



**BROMSGROVE**  
INTERNATIONAL SCHOOL THAILAND

# Parents Handbook 2010-2011

## Early Years School



### Mission Statement

To identify and develop the potential of each student, provide them with the best achievable qualifications and prepare them for a successful and happy life as responsible members of the global and local community.



Affiliated with  
Bromsgrove School UK  
established 1553



Affiliated with Daewon  
Foreign Language  
High School Korea



Accredited Examination Centre  
University of Cambridge  
International Examinations (CIE)



Regular Member  
Council of  
International Schools



Member  
International Schools  
Association of Thailand



Associate Member  
Boarding Schools  
Association (BSA)



The International Award  
for young people

## Welcome to our Early Years School

Young children are the future. At Bromsgrove Early Years School we endeavour to make each child feel like an individual who has the same opportunities and experiences that they would receive in a traditional British independent school whilst at the same time learning about the local Thai culture. Children will also develop an awareness of the International world in which they live through festivals and celebrations. Each learning experience is carefully planned and organised to challenge each child's imagination, skills and thoughts. The teachers are flexible and sensitive in their teaching so that each learning experience is given at the right stage of each child's changing needs and demands.

Whilst at school your child will be encouraged to co-operate and share developing the necessary social skills as they work and play with their peers. Your child will be given a choice of activities to stimulate and feed their enquiring mind.

Through purposeful play your child will learn independence and self awareness and they will grow emotionally, socially, physically and intellectually.

Your child will have time to concentrate - to pursue an idea - whether making a model, enjoying a book or painting. There will be quiet times and times for laughter.

Your child will learn to listen and find that there is always someone ready to listen to them, to answer questions to encourage and extend language. They will learn respect for themselves and each other. They will be occupied at all times.

Your child will have fun and form friendships. Through all these experiences they will learn to form the correct attitudes to school and life.

Indeed Bromsgrove is a place where learning begins and never ends.....



Mrs. Sarah Shuttleworth  
Head - Early Years Campus  
Bromsgrove International School Thailand  
Email: sshuttleworth@bromsgrove.ac.th

## TABLE OF CONTENTS

<b>1. PHILOSOPHY AND OBJECTIVES .....</b>	<b>5</b>
OUR VISION .....	5
OUR CORE VALUES.....	5
<b>2. INTRODUCTION TO OUR CAMPUS .....</b>	<b>6</b>
<b>3. TEACHERS AND STAFF .....</b>	<b>6</b>
<b>4. PHILOSOPHY AND ETHOS .....</b>	<b>6</b>
PART-TIME OPTION FOR YOUNG CHILDREN:.....	7
<b>5. CURRICULUM.....</b>	<b>7</b>
CURRICULUM OVERVIEW FOR THE FOUNDATION STAGE .....	9
KEY STAGE ONE.....	10
YEAR ONE CURRICULUM OVERVIEW.....	11
YEAR TWO CURRICULUM OVERVIEW .....	12
<b>6. TUITION AND OTHER FEES.....</b>	<b>13</b>
PAYMENTS AND DUE DATES .....	13
LATE PAYMENT.....	13
<b>7. NOTICE OF WITHDRAWAL .....</b>	<b>13</b>
RE-ENROLMENT .....	14
<b>8. SCHOOL UNIFORM .....</b>	<b>14</b>
<b>9. HANDWRITING POLICY.....</b>	<b>14</b>
<b>10. DROP OFF AND COLLECTION OF STUDENTS .....</b>	<b>14</b>
<b>11. FACILITIES .....</b>	<b>14</b>
<b>12. NEWSLETTERS .....</b>	<b>15</b>
<b>13. SUPERVISION OF CHILDREN.....</b>	<b>15</b>
<b>14. REWARDS .....</b>	<b>15</b>
<b>16. MEDICAL POLICY .....</b>	<b>15</b>
<b>17. ENROLMENT PROCEDURES.....</b>	<b>16</b>
ASSESSMENT FOR ENROLMENT.....	16
<b>18. SETTLING IN .....</b>	<b>17</b>
<b>19. INDEPENDENCE SKILLS .....</b>	<b>17</b>
<b>20. ASSESSMENT AND REPORTING .....</b>	<b>18</b>
<b>21. THAI LANGUAGE .....</b>	<b>18</b>
<b>22. ENGLISH AS AN ADDITIONAL LANGUAGE.....</b>	<b>18</b>
<b>23. ENGLISH SPEAKING PROMOTION .....</b>	<b>18</b>
RATIONALE .....	18
ENGLISH SPEAKING SMILEY.....	19
ASSEMBLY .....	19
<b>24. PARENTS AS PARTNERS.....</b>	<b>19</b>

**25. NEW PARENTS (PRE-NURSERY)..... 19**

**26. PARENT WORKSHOPS ..... 20**

**27. BPTA..... 20**

**28. BIRTHDAYS ..... 20**

**29. TOYS IN SCHOOL ..... 20**

    SHOW AND TELL ..... 20

    TOY DIARY..... 20

**30. BROMSGROVE PLAYGROUP..... 21**

**31. AFTER SCHOOL ACTIVITIES ..... 21**

**32. SCHOOL TRIPS..... 21**

**33. SCHOOL BUS SERVICE..... 21**

**34. CATERING ..... 21**

**35. SPECIAL EVENTS ..... 22**

**36. VIDEO AND PHOTOGRAPHS ..... 22**

## **1. Philosophy and Objectives**

### **Our vision**

To be Thailand's premier international day and boarding school offering academic excellence.

### **Our mission statement**

To identify and develop the potential of each student, provide them with the best achievable qualifications and prepare them for a successful and happy life as responsible members of the global and local community.

To achieve this, we aim to:

Enhance our partnership with Bromsgrove School UK by emphasising the best traditions, expertise and experience in an international setting in Thailand.

Provide a welcoming, friendly and supportive ethos which recognises the worth of each individual.

Offer an appropriate and challenging programme of study, based upon the National Curriculum for England, whilst incorporating the flexibility to respond to global change.

Provide regular feedback on progress to students and parents.

Recruit, retain, develop and appraise well qualified and appropriately experienced staff.

Ensure a dynamic English-speaking community, whilst promoting intercultural and international awareness.

Liaise closely with parents and the local community, encouraging them to share in the life and development of the school.

Create links and affiliations with other schools, both locally and internationally.

Offer a first-rate boarding facility that exceeds recognised boarding standards.

### **Our core values**

We believe that Academic Rigour, Discipline, Respect and Flair make a happy and successful child at school.

#### **Academic Rigour**

Identifying and developing the potential of every student, encouraging them to achieve high standards through determination, reward, perseverance and enjoyment.

#### **Discipline**

Supporting and encouraging students to be independent and disciplined, whilst acquiring sound study habits.

#### **Respect**

Promoting and encouraging mutual respect, tolerance, understanding and support, whilst observing the spirit of the United Nations Declaration on Human Rights.

Flair

Providing a wide range of opportunities to encourage students to discover and develop their talents, so they may fulfill their true potential.

## **2. Introduction to our campus**

The campus, which is set in a safe and secure green environment, provides a warm welcome to young children and their families. As soon as you enter our campus you are met by a friendly, caring family-like atmosphere. Set in a delightful corner off Ramkhamhaeng Soi 164 Road we offer both a safe place to learn and a stimulating environment.

Our staff - highly qualified Management, Teaching Staff and Support staff - ensure that Bromsgrove Early Years School is a happy place for your children to grow and learn.

The staff at Bromsgrove Early Years campus will be more than happy to show any interested parents and children around the campus. Please contact us for an appointment to visit or for more information.  
(02-540-7122)

## **3. Teachers and staff**

All teachers are qualified and experienced teachers mainly from the UK or Australia. All hold the requisite qualifications and are experienced practitioners. Our staff are a mix of teachers fresh from the UK/Australia and those with some experience of working in Asia.

Each class has at least one teaching assistant- usually a Thai national. The Teaching Assistants support the class teacher in terms of activities and all speak English. The Pre-Nursery and Nursery classes each have a Nanny who assists with the day to day care and development of the children. Class sizes are kept as small as possible with excellent staff to student ratios:

Pre-Nursery 1:4

Nursery 1:5

Reception, Year 1 and 2 1:8

Support staff are an integral part of our school and include:

Office staff, who speak both English and Thai, Maids, drivers and Guards.

## **4. Philosophy and Ethos**

For all children, starting school is a big step. To make the transition from home to school as smooth as possible, we aim to create an environment which will enable children to develop and grow to their full potential. We believe that in caring for children in a warm, secure atmosphere in which parents, staff and children work together we will help them to understand the world in which they live and develop appropriate attitudes and values of care and respect for others. Working together to support children's learning can have a significant effect upon their achievement. The relationship between home and school is a critical link in children's experience and therefore we work hard to encourage and develop good communication between children and the adults who care for them. We respect the fact that parents are their child's first educators.

The Early Years School curriculum is based on children's need for space, experimental learning time for concentration, conversation and structured play. Through careful planning, observation and record keeping we aim to create a continuation between the children centred Early Years curriculum and the subject-based needs of the National Curriculum of England and Wales.

We believe that successful learning depends on active thinking and good communication skills. It is important for staff to capture children's imagination and enthusiasm for learning by respecting them as individuals and responding to their interest and needs. It is also important to have high standards and expectations for your children's learning and behaviour.

We hope that the time the children spend in the Early Years School will be happy and secure and will be one that has laid solid foundations for future learning and success.

### **Part-Time option for young children:**

Children who wish to join Bromsgrove at the age of 2 (Pre-Nursery) have the ability to enroll full or part-time – be it 1 or 2 days a week or 3 or 4 mornings a week. This is an ideal way for children to take that first big step in “going to school” and is a wonderful way of preparing your child for full time school. Parents also have the option of sending their child full time at any stage in Pre-Nursery - or they may wait until the Nursery class.

### **CLASSES: based on the British education system:**

Children may enter our Early Years at the age of 2 until the end of Key Stage 1, at the age of 7.

Pre-Nursery- children aged 2 -3 (children turn 3 in this class)	}	Foundation Stage
Nursery – aged 3-4 (children turn 4 in this class)		
Reception – aged 4-5 (Children turn 5 in this class)		
Year One – aged 5-6 (children turn 6 in this class)	}	Key Stage One
Year Two- aged 6-7 (children turn 7 in this class)		

Year Two is the transition Year when children begin the process of visiting “Big School” – the Windsor Park Campus – in preparation for Year 3 and the continuation of their Bromsgrove education.

## **5. Curriculum**

The Early Years School caters for children aged 2 - 7 years of age. We operate both the Foundation Stage and Key Stage One curriculum based on the British National Curriculum.

### **FOUNDATION STAGE**

Children aged 2 – 5 yrs follow the UK Foundation Stage Curriculum which focuses on the uniqueness of children and allows them to learn and develop in a supportive environment that encourages them to develop positive relationships.

Our specially designed play areas/rooms are equipped with appropriate age and ability resources needed to develop the key areas of learning as laid out in the Foundation Stage Curriculum:

Communication, Language and Literacy  
Problem solving, Reasoning and Numeracy  
Physical Development  
Creative Development  
Personal, Social and Emotional Development  
Knowledge and Understanding of the World

We offer a UK based curriculum that fosters a holistic approach to education equipping children with the basic experiences needed to go forward in life both inside and outside school. The medium of instruction is ENGLISH and we also offer Thai lessons to all children allowing children to learn about the

local culture and language. Learning is both teacher and child led. Child initiated learning plays a big part in the Foundation Stage as teachers are directed by a child's interests and ideas.

The school day includes indoor and outdoor play, use of the role play room, soft play facilities, sand and water, messy activities, water fun/swimming, directed learning and child led learning. Music and singing play an important part in the Foundation Stage alongside stories and language development. From Pre-Nursery onwards the children have swimming lessons in our school pool. There is a computer in all classrooms. All classes have Physical Education lessons to develop gross motor skills, coordination and balance. We have a newly installed bike track that allows for gross motor development and coordination as children can push, ride or peddle a car/bike/vehicle around the track.

Pre-Nursery and Nursery children have the option of a rest/sleep after lunch. Mattresses and pillows are provided.

## Curriculum Overview For the Foundation Stage

TERM	Pre-Nursery						Nursery						Reception					
	1:1	1:2	2:1	2:2	3:1	3:2	1:1	1:2	2:1	2:2	3:1	3:2	1:1	1:2	2:1	2:2	3:1	3:2
TOPIC/TH EME	Families	Colour/sh ane/mas	water	books	animals	mimibeast s	Colour & shape	Parties & celebrati s	Myself	The Seaside	On the move	People who help	Nursery rhymes,	Living things	Our World-	Our world-	Fantasy, Tradition	Journeys Growing
Communic ation, Language and Literacy (ENGLISH)	listening to others, learning names	rhymes and action songs, simple	book handling skills, role play -	draw lines and circles	acting out animals, begin to recognize	show and tell, pencil writing	Simple instructions	Develop language, recognize names	Name body parts, speaking clearly	Postcards, letters, name writing	Rhyming songs, sound - letter	Hearing rhyme, initial sounds/early	Nursery rhymes, chants name	Animal stories rhyme,, nonfiction,	Weather books and stories,	Captions and labels,	Fantasy stories, repetitive stories	Poetry and rhyme, nonfiction posters,
Problem Solving, Reasoning and Numeracy	counting and matching	2D shapes and patterns	non standard	explore 3D shapes	size comparisons	sorting and classifying	Shape recognition	Counting songs	Sequencing, measuring	Numbers as labels	Weight, capacity	Counting, simple + -	Count 1-5, writing	Count 1-10, sequencing	Count 1-20, forwards and back + -	days of week	Time, count, read, write	+ - patterns, directions,
Knowledg e and Understand ing of the World (Humaniti es)	express & experience feelings, past present	dev awareness of variety of beliefs and cultures	push and pull	exploring water and sand using tools	differences	light and dark	Couloirs mixing shapes in environment	Diff cultures, Loy K, mass	Body parts, grow seeds, changes	Water/sand investigations	Push-pull simple forces, survey - how get school	Who helps us at school	Our class, routines, school day, our body,	Animals , insects features...	Materials, water, weather, night, day,	Water, rivers and oceans, our school, maps, sound	Classify dinosaurs, observations, sequencing	Maps and journeys, space, transport,
Personal, Social and Emotional Developm ent (PSHE)	forming positive relationships-	dev independence in dressing	boundaries and expectation for	turn taking and sharing	care and concern for living things	select and put equipment away	Settling in, dev friendships, sep	Special times, celebrate giving	Playing with friends/family -	Play safe, sun and water safety	Road/car safety, riding mv bike	People who help us	Settling in - sharing, routines,	School life, sharing, routines,	Keeping healthy, Chinese NY,	Friends, sharing, safety in home,	Celebrating Our achievements	Moving on to year 1
Physical Developm ent (PE - Motor skills)	introductory skills- signals	dance and movement	large ball skills, sports day	games	gymnastic skills	games	Orientation and listening skills	dance and movement, LOY K	Sports day , ball skills, athletics	Games	Gymnastic skills	Games	Introductory skills	dance and movement, Loy	Sports day , ball skills, athletics	Games	Gymnastic skills	Games
Creative developm ent (ART, D and T, Music, Dance, Drama)	painting and printing	tearing, scrunching, cutting, sticking	junk modeling	collage, percussion instruments	jungle display, texture	clay work	Explore and recognize colour/shapes	Parties, role play, birthday songs	Face portrait, collage, printing, fitness songs	Seaside collage, sand sculpture, pack, suitcase	Junk model vehicles, movement songs	Photo collage, songs, role play	mark making, patterns, portraits, painting,	collage, painting, models, masks, animal music,	colour mixing, Kandinsky, wax resist, make musical	Paintings, patterns, black and white	moulding, printing, patterns, weaving	junk models, clay, collage

## **Key Stage One**

At 5-7 children enter Key Stage One of the UK National Curriculum- developing and extending basic skills and knowledge and preparing them for entry into the next phase of school at Windsor Park. The curriculum covers all subjects including:

Mathematics

Literacy

Science

History

Geography

Art

Design and Technology

Information Technology (ICT suite and a computer in each classroom)

Physical Education

Personal, Social and Emotional Education

Our energy, drive and expertise make us a leading Early Years School providing children with a hands on learning experience that will equip them for their future.

## Year One Curriculum Overview

Year 1	Literacy	Numeracy	Science	PSHE	ICT	History/Geography	Art/D&T
Term 1:1 ALL ABOUT ME	1 week assessment reading/writing levels 4 weeks fiction (unit 1) 1 week non fiction 2 weeks poetry	Counting to 20 Measuring – standard and non standard Addition/subtraction Money Problem solving and data handling	Ourselves	All about me	Modeling 1	Toys (History)  <b>Trip to Doll Museum</b>	Self Portraits (Art)
Term 1:2 MY ENVIRONMENT	5 weeks fiction (unit 3) 2 weeks non fiction	Teen numbers Doubles 2D shapes Days of the week Doubles/halves More/less Adding in 5s	Sound and Hearing	Looking after myself 1	Modeling 2	Around Our School (Geography)	Moving Pictures (D&T)
Term 2:1 FORCES	4 weeks Non-fiction (unit 3 and 5) 2 weeks poetry (unit 2)	Counting Ordering Measurement Addition Position	Push and Pull <b>Trip to Discovery Museum</b>	People I know	Information around us	Thai homes then and now (History)	Playground Equipment (D&T)
Term 2:2 GROWTH	4 weeks fiction (unit 2) 2 weeks poetry (unit 3)	Count by 10's 3D shapes Addition/Subtraction Time	Growing Plants	Looking after myself 2	Labeling and classifying	Weather around the world (Geography)	Fruit and Vegetables (D&T)
Term 3:1 THE EARTH	5 weeks non-fiction (unit 4)	Partitioning Ordering Measuring Money	Light and Dark	Communication and Feelings 1	Representing Information graphically - pictograms	Seaside Holidays of the past (History)	What is sculpture? (Art)
Term 3:2 MATERIALS WE NEED	4 weeks fiction (unit 2)	Odd and evens Time Addition/subtraction	Sorting and Using Materials	Communication and Feelings 2	Understanding Instructions and making things happen	Barnaby Bear (link 2) (Geog)	Investigating Materials (Art)

## Year Two Curriculum Overview

Year 2	Maths	English	Science	PSHE	ICT	History /Geography	Art/DT
Term 1:1 ABOUT ME	Place Value Addition/subtraction Mental calculations Problem solving	1 week Assess reading/writing levels – word books 3 weeks getting to know “Me” 2 weeks Narrative 2 weeks poetry	Health and Growth	Me and My relationships Being special building friendships.	Using the computer/typing Writing and formatting	Where in the world is Barnaby Bear? (Geog)	Picasso
Term 1:2 MOVING AROUND	Multiplication/Division Measure Date Handling	4 weeks instructions 2 weeks Narrative 2 (1 week assessment and consolidation)	Forces and Movement (trip to Science Museum)	Building healthy environments Keeping myself safe taking care of my possessions.	Routes – controlling a floor turtle.	Famous People: George Stephenson, Florence Nightingale, Roald Dahl, Ghandi (Hist)	Vehicles (DT)
Term 2:1 MAKING THINGS WORK	Place Value Addition/Subtraction	2 Narrative 1 2 Poetry 2 Categorising alphabetically.	Electricity	Building healthy bodies What can I do for my body?	Finding information	Near and Far (Geog)	Monet
Term 2:2 MATERIALS	Division Time, weight Pictograms Addition and Subtraction	2 weeks Narrative 2 3 weeks Explanation texts	Grouping and Changing materials	Building a healthy future Looking fwd to...I wish I could...	Creating pictures	The Great Fire of London/The Great Plague (Hist)	Joseph's Coat
Term 3:1 MY WORLD	Place value Mental calculations (+ and -) reasoning about numbers./shape Addition and Subtraction	2 weeks narrative 2 weeks Non-fiction 1 2 weeks explanation	Plants and Animals in their environment (Botanical Gardens) Variation	Building healthy communities My class, my school this is where I live and work	Writing stories communicating information using text	Florence Nightingale (Hist)	Mondrian
Term 3:2 NATURAL WORLD END OF KS1 ASSESS	Problem Solving Capacity Addition and subtraction Multiplication and division	2 Non chronological reports 1 week Silly stuff poetry		About friends and being at risk	Questions and answers	Going to the Seaside (geog)	FOOD/Healthy Eating

## 6. Tuition and Other Fees

Fees are as published on the school web site and school prospectus. Please contact the school office for further details.

### Payments and Due Dates

- For prospective students, the application fee is payable upon submission of a completed application form. A written Assessment test will then be arranged in consultation with the Headmaster or one of his senior managers.
- For new students, all other fees (Registration, Tuition, Meals, School Bus, EAL fees) are payable upon successful completion of the Assessment test and confirmation that a School place is being offered.
- Returning students are required to pay school fees within 7 days prior to the end of the current term to reserve a place in the following term.
- EAL payments are payable prior to the start of the EAL course. Assessment for EAL requirement in the following term is conducted during the last week of the current term. EAL is provided for those who need special English tuition in order to cope with the standards required by the English National Curriculum. Parents will be advised of any change in EAL group or when the School feels such support is no longer needed. Entrance to the school is dependent upon acceptance of our recommendation to ensure progress in English.
- Students who take part in school trips will have to pay for trip expenses - transportation, tickets (if any), fees related to the trip, and a small administration fee.

### Late Payment

- If the appropriate fees have not been paid by the due date, a late payment charge of Baht 200/day will be imposed.
- After 5 days, the parents will be contacted by telephone to discuss the matter.
- After 10 days, in addition to a late payment charge, a written notice requesting an interview with the parents will be issued.
- After 15 days, the parents will be notified that the child will be excluded from the school until the fees are paid in full.

## 7. Notice of Withdrawal

Withdrawal from the school requires one full-term's notice in writing. This is due to the fact that resource planning is finalised during the preceding term. A notice of withdrawal, available at the School's office, must be completed in order to receive report cards for the child's next school and to allow processing of applicable refunds.

Failure to provide a one-term's notice results in forfeiting the right to refund the deposit made to the school at the time of entry.

## Re-enrolment

Students who wish to re-enrol do not have to pay the Registration Fees again provided re-enrolment is made within 2 terms after withdrawing from the School. Re-enrolment is subject to availability of places.

## 8. School Uniform

School uniform is compulsory and may be purchased from the school. All items of clothing must be clearly marked with the child's name, including shoes. In order to maintain standards we seek your co-operation with this important matter and ask that all children arrive properly dressed.

All pupils (Nursery to Year 2) are required to come to School in full School uniform, with black shoes and white socks. On P.E. days, the child is requested to bring his/her P.E. uniform and change at the school during P.E. lesson. Swimming costumes and towels are required on swimming days. Pre-Nursery students may wear PE uniform on PE days.

The school uniform must be worn with pride. The following regulations apply;

- Shirts (except for girls' tailored blouses) must be tucked in with all buttons done up.
- Shoes (plain black leather or leather looking) must be clean and polished.
- In Pre-Nursery and Nursery black sandals are permitted.
- Hair should be neat and tidy and of a natural colour. Extreme styles and colours are not acceptable. Long hair must be tied back if requested by a teacher. If requested by the school, a student will modify their hairstyle.
- Jewellery, except for watches, is not allowed during the day. Any jewellery items worn WILL be removed during PE and swimming classes for the child's safety.
- Visible tattoos of any kind are forbidden.

## 9. Handwriting Policy

At Early Years we follow the cursive script from Nursery upwards. Children will learn to write their names in the cursive style and single letters will all begin on the line. This style of writing is continued at Windsor Park. (see appendix A)

## 10. Drop off and collection of students

Security is strictly enforced in our Early Years campus. All staff and parents are required to wear ID badges whilst on campus. No child is released to any parent or guardian unless an ID badge or Collection Card is presented. In order to further ensure safety, no vehicles are allowed in the campus except for staff and deliveries. Parents are requested to drop their child/ren off at the main entrance. A member of staff is always on hand to welcome the children and the parents in the morning and again at the end of the day to say goodbye to the children.

If you need to collect your child early, or they need to arrive late for any reason please inform the office.

## 11. Facilities

Our facilities include

- Large air-conditioned classrooms
- Specialist classrooms
- Medical Centre (with qualified nurse)
- Covered swimming pool
- Two covered playgrounds
- Bike Track

- ICT suite with both wireless and wired networks
- Spacious garden
- Role play room
- Kitchen
- Nap room
- Library
- Music/Dance Room
- Indoor Performance Hall with custom-built stage
- Indoor air-conditioned Sports Hall
- Indoor air-conditioned Dining Hall

## 12. Newsletters

Newsletters go out every fortnight and contain photographs and samples of children's work as well as information regarding each class topic. These newsletters are available on our school website:

[www.bromsgrove.ac.th](http://www.bromsgrove.ac.th)

## 13. Supervision of children

Our school hours are:

Foundation Stage – 8:30am – 2:00pm (after school clubs 2:00-3:00pm)

Key Stage One – 8:30am-3:00pm (after school clubs 3:00-4:00pm)

There will be members of staff on gate duty from 8:00am in both the Nursery and Key Stage One playgrounds. Adult supervision is provided until 4:30pm after school every day.

## 14. Rewards

Children are rewarded for their kind actions, good deeds, and good work in many ways. We have a merit system in place that rewards children's work in class. Every ten merit points earn a merit certificate. The child gets their picture put on the merit wall and celebrated during our weekly assembly. Other awards are given for speaking English, swimming and general good achievements.

Discipline is rarely an issue with small children but there are times when they need to "calm down" or "think" about their actions. Each class has a "THINKING mat or chair" where children can go when they need to calm down or think.

## 15. Assembly

Each week we hold an assembly for Reception, Year One and Year Two. During this time we give out rewards for speaking English, merit awards for good work and behavior and swimming awards. Each class also gets a chance to share some of their good work each week and tell the other classes what they have been learning in school. Birthdays are also celebrated.

In term 3 the Nursery class joins our assembly time.

## 16. Medical policy

**Upon enrolment all parents must fill in a medical form stating any medical history relevant to the child. This is to include allergies/operations and illnesses.**

1. Children taking antibiotics should **NOT** be in school until all the medicine is finished and the child is well again. (antibiotics signify an infection) Children taking antibiotics will be asked to stay at home.
2. **REGULAR MEDICATION:** Children who have allergies and require medicine must bring a Doctor's note to school explaining that the child has an allergy. This note will be kept in the child's file.
3. Mild medication for a child with a cold/cough can be administered by the Nurse if clear written instructions are provided. (As long as the child is well enough to be in school.)
4. Children with contagious and infectious diseases (eg: chicken pox, impetigo) must be kept at home until a Doctor has said the child is no longer infectious.
5. Children who have a fever (checked by the Nurse) will be sent home.
6. Children who have had a sickness or diarrhea bug should be kept at home for 24 hours to ensure the virus has passed.

**PLEASE: IF MEDICINE MAKES YOUR CHILD SLEEPY KEEP THEM AT HOME**

We ask that you help us keep all the children safe and well and help prevent the spread of infection. Germs are easily spread amongst young children especially in a school environment. We are teaching the children about hygiene which includes regular hand washing and how to "catch a sneeze/cough" by using their hand.

**Health**

At the beginning and end of each academic year our school nurse will weigh and measure (height) your child. This is a routine medical assessment to ensure your child is growing and progressing as expected.

Children do not need to bring snacks to school as snacks and lunch are provided throughout the day. However any snacks in school (for those children waiting for siblings) should be healthy ones: fruit and crackers as opposed to crisps and sweets.

Healthy snacks equal healthy minds and bodies!

**17. Enrolment procedures**

**CLASS PLACEMENT**

Classes are organized by age with a suggested cut off date as is usual procedure in British schools (see below.) Trials will occur within the correct age class. Parents may request a review if their child is close to the cut off date/is gifted/or has concerns about placement in their home country upon return.

Placements are at the discretion of the Head teacher and will be made in the child's best interests. The main concern being the child's maturity and level of English.

September 1<sup>st</sup> is the cut off date for students:

2 years by Aug 31<sup>st</sup> 2010 = Pre-Nursery

3 years by Aug 31<sup>st</sup> 2010 = Nursery

4 years by Aug 31<sup>st</sup> 2010 = Reception

5 years by Aug 31<sup>st</sup> 2010 = Year 1

6 years by Aug 31<sup>st</sup> 2010 = Year 2

Some flexibility is allowed at the discretion of the Head teacher.

**Assessment for Enrolment**

- Pre-Nursery, Nursery and Reception age children are offered a trial morning in school.
  - teacher can feed back on child's morning
  - parents and child can talk about their morning
  - teacher can observe child in the classroom environment

- Reception, Year 1 and Year 2 students have an age appropriate entrance test usually given by Head of Campus /class teacher. This test covers basic language and numeracy skills based on the English National Curriculum.
- They are also offered a trial morning in the respective class.

Feedback for child, parent, and teacher results in appropriate placement being offered to child.

- Head of Campus /Office Manager meet parents to place offer that best meet's child's needs.

In total this represents approximately 3 hours trial class time, testing, administrative time.

Parents are notified of the results as soon as possible after the test- usually the same day. The result will be one of:

- Place offer (subject to meeting specified date and payment criteria)
- Place offer with certain academic conditions, e.g. EAL support
- No place offer – child may require intensive English course if applying for Key Stage One with no spoken or understanding of English.
- No place offer- child may have learning needs we as a school cannot adequately support.

## 18. Settling in

Young children, especially in the Foundation Stage, need time to adjust to new environments and people. A settling in schedule is in place to help all children adapt to their new or often first school. All children react differently to starting school so this schedule will adapt accordingly and meet the individual children's needs. The class teacher will advise parents on how their child is progressing and when they are ready for full days at school.

Children enrolling in Pre-Nursery or Nursery are invited and advised to join our Wednesday playgroup session which will help the children acclimatize.

Pre-Nursery – Nursery children: (part time and full time)

Acclimatization time – time with parent to see routines, teacher, and peers – one hour on day one.

Child to be left by parent/carer for one hour in school. This time is increased following class teachers recommendations until the child stays for the full day/morning. Parents will be informed when the teacher feels the child is ready for full day (including rest/sleep time)

Reception – dependent on whether the child has been to school before or not. If it is a child's first experience of school then in order to acclimatize they may be left for a morning session only for a couple of days.

## 19. Independence Skills

Children are taught to be independent from entry into school, taking care of their own bags and possessions, self registration, taking on and off socks and shoes, selecting their own snack, getting drinking water, cleaning their teeth and changing into their P.E. clothes.

*TO PREVENT LOST CLOTHING ALL ITEMS SHOULD HAVE YOUR CHILD'S NAME WRITTEN CLEARLY ON THEM (on the label or underneath)*

#### PE DAYS:

We have scheduled days for PE and swimming which will be given to you at the start of the year. To aid independence skills we ask that some classes bring their PE uniform to school to change into:

Pre-Nursery – may wear their PE uniforms on PE days

Nursery/Reception/Year One/Year Two – PE uniforms to be bought to school and changed into at school.

#### SWIMMING:

Swimming clothes should also be bought to school with child's names on. A named swimming bag or waterproof bag is best.

#### Pre-Nursery and Nursery:

Spare clothes are required to be in your child's school bag. These are in case of accidents or getting wet during sand/water play. These clothes should all be named.

## 20. Assessment and Reporting

Children are continually learning, growing, changing and it is our job as teachers to record this development. We operate a continual assessment program in the form of teacher observations and weekly routine academic activities.

Across the whole campus we report to Parents with a written report in both Term one and Term three. We hold termly Parent Teacher consultations to discuss your child's progress. In term two we hold a mini assessment week to evaluate children's learning mid year with a focus on Language development. At the end of Year One and Two we have progress tests which allow teachers to assess individual children's development in relation to the British National Curriculum levels.

All children at Bromsgrove Early Years have a portfolio – which is a collection of their work throughout each year. The content of these vary from age to age but usually consist of samples of their work, photographs, children's own words, thoughts and ideas and teacher comments.

## 21. Thai Language

Thai is taught to all children both language and Thai culture and beliefs. The youngest children receive 1 or 2 sessions a week whereas the older children receive four or five. Each class is supported by a Teaching Assistant. Non Thai speakers will be supported by a Teaching Assistant in Foundation Stage. In Key Stage One non Thai speakers will be withdrawn from Thai class and taught Thai for Foreigners. This program is designed to provide non Thai speakers with the basic language requirements as well as an understanding of Thai culture and beliefs.

## 22. English as an Additional Language

English is the medium of instruction at Bromsgrove. Children who enter the school during the Foundation stage usually learn English sufficiently enough to cope with the demands of a Key Stage One classroom. However some children, maybe due to late enrollments, need additional support in English. For students in Year One and Two we offer an EAL program for children whose language skills need developing. Our aim is to ensure that their level of English is proficient enough to cope with the demands of Year 3 – Windsor Park.

## 23. English Speaking Promotion

### Rationale

The promotion of the speaking of English was identified as an important way of raising standards in English throughout the school. We also acknowledge that we must also consider the role of our native English speakers and how they can also be rewarded for speaking English with their friends.

As an Early Years school we are aware of the importance of children developing their mother tongue and as a school cannot ignore the importance of this for children at a young age. We can promote and encourage the use of English but we must also allow for the children to experience and develop their first language. In the Foundation Stage it is vital that children are proficient in their first language in order for them to grasp and fully understand and communicate in a second language.

### **English Speaking Smiley**

Children can opt to speak English at school at all times. Children that choose to do this will wear the smiley face badge that indicates they will speak English at all times in school. They will also sign a pledge stating that they will speak English at school and help their friends to do the same. Teachers should encourage children to take the pledge and wear the badge. Children wearing the badge are to act as a role model to others.

Children can be rewarded for speaking English with a smiley face sticker on the English speaking wall. When children receive 10 stickers they will get a certificate presented at assembly. Children in Reception, Year 1 and 2 can put their own stickers on the wall – Nursery and Pre-Nursery may opt to have a sticker to take home and another way of recording the amount of stickers.

Any teacher can award a sticker for children who speak English. Native English speakers seen speaking to Non English speakers will also be rewarded with a smiley face sticker.

Children are to be encouraged by ALL teachers to speak in English. Stickers/merit points can be given for speaking English. Teachers are responsible for encouraging children to speak English during class time and when moving from one activity to another. Teaching Assistants will also model speaking English around the school: when visiting the office to ask for the register and when visiting the school nurse. Office staff will also be able to award stickers for speaking English.

### **Assembly**

During assembly time each week certificates will be presented with an update on children who have signed the pledge and wear the smiley face badges!

**Parents** are to be encouraged to speak English in and around school – so as to act as role models for their children!

### **24. Parents as partners**

We see the role of parents and the wider community as being invaluable to a successful school. Our belief is “Parents as Partners”, and we encourage links with the wider community hosting weekly playgroups.

All children have a homework book (KS1) or a communication book (FS) in which teachers can communicate with parents. In the Pre-Nursery and Nursery classes the teacher will write a daily feedback on your child- how they have been at school, what they ate, whether they slept, and any other relevant and important information. This book can also be used by Parents to pass on any information, regarding their child, that may help the teachers.

We hold regular coffee mornings for parents where they get a chance to meet the teacher to talk about aspects of the curriculum or up and coming plans. The meetings are sometimes combined with another class which helps parents meet other parents. It is also a chance to see what expectations, developments and events take place in the next class.

### **25. New parents (Pre-nursery)**

New parents are invited to attend a coffee morning to meet the teacher and share information about your child. This will be arranged at the beginning of the academic year and is designed to help your child

adapt to school life. A questionnaire will also be shared so that the teacher may get a better understanding of your child.

## **26. Parent workshops**

At the start of the academic year parent workshops will be offered to all parents to give you a chance to learn more about how we teach, what we teach and about our curriculum in general. Workshops may be on Maths, Phonics, Reading or general Curriculum information. Our aim is to provide you with information regarding the education of your children.

## **27. BPTA**

We have a very active Parent Teacher Association who work alongside the school to participate in school events, fundraising and social gatherings. The BPTA consists of Parents and teachers and they meet half-termly, more if necessary.

The Association is governed by a committee comprising of:

President- Head of the School  
Chair  
Vice Chair  
Secretary  
Treasurer  
Public Relations Officer  
Teacher representative  
Class representatives

The Association has many functions but primarily it is to facilitate liaison between parents and staff of the school for the benefit and welfare of the pupils attending it. Each year the BPTA committee is reformed through a voting system and parents are encouraged to attend. Each class also has a parent representative who attends meetings on behalf of that class.

## **28. Birthdays**

Everyone enjoys celebrating their birthdays and we welcome this at the Early Years campus. If your child has a birthday and you wish to bring in a cake please liaise with the class teacher and contact the office at least 2 days in advance of the birthday. Parents are also welcome to join in the birthday cake celebration.

## **29. Toys in school**

**Toys are permitted in school for special events like SHOW AND TELL day but these toys must be inexpensive. PSP and other electronic games are not permitted at school.**

### **Show and Tell**

Each class has a show and tell session where children can bring in a toy or item from home to share with the class. The children have to stand in front of their class and tell their friends what they have brought to show and what it does. This encourages children to speak in English and describe their toy or item. Please put your child's name on any toys sent in.

### **Toy Diary**

Each class has a toy diary. This is a book and a soft toy that comes to stay at your house for a weekend. The toy then has an adventure with you and you record the adventure with pictures and text. Parents are asked to support this project as it is greatly loved by the children. The children then share their diary with the rest of the class and it is passed on to another child in the class.

### **30. Bromsgrove Playgroup**

**Every Wednesday and Friday 9:30 to 11:45 am during term time**

Bromsgrove International School prides itself on its wider contacts with the international community. By forming a close alliance with Bromsgrove School in the UK, Bromsgrove has established close links to a similar community across the other side of the globe. However, we are also aware of our more local family here in Thailand and have been looking at ways to extend our community horizons by providing a safe environment for young children to play in whilst being supervised by their parents.

Bromsgrove Early Years Playgroup on our campus at Soi 164 on Ramkamhaeng Road, cares for children from birth. All are welcome every Wednesday during term time from 9:30 to 11:30 a.m.

Enrolment fee is 300 baht and then members pay just 100 baht a week. The playgroup is able to use the outside play area, sand and water area, soft play room, together with a large air-conditioned room with a separate quiet space plus access to the swimming pool and PE resources. Refreshments and snacks are provided.

We look forward to seeing you at Bromsgrove Early Years playgroup where you and your child can meet new friends.

### **31. After School Activities**

For ten weeks of each term children from Nursery onwards are able to attend after school activities. These are run by the teachers and outside agencies. Each term the activities on offer changes and we try to have a healthy mix of educational, sporting and fun activities. Clubs may include Maths, football, Thai, taekwondo, Chinese, English language, storytelling, phonics, music and movement, spelling and reading. Nursery children are only allowed to take 2 after school Activities each week.

### **32. School Trips**

All of the classes participate in school excursions throughout the year. They usually relate to their topics and reflect aspects of their curriculum. Visits include temples, parks, museums, zoo's, local area – post office, supermarket and are all adequately staffed to ensure the safety of children.

### **33. School Bus Service**

We offer a school bus service collecting your child from your door and bringing them to school and returning them home each day. This service usually has a Nanny on board.

### **34. Catering**

School snacks and lunches are catered for by an outside company. There is a range of choice each day with a mixture of Asian and Western Food. Healthy options are offered for snacks and lunches and as a treat we have "ice-cream Friday". Fruit is available every day.

The children are taught to be independent at snack time and from the youngest children upwards they serve their own snack and drink. Lunch is set out for the Pre-Nursery and Nursery classes and Lunch ladies help with serving the food. Teachers also eat with the children providing a role model and guidance and conversation.

The catering company also offers special food days as required by our curriculum activities including Chinese Food at Chinese New Year, Green Food on Green Day and picnic food for our Teddy Bear's Picnic.

### **35. Special Events**

Each term we hold a range of special events which are often related to cultural celebrations, class topics or children's interest. Such events include:

Green Day- held twice a year to educate the children and parents about protecting our environment

Teddy Bear's Picnic

Christmas

Loy Krathong

Father's Day- breakfast with Dad

Chinese New Year (and Korean New Year)

Sports Day

Book Week

International Day

Easter/Songkran

Whole school Art Competition

Other events are held throughout the year run and organized by the BPTA.

### **36. Video and Photographs**

Photographs taken of your child/children will only be used for school purposes. A letter will be issued to all parents giving consent for their child/children to be used in advertising or on the school website.

Parents are permitted to take photographs on special event days and birthdays but are asked not to do so at other times – without the consent of the class teacher.



## *Mission Statement*

To identify and develop the potential of each student,  
provide them with the best achievable qualifications and prepare them  
for a successful and happy life as responsible members of the global and local community.



Bromsgrove International School Thailand is a privately owned independent institution which uses the name Bromsgrove under license from Bromsgrove School UK established in 1553.