NETWORK INTERNATIONAL SCHOOL

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Kindle the fire, brighten your future

2024-2025

PRIMARY
Parent Handbook

NETWORK INTERNATIONAL SCHOOL

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
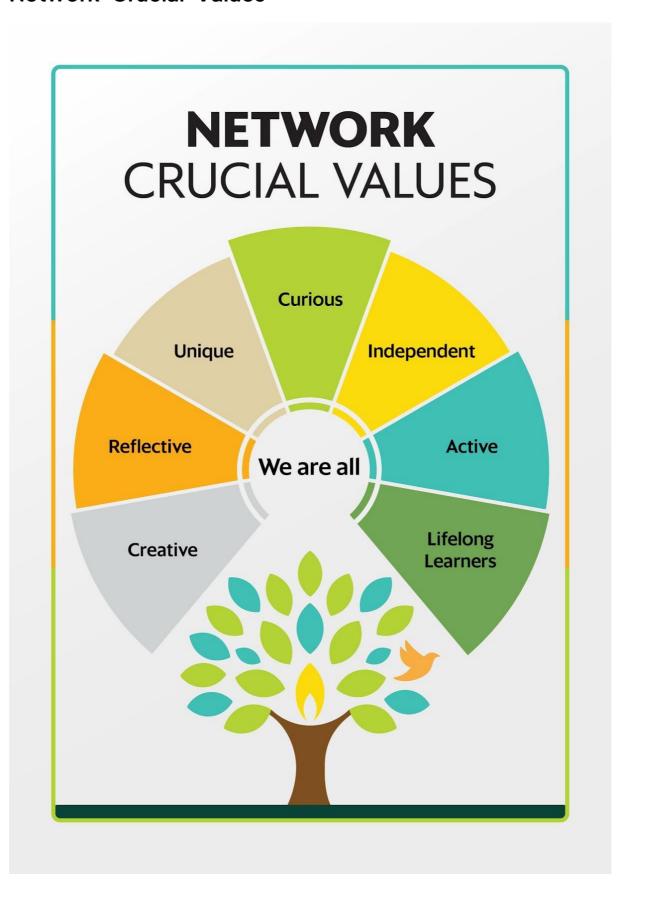
Network School Vision Statement

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

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Primary Senior Leadership Team

Principal:	Stephen Buckland (principal@networkintlschool.com)
Head of Primary:	Jay Thompson (jay.thompson@networkintlschool.com)
Deputy Head of Primary:	Lucy Whittaker (lucy.whittaker@networkintlschool.com)
KS1 Phase Leader:	Sonia Delestree (sonia.delestree@networkintlschool.com)
LKS2 Phase Leader:	Dan Joslin (daniel.joslin@networkintlschool.com)
UKS2 Phase Leader:	Nicola Lloyd (nicola.lloyd@networkintlschool.com)

Primary Teaching Staff

Year	Class	International Teacher	Associate Teacher	Teaching Assistant
1	Eagles	Sonia Delestree	Nyo Nyo	Thaw Ka Paw
	Owls	Shay Breytenbach	Lal Lal	Eh Se Khu
	Peacocks	Shona Du Plessis	Phaw Phaw	Me Me
2	Lotus	Charlie Karim	Cing Cing	Soe Soe
	Orchids	Christine Miles	Justin	Cozy
	Sunflowers	Casey Dhevan	Peace	Rosy
3	Jupiter	Matt Slade	Eh Paw	Jewel
	Mars	Donal Mackinnon	Su Latt	Sophia
	Venus	Lauren MacInnes	Seint	Helen
4	Electrons	Dan Joslin	Julie	May
	Neutrons	Franco Breytenbach	Audrey	Jessica
	Protons	Kat Goddard	Amy	Zin
5	Chameleons	Nicola Lloyd	Cherry	Paw Paw
	Gecko's	Jason Lumsden	Sandy	Aye
	Iguanas	Lee Rathjen	Esther	Nine
6	Dolphins	Mat Croucher	Sandral	Shoon Lae
	Manta Rays	Jacob Mills	Ko The	Ju Nge
	Seals	Ala Abed	Si Si	Htoo
Whole School	Music	David Storey	Blessing	Eh Ka Paw & Nyi Nyi
	PE	Joe Gill	Stephen	Win & CK

1.0   Admissions

Network International School is the admissions authority. The final decision on who to admit to the school is made by the School Director and 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 classroom observation. Where possible, the Principal will meet all applicants and their parents.

Selection is based on places available and the applicants' suitability to follow the International British curriculum. The Principal's decision regarding offers and year placement is final.

1.1   Withdrawals

Parents wishing to withdraw their child from Network International School should email admin@networkintlschool.com.

2.0   Administration Office

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

3.0   Attendance, Absence and Lateness

Regular student attendance is vital to learning and progress. Please follow the procedure below:

The register is taken at 8.00am, with students arriving after 8.15am being marked as late. If your child is absent you must:

- Contact us by 8.00am on the first day of absence and everyday thereafter on the school number (09400200608).
- Provide evidence to reception of any medical appointment; this can be done in person at the school office or via telephone.
- If an acceptable reason for absence is given, the absence will be marked as authorised.

If your child is regularly absent we will:

- Contact you via email to inform you of our concerns and discuss the situation.
- Provide support and guidance to ensure regular attendance.
- Organise a formal meeting with the Primary leadership team to create an attendance support plan.

If you know in advance that your child is going to be late or needs to leave school early on a particular day, please notify the school office the day before. 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 in advance to inform them of the time. Students should sign out at the main reception desk. Students will not be allowed to leave early for any type of private tutoring.

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 feel 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 member of staff. Who to tell in the first instance:

● International Network Class Teacher
● Myanmar Associate Teachers
● Myanmar Assistant Teachers

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.

For more information, please refer to our 'Anti-Bullying Policy' which is available on our website.

5.0 Birthdays

Birthdays for the week will be celebrated during Primary assemblies on a Thursday. Party gifts, party food and birthday cakes are not allowed to be shared at school. Teachers have been requested to ensure that invitations to private parties are not distributed, 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. We also provide several bus routes for parents who would like their children picked up or dropped off each day. Please talk to our office staff if you would like more information on our bus routes.

A daily sibling bus also operates between the primary and secondary campuses:

Bahan to 7 Mile: Monday to Friday, 7.15am & 2.45pm
7 Mile to Bahan: Monday to Friday, 3.00pm.

We also offer several door to door bus routes subject to demand. Please reach out to our office team or call 09887787716.

7.0 Calendar

The 2023-24 calendar is available on our school website.

8.0 Curriculum

Network School curriculum is based on the UK National Curriculum (Revised 2014) and Cambridge iGCSE's and Advanced Level Qualifications.

Our goal is to encourage students to become enthusiastic, independent, confident and inquisitive learners. Our long-term curriculum plans and IGCSE and Advanced Level qualification syllabuses can be found on the school website.

9.0   Discipline

Student behaviour is very good at Network International School. Any breach of discipline will be dealt with by the Class Teacher, the Associate Teacher, the Teaching Assistant or any other teacher on duty at that time. Class teachers will be kept informed, as they have a detailed behavioural overview of all the students in their class. If necessary, for the occasional more serious incident, the Phase Leader, Head of Primary or the Principal may become involved.

10.0 Communication Platforms

Network International School Primary campus uses the following platforms for communicating with parents:

10.1   Seesaw
Our primary method of communication between families and teachers is through Seesaw. We ask that all parents download the parent app here. At the start of the year information will be shared to help you connect with your child.

- KS1 Parents will be able to send messages with the classroom teacher and receive important wholeschool announcements. You will also be able to view examples of your child's work and activities they complete at school.

- KS2 Parents will be able to communicate with the classroom teacher and receive important wholeschool announcements. You can check your child's work by asking them to login to their school account.

10.2   SIMS Parent App
The SIMS parent app is used to communicate reports, House Points and update your personal information. Please ensure emergency contact and personal details are kept updated through the app. If you haven't already registered or need help, please email sims@networkintlschool.com.

10.3   School Cloud (PTC & ECA signup)
Parents can register for parent teacher conferences (PTCs), extra-curricular activities (ECAs) and events through our web-based School Cloud booking platform. User account information will be shared at the start of each year by the respective schools.

10.4   Email
If you have any questions or concerns that are unable to be answered by your classroom teacher, please reach out to the Primary leadership team via email. You can also contact the school through admin@networkintlschool.com.

Other important information and updates will be shared with parents via email.

10.5   Telephone
Parents can contact the school during office hours on 09400200608.

11.0 School Uniform

Full school uniform must be worn at all times and should be kept neat and tidy. All items should be marked with the student's name, as this will support us in returning lost items. If a student does not have the correct item of school uniform, parents should write a note to the class teacher with an explanation. Please include the date by which the issue will be resolved

11.1 Girls Uniforms
● Network Grey Polo Shirt
● Network Grey 'Skort'
● Grey trousers (due to religious reasons)
● Optional House Jacket
● A hat must be worn for break time
● Small towel
● A second uniform can be placed in their bags for changing after lunch play
● Footwear: Trainers are compulsory

11.2 Boys Uniforms
● Network Grey Polo Shirt
● Network Grey Shorts
● Optional House Jacket
● A hat must be worn for break time
● Small towel
● A second uniform can be placed in their bags for changing after lunch play
● Footwear: Trainers are compulsory

Please note that the following things are not permitted:

● Make Up or Nail varnish
● Jewellery
● Dyed hair and unusual hairstyles. Hair should be of a traditional style and kept clean, neat and of a natural appearance.

11.3 PE Kit
● Network PE shorts and T-shirt
● Towel
● Trainers must be worn with socks
● A hat must be worn when PE is outside

KS1 students should come to school in their PE uniform on the days they have PE lessons. They will then change into normal school uniforms at the end of the PE lesson.

KS2 students should come to school in their full uniform and change at the start and end of the PE lesson.

12.0 School Equipment

Students are provided with all the relevant exercise books, textbooks and resources needed for their lessons. We do however ask that families send their child to school with the following equipment:

12.1 Years 1 & 2 Equipment
● School bag
● Pencil Case
● Ruler
● Eraser
● 2H Pencils

- Pencil sharpener
- Set of coloured pencils

12.2 Years 3 to 6 Equipment
- School bag
- Pencil Case
- Ruler
- Eraser
- Black ball point pens
- Pencils
- Pencil sharpener
- Highlighters
- Glue stick
- Set of coloured pencils

12.3 Bring Your Own Device (BYOD)

All students in Years 3 -6 will need to bring a fully charged, internet capable device to school everyday. These devices will be used as part of the learning process, enabling students to undertake research, collaboration, coding and design. Most importantly, we recognise the importance of balancing screen time with more traditional activities, and will ensure devices are switched off and stored away safely when not required.

Years 1-2 will need to bring:
- Headphones (suitable for iPad).

Students will be able to access school iPads for their lessons and activities.

Years 3 - 6 will need to bring:
- Headphones
- iPad /Tablet with keyboard case **OR** Laptop

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 families are required to read our 'Acceptable Use Policy' and digitally sign at the start of each year.

13.0   Lost Property

Lost property is collected and managed by the school maintenance staff. During the term, all lost property will be displayed outside the hall during assemblies and parent events. Students are also able to check the lost property collection during the week.

At the end of each term, all items in lost property will be donated to a local charity.

14.0   Extra Curricular Activities

The primary school has 4 ECA blocks per year, lasting 9 weeks. Extra-Curricular clubs take place from 2.45 - 3.45pm, Monday to Thursday. Clubs can include, but are not limited to, sports, arts and crafts, music and special interest groups. Years 2-6 begin ECA clubs in Term 1, while Year 1 students begin in Term 2.

Years 1–3	Years 4–6
1 x ECA club per term 1 x Mandarin tutoring	2 x ECA clubs per term 1 x Mandarin tutoring

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.

At the start of each term, students will be provided with a homework grid to complete. Children are encouraged to complete the homework as independently as possible and ask their teacher for help when need . The homework grid will consist of the following items:

- Reading (daily)
- Times tables / maths facts (daily)
- Spelling / phonics (weekly)
- Handwriting
- Physical, social emotional and thinking skills
- Art

14.1   Objectives of Homework

- To encourage students to develop the practice of independent study .
- To develop perseverance, self-discipline and self-confidence.
- To enable students to learn through the practice of skills acquired in the classroom.
- To promote quiet reflection on the work covered in the lesson.
- To allow students to focus on areas of personal interest.

16.0 Assessment and Reporting

Students progress is continually assessed throughout the year. This can be through formal summative assessment, informal formative assessments and classroom observations and discussion. Please refer to our 'Assessment and Reporting' policy on the school website for further details.

16.1 Standardised Assessments

Network International School uses standardised testing to check student progress against expected age group progress. These are complete in a supportive, non-pressure environment. The following standardised testing takes place in the primary school:

Assessment Type	Year Level	Occurrence
GL PTM (maths)	2, 4, 6	End of Term 4
GL PTE (English)	6	End of Term 4
STAR Reader (reading)	All students	Terms 1-4
Phonics screening	KS1	Terms 1-4

Writing	All students	Terms 1-4

16.2 Reporting and feedback

Parents will receive information on the progress of their child in the following ways:

Feedback Type	Occurrence
2 x Written Reports	Term 2 Term 4
2 x Parent Teacher Conferences (PTCs)	Term 2 Term 3
1 x Student-led Conference	Term 4

15.0 House System

The House System aims to develop student leadership, sportsmanship and interpersonal skills. All teachers & students are grouped into one of the following four Houses:

- Diamond (white)
- Emerald (green)
- Ruby (red)
- Sapphire (yellow)

House groups meet regularly under the guidance of our House Leaders, with students taking part in a wide variety of House activities and competitions throughout the year. A House Trophy is awarded at the end of each academic year to the House with the most points.

15.1   House Points

Students can get House Points from events and also through excellent classwork, homework and displaying the Network CRUCIAL values. Examples include:

- Outstanding learning & achievement
- Showing excellence or improvement in their work
- Showing a marked improvement in attitude or effort
- Being kind to other students and staff
- Involvement in sporting & extra-curricular events.
- 10 House Points will be awarded to students who obtain 100% attendance in a given term.

All House Points are shared with families at the end of each term through the SIMS Parent app. At the end of each year, individual House Point certificates will be awarded for the following achievements:

- Bronze - 100 House Points
- Silver - 150 House Points

- Gold – 200 House Points
- Platinum – 250 House Points
- Principal's Prize – Most individual House Points in each class

16.0 Student Leadership Opportunities

We believe that our students need to experience duties and responsibilities that come with being a member of a community in order to help you prepare to play an active role as citizens in the wider world.

16.1 House Captains

House Captains are made up of students from Year 5 and are elected at the beginning of the year by students within their house. They are responsible for listening to student voices, presenting at events and assemblies and representing Network International School outside of school. Students initially fill out an application form, which is then reviewed by the Year 6 team and Primary Leadership. The successful applicants create a presentation for their House explaining their suitability, with voting taking place shortly after.

16.2 Wellbeing Ambassadors

The wellbeing committee is made up of students from Year 5 and changes termly. They meet to discuss and organise events and activities to improve student wellbeing across the school.

16.3 Library Ambassadors

The Library Ambassadors are made up of students from Year 6 . They are responsible for running reading sessions and competitions to engage children in reading during break times. In addition, they make sure that the library is tidy and organised and are trained to check books in and out.

17.0 Camps and Trips

Network International Primary school provides ongoing opportunities for students to apply their learning outside of the classroom, expand their knowledge of the world and be active members of their local and global communities. Field trips and camps form a key component of this enrichment and learning.

17.1 Field Trips

Field trips occur throughout the year and are an integral part of the curriculum. They are designed to extend learning and make connections with the wider community. Information regarding field trips will be shared with parents via email or our ECA software 'School Cloud'. Parents will be notified if a field trip incurs a cost, however most are incorporated within the school fees.

17.2 School Camps

School camps enable students to experience learning beyond their classroom. Camps provide an opportunity to develop social emotional skills, build stronger peer relationships and have an impact outside of the school environment. Students in KS1 undertake overnight events at school, while in KS2 students go further afield for their camps.

18.0 Learning Support at Network International School

Network International School is committed to providing a broad and balanced curriculum for all students, regardless of needs. We actively monitor student progress, ensuring early intervention and support is provided when needed. All staff are trained to follow the Network International School ' Inclusion and Learning Support Strategy'. It is important for parents to recognise that in any broad curriculum, all students will have strengths and areas for development, and that this should not necessarily present a cause for concern.

18.1   Inclusion and Learning Support Strategy

Once a Class Teacher in Primary has progress, organisational or behavioural concerns about an individual student, they make a referral to the primary leadership team. 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, an appropriate plan will be put in place by the Learning Support Coordinator. This could include taking students out of their regular lesson (pull out), supporting within a lesson (push in), or by supporting the teacher with planning and curricular modification. Students with an identified additional learning need will be supported by an Individual Education Plan (IEP). This is a dynamic document that sets out exactly what students need to do in order to make progress in the identified area(s).

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, parents will be invited into school to discuss support plans. 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 or support plans 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 occasions, 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 Learning Support 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.

19.0   Library and Accelerated Reader

Network International School uses Accelerated Reader (AR) as a reading tool. AR is a computer program that helps teachers manage and monitor a student's independent reading practice. Students pick a book from the library that falls within their ZPD level. When they have finished reading, they take a short quiz on the computer – passing the quiz is an indication that the student has understood what has been read. If they are reading at the recommended level for them, then students are likely to be successful and enjoy the books and quizzes. Best of all they learn and grow at their own pace.

A ZPD is the range of books that will challenge a child without causing frustration or loss of motivation. Each child will receive a ZPD, or reading range, after taking a Star Reading test. It is important for children to read with a high degree of comprehension and within their ZPD.

Network International School has a wide range of books to suit all ZPD reading levels appropriate for Year 1 - 6. Students have designated periods in which they will be able to visit the library and take out two books to read. Students in KS1 will follow the Oxford Reading Tree (ORT) scheme .

20.0 Timings of the School Day

Students are expected to arrive before 8:00am each morning, at which time a bell will ring and students will head to class for registration. Students should not arrive before 7:30am as there will be no supervision before this time.

SCHEDULE	
8:00 - 8:30	Registration & Interventions
8:30 - 9:20	Period 1
9:20 - 10:10	Period 2
10:10 - 10:35	Snack
10:35 - 11:25	Period 3
11:25 - 12:15	Period 4
12:15 - 1:15	Lunch
1:15 - 2:00	Period 5
2:00 - 2:45	Period 6
2:45 - 3:45	ECA / Meetings

20.1 Lunch

At Network International Primary School we encourage healthy eating. Parents are requested to provide a healthy snack and lunch for their child, avoiding sweets, cakes or sugary snacks and drinks.

Each morning, students will place their lunch in the Primary hall, keeping break time snacks in their bags. For break time snacks, we recommend students bring food which is easy to handle such as fruit, crackers and sandwiches.

21.0 Pastoral Care

We understand that young people will often require emotional and pastoral support during their educational journey. Classroom teachers are an essential part of this process, providing regular academic, social and emotional support and guidance. If your child is experiencing any challenges within or outside of school, it is important that you communicate this with your classroom teacher. Our triangular relationship between students, parents and teachers enables us to work together to ensure your child is happy, healthy and making good progress.

22.0 Physical Education

Physical Education is a compulsory subject on the Network International School curriculum. We view this subject as an essential part of the programme to develop children's health, well-being and personal development through our Network Cogs: Physical, Personal, Social, Creative,

Cognitive and Health. 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 life saving skill during these lessons.

23.0 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 wider community and world. Student wellbeing is at the heart of our PSHRE learning with our curriculum designed to develop students' mental and emotional, social, physical and digital wellbeing. 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.
- Relationship and Sex Education (RSE) – enables students to build a greater understanding of relationships and health, including puberty. Letters to parents are sent home in advance of instruction in sex education.

24.0 Medical Policy

It is important that parents update the SIMS Parent App with any medical condition their child may have and ensure all emergency contact details are up to date. In the case of severe allergy (anaphylaxis), a health care plan will be made in conjunction with the school doctor who will then inform school staff and ensure they are aware of the medical needs of this child and how to respond to this.

Parents should ensure that their child is up-to-date with their childhood vaccinations (details of which can be obtained at the school office). 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. antibiotics, then this must be discussed with the classroom teacher and school doctor. All medicine must be stored in it's original container with clear, written instructions for use and your child's name and class.

For more serious accidents or illness (sports injury, head injury, broken bones), the school doctor will provide initial first aid, while parents will be contacted so they may 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 Bahan Campus, this will be the Asian Royal 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 vomiting or diarrhoea, there should be a two-day

period after the last episode before they return to school. Always inform the school if your child is unwell and not attending.

24.1   Covid-19

If your child tests positive to Covid-19, please inform the school immediately. They must remain at home until a negative test is received. If your child is a close contact of a covid-19 positive family member, they may still come to school, however symptoms should be carefully monitored.

24.1   First Aide

The school should know about any pre-existing medical conditions in relation to both students and staff. A school doctor is available on site and can be accessed during school hours.

25.0 Fire Drill

A fire drill takes place each term. 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 gate by the swimming pool is the meeting point for all staff & students in the morning. The afternoon meeting point is outside the main gate.

26.0 School Policies

All school Policies can be found here.

APPENDIX

i) ICT Acceptable Use Policy
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 schools 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.

ii) KS1 Student Agreement
To stay safe when using computers and the internet, I will:
- Always ask a teacher or suitable adult if I want to use the computers, tablets or cameras.
- Only open activities that an adult has told or allowed me to use.
- Tell an adult if I see something on a screen that upsets me, or I am unsure of.
- Keep my passwords safe and will never use someone else's.
- Never share personal information such as my name, address and birthday online.
- Never communicate with strangers online.
- Always respectful and responsible when operating online.

I understand these computer rules and will do my best to keep them.

iii) KS2 Student Agreement
I understand that as a responsible member of Network International School, I must use technology in a responsible way.

For my own personal safety:
- I will only use my personal device when requested by a teacher. On these occasions, I will only access the sites that I am allowed to access.
- I will not attempt to access anything illegal or download files that I do not have the right to use.

- In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.
- I will keep my passwords safe and will not use anyone else's (even with their permission).
- I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.
- I will tell a trusted adult if anything online makes me feel uncomfortable or upset, both inside and outside of school.
- I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.

For the safety of others:
- I will not deliberately look for, save or send anything that could make others upset.
- I will be polite and responsible when I communicate with others.
- I will not take or share images or videos of anyone without their permission.
- I will use all communication tools such as email and blogs carefully. I will notify an adult immediately if I notice that someone who isn't approved by the teacher is messaging.
- Before I share, post or reply to anything online, I will T.H.I.N.K.
    - is it true?
    - is it helpful?
    - is it inspiring?
    - is it necessary?
    - is it kind?

I have read and understood the above and agree to follow these guidelines. I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.

iii) Parental Agreement

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.