



Regent's
International School Bangkok
Langsuan Campus

EARLY YEARS & PRIMARY HANDBOOK



CONTENTS

Principal's Message	2
Head of Primary's Message	3
Guiding Statements	4
Round Square	5
General School Information	7
The Curriculum	8
Reporting and Assessment	9
Emergency Measures	11
Procedures	12
Closed Campus Policy	13
Student Behaviour	14
Discipline Policy	14
Student Dress Code	16
A Guide to ELD at Home	17



PRINCIPAL'S MESSAGE

ANDY EDMONDS, THE PRINCIPAL

Welcome to The Regent's International School Bangkok.

This is a very special school and one that offers every young person the opportunity to develop to the highest of standards.

We believe in educating every child as a whole person so that they flourish in and out of the classroom.

We promote holistic values that make all of our pupils good, capable people as they grow up. Skilled, enthusiastic and well qualified teachers work hard to make sure pupils gain the best possible results. We encourage our pupils to develop interests and passions that will remain with them through life. We want your child to become a well-rounded leader of the future.

All our staff are ambitious for every pupil and we understand that there is nothing more important in the life of any parent than the happiness, safety and success of their children.

At this time the health of your child is of the highest priority.

Regent's will provide the ideal environment for learning, achievement and personal development.

The Handbook covers most aspects of school life; please retain it for future reference. However, we also appreciate you may have some unanswered questions and you are always welcome to contact school at any time over any matter. Here is looking forward to an excellent school year!

ANDY EDMONDS

andy.edmonds@regents.ac.th



HEAD OF PRIMARY'S MESSAGE



EMMA SCOTT, HEAD OF PRIMARY

Welcome to Regent's International Primary School. We are a welcoming school which has both a community feel and a desire to bring out the best in your children. This handbook will give you comprehensive information about our aims, organisation and activities and convey something of the excitement and diversity of life here at Regent's International Primary School.

Our academic and pastoral teams strive to create a calm but stimulating working environment, very clearly focused on quality teaching and learning. We take pride the way we encourage children to give of their best and develop their approach to learning during their time with us. We build children's skills in language, including speaking English, both in and out of lessons.

Regent's International School has a rich learning environment which is built around the needs of our pupils. The team is committed to giving your children rich experiences which both excite them and challenge them.

Having professional and hard-working staff members means that children not only succeed but excel. The children are well motivated and the parents are very supportive. It is our aim to work together to provide a happy, safe and caring environment in which all children can achieve their potential. We link with parents to ensure children make the most of the opportunities that we provide them with and build their love of learning.

Please do not hesitate to contact my office for any further clarification on details listed in this handbook.

EMMA SCOTT
emma.scott@regents.ac.th



GUIDING STATEMENTS

VISION

To bring out the best in everyone.

GUIDING STATEMENT

1. Regent's International School, Langsuan Campus aims to create a stimulating environment where children and young people are inquisitive so that they can value personal and academic inquiry and research.
2. Regent's International School, Langsuan Campus aims to create an academically rigorous environment where children and young people are knowledgeable so that they can understand the world around them and contribute a broad and balanced range of disciplines.
3. Regent's International School, Langsuan Campus aims to create a challenging environment where children and young people are inventive thinkers so that they can critically, creatively and innovatively solve problems.
4. Regent's International School, Langsuan Campus aims to create an inclusive environment where children and young people are well-rounded so that they have a balanced and confident approach to life-long personal development.
5. Regent's International School, Langsuan Campus aims to create a respectful environment where children and young people are strong communicators so that they can work with individuals and teams, listening, sharing and collaborating.
6. Regent's International School, Langsuan Campus aims to create an ethical environment where children and young people are principled so that they can act with responsibility to themselves, other people and our planet.
7. Regent's International School, Langsuan Campus aims to create a culturally rich environment where children and young people are open-minded so that they appreciate diverse views and values and have well developed social skills in a range of contexts.
8. Regent's International School, Langsuan Campus aims to create an encouraging environment where children and young people are inspired to be courageous so that they can have tenacity and take risks to go beyond the familiar.
9. Regent's International School, Langsuan Campus aims to create a caring environment where children and young people are compassionate so that they use their respect and empathy to make a positive difference.
10. Regent's International School, Langsuan Campus aims to create a nurturing environment where children and young people are self-aware so that they can reflect on their own learning and development and effective self-management skills.



ROUND SQUARE

Round Square is based on the theories of experiential educational philosopher Kurt Hahn who believed that schools should have a greater purpose beyond preparing young people for college and university. Dr. Hahn believed that it was crucial for students to prepare for life by having them face it head on and experience it in ways that demand courage, generosity, imagination, principle and resolution. As a result, he felt that young people would become empowered and develop the skills and abilities to be the leaders and guardians of tomorrow's world.

Round Square schools are founded on a philosophy which embraces a series of six pillars or precepts which can be summed up in the word IDEALS. They are Internationalism, Democracy, Environment, Adventure, Leadership and Service. Students at Round Square schools make a commitment to addressing each of these pillars through exchanges, work projects, community service and adventure. The overriding goal is to ensure the full and individual development of every student as a whole person through the simultaneous realization of academic, physical, cultural and spiritual aspirations.

INTERNATIONALISM

The most powerful force in advocating and promoting international understanding is exposure to different cultures. Students from all nationalities are welcomed into each school. They are taught to appreciate value and respect all cultures, religions and languages. Students learn to see themselves as global citizens and are asked to look beyond gender, class, race, nationality and culture to understand human nature.

We organise term-length exchanges among students, GAP students (who are pre- university, post-secondary) and faculty. Annually, delegations of students and staff gather at a member school to attend an international conference and work on solving world issues. Students are also encouraged to join international service projects.

DEMOCRACY

Teaching students both the values of democracy and the importance of active participation in democracy is essential to Round Square schools. Freedom of thought and speech is greatly encouraged and appropriate forums and channels of communication are set in place. Students are also taught to appreciate the importance of self-discipline and are trained and expected to share in the running of the school. Therefore, student government and a genuine sense of responsibility in the management of the school are goals in all Round Square schools.

ENVIRONMENT

Students are taught the importance of tending to the future of the planet. Round Square students are expected to demonstrate an active interest and concern for all natural environments, to be aware of proven problems and to play a practical role in tackling environmental issues. Students are taught the fine balance and the interdependence needed to maintain a healthy relationship between human beings and the planet. Special programmes, work projects and curricula all emphasise each young person's destiny to be a guardian of human society and the global environment.



ADVENTURE

Building the body and soul through adventure, meeting the physical challenge and developing an appreciation of the outdoors: these are all central to Round Square schools. At The Regent's International School, Bangkok we arrange outdoor and extra curricular activities that challenge and strongly engage students, individually and within groups - in ways that promote personal growth and self-discovery. All students are expected to participate in Outward Bound type activities which will foster a spirit of adventure and the realization that students can be so much more than they might have imagined. We also incorporate adventure programmes for various grades into school calendars and invite students from other member schools to join in.

LEADERSHIP

Students are taught that true leadership is found in those whose convictions are rooted in personal responsibility, kindness and justice. Opportunities for student leadership in the school's community are fostered. Leadership roles, held by senior students, in particular, are substantial and range from management of housekeeping positions to holding key leadership positions. A high level of responsibility is passed on to students individually and collectively. Round Square committees in schools are chaired by students, and various leadership positions of consequence are shared by the students. The annual conference is an ideal forum for students to demonstrate leadership skills, both in the planning process and public administration.

SERVICE

A key method used by Round Square to prepare students for life is by the expectation of serving others. Each student is encouraged to perform a substantial number of service hours, either in school sponsored, regional or international projects. Round Square international projects have been in existence since the early eighties, occurring in developing countries, where both staff and students from all Round Square schools work together in constructing buildings and water systems. We often train students in skills to help in emergency or disaster situations. To help in funding these projects, students raise money for the Prince Alexander Project Fund, to supply construction materials for the projects.



GENERAL SCHOOL INFORMATION

1. Regent's International School, Bangkok was founded in 2000. We are fully licensed with the Ministry of Education and are accredited by The Council of International School CIS, we are an International Baccalaureate World School. We are a private institution, run according to the English National Curriculum. The Regent's Schools have been approved by the Foreign and Commonwealth Office for the children of British Embassy staff residing in Thailand.

2. We are also members of the following organisations:

- FOBISIA - The Federation of British International Schools in Asia - <http://www.fobisia.org/>
- The Round Square Organisation - www.roundsquare.org
- ISAT - International Schools Association of Thailand - www.isat.or.th
- CIS - The Council of International Schools - www.cois.org
- IB - The International Baccalaureate Organisation - www.ibo.org
- The Boarding Schools Association - www.boarding.org.uk

3. Regent's International School, Bangkok is an English-medium school whose curriculum is based on the English National Curriculum, IGCSE and the International Baccalaureate.

4. Regent's International School, Langsuan Campus is located at 65 Soi Langsuan, Lumpini, Pathum Wan District, Bangkok.

5. Regent's International School's Boarding Community is located at the Cultural Centre Campus, 592 Pracha-Uthit Road, Huay Kwang, Bangkok. The Male Boarding House has spacious accommodation on the fourth and fifth floors of The Hub Building. The Female Boarding House is situated towards the front of the Campus. Both Houses are modern, well equipped, comfortable and safe. Rooms are air conditioned and Wi-Fi internet connection is provided. The Boarding Staff look after the pastoral needs of the students to a very high level.

6. The Rama 9 Campus, opened in 2009, provides modern and spacious accommodation on four floors, for the Early Years and Primary Departments in Building 3 and Secondary in Building 2. Administration facilities are located in Building 1. Facilities include a multi-purpose auditorium, well-stocked libraries, up to date ICT provision including digital projectors in all classrooms, and provision for Music, Art and other specialist subjects. The grounds have been carefully landscaped to provide a very pleasant playground, tennis courts, a covered basketball area, a 25m swimming pool and a large multi-purpose synthetic surfaced, floodlit Sports Field.

All Regent's Schools' Campuses have 24 hrs guard surveillance.



THE CURRICULUM

The Regent's International School's curriculum is modeled on the English National Curriculum (ENC). Each subject's content is, however, modified and adapted to reflect the international make-up of our student body (e.g. Geography and History courses will choose worldwide studies rather than solely UK specific ones). Students may enter The Regent's Pre-Nursery at the age of 2-3 and proceed to Nursery at 3-4. From Reception onwards the ENC divides a child's education into Key Stages (KS) which include:

Primary School					
Year	Foundation Stage (Early Years)				Key Stage 1
	PN 1	PN 2	N	Rec	Y1
Age	1.6-2	2-3	3-4	4-5	5-6

Primary follows the ENC curriculum, with core subjects: English, Mathematics, Computing and Science; and foundation subjects: Modern Foreign Languages, Geography, History, Art, Music, Physical Education, Design Technology, Information and Communication Technology. Drama is also taught as part of the English curriculum and other key learning areas such as Religious Education and Personal, Social and Health Education. Core subjects are compulsory and are given appropriate weighting in the school timetable.

Pre-Nursery / Nursery / Reception

The Regent's Early Years Department is divided into Pre-Nursery, Nursery and Reception. We have created a happy, secure and stimulating environment in order to encourage each child to reach their potential. From Pre-Nursery to Reception children are not only taught the foundation of language and numeracy, but the skills of social interaction, independence and cultural awareness. The EYFS is a holistic approach which enables the children to develop in all areas.

Key Stage 1

Students in KS 1 follow an adapted form of the ENC. It is in these all-important early years that the students will learn to read, write and become numerate. All students are placed in mixed ability classes where they follow both the core and foundation subjects. All students from Year 1 study Thai in two sets; Thai for Thai speakers and Thai for non-Thai speakers. Students who are not fluent in English are tested on entry and are placed in an ELD (English Language Development) group or IELD (Intensive English Language Development) as appropriate.



ENGLISH NATIONAL CURRICULUM LEVEL (ENC):

PRIMARY:

The new English National Curriculum

In 2015, the new National Curriculum was in place across all year groups in primary. At Regent's our staff have been working very hard to deliver this new curriculum and ensure it is done appropriately for each year group. The new English National Curriculum is designed to improve the level of academic attainment of young people and, in many areas of the curriculum, the standard of knowledge, skills and understanding has been raised. Additionally the new curriculum has a greater focus on ensuring pupils are 'secure' in their new skills. Along with this, the old format of assessing pupils using levels is invalid e.g. 2c, 4a etc.

REPORTING AND ASSESSMENT

Assessment strategies

As you know, the school assesses your child's learning and their progress through each lesson but does this more formally each half term. We do this in three ways: by setting tests, by assessing their classwork over time and through their teacher's professional judgement. Through this, we are confident that we know how your child is progressing with their learning and that we can adapt the planning as required.

Assessment without levels

With the introduction of the new curriculum has come a new method of assessing pupils which has replaced the old 'levels' (i.e. 2b, 4c) which you may have been familiar with.

We are therefore in a new era of 'assessing without levels'. There is no prescribed formula through which schools should assess and record progress and attainment. At Regent's, our format allows the teachers to assess the pupils' learning against a variety of progressive statements. For each year group there are seven age-related steps and associated learning statements that the pupils are assessed against.

The Steps

The majority of children in each year group, will start at the beginning of the year on step "B" for Beginning. There are up to 6-7 steps to work through across a year. The numbers do not equate to the old levels e.g. 3 is not level 3 but refers to Year 3 and 6 relates to Year 6. The letters (B, W or S) relate to the steps of Beginning, Working At or Secure. The higher end of this for each step is a +. For children who are still working towards the age expected level, they are assessed as Progressing Towards (PT). This will often apply to children who find some subjects challenging or who have not fully developed their skills in English yet. Our aim is to progress them towards the standards for their year group and this will take a different amount of time for each child.

Under the new National Curriculum, children should only work on the objectives for their year group and not be taught content from a higher year group. For those pupils who have reached their end of



	Progressing Towards	Beginning	Working At	Secure
Year 1	Progressing Towards One (PT1)	One Beginning (1B) One Beginning Plus (1B+)	One Working At (1W) One Working Plus (1W+)	One Secure (1S) One Secure Plus (1S+)

We hold high aspirations for our children and we know you do too. At the end of each school year, our expectation is that children will be on 'Secure' (5/6/7 steps of progress) which indicates that they have reached an expected age-related level of attainment.

REPORTING

EARLY YEARS - FOUNDATION STAGE PROFILE:

The Early Years Department uses the UK Early Years Foundation Stage Curriculum which provides an on-going record of progress from the beginning of Nursery to the end of Reception. The six focus areas encourage self-analysis and self-initiated learning.

The six areas are:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

KEY STAGE 1 AND 2

Your child's learning will be continually assessed throughout the year and records kept of their progress. Each lesson has clear learning outcomes and the teacher will use a range of strategies to assess each child on an ongoing basis. Teacher assessment of student learning informs their daily lesson planning. At the end of each term summative assessment takes place which includes unaided writing tasks and end- of unit Maths and Science tests. Humanities, Art and Computing are assessed by setting assessment-focused tasks that allow students to demonstrate what they have learned. End of year tests in English and Maths take place for all Year Groups in May. Results are recorded and sent home in June.



Primary Reporting

A report outlining your child's achievement and effort is issued three times a year. Your child's teacher will make a general comment about progress as well as subject specific comments.

The criterion for grades is as follows:

Effort:

1. Consistently applies very good effort.
2. Applies good effort most of the time.
3. Applies good effort some of the time.
4. Needs to improve.

PARENT / TEACHER CONFERENCES:

Parents will be invited to attend conferences with teachers each term. A letter will be sent home inviting parents to sign up for a 10-minute period after school on a certain day. During this time, parents are invited to discuss their child's progress and to see the work that has been done during the course of the term. Any concerns may be discussed at this time however please do not wait for a Parents' Conference to speak to a teacher. Our experience shows that issues raised immediately and directly with the class teacher usually save undue worry. We are always here to speak to about your child, simply email the office to make an appointment.

EMERGENCY MEASURES

The safety of our students is of prime concern to the School. Therefore, a number of procedures have been put into practice for their well-being.

1. Fire evacuation drills and lock downs will be held on a termly basis. Students will be asked to go to a designated area, led by their classroom teacher. The register will then be taken by the teacher.
2. The Medical Centre is located on the ground floor of the Primary School Building. This room has three observation beds and is well equipped with essential medicine. A full-time registered nurse is present from 7.30 a.m. to 4 p.m.
3. Proper medical personnel or an ambulance will be called immediately should a student need to be taken to the hospital. A detailed report of the incident will be written up as soon as possible by the nurse and a copy will be given to the parent, medical examiners, and other officials who may require it.
4. No prescription drug will be given to students on the school premises unless specifically instructed by the physician or with the consent of parents.
5. The school entrance is protected by both guard and a lockable entrance for most of the school



PROCEDURES

ASSEMBLY

Assemblies will be held on a weekly basis. There are separate assemblies for EY, Y1-3 and Y4-6. All students are required to attend. In the Primary school, there will be Class Assemblies to which parents will be invited.

ATTENDANCE

Students are required to attend every class. Absences are permitted only in cases of sickness or with prior written permission of the parent. On return to school after sickness, a note of explanation from the parent should be brought to the Primary office. Repeated absence for other reasons will be regarded as a waste of the Parents' and the Schools' valuable time. A conference with the Principal will be called to investigate formally. Should a student miss the bus and not come to school, or leave the school campus without prior consent, a telephone call will be made to the parent to inquire the reason.

LATENESS

A KS1 child arriving in school after the registration period (7.55 - 8:05) will be regarded as LATE and a "late mark" will be placed in the school register. All late children **MUST** report to the Primary office before being allowed to enter class.

MISSED WORK

Students who have missed school or an individual class will be required to make up any work that was assigned.

LANGUAGE

This is an English Speaking Environment (ESE); therefore the English language must be spoken during class time unless the class is designated for learning another language or specific permission has been given by a member of staff. Children will be expected to speak English in the playground, on school buses and on field trips. Inappropriate crude or coarse language is prohibited anywhere on school property, on the buses and on field trips. This will be monitored carefully by the class teachers so that abuses do not occur. On the playing field or in the Gymnasium, all students are required to speak English at all times. It is considered impolite and unacceptable if a language not understood by peers is used. The School adapts various ways of reinforcing the use of good English.



FOOD AND BEVERAGE

All students will be required to use the Dining Hall provided on the Ground Floor. The students will eat the school lunch in the Dining Hall. If parents wish to send in a snack with their child we request that fruit, yoghurts, milk or other healthy foods are provided to reinforce our Healthy Choices education.

POSTERS

Students or parents who wish to put up posters in the school must seek approval from the Principal or Head of Primary before proceeding. Unauthorised posters or notices will be taken down immediately.

CLOSED CAMPUS POLICY

STUDENTS

- Students are to attend all scheduled classes.
- Students are to eat all meals in the dining hall area only.
- Students are not to go beyond the designated boundaries set by the school.
- Students who leave the campus during school hours must have permission from the Head of Primary, and must sign out and sign in upon returning to the campus.

PARENTS AND VISITORS

- All parents must 'sign in' and 'sign-out' at the guard's station.
- Visitors will sign-in and collect a "Visitor" badge from the guard at the front barrier in exchange for some form of identification. The badge must be worn at all times while on the campus grounds. Upon leaving the school grounds the visitor must return the badge to the guard, collecting his or her identification.
- Once the internal gates are closed visitors may only enter as far as the primary office and only then when escorted by a member of staff.
- Parents must inform the Head of Primary if they plan to remove their child from the school premises during school hours.
- Should a parent make arrangements for another individual to pick up a child from the school, the School must be notified of such an arrangement, otherwise the School will not release the child into the care of that person. Upon presentation of a valid Identification card, the child will be released.

VEHICLES

- Only authorised school vehicles and those with Regent's passes will be allowed to enter the school grounds. In Accordance with Thai Law, children are not allowed to drive cars under the age of 18 years or motorbikes under the age of 15 years, therefore, Primary students are expected to be driven to school by an adult.



STUDENT BEHAVIOUR

Regent's Rules for Primary

Ready to Learn

Unconditionally kind, friendly and honest

Look after the school environment and the possessions of ourselves and others Ensure we walk around the school sensibly and safely

Show politeness and respect to everyone

POSITIVE REINFORCEMENT

All rules that are implemented at the school are for the benefit of the student body as a whole.

Rules are intended to be guidelines for our children in order to give them a secure environment in which to work, study, socialize and play. Therefore, we ask all students, parents and teachers to follow particular rules that are conducive to a healthy learning atmosphere at The Regent's International School, Bangkok. Please follow all rules and procedures that are listed for certain areas of the school campus; in the classroom, dining hall, hallways, swimming pool, on the football field, etc. The school does not allow people to smoke on campus at all. This rule applies to anyone on campus. It is the duty of all concerned that we provide an example of good health for our children.

COURTESY

Courtesy in behaviour, language and manner is expected of students at all times. These regulations apply to all school-related activities on campus and during field trips.

- Greet people. Greet all members of staff and all visitors to the school.
- If visitors seem lost, offer to help them. "Are you looking for someone?" "May I help you?"
- You should always allow adults to precede you through a doorway and open the door for them. Do not push ahead. Be aware of people walking in the opposite direction to you.
- Take your hands out of pockets when talking to members of the staff or other adults.
- It is courteous to listen attentively to and look directly into the eyes of anyone you are talking to and not interrupt until it is your turn to speak.
- The greatest courtesy of all is merely to add "Please" to all requests and to say "Thank you" for all services rendered.

DISCIPLINE POLICY

POSITIVE BEHAVIOUR POLICY

A student who displays good discipline is orderly, has good manners, is obedient and rarely needs correction or punishment. When a student does not follow the guidelines laid down by the school, he or she is not demonstrating good discipline, and a series of stepped solutions may be applied depending on the severity of the offence. Solutions consist of extra work, detention, "on report",



work is expected from all students. These values should be developed by the encouragement of self-discipline and by cultivating each student's motivation and interest from within, rather than imposing these values externally. These methods are then reinforced through a system of clearly understood rewards, and sanctions.

Care of School Property

In order to have a school of which we all may be proud, it is necessary for everyone to feel a sense of ownership and responsibility. Students who deface, damage or destroy school materials or property will be subject to disciplinary action and required to make financial reimbursement.

Security

- Students should have their names written on all personal belongings so that any mislaid items can be returned. It also allows children to identify their own things from other people.
- Primary students should not bring electronic games to school. Lost and Found

There is a 'lost and found' box located in the Primary Office. All items found must be taken to this office.

Mobile Telephones

Mobile telephones may be brought into School for students to communicate with their parents at the end of the day only.

- They may not be used during the day and must remain turned off.
- Inexpensive phones are recommended only.
- The student takes full responsibility for his or her own phone. If possible, these should also be labeled with the child's name.

Banned Items

The following items, which may be hazardous or a distraction to others, may NOT be brought into school.

- Weapons (guns, knives, catapults, etc.) - including replicas
- Drugs and drug-related items (unless medically prescribed with proof provided.)
- Undesirable pictures, books, magazines
- Firecrackers, lighters or matches
- Expensive toys, expensive jewelry
- Chewing gum
- Lazer Lights, torches



STUDENTS' DRESS CODE



How students wear their uniform gives others a lasting impression of a school. Students who present themselves well will earn respect for themselves and their school because they have shown respect for their school and pride in their appearance.

Primary:

- Wearing the uniform with pride
- All students are expected to wear the uniform correctly
- Top buttons must be done up with ties covering top button
- Shirts are to be tucked in
- Hair should be neat and natural coloured. Girls' hair tied back if long
- No make-up or nail polish
- Worn or frayed clothing must be replaced

GENERAL GUIDELINES:

- School shirt - plain white with school badge
- Tie with school badge
- Plaid skirt - girls
- Plaid shorts - boys
- Shoes - black leather. Trainers may be brought to play sports outside
- Navy school jumper or cardigan. No non-uniform coats or cardigans
- Minimal jewellery - one necklace or religious amulet, a reasonable number of Thai strings, one bracelet, one ring. Girls may also wear plain earrings or studs
- House T-shirts on Fridays
- School hat
- School Swimsuit



School Map : How to get here



Contact Information



Email: admissions_ls@regents.ac.th

Line Official : @regents_langsuan

Tel: 02 2553555 086 391 9888