



Parents' Handbook 2017/2018

Policy Number: G5				
Version	Date Issued	Prepared By	Approved By	Comments
1	July 2011	SMT	SMT	Created
3	July 2012	SMT	SMT	Reviewed
3	July 2013	SMT	SMT	Reviewed
4	July 2014	SMT	SMT	Reviewed
5	July 2015	SMT	SMT	Reviewed
6	July 2016	SMT	SMT	Reviewed
7	July 2017	SMT	SMT	Reviewed

Mission Statement

‘Our mission is to ensure that students from around the world progress to their full potential as independent learners and global citizens in a nurturing international community.’

Vision

We are and will continue to be a primary aged school where children from all around the world are able to collaborate or work independently whilst being engaged in appropriately well-planned activities. Using the latest educational research the school will employ highly qualified staff in order to ensure the students all succeed and celebrate together the success of the students and staff.

How we have evolved:

The British Education Children’s’ Center (The BECC), Hua Hin Bright Child Ltd was established in 2009. Originally located in Market Village as a drop in center for children before moving to a location in Soi 88. Beginning as a Nursery the school has developed organically into a full primary school that moved into purpose built buildings in February 2011. The children all follow an adapted National Curriculum from England that reflects the international body of our school community and the location of our school.

Location

Hua Hin Bright Child Ltd.
The BECC
62/71 Soi Moo Baan Hua Na,
Petchakasem Road,
Nongkae,
Hua Hin
77110

Email: info@thebecc.com

Tel: 0870489558

Office Hours:

8am – 4pm Monday to Friday.

Class Size

Classes are kept small to ensure the effectiveness of individual development. We ensure that there is a high ratio of adults to children in every classroom. This ensures that all children receive appropriate levels of support whilst support the children to become independent, lifelong learners.

The maximum class size for all classes is 22 apart from exceptional circumstances. Where the number 22 is exceeded further support staff will be allocated to the class to ensure the quality of work is not effected.

School Year

There are three terms in the school year:

Term 1: August to December

Term 2: January to April

Term 3: April to July

The school also provides an optional summer programme during the main summer holiday.

School Day

School begins at different times for different classes as follows:

Nursery: 9am – 2.30pm

Early Years: 8.45am – 2.30pm

Reception: 8.15am – 3pm

Year 1 to Year 6: 8.15am – 3pm

Children should be brought to school no earlier than 8am and should be collected by 4pm. If the children arrive before 8am please wait with your child until the teachers/ staff are ready to monitor them.

Snack

All children are supplied with a 10am and 2pm snack. These snacks are seasonal fruit. There is an optional snack that can be bought for the journey home from 3pm. If you wish to send in your own snacks you are welcome to do so but please ensure the snacks are healthy. Please do not send in nuts to school as they can cause a serious allergic reaction.

Children have water bottles with them all day and are encouraged to drink regularly. Please ensure that your child brings a water bottle daily and it is cleaned regularly. There are water coolers in every classroom so the children can fill their bottles as required.

Lunch

The school offers a varied nutritious lunch and all food is prepared on site daily. The school must be informed of any allergies that children have and this will be noted for all staff. Children with special

requirements including vegetarian options can be met on request. You may prefer to send your child with a packed lunch to school if doing so please do not send any unhealthy items such as crisps, candy or fizzy drinks. The school offers a 5-week menu that is displayed on the notice board in school at all times. The menu is updated periodically with input from the students.

Where do our lessons come from?

The school has lots of resources in order to assist with the delivery of the latest National Curriculum. The school uses the latest curriculum from England that gives the overriding targets for all year groups. The school uses Hamilton Trust to deliver both the English and Maths lessons. Lessons are all adapted to ensure that all elements of the curriculum are covered and adapted appropriately for the level of students in the class. Other subjects including phonics and SPAG use the TES websites to plan the lessons. Twinkl is used as a support tool for many of the other subjects.

All lessons are introduced with a learning intention to allow the children to understand what they will learn. The lesson is then split into an introduction, main teacher activity, activity and plenary. This ensures that the children cover the learning intention appropriately and the teacher can address any misconceptions. When planning lessons teachers ensure that they incorporate the children's learning styles and offer a variety of resources to ensure that kinesthetic, auditory and visual learners are all supported.

Assessments

Assessments in the Nursery to Reception class are assessed against the EYFS assessment scales. The teachers pass on the results each year to ensure the progression of each child and ensure that all children are appropriately challenged.

From Year 1 to Year 6 the children are assessed against the National Curriculum of England and participate in SAT tests at the end of each school year.

Thai Language and Culture

All classes at The BECC participate in Thai culture and language lessons. These lessons include Thai dance, stories, music and language lessons. As the children move through the school, they progress to more complex grammar and vocabulary and study for a longer period of time.

Nursery and Early Years: 3 hours per week.

Reception to Year 6: 5 hours per week.

Physical Education

All classes participate in the school PE programme. The programme is designed to introduce and develop the skills of all students in both individual and team sports. From the Reception to Year 6 class the children also participate in the swimming programme at True Arena, Hua Hin. If for any reason your child is unable to participate in an activity please inform the school in writing.

School Library

The school classrooms are equipped with individual reading books containing both fiction and non-fiction. Each week a book will be sent home with your child to read. If a book is lost or damaged we ask that parent's either replace with the same book or cover the cost so the school can replace the book.

Reading at Home

Reading at home is an integral part of parenting. The effect of reading with your child has shown to have a positive impact on many areas of a child's learning. All children learn to read at their own pace but being listened to and being read to are the most important factors for a child's reading development.

- Choose quiet times to share stories.
- Look at the cover and discuss what the book and story may be about.
- Allow the children to use the tools they need to read the story. In Reception and Year 1 the children use the pictures to assist them with the words on the page.
- Give the child time to think about the words on the page to see if they can sound out the word. Don't worry if they can't but only help when you need to.
- If you feel your child is guessing the sentence, don't worry; this is part of the process of learning to read. Repetition is vital and at the early stages they may forget the same word on the next page, lots of patience and you will soon see the progress your child is making.
- Stop the story at different places and ask the children to think about what will happen next or how a character is feeling.

Field Trips

As first hand experience in the classroom is a vital part of our teaching methodology, so is organising trips to support the learning of the children. By organising a variety of events throughout the school year the children gain first hand experience of different locations that supports their learning.

All field trips are organised by the class teachers and before the trips take place risk assessments are completed at the location to ensure the appropriateness of the trip. There is also a high teacher to student ratio during field trips.

Where a student is unable to attend they will be assigned a different class to join for the duration of the field trip. Students are never left unsupervised during trips and the school carries a first aid kit, bottled water and emergency contacts of all attending the trips. In order for children to participate the parents must sign a consent form.

Discipline/ Golden Time

Appropriate behavior is encouraged by positive reinforcement at all times. Throughout the school the classes follow the Golden Rules. Where children go beyond their own expectations they receive a house point for their team. When a child breaks a Golden Rule they are first reminded of the rules and given a verbal warning. If the behavior continues they are moved onto the rainbow. If the

behavior still continues their name will be moved onto the cloud which will result in a loss of time from their Golden Time.

Each Friday afternoon at the whole school assembly the current standings of the house points are announced. After assembly the children attend Golden Time, which is 30 minutes where they can go to an activity of their choosing. If they have lost any of their Golden Time they sit at the school office for the allotted time instead of attending the activity until their time is complete and then they may rejoin the activity.

The Golden Rules are:

We are gentle.

We are kind.

We are honest.

We work hard.

We listen.

We look after property.

Encouraging all members of the school community will ensure that everyone can have a fun and safe time whilst learning at The BECC.

Communication

Good communication between home and school ensures the best progression for your child. If you ever have any problems or issues it is imperative that you share them with the school so we can do our best to support. Whilst attending the school you will receive a weekly school wide newsletter that includes important information and dates about things on in school. Each Friday you should receive an email from the class teacher informing you about the work that will be completed in the upcoming week.

Keeping the school informed

The school must be updated of any changes to your email address or mobile number. The school requires up to date information including mailing address, e-mail and telephone numbers in case of an emergency.

Medical Issues

Health issues are taken very seriously at The BECC. If a child requires medication whilst at school the parents should give the medicine directly to the school office. The medicine should be labeled clearly with the child's name, dosage and times to be taken.

If an emergency or sudden illness occurs at school every effort will be made to contact the emergency numbers given. All staff have been trained in basic first aid including CPR and where it is deemed that the child needs immediate hospital care the child will be taken to Bangkok Hospital. The school has insurance for each student up to ten thousand baht for accidents. Where the cost is higher than this the individual's personal insurance would need to cover any further costs.

Illness

If your child is ill or unable to attend school please inform the school. It is helpful if you can inform the school of the nature of the illness so that the teachers may monitor other students in the class. Children that have diarrhea or vomiting should not attend school until at least 24 hours after it has stopped. Those children arriving at school visibly sick will be asked to return home.

Security

School must be a safe place. There are CCTV camera's monitoring the school and surrounding site 24 hours a day. All visitors arriving at school are required to sign a visitor's book and remain with a staff member at all times.

All parents and adults designated to collect children from school must sign the children in and out when arriving and leaving. If you have other people that need to be allowed to collect your child please inform the office or the child will not be allowed to leave the school with that person until we have permission from the parents.

Fire Drills and Emergency Evacuation

Once a term the school holds a fire drill and emergency evacuation. There are two different alarm sounds depending on the emergency. For a fire the school bell rings and continues to ring whilst classes line up and meet on the school field. When evacuated children's names are all checked against the register and visitors are checked against the sign in book. The school also does a termly duck and dive practice in case of any threat to the school. An air klaxon is sounded for this alarm at which point all students take cover under tables and teachers position themselves at the doors.

What you need to bring

Nursery and Early Years

Healthy snack or lunch (optional)
Flask for water
Suntan lotion
Hat
Change of clothes
Comfort toy or blanket if required
School bag

Reception to Year 6

Hat
Suntan Lotion
Flask for water
Healthy snack
PE day – suitable footwear and clothes for PE.

Swimming day – swimming costume, goggles, swimming hat (optional), towel and shampoo/ body wash.

Pencil case with writing pencils and coloured pencils.

Birthdays

You may choose to celebrate your child's birthday in school with their friends. You can speak to your class teacher about arranging a cake or alike, to be shared with the class. Normally this is done during the first or second outside play time.

After School Activities

The school offers varied after school activities. For children in the Nursery and Early Years class activities run from 2.30 pm. - 3.15 pm. For Reception to Year 6 the activities run from 3.15 pm – 4 pm. The current list of activities is always in the school office but if you have any suggestions for other activities let us know.

Fees

Fees are due termly from when you join the school. When you join the school an account will be opened in Xero and you will be able to check statements and invoices online. The fees can be paid by either cash or bank transfer or credit card (please note a 3% charge is added for credit card payments). All fees are due for the next term before the term starts to secure a place and if not paid by the end of the proceeding term the place would be offered to people on the waiting list.

When a child is leaving the school please give as much notice as possible. If you leave before half term you will be refunded half a term tuition fees. After each half term, no tuition fees are refundable. All other fees such as after school activities are non-refundable as the teachers programme them for one term. If you need information from the school such as an extra school report please advise in writing if you require any more information. The school requires two weeks notice to complete extra reports or other paper work. School reports will not be released whilst there are outstanding fees. School reports will not be released earlier than publicized for any reason but may be shared digitally if it is required on the date.

Surveys

Periodically the school will send out a link to a survey about an area of school life. This is part of the school improvement plan and to ensure you can give feedback and opinions on important matters of school life. The surveys are used to drive policy.

Driving and Parking

All parents need to be aware of children on the school grounds at all times. This includes being aware of the High School children that may be on bikes or skateboards around their school grounds. If you need to leave your car for any length of time please turn it off and try to park where you will not block access to any houses or other cars.