



**NETWORK
INTERNATIONAL
SCHOOL**

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Kindle the fire, brighten your future



2024-2025

EARLY YEARS Parent Handbook



NETWORK INTERNATIONAL SCHOOL

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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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EARLY YEARS FOUNDATION STAGE TEACHING STAFF

Principal: Stephen Buckland
Head of EYFS: Teacher Alice
Deputy Head of EYFS: Teacher Emma
EYFS Myanmar Leader: Teacher Htoo Htoo

Class Teachers:

Class	International Teachers	Associate Teacher	Teaching Assistants
Foundation 1: Rainbows	Teacher Emma	Teacher Eh Eh	Teacher Jasmine Teacher Sel Sel Teacher Wiston
Foundation 1: Shooting Stars		Teacher Ni Ni	Teacher Juna Teacher Khu Khu Teacher Suan
Foundation 1: Snowflakes		Teacher Htoo Htoo	Teacher Wah Wah Teacher Phree Teacher Thin Thin
Foundation 2: Bees	Teacher Nataly	Teacher Aye Khaing Teacher Htoo Htoo	Teacher Thae Ko
Foundation 2: Butterflies	Teacher Clayton	Teacher Pa Zaw	Teacher Mon Mon Thaw Teacher Khee Lar
Foundation 2: Ladybirds	Teacher Kelly	Teacher Shelly	Teacher Thiri Teacher Eh Moo
Foundation 3 : Discoverers	Teacher Becca	Teacher Pau Pau	Teacher Hnin Pwint Htoo Teacher Josephine
Foundation 3: Explorers	Teacher Lee Anna	Teacher Nora Teacher Htee Mu	Teacher Marry
Foundation 3: Inventors	Teacher Donna	Teacher Hnin Hnin	Teacher Saye Saye Teacher MT
Creative Expressive		Tr. Mu Mu	

Physical Education		Tr. Esther	
Library		Tr. Hsu	

1.0 Admissions

Network International School is the admissions authority. The 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 British curriculum. The Principal's decision regarding offers and year placement is final.

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 Early Years campus is shown on the front of this handbook.

3.0 Arrival & Pick-Up

Students are expected to arrive at school on time and are encouraged to be at school 15 minutes before the commencement of class. This time before school should be used by students to self register in their classrooms and to return library books.

Students must be collected from school on time. After school hours, all teachers are busy in professional development meetings or preparing work and are not available to supervise children. It is furthermore distressing to students to be continually picked up late.

Please remember to let the class teacher or office know if you have changed your child's pick up routine for a particular day. The school will not allow your child to go home with someone else unless we have been informed beforehand.

4.0 Attendance, Absence and Lateness

Regular student attendance is vital to learning and progress. If your child is absent from school, please follow the procedure below:

If your child is absent you must:

- Contact us by 08:30 on the first day of absence and everyday thereafter on the following number: 09 444 728 375
- 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. The Head Teacher will become involved if students are frequently late for school. If you know in advance that your child is going to be late or needs to leave school early on a particular day then a message should be sent to the school the day before.

It is not recommended for students to take extended holidays outside the scheduled school holidays.

5.0 Anti Bullying Policy

- 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

6.0 Birthdays

On birthdays, students will mark the occasion with their classmates and teachers. To enable parents to participate in this, the class teacher will take a photo of the celebration which will be uploaded to Tapestry. Should your child's birthday fall in during a school holiday, please let their teacher know and they will advise when they should participate. Party gifts, birthday cake and party food 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.

7.0 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 we operate a sibling bus between campuses at the end of each day. This service is only available to children of Primary and Secondary age. There is an escort on each bus who has a mobile telephone in case of an emergency. If you would like further details of this service, please contact the office.

8.0 Calendar

The 2024-2025 calendar is available on our website.

9.0 Curriculum

The school follows the British National Curriculum adapted for an international setting. The Foundation Stages follow the Early Years Foundation Stage Curriculum.

The outline of the curriculum is planned by the whole staff to ensure coverage and progression of all aspects of the programmes of study throughout the school.

Many of the subjects are taught in a thematic way using a variety of teaching strategies including whole class, small groups and individuals.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors & outside. We aim to provide valuable and meaningful experiences that will set every child up for a successful learning career. We aim to do this in an environment which is happy, constructive and nurturing.

The areas of learning & development:

There are seven areas of learning and development in the EYFS curriculum. All areas of learning and development are important and inter-connected. Three prime areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

The 3 prime areas are:

- Personal, Social & Emotional Development
- Communication & Language
- Physical Development

We also support children in four specific areas, through which the three prime areas are strengthened and applied.

The 4 specific areas are:

- Literacy;
- Mathematics;
- Understanding the World
- Expressive Arts & Design

These seven areas are used to plan your child's learning & activities. The teachers in Foundation Stage work closely together to ensure each child's needs and unique interests are being met.

Outdoor provision is an essential part of our curriculum and will happen throughout the year including the rainy season. We ask you to provide waterproof shoes/boots, coats and hats so that your children can continue to explore and learn in the outdoor environment.

In extreme weather such as thunderstorms, flooding etc. outdoor learning will not happen.

10.0 Communication

10.1 Newsletters

Network International School's newsletter is sent to parents by email at the end of every term. If parents do not have internet access they can call the school office for a hard copy.

10.2 Letters Home

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

10.3 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 go to the office when collecting your child.

10.4 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 in the Early Years Foundation Stage.

10.5 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.

Teachers can be contacted via email, to find your child's teacher email please check on our website.

11.0 Field Trips

Field trips can occur throughout the year and are compulsory. They are planned to enrich topics that are taught in the classroom. Information regarding the field trip and a medical form will be sent home several days prior to any trip. The medical form must be signed by a parent or guardian and returned to the school as usual. Parents will be notified when a particular field trip incurs a cost, such as for transport, entrance fees, food etc.

12.0 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 Early Years Foundation Stage meeting point for all staff and students is next to the sandpit, year numbers are displayed clearly.

13.0 Home Reading Programme

All EYFS children take 2 library books home every week. The children choose these books during weekly library sessions and we encourage all parents to read them at home. Reading together and sharing books at a young age fosters a love of reading which supports the children as they begin to learn to read.

In Foundation 3 classes, books from the Oxford Reading Tree (ORT) scheme will be sent home. We use a core reading scheme – Oxford Reading Tree which is supplemented with other books to provide a breadth of text and a variety of interest for the children. If

the book cannot be found or is damaged then parents will be charged a fine for the book so that it can be replaced.

We recommend students read the Oxford Reading Tree books sent home three or four times over the period of a week. Please listen to your child read and encourage them to talk about what is happening in the pictures, the characters and what might happen next and then complete the reading record book. You are also encouraged to read other books to/with your child. Your child is expected to participate fully in this programme in order to ensure their continued progress and language development. Please involve yourself in this programme and keep in regular contact with your child's teachers.

14.0 Homework

We recognise that children in the Early Years are young and may be tired after school, homework will be kept to a minimum and used only to consolidate what the children have been learning in class.

In Foundation 3 children will be asked to practise the sounds of letters and reading high frequency words they have learnt that week, as well as reading the Oxford Reading Tree books.

We also recommend you read to your child as much as you can and foster the love of reading. Choose books that your child enjoys and spend some time each day enjoying a book together.

15.0 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.

15.1 Inclusion and Learning Support Strategy

Once a Class Teacher in EYFS, Primary, or Subject Teacher in Secondary has progress,

organisational or behavioural concerns about an individual student, they make a Referral to the Head of Learning Support. 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 Learning Support 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 Head of Learning Support 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 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.

16.0 Library

All EYFS classes have a library session once a week, please check the class timetable and make sure the library bag is returned that day. All Foundation Stage children borrow 2 books a week and they will be changed once a week. If a book is not finished within a week, it should be returned to the library so that it may be re-borrowed.

When a library book is significantly overdue, a note will be sent home to parents to ask parents to look for the missing book. If the book cannot be found or is damaged then parents will be charged a fine for the book so that it can be replaced.

17.0 Lost Property

Parents are requested to ensure that all items that students bring or wear to school are named. This is particularly important for items such as hats, school uniforms, shoes and umbrellas as these are easily mislaid or taken in error. Please remember that if the item is washed it may be necessary to rewrite the name. If an item goes missing please ask the class teacher first as it may be in the classroom.

18.0 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 (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. antibiotic, this must be discussed with the Samitivej First Aider and the medicine handed to her 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 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

Please inform the school if your child is unwell and not attending.

19.0 Physical Education

Physical Education including swimming 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. 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.

20.0 Reporting to Parents

At Network International School, education is seen as a partnership between parents and teachers. Therefore, it is important that we share information about each students' academic, social and personal progress.

Students are continually assessed throughout the year. Each year, progress is reported to parents as follows:

- Two written reports, one in December and one in June
- Teacher/Parents' Conferences in term 1 & 3
- Weekly updates of learning and development on Tapestry online journals.

If your child's teacher needs to discuss any matter with you, you will be contacted so that an appropriate meeting time can be arranged.

If you wish to discuss any matter with your child's teacher, Head of EYFS or Principal, please make an appointment as early as possible. Issues need to be discussed outside of class teaching time.

21.0 School Meals

A balanced diet is an integral part of a child's physical and intellectual development and all students are expected to eat a healthy snack and lunch. Drinking water is provided free of charge to all students but please send a water bottle to drink from. Fast food is not encouraged. Sweets, carbonated drinks and sweetened milk are not permitted. Parents are asked to ensure that lunch baskets, food containers and water bottles are named.

22.0 School Uniform

Foundation 1 students may wear their own clothes but they must be practical for play including climbing, running and painting. Frilly dresses and trousers difficult to unfasten are not encouraged.

Foundation 2 and 3 students are expected to wear Network School uniforms at all times when they are at school. Students should bring two changes of clothes each day as they may need to change after sporting activities or if they have been running around during break times. A hat must be worn at all times when the student is outside.

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 uniforms are compulsory for all students at the start of the day.

Girls: Network Grey Polo Shirt

Network Grey 'Skort' Foundation 2 students may wear plain black or grey leggings.

Jewellery & Nail Polish is not allowed

Hair should be of a traditional style, clean and neat and of a natural appearance.

A hat must be worn for break time

Towel if needed

A second uniform may be placed in their bags for changing after lunch play

Footwear: Trainers or flat shoes with a back strap, no Crocs please.

Boys: Network Grey Polo Shirt

Network Grey Shorts Foundation 2 students may wear plain black or grey leggings.

Hair should be of a traditional style, clean and neat and of a natural appearance.

A hat must be worn for break time

A second uniform may be placed in their bags for changing after lunch play

Footwear: Trainers or flat shoes with a back strap, no Crocs please.

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

23.0 First Aider

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

25.0 Timings of the School Day

Foundation 1	
09:00 – 10:00	Inside and Outside Provision Including rolling Snack
10.00 – 10.25	Optional music
10.25 – 11.30	Inside and Outside Provision Including rolling Snack
11:30 – 12:00	Circle time
12:00	Home Time
12:00 – 14:00	Extended Hours

Foundation 2	
09:00 – 09:30	Morning Circle Time
9.30 – 11:00	Inside & Outside Provision Including rolling snack
11.00 – 11.30	Whole year outside play
11:30 – 12:30	Lunch
12:30 – 13:45	Changing & Relaxation Time
12.45 – 13:30	Inside & Outside Provision
13.30 – 14.00	Class Story Time
14:00	Home Time

Foundation 3	
09:00 – 09:30	Maths
09:30 – 10.00	Snack and Outside Play
9.30 – 11:00	Inside & Outside Provision Including rolling snack
11:20 – 11.50	Inside & Outside Provision
11:50 – 12.10	Individual Class Time
12:15 – 12:40	Lunch
12:40 – 12:50	Changing & Relaxation Time
12.50 – 13.30	Inside & Outside Provision
13.30 – 14.00	Class Story Time
14:00	Home Time

26.0 Visiting During School Hours

All visitors to the school during school hours must report to the office. Please do not go directly to the classroom.

27.0 What to Bring to School

Each day students need to bring:

- Lunch basket with healthy snack and lunch
- Water bottle (the school provides water)
- Sunscreen
- Hat
- Change of Uniform
- Spare Underwear
- Small towel (e.g. face cloth) – especially in the hot season as students perspire when they play outside.
- Coat & waterproof shoes in rainy season

Check the class timetable to see what day they will also need to bring library books, swimming.

Please ensure that all items are named

28.0 Withdrawal of Students

It would help if parents informed the school in advance if they know that their child is to be withdrawn. This allows us time to write a report or letter of transfer if necessary, and to make sure the student has had time to say farewell to their friends and teachers. Parents wishing to withdraw their child from Network International School need to complete a withdrawal notification form.

29.0 School Policies

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