;
- manage their own time effectively.

Parents are asked to:

- provide an appropriate work area for their children at home;
- take an active interest in their child's work and support the school in developing the core skills of independent learning, time management and taking responsibility for a student's own learning.



Key Stage	Year	Time Per Subject Per Week	Maximum Total Time Per Night
KS3	7	20-30	40-60
	8	25-35	50-70
	9	30-40	60-80
KS4	10	45	90-120
	11	45	120-150
KS5	12	180	150-180
	13	180	150-180

Home learning will only be set if purposeful and usually begins in the second full week of a new school year.

11 Classes Moving Through School

11.1 Primary Classes

Class groups move up from Nursery through to Year 6 but are usually re-organised on an annual basis to ensure the balance of boys/girls, cultural and ability mix and friendship groups.

11.2 Secondary Tutor Groups

Tutor groups will usually remain the same during each Key Stage in the Secondary School unless an imbalance in groupings materialises, or it is considered helpful to students to make changes.

Students and their families will be supported through the "Options Process" in Year 9 as they choose their program of student for Year 10 and 11. Similarly, for students applying to our Sixth Form, specialist teams in school will guide and support the choice of courses that each student specialises in at Sixth Form. There are minimum entry requirements for our Sixth Form courses.

Transition to Year 11, Year 12 and Year 13 is conditional on satisfactory examination results in Year 10, 11 and 12 respectively. For example, Year 12 students will need to achieve a D or higher (from AS Examination Results or the End of Year Teacher Assessed Grade) to progress onto the final year of their course and complete their A Levels in Year 13. It is



expected that courses started at the beginning of Year 13 will be completed in May/June of the same academic year.

12 Extra Curricular Activities (ECAs)

We run an extensive range of extra curricular activities for Years 1-13. Each term, you will receive details on how to access the booking on our Schools Buddy system through our Firefly page, outlining all clubs and activities and the various options available for your child to request from.

Primary ECAs operate each day from 14:30 onwards & weekends

Secondary ECAs operate each day from 15:20 onwards & weekends

(Note: Some ECAs may extend beyond the normal one hour session. Some ECAs also take place before school and at lunchtimes. This will be made clear in the sign up process when applicable.)

Sign up is led by our Student Services Team. There are three periods of ECAs in a year at Primary and 4 periods of ECA a year in secondary.

12.1 ECA Availability

Some clubs are oversubscribed, but we will try to ensure that all interested students are accepted for at least one of the clubs requested.

Registration for ECAs is online and instructions will be sent to you at the appropriate time.

If students sign up for a paid activity they will only be allowed to start the activity when the payment has been made in full.

We would like to reiterate the School's policy that siblings of students attending clubs must not remain on the school premises whilst their brother/sister is participating in a club. This is for safety reasons and is in the best interests of the students who, if left to wait for their sibling, are unsupervised whilst staff are involved with club activities.

Please support us in this area of safety. The ECA programme is run by the ECA Coordinator at each campus.

Primary: Khun Book: warisac@bkkprep.ac.th

Secondary: Khun Jao-Aoey aisitras@bkkprep.ac.th



13 PE and Swimming

Swimming and PE are essential components of the curriculum. Being able to swim independently can be a skill that saves lives. Any student who needs to be excused from any lesson should, where possible, bring a doctor's note. Our team will work with students and families to ensure all sessions are accessible for all needs.

All primary students have at least one timetabled PE, swimming and/or games lesson each week. Nursery children have one PE lesson a week and will experience exposure to water through water play.

All older students will be given a timetable so that parents will know when PE and Swimming lessons take place. Please ensure that your child has the necessary equipment with them on these days. The equipment includes a hat and water bottle.

14 Libraries

The Primary Library is located in room E202 on the second floor of the Block E building and serves all children from Nursery to Year 6. There is a staff of two full time primary librarians and a teacher librarian. Primary classes sign up for one period in the week for book check out and lessons focused upon research skills.

The Secondary Library is located in SC101, the whole ground floor of Building C. It serves all children from Year 7 -13 as well as staff. There is a staff of four exceptional librarians on hand at all times. Key Stage 3 students also have a lesson scheduled in the library regularly with their teachers. The hours of the library are 07:45 until 16:00.

There is a huge collection of paper book titles, plus an extensive range of online eBooks. We also have an extensive digital library resource, known as the Destiny Library Server. Children have their own access login code to the digital library server, which can be accessed from anywhere inside or outside school. Use of the Digital Library should be the first port of call over a generic Google search for information research. All of the websites and electronic databases from this server are safety regulated. Children also keep track of their reading and they write reviews on books through this system.

15 School Visits/Trips

School Excursions are seen as an integral part of the School curriculum. They also provide direct experience of a variety of topics, which cannot be covered in the classroom. Letters concerning such excursions/trips are issued throughout the year.



A residential experience is a vital part of the school curriculum and as such is a compulsory part of each student's timetable from Year 3 onwards. Such residential visits take place at varying points in the school year. For students in Year 7 -13, every student will join a trip with their Year group in Term 1.2.

16 Reporting to Parents

16.1 Reporting in the Primary School

As well as using assessment data, teachers also maintain their own records to support on-going progress, to provide evidence for reports and parents' meetings. You will receive a written report for your child during Term 1 and Term 3. You will be invited to a meeting with your child's teacher during Term 1 and Term 2.

16.2 Reporting in the Secondary School

Data is collated and tracked for each student according to the 'Reporting and Assessment Schedule' published each year. Parents and guardians receive formal communication of their child's progress in every subject three times a year. This communication is in the form of progress reports, settling-in reports (Year 7, Year 10 and Year 12 only), full written reports and internal and external examination results. You will be invited in at least once a year to join the Student Led Conferences with your child's class teachers.

17 Use of the School IT systems (Bangkok Prep IT Acceptable Use Policy)

17.1 Acceptable Use

The use of the school network and Internet must be in support of and consistent with the educational objectives of the school. Transmission of any material in violation of any Thai law or school rule is prohibited. Use for political lobbying is also prohibited.

17.2 Privilege

Bangkok Prep encourages use of technology, but as with any shared resource, the user carries a great deal of responsibility for using the resources sensibly. Therefore, inappropriate use, including any violation of these conditions and rules, may result in cancellation of an individual's access to the ICT resources of the school. The school will determine appropriate use and may deny, evoked, suspend or close any user account at



any time based upon its determination of inappropriate use by the account holder or user.

17.3 Monitoring

The school reserves the right to monitor all ICT usage, in order to make determinations on whether specific uses of the network are inappropriate. These include, but are not limited to:

- File server space
- Web site logs
- Web searches
- Email
- Google Drive usage and storage
- Video Calls and recordings of sessions on Zoom (or another online video conferencing platforms)

17.4 Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Do not use the school network resource or internet access for activities which do not relate to your learning. If in any doubt, please seek advice from a teacher.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All information accessible via the network should be assumed to be private property.
- Do not alter, delete or move files belonging to others.
- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Note that electronic mail (email) is not guaranteed to be private. The school reserves the right to access all mail stored on or sent from a school account.

Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through the internet. All users need to evaluate the source of any information they obtain, and consider how valid that information may be. Guidance on how to evaluate online sources is offered in Library and Computing lessons.

We expect any user of the internet to be a critical user of the information they identify as useful to them.



17.5 Plagiarism / Academic Honesty

All work presented by students should be their own and not that of others. Students should not copy work from other students nor misuse AI platforms, claiming that it is their own work.

Data downloaded or copied and pasted from the internet should not be passed off as the student's own work for any purpose. This activity is known as plagiarism and doing so is dishonest. Plagiarism prevents accurate assessment, challenge or intervention to take place and harms student progress. Furthermore, when students are undertaking assessments, this can lead to very serious consequences.

Any student involved in such activity for an internal piece of work will be dealt with in accordance with the relevant behaviour policy. Any student involved in such activity for a piece of work for an external examination is liable to be reported to the examination board. A student may not be allowed to repeat the work or submit it. They may not get a qualification they have applied themselves for for two years. These consequences can affect access to their next phase of education such as University Destinations.

Consequences are applied regardless of whether a student intended to commit plagiarism or not.

Any work must be the work of the candidate or acknowledged as the work of others.

17.6 Security

Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system. If you feel you can identify a security problem on a network, you must notify a system administrator or a teacher. Do not demonstrate the problem to other users. Do not use another individual's account. Do not attempt to log on to the network as a system administrator. Any attempt to do so may result in immediate cancellation of user privileges. Any user identified as being a security risk to the network may be denied access to the network

17.7 Vandalism and Harassment

Vandalism and harassment will result in cancellation of user access to the network and internet resources. Vandalism is defined as any malicious attempt to harm, modify or destroy data (belonging to) of another user.



Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unsolicited and unwanted digital communication of any form.

17.8 Encounter of Controversial Material

Our policy encourages the appropriate use of the network and internet access, which is restricted by a firewall. But, in so doing, Bangkok Prep acknowledges that users may inadvertently encounter material that is controversial and which others may consider inappropriate or offensive.

However, on a global network it is impossible to completely control the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.

17.9 Penalties for Improper Use

Any user violating these rules or applicable Thai laws will be subject to loss of network access and any other school disciplinary options.

17.10 Mobile Devices

The use of electronic devices (e.g. mobile phones or other mobile devices) is strictly prohibited during the school day unless sanctioned for educational use by teachers in specific lessons. Use of these devices during school hours will result in immediate confiscation and we reserve the right to return it only to the parent of the student concerned if we see fit. Primary students should not bring mobile phones or electronic devices to school including smart watches or other devices with calling, messaging, recording, photographing and GPS tracking functionality.

17.11 Network Access

All staff, students and teachers are issued with usernames and passwords in order to access the school network on school devices.

Guests may require access to the internet. In order to access they should request a temporary username and password from the IT Department and register their details.

17.12 PDPA

Please be reminded that on 1st June 2022, Thailand's Personal Data Protection Act B.E. 2562 (2019) ("PDPA") came into force in its entirety.



As the Personal Data Protection Act (PDPA) also applies to personal data collected prior to the PDPA's entry into force, please be advised that since early 2020, the School has been working Dr. Peerapat Chokesuwattanaskul, who is a member of the Thailand's PDPA Drafting Committee, in complying with the PDPA laws and is in possession of your data, including but not limited to your and your child(ren)'s personal information, such as email address, full name, telephone number, etc.

Your data has been collected by the School in order to deliver educational services to your child(ren). However, if you have any queries or concerns, please feel free to contact our Data Protection Officer (DPO), Miss Pang, at pemigab@bkkprep.ac.th at your convenience.

18 Site Security

18. Security Passes

These **must** be worn at all times by parents, visitors, teachers and also by the Secondary students. They should be worn around the neck on the official Bangkok Prep lanyards.

The wearing of lanyards is part of our safety and security procedures and assists us in identifying parents, visitors, staff and students therefore students not wearing their lanyard/ID tag will be challenged..

For ease of identification, each community group has their own coloured lanyard (see below).

Any student who does not have a lanyard can purchase one from the school shop.

Parents who are dropping off or picking up children and any other visitors to the school are expected to wear an identity badge.



BANGKOK PREP

Bangkok International Preparatory & Secondary School

Est. 2003





To Conform with Fire Regulations:

- Parents who remain on campus after morning drop - off or who visit during the day should sign the Visitors' Book at the Security Desk upon arrival and again when they depart.
- Unannounced parental visits will be supported by the ID security pass but visitors should also sign the Visitors' Book at the Security Desk upon arrival and again when they depart.

18.2 Parents on Site

Parents are welcome on the school site during the day if they are visiting a member of staff for a pre-arranged appointment, attending a school event for parents or a parent workshop. Parents should not enter learning areas throughout the school day, without an appropriate appointment.

To ensure the safety of all students at Bangkok Prep, Parents should wear their Bangkok Prep ID on a lanyard at all times on the school premises and should present it to any member of staff when asked for ID clarification.

Parents should only take photographs or videos of their own children when on school premises and at school events. For Safeguarding reasons, please only share images of your own child on social media.

Any photos of our children shared with the parent community on Firefly or Seesaw etc (e.g from residentials, classroom lessons) should not be redistributed, copied or shared on social media.

18.3 Visitors on Campus

In a busy and high profile international school it is highly likely that the school will receive a large number of visitors who visit for a variety of reasons.

Former students are welcome to visit their former school but must follow the guidelines below.

Student Visitor Guidelines:

- Written request must be received from visitor's parent/guardian (if age equivalent to Year 13 or under)
- Date and times must be specific
- A current student must be assigned as a buddy who should be the 'chaperone'
- The visitor must agree to follow all school policies



- The visitor can only attend classes if there is physical space and permission is granted in advance by a member of SLT
- The visitor must participate fully in all lessons

Alumni are very welcome to visit their former school but must follow the guidelines below.

Alumni Visitor Guidelines:

- The visit needs to be pre-arranged in writing with a Bangkok Prep Staff member
- A current staff member must meet you at reception and should supervise your visit
- The alumni must agree to follow all school policies
- The alumni can not disrupt learning or events
- The alumni must use the adult facilities
- The alumni can not exchange personal details or contact information with children
- The alumni can not take pictures or share pictures of children

Please be aware that all visitors to the campus will be expected to wear an appropriate lanyard for easy identification for the duration and sign a Code of Conduct agreement.

18.4 Car Stickers

18.4.1 Parking for Early Years Parents

Early Years parking area (Nursery & Reception Students Only)

To enter the underground parking facility (entrance located between Block E and Block F) an "Early Years Pass" is required. Please collect your pass from the Admissions Office. It must be clearly displayed on the driver's side of the windshield.

There is strictly No Vehicular Entry without the required pass.

Parents arriving with a driver are requested to enter the school to collect their children from the classroom. Drivers are expected to make a circuit around the local streets and must not be parked in spaces. These spaces are for unaccompanied parents needing to exit and park their cars.

18.4.2 Parking for parents of Year 1-Year 13 students

Parking is limited and allowed on the school premises during the following periods:



Morning hours: 07:00 – 08:20

Afternoon hours: 13:00 – 14:30

A parking sticker is required to park on the school premises which can be obtained from the Admissions Offices at both campuses.

19 Health and Safety

19.1 Medical Support

Bangkok Prep partners with Samitivej Hospital to provide the school with two full time nurses who are on site in both sections of the school from 07:15-16:00 at Primary and 07:15-17:30 at Secondary. They will administer emergency aid to your child in the first instance.

19.2 Medication

A supply of pharmaceutical non-prescription medication for use in case of illness or emergency is securely stored in the School's Medical rooms and may be dispensed if, after assessment, it is deemed necessary.

Medication will only be administered to a student with their parents'/guardians' consent. Written consent is sought on enrolment on the student's Health Care Record, and for the administration of paracetamol if required. Verbal consent may be obtained in the absence of written consent.

The School Nurses agree to accept responsibility for the administration of medicines. For children in Primary School, please ensure all medication is given to the school nurse. Children, teaching assistants and teachers cannot accept any medicine.

19.3 Student Medical Information

The information given in the health form by the parents is carefully recorded and maintained on iSams by the nurse. It is therefore essential that the health form is carefully completed and returned to the Admissions Staff promptly.

It is advisable that you discuss any medical condition your child may have directly with the Nurses. Please remember to update the nurse with any changes in the information you have provided.

The school nurse can agree to accept responsibility for the administration of medicines to students using the following guidelines:



- **A doctor's note should be received, preferably delivered by the parent. The note should give clear instructions concerning the required dosage and time of administration.**
- **The medicine, in the smallest practicable amount, should be brought to school by the parent, not the student, and delivered personally to the nurse.**
- **Medicines must be clearly labelled with contents, the owner's name, class and dosage.**
- **The nurse will inform the parents every time any medicine/medication is given stating when and what was administered.**

Parents/guardians with a child on prescribed medication to be taken during the day can pre-arrange for the School Nurse to administer a prescribed dose at a specified time. Students may not self-administer prescription medication at school.

Medicines must be clearly labelled with student name and class, the medication name, dosage amount and scheduled time of dose.

When students suffer headaches, aches and pains, toothaches, etc., the nurse may be faced with the option of providing a mild analgesic. However, prior consent must be given by parents for this to be administered.

19.4 Students who need to be taken home

Where a student has vomited in school, has a fever, or is deemed by the nurse to be unfit to return to class, parents will be informed and asked to make arrangements to take the student home. If a student has vomited and had diarrhoea, they must be kept at home for at least 24 hours. In the interests of the sick student and the rest of the school population, we do not keep students in the nurse's room for long periods.

19.5 Mosquito Repellent

In Asia, there are many potential diseases that can be spread by mosquitoes and therefore we strongly advise all students to use non-toxic mosquito repellent. At the Primary Campus, parents may be asked to give permission for mosquito repellent to be applied when students are involved in outside activities.

19.6 Sunscreen

Please check with the class teacher if you have any queries about protection from the sun. During the hottest time of year, the school has a "no hat, play in the shade" policy in the Primary School.



19.7 Asthma and Allergies/Infection

If your child is asthmatic, parents should send in a letter along with an inhaler that is clearly labelled with your child's name. The inhaler will be kept by the school nurse for your child's emergency use.

Students who may require the use of an EpiPen due to a serious allergy are requested to supply a spare EpiPen that is kept with the school nurse.

Any serious allergies should be brought to the attention of the class tutor/form teacher and the school nurse. Information on what to do in an emergency may be displayed in key areas around school, if appropriate. There are EpiPens and First Aid kits located in key areas of the school that are easily accessible in an emergency.

19.8 Head Lice

With a large school population head lice infestation can occur. If a student is found to have an infestation (nits and/or lice), parents/guardians and class teacher will be informed. A letter will be distributed to the class/year group notifying parents/guardians to check their child's hair and treat accordingly. Mass screening of heads is not warranted and can often cause unnecessary distress to those who have an infestation.

Students need to be treated at home before returning to school. A child's hair should never be removed as part of the treatment. The School Nurses are available to provide guidance and information in treating an infestation.

19.9 Accident Procedures

In the event of an accident causing injury to a student, an accident report is completed by the Teacher or Staff on duty and the School Nurse which logs the details of the accident, treatment and interventions performed. Parents/guardians are informed and advised about seeking further medical treatment if necessary.

The school has basic insurance which provides limited cover for all students; however, you are encouraged to ensure that your child/ren have adequate insurance cover for more serious accidents/incidents, including sports injuries, where the treatment costs may be over the school insurance limit. The school insurance does not cover illness.

19.10 Hospital

In case of an emergency, students are transported to Samitivej or Sukhumvit Hospital, accompanied by a member of staff. Parents/guardians are informed in the first instance.



19.11 Illness

Parents/guardians are asked to notify the Primary or Secondary Office and the School Nurses of any infectious disease or of any change in the health status of a student (e.g. illness or operation).

Many common illnesses (coughs and colds, influenza etc) result from viral infections. Viral illnesses require time and rest for the body to recover from the infection. Antibiotics are ineffective in treating or preventing viral illnesses. Therefore, to ensure the sick student does not transfer the illness to others, it is important for students to stay off school if they are ill. A student with a temperature over 37.5C should not attend school, and children with a temperature should remain home for 24 hours after the temperature has returned to normal. Children should also remain home 24 hours after vomiting.

Students who are ill with communicable diseases (chicken pox, mumps etc) must be kept at home until the infection is over. Advice from a medical professional should be sought by the family and followed. Please ask for the medical note as these will be needed by school.

19.12 Medical Mobility - Temporary Assistance at school

The Nurses have a limited number of wheelchairs and crutches that may be borrowed (subject to availability) for use on the school campus only.

Students who require crutches or use of a wheelchair at school must supply a Doctors certificate and check availability with the school nurse. Students who require special assistance or are in severe pain must follow advice from the Doctor and consider whether students should attend school or take time to recover at home.

Please communicate with school about any needs your child may have. We will do all we can to ensure the campus and our learning activities and social events are accessible to all.

19.13 Fire Drill/Evacuation and Lockdown Procedures

Practice drills are carried out regularly to ensure all staff and students know how to act in the event of a real emergency. In the event of an emergency, parents will be contacted via the SMS system.

19.14 Accidents and Incidents

Parents should report any accidents or a 'near miss' which has taken place on or around the school premises. Forms and procedures are available from the School Nurse or from the School Manager.



20 Uniform and Equipment

Bangkok Prep has a tradition of high standards and expectations, and it is essential that we maintain our reputation in every way. Wearing the school uniform properly and having a presentable appearance is a vital part of keeping up the right impression. Whether students are on campus or off, when they are in school uniform they are making a very visible statement about what belonging to Bangkok Prep really means. It is the responsibility of every student, therefore, to ensure that the statement that is made is the one we deserve.

20.1 Early Years Foundation Stage Uniform

School Uniform	Colour	Additional Information
Polo Top	Light blue	Worn everyday
Shorts	Navy blue	Worn everyday
Dress	White with stripes	Worn everyday
School Cardigan	Navy blue	Worn during winter or in air-conditioned classrooms
Tights	Black or navy blue	Worn during winter or in air-conditioned classrooms (optional). To be purchased at your nearest department store. Worn under shorts
Trousers	Black or navy blue	Worn during winter or in air-conditioned classrooms (optional)
Footwear	Black or white shoes or trainers with plain white or navy blue socks	Appropriate, safe and sensible footwear must be worn with the school uniform. All children must wear smart shoes and leather / black trainer-style shoes are acceptable without colour or visible logos. The Head of Primary will be the final adjudicator on what is acceptable.



20.2 Early Years Foundation Stage and Swimming Uniforms

PE Uniform	Description
PE	The school PE kit consists of a grey t-shirt, navy blue shorts, white socks and a pair of trainers. All children are expected to bring a hat and a water bottle as part of their PE equipment.
Swimming	<p>An option to wear both, either, or</p> <ul style="list-style-type: none">● swim shorts● rash guard● one-piece swimsuit <p>A towel, flip-flops or suitable footwear, a swimming costume, goggles and a plain coloured swimming cap should be sent on days when swimming is timetabled. A school swimming bag and towel is available for sale from the School Shop.</p>
House events	<p>Children will also be required to wear House T-Shirts for some events.</p> <ul style="list-style-type: none">● Elephants - blue● Lions - yellow● Bears - green● Tigers - red <p>These can be purchased from the school shop. Usually they work alongside P.E shorts.</p>

Due to the intensity of the sun, it is highly recommended that hats are worn for all PE/Games lessons outside where appropriate. It is desirable that all students wear sunscreen when they are outside for PE/Games/Swimming Lessons. Students should also bring along a refillable water bottle.

Long hair must be tied back for all Games/PE/Swimming lessons.

20.3 Years 1 to 6 Uniform

School Uniform	Colour	Additional Information
School Shirt (or dress)	White with squared pattern	Worn everyday
Shorts	Navy blue	Worn everyday (unless wearing a dress)
School Cardigan	Navy blue	Worn during winter or in air-conditioned classrooms
Tights	Black or navy blue	Worn during winter or in air-conditioned classrooms (optional).



		Worn under shorts. (Not available in the school shop)
Trousers	Black or navy blue	Worn during winter or in air-conditioned classrooms (optional)
Footwear	Black or white shoes or trainers with plain white or navy blue socks	Appropriate, safe and sensible footwear must be worn with the school uniform. All children must wear smart shoes and leather / black trainer-style shoes are acceptable without colour or visible logos. The Head of Primary will be the final adjudicator on what is acceptable.
Underskirt (for Years 3 to 6)	Black / navy blue Spandex shorts	To wear underneath the skirt (optional)

20.4 Years 1 to 6 PE and Swimming Uniforms

PE Uniform	Description
PE	The school PE kit consists of a school PE top, navy blue shorts, white socks and appropriate trainers. During any football focused lessons or ECAs children must wear long navy blue socks and shin pads which can be purchased from the School Shop . All children are expected to bring a hat and a water bottle as part of their PE equipment
Swimming	An option to wear both, either, or <ul style="list-style-type: none"> ● swim shorts ● rash guard ● one-piece swimsuit A towel, flip-flops or suitable footwear, a swimming costume, goggles and a plain coloured swimming cap should be sent on days when swimming is timetabled. A school swimming bag and towel is available for sale from the School Shop .
House events	Children will also be required to wear House T-Shirts for some events. <ul style="list-style-type: none"> ● Elephants - blue ● Lions - yellow ● Bears - green ● Tigers - red



These can be purchased from the school shop. Usually they work alongside P.E shorts.

Due to the intensity of the sun, it is highly recommended that hats are worn for all PE/Games lessons outside where appropriate. It is desirable that all students wear sunscreen when they are outside for PE/Games/Swimming Lessons. Students should also bring along a refillable water bottle.

Long hair must be tied back for all Games/PE/Swimming lessons.

20.5 Jewellery and Make-up in Primary

Jewellery

Jewellery is generally a prohibited item, however the following exceptions to the rule apply:

- Children are allowed to wear one pair of plain, non-decorated, stud earrings in each ear and they are allowed to wear a watch. These must be removed or covered for PE.

If you would like to get your child's ears pierced, please try to do this during holidays so that it doesn't lead to children missing curriculum time as their ears heal.

- Children should not wear coloured bangles and 'friendship' type bracelets.

Parents who want their child to wear jewellery for religious reasons should seek permission by writing to the Head of Primary giving the reason for the request at

primary.sec@bkkprep.ac.th

Hair and Make-Up

- Make-up or nail varnish should not be worn at school.
- Children's hair, in both style, colour and length, must meet the school's requirements. Hairstyles, with an emphasis upon extremes of fashion like 'tram lines' and 'mohawks' will not be acceptable.
- Long hair should be worn back and off the face, students need to be able to put their hair up on request. Hair-colouring, if applied, should be one 'natural' colour and discreet.

Please note that all uniform items can be bought from the Bangkok Prep School Uniform Shops. The School Shops are open from 07.45 - 16.00 each day with special access times during the school holidays. They operate a cash and credit card system. A school bag and cap are also available to purchase in our school shop.



20.6 Years 7 to Year 11 Uniform

School Uniform	Colour	Additional Information
Polo Top	White, blue or grey	Students have a choice to wear any of the colours throughout the week. White should be worn on formal occasions.
Trousers	Dark blue	Tailored; the material must be a fabric that could form a 'suit' and not stretchy/lycra material.
Shorts	Dark blue	Tailored; the material must be a fabric that could form a 'suit' and not stretchy/lycra material. Shorts, skorts, and skirt length should be at least midway from a child's hip to the knee.
Skort		
Skirt		
Underskirt (optional)	Black or dark blue	Spandex shorts worn underneath skirt/skort/shorts
School Cardigan	Dark blue	Worn during winter or in air-conditioned classrooms
Footwear	Black shoes or trainers with plain white or navy blue socks	Appropriate, safe and sensible footwear must be worn with the school uniform. All students must wear smart shoes. Leather dress shoes or black trainer-style shoes are acceptable without colour or visible logos.
ID Cards/Lanyards	School Issue	Students must wear their ID cards on the Bangkok Prep Yellow lanyards. These must be worn at all times on campus. They must only be removed when staff ask, usually for health and safety reasons, such as PE classes.



20.4 Years 7 to Year 11 6 PE and Swimming Uniforms

PE Uniform	Description
PE	<p>The school PE kit consists of a grey t-shirt, navy blue shorts, white socks and two pairs of trainers. One pair of trainers will be for outdoor use, one pair needs to be light soled, or labelled as non-marking soles for indoor use only in the Sports Hall. During any football focused lessons or ECAs children must wear long navy blue socks and shin pads which can be purchased from Shop@77.</p>
Swimming	<p>An option to wear both, either, or</p> <ul style="list-style-type: none">● swim shorts● rash guard● one-piece swimsuit <p>A towel, flip-flops or suitable footwear, a school branded swimming costume, goggles and a plain coloured swimming cap should be sent on days when swimming is timetabled. A school swimming bag and towel is available for sale from Shop@77.</p>
House events	<p>Students will also be required to wear House T-Shirts for some events.</p> <ul style="list-style-type: none">● Elephants - Surus● Lions - Panthera● Bears - Bears● Tigers - Sabre <p>These can be purchased from the school shop. Usually they are worn alongside P.E shorts.</p>
<p>Due to the intensity of the sun, it is highly recommended that hats are worn for all PE/Games lessons outside where appropriate. It is desirable that all students wear sunscreen when they are outside for PE/Games/Swimming Lessons. Students should also bring along a refillable water bottle.</p> <p>Long hair must be tied back for all Games/PE/Swimming lessons.</p>	

20.5 Jewellery and Make-up in Secondary

Jewellery	Jewellery is generally a prohibited item, however the following exceptions to the rule apply:
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- Students are allowed to wear one pair of plain, non-decorated, stud earrings in each ear and they are allowed to wear a watch.

If your child would like to get any piercings, please do this during holidays so that it is healed and can be removed during the school day.

- Students should not wear coloured bracelets/ bangles
- Students may wear one friendship/charity type bracelet.

Parents who want their child to wear jewellery for religious reasons should seek permission by writing to the Head of Secondary giving the reason for the request.

Hair and Make-Up

- Make-up or nail varnish does not need to be worn at school. If applied this should be discreet and not noticeable.
- Student's hair, in both style and length, must meet the school's requirements. Hairstyles, with an emphasis upon extremes of fashion like 'tram lines' and 'mohawks' are not acceptable.
- Long hair should be worn back and off the face, students need to be able to put their hair up on request.
- Hair-colouring, if applied, should be one 'natural' colour and discreet.

20.6 Sixth Form Dress Code

All Sixth Form students are required to come to learn in professional, smart clothing. Further guidance is given below.

School Uniform	Colour
	Additional Information
Polo Shirts	<ul style="list-style-type: none">• Plain polo shirts (no pattern) with a collar can be worn as part of our Sixth Form Dress code
Blouse/Shirt /Jacket	<ul style="list-style-type: none">• Plain or small stripe or check, no extreme logos.• Long sleeved or short sleeved shirt/blouse worn appropriately and should be tailored.• All clothing should cover the shoulders & midriff.• A smart knitted jumper/cardigan, without logos or hood may be worn.• Tailored "suit jackets" can be worn.
Trousers	<ul style="list-style-type: none">• Tailored and worn either as:<ul style="list-style-type: none">○ tailored trousers which are not excessively baggy or tight
Shorts	<ul style="list-style-type: none">○ tailored shorts



Dresses	o tailored skirts
Skirts	<ul style="list-style-type: none">• The material must be a fabric that could form a 'suit' and not stretchy/lycra material.• Shorts, skorts, and skirt length should be at least midway from a child's hip to the knee.
Shoes	<ul style="list-style-type: none">• Black trainers or• Dress shoes, leather, plain, flat or with a low and practical heel.
Jewellery	<ul style="list-style-type: none">• Jewellery should be discreet and not pose a risk to health and safety.• Students are allowed to wear studs in their ears.• Facial piercings are not allowed on campus during school hours/ events.• Students are allowed a limited amount of 'friendship' type bracelets/charity bands. <p><i>If your child would like to get any piercings, please do this during holidays so that it is healed and can be removed during the school day.</i></p>
Hair/Makeup	<ul style="list-style-type: none">• Hair should be kept clean and may be worn loose or tied back, no extreme styles.• Hair-colouring, if applied, should be one 'natural' colour and discreet.• Make-up should be minimal.• Well groomed facial hair.
PE	The school PE kit consists of a grey t-shirt, navy blue shorts, white socks and trainers. During any football focused lessons or ECAs children must wear long navy blue socks and shin pads which can be purchased from Shop@77 .
School Issue ID Cards/Lanyards	Students must wear their ID cards on the Bangkok Prep Yellow lanyards. These must be worn at all times on campus. They must only be removed when staff ask, usually for health and safety reasons, such as PE classes.

20.7 Further Guidance and 'Frequently Asked Questions'

Based on what the School would consider to be business or office dress, students must not wear any of the following:

- No T-shirts should be worn.
- No denim clothing (including blue or black jeans), tracksuits, beach wear, hoodies or sweatshirts.
- No trousers that would be considered as 'baggy casual' and no trousers that have zips / pockets down the sides, the 'combat type', or of the 'skinny fit' type.
- No trousers made from stretchy/lycra material.



- No colourful sports or training shoes, flip flops, high heels, sandals.
- No visible tattoos.
- No facial piercings, bar piercings or visible stretched piercings.

Due to the nature of activities students carry out on a day to day basis - trousers are our preferred choice of business dress. If any student wishes to wear shorts / skorts or skirts they need to be tailored from "suit material" and not stretchy/lycra material. Shorts, skorts, and skirt length should be at least midway from a child's hip to the knee.

Students and their families can discuss the dress code with us to ensure that they are clear and able to apply the guidance above. If staff decide that clothing is not following the dress code, we will explain why and request changes to dress. We will always try to preserve attendance and learning. However, in extreme instances, the Senior Leadership Team may have to ask a student to return home to change. Parents and guardians will be informed in this case and attendance records will be updated accordingly. In all instances, the Sixth Form/Senior Leadership Team will make the decision about appropriate clothing and compliance with the dress code. This ensures that students are leading by example as they prepare for life beyond the Sixth Form and Bangkok Prep.

We expect all children to wear the correct uniform at all times. Parents need to ensure that their child has the required uniform.

All our uniform and dress codes are gender neutral.

All genders may wear any item of the school uniform. The guidance and rules of the dress code apply to all genders.

20.7.1 Community Service

When taking part in community service activities, a Bangkok Prep dark blue polo shirt must be worn. This is available in the school shop and all students should have at least one polo shirt as part of their uniform. This should be worn with smart black tailored trousers.

ID/Lanyard: Wearing the school identification card is a compulsory part of the school uniform and this should be worn on a yellow Sixth Form lanyard around the neck, clearly visible, at all times.

20.7.2 Sport

For sporting activities or competitions students are required to wear the official 'Bangkok Prep' PE Kit which consists of blue shorts and a grey t-shirt, only available at the school shop.



20.7.3 Nail Varnish and Tattoos

Students may not wear nail varnish at school and tattoos (permanent or temporary) are not allowed.

20.7.4 Chewing Gum

Chewing gum is not allowed in school or on school buses.

20.7.4 Travelling to and from School

Students are expected to wear full school uniforms. Students are not allowed to change out of uniform on the bus. Outside of school, students should wear all uniform or all their own clothes: not a combination (unless this has been permitted by a trip coordinator).

20.7.5 Naming of belongings

Please name all your child's belongings clearly e.g. John SMITH. If it is labelled with the class it is easier to return to the owner. We do have lost property boxes, however, lost property becomes almost impossible to return if items are not labelled with the child's name. If your child should lose something you can call in to the Reception Desk in the Admissions Office if you would like to check the lost property boxes yourself.

Please note that all uniform items can be bought from the Bangkok Prep School Uniform Shops at either campus. The School Shops are open from 07.45 - 16.00 each day with special access times during the school holidays.

21 Equipment

21.1 Secondary School Requirements for Years 7 – 11

It is essential that students have all the following items for use at school:

- Pencil case
- Ink pen (blue or black)
- A highlighter pen
- 2 x HB pencils or mechanical pencils
- Drawing pencils as advised for Art/DT
- A set of coloured pencils
- Eraser
- Pencil sharpener
- 30cm ruler
- Compasses



- 180° protractor
- Scientific calculator (Casio fx – 350 or Casio fx – 570 series recommended)
- A lock for your school locker

Please note that Tippex (liquid varieties), cutters and craft knives are not allowed in school.

For reasons of health and safety students should only have a small pair of scissors as cutting instruments.

21.2 Secondary School Requirements for Years 12 and 13

No equipment list is included for Years 12 and 13 as this is necessarily subject choice specific. Some items are required to be funded at the students own expense for some courses ie Media Studies and Art etc.

For families who wish to purchase their child a device for learning, we ask that you refer to our minimum specification document [here](#).

21.3 Activities

The kit for activities is as above except that own football/rugby/athletics strips can be worn at the Secondary Campus at T77 but only for the correct sport.

21.4 Issue/Return of Educational Textbooks at the end of the term/year

The school supplies all educational textbooks to the Secondary students. In the Secondary School, books are all issued to the individual students by the Secondary Library staff, on request. Books are required to be returned at the end of the school year (or when no longer required). Textbooks are purchased as part of the budget cycle. All purchases, irrespective of the subject area, are catalogued through the Secondary Library. Damaged or lost books are paid for by the student and the school holds a deposit to cover such an eventuality. Leaving students are required to surrender books to the Librarian prior to their leaving school.

It is an expectation that all school textbooks issued to a student be returned in the same condition as on issue, at the end of a school year or by their last day as a student at the school. Any losses or damage must be paid for to ensure other students benefit from their use of the textbooks in the future. The cost of non-returned or damaged books will be debited from retained deposits.



22 Valuables

22.1 Jewellery

Due to obvious Health and Safety reasons, in physical education lessons, all jewellery must be removed. If earrings cannot be removed, they must be taped. If you would like to get your child's ears pierced, please try to do this during holidays so that it doesn't lead to children missing curriculum time as their ears heal. All valuables MUST be named. No guarantee can be given on unnamed items being returned to the rightful owner. In Secondary, any valuables should be safely locked in a student's private locker and should not be left in the Changing Rooms. In addition, there are some lockable lockers available to students near the third floor changing rooms in Building A. Staff should not be expected to look after valuables.

22.2 Money

Money handed in to the teacher for safekeeping must be placed in a named purse/wallet. No guarantee can be given regarding unnamed purses/wallets being returned to the rightful owner.

No responsibility can be taken for valuables left in the changing rooms.

In Secondary, all valuables (jewellery, phones, money etc) must be secured in the lockers given to students when not in use. The school cannot take responsibility for lost items.

CCTV is only to be used for issues of health and safety and security. It will not be used to locate lost items. Permission to review CCTV footage can only be given by the Head of School and in accordance with the CCTV policy.

22.3 Late School Fees

School fees are billed twice per year. Period 1 fees (August to December) are due in June of the preceding academic year and the Period 2 fees (January to June) are due in December prior to the commencement of the billing period.

The 5% discount on Tuition Fees will be applied to 2nd child and subsequent child. The tuition fee reduction applies only to the younger children.

Late fees incur 1.25% per month (Subject to change).

Parents are encouraged to speak to the school regarding any difficulties.



22.4 Withdrawal Notification

A letter will be sent to parents informing them of the notice period and 'cut off' dates. It is usually 45 days before the end of the enrolled period and before the date of departure.

Should you and your family need to leave Bangkok / Thailand / Bangkok Prep, we will want to help with this time of transition. Please notify the school formally but also let your child's Year Leader know so that we can best support their remaining time at school and wish them all the best for their next steps.