



## Information for New Secondary Parents

**1. School Hours:** 8:00 am – 3:20 pm

**2. Office and School shop opening times:**

<b>Term Time</b>	7:45 am – 4:15 pm
<b>School holidays</b>	9:00 am – 3:00 pm
<b>Public holidays</b>	School and offices closed

(For school term dates, please refer to the school calendar on [www.bangkokprep.ac.th](http://www.bangkokprep.ac.th).)

**3. Uniform:**

<b>Available at school shop</b>	<b>To purchase from outside of school</b>
<ul style="list-style-type: none"> <li>➤ School uniform</li> <li>➤ PE uniform</li> <li>➤ Swimming costumes</li> <li>➤ House T-shirt (houses will be assigned after school start)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Black leather type shoes for regular school – Please note smart, black trainer-style shoes are acceptable without colour or visible logos</li> <li>➤ Non-marking sole trainers for PE</li> <li>➤ White socks</li> </ul>

Please note an appointment is required, please contact Miss Sai [chutimap@bkkprep.ac.th](mailto:chutimap@bkkprep.ac.th)

**4. School Meals:**

Three meals per day	Morning snack / Lunch / Afternoon snack
Weekly menu	Posted on Firefly and the School info board

**5. Upcoming Fees:**

- Two weeks after initial payments are made, the remaining fees, i.e., tuition fees, meals, school bus and special support (if any) will be invoiced to the parents from the school's Finance office.
- For students taking external examinations, invoices will be sent ahead of the examination season(s).

**6. Meet Teachers:** Parents will meet with the teachers at the induction session on the first day of school.

**7. Form-List:** These will be given to students and posted on firefly during the induction programme on the first day of school.

**8. Timetable:** These will be given to students and posted on Firefly on the first day of school.

**9. Books:** These are provided by the school, no purchase required.

**10. Extra-curricular Activities & Training Programmes:** Further information will be posted on Firefly.

**11. Transport to & from School:**

<b>Transport options</b>	<b>Description</b>	<b>Details</b>	<b>Timings</b>
<b><i>Car</i></b>	Travelling to/from school by private car or taxi	A parking sticker and T77 access card is required for private cars to park. Request forms are available from Admissions office.	Valid for two hours.
<b><i>BTS (On Nut Station)</i></b>	Free shuttle buses from and to Tesco Lotus On Nut BTS.  Habito Bus and School buses are available for use before and after school.	No booking required.	School buses: 6:45 – 8:00 am 3:20 – 5:15 pm  Habito buses: All day every 10-20 mins
<b><i>Inter Campus</i></b>	Free Shuttle for siblings from/to Primary and Secondary Campus.	No booking required	53 to 77 - 7:15 am 77 to 53 - 3:20 pm
<b><i>School Bus</i></b>	Door to door transport service, private buses with safety belts and bus monitors. Cost depends on location.	Complete a School Transport request form available at the Admissions Office. Service is subject to availability.	Departure time: 3:35 pm after school 4:40 pm after ECAs

**12. Things to Know:**

a) Valuable items

- Students may bring mobile phones but will not be permitted to use them in the school.
- No valuables, expensive electronics devices, iPads, iPods should be brought to school.
- The school is not responsible in the event of loss or damage to such items.

b) Document requests

<b><i>Academic Documents</i></b>	School Report & Transcripts	<ul style="list-style-type: none"> <li>➤ Request from Cashiers office</li> <li>➤ Ready in 5 working days</li> </ul>
<b><i>Non-academic Documents</i></b>	Letter of Enrolment, Non-Ed, Guardian visa, Travel visa, etc.	<ul style="list-style-type: none"> <li>➤ Request at the Admissions Office</li> <li>➤ Ready in 3 working days</li> </ul>

If you have any questions, please contact the Secondary Coordinator Ms. Kingkarn (Bo) at 02-7005858 #233, or Email: [kingkarn@bkkprep.ac.th](mailto:kingkarn@bkkprep.ac.th)