



Family Handbook

Hua Hin International School

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Our Guiding Statements



Our Vision

Inspiring success for all.

Our Mission

At HHIS, we support all learners to develop their individual passions and create positive change as global citizens.

Our “I” Values

Our “I” Values are woven into the fabric of daily life at the school and represent the characteristics and attitudes we develop in our students. They can be seen in the way our students interact, love learning and care for each other, their environment and the world beyond. It is by making these key values explicit that our students become independent, confident lifelong learners.



Inclusive

Our school prioritises inclusivity and embraces a culture that values every individual's sense of belonging, fostering a happy, supportive and welcoming environment for all.



Individual

We celebrate individuality, fostering open-mindedness, understanding of differences and appreciation of our own cultures, languages and heritage.



International

Our school community, curriculum and mindset is international. Caring for our global environment and the greater global community is a central focus for our whole school.



Imaginative

We nurture our students' imaginations to enable them to solve problems, consider different perspectives and create solutions.



Inspired

We gain inspiration from those within our own community and notably from each other. We are motivated by the efforts and ideas of those around us, fostering an inspired and inspiring drive for learning.



Innovative

We value an environment where our students feel supported to take risks and make mistakes, enabling innovative, creative thinking.



Intrepid

We encourage our students to embrace challenges with resilience and an open mind, learning from their mistakes and celebrating their successes.



Inquisitive

Our students are encouraged to develop inquiring minds which fosters a thirst for knowledge, encourages critical thinking, and cultivates a lifelong love for learning.

Throughout their time at HHIS, our students are supported and challenged by a highly qualified, committed and internationally recruited teaching staff. Our curriculum is broad and balanced so that no single subject or way of thinking is able to dominate the timetable or distort the children's perception of what is important. The arts feature as prominently as the sciences and an inclusive programme of physical education is a natural part of every child's experience of school. The application of technology is an entirely natural feature of all areas of the children's life at school and all staff model an eagerness for technological solutions. We are a proudly inclusive school : while everyone takes great pride in seeing our most able students reach the highest possible standards of attainment, we are equally thrilled to celebrate huge leaps of progress made by all children along their individual learning journeys.

General Information

Hua Hin International School

Address : 549 Moo 7, Hin Lek Fai, Hua Hin,
Prachuap Khiri Khan 77110.

Telephone : +66 (0) 32 900 632-3

School Office :

Khun Cheng	Office Manager	cheng.b@huahinschool.com	+66 (0) 94 533 9294
Thicha	Senior Administrative Officer	thicha.k@huahinschool.com	+66 (0) 89 440 1554
Amm	Accounting Administrator	amm.s@huahinschool.com	+66 (0) 99 428 2196
May	Office Coordinator / Administrative	may.m@huahinschool.com	+66 (0) 91 429 0964
Ice	Receptionist	ice.s@huahinschool.com	+66 (0) 93 153 1876

Leadership Team :

Beccy Fox	Headteacher	beccy.f@huahinschool.com
Khun Gade	School Licence Holder and Thai Director	gade.c@huahinschool.com
Rachel Tweddle	Early Years Phase Leader	rachel.t@huahinschool.com
Joe Capps	Key Stage One Phase Leader	joe.c@huahinschool.com
Jayne Williams	Key Stage Two Phase Leader	jayne.w@huahinschool.com
Lewis Chalk	Head of Secondary	lewis.c@huahinschool.com
David Coulson	IB Phase Leader	david.c@huahinschool.com
Ali Morakot	KS4 Phase Leader	ali.m@huahinschool.com
Khun Kate	Chief Information Officer	kate.p@huahinschool.com
Khun Jump	Admission and Marketing Officer	jump.k@huahinschool.com

Our School Day

- Our outdoor area is supervised from 8:15 am. Classrooms are open from 8:25 am.
- The Thai National flag is raised at 8:25 am and students then go to their classes.
- Our school day begins at 8:30 am.
- Students have a break and a snack mid - morning.
- Lunches are supervised by school staff and many of our staff eat in the canteen with the students.
- There is a short break in the afternoon for EY and Primary students. The times vary according to the year group.
- The school day ends by 3:30 pm.
- ② • Extra-Curricular Activities end at 4:30 pm.

Procedures at the beginning of the school day :

Students	Time	Gate	Note
EY2	8:15 – 8:45 am	Early Years gate	Parents will bring children to the classroom door.
EY3	8:15 – 8:45 am	Main gate	Parents can bring children to the classroom door or drop them at the main gate and staff will walk the children to the classroom.
KS1	8:15 – 8:25 am	Main gate	Parents can drop children at the Y1 garden for supervision or parents can drop children at the main gate and children will walk to the garden/classroom.
KS2	8:15 – 8:25 am	Main gate	Parents can drop children off at the main playground for supervision.
Secondary	8:25 am	Secondary gate	

Procedures at the end of the school day :

Students	Time	Gate	Note
EY2	3:10 pm	Early Years gate	Parents will meet children at the classroom door.
EY3	3:25 pm	Main gate	Teachers will take children to the gate, ready to be picked up or parents can meet children at the classroom door at 3.15pm.
KS1	3:25 pm	Main gate	Teachers will take children to the gate, ready to be picked up or parents can meet children at the classroom door at 3.15pm.
KS2	3:25	Main gate	Teachers will take children to the gate, ready to be picked up or parents can meet children at the classroom door at 3.15pm.
Secondary travelling on the bus	3:30 pm	Main gate	
Secondary	3:30 pm	Secondary gate at the bottom of the Sports Field.	Students will be ready to be picked up.
Families with sibling across key stages.	We will email families to give the pick up time and gate for all the siblings to be picked up from the same location.		

Drop Offs and Pick Ups

In the interests of everyone's safety, we operate a voluntary one way system to ensure a smooth and efficient entry and exit for students into school. Please approach school from the Black Mountain Golf end of our road and exit via the Wakeboard lake end. Please turn left out of our drop off and pick up zone at the main gate.

Early Years (EY2) use the Early Years' gate, EY3 & Primary students use the primary school gate and students in years 7 to 9 use the gate at the end of the sports' field. Students in Y10 - 13 may be collected at the gate in front of the Secondary Building.

Students who are being collected by parents after ECA time at 4.30pm, must remain on the school site. Only IB students have permission to leave school earlier. At 4.30pm following ECA's, students will be ready at the gate for pick-up.

Change in Pick-Up Arrangements

Students in Early Years and Primary must be collected by a designated adult. If there is a change in the pick up arrangements please inform the school in writing via email or a phone call to the school office. We will not release a child to anyone without the proper documentation being in place ; we will contact parents for verification.

Leaving school early

Please inform the school if your child needs to leave early on a particular day so an early leave form can be organised for them. Ideally this request should be made before the start of a school day. The office should be contacted using [**hhis.admin@huahinschool.com**](mailto:hhis.admin@huahinschool.com) and you should also inform your child's teacher / tutor. We will not let students leave early without permission from parents or guardians.

Late Pick Ups

If you are unavoidably delayed collecting your child please inform the school office. The office should be contacted using [**hhis.admin@huahinschool.com**](mailto:hhis.admin@huahinschool.com)

Parking

Please do not park on the road or in our car park at the main gate between the hours of **8:00 am** until **8:45am** and between **3:00 pm** and **4:45pm**. If you are visiting school please use the car park at the front of the school opposite the water park.

Health and Safety

Security

We have a secure entrance and access can only be made through use of an identity card or authorisation gained from the office. All adults either working at or visiting HHIS have ID badges. Please ensure that you and your children bring your school ID badges to log in/out when entering and leaving the school.

Students driving to school

The safety of our students is always our priority and we also recognise that as students grow up they will seek greater independence and wish to drive to school themselves.

- ★ For students choosing to drive a motorcycle or car to school or to an ECA, they must have a valid driving licence and they must always have their licence in their possession.
- ★ Helmets must be worn when riding a motorcycle. This includes passengers. Helmets should also be worn when cycling.
- ★ Students who drive golf buggies to school are reminded that they are not allowed to drive these on public roads. This is not permitted in Thailand.

If we ever have any safety concerns, we will contact families. As a school, we cannot endorse a scenario where our students are not following Thai road safety and driving rules.

Emergency Evacuation

An Emergency Evacuation practice is held at least once a term. If you are in school when you hear an alarm then please proceed calmly to the nearest assembly point and await instructions. Do not try to find your child or ask staff where your child is as every member of staff has important duties to perform to ensure the safety of all our students.

Health and Safety

The School Nurse

The school nurse is on duty during regular school hours. The school nurse is a qualified nurse and attends to the students' first aid needs. If your child becomes ill during the school day, we will contact you and ask you to come and take them home.

Medicines in School

We recognise that there may be the need for medicines to be administered to children during the school day at the request of parents.

- ★ Medicines should be sent to school in secure containers holding the required measured dose.
- ★ All medicines are received by the school nurse and are stored in the secure medicine cabinet.
- ★ Medicine should be clearly labelled with the name of the child and the instructions for use.
- ★ Inhalers will be held by class teachers in Early Years and Key Stage One. Students in Key Stage Two and above should be independent in use and storage of their inhalers.
- ★ Epipens of named children are stored in the medical room and will be administered by the nurse or trained first aiders. If one dose does not have an effect, a further dose can be given even if it is not an epipen of the named person.

Allergies

Please do keep us informed of any allergies that your child may have.

Infectious diseases

Please do not send your child to school in the morning if they are unwell. Coughs, bad colds, and tummy upsets spread very quickly in schools. Please notify the school of your child's absence and the possible duration of the illness. In line with the Department of Disease Control, Ministry of Public Health, parents must inform the school if their child is diagnosed with an infectious disease.

If your child has vomited or had diarrhoea we ask that they stay home for 24 hours after the last bout of sickness to prevent illnesses spreading to other students

The following chart sets out information on some common contagious conditions :

Condition	Symptoms	Procedure to follow
Chickenpox	<ul style="list-style-type: none"> Mild fever or headache Rash on trunk of body 	Student must remain at home until blisters are completely dry.
Conjunctivitis	<ul style="list-style-type: none"> Redness of the white of the eye and inside the eyelid Itchiness and irritation of the eye 	Student remains at home until discharge stops and student has completed 24 hours of antibiotic eye drop treatment. Severe cases may need 48 hours of treatment.
Covid	<ul style="list-style-type: none"> Fever or chills. Cough. Shortness of breath or difficulty breathing. Fatigue. Muscle or body aches. Headache. 	Student must remain at home for 24 hours after symptoms have stopped.
Diarrhoea		Student remains at home for 24 hours after symptoms have stopped.
Fever	<ul style="list-style-type: none"> A temperature above 38°C 	Student must remain at home until fever has returned to normal for at least 24 hours.
Hand, Foot and Mouth disease	<ul style="list-style-type: none"> Flat small blisters on the hands and feet, sometimes on buttocks Oral ulcers Mild fever/malaise 	Highly contagious condition. Student should remain at home until medical clearance is given (approx 7-10 days)
Head Lice	<ul style="list-style-type: none"> Intense itchiness of the scalp Tiny red spots (bites) on the scalp 	Student to be treated at home until all live lice and eggs have been killed and removed. All family members should be checked and treated, if necessary.
Hepatitis A and B	<ul style="list-style-type: none"> Flu-like symptoms of fever, headache and weakness Poor appetite Nausea and vomiting Tender upper right abdomen (where liver is located) 	Student to remain at home until clearance is given in writing from the student's doctor.
Impetigo or school sores	<ul style="list-style-type: none"> Initially, the skin reddens and crops of small blisters appear Blisters burst leaving raw, moist sores 	The affected area must be treated and covered. Students should remain at home for 24 hours from starting antibiotic treatment and until lesions are crusted or healed. No swimming until completely healed.
Influenza	<ul style="list-style-type: none"> a sudden high temperature. an aching body. feeling tired or exhausted. a dry cough. a sore throat. a headache. difficulty sleeping. loss of appetite 	Student remains at home for 24 hours after symptoms have stopped.
Ringworm	<ul style="list-style-type: none"> Oval or circular, flaky patches with raised, mildly inflamed borders Itchiness 	The affected area must be treated and covered.
RSV	<ul style="list-style-type: none"> Runny nose. Fever. Cough. Difficulty breathing Wheezing 	Student to remain at home until clearance is given in writing from the student's doctor

Health and Safety

Accident insurance

We have liability insurance to cover the costs arising from accidents that either happen at school or during a school-sponsored activity, and for which the school is deemed responsible. In addition, we take out a policy which enables a student to receive a quick, first-aid response at a local hospital in the event of an accident. This policy provides coverage of up to **B50,000** on any occasion that a child requires urgent medical treatment at a local hospital. We do not provide blanket medical cover and so therefore strongly recommend that parents have suitable medical insurance for their children.

Use of cameras and videos

Parents will of course like to photograph their children taking part in events at school. However, parents should not publish any photos of children, other than their own, on any public social media site.

Air Quality

We make every effort to ensure we provide a safe environment for our students to learn. Although the air quality in Hua Hin is generally good, we need to monitor the PM2.5 levels and have procedures in place for when the quality falls. For this reason we have a monitor which measures PM2.5 in mass concentration ($\mu\text{g}/\text{m}^3$). We check the monitor regularly and make informed decisions about the outdoor activities throughout the day. We also have air purifiers in the classrooms. The air quality metre reading and procedures can be found on our website.

Smoking and Vaping

The entire school campus is a designated drug-free, smoke-free zone, which includes vaping. Parents are asked to support the school's policy by refraining from smoking inside the school campus, including the car park. The school reserves the right to inspect personal property such as lockers and bags if we believe there is sufficient cause for doing so.

Lost Property

If students misplace an item around the school and cannot find it, there are two locations in our school where they can check. There is 'lost property' by both our Primary and Secondary Offices. If students are unable to find their possession there, they should talk to our office team and their teachers. We always recommend that students have their names added to personal items so they can be easily identified. In the last week of the month, lost property will be set out on a table for collection. Anything that is remaining will be donated to Jungle Aid.

COMMUNICATION

Communication is the key to a successful relationship between home and school. We always ask that parents keep us informed and email to support with details for your children with regards to absence, needing to leave early on a particular day or planned holidays for example. You should contact your child's class teacher / tutor and please also include our HHIS admin contact as well : **hhis.admin@huahinschool.com**. There is also the opportunity to contact or meet any teacher should you ever have a question or wish to seek more information about your child's learning. This is also the case should a teacher have a concern about a student in their class. In the first instance, email should be used to contact the relevant teachers and questions and answers can be shared together via messages. If needed, a face to face meeting can also be organised at a convenient time.

School and Class Newsletters

Weekly school-wide newsletters will be emailed each Tuesday to keep you updated with what is happening at HHIS. Further messages are shared by teachers in our school to keep families informed of important information and events relevant to their children.

SchoolBase

This is our school management system which teachers use for registration purposes each morning. It is therefore important that families share details of any immediate or planned absence in the future. Schoolbase is also useful for families so you can book ECAs and access school reports. The system can also be used to book meetings in school when we invite families and students to meet with teachers. These meetings take place across the year and we will always inform families in advance so bookings can be made.

Parent Coffee Mornings

From time to time we invite parents to coffee mornings that focus on different educational issues. The coffee mornings are an opportunity to get information and also to engage in dialogue about different topics.

Class Reps

Class reps are parent volunteers who act as a communication link between other parents in their respective classes and the school through their class/form teacher. Each class from Early Years to Year 9 will have one representative.

The Role of the Class Rep

Communication: to facilitate communication between the school and the parent community. We are a multilingual community and so English is the inclusive language for our communication. The class rep will create a WhatsApp or Line group for the class parents.

Welcoming new families to the class

1. Ensure that families new to the HHIS community are welcomed and supported
2. Support new families by providing advice on where to go or who to ask for information

School events

1. Assist the teacher in sourcing helpers for activities if required.
2. Encourage parents to get involved with school activities and events

Guidelines for Line/WhatsApp Groups

1. Inclusivity: The group should include all class parents, although participation is voluntary for those who wish to opt out.
2. Language: All communications must be conducted in English to ensure everyone can understand.
3. Role of Class Representatives: Class Reps are responsible for monitoring the group chat
4. Relevance of Communication: Class Reps should ensure that all discussions are appropriate and relevant to the group.
5. Addressing Issues: Any concerns or issues related to school matters should be directed to the class teacher, Phase Leader, Head of Secondary or Headteacher, as needed.

Website and social media

Our school website www.huahinschool.com contains up-to-date information about the school, relevant policies and the educational programmes. We post regularly on our social media pages: Facebook, Instagram and X (Twitter). We invite you to follow our pages and check them regularly as this is a forum that is used to keep the community informed of current and upcoming events, and student achievements and activities.

Parents out of Hua Hin

If both parents are planning to be out of Hua Hin, a guardian must be appointed. It is essential that the school is informed, in writing, of the dates that you will be away, your contact details during this period and the guardian's name, address and telephone numbers.

Food and Drink

▶ Lunch time

There is a set time for each year group to go into the canteen. Teachers in Early Years and Lower Primary supervise and ensure that the children have a healthy and balanced lunch. The lunch menu is sent out to parents monthly and is published on the school website.

▶ Snacks

Morning snacks are provided by the school. If students would like a snack in the afternoon they can order this for a term ahead in the school office at a cost of 35 Baht a day. If students choose to bring in their own snacks please ensure that the snacks are healthy and that the portions are appropriate. **Please do not send chocolate, sweets/candies etc.**

▶ Pop-up cafe

Students from Year 7 may purchase sugar-free snacks and drinks from the getfresh pop-up cafe in the canteen using their getfresh payment card. Cards can be topped up at the pop-up cafe or online.

▶ Drinking Water

Water is available from water coolers around the school. Students will need to have their own water bottle. We are working to reduce our use of plastic as much as possible so we ask parents to also bring their own water bottles. Parents are of course free to top up with fresh water from our coolers.

Nut free school

Please note that HHIS is a nut free campus.

STUDENTS

Our School Dress Code

All students attending Hua Hin International School are expected to wear school uniform. We want our students to be smart, comfortable and ready to engage in active learning. Additionally, school uniform helps everyone to be recognisably part of our collective school community.

For EY-KS4 students at HHIS :

School hooded-sweatshirts may be worn by students in the cooler months. These are available in the school shop.

HHIS PE kit should be worn for sports activities. This may include sports' leggings for students in Years 10 to 13. These should be dark blue or black and plain.

School swimming costumes may be worn for swimming lessons and are available to buy in the school shop.

Sun hats - students are strongly encouraged to wear hats when they are out in the sun. School hats are available in the school shop.

Shoes should be safe and sensible. Shoes must be closed toed and should be easily fastened and offer support to the foot when the student is physically active at break times. For health and safety reasons, flip flops or sliders are not allowed.

It is preferable if students have a separate pair of trainers for PE.

All clothing must be clearly marked with the student's name in indelible ink on the labels provided. Footwear should also be marked with the student's name.

School Swimming bags are available from the school office.

Early years

Children in Early Years can wear PE uniform or school uniform to school. PE uniform should be worn on days when their PE and swimming lessons take place.

Primary Uniform

Shirts, blouses, shorts, culottes and trousers are all available in the school shop. PE uniform can be worn into school if the PE lesson takes place in the morning. Students will need to change into their school uniform after the PE lesson.

Secondary School: Years 7 to 11

- Secondary students in Years 7 to 11 should all wear the HHIS white polo shirt which is available at the school shop.
- Trousers, shorts or skirts should be of a respectable, appropriate length and be dark blue or black in colour. The school shop offers a variety of stock, but students are other shops.

Sports, Swimming and ECAs

- HHIS PE kit must be worn for all PE activities including ECAs. The PE kit is available from the school shop and this includes the HHIS Bright Blue shorts and shirt, as well as the HHIS Hawks Dark Blue shirt and shorts.
- HHIS PE kit must be worn for all ECAs whether on or off site.
- Sports leggings may be worn by students. These should be dark blue or black and plain.
- Fixtures and Events - when students are involved in representing HHIS for swimming and sports, they should wear the HHIS Hawks kit. Our teachers and coaches will share guidance for this.
- Squad kit is not permitted for PE lessons or ECAs.
- Sun hats - students are strongly encouraged to wear hats when they are out in the sun. School hats are available in the school shop.

IB Students Dress Code

We have worked with our students in Year 12 and 13 to develop the following guidance that will help our oldest students dress in a positive way that contributes to a comfortable, yet professional atmosphere, preparing students for university and employment. These guidelines are reviewed periodically.

- Long trousers, skirts and dresses are all allowed. Tailored shorts are also acceptable these must be plain and with minimal patterns.
 - Skirt length should be up to the student's personal preference while maintaining a professional look.
 - Smart jeans may be worn - these may not be ripped or faded but can be baggy.
 - Students may wear long or short-sleeved button-up shirts. Polo shirts and t-shirts are also acceptable.
 - All tops should mostly cover the stomach and shoulders to maintain a smart-casual appearance.
 - Off-shoulder shirts or tops, as well as tank-tops are not recommended.
 - Clothing is permitted to include any and all logos/graphics that are not considered offensive.
 - Offensive graphics include: cultist symbols, political propaganda, culturally insensitive images/words, nudity or expression of sexualized body parts.
 - Discrete make-up and jewellery is permitted for IB students.
 - For whole school events, IB students should wear formal, business attire.
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- School swimming costumes may be worn for swimming lessons and are available to buy in the school shop. Students may also wish to wear their own swim costumes.
 - PE kit may be worn to school if the PE lesson takes place in the morning before 10.15 am. Students will need to change into their school uniform after the PE lesson.
 - Lunchtime and Afterschool ECAs: If a student has an ECA directly after a classroom lesson, students may wear their PE kit.

THE SCHOOL SHOP

Early Years, Primary and Secondary uniforms including swimsuits can be purchased at our school shop, which is located in the secondary building. The shop opening hours are 7.30 am to 9.00 am and 3.30pm to 4.30 pm.

If sizes are known then purchases can be made by sending an email to **Ms. May** or our Accountant **Ms. Pui**. Invoices will then be sent to you for payment.

Ms. May :
may.m@huahinschool.com

Ms. Pui :
thanawan.h@huahinschool.com

Pastoral care

In the Primary School, the class teacher is the person who is primarily responsible for the pastoral care of the students and should be the person that students, parents and other teachers speak with if they wish to raise a question or an area of concern. In the Secondary School, all students have a form teacher who is the first point of contact for families. The form teacher leads the pastoral care of the students in their class and will communicate with parents and subject teachers to support the well-being and progress of every individual.

In addition to class and form teachers, all our students in Primary and Secondary also work with our well-being coordinators in PSHE lessons. These lessons take place every week to support the personal, social, health and economic education of our students. Our well-being coordinators are also available to talk to students outside of lessons.

Attendance and punctuality

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance through our values, high expectations and engaging curriculum
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending school every morning at 8.30am and arriving to all lessons promptly.

According to the Thai Ministry of Education, the minimum attendance requirement for students is **80%**. We use this standard as our guideline. Any student whose attendance falls below this standard will be flagged as of concern.

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Illness, or planned holidays Please always inform the school office and your child's teacher by 8.30am if your child is absent from school. For planned absences, advance notice is appreciated.

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Authorised/unauthorised absences An authorised absence is a circumstance, such as illness, a death in the family or a school sponsored activity, which the student has been asked to participate in. The student will have the opportunity to catch up on the missed work. An unauthorised absence is an absence for which the school did not receive any notification or the student did not meet the conditions for an excused absence. Any student whose attendance falls below the standard minimum attendance requirement of 80% will be flagged as of concern. In Years 12-13, unauthorised absences recorded above 20% may result in:

- Students not earning the HHIS Diploma at Graduation
- Students not achieving the full IB Diploma.

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Absence from examinations During Year 11 and 13, students will sit externally set IGCSE and IB examinations. These exams are on specific dates set by either Cambridge or IB. Should a student not be able to attend an externally set examination, they will need to provide very clear evidence, such as a doctor's certificate (in English), as to why they could not attend the exam or receive a mark of zero for that particular assessment component. The final decision to award these external qualifications rests with the examining bodies. Please note that exam fees are not included in the school fees and are charged separately in Years 11 and 13.

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Exam Study Leave During the exam period during term 3, students have the choice to study at home or work in school. Throughout this time teachers will continue to be available to support. This personalised approach to study will ensure every student can achieve their best. For scheduled IGCSE and IB exams, students must arrive in school and be present at the exam venue at least 30 minutes before the start of their exams. Upon arrival at school and when leaving, they must register at the Secondary Office.

Year 12 and 13 privileges

All students in Years 12 and 13 are eligible to leave campus at lunchtime and during afternoons when they have no scheduled lessons. It is expected that students will behave in an appropriate manner and follow school rules whilst off campus during the school day. Students need to collect an early leave form and secure permission from the IB Coordinator and office staff before leaving campus. If they return during the same day, they should register with the office. The ability to leave campus at lunchtime is a privilege and may be removed at any time based on student behaviour and participation. Students are expected to attend all whole school, phase or class events when they would otherwise have study time. IB students may order food to be delivered to the school security gate for their collection. The school reserves the right to review these privileges periodically.

Student councils



The Student Councils at HHIS is an important vehicle for student voice in our community and we have both Primary and Secondary Councils that work together. The representatives are elected annually and they attend regular meetings with teachers. For the Secondary student council, there is a teacher to support, however the council is led by a small team of appointed student ambassadors in our Y12 and Y13 classes. The ambassadors are selected annually by the senior leadership team following a process of application and interview.

During the student-led meetings, student councillors discuss the major issues regarding the student community, voice opinions and suggestions made by their peers and consider ways to improve school life from the perspectives of the students. The HHIS Student Council provides a representative forum for students to have their ideas heard. The Student Council is actively involved in the school community to improve student life. The student council's goals are to:

- give all children a voice in our school
- develop student leadership
- improve the school environment.
- give all students a sense of belonging, responsibility and feel proud to study at HHIS

Behaviour policy

At HHIS we provide a calm and caring ethos to ensure that everyone feels valued, respected, safe and confident. Within this environment we teach our students how to develop the values encompassed in our 'I' statements to enable them to become socially, emotionally and intellectually secure, well-rounded and happy young people. We aim to develop intrinsic motivation for positive behaviour in the school rather than solely because of an outside, extrinsic incentive or reward.

Promoting Positive Behaviours

Teachers :

- exemplify all the behaviours we expect of the students in our care;
- set class expectations in collaboration with the students;
- make targets and expectations of the focus 'I' values explicit within the classroom;
- focus explicitly on the development of our 'I' values within the curriculum;
- recognise attainment and progress in terms of our 'I' values;
- counsel students on issues affecting their sense of well-being;
- confront behaviours that are not respectful or caring;
- consult with parents and/or headteacher if there are potential safe-guarding concerns;
- listen to concerns of parents and take action in response to those concerns;
- ensure all students have a 'voice' through their classes, the student councils and the opportunity to talk whenever they need support. There are also suggestion boxes and surveys to complete, so all ideas can be shared and contributed.

The Head of School :

- ensures there is a consistent approach to the setting of standards of behaviour and supports all staff in the implementation of the behaviour policy;
- reports to and meet with parents;
- models the HHIS caring and respectful behaviour expectations;
- implements the policy fairly and consistently.

Students :

These were agreed by Y3-13 in November 2023 and a summary was created by the Student Council in January 2024.

- We respect that everyone is unique and we are all individual
- We have a positive attitude and we always try our hardest
- We arrive to school and go to lessons on time
- We use feedback so we can improve our work
- We listen to each other and share our own ideas in group and class discussions
- We ask for help when we need it
- We learn from our mistakes and don't give up
- We take care of our school
- We show good manners and we are polite to others
- We make sure everyone is included and we always make new students feel welcome
- We share with each other. This includes the Lego, the playground, the sports equipment, the Chromebooks and and the IGCSE & IB Textbooks.
- We help our friends. We help each other. We help our community and we should feel inspired to raise awareness and money to help good causes.

Diversity, equity, inclusion, and anti-racism :

Inclusion is one of our core 'I' Values and is central to our philosophy and ethos. As a school with a rich and diverse community, diversity together with high levels of understanding and tolerance is celebrated. All community members are expected to demonstrate respect and appreciation for the diversity of others. Deliberate actions that do not meet this expectation are treated as serious misbehaviours.

Guidelines to support the development of respectful and caring students.

Teachers will always work to encourage students to take responsibility for their behaviour. They will listen to all those involved and encourage students to find a fair solution that both parties can agree to. Emphasis is always on what changes in behaviour are required and how they can be achieved. It is always the student's behaviour that is referred to and not the student themselves. In the application of any sanctions, the context, age and maturity of the students are taken into account. We work with all students to help them be more independent and to relate appropriately to others. Those who have difficulties will be given support, through further development in social communication skills or through counselling. Bullying of any kind is never tolerated. Incidents are treated seriously and will always result in action being taken to support the victim. Such support could be with the class/homeroom teacher, the well-being coordinators or with other staff members. Processes will be put in place to prevent the behaviour being repeated.

Examples of Minor Misbehaviours :

- Refusal to follow directions of a staff member or responsible adult.
- Consuming food/drinks without permission, outside of designated times and spaces.
- Misuse of Electronic devices (not related to cyberbullying or consent issues).
- Repeatedly not completing learning activities

Interventions / Consequences for Minor Misbehaviour :

- Teacher discussion with the student – this would be communicated to the class teacher / tutor
- Reflective thinking/conflict resolution.
- Develop a plan with the student (goal setting, behaviour contract, etc)

Repeat Minor Misbehaviours :

- Same as minor misbehaviour, plus
- Meet with Class Teacher/Form Tutor or Head of Department
- Meet with the Phase Leader or Head of Secondary, as appropriate.
- Parent contact

Examples of Major Misbehaviours :

- Repeated refusal to follow directions of staff members including teachers and support staff.
- Academic dishonesty.
- Willful destruction of property and/or stealing.
- Tobacco possession and/or usage, including e-cigarettes or vapes.
- Habitual neglect of responsibilities (e.g. attendance, homework, personal safety & safety of others)
- Fighting, harassment, intimidation, bullying, verbal/physical abuse.
- Cyber bullying of any kind.

Interventions/Consequences for Major Misbehaviours may include :

- Same as Repeat Minor Misbehaviours, plus
- Meet with Head Teacher
- Possible in-school suspension
- Possible out of school suspension up to 3 days.

Examples of Serious and / or Illegal Misbehaviours :

- Use, possession and/or trafficking of alcohol, drugs, or any controlled substance (see also our Substance Misuse Policy)
- Possession or use of weapons/firearms.
- Vicious physical assault.
- Serious breach of technology acceptable use policy
- Physical and/or psychological threats including sexual harassment.
- Identity-based abuse, language, or behaviour (Racism, sexism, gender and sexuality, etc.)
- Repeated major misbehaviours.

Interventions / Consequences for Serious and / or Illegal Misbehaviours :

- Meeting with student/parent/school support team, and
- Immediate out of school suspension.
- In line with Thai regulations, a written warning will be given to the parents or guardians to acknowledge and certify receipt of the disciplinary action that may result in the termination of a student's status.

Behaviour outside of school

All HHIS students are expected to conduct themselves well outside of school. HHIS is responsible for ensuring all students feel safe and cared for while at school. Major and Serious / illegal behaviour incidents which occur outside of school times or off campus, which involve one or more HHIS students, may be subject to the same disciplinary consequences outlined in this policy.

Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group. Bullying is, therefore deliberately hurtful, repeated, often over a period of time, difficult to defend against.

Bullying can include :

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm unfairly directed at an individual, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

PERSONAL EQUIPMENT

Students may wish to bring personal equipment to school for lessons and

ECAs. This could include musical instruments or sports equipment. Students must take full responsibility for the security and storage of this equipment.

SECONDARY SCHOOL EQUIPMENT & CALCULATORS

- Students in Year 7 to Year 13 should bring a pencil case with items including pens, pencils, a rubber and a ruler. Highlighters are also helpful, as are colouring pens or pencils for use in lessons.
- Students in Years 7 to 9 will need a scientific calculator. A link to a suggested calculator is available (<https://th.shp.ee/a1YJmFM>) and these devices can also be bought in most retail shops. Phones may not be used as a substitute for this important tool in lessons and assessments.
- IB students in Year 12 and 13 will need a graphics calculator to study Maths. This is an essential tool needed for the IB syllabus. A link to a suggested calculator is available (<https://th.shp.ee/LW5WBcm>)

If you have any questions about calculators, please contact your child's maths teacher and they will be happy to help.

MOBILES / TABLETS / LAPTOPS

- Students in KS3, KS4 and KS5 may bring mobile phones into school as they may be used as learning tools in lessons.
- Students may only use phones in lessons with the permission of the teacher. Students should not text or use any form of social media during school hours. Earphones should not be worn around the school campus and may only be used in lessons with teacher permission.
- We ask that parents do not contact their children during the school day using mobile phones. Parents should please contact the school office and a message will be shared with your child. Please email **hhis.admin@huahinschool.com** or phone directly.
- Students in Year 10 - Year 13 may bring in their own tablet / laptop for use in lessons. This should be charged at home ready for the day's learning. Students must take full responsibility for their device's security, safety and storage.

TEACHING AND LEARNING

CURRICULUM OVERVIEW

HHIS PRIMARY SCHOOL

Early Years Foundation Stage	EY 1
	EY 2
	EY 3
Key Stage 1	Year 1
	Year 2
Key Stage 2	Year 3
	Year 4
	Year 5
	Year 6

The HHIS curriculum until Year 9 is based on the English National Curriculum. All students at HHIS, have the opportunity to access the full curriculum and, where needed, programme delivery is individualised. Students will sit the International General Certificate of Secondary Education (IGCSE) examinations from Cambridge International Examinations (CIE) at the end of Year 11. CIE is affiliated with Cambridge University in England.

Students transition from Year 11 to 12 into the IB Diploma programme. All students have the opportunity to take the full Diploma programme, however, alternatives may be available on a case by case basis.

HHIS SECONDARY SCHOOL

Key Stage 3	Year 7
	Year 8
	Year 9
IGCSE	Year 10
	Year 11
IB Diploma	Year 12
	Year 13

THAI GOVERNMENT REGULATIONS

In 2550 B.E. (2007), the Thai Ministry of Education established regulations concerning the standards of international schools in Thailand. These regulations include requirements for the curriculum, mandating that schools must provide Thai language and culture education to students at all levels.

Thai national students are required to study Thai language and culture, while non-Thai students are also obliged to engage in Thai language and culture studies.

HOMework

PRIMARY SCHOOL

In EY3 and KS1, reading at home is a priority and requires parental support. This will be introduced in parent workshops at the beginning of the school year and monitored / celebrated through the Home-School reading journal.

In KS2, children are encouraged to read daily for at least 15-20 mins, and a weekly Maths task is set to revise the skills they have been learning in class. Each week, classes will focus on a weekly spelling list of 10 new words, which children may wish to revise at home. Topic enrichment grids designed to develop the children's skills across different subjects and their understanding of the topic will also be released at the beginning of each term in KS2, and children are encouraged to complete one task every two weeks. This is all monitored in children's homework planners by parents and class teachers and celebrated in class. The details of homework are shared with children during the school day and further communicated with families via the class site by the class teacher.

SECONDARY SCHOOL

Key Stage 3

For students in Year 7 - 9, there is weekly homework set with 5 subject tasks, with a maximum of 45 - 60 minutes per subject. These include Maths, English, Thai, Spanish or Mandarin, as well as Art & Design. A schedule for setting and receiving homework is applied by teachers. The work is communicated in class and further details are shared on Google Classroom. Parents are able to receive email updates for this work, so they can support children with details and submission details. Other KS3 curriculum subjects that include Geography, History, Science, Computer Science and Music will set home learning activities when this is purposeful to the current curriculum - this may include research opportunities, extended projects and revision work to support learning progress. All homework in KS3 is reviewed in registrations with class tutors, so students can assist and guide each other in order to support and promote self-management and organisation.

IGCSE and IB Diploma

Regular weekly home learning is set by all subjects for students in Year 10 - 13. A schedule is organised by each subject teacher, yet this should remain flexible due to the nature of coursework and revision. Typically, the home learning set for each subject in Year 10 - 13 will take 30-60 minutes for students to complete each week. This will however vary throughout the course of study depending on the current topics and demands of the syllabus. Teachers will speak to students and colleagues when setting 'big' tasks and be understanding of any other impending deadlines. This approach is further supported by the IGCSE and IB Assessment Calendar that tracks coursework and internal assessments that IGCSE and IB students complete.

LEARNING SUPPORT

The Learning Support department will provide additional assistance for those students who have been identified as needing Special Educational Needs (SEN) support. Each student's programme will be documented and reviewed termly in an Individual Education Plan (IEP).

WELLBEING

HHIS has two wellbeing coordinators, one in Primary and one in Secondary. They lead the development and implementation of our PSHE (Personal, Social and Health Education) programme and provide counselling to our students. The wellbeing coordinators are available to meet with students and families by appointment. Students may be referred to the school counsellor by a staff member, self-referral and/or by their parent/guardian.

FUTURE PATHWAYS: UNIVERSITY AND CAREERS COUNSELLING

As an international school with families from all over the world, we provide support and guidance in helping our students explore global opportunities to find the best-fit pathways for their studies and work after they graduate from the school. We aim to prepare them not just for university or further study, but also to equip them with the skills and knowledge necessary in the rapidly-changing world of work.

The formal process starts in Year 9 with a focus on careers and skills and students are then introduced to the wide range of career options in Years 10 and 11 using the Unifrog careers platform. We bring in expert external support through our university fairs and careers events, and actively involve our parent body, alumni and careers and university professionals to complement the work that we do through our PSHE and University Counselling programmes.

Discussing future study plans is an intrinsic part of the support we give to our Year 9 students when they choose their IGCSE subjects, and to the Year 11 students when making their IB subject choices. Year 12 and Year 13 students work closely on their individual university plans and applications with our University Counsellor and the resources available on Unifrog. We welcome parents, who will also have access to the Unifrog resources, to take an active part in these discussions. It is important to note that once students have submitted university applications, the universities usually communicate directly with them rather than with the school and/or parents, and so we strongly encourage students to share any messages, offers or requests for information with our University Counsellor.

REPORTING TO PARENTS

Teachers are assessing students every minute of every day, so they are aware of what the students know already and what needs to be taught next. We track this progress and report on progress and current level of attainment during the year and at the end of the year. It is important that families are kept in touch with progress.

The progress of children in Early Years is judged using criteria given within the Early Years Foundation Profile. We use a programme called 'Tapestry' to show the children's achievements throughout the year in our Early Years' classes. In KS1, KS2 and KS3 we track and report on students' progress and attainment against the English National Curriculum. For student progress in Y10 and Y11 we use Cambridge IGCSE assessment objectives and for our students in Y12 and Y13 we use the IB Diploma assessment objectives.

As well as sharing written reports, we also invite families to meet up with teachers at key times across the academic year. These meetings are times to share progress and attainment and to set targets for the next steps of learning. In Early Years and Primary, families meet with their child's class teacher. These meetings are scheduled at a time convenient for families. In Secondary, families can book appointments to meet the different subject teachers for their child. These meetings typically take 60 - 90 minutes to meet the various teachers.

The tables below show the schedule of our reports to families and also when we host organised meetings when families can meet with their children's teachers. Guidance is shared with families in advance so meetings can be booked and we also help support with translation for Thai, Chinese or other languages where possible.

Our partnership with families is greatly valued and we are also always available so families can make informal contact with teachers throughout the year.

EARLY YEARS AND PRIMARY

YEAR GROUP	TYPE OF REPORT / PARENT MEETING	WHEN
EY2 to Y6	First teacher meetings of the year	October
	Interim Report	December
	Second teacher meetings of the year	March / April
	Full Annual Report	June

SECONDARY

YEAR GROUP	TYPE OF REPORT	WHEN
Y7 - 9	First teacher meetings of the year	October
	Interim Report	December
	Second teacher meetings of the year	March / April
	Full Annual Report	End of term 3
Y10	First teacher meetings of the year	October
	Interim Report	December
	Second teacher meetings of the year	March
	Full Annual Report	June
Y11	IGCSE Progress Summary Report	October
	First teacher meetings of the year	October
	Year 11 Full Report	February
	Second teacher meetings of the year	March
Y12	First teacher meetings of the year	October
	Interim Report	December
	Second teacher meetings of the year	March
	Early IB predictions	June
	Full Annual Report	End of term 3
Y13	IB Predictions	September
	IB Progress Summary Report	October
	First teacher meetings of the year	October
	Year 13 Full Report	February
	Second teacher meetings of the year	March

FIELD TRIPS, EXCURSIONS AND CAMPS

As part of the broad balance of curriculum and learning arrangements of the school, the opportunity is frequently taken to enrich and enhance this through outdoor learning, outdoor education and educational visits and ventures. Parents will be informed about these in advance; permission will be required for such excursions and, where necessary, the payment of transportation and entry fees will be required in advance of the trip taking place.

Each year we offer the opportunity for all students in Year 6, 7, 8, 9 and Year 11 to participate in residential trips. These help further inspire learning beyond the classroom and help develop social skills and provide opportunities for new experiences. In addition, Year 12 and 13 students as part of their IB studies have the opportunity to participate in and lead their own service project. Trips for our oldest students have been enjoyed in Chiang Mai, Vietnam and Cambodia in the past. Details for these trips are always shared by our teachers in advance and we highly encourage our students to seize the opportunity to participate.

EXTRA - CURRICULAR ACTIVITIES

ECA Programme

Our extensive Extra-Curricular Activities programme enables students to broaden their range of experiences and follow their passions. Activities are led by our own staff as well as external providers. We are also able to take advantage of the great leisure facilities around us, for example, crossfit, badminton and tennis. There is an additional payment for some of these activities. ECAs take place before school, during lunch and from 3:30pm to 4:25pm (Mondays to Thursdays). Information about the ECA programme for each term is emailed to parents and can be found on our website.

Music lessons

Students in Years 3-13 can opt for private music lessons. Lessons take place during the school day on a rotating schedule and incur an extra cost, paid termly and in advance. Students in Years 5-13 can see their timetable on Google Classroom. Students in Years 3 & 4 are reminded of lesson times by their class teacher. If the teacher misses a lesson we will try to schedule another one. If a student misses a lesson it will not be replaced or refunded.

The lessons we currently offer are :



Beginner Piano



Guitar



Drums



Singing



Trumpet/brass

Students taking IGCSE or IB Music should be having regular instrumental/vocal lessons.

FOBISIA

HHIS is a member of the Federation of British International Schools in Asia (FOBISIA). This membership allows our students to take part in sports and music activities and competitions across the region.

Duke of Edinburgh's International Award

The International Award is a globally recognised youth qualification that allows students to develop individual skills based on their interests and also work as part of a team to complete an expedition in a small group. The Award is offered to students from the age of 14 upwards at Bronze, Silver and Gold levels and is an optional extra-curricular activity that is in addition to formal schooling. To learn more about the International Award please follow this link to the Award Foundation's website : <https://intaward.org/about/>



HHIS Calendar Year 2025 - 2026

AUGUST Term 1 2025

MON	TUE	WED	THU	FRI	SAT	SUN
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12th H. M. The Queen of the Late King Bhumibol Adulyadej's Birthday

SEPTEMBER 2025

MON	TUE	WED	THU	FRI	SAT	SUN
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2025

MON	TUE	WED	THU	FRI	SAT	SUN
	01	02	03	04	05	
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

13th Passing of the Late King Bhumibol Adulyadej
23rd Chulalongkorn Day - Inset day

NOVEMBER 2025

MON	TUE	WED	THU	FRI	SAT	SUN
					01	02
03	04	05	06	07	08	09
10	12	13	14	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6th Loy Kratong Day

DECEMBER 2025

MON	TUE	WED	THU	FRI	SAT	SUN
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5th The Late King Bhumibol Adulyadej's Birthday,
Nation Day & Nation Father's Day
10th Constitution Day
31st New Year Eve's Day

JANUARY Term 2 2026

MON	TUE	WED	THU	FRI	SAT	SUN
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st New Year Day

FEBRUARY 2026

MON	TUE	WED	THU	FRI	SAT	SUN
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2026

MON	TUE	WED	THU	FRI	SAT	SUN
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31st Makha Bucha Day

APRIL Term 3 2026

MON	TUE	WED	THU	FRI	SAT	SUN
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	28
29	30	31				

6th Chakri day
13th-15th Songkran Days

MAY 2026

MON	TUE	WED	THU	FRI	SAT	SUN
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4th Coronation Day

JUNE 2026

MON	TUE	WED	THU	FRI	SAT	SUN
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3rd Queen Suthida
Bajrasudhabimalalakshana's Birthday
1st Substitution for Visakha Bucha Day

JULY 2026

MON	TUE	WED	THU	FRI	SAT	SUN
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28th H.M. King Maha Vajiralongkorn's Birthday
29th Asanha Bucha Day

AUGUST 2026

MON	TUE	WED	THU	FRI	SAT	SUN
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12th H. M. The Queen of the Late King Bhumibol Adulyadej's Birthday

- : School Holidays and School Office Closed
- : School Holidays
- : Public Holidays (School Office Closed)
- : Staff INSET day (No School)
- : New Staff INSET day (No School)

