



**NETWORK
INTERNATIONAL
SCHOOL**

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Kindle the fire, brighten your future



2024-2025

PRIMARY Parent Handbook



Cambridge International School



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. 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.
- Move safely around the school.
- Look after school property and resources.
- Follow the school dress code.
- Are organised for school and bring the required equipment for lessons.
- Work hard and make the most of all learning opportunities
- Contribute towards a culture of lifelong learning.
- Strive to achieve all the attributes and values of a Network student.



CONTENTS

1.0 Primary Staff	7
1.1 Primary Senior Leadership Team	7
1.2 Primary International Staff	7
2.0 Admissions	8
2.1 Withdrawals	8
3.0 Administration Office	8
4.0 Attendance, Absence and Lateness	8
5.0 Birthdays	9
6.0 School Bus Services	9
6.1 Sibling Bus	9
6.2 School Bus	9
7.0 School Calendar	9
8.0 Fire Safety	9
10.0 Parent Communication	9
10.1 Microsoft Teams	10
10.2 Email	10
10.3 SIMS Parent App	10
10.4 Learning Ladders	10
10.5 School Cloud	10
10.6 Telephone	10
11.0 School Policies	10
12.0 School Uniform	11
12.1 Girls Uniforms	11
12.2 Boys Uniforms	11
12.3 PE Kit	11
12.4 Non-permitted Items	11
13.0 School Equipment	11
13.1 Years 1 & 2 Equipment	12
13.2 Years 3 to 6 Equipment	12
13.3 Bring Your Own Device (BYOD)	12
14.0 Lost Property	12
15.0 Medical Policy	13
15.1 Medication	13
15.2 Emergencies	13
16.0 Positive Behaviour	13
17.0 House System	13

17.1	House Points	14
18.0	Extra Curricular Activities	14
18.1	ECA Registration	14
19.0	Student Leadership	14
19.1	House Captains	15
19.2	Wellbeing Ambassadors	15
19.3	Library Ambassadors	15
20.0	Camps and Trips	15
21.0	Homework	15
22.0	Pastoral Care	16
22.1	Anti-Bullying Policy	16
22.2	Healthy Food	16
23.0	School Schedule	16
23.1	Morning Drop-Off	17
23.2	Afternoon Pick-Up	17
24.0	Assessment and Reporting	17
24.1	Summative Assessments	17
24.2	Reporting and feedback	18
25.0	Library and Accelerated Reader	18
26.0	Physical Education	18
27.0	PSHRE	19
28.0	Learning Support	19
28.1	SENCO	19
26.0	APPENDIX 1 - ICT Acceptable Use Policy	21
I)	KS1 Student Agreement	21
II)	KS2 Student Agreement	22
iii)	Parental Agreement	23

1.0 Primary Staff

1.1 Primary Senior Leadership Team

Principal	Stephen Buckland (principal@networkintlschool.com)
Head of Primary	Jay Thompson (jay.thompson@networkintlschool.com)
Deputy Head of Primary	Dan Joslin (daniel.joslin@networkintlschool.com)
KS1 Phase Leader	Nikki Clarke (nikki.clarke@networkintlschool.com)
LKS2 Phase Leader	Lara Cork (lara.cork@networkintlschool.com)
UKS2 Phase Leader	Mat Croucher (mat.croucher@networkintlschool.com)

1.2 Primary International Staff

Year	Class	Teacher	Email
Year 1	Eagles	Tr. Nikki	nikki.clarke@networkintlschool.com
	Owls	Tr. Stephanie	stephanie.whibley@networkintlschool.com
	Peacocks	Tr. Shona	shona.lumsden@networkintlschool.com
Year 2	Lotus	Tr. Pamela	pam.richardson@networkintlschool.com
	Orchids	Tr. Alyson	alyson.yadlin@networkintlschool.com
	Sunflowers	Tr. Nick	nick.miles@networkintlschool.com
Year 3	Jupiter	Tr. Amanda	amanda.weldon@networkintlschool.com
	Mars	Tr. Zoe	zoe.spyropoulos@networkintlschool.com
	Venus	Tr. Shay	shay.breytenbach@networkintlschool.com
Year 4	Electrons	Tr. Lara	lara.cork@networkintlschool.com
	Neutrons	Tr. Ashley	ash.shoy@networkintlschool.com
	Protons	Tr. Franco	franco.breytenbach@networkintlschool.com
Year 5	Chameleons	Tr. Jason	jason.lumsden@networkintlschool.com
	Geckos	Tr. Anna	anna.thuyadura@networkintlschool.com
	Iguanas	Tr. Kieran	kieran.annakie@networkintlschool.com
Year 6	Dolphins	Tr. Mat	mat.croucher@networkintlschool.com
	Manta Rays	Tr. Tiffanie	tiffanie.burt@networkintlschool.com
	Seals	Tr. Ala	ala.abed@networkintlschool.com
Whole School	Music	Tr. David	david.storey@networkintlschool.com
	PE	TBA	

2.0 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.

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.

2.1 Withdrawals

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

3.0 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.

4.0 Attendance, Absence and Lateness

Regular student attendance is vital to learning and progress. The register is taken at 8.00am, with students arriving after 8.10am being marked as late. If your child is absent, you must:

- Contact us before 8.00am on the first day of absence and everyday thereafter.
 - Contact your class teacher by Teams message or email.
 - Contact the school office on 09400200608.
- For multiple days of illness, please provide evidence of a medical appointment or doctors note to the school.
- If an acceptable reason for absence is given, the absence will be marked as **authorised**. Otherwise, the absence will be marked as **unauthorised**.

If your child is regularly absent, we may:

- Contact you 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 a support plan.
- Review your child's enrolment at the school.

Please notify the school if you know in advance that your child is going to be late or needs to leave school early.

Whenever possible, specialist appointments should be made outside of school hours. Students are not allowed to leave early for any type of private tutoring. When leaving early, all students should be signed out at the main reception desk.

5.0 Birthdays

Birthdays are celebrated as a community during our primary assemblies. Party gifts, party food and birthday cakes are not permitted 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 or event.

6.0 School Bus Services

Network International School provides several bus options for parents. These are as follows:

6.1 Sibling Bus

A daily sibling bus 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, 7.15am & 3.00pm.

6.2 School Bus

We offer several door-to-door bus routes subject to demand. Please reach out to our school office for more information.

7.0 School Calendar

Our whole school and primary calendars are available on our [school website](#).

8.0 Fire Safety

Network International School places a heavy importance on fire safety. Fire drills take place regularly across the academic year to ensure all members of our community are ready to react to an emergency.

If you hear a fire alarm when on the primary campus, please proceed directly to the main school gate. It is important that you follow the instructions of our fire wardens and staff, and never attempt to collect your child.

10.0 Parent Communication

We believe that clear and regular communication is important to ensure the success of your child. In the primary school, we use the following platforms to communicate with parents:

10.1 Microsoft Teams

Our primary method of communication between families and teachers is through Microsoft Teams. Through the Teams app you will be able to instant message your child's teacher and receive class broadcasts.

We ask that all parents follow the instructions [here](#) to download and setup the Teams parent app.

10.2 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.

Important whole school information and updates will be shared with parents via email.

10.3 SIMS Parent App

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

10.4 Learning Ladders

Learning Ladders is an online platform that allows parents to see the curriculum objectives being taught each term and their child's progress towards these learning goals. The [parent portal](#) also provide families with tips and help guides on how to support their child at home.

10.5 School Cloud

Parents can register for parent teacher conferences (PTCs), extra-curricular activities (ECAs) and events through our [School Cloud](#) booking system. User account information will be shared at the start of each year. If you have not received your login details, please contact admin@networkintlschool.com.

10.6 Telephone

Parents can also contact the school during office hours on 09400200608.

11.0 School Policies

All school Policies are available on our [school website](#).

12.0 School Uniform

Full school uniform must be worn at all times and should be kept neat and tidy. All personal items should be marked with your child's name, as this will help us to return any lost items. If your child does not have the correct items of school uniform, please send a message to your class teacher with an explanation and date by which the issue will be resolved.

12.1 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

12.2 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

12.3 PE Kit

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

Students are allowed to come to school in their PE uniform on the days they have PE lessons. They are required to change into normal school uniforms at the end of their lesson.

12.4 Non-permitted Items

- 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.

13.0 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 children to school with the following basic equipment:

13.1 Years 1 & 2 Equipment

- School bag
- Pencil Case
- Ruler
- Eraser
- 2H Pencils
- Pencil sharpener
- Set of coloured pencils

13.2 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

13.3 Bring Your Own Device (BYOD)

Students in **Years 3 – 6** are required to bring a fully charged, internet capable device to school every day. 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.

Devices:

- iPad / Tablet with keyboard case **OR** laptop
- Headphones
- Microsoft Office ([paid](#)) or Open office ([free](#))
- Microsoft Teams ([free](#))

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** in the appendix.

14.0 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 by asking a member of our cleaning team.

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

15.0 Medical Policy

We ask that parents inform the school and keep their children at home if they are displaying any of the following symptoms:

- Fever and excessive body temperature
- Vomiting or diarrhoea
- Rash or infectious disease
- Head lice

Parents should ensure that their child is up to date with any 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.

15.1 Medication

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 its original container with clear, written instructions for use and your child's name and class.

15.2 Emergencies

In the case of an emergency, the school doctor will provide initial first aid whilst parents are contacted. If the school is unable to establish contact with the parents, the child will be taken directly to Ar Yu hospital for treatment.

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 ensure staff are aware of the medical needs of the child and how to respond.

16.0 Positive Behaviour

Students at Network International school are expected to have high standards of behaviour. However, we do understand that children can make mistakes, and so it is important that teachers and parents engage in positive conversations that support self-reflection and growth. If behaviour is consistently poor, then the classroom teacher and Phase Leader will be in contact with parents to discuss how best to support their child. The Head of Primary will intervene in cases where more serious breaches of school rules have occurred.

17.0 House System

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

- Diamonds (Blue)
- Emeralds (Green)
- Rubies (Red)
- Sapphires (Yellow)

House groups meet regularly under the guidance of our primary House Leaders, with students taking part in a wide variety of House activities and competitions throughout the year.

17.1 House Points

Students can earn House Points by showcasing exceptional classwork 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 and respectful 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

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

18.0 Extra Curricular Activities

The primary school has four extra-curricular (ECA) blocks per year, each of roughly the same length. ECA clubs take place from 2.45 - 3.45pm on Monday to Thursday, offering a range of activities including competitive sports, performing arts, crafts and academics. Year 1 students do not start ECA clubs until term 2, to enable them time to transition into the primary school.

18.1 ECA Registration

A list of available clubs will be made available before the start of each term. Parents will be able to register their children using our School Cloud booking system. Students are able to register for:

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

19.0 Student Leadership

At Network International School, we believe that all students should have the opportunity to gain valuable leadership experiences.

19.1 House Captains

House Captains are selected from our Year 6 student cohort. House Captains are responsible for listening to student voices, presenting at events and assemblies and running activities across the year.

The voting process begins at the end of Year 5, with students undergoing a process of presentations and student voting. New House Captains undergo a hand-over period with the current House Captains at the end of the year, before beginning their roles officially at the start of Year 6. There are 8 House Captains in total, two for each house.

19.2 Wellbeing Ambassadors

The wellbeing committee is made up of students from Year 5 and changes termly. Wellbeing Ambassadors meet to discuss and organise events and activities to improve student wellbeing across the school. There are 8 Wellbeing Ambassadors each term.

19.3 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.

20.0 Camps and Trips

Network International 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.

Students in UKS2 also have an opportunity to undertake an external camp at the end of the academic year. Students in KS1 have opportunities to engage in after-school events throughout the year.

21.0 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.

Students are expected to:

- Read daily for at least 30 minutes (Years 2-6)
- Practice phonics sounds (Years 1-2)
- Practice timetables through our online TTRS website (Years 2-6)
- Practice weekly spelling words (Years 2-6)

22.0 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.

22.1 Anti-Bullying Policy

Network International School is committed to providing a friendly and safe learning environment for all of our students. Bullying of any kind is not tolerated in our school. If you or your child feels there may be a case of bullying, please contact your classroom teacher to make them aware of any concerns.

We believe that:

- Everyone has the right to learn without fear and be free from intimidation.
- Everyone has the right to feel comfortable and safe at school.
- Everyone has the right to be treated with respect.
- Everyone, whether they are being bullied, or are friends and onlookers, have a responsibility to report bullying incidents to an adult.
- Everyone should be able to report bullying without fear.
- Everyone should know that all bullying concerns will be dealt with promptly, sensitively and effectively.

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

22.2 Healthy Food

Network International School believes in a healthy eating program. We ask that parents send their child to school with a range of healthy food options. Crisps, chocolate, candy and soft drinks are not allowed at school and will be sent back home with your child.

23.0 School Schedule

Students are expected to arrive before 8:00am each day. The primary gate is open from 7.20am each morning, and parents are encouraged to arrive early to avoid traffic congestion.

SCHEDULE	
8:00 - 8:05	Registration
8:05 - 8:45	Phonics & Guided Reading
8:45 - 9:30	Period 1
9.30 - 10:15	Period 2
10:15 - 10:45	Snack
10:45 - 11:30	Period 3
11:30 - 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 Block

23.1 Morning Drop-Off

- Please arrive early if you wish to avoid the morning traffic.
- Children should exit the right side of the car, with their bags ready to go.
- Parents and helpers are not allowed to walk students through the Primary gate or exit their car.
- Always have your red car pass displayed clearly in the front of your car.
- Please arrive well before the registration time, to ensure your child is ready for lesson 1.

23.2 Afternoon Pick-Up

- Do not park outside the Primary gate too early.
- Only students who have a sibling in Early Years can be collected from the EYFS area.
- Walk in passes are available for families within walking distance of the school. Please talk to the school office if you would like to request a pass.
- Please inform the school before 12.00pm if you plan to change your pickup arrangements

24.0 Assessment and Reporting

Student progress is continually assessed throughout the year. This can be through formal standardised assessments or informal classroom progress checks and classroom observations. Please refer to our **Assessment and Reporting** policy on the school website for further details.

24.1 Summative Assessments

In the primary school, we undertake several standardised assessments across the year. These help us to check student progress against international standards. The following standardised testing takes place in the primary school:

Assessment Type	Year Level	Occurrence
STAR Reader (Reading)	Years 2 - 6	End of each term
Phonics Screening	Years 1-2	End of each term
Writing	All students	End of each term
GLPT-Maths	Years 2 - 6	End of Term 4
GLPT-English	Year 6	End of Term 4

24.2 Reporting and feedback

At Network International School, we understand the importance of providing regular progress reporting and feedback. Parents will receive information on their child's progress in the following ways:

Feedback Type	Occurrence
Written Reports	Term 2 Term 4
Parent Teacher Conferences (PTCs)	Term 2 Term 3 Term 4

25.0 Library and Accelerated Reader

The primary school uses Accelerated Reader (AR) to monitor a student's independent reading practices. Students are assigned a reading level (ZPD score) which is used to select books from the library. On completing a book, students take a short computer-based quiz to show their understanding of what was read.

The primary school has a wide range of books to suit all ZPD reading levels. Students can return and borrow books during their weekly library lessons, or at break and lunchtimes. All students are expected to have a reading book for homework and during quiet reading times.

26.0 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.

We also offer swimming as part of our Physical Education program. This is an essential part of the curriculum and all children are expected to take part. These lessons are led by a certified swimming teacher and all safety precautions are followed when swimming. If your child is unable to participate in swimming, please contact your classroom teacher.

27.0 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.

28.0 Learning Support

Network International School is committed to providing a broad and balanced curriculum for all students, regardless of individual needs. We actively monitor student progress, ensuring early intervention and support is provided when needed. 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.

28.1 SENCO

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 Special Educational Needs Coordinator (SENCO). 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). Additional support can include:

- Identification of additional strategies to be used by the classroom teacher.
- Additional support in class by the SENCO.
- Additional support outside of the class by the SENCO.

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. On occasions, the assessments we make at school may uncover more challenging learning difficulties. In these cases, we may ask parents to seek support from outside agencies or additional professional assessments.

26.0 APPENDIX 1 – 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.

I) 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.

II) 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.