



PARENTS' HANDBOOK

2017

Welcome to Panyaden International School

Dear parents and guardians,

We are delighted to welcome families to the new school year. We are looking forward to another great year of learning and growing together.

Enrolment numbers have been increasing and we will be adding a second class to Kindergarten 1, Kindergarten 2 and Year 1. We are introducing new software to measure individual student progress ('Measures of Academic Progress' or MAP) and a schoolwide information management system to enhance administrative efficiency. This year-on-year growth is testament to the hard work that every member of staff has put into the school, from the cooks to the Head Teachers; to the fantastic support we have received from parents and friends along the way; and to the vision and inspiration of the school owners, which continue to drive us forward to greater success.

I recently came across a definition of success as being 'the ability to face one setback after another with no loss of enthusiasm.' What a great, motivational motto for life that is! And what an important quality to teach our children. Learning from trying out new ideas, from making mistakes and from challenging our own preconceptions is exactly how we learn best. As adults, we are perhaps more likely to stick to old habits and patterns and reluctant to venture outside of our 'comfort zone.' But children have at least two decades less clutter and conditioning! Young minds are enthusiastic, naturally curious and eager for knowledge. Our job as educators is to create an environment which inspires children to take on school – and life – like young heroes whose enthusiasm never wanes regardless of the ups and downs all adventurers inevitably face!

In this vein, we have been happy to see that our alumni are shaping up to the challenges of secondary school in a similar fashion. Academic results at their new schools have been impressive, but more than this, their parents report confidence, compassion, enthusiasm and motivation to learn. One parent told us, "What Panyaden gave her is not only knowledge but also a strong, healthy body, kindness... and tolerance to the world and people around her, which are the most valuable things in her future life."

Panyaden International School strongly believes that the foundation for success rests in these core inner qualities of effort, enthusiasm and resilience, tempered with the ability to apply the mind skilfully and calmly to any given situation. If we teach this formula for success early in our child's life, then no matter what hurdles he or she faces through the teenage years and beyond, this inner resource will be there to fall back on.

On behalf of Panyaden International School, I would like to thank all parents, teachers and students for contributing to the continuing success of the school. I would also like to express our gratitude to the chair of our parents and teachers group, Friends of Panyaden (FoP), Khun Jip-Sarinporn Theerawechkul and the rest of the FoP committee for their dedicated work for the school over the last year. To new families, welcome and thank you for trusting us to provide the best possible education for your child.

I wish you and your children a happy and successful school year.

Neil Amas
School Director

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1. The Way of Life at Panyaden International School

At Panyaden International School we aim to cultivate a way of life, not only an academic education. Buddhist culture and values are our basis for living together. Teachers, parents and children must share the same goal of self-development in the acknowledgement that we are all lifelong learners and must always be a good example to each other.

Rather than an education system which is geared to testing and to competition and to preparing people for a particular livelihood, the emphasis of Buddhist education is on teaching children how to learn, how to enjoy learning, to love wisdom for its own sake. It teaches them the emotional maturity enabling them to make use of their knowledge to create a happy life for themselves and their family and to contribute positively to the society in which they live. It in no way compromises on the work of preparing children to make a good livelihood, but it lets them see that life is deeper and richer than working in order to consume.

Venerable Ajahn Jayasaro
Panyaden International School Spiritual Advisor

2. School Philosophy, Vision, Mission and Motto

Vision

To provide your child with an education that forms a solid foundation not only for successful academic study, but also for a peaceful and fulfilling way of life.

Mission

At Panyaden International School, we aim to develop resilient, thoughtful and caring individuals through a practical, values-based education. By integrating a modern bilingual curriculum, environmental mindfulness and Buddhist principles, we aim to nurture the physical, moral, emotional, and intellectual qualities of our children holistically. We see that, for this to happen, the school must work together with families and the wider community.

Philosophy

Success in life, whether in academic study, career or family life, is derived not only from a sharp intellect but also from the ability to communicate skillfully, overcome difficulties, manage one's moods and makes choices based on wisdom, compassion and understanding. Our efforts as teachers must be focused equally on helping children develop inner values as well as responsibility towards the world around them. To this end, we have created an atmosphere, an environment and a curriculum which are in harmony with the Buddhist path to wisdom and happiness.

Motto

‘Love Nature’

We aim to teach children as well as the community that we live in, how to live a life in harmony with nature and that showing respect for our environment enhances the quality of our lives.

3. Buddhist Approach

Selected extracts from teachings by Venerable Ajahn Jayasaro.

It seems that these days more and more employers are not looking so much for people with proficiency in a particular area as much as smart, intellectually flexible people who know how to learn new things and can adapt to the changes in new technologies and changes in society. This is because many of the things people learn in schools are out of date by the time they start working, and because in a knowledge-based economy, freshness of vision, creativity and innovation are given the highest value.

In order to flourish in the world it's not then a matter of merely accumulating a body of knowledge, so much as cultivating a strong but supple mind and the ability to develop life skills such as skillful communication, the ability to work in a team, patience, resilience (the ability to bounce back after disappointments), the ability to manage one's moods, and to protect the mind from pride, arrogance, greed, hatred, depression, anxiety, and panic. These abilities are being increasingly recognized as being more useful and necessary in the long run to a successful working life rather than having a particular degree under your belt. It's becoming clear to what extent a lack of emotional maturity and self-knowledge amongst people in positions of authority undermines the advantages that they should derive from a cultivated intellect.

This is why Buddhist education is not at all idealistic. It is not meant to produce unworldly people, virtuous but unable to cope in the so-called "real world". It is rather based on the conviction that the Buddhist developmental process which can in its fullness take someone all the way to enlightenment, on a scaled-down level provides the best possible kind of education for ordinary people.

Four Elements of Buddhist Education (Four Bhavana)

Whereas traditional educational approaches tend to put most of the focus on material goals and on developing essential cognitive skills, the Buddhist view is that, to be complete, education must also focus on inner values, on the workings of the mind and emotions. A 'holistic' education in the Buddhist sense refers to the *bhavana siii*, or four areas of development. Two of these relate to one's interaction to the external world and the other two with one's internal qualities. By helping children reach their potential in both these spheres and across all four areas, we believe that we are providing them with the best possible education.

1. *Kaya bhavana*: development of one's relationship to the physical world.

This entails learning about the physical world in which we live and developing a wise and balanced relationship towards it, starting from one's own body.

- Healthy relationship with the body
- Understanding basic physical needs (food, shelter, clothing and medicine)
- Responsible use of possessions, money, tools and technology
- Responsibility towards the natural environment

Curriculum relevance: Nutrition, physical exercise, sport, biology, time management, computer sciences, geography, environmental studies and life skills.

2. *Sila bhavana*: social and ethical development

This area entails developing a wise and balanced relationship to the social world. It includes teaching the foundations of Buddhist morality as a scheme for living together wisely with trust, integrity and social responsibility.

- Not harming others
- Right speech (speaking truthfully, agreeably and appropriately)
- Acting with integrity
- Responsibility for one's own learning and development
- Responsibility towards family members, towards place of work/study and society

Curriculum relevance: Language and communication skills, social studies, performing arts, history and community service.

3. *Citta bhavana*: development of the mind and emotions

This means developing skillful ways of dealing with negative emotions and cultivating and maintaining positive ones.

- Emotional balance
- Love of learning
- Patience, effort and resilience
- Concentration and mindfulness
- Kindness and compassion

Curriculum relevance: Meditation, 12 Wise Habits activities, life skills, art, community service and daily classroom experiences

4. *Panya bhavana*: development of the intellect and wisdom

This entails training the mind to think with reason and without bias, to think creatively, constructively and to be able to reflect on experience and learn from it.

- Right understanding (of right and wrong, of what has value and what does not)
- Right intention (making decisions based on good intentions: logical, beneficial, practical)
- Development of wisdom at three levels: (reading and listening; creative thinking; learning from experience)

Curriculum relevance: Maths, science, linguistics, art and design, and all forms of decision-making, critical thinking and creativity

These four types of development carried to the highest level result in enlightenment – the attainment of ultimate peace, wisdom and compassion. In a conventional education system, the effort is to create an atmosphere, an environment and a curriculum which are in harmony with the Buddhist path to enlightenment, but adapted appropriately to the needs and capacity of school children.

Panyaden 12 Wise Habits

One of the key tools we use to promote the Buddhist way of life at Panyaden and to help students progress across all four areas of development is a set of skills and qualities known as the 12 Wise Habits. Opportunities to practice, develop and reflect upon these are integrated into the daily life of the school.

1. Not harming (Avihimsa)
2. Knowing the right amount (Mattannuta)
3. Being enthusiastic (Chanda)
4. Persevering (Viriya)
5. Being patient and tolerant (Khanti)
6. Being mindful and alert (Sati)
7. Being calm and focused (Samadhi)
8. Being truthful (Sacca)
9. Using the senses wisely (Indriya-samvara)
10. Being kind and compassionate (Metta-Karuna)
11. Being generous (Caga)
12. Applying the mind skilfully (Yoniso-manasikara)

4. Environmentally Mindful

Panyaden International School is committed to reducing the unnecessary exploitation of natural resources, to recycling waste and reducing our carbon footprint. The school will encourage such environmental mindfulness amongst all its staff, students, parents and the local community. The school itself is constructed from renewable natural resources and re-used wood and glass.

Methods of Waste Management in Panyaden International School

The school divides and processes waste into 3 major types as follows.

- **Food scraps** are separated from other forms of waste and processed through our on-site waste food system to produce biogas to provide cooking fuel for our kitchen and to fertilise vegetables and plants that we grow at the school.
- **Recyclable** materials such as plastic, paper, glass and wood scraps are separated and are either re-used for classroom activities or sent to recycling plants.
- **Non recyclables and hazardous waste** are sent for municipal disposal.

Waste disposal bins are provided throughout the school that separate the different kinds of waste.

5. School Hours

School hours	
Nursery and Kindergarten 1-2	8:20–15:15
Primary: Year 1-7	8.20–15:45

Dropping off and Picking up

Students should arrive at the school at least 10 minutes before the morning bell at 8.20 am to arrange their personal belongings in the classroom.

Parents and guardians must pick up their children on time and no later than 15 minutes after dismissal time, as follows:

Pick up time	
Nursery and Kindergarten 1-2	15:15–15:30
Primary: Year 1-7	15:45–16:00

Parents and guardians drop off and pick up their children at the school gate (next to the Assembly Hall). In the morning, we expect children to make their own way to the classroom once they are familiar enough with the school. Parents and guardians may need to encourage their children to do this. After school, teachers will bring children to the gate from where parents can pick them up.

Parents and guardians who arrive early are invited to wait in the Parents' Sala. Playground supervisors will be on duty to watch over children from 7:45-8:20 and from 15:15-16:15

In order to ensure the safety of your children, once students have been signed out of school at the end of the day they become the full responsibility of their parent and may not re-enter the school grounds unless permission has been granted by the supervising teacher. To facilitate easy accounting for students, parents are not permitted to enter the school grounds during pick up time.

Parents who wish to delegate picking up duties to a third party, such as a family friend, must inform the school in advance, giving full name and details of the person to the School Office.

Lateness

We consider punctuality to be an important habit for children to develop. Parents who arrive late in the morning will need to report to the School Office from where a member of staff will accompany their child to assembly or their classroom. The child will be marked late. Parents who do not pick up their children on time after school will be asked to sign a late form and will be charged 200 baht for each half hour or partial half hour that the school has to look after them after the stated time.

6. Curriculum and Learning Process

Early Years: Nursery and Kindergarten

Guided by the UK Early Years Framework our preschool program provides a strong foundation for life through self and guided discovery learning in seven core areas of development:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

Primary: Years 1-7

Primary age students follow the National Curriculum for England framework (the ‘British curriculum’) integrated with the International Primary Curriculum and the national Thai Language and Culture curriculum. We use a subject integration approach that supports deeper understanding of each subject and the natural interconnectivity between them. It stimulates the ability to look at situations and problems from different angles. Thai culture and history are taught alongside more international themes, providing perspectives that are both international and local and preparing children for further study at either Thai or international schools.

Core Primary Subjects

- | | |
|-----------|---------------|
| ▪ English | ▪ Mathematics |
| ▪ Thai | ▪ Science |

Foundation Subjects

- | | |
|------------------------------------|----------------------|
| ▪ Art | ▪ History |
| ▪ Citizenship | ▪ Performance Arts |
| ▪ Computing, Design and Technology | ▪ Physical education |
| ▪ Geography | |

Life Skills and Social Contribution

Panyaden students will have the opportunity to engage in weekly activities which encourage the development of life skills such as meditation, self-reliance and social responsibility. Examples of these are:

- Nature studies
- Meditation and mindfulness activities
- Organic vegetable growing
- Household repairs
- Rice farming
- Recycling
- Weaving and needlework
- Building a shelter and other survival skills
- Activities for social and public benefit

My Project

My project is a weekly, term-long activity that provides teams of students from different Primary grades the opportunity to create, design and produce their own craft or product.

After School Clubs

There will be a variety of after school activities starting at 16:00. In the past these have included cooking, dance, art, swimming, football and weaving. Some classes may be restricted by age and minimum/maximum number of students. A sign-up sheet will be available for parents during the second week of the term and will run on a first-come-first-served basis. After school clubs are charged at 350 baht per session and must be paid one term in advance.

To encourage commitment, students may not switch from one club to another during the first half of the term. A student may join a new club during the term at the discretion of the club leader and if places remain. There is no refund for parents who wish to withdraw their child from a club during the term.

Learning Two Languages

Panyaden International School's curriculum is taught in both Thai (50%) and English (50%) from Nursery right through to Year 7 (the end of Primary). Each pre-school classroom has a native Thai teacher and native English teacher who take turns in leading learning activities. In primary years, Maths and English are taught by native English teachers, PE/Life Skills, Art and Thai by native Thai teachers and Science, Social Studies, Design and Technology and Performing Arts are taught in both languages.

We expect students who are with us from kindergarten through to the end of primary to become fully functional in both languages by the end of Year 7. Students are exposed to both alphabets and basic literacy skills in kindergarten with formal reading and writing skills in the child's first language typically introduced in Year 1. Students need to show some understanding of the reading and writing system in their first language before being introduced to literacy in their second language. This can happen anytime from K2 onwards, depending on the ability and confidence of each student.

We strongly encourage parents to speak their mother tongue to their children, even where this is not one of the two school languages. Having a strong foundation in one's mother tongue helps a child build the confidence to tackle a second or third language. In bilingual families (English and Thai), we recommend that the Thai-speaking parent speak only Thai to the child and the English-speaking parent keeps to English. Research shows that this is the most effective way to help young children reach fluency in both.

Intensive Language Support

All Panyaden students are expected to reach a level where they are functional in English and in Thai. Language proficiency will be assessed for every Year 1 to Year 7 student to determine the best possible placement for them during language learning time. For new students, this will take place before they start school. For existing students, this will be assessed at the end of each school year. Students who are assessed by the school as needing supplementary intensive language support in either language will be required to join the Intensive Language Support programme until they are able to function comfortably in a class with first language learners. This ‘pull out’ course will be provided for a fee, payable one term at a time. This applies to both English and Thai language speakers.

Cultural and Religious Days

We celebrate all major Thai and Buddhist festivals and events. Dates for there are published on the school calendar (<http://www.panyaden.ac.th/school-calendar>)

Outings and Field Trips

From time to time students will go on outings and field trips (normally no more than twice a term). These will be in or around Chiang Mai, except for Year 7 students who will also have the opportunity to go on an extended trip further away to celebrate their graduation. Parents will be informed in advance of all activities that take place outside of the school. By signing the school’s Terms and Conditions, parents give their consent for the school to take their children on such outings. If they wish to opt out, parents must inform classroom teachers at least one day in advance and make alternative arrangements for the care of their child. Cost of field trips will depend on the nature or the trip and distance travelled. Parents will be informed of costs in advance.

7. Daily Timetables

Nursery/Kindergarten 1-2

07:45–08:20	Parents drop off
08:25–08:45	National anthem and assembly
08:45–09:00	Morning activities
09:00–10:00	Learning activities
10:00–10:20	Morning break and snack
10:20–11:20	Learning activities
11:20–12:20	} Lunch break
12:20–14:10	
12:20–13:10	Nap time or outside play*
13:10–14:10	Nap time or Learning activities*
14:10–14:30	Afternoon snack
14:30–15:00	Learning activities
15:00–15:15	Review and tidy up
15:15–15:30	Parents pick up

* Note: Nap is for Nursery and early Kindergarten 1 only. Length of nap will vary by child

Primary: Year 1-7

07:45–08:20	Parents drop off
08:25–08:45	National anthem and assembly
08:45–09:00	Morning activities
09:00–10:00	Learning activities
10.00–10:20	Morning break and snack
10:20–11:20	Learning activities
11:20–12:20	Learning activities
12:20–13:10	Lunch break
13:10–14:10	Learning activities
14:10–14:30	Afternoon break and snack
14:30–15:30	Learning activities
15:30–15:45	Review and tidy up
15:45–16:00	Parents pick up

After School Clubs

16:00–17:00	Subjects announced each term
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Class Size and Teacher-Student Ratio

Level	Maximum number of students per teacher/TA	Maximum number of students per class
Nursery	1:6	18
Kindergarten 1-2	1:7	20
Year 1	1:13	25
Year 2-7	1:13	25

8. Learning Goals and Assessment

Graduating Student Profile

Over the course of their study at Panyaden International School, students gradually build an increasingly deeper understanding of a set of core principles that are based on the four areas of development (*bhavana*): physical, social, emotional and intellectual. This understanding characterizes our graduating students and is the foundation for moral conduct, healthy relationships and strength of character.

Students are expected to reach these goals by working towards the mastery of the UK curriculum objectives and developing competency in the 12 Wise Habits.

In relation to the material world (physical development), a Panyaden student understands that:

- Consuming things that keep the body fit and healthy also keeps the mind calm and clear.
- Showing care and respect for the environment enhances the quality of our lives.
- Needs and wants are different and understanding them helps us bring balance to our lives.

In relation to society (moral development), a Panyaden student understands that:

- Choosing the right words at the right time and right place leads to healthy relationships.
- Being open to other people's views helps us grow.
- Good teamwork yields results richer than the sum of the parts.

In relation to the emotions (mind development), a Panyaden student understands that:

- Being kind and compassionate generates positive effects for oneself and others.
- Love of learning is created through effort and perseverance.
- We are the only ones who can control our emotions and reactions.

In relation to the intellect (wisdom development), a Panyaden student understands that:

- Life is more meaningful when we skilfully reflect on experience and carefully filter information.
- A wise decision is one that is logical, practical and beneficial to both oneself and others.
- Our intentions, words and actions create our own future.

Teachers will assess students' progress towards these goals on a daily, weekly and termly basis. Assessment of learning is based on two fundamental principles: evaluation for the purpose of developing the learner's capacity and for appraising their achievements. The goal of assessment is to track progress, from whatever point each student starts, and identify learner needs. Ongoing formative assessment, based on observation, informal testing and student self-evaluation, is complemented by some formal testing (summative assessment). Assessment is 80% formative and 20% summative. The latter is partly achieved through the school's online assessment programme, Measuring Academic Progress.

Measuring Academic Progress (MAP)

MAP is used by thousands of schools around the world to track primary students' progress in Maths, English and Science. It provides a snapshot of every student's knowledge and identifies specific areas of strength and weakness. We run these short assessments two or three times a year in order to help teachers see how students are progressing against the objectives in those subjects and to enable them to set specific learning goals based on the strengths and weaknesses identified.

Homework

Students in the primary years will be given activities to complete at home on a regular basis. This becomes more regular as the student moves up through the primary years. Home activities should

be a useful and positive experience which complements what is being taught in class. The goal is to help students to become more independent and disciplined in their study and create an opportunity for teachers and parents to share in the students' learning. Parents are asked to support the school by:

- Arranging a quiet, suitable place to do the activity with their children.
- Making it clear to their children that they value home activities and how they will help them make progress in school and in life.
- Checking that deadlines are met.

9. Reporting to Parents

The school reports to parents on student progress in a number of ways.

Written Reports

There will be 2 written reports issued to parents during a school year, an interim report at the start of Term 2 and a full report at the end of the school year.

Parent-Teacher Meetings

There will be two formal parent-teacher meetings, one to go over the work done in term 1 and one near the end of the school year, when parents and guardians will be able to discuss their child's progress and the student will present a portfolio of his/her work.

Communication Notebook

The school will provide a communication notebook for parents and teachers to communicate with each other in regards to teaching, learning and development of children between school and home. The communication notebook is also used to report on health (such as prescribed medicines), eating habits and reminders about outings and other events. Teachers will write comments on a weekly basis and leave a space for parents to respond and add their own comments. For older students, it will play a more important role in keeping track of their own progress against learning objectives. If parents have any inquiries or wish to request for assistance in, for example, taking prescribed medicines, please write instructions clearly and sign.

'As needed' Meetings

We prefer dialogue between teachers and parents about student behaviour or concerns to be in person. Should the need arise, parents and teachers are encouraged to set up an appointment to meet with each other rather than wait for end of term Parent-Teacher Meetings.

School Management System

Our newly acquired School Management System, called RenWeb, will manage school data and streamline the way we communicate with parents. Families will be able to access information about the school and their child's learning through a school portal. More details will be shared when the system is fully operational, which we expect to happen during Term 1.

10. Starting School

First Days

To help new students to adjust to their environment, parents of very young children are welcome to stay with their children for a while during the first days of school. Parents of Nursery and Kindergarten 1 may stay with their children in the classroom for decreasing periods of time over the first three days. Parents of Kindergarten 2 and Year 1 students may wish to stay with their children for a short time on the first one or two days. We do not expect parents to stay with their children after 3 days. Parents of Primary students are welcome to stay with their children for a short time on their first day. These are guidelines only as much will depend on the needs of individual students.

Meet the Teachers

Early in the first term there will be an opportunity for parents to meet their child's classroom teachers at school and exchange information on expectations, the plan for the year and daily routines.

What to Bring

Nursery and Kindergarten

Each day	To be left at school
<ul style="list-style-type: none">▪ Towel▪ Pyjamas (Nursery and K1 only)▪ Nappies (diapers) if needed▪ Bag for wet clothes▪ Re-usable water bottle▪ Milk x 2 (if required. Cow's milk and soya milk are provided by the school)	<ul style="list-style-type: none">▪ Toothbrush and toothpaste▪ Plastic mug▪ Old T-shirt for painting▪ Spare set of clothes

Primary: Years 1-7

Each day	To be left at school
<ul style="list-style-type: none">▪ Towel*▪ Change of clothing*▪ Bag for wet clothes*▪ Re-usable water bottle	<ul style="list-style-type: none">▪ Toothbrush and toothpaste▪ Old T-shirt for painting

**On days when needed*

Important: We find a lot of lost student belongings that have not been labelled with the student's name. All personal belongings must be labelled with students' names to prevent loss.

The following are not permitted to be brought to school:

- Valuable belongings
- Jewellery
- Toys (apart from on days assigned by the teachers), including electronic games

- Food and snacks (except in the case of special dietary needs previously agreed upon with the school director)
- Mobile phones, tablets or other electronic devices

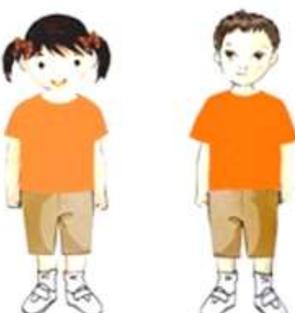
Dress Code and Uniform

School uniform is compulsory. The uniform is designed to be comfortable and suitable for the climate.

On P.E days, P.E uniform should be worn from home. Days for standard uniform and P.E uniforms will be announced at the start of term. All uniforms are available for purchase at the School Office.

On Fridays, Thai school students across Chiang Mai wear traditional northern Thai-style dress. Children are expected to wear this or traditional clothes from another country. Casual clothes, such as T-shirt and shorts or sleeveless dresses are not permitted, even though these may have become ‘traditional’ in some countries!

On the first day of term, all students should wear school uniform. Modest dress is expected at all times. Jewellery or other forms of body decoration are not permitted.

School Uniform		P.E. Uniforms
Nursery and Kindergarten	Primary: Year 1-7	All age groups
		

Hair and Nails

Hair should be clean and tidy and not cover the eyes. Nails should be short, clean and not painted.

Shoes and Socks

As the school grounds are all laid to grass, students and teachers walk bare foot around the campus and in the classrooms. Students should wear either plain coloured trainers (sports shoes) with short white socks or any neat, comfortable shoes or sandals to school each day. Raised heels or highly decorative shoes are not permitted. Students must bring sports shoes to school on PE days.

Medicines, Special Diets and Allergies

If your child requires prescription medicines, suffers from allergies or has special dietary needs, please inform the school by noting this on your enrolment form and updating classroom teachers if these needs change. If students need to bring prescribed medicine to school, please write the student’s name, required dosage and frequency clearly on the bottle and in the parent-teacher

communication book. Please make sure you inform the School Office if a new medical condition arises so that we may update your child's records.

11. Attendance

Please arrive at school between 7:45 and no later than 10 minutes before the bell sounds at 8:20.

- We expect students to be punctual and to attend every day.
- If a student is unable to attend school on any one day, parents are requested to notify the school office by phone or email before the start of the day.
- In cases of persistent absence or lateness, teachers will meet with the parents to ask for an improvement in behaviour. Should absence or lateness continue, parents will be asked to meet with the school management to solve the issue. If students come to school late, parents should bring them to the School Office.

Longer-term Absence

- The school expects students to attend school every day and not to take time off for holidays during term time. We believe this instills a positive commitment towards learning.
- If it is necessary for parents to take their children out of school during term time for any reason other than illness, parents must inform the school in writing as long as possible and no later than 14 days in advance. If the school feels this is detrimental to the student's learning, parents will be invited to meet with the school management to look for possible solutions.
- Parents who for any reason decide to take their child out of school for a significant length of time are responsible for ensuring this gap in learning has been covered and may be expected to provide supporting evidence. If a student misses more than 20% of the school year, his or her graduation to the next year group will be reviewed.

Illness

- If a student is sick, parents must inform the school by calling the school office on the first day of illness before 8.20am. On returning to school after sickness, parents are expected to write a note in their child's communication book explaining the illness so that teachers are able to take any follow up precautions.
- If a student is sick for more than one week, parents should provide the school with a doctor's note on the student's return to school.
- Parents are asked to keep their child at home until symptoms are completely cleared to avoid spreading illnesses to other children.
- If a member of staff identifies that a student is unfit to study due to illness or a non-emergency accident, parents will be called and asked to collect their child from school.

12. School Buildings and Regulations

There are currently 10 classrooms. Nursery and kindergarten classrooms have their own sink, showers and bathroom. There are separate second language, art, music and drama/dance rooms, a library, first aid room, multi-purpose assembly/sports hall and canteen. Sports and play facilities include indoor sports hall, swimming pool, sports field and playground. For parents, there is a Parents Sala which may be used when parents are waiting to pick up their children. The administration buildings include School Office/Reception, Teacher Planning Room and Academic Support Staff Room.

Please take off your shoes whenever entering any of the school buildings.

Smoking, alcohol and drugs are not permitted on or near the school premises.

Access

For the safety of the children, students are permitted access to the school buildings only between 7:45–15:45, except in specific cases agreed with a teacher. Parents should take students to school between 7:45– 8:10, when they will be able to be in the playground or, in the event of rain, in their classroom.

During class times, parents or other persons who wish to access the school must go to the School Office where guests will be asked to sign in and may be asked to hand in a form of ID.

Early or Alternative Carer Pick-up

If parents wish to pick their children up before the end of the school day, please telephone and inform the School Office in advance.

If someone other than a child's parents will come to pick up a student, parents must call the school office in advance giving the name of that person. For the protection of your child, the school may ask that person to produce photo ID to verify their identity in cases where they are not known to the school.

Vehicles and Parking

A car park is provided for parents and visitors. Our policy is to avoid noise, air and other kinds of pollution as much as possible. For this and safety reasons, please observe the following:

- Drive slowly and at no more than 20 km/hour when entering or leaving the school grounds and along the small lane to the school. Faster speeds whip up dust over the homes of our village neighbours.
- Show courtesy in allowing other drivers to pass when on the narrow lane to school.
- Please turn off your car engine when parked.
- Please park in the allotted parking bays, not in front of the drop-off/pick-up point.
- Parents are encouraged to car pool with other families to reduce emissions. Please contact Friends of Panyaden if you wish to find other parents willing to share lifts. There is also a parent-run school bus – please contact FoP for details.
- Families living nearby are encouraged to walk or cycle to school.

Field Trips

The safety of the students in our care is our paramount concern, and we always endeavour to ensure that we anticipate, observe and act upon all reasonable measures necessary to protect them. However, accidents and injuries do occur from time to time, often without anyone being at fault. We are unable to offer compensation for any accident or injury which is not attributable to our fault.

Use of Computers at School

Our approach to the use of information technology is that students will be educated to use it responsibly, wisely and when needed. While we do not rely on computer technology to deliver learning at school, computing is a part of the curriculum and students may use computers and access the internet when necessary and when teachers feel it is a useful additional tool to the curriculum. This will be strictly under the guidance of teachers. Students will not be given unsupervised access to the school's computers. Additionally, students are not permitted to bring to any electronic devices to school.

Use of Mobile Phones

Students are not allowed to use mobile phones at school. If they are brought to school for any reason, classroom teachers will keep them in a safe place and return them at the end of the day.

Your Child and School Publications

From time to time the school will take photographs and film which may include your child. These images may appear in print or electronic format, such as on publicity materials, the school website, Facebook page or newsletter. Your child's full name will never accompany such images unless we have your express permission. By signing the school's Terms and Conditions, you give permission to the school to take and publish such images. If you prefer that your child is not used in such material, please inform the School Office.

The Panyaden International School logo and any other official school branding may not be used without written permission from the School Director.

Thai Cultural Expectations

Students are expected to respect local customs and culture and we ask families who are new to Thailand to support their children in learning these new habits. Students will be expected to greet and thank their teachers with a 'wai' every day and to follow other Thai social norms which they will learn during their time at school.

All students are expected to stand around the national flag during the Thai national anthem. Staff, students and waiting parents are expected to stand still and quietly for the duration of the anthem. Parents who arrive late for the flag ceremony should keep their children with them until the anthem is finished.

All students will join morning assemblies on assigned days and will be expected to follow the school rituals, which include chanting, singing and paying respect to the Buddha by bowing.

13. Services Provided at School

Food and Snacks

Panyaden International School provides healthy and nutritious snacks and lunches to ensure your child has a balanced diet each day. Our lunch menu offers both Thai and international options and morning and afternoon snacks include fruit, sandwiches and other healthy food. There is always a vegetarian option and we use organic brown rice. As much as possible, we avoid foods that have high sugar or salt content or artificial flavourings and colourings.

Our policy is that children do not bring food or snacks to school unless they have special dietary needs that are not met by the school. We also ask that parents do not feed their children on the school premises before or after school or share food with other children.

We understand that some children may have a different diet at home and may need to make adjustments, especially newcomers to Thailand, but we feel it is beneficial for children to be encouraged to sample a variety of foods. Children are encouraged to eat all the food they are provided and always to try new and unfamiliar foods. If parents have concerns about their child's eating habits or the food the school provides, they are asked to discuss this with their teacher or the Parent Liaison Manager.

Lunch is provided in the canteen while snacks are brought to the classroom. The school will provide lunch and snacks on outings and field trips.

Nursery and Kindergarten

10:00–10:20	Soy milk / fresh milk and snacks
11:20–11:50	Lunch and fruit
14:10–14:30	Afternoon snack

Primary: Years 1-7

10:00–10:20	Soy milk / fresh milk and snacks
12:20–12:50	Lunch and fruit
14:10–14:30	Afternoon snack

Washing Dishes

Students will start washing their own dishes from Kindergarten 2 at the washing up area provided in the canteen. Nursery and Kindergarten 1 will be helped by staff to wash selected items.

Waste and Recycling

The school has its own waste food and water treatment systems. Recycling bins are provided around the school that separate food scraps, recyclables and non-recyclables. As much as possible we avoid the use of plastic bags and bottles and Styrofoam containers and re-use paper, cardboard and plastics in classroom activities.

Library Service

The library has collections of Thai, English and bilingual books for children of all levels. The library is open to students from Monday to Friday from 8:00 to 16:30 and to parents from 15:45–16:30. Children are invited to borrow books from the library which may be taken home for specified numbers of days. Parents may borrow books in their child's name.

Temporary students who enrol for less than 2 weeks are not permitted to borrow library books.

Health Care

Our approach is to educate students to be responsible for their own health and safety where it is within their control. All staff have had basic first aid training and some are fully qualified first aiders. In case of minor illness or accident at school, children will first be treated at school. In more serious cases, parents will be called and asked to pick up their children. In emergency cases, the school will send the student to the nearest hospital immediately and inform parents.

Checking Your Child's Health

Fever

Parents are asked not to send their children to school if they have an above normal temperature (over 37.5 Celsius). Should school staff identify the onset of a raised temperature during the school day, parents will immediately be called to collect their child. This is for the benefit of the child but also to prevent infection to other children.

Head Lice

Young children are prone to head lice. Should you notice head lice on your child please inform the school immediately to help prevent it spreading to other children. If we find cases at school, a note will be sent to parents to check their children and take necessary measures at home.

Illness Outbreaks

Should there be a significant number of cases of a particular illness at school, we will take special precautions, such as taking the temperature of every child on arrival at school, disinfecting the classrooms or asking infected children to stay at home for a stipulated number of days. Parents are request to inform the School Office immediately if their child has been diagnosed with a specific contagious illness.

Accident Insurance

Should students have a serious accident at school, they will be taken for treatment at the nearest hospital. Parents will be required to advance payment for any treatment received and afterwards submit the receipt together with medical certificate from the doctor to the School Office. Compensation will take up to 60 days.

School Transport

The school will provide transport for all outings and field trips. Our insurance also covers accidents that may occur on such trips. We do not provide a school bus service, but there is currently a parent-organised school bus (contact Friends of Panyaden for details).

Lost Property

Any belongings found will be kept at the School Office. At the end of each school year, any belongings which have not been claimed will be either made available for use at school or donated to charity.

14. Parent Involvement

The school values the contribution of parents. We see parents as partners in the education of the students and understand that home, school and community each play a key role in the development of children. Parents may wish to contribute to the school as follows:

- Being a ‘special guest teacher’. Parents who have a special skill that may be of interest and benefit our students may be invited to join a class for a lesson or activity. Examples may be storytelling, health care, cooking, handicrafts or clothes making. Please inform your child’s classroom teacher if you would like to volunteer as a special guest teacher.
- Volunteering. There may from time to time be opportunities for parents to help with special activities, for example the ‘Active Listeners’ programme where parents give some time each week to help with students’ reading.
- Join Friends of Panyaden (the school’s parent-teacher group) to exchange information related to the school’s improvement, organise parent-run events and join fun activities with other families.

Interested parents should contact the School Office.

Communication between parents and the school

The most effective way of achieving the goals of the school is by having the whole school community of teachers, children and parents working in the same direction. For this reason, the way we understand and communicate with each other is of fundamental importance.

Whenever parents have concerns, we ask for cooperation in creating an open and productive dialogue focused on the children. The school is very happy to hear concerns about the school and suggestions for improvement where the goal is to benefit the students.

Constructive comments, critical or not, which help us develop in line with the school vision and principles are welcome. Buddhist culture and values are what binds the school together and these should be the reference point for the way we interact with each other. Speech that is beneficial, honest and appropriate is the model we wish to portray to our students.

If you wish to discuss your child’s progress or behaviour, please request a meeting with your homeroom teacher. If the issue cannot be solved to the satisfaction of one or both sides, a further meeting may be arranged to include the Head Teachers. If parents remain unsatisfied with the outcome, they should request to meet the School Director.

For wider school policy matters, please write to the school at administration@panyaden.ac.th or call 080 078 5115 to request an appointment with the school management.

Information Updates for Parents

Letters and announcements will inform parents of events, any new, or changes in, policy and important news. These will be in both Thai and English and will be sent by email to reduce the use of paper. Please make sure you give the School Office an updated email address or inform us if you are unable to receive emails for any reason. Classroom teachers will also inform parents about field trips and special events by email from time to time.

Panyaden produces a bi-monthly electronic newsletter which will give information about the school, news of events and activities and report on student work. The school website (www.panyaden.ac.th) will also be regularly updated with latest information and features a blog

where parents can find photographs of their child's classroom activities and school events. The school's Facebook page has daily updates, news and photos of school activities.

15. School Fees Payment

Tuition fees must be paid before the term starts according to the date on the invoice (normally 60 days before the start of term 2 or 90 days before the new school year). Parents will be issued with invoices indicating amount and payment deadline.

Fee Payment Schedule 2017-2018

Description	Deadline
Entrance Fee	Within 3 Days after receiving invoice
Term 2 Tuition Fee 2017	8 th November 2017
Term 1 Tuition Fee 2018	20 th June 2018

Methods of payment

There are 4 options to make payment.

- Cash payment at School Office
- Bank transfer as detailed in the invoice.
- Credit card payment at the School Office with a 3 percent surcharge of the total amount added.
- Online payment with a 3.2 percent surcharge of the total amount added.

Once the tuition fee is paid, please send proof of payment (transfer slip/transaction screenshot) along with student's name and class to accounting@panyaden.ac.th or LINE ID: panyadenaccounting.

Transaction without proof of payment will be considered as outstanding. Please note that all bank charges, including third party bank charges are the responsibility of the transferor.

If you have any questions regarding methods of payment, please contact the School Office.

Tuition Fee Adjustments

The tuition fee rate will be according to the rate announced each year. There are likely to be increases each year. Students who leave the school for more than one year then re-enrol will be charged the rate that is current at the time of re-enrolment.

Temporary Students

The school welcomes temporary enrolments depending upon availability of places. We may not be able to accept kindergarten students for short periods (under 2 weeks) due to the time required to settle children in and disruption to the class. The temporary student rates for 2017-18 are:

Nursery and Kindergarten 1-2	5,250 Baht/week
Year 1-2	5,550 Baht/week
Year 3-4	6,450 Baht/week
Year 5-7	6,650 Baht/week

Students who enrol for more than 2 weeks are required to pay a refundable deposit of 5,000 baht before starting school. This will allow them to borrow books from the library.

Refunds

In the event of withdrawal from Panyaden International School on or after the first day of the term:

- a) If one year's tuition fees have been paid in advance and the student is withdrawn at any time during Term 1, Term 2 tuition fees only will be refunded.
- b) If one year's tuition fees have been paid in advance and the student is withdrawn at any time during Term 2, there will be no refund tuition fees.
- c) If one term's tuition fees have been paid in advance and the student is withdrawn at any time during that term, there will be no refund of tuition fees.
- d) If a student is dismissed from the school due to poor behaviour or due to the behaviour of parents, there will be no refund of school fees.
- e) If a student is withdrawn from school due to illness or disability and has a recognised doctor's certificate which states that he/she is unable to continue to study, refund of the tuition fee is at the discretion of school management and subject to provision of acceptable documentary evidence in support of the application for a refund.

Late Payments

All tuition and other school fees must be paid before the start of term. If fees have not been paid, the school reserves the right to deny the student entry to the school. Accounts partially outstanding after the start of term will incur a late payment fee of 100 Baht per day. This charge will be applied as long as fees are not fully paid.

16. Enrolment and Waiting List Policy

The school operates a first-come-first-served enrolment policy. To secure a place for the new school year, new parents can opt to pay the 40,000 baht entrance fee in advance. This fee is non-refundable should parents later choose to withdraw their application.

Having secured a place, new parents are then expected to pay full tuition fees before the start of the school year. If maximum class size is reached before the start of the year, parents who have paid the admission fee as above will be asked to pay the tuition fees owing within 10 working days (or as specified by the school). If full fees are not paid within this time, the place will be offered to the next student on the waiting list.

Once maximum class size is reached, the school will operate a waiting list which prioritises students by order of when their full application was made (application form and all required

documents submitted). Should a place become available, waiting list parents will then be contacted and asked to pay the 40,000 entrance fee within 5 working days to secure a place, followed by full tuition fees before the start of term or as otherwise stated by the school. Should the school decline the offer of a place after the 40,000 baht entrance fee has been paid (for example as a result of student assessment or parent interview), this amount will be fully refunded.

Returning parents can reserve their place for the next school year by paying a 10,000 baht re-enrolment deposit during the second half of Term 2 in the previous school year (deadline for payment to be announced each year). If returning parents decline to pay this deposit and their child's class reaches maximum size, their place will be offered to the parents of a student on the waiting list. The 10,000 baht will be deducted from the next term's fees.

Language Considerations

The school's enrolment policy requires that any student entering Primary Years 1-7 must possess sufficient language skills in one or both of the school's main languages to be able to function at his or her grade level. This includes skills in reading and writing where relevant. Parents who wish to enrol a child whose first language is not English or Thai may request a language assessment to determine their child's proficiency before making an application.

Unfortunately, we are unable to enrol third language children who do not speak English or Thai in Years 1-7. However, third language children are eligible for enrolment in Nursery – Kindergarten 2 as long as no more than 15% of students in the class share the same third language. Third language students who competently speak English or Thai are not considered as part of this quota.

17. Education Visas

Foreign national parents who wish to apply for education or guardian visas at an overseas Thai embassy normally require a letter of enrolment from the school to support their visa application. If parents or guardians require these visas, they must notify the School Office as soon as they enrol or in advance of an existing visa expiring. Parents will be required to submit supporting documents to the school. We require at least 3 weeks' notice to issue the school letter so please bear this in mind before making any travel arrangements and notify the school well in advance. Because some supporting documents need to be verified by the Ministry of Education, the school is unable to expedite any application.

The school is only able to issue a school authorization letter if tuition fees have been paid in full. In sibling cases where the school has not received tuition fees in full for all siblings, the school is only able to issue an education visa school authorization letter for the sibling whose fees have been paid. The school will not issue a guardian visa authorization letter until all sibling fees have been paid.

18. Panyaden Staff

School Management Team

School Licensee	Yodphet Sudsawad (Tik)
Executive Director and School Manager	Pran Indhapan (Nuchie)
School Director	Neil Amas (Neil)
Operations & Liaison Manager	Jettana Sangchote (Boy)
Head Teacher (Foreign)	Michel Thibeault (Michel)
Head Teacher (Thai)	Jiranat Sriphet (Dokmai)
Quality Assurance and Project Manager	Marisa Visuthakul (Tualek)

Support and Administration Team

School Secretary (Executive)	Rattharin Intawong (Aom)
School Secretary (Academic)	Weeranut Sri-On (Om)
Accountant	Sudarat Klakasikij (Ae)
Accounting Assistant	Jittima Kamwun (Boom)
Purchase Officer	Nattawat Kittayanophaluk (Jake)
Store Controller	Kronchanok Chiangchira (Tan)
Housekeeping and Chef Supervisor	Tanita Boonmee (Cake)
Admission and Liaison Officer	Panee Assawaprapa (Peach)
Project Coordinator	Chittapol Hoomphang (Title)
Registrar	Patcharaporn Kummaneeelert (Ning)
HR Officer	Krittaya Yarin (Tangmo)
Catering Team	Maneerat Vuthithum (Jeab), Jiraporn Tummong (Kif), Aurai Thurawong (Aurai), Kanjana Boonma (Jeab)
Cleaning and caretaking	KS.Home Service Lanna Team
Security Supervisor	Athit Sangsompan (Athit)
General Maintenance	Nattapon Wannaiy (New), Khanesuan Tibjan (Tong)

Teachers

Thai Teachers

Karuna Ruamthammarak (Or), Kritush Chainon (Ocean), Janjira Stevenson (Jan), Jantrarat Nualkaew (Tai), Jeerawan Panma (Aae), Natcha Tanrattanawong (Jai), Tassanee Naksin (Jeab), Thunyatip Pattarachalit (Tanya), Teeraporn Arunkanjanaroj (Tee), Teeraphan Naksin (Tee), Bongkot Theppiman (Ying), Patthawan Assawaprapa (Pat), Pawitra Chaimanee (Fern), Phatcharaphorn Kwanthong (Pond), Wanlaya Loetphornphisit (Mint), Sathaporn Sriphet (Noy), Ananya Duanjai (Nan), Aumporn Panthong (Ta), Duangporn Srisupha-o-larn (Eedd), Sureerat Prayoonwong (Tookta), Mayuree Jaijaroensakundee (Gai), Pattarasin Chuppava (Pat), Thayida Bamrunghai (Yo), Kamonwan Krachaiwong (Kwan), Warisara Jirasitanon (Nam), Apiram Ganjanasarid (Ownaen).

Foreign Teachers

Anthony Biddlecombe (Anthony), Christine Joy Centofante (Christine), Denison Clark Lane (Denny), Elizabeth Ann Binyon (Elizabeth), Georgina Louise Wroe (Georgie), Haleigh Marie Fecteau (Haleigh), Heidi Elizabeth Bokum (Heidi), Janet Ellisa Schlotzhauer (Ellisa), Kelsey Ann Rupert (Kelsey), Leah Johnston (Leah), Mallory Ann Olita (Mallory), Rachael Stevens (Rachael), Roseanna Catherine O'Hara (Rosie), Suzanne Greenwood (Susie), Timothy Wayne Mercer (Timber)

19. Term Dates and Holidays 2017-2018

Term dates

Term 1	21 st August – 22 nd December 2017
Half term break	21 st October – 29 th October 2017
Mid-year break	23 rd December 2017 – 7 th January 2018
Term 2	8 th January – 29 th June 2018
Half term break	16 th March – 16 th April 2018

National Holidays

October 2017

13 th October (Friday)	King Bhumibol Adulyadej Memorial Day
23 rd October (Monday)	Chulalongkorn Memorial Day

December 2017

5 th December (Tuesday)	The Late King Bhumibol Adulyadej's Birthday and Father's day
11 th December (Monday)	Substitution for Constitution Day

January 2018

1 st January (Monday)	New Year's Day
2 nd January (Tuesday)	Substitution for New Year's Eve

March 2018

1 st March (Thursday)	Makha Bucha Day
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April 2018

6 th April (Friday)	Chakri Memorial Day
13 th April (Friday)	Songkran Festival
16 th April (Monday)	Substitution for Songkran Festival

May 2018

29 th May (Tuesday)	Visakha Bucha Day
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20. Contact Details

Panyaden International School

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A.Hang Dong , Chiang Mai 50230
Landline: 053-441 460
Mobile : 080- 078 5115
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