NETWORK
INTERNATIONAL SCHOOL

SECONDARY
PARENT HANDBOOK
2024 – 2025

Cambridge Assessment International Education

Cambridge International School

📍 32 Highland Avenue, Pyay Road,
Mayangone Township, Yangon, 11062, Myanmar

✉ secondary@networkintlschool.com

📞 +95 (1) 653429, +95 (9) 454545411, +95 (9) 454545433

NETWORK INTERNATIONAL SCHOOL

Main Office: 23 Inya Myaing Road, Bahan, Yangon, Myanmar
Telephone: 09400200607/09400200608
Email: admin@networkintlschool.com
www.networkinternationalschool.com

Dear Parents

Welcome to Network International School, which caters for over 800 students between the ages of 2 and 18 years and will expand to over 900 students by 2024. Network is one of the leading British International Schools in Yangon providing a high-quality education based on the UK Early Years Framework, the National Curriculum (2014) & Cambridge IGCSE & Advanced Level Qualifications.

Network International School comprises a dedicated team of highly qualified international teachers from the UK and other English speaking countries and skilled Myanmar teachers. This provides a high ratio of teachers to students, ensuring every student receives the support they need.

The vision for this school is to provide an outstanding education for students from across the globe. Our International community is represented by students from over fifty different countries and our aim is that every student leaves the school as a highly qualified young adult, well prepared for the next stage of their education and with a wealth of experience in the wider world. We aim to achieve this by ensuring everyone associated with the school commits to achieving outstanding progress, enjoys and engages in their learning whilst being prepared to take on challenges they meet.

Outstanding academic achievement is very important for future success, as is the need to develop an affinity with lifelong learning. Students at Network International School make outstanding progress delivered through our student centred education and a positive climate for learning that permeates every phase of Network International School. The curriculum provides high-quality inspirational learning, which enables students to become independent learners; develops their unique personal talents, ensures that they are self- confident and inquisitive and prepares them to be active and responsible global citizens.

The school sets the highest expectations for all students and by working together in a triangular partnership of teachers, students and parents we enable our students to lead enriched, happy and fulfilled lives, making a contribution to Network International School, Myanmar and the global community.

It gives me great pleasure to introduce this Network International Primary handbook to you. I hope you find the information useful and informative but please let me know if there is any further information you require.
I look forward to working closely with you over the next year as Network International School continues its journey to deliver a first-class education.
Yours sincerely

Stephen Buckland
Principal – Network International School

Network School Vision Statement

We aim to foster **academic curiosity** in our students, enabling them to **achieve** highly and become **independent**, **engaged** and **responsible** members of society.
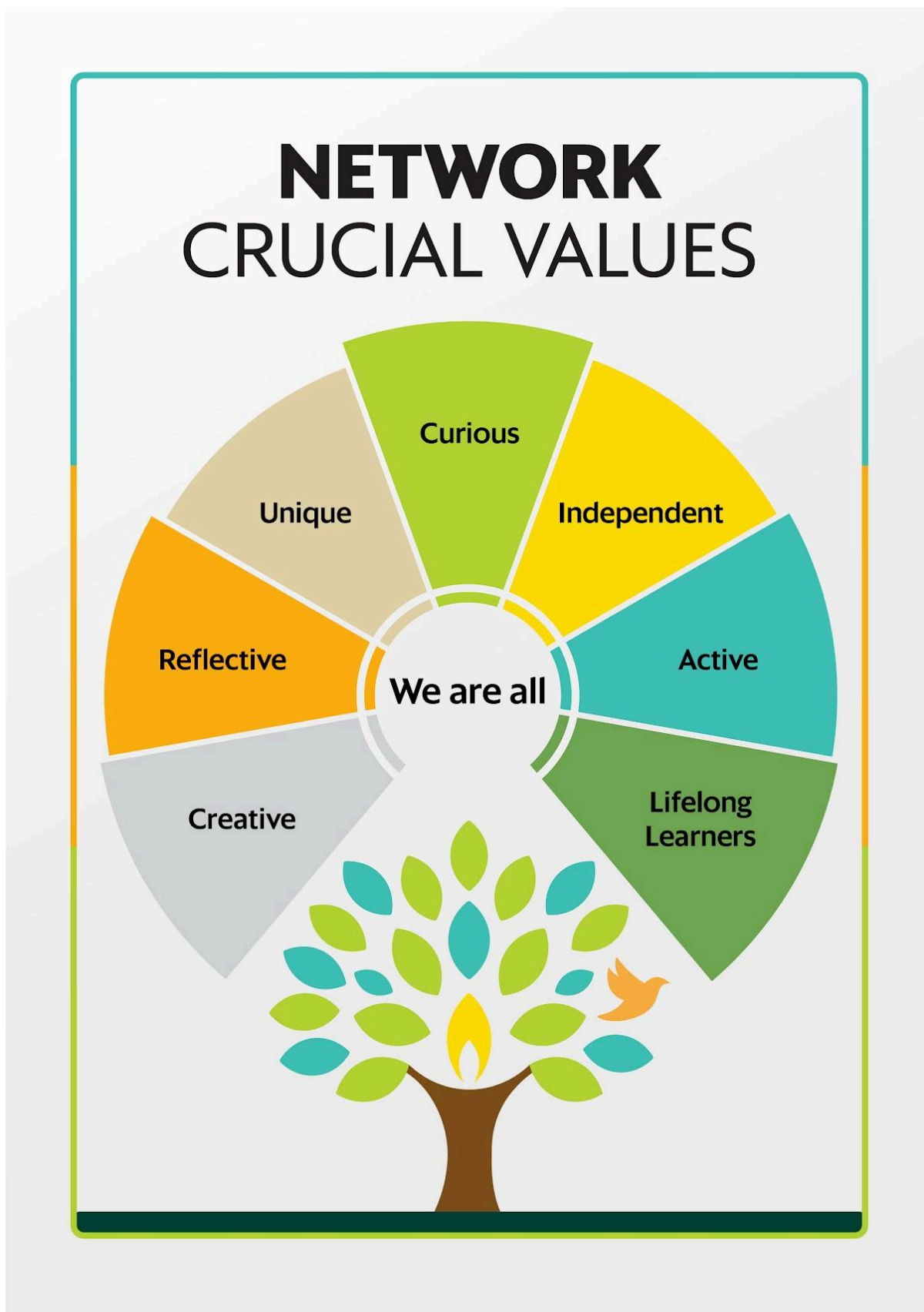
Network Ethos Statement

We foster an inclusive and nurturing environment where every student feels supported and valued. We are a family-oriented community that promotes positive relationships and a collegiate spirit among students, staff, and parents alike. We are committed to providing a holistic education that empowers our students to reach their full potential, both academically and personally. Together, we strive to create a learning environment that inspires curiosity, fosters respect, and celebrates diversity. We are deeply committed to our shared goals and dedicated to providing a safe and secure space for all.

This means that we :
- Treat all students, teachers and other adults with respect.
- Speak respectfully and use appropriate language.
- Are kind, considerate and helpful to each other.
- Attend every day and are punctual to school and lessons.
- Are organised for school, bring the required equipment for lessons and remain focused.
- Work hard, make the most of learning opportunities and contribute towards a culture of lifelong learning.
- Take responsibility for our learning and strive to achieve all the attributes of a Network student.
- Move safely around the school.
- Look after school property and resources.
- Follow the school dress code.

Network 'Crucial' Values

CONTENTS

SECONDARY TEACHING STAFF

Principal: **Principal Stephen**

Pastoral Staff: **Head of Secondary:**   **Teacher Jon**
                       Deputy Head of Secondary: **Teacher Sophie**

Subject Staff Leaders:
                       Head of Creative and Expressive Arts: **Teacher Paul**
                       Head of Business, Economics & Computing: **Teacher Bruce**
                       Head of English and Communications: **Teacher Mandie**
                       Head of Languages: **Teacher Patrick**
                       Head of Humanities: **Teacher Tom**
                       Head of Maths: **Teacher Gita**
                       Head of Science: **Teacher Tracy**

Heads of Key Stage:
                       Head of Sixth Form: **Teacher Jacob**
                       Head of Key Stage 4:
                       Head of Key Stage 3:   **Teacher Laurie**

Heads of House:
                       Head of Diamond: **Teacher Nay Linn**
                       Head of Emerald: **Teacher Ni Ni**
                       Head of Ruby: **Teacher Eric**
                       Head of Sapphire:

Other roles:
                       Director of Music: **Teacher Raoul**
                       Myanmar Lead: **Teacher AMT**

Subject Teachers:

Subject	International Teachers	Myanmar Teachers
Business, Computing & Economics Faculty		
Head of Faculty & Computing	Teacher Bruce	
Computer Science & ICT	Teacher Chin	Teacher Myint Myint
Business Studies	Teacher Scott	
Economics	Teacher Craig	
Creative and Expressive Arts Faculty		
Head of Faculty & Art	Teacher Paul	
Art	Teacher Simone	Teacher Myo Thiha
Music	Teacher Raoul	Teacher Eric
PE	Teacher Richard Teacher Matt	Teacher Kaung Htet
Art Technician		Teacher Maung Maung
English & Drama Faculty		
Head of English & Communication	Teacher Mandie	
English	Teacher Louisa Teacher Rob Teacher Irene	Teacher Kaythi Teacher Maria
English and Drama	Teacher Sophie	
Drama	Teacher Jacob	
Librarian		Teacher Honey
Languages Faculty		
French	Teacher Patrick	Teacher Phoo
Myanmar Studies		Teacher Nay Linn Teacher Su Myat

		Teacher Cho
Humanities Faculty		
Head of Faculty & History	Teacher Tom	
Geography	Teacher Chidi Teacher Laurie Teacher Jon	Teacher Mya Thet
Mathematics Faculty		
Head of Maths	Teacher Gita	
Maths	Teacher Thomas Teacher Carmel Teacher Anthony	Teacher Ni Ni
Science Faculty		
Head of Science & Biology	Teacher Tracy	
Biology	Teacher John	Teacher Charity
Chemistry	Teacher Virginie Teacher Erin	
Physics	Teacher Volkan Teacher Paul	
Science Technician		Teacher Hnin Hnin Aye

1.0 Admissions

Network International School is the admissions authority. The decision on who to admit to the school is made by the Principal. Network School encourages applications from all students regardless of aptitude or ability.

Parents must submit the following documents:
- The Admissions Application form, accompanied by a previous school report
- The Registration Fee
- A copy of the birth certificate/passport
- Passport size photo
- Medical Records.

The Admissions Officer will contact parents regarding the Entrance Test. Where possible, the Head of School will meet all applicants and their parents.

Selection is based on places available and the applicants' suitability to follow the UK National Curriculum & Cambridge IGCSE & Advanced Level Courses. The Principal's decision regarding offers and year placement is final.

2.0 Administration Office

The office for each campus is open from 07:30 until 16:00 Monday to Friday. The school email address, website and telephone numbers for the Secondary campus are shown on the front of this handbook.

3.0 Attendance, Absence and Lateness

Regular student attendance is vital to learning and progress.

In the event of planned absence:
- For any planned absences, parents should contact the Head of Secondary to seek permission for their child to miss school, whether that is for part of a day, a whole day, or more..

- When the school has approved the request from the parents and the child has submitted the "Yellow Form", then this will be classed as an "Authorised Absence".
- For inappropriate reasons that are not approved, where the request is not received, or the child does not submit the "Yellow Form", the absence will be classed as "Unauthorised".

If your child is ill you must:
- Contact us by 07:45 on the first day of absence and everyday thereafter on the following number; 09 2545 17242 or 09 2545 17257
- Write a note in the student diary on the first day they return with an explanation of the absence.
- Provide evidence to reception of any medical appointment or, you can call into school and report to reception, which will arrange for a member of staff to speak with you.
- If an acceptable reason for absence is given and accepted by the school the absence will be marked as authorised.

If your child is absent we will:
- Telephone you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with the appropriate person if absences persist;

The register is taken before classes start at the beginning of the morning. A note is made on the register to indicate absent students and latecomers. Any student arriving late to school (after 8.00am) needs to report immediately to the school reception and a late stamp will be placed in the student diary. The Head of Key Stage and/or SLT will become involved if any student is frequently late for school..

Arrangements for Students Leaving the School Site

If a child is ill at school:
- For unplanned absences, where a child needs to leave the school site before the end of the day, a "Yellow Form" will still need to be completed. However, the School Doctor can do this in the case of a medical emergency, in consultation with Secondary SLT.
- Once approval has been given, the School Doctor will contact the parents to arrange a collection from the school site.
- Once the student leaves the site, the student register is updated for attendance and fire procedure purposes.
- The school gate is to be locked between the hours of 08:30–14:15.
- All students who have authorisation from their parent to leave the school site should in the first instance speak to Tr. Jon Barker (Head of Secondary) or Tr. Sophie Hill (Deputy Head).

- If all parties are in agreement, Tr. Jon Barker will email Jue Jue (Office Manager) in the office to advise her of the name, date and time the student is able to leave the school site.
- At the agreed date and time the student will go to the office to get a laminated authorisation card from Jue Jue and this will be passed to one of the site team to allow the student to leave the school site.
- Once the student leaves the site the student register is updated for attendance and fire procedure purposes.
- The school gate is to be locked between the hours of 08:30–14:15.

4.0   Anti Bullying Policy

Network International School has an anti-bullying policy and we are committed to providing a friendly and safe environment for all our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to speak to a member of staff and know that the incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell a number of staff. Who to tell in the first instance:

- Form Tutor
- Subject Teacher
- Head of Key Stage
- Deputy Head
- Head of Secondary
- Principal

4.1   Anti-Bullying Code

- Everyone has the right to enjoy teaching and learning and to work without fear, free from intimidation.
- Everyone has the right to be treated with respect.
- Everyone has the right to teach and learn in an environment where everyone feels comfortable and safe.
- Everyone, whether they are bullied individuals, friends or onlookers, has a responsibility to report a bullying incident to an adult.
- Everyone should be able to report bullying without fear.
- Everyone should know that all bullying concerns would be dealt with promptly, sensitively and effectively.

Network International School's Anti-Bullying Policy is available on our website: www.networkinternationalschool.com

5.0   Birthdays

Party gifts, party food and birthday cake are not allowed. Teachers have been requested to ensure that invitations to private parties are not distributed at school unless all students from the class are included. It is best to use other means of distribution for any outside party.

6.0 Bus

Network International School is fortunate to have a number of school buses which are used to take students out of school for trips, excursions and sporting activities including swimming. We operate a sibling bus between campuses at the end of each day. If you would like further details of this service, please contact the office.

7.0 Calendar

The 2023–2024 calendar is available on our website and published as a Google Calendar. Details of which can be found on our website.

8.0 Curriculum

Network International School curriculum is based on the UK National Curriculum (Revised 2014), Cambridge IGCSE & Cambridge Advanced Level Qualifications. Our goal is to encourage students to become enthusiastic, independent, confident and inquisitive learners.

9.0 Communication

9.1 Newsletters

Network International School's newsletter is sent to parents by email at regular intervals during the school year. If parents do not have internet access they can call the school office for a hard copy.

9.2 Student diary

Each student is issued with a student diary. The student diary is both the main way in which students learn to organise themselves and have to adapt to the freedom and responsibility that come with being a Secondary Student. The diary is an invaluable method of communication between home and school. Students use the diary every day to record homework, house points, targets etc., and parents and teachers can use them whenever they need to communicate with one another. Students, tutors and parents should be checking and signing the diary once a week throughout the school year.

All students in Key Stage 3 and Key Stage 4 must use their student diary. Students in Sixth Form must have a suitable method for organising their work that teachers and tutors can look at. Where Sixth Form students are struggling with their organisation, their tutor or the Head of Sixth Form may give them a student diary to use.

9.3 Notice Board

There are various notices hosted around the school showcasing students' work, house activities and competitions.

9.4   Letters Home

All letters are sent home via email including online reply slips, where appropriate.

9.5   Leaving Early

Whenever possible, dental and doctor's appointments should be made out of the normal school day. If this is unavoidable, you need to contact the school to inform them of the time. (Please see '3.0 Attendance, Absence and Lateness'.

9.6   Parent Handbook

A parent handbook is produced and updated yearly, to inform parents of all the relevant topics and it is designed to answer most questions regarding the daily life and education of students at Network International Secondary School.

9.7   Discipline

Student behaviour is very good at Network International School. Any breach of discipline will be dealt with by the subject teacher, the form tutor or the teacher on duty. Form tutors and Heads of Key Stage will be kept informed, as they have both regular contact with, and an academic and behavioural overview, of the students in their form. If necessary, for the occasional more serious incident, a member of the Secondary Senior Leadership Team may become involved.

9.8   Change of Address/Emergency Contacts

Please add any changes in your address or contact details or details of the person you nominated to be contacted in an emergency via the Parent App. This information is vital and should be kept current at all times. It is the parents' responsibility to ensure any changes to this information are added or updated onto the Parent App as soon as changes take place.

Parents should try to ensure that their children do not have access to the personal email accounts that the school uses.

10.0 School Uniform

How students wear their uniform often gives others a lasting impression of the school they attend. Students who are well presented earn respect for themselves and their school and take pride in who they are. School uniform is compulsory for all students.

Girls: White polo shirt with school logo (Blue polo shirt for 6th Form Students)

Black skirt or tailored black trousers

Plain-coloured ankle/quarter/crew socks

Plain, sensible school shoes (it is preferable to have smarter shoes for school and change into trainers for sports activities - no Flip-flops or Crocs

Optional House Jacket

Make Up or nail varnish is not allowed

Jewellery may consist of one set of plain studs, which can be removed for sporting activities. If specific jewellery is required for religious reasons, this should be requested in advance.

Hair should be of a traditional style, clean and neat and of a natural appearance. It should be tied up or able to be tied up if long enough

If cold, black tights are acceptable.

Leggings are not acceptable.

Boys: White polo shirt with school logo (Blue polo shirt for 6th Form Students)

Black knee length shorts or tailored black trousers

Plain-coloured ankle/quarter/crew socks

Plain, sensible school shoes (it is preferable to have smarter shoes for school and change into trainers for sports activities – no Flip-flops or Crocs

Optional House Jacket

PE Kit: House shirts and shorts

Towel for shower

Team shirts are for fixtures only and should not be worn for ECA or team practice.

PE kits should only be worn for outside play, PE lessons and ECAs. PE Kit should not be worn in academic lessons, except under exceptional circumstances such as before departure for a school fixture. In these instances, explicit permission must have been given beforehand by a member of the Senior Leadership Team and the teachers involved.

Students should have a hat ready to be worn outside.

All items of clothing should be *labelled* with student **NAMES**.

11.0 Equipment

Students are provided with all the relevant exercise books, text books, files and folders needed for their lessons and are expected to take pride in the way they present their work.

Students should bring to school every day, a pencil case to store pens, pencils etc. and a calculator.

All equipment and books should be brought to school in a sturdy bag, which will fit into the student locker, provided by the school.

All students should have an appropriate device that they can use in lessons. This should have a screen size of at least 10 inches/25cm and have a keyboard (either attached or Bluetooth-enabled). Students should ensure that devices are brought to school fully charged due to the difficulties of having all students charging devices at the same time in a classroom. Any chargers that are brought into school should have the student's name clearly marked and should be safe to use at school. All devices should be stored in students' lockers when not required.

12.0 Extra-curricular Activities
Extra-curricular activities take place between 15:00 – 16:00 according to the schedule, Monday-Thursday. Some sports training and coaching may run until 17:00. Students select their extra-curricular activities in the first week of each term. The list of extra-curricular activities will be available to parents at the beginning of the academic year.

13.0 Fire Drill
A fire drill takes place each semester. The fire alarm sounds for drills or general evacuation. Every drill is treated as a genuine fire and acted on accordingly with urgency and seriousness. The front area of the school is the meeting point for all staff and students.

14.0 Form Tutor
The role of the Form Tutor is to oversee the overall academic and pastoral care of the students in their class.

15.0 Homework
Homework is an integral part of learning at Network International School. It is a powerful learning tool for extending the range and depth of a student's knowledge and understanding as well as encouraging independent learning and self-motivation. Regular homework helps to develop good learning patterns, enabling students to develop the necessary skills for personal study and revision, which are crucial to academic success.

All students are given homework according to the homework timetable and recorded in the student diary with a due date. The homework tasks are designed to aid deeper reflection and the development of independent study skills.

15.1   Objectives of Homework

- To encourage students to develop the practice of independent study
- To develop perseverance and self-discipline
- To encourage students to have self-awareness, self-confidence and initiative
- To enable students to learn through the practice of skills acquired in the classroom and to promote quiet reflection on the work covered in the lesson.
- To support more rapid academic progress by each individual student.
- To enable class work to concentrate on those activities requiring the teacher's presence.
- To encourage students to investigate topics of study in depth, particularly through the use of effective follow-up questions.
- To open up areas of study and to make possible the use of materials and sources available outside the classroom.
- To encourage students to enjoy the skills, concepts and experiences related to each subject.
- To encourage students to talk, discuss and research using the rich variety of resources, which our community can provide.
- To allow students to focus on areas of personal interest.

15.2 Forms of Homework and Independent Study

To be effective homework needs to be relevant, fit for purpose and accessible to all students. Effective homework encourages students to develop the skills, confidence and motivation needed for independent learning and overall achievement.

Examples of homework:
- Writing tasks
- Exam questions
- Completing a project over a few weeks
- Reading
- Learning e.g.: facts, vocabulary, spellings
- Essays
- Research
- Drawing or design work
- Preparing for discussions or presentations
- Online learning such as activities on My Maths or Vocab Express
- Answering questions
- Completing worksheets
- Revising for tests and exams

15.3 The Responsibilities of Students

- To copy down instructions for the task and deadline date into the student diary accurately and in full.
- To set up their own schedule for the completion of homework.
- To be responsible for asking a peer or the teacher if they need further clarification about the task set.
- To ensure that homework is completed to a high standard and handed in to meet the deadline.
- To attempt all homework and give their best.
- To keep their parents informed about the homework set and involving them where appropriate.
- To expect to be praised for outstanding homework or sanctioned if they do not complete it.
- To expect their homework to be marked and returned to them in a reasonable time period.
- To inform the class teacher of any difficulties.
- To develop their organisational and time-management skills through use of their student diary and with support from their tutor

15.4 Parents can assist by:

- Being partners in their child's learning and supporting their child to grow in independence and autonomy.
- Reinforcing the value of independent study through positive feedback so their child has the confidence to persevere, work hard and reach high standards of achievement.
- Providing a quiet place to work, as students need space for reflective learning and concentration.
- Supporting their child to plan time effectively.
- Checking the time spent on individual tasks.
- Checking presentation and content of all homework being returned to school.
- Ensuring that homework is completed by the student without the direct support of any tutor they may have.
- Signing the student diary each week and providing the school with information about any problems through the student diary comments section or by contacting the school directly.

The secondary school homework timetable is available in your child's student diary. It is expected that homework will be set as follows:

- Year 7 and 8 subjects will set homework of no more than 30 minutes. The equivalent of five hours of extra study.
- Year 9 subjects will set homework of no more than 45 minutes. The equivalent of seven hours and 30 minutes of extra study.
- Year 10 and 11 subjects, which are the Cambridge IGCSE years, will set homework of 60 minutes. The equivalent of eight hours of extra study.

- For Years 12 and 13 subjects, (Cambridge Advanced Level years), students are typically expected to complete one hour of work outside the classroom for every hour inside the classroom. This is to be completed both in their Private Study periods, but also in homework time after school. Some tasks will be set by teachers, but students will also have their own independent study, such as reading and retrieval practice, beyond the teacher-set homework as these are a crucial part of their A Levels and as preparation for university.

16.0 House System

The House System aims to develop five important themes and skills for all students:
- Leadership
- Sportsmanship
- Teamwork & Participation
- Planning
- Honesty

All teachers & students are grouped vertically into Houses. House groups meet regularly and students take part in a wide variety of House activities and competitions throughout the year. Students can get House Points from these events and also through excellent classwork, homework and displaying Network Values with the following as examples:
- Outstanding learning & achievement
- Excellent Work
- Improved Work
- Being kind to another student(s)
- Marked improvement in attitude
- Improved effort
- Sporting & other events such as quizzes, spelling competitions, art & design, music

A House Trophy is awarded at the end of each academic year to the House with the most points.

House Name	House Colour	Head of House
Diamond	White/Blue	Teacher John
Emerald	Green	TBC
Ruby	Red	Teacher Eric
Sapphire	Yellow	Teacher Catty

The Heads of House work with the Myanmar Leader and Senior Leadership Team to organise and lead the House system.

17.0   Learning Support at Network International School

Network International School is committed to providing a broad and balanced curriculum for all students. All students are entitled to a full, rich educational experience regardless of need. We recognise that the needs of individuals and groups of students are many and varied and can be met through planning to provide opportunities for all students to be challenged and included. For these reasons, we have developed a comprehensive set of systems for early intervention at the first sign that students might be experiencing problems and we ensure that there is ongoing support. All staff are trained to follow Network International Schools' Inclusion and Learning Support Strategy.

Any student can have difficulty accessing some aspects of the curriculum. Language and Mathematics in particular can pose conceptual and processing difficulties, whereas Physical Education and Art can pose difficulties around fine and gross motor abilities. It is important that parents recognise that in any broad curriculum, all students will have strengths and areas for development, including their own!

17.1   Inclusion and Learning Support Strategy

Once a Class Teacher in Primary, or Subject Teacher in Secondary has progress, organisational or behavioural concerns about an individual student, they make a Referral to the Special Educational Needs Coordinator (SENCO). This begins a period of Assessment and monitoring which may be observational or may be more formal and standardised. Once an individual need has been identified, the SEN department endeavours to support teaching and learning. This can be directly, by taking students out of their regular lesson (pull out), or more indirectly by joining the lesson (push in) or supporting teacher planning and curricular modification. An identified student (additional) need is supported by an intervention to support learning outcomes. In order to organise and target that intervention, an Individual Education Plan (IEP) is implemented. This is a dynamic document that sets out exactly what students need to do in order to make progress in the identified area.

At Network International School we realise that parental involvement in learning is pivotal to the progress their children make. Once an area of difficulty has been identified, the SENCO will contact parents and invite them into school for a teacher conference. We will discuss the students' needs and the intervention that will ensue, including anything parents can do to support their child at home. A copy of the IEP will be provided with a review date. On this date, evidence of targets being met and teaching and learning interventions will be discussed and scrutinised. The outcomes of which will be shared with parents and, if need be, new targets will be set, with a new review date.

On occasion, the assessments we make at school can uncover chronic difficulties such as Autistic Spectrum Disorder, Dyslexia and Speech and Language Difficulties. These can be lifelong conditions, which can be supported in different ways. We can, if it is necessary, seek support from outside agencies, such as a Speech and Language Therapist. Some conditions may require medical assessments and we would then be bound to direct parents towards medical intervention and possibly medication.

In some very rare circumstances, children may develop, or begin to show signs of, developmental problems which the SEN department cannot address, or a situation may arise where the school curriculum cannot be accessed, or the school building and personnel can no longer accommodate a student. If this were the case, parents would be contacted immediately and an emergency meeting would take place.

18.0 Library

Network International Secondary school has a large library, which is used daily for academic lessons, quiet reading and research. Whilst books remain the property of the school, they are the responsibility of the student who withdraws them from the library. If books are lost, defaced or damaged, the student will be issued with an invoice to cover the cost of the replacement.

Students are allowed to access books from the library according to the following library borrowing procedures (subject to change):
- Students may borrow books & films as follows:

Film rentals:

1. One film issued at a time for a duration of three days
2. Two films may be borrowed on Fridays
3. 1–2 discs can be renewed once
4. 3–5 discs can be renewed two times
5. 6+ discs series can be renewed three times
6. Films with 15 certificates will only be loaned to students in Years 10 to 13
7. For any lost, damaged or scratched disc you will be required to pay a fine of 2000 Ks
8. Late returns will incur a daily 500ks fine (maximum of 2500ks) which will go towards our school fundraising projects

Book rentals:
1. One book to be issued at a time for a duration of two weeks
2. Two books may be loaned over the holidays, excluding the summer break
3. For damage or loss of book(s) the penalty will be the new value of the book
4. Students receive weekly notices for overdue books
5. Students will be required to pay 250ks for each day a book is overdue up to a maximum of 2500ks

6. No new books will be loaned until existing loans and fines have been returned
7. At the end of the school year all books and/or fines must be returned in order for the student to participate in house competitions and other extra-curricular activities.

- Outside of classroom library times, students are able to borrow books before school, during snack or lunchtime.
- Any lost books must be paid for by the student responsible for borrowing

Teachers may also select books for students to use in the classrooms. Teachers must follow correct library borrowing procedures when signing out books. Teachers are asked to please ensure that:
- Books are not left where they can be damaged
- Students are encouraged to handle books carefully
- Should an item from the library be damaged by a student, the librarian is informed so that the student may be charged for a replacement item

19.0 Lockers
At the beginning of each year all students are issued with a locker. Each locker has a built-in combination lock, so that each student is able to set their own locker number. Students should use their locker to store their school bag during the day only taking the relevant book and equipment to each lesson.

20.0 Lost Property
The lost property is collected and managed by the school maintenance staff. During the term, lost property is displayed in the Auditorium so students can collect items mislaid.

21.0 Lunch
At Network International Secondary School we encourage healthy eating. This is further supported by Personal Social Health (PSHRE) lessons. Students store and eat snack and lunch, which they bring from home in the main dining room on the ground floor.

Parents are requested to provide a healthy snack and lunch for their child. Please do not add sweets, cakes or sugary snacks to lunch boxes. Instead add fruit and vegetables. Students are encouraged to eat together in a social atmosphere. Water is provided for students around the school.

22.0 Medical Policy
It is very important that parents update the Parent App of any medical condition their child has or changes in their condition. In the case of severe allergy (anaphylaxis), a health care plan will be made in conjunction with the Samitivej First

Aider who will then inform school staff and ensure they are aware of the medical needs of this child and how to respond to this.

It is the responsibility of parents to update their Parent App with up-to-date telephone contact details.

Parents should ensure that their child is up-to-date with their childhood vaccinations. There are additional vaccinations available from clinics in Yangon you may wish to consider – Hepatitis A and B, Rabies, Japanese encephalitis.

Students must **not** bring medicines into school and take them without adult supervision. If a student requires medicine e.g. antibiotic, this must be discussed with the Samitivej First Aider and the medicine handed to them in its original container with clear, written instructions for use.

For more serious accidents or illness (sports injury, head injury, broken bones) the student will be seen by the Samitivej First Aider and assessed, parents informed and requested to come to school and take their child to hospital/clinic. When making contact with a parent is not possible, the school will attempt to take the student to the hospital/clinic nominated by the parents unless the injury is thought to be an immediate emergency. In this case, the nearest, safe hospital will be used. In the case of the 7 Mile site, this will be Parami children's hospital.

Please do not send your child to school if they have: a raised body temperature (fever), infectious disease, head lice or vomiting. If your child has diarrhoea, there should be a two-day period after the last episode before they return to school Please inform the school if your child is unwell and not attending.

23.0 Pastoral Care

Network International School has high expectations of every student and is characterised by mutual respect between all students and teachers. Pastoral care is inextricably linked with teaching and learning with children more likely to achieve their potential when they are happy in their learning, well-motivated and proud of what they have achieved. Students are expected to accept responsibility for their own actions and to behave with care and consideration towards others. All students are expected to follow our school policies such as Rewards & Attitudes to Learning, Uniform and Attendance and to make the most of the opportunities provided by the wider curriculum.

Our pastoral system reflects a strong commitment to underpinning students' personal development, achievements and progress. Young people need support in developing emotionally and socially so that they are most appropriately able to use their thoughts and feelings to guide their behaviour and develop personal awareness, emotional resilience and other social skills. This will enable them to

enjoy and manage their lives now and in the future to become effective independent learners and active global citizens.

The pastoral system is led by the respective Heads of Key Stage and overseen by the Head of Secondary. However, essential to this process are the Form Tutors who have regular contact with the students and maintain an academic and behavioural overview of each student in their form. The school's Personal, Social Health & Religious Education (PSHRE) programme is also a very important part of Network International School's pastoral support system and this is led by the Humanities Faculty. The pastoral system also has access to and works alongside our SENCO to ensure all students have the necessary support they require and if appropriate access to outside services

If you have concerns about your child's welfare, well-being or any other pastoral issues, students and parents should first contact the form tutor. A list of tutors and their email addresses is given below:

Head of Key Stage 3	Dom Leivers	dominic.leivers@networkintlschool.com
7–Dickens	Chidi Onyia Nay Linn Kyaw	chidi.onyia@networkintlschool.com nay.linn.kyaw@networkintlschool.com
7–Austen	Emmanuel Bamgboye Catty Theint Thel Ngon Ei	emmanuel.bamgboye@networkintlschool.com theint.thel.ngon.ei@networkintlschool.com
7–Poe	Shubinoy Kapoor Cho Wint Yee	shubinoy.kapoor@networkintlschool.com cho.wint.yee@networkintlschool.com
8–Pythagoras	Steve Wheeler Phoo Thet Chal	steve.wheeler@networkintlschool.com phoo.thet.chal@networkintlschool.com
8–Einstein	Naima Tighe-Umbers Paul Gillespie Nay Lynn Htun	naima.tighe-umbers@networkintlschool.com paul.gillespie@networkintlschool.com nay.lynn.htun@networkintlschool.com
9–Newton	Sandy Huskisson Ian Martin Eric Saw Thein Zaw Oo	sandy.Huskisson@networkintlschool.com ian.martin@networkintlschool.com eric@networkintlschool.com
9–MiMiAung	John Kerr	john.kerr@networkintlschool.com

	May Thingyan	may.thingyan@networkintlschool.com
Head of Key Stage 4	Natasha Tereshchenko	natasha.tereshchenko@networkintlschool.com
10–DaVinci	Thomas Davies Myo Thiha	thomas.davies@networkintlschool.com myo.thiha@networkintlschool.com
10–Vivaldi	Glenn Kelly Wut Yee Tun	glenn.kelly@networkintlschool.com wut.yee.tun@networkintlschool.com
11–Jordan	Adam Cooke Ni Ni Khine	adam.cooke@networkintlschool.com ninikhine@networkintlschool.com
11–BaNyein	Christophe Edin Monica Mary Mang	christophe.edin@networkintlschool.com monica.mary.mang@networkintlschool.com
Head of Sixth Form	Jacob Rusling	jacob.rusling@networkintlschool.com
12–Parks	Nalaka Muhandiramlage Volkan Durak	nalaka.muhandiramlage@networkintlschool.com volkan.durak@networkintlschool.com
12–Locke	Jane Riley	jane.riley@networkintlschool.com
13–Turing	Raoul Wijffels	raoul.wijffels@networkintlschool.com
13–Saujani	Angus Brown Aemosa Lynn	angus.brown@networkintlschool.com aemosa.lynn@networkintlschool.com

Tutors see their students every day in the morning for 20 minutes and are best equipped to advise on school wide issues, as they will have an overview of how each student is working across the school. During tutor time, students have access to a range of activities such as assemblies, discussions and personal target setting. For more serious matters tutors may refer teachers and students to the relevant Head of Key Stage.

24.0 Physical Education

Physical Education is a compulsory subject on the Network International School KS3 and KS4 curriculum. We view this subject as an essential part of the programme to develop children's health, well-being and personal development. We feel that if a child is well enough to attend school, then a child is well enough to participate in the lesson. If there is a legitimate reason for a student not participating in Physical Education then a signed note from the parent is required in the student diary.

As part of our Physical Education program we offer swimming. This is an essential part of the program and all children should take part in this. These lessons are led by a certified swimming teacher and all safety precautions are followed when swimming. Children will learn a valuable lifesaving skill during these lessons.

25.0 PSHRE

PSHRE is the planned provision for personal social health & religious education. It helps students develop a secure sense of identity and to function well in the world. PSHRE includes the following core elements:

- Acquisition of accessible, relevant and age appropriate information
- Clarification and development of attitudes and values that support self-esteem and are positive to health and well-being, in line with Network International School's mission statement.
- Development of personal and social skills to enable emotional development and interaction with others as well as making positive health choices and actively participating in society.
- Sex Education – letters to parents are sent home in advance of instruction in sex education.

26.0 Reports

Students' assessment is ongoing throughout the year. This assessment is formative and the focus is to aid students' learning, with the priority for students to understand what they do and do not know. That way, they can learn from the experience, rather than simply be pleased or disappointed with a particular grade.

Each term, parents are provided with a Report Card, which will include both an Effort Grade and a Current Grade. The Current Grade is an indicator of a student's attainment based on the work covered in the course 'to date'. This may be interpreted that if the student continues to achieve at this level then this is the likely grade they will achieve by the end of the course.

One detailed Tutor Report is written and published near the start of Term 4. This report reviews the student's attainment across Terms 1, 2 and 3 as well as their response to acting on feedback. The report also reviews involvement in school life including House activities and Extracurricular activities.

27.0 School Council

The Student Council is comprised of a President & Vice President and four House Captains as well as class representatives from Year 7 to 11. All students are eligible to be members of the Student Council.
The President & Vice President are elected at the end of term 4 of the previous year and are expected to attend Leadership training.

The function of the Student Council is:

- To serve as a vehicle in which students can discuss and present issues to the Founder, Principal, Senior Leadership Team, teachers and parents
- To organise events which serve as social activities and also raise money
- To decide which charities (local and overseas) will receive monies raised
- To consult with the Principal & Senior Leadership Team and to organise special events
- To help host school assemblies
- To disseminate Student Council information via school advertisement and the school website
- To assist with the induction and mentoring of new students
- To communicate with Student Councils from others schools

28.0 First Aider

We have a fully qualified Samitivej First Aider on site during the school week who can be found in the Medical Room.

29.0 Technology Use

The computer network is owned by the school and is made available to students to further their education. The school's ICT Acceptable Use Policy has been drawn up to protect students, staff and the school. All users of Network School's technology resources are required to read and sign an "acceptable use policy" which details what they may and may not do, with the objective of keeping them safe.

30.0 Timings of the School Day

08:00–08:20	Tutor Time
08:25–09:15	Period 1
09:20–10:10	Period 2
10:10–10:25	Snack
10:30–11:25	Period 3
11:25–12:15	Period 4
12:15–13:05	Lunch
13:10–14:00	Period 5
14:05–14:55	Period 6
15.00–16.00	ECA

31.0 Withdrawal Notification Form

Parents wishing to withdraw their child from Network International School need to complete a withdrawal notification form.

32.0 ICT Acceptable Use Policy
Students & Parents – ICT Acceptable Use Policy – Agreement Form
1.0 E-Safety Statement

This policy applies to all technology resources used by Network school students. It includes but is not limited to computers, telephones, video equipment, copy machines and information storage devices. The use of these resources is a privilege and must be treated as such by all students. The school provides students with access to its technology resources for academic purposes only and reserves the right to access and monitor all aspects of this technology systems and devices. Students should not expect any information they store on school equipment to be private. Students are encouraged to bring their own laptops to school. However, the school's Acceptable Use Policy also applies to these devices.

The computer network plays an essential part in the education of students and others and is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. All students are given their own username, password and protected area of the school network and they are also provided with information on how to use these technologies safely and effectively. Each student has a personal folder linked to their logon ID that is only accessible by the student and School administrators.

The school uses a firewall to restrict access to web sites and to monitor communications. However, this can never be 100% accurate. Therefore, during school time, teachers will guide students toward appropriate materials and Network International School expects that outside of school, families bear the same responsibility for such guidance.

In order to access ICT at Network International School, students and parents must carefully read and sign this agreement.

33.0 School Policies
All school Policies can be found [here](#).

Student ICT Acceptable Use Agreement:

I understand that access to the Internet, e-mail and the computer network at Network International School must be in support of educational research or learning. As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

- I cannot use school ICT equipment until my parent and I have read and signed this agreement form and returned it to school.
- I have my own username; I will log on only with that username. I will not allow anyone else to use my username.
- I will not tell anyone else my password and if it is compromised in any way I will request a new one.
- I will not attempt to access private information as this is considered as theft.
- While at school or engaged in a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
- I understand that I am not permitted to access Social Networking (such as Twitter or Facebook); Chat (such as Jabber); Gaming or gambling; Pornography; Promoting violence, racism, hate, drugs or illegal acts; Downloading music, APPs, videos etc; Video viewing and downloading (such as YouTube).
- I will not damage school equipment or software.
- I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself.
- I will not use the school's technological systems for any purpose that is illegal and or violates school rules.
- I understand that the rules in this use agreement also apply to mobile phones and any other digital device. I will only use my mobile phone when I am permitted to do so.
- I will not use my personal laptop during the school day for non-academic purposes e.g. playing non-educational games or without the express permission of a teacher.
- I will be courteous and use appropriate language. I will refrain from using obscene, harassing or abusive language or images on the computer.
- Plagiarism is unacceptable. I will not copy other people's work and pretend that it is my own.
- I will not reveal personal information, including names, addresses, and telephone numbers of others or myself to anyone over the Internet or Using the School's technological systems or devices for private gain or any commercial purpose.
- I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision
- I will not take digital photographs, or edit digital images of staff or students without their consent.
- While at school, I will not:

- Access, or attempt to access, inappropriate, age restricted, or objectionable material.
- Download, save or distribute such material by copying, storing, printing or showing it to other people.
- Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.

- If I accidentally access inappropriate material, I will:
  - Not show others.
  - Turn off the screen or minimise the window.
  - Report the incident to a teacher immediately.

- I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. I also understand that anyone who infringes copyright may be personally liable by law.
- I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
- I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
- I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems.
  - Not attempting to hack or gain unauthorised access to any system
  - Reporting any virus warnings immediately.
  - Following all school e-safety rules, and not joining in if other students choose to be irresponsible with ICT.
  - Reporting any breakages/damage to a staff member.

- I will attempt to save my own work correctly, and use sensible file management techniques at all times.
- I understand that the school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices. Auditing of the above items may include any stored content, and all aspects of their use, including email.

I understand that if I break these rules, the school may inform my parent(s). Consequences of violating these policies will be in keeping with the school's disciplinary system. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. For

violations, access to technology may be revoked for a period of time in addition to probation, suspension, or expulsion from school.

Name:

I agree to abide by the rules set out above and to use the ICT facilities at Network International School with proper care and responsibility.

Signed: **Date:**

Parental ICT Acceptable Use Agreement:

As the parent of _____ I hereby acknowledge that I have read the agreement on student use of computers and the Internet at Network International School and discussed it with my child. I understand that access is designed for educational purposes. I recognise that, while efforts will be made to monitor student use of computers and Internet, it is impossible to continually monitor and restrict access to all controversial materials. I understand that Network International School cannot take responsibility for the content of any external website and whilst the school will take all reasonable precautions to ensure students are only directed to appropriate web resources the changing nature of the Internet makes it impossible for the school to guarantee what content will be displayed.

Name (please print):

Parent of (student's name):

Signed:

Date: