



PBISS

International School

Student and Parental Handbook

ver. 20240405





Vision, Mission & Philosophy

Vision

The vision for PBISS School is to benefit from the diversity of its community in creating well-educated, internationally-minded citizens.

Mission

The Mission of PBISS is to create a challenging and motivating English-speaking environment where students and staff from around the world use the Cambridge frameworks for Primary, Secondary one and IGCSE's and work in harmony to develop every student's full intellectual and human potential.

Philosophy

PBISS believes that:

- Every student has an individual and a cultural set of experiences, skills and interests which must be considered in the teaching and learning process.
- A diverse student body enriches the school community and provides a wealth of experience and resources.
- A thorough education includes the development of the qualities of compassion, tolerance, respect for the rights and cultures of all people, the skills for the peaceful resolution of conflict and the development of environmental responsibility.
- School should prepare young people to provide leadership to meet the global challenges of the 21st century.
- School should foster an atmosphere of academic excellence and encourage intellectual inquiry and critical thinking.
- Achievement in the physical, expressive and creative arts is an essential part of a holistic education.
- The school is a community, and social awareness, thoughtful interaction and effective communication among students, parents and staff is fundamental to its well-being.

In most cases when parents/guardians have questions or concerns, these should be addressed first to the teacher concerned (either class teacher or the teacher responsible for teaching that subject), as these are the people who will be able to help you or indicate who you need to speak to.

School Organisational Structure

The Primary School works on a structured hierarchy model. All teachers oversee their class and the Head of Primary is their direct supervisor. If the Head of Primary cannot remedy an issue it will get passed to the Head Teacher.

The Secondary school works in a similar way, with the only exception that the teachers are subject specific. The Head of Secondary is their direct supervisor. If the Head of Secondary cannot remedy an issue, it will get passed to the Headmaster.

School Day

Foundation Stages

Foundation Stage students begin their school day at 8:30 when they are taken to the flag ceremony by their respective teacher. School finishes for these students at 15:00. From 15:00 until 15:15,



students will be available for collection from their classes. From 15:15 until 16:00 students will await for collection in the playroom. Any students who haven't been collected by 16:00 will be taken to the school office and their parents called.

Year 1 to 6

Entrance: Primary gate (next to PBISS sign)

Students are expected to arrive before 8:30. At 8:30, the students will participate in the flag ceremony. Registration begins after the flag ceremony and lessons begin at 9:00. School finishes at 15:00, at which time the students will await collection in the playground. The playground is supervised until 16:00. Any students remaining at this time will be taken to the office and their parents will be called.

Years 7 to 11

Entrance: Secondary gate (next to the parking lot)

Students are expected to arrive before 8:30. At 8:30, the students will participate in the flag ceremony. Registration begins after the flag ceremony and lessons begin at 9:00. School finishes at 16:00, at which time the students will await collection in the secondary canteen area.

Year 12 to 13

Entrance: Secondary gate (next to the parking lot)

Students are expected to arrive before the lessons starts as they have a flexible timetable based on the options/subjects in the course. School finish depends on the lessons and schedule.

Registration Procedure

During registration, records of lateness and absences are entered on our database.

Late Arrival and Early Dismissal

It is important that students arrive on time for the flag ceremony. If a student is late for the flag ceremony, they will be marked as late on the class register. Students who arrive after 9:00 have to contact the office staff to register late arrival on the class register.

If a student wishes to be dismissed early from school, an explanatory note should be sent to the class teacher by the parent.

Absences

If your child has been or about to be absent, please inform their class teacher by either written note or email. It is also possible to leave a message with the office. Please state the reason for absence and the anticipated length of absence. If your child's absence is to be prolonged, the school should be informed.

Our community is a highly mobile one and we request that a family's travel plans respect the school calendar, as much as possible. Parents are urged to schedule doctor, dentist and other appointments after school hours or during vacations where possible. Students are responsible for catching up on work missed during absences.

Afternoon Dismissal

If a child is to be picked up by someone other than the normal parent/caregiver, the parent should email their child's class teacher or contact the school office. We need their personal identity certificate; passport or ID card.



Lunch Break & Drinks

Students have a choice of bringing their own lunch or having a hot lunch supplied. Menus are posted at the main entrance detailing what will be served in that month. If a student has specific dietary requirements, they must bring their own lunch.

Lunch brought from home should be ready to eat and not require heating.

Students should have a refillable water bottle at all times. Water is available from the drinking fountains. Lunch boxes should be as compact as possible and labelled clearly with the student's name and class.

Break Times

Foundation Stages

Foundation Stage students will use the Foundation playground for all breaks. Break times are considered school time therefore normal school behaviour is expected. Teachers and teaching assistants supervise the children at these times.

Years 1 to 6

Students in these years will use the primary play areas for break times. Break times are considered school time therefore normal school behaviour is expected. Three teachers supervise the children at these times. We believe that students learn better when they have had regular opportunities to move freely outdoors. Students will have outdoor break times except in severe weather. Please ensure that your child is suitably dressed for the weather.

Years 7 to 11

Students in these Years will use the secondary play areas for break times. Break times are considered school time therefore normal school behaviour is expected. One teacher supervises the children at these times. We believe that students learn better when they have had regular opportunities to move freely outdoors. Students will have outdoor break times except in severe weather. Please ensure that your child is suitably dressed for the weather.

Materials and Supplies

Students should bring their belongings to school in a small backpack or zip up bag. PBISS Notebooks and textbooks are provided by the school. Except IGCSE' textbooks. These books are sold by the school at cost price and the school makes no profit from their sale.

The form teacher will give the students a set of notebooks on the first day or in the first week of the term. The school provides books in this manner to ensure a standardised page size and layout. It also ensures that notebooks are readily available when needed.

At the start of the academic year, teachers will provide students with a list of what materials and supplies they will be expected to bring for the year. These can include, but are not limited to:

- Pens
- Pencils
- 30 cm ruler
- Colour pencils
- Eraser / Pencil sharpener
- Dictionary
- Glue stick
- A set of basic mathematical instruments (ruler, protractor, etc)
- Calculator



Foundation Stage does not need to prepare stationary, except pencils, an eraser, a ruler.

Please ensure all your child's belongings are clearly labelled with their name and class. Students will be supplied with other necessary classroom materials, including stationery. Additional supply lists may be sent home by individual teachers during the school year.

Lost and Found

A lost and found box is kept by the school. We ask that all your child's articles be clearly labelled with his/her name. At specific times during the school year, any uncollected items are sent to a charitable organisation. The school will take no responsibility for lost belongings.

Information Technology and Digital Learning Resources (IT) at PBISS

The aim of this policy is to foster appropriate use of digital technologies and to establish attitudes and behaviour that will protect the students, the PBISS community and the school's IT resources.

The policy is in two parts:

- Acceptable use of IT at PBISS: Specific rules relating to use of the school's IT systems and resources
- Guidelines for the use of digital technologies: General advice relating to the use of all digital technology, including social media, both within and outside the school environment

The technologies and resources covered include but are not restricted to:

- Shared classroom technology
- Local and wireless network resources
- Cloud based systems and resources provided by PBISS
- Use of other digital resources
- Data protection and security
- Privacy and e-safety

All students and parents should read the Acceptable Use Policy for Information Technology at PBISS, below. Parents, please discuss the policy rules with your child to ensure they understand them thoroughly.

Acceptable Use of IT Policy at PBISS

PBISS's information technology resources, including Internet access, are provided primarily for educational purposes. Students are responsible for good behaviour in this digital environment just as they are in the physical school environment: Please remember that access to PBISS IT resources is a privilege, not a right, and that access requires responsibility. Individual users of the school's resources are responsible for their behaviour, actions and communications.

Shared Classroom Technology

Students are expected to treat these resources with care and respect. Damage to any equipment should be reported, as soon as it is detected, to the class teacher.

Students must not change physical connections, or alter in any way the configuration of the classroom technology, without the express permission of the teacher and then only on the clear understanding that it will be returned to the original settings after use.



Local and Wireless Network Resources

Access to the local network and the wireless network is permitted through both personal and generic accounts. In either case, accessing the network implies that students have read and understood our

Acceptable use of IT policy.

This policy is in place to protect our students and our network. Any attempt to bypass the access permissions set by the school to internal or external locations will be considered a serious breach of this policy. Under no circumstances should any student install, or attempt to install, any software or change or adjust any of the security permissions for any device.

Cloud-Based Systems and Resources Provided by PBISS

PBISS provides a constantly evolving collection of online systems and resources many of which require users to login with personal account name and passwords.

Such account details should be carefully protected and should not be divulged to, or shared with, any other person except teachers and parents.

It is extremely important to ensure that you are properly logged out from any secure system that you access. If you do discover another user has left a personal account open, please close the account immediately or, inform a teacher.

Sending an inappropriate message from another user's email account is considered a serious breach of the Acceptable use of IT policy.

Please do not synchronise personal data from an online system on an ISP shared device.

Should you have any reason to suspect that one of your personal accounts may have been compromised, please inform a teacher immediately.

Use of Other Digital Resources

The following points relate specifically to use of the Internet and social media and are intended to cover the areas where there might be serious, and possibly legal, implications for the student and/or the school.

Students should:

- Respect the minimum age limits for accessing social network sites, usually 13 years old.
- Not intentionally access, transmit, copy, or create material that would be considered inappropriate. This includes but is not limited to, messages or materials that are pornographic, threatening, rude, discriminatory, or meant to harass.
- Respect and protect the intellectual property of others. Not infringe upon copyright or intellectual property rights. This includes, but is not limited to making and/or distributing of illegal copies of music, games, or movies.
- Not use the resources to further any acts that are criminal
- Not to use the resources to send spam, chain letters, or other unsolicited mass mailings.
- Not buy, sell, advertise, or otherwise conduct business through ISP resources or systems, unless approved as a school project.



- Not plagiarise. Always give full acknowledgement of the sources for any materials or ideas submitted as course work or assignments.

Data Protection and Security

Students should:

- Use only assigned accounts to access PBISS School systems or resources.
- Not attempt to view, use, or copy passwords, data, or networks to which they are not authorised.
- Never attempt to install unauthorised software.
- Report any suspected violations or vulnerabilities immediately to the IT Team
- Observe all network security practices, as posted.
- Not delete, edit or move data or other resources that do not belong to them.

Privacy and E-safety

Good e-citizenship and e-safety are topics that are covered in ICT classes. These points are listed here for emphasis.

Students should:

- Respect and protect the privacy of others. Do not post online or otherwise distribute private information about others or themselves.
- Report immediately to a teacher any incident which gives them any cause to feel threatened or uncomfortable.

Supervision and Monitoring of IT Resources

School and network administrators monitor the use of IT resources to help ensure that use is secure and conforms to the school's mission. The school reserves the right to examine, use and disclose any data found on the school's networks or information systems in order to further the health, safety, discipline or security of any student or other person, or to protect property.

The school can monitor user accounts and Internet access and keep logs of inappropriate activities. Please use our IT resources thoughtfully and responsibly.

They may also use this information in disciplinary actions, and will, where appropriate, furnish evidence of crime to law enforcement agencies in line with French and international law.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's IT resources.

Guidelines for Use of Digital Technologies

New digital technologies mean that access to ISP IT resources extends beyond the physical boundaries of the school and that the distinctions between school and home are not as clear cut as they once were. Please read carefully the following guidelines and notes on the use of digital technologies as they apply to staff, students and the wider ISP community.

1. Classroom Use of Social Media

Students are expected to refrain from accessing social network sites during school hours unless expressly asked to do so as part of a class activity. Teachers are required to limit class activities to approved online tools.



2. Classroom Use of Other Public Online Applications

Where online tools are used to share information with students or about the class or school, appropriate care must be taken regarding content and security. Specifically, no photos should include names of the children in the photos and no student/parent names or contact details should be displayed.

3. Contributions to Wikis, Blogs and Online Forums

When posting messages to ISP forums or blogs, employees should use appropriate etiquette and avoid posts or responses that could be misinterpreted.

4. Social Media Relationships with Students, Alumni and Parents

Staff members are instructed not to initiate or accept social media “friend” requests from students.

5. Privacy Settings

On most sites, privacy settings can be changed at any time to limit searchability and access to profiles. Students should be prudent in allowing access to their online content, consistent with other requirements of this policy.

6. Data Protection

Make sure that your network account is protected with a strong password. Do not share this password with anyone. Change your password immediately if you have any reasons to believe your account has been or may be compromised (or shared).

7. E-safety

All students (and parents) should be sure that they understand all the risks that digital technologies create and have clear strategies in place to minimise the impact of these risks. E-safety is taken very seriously at PBISS.

8. Emerging Technologies

As new technologies and technology initiatives emerge, it may be necessary to make changes to this policy. Where such changes are significant these will be communicated directly to students and their parents.

Publication of images on school website and associated Facebook pages

The school reserves the right to use images, which contain multiple students, on the school website and associated Facebook pages. If however, a parent wishes to get a photo from any of these sites removed, contacting the headmaster will ensure that any image in question is promptly deleted.

Dress Code

At PBISS, uniform is required. Children are required to come to school in the correct uniform and shoes in which they can move freely and safely. No headwear is allowed to be worn in the school buildings unless for religious reasons or other (to be justified). All students will be asked to remove headgear/jewellery should it be necessary for safety or hygiene reasons.

From Foundation Stage 2 students should be able to dress themselves completely independently in preparation for swimming classes in Grade 1.



PE & Art Clothing

PBISS requires students to wear the standard School PE kit which can be purchased from the school office. All students will also need the standard PBISS swimming kit for their scheduled swimming lessons in PE.

Students should bring some form of clothing protection for their art lessons. An old shirt is suitable to protect their uniform.

Dangerous Items

Students should not come to school in possession of anything which may pose a danger to themselves or others. Specifically, knives or imitation weapons are forbidden.

Electronic Devices (Phones, MP3 players, Game Consoles, Smart Watch)

In school, students should not use mobile phones, portable music devices, electronic games and smart watches unless for educational purposes. However, students may use them after 4 p.m. The school cannot be held responsible for the loss of or damage to valuable electronic equipment.

Valuables in School

Students are asked not to bring valuables into school. Occasionally, students may wish to bring valuable items into school as part of a project or other piece of school-related work. Under these circumstances, any valuables should be given to their teacher for safe-keeping. Unless items are deposited with the class teacher, the school is not responsible for the loss or theft of valuables.

Road Safety: Motorbikes

Any student riding a motorbike is expected to wear helmets when coming to school. Any student riding a motorbike drivers will have to get their licence photocopied by the office. Students without a licence cannot ride a motorbike to school. As space is limited, we request that you only travel to school by motorbike, if necessary.

Emergency Procedures

Fire drills, evacuation and lockdown exercises are carried out regularly throughout the year.

Field Trip Guidelines

Participants in school organised trips are representatives of the school at all times. As such they are expected to abide by school rules, to follow appropriate standards of behaviour and appearance and to demonstrate concern for the wellbeing of others.

Field trips are a very important part of the educational program at PBISS. All trips are led by teachers but, where appropriate or necessary, external professional guides may also be used to provide specialist skills or knowledge. Each class may take several field trips over the course of the school year. These are an integral part of the units of inquiry or specialist subjects. Parent volunteers may be requested to accompany field trips.



Field Trip – Parent Volunteer - Role and Responsibilities

Role

The parent volunteer is part of the whole group and responsible for a designated group of students. As a parent volunteer you are expected to assist with the students' learning. This includes preparing and having questions ready for the students and thinking about /provoking the students thoughts on what to look out for on the trip.

Security

When responsible for a small group, the group should stay together at all times. If one student goes to the toilet, please take the whole group or hand over the rest of the group to the class teacher.

Privacy

Please ask permission before taking photos of the children.

Role model

We expect all parent volunteers to be positive role models for our students. This includes no smoking in front of the children, minimising use of mobile phones to emergencies, informing teachers in advance if you can't make it so we have time to find another parent, treating all students equally and wearing seat belts on buses.

Communication

Good communication between home and school is essential. The following information will assist you in identifying where information may be found and with whom you may wish to speak.

The school strives to model sustainable development and this means taking active steps to reduce our carbon footprint. Therefore, we have paperless communication whenever possible, and this can be summarised as follows:

- Letters for parents will be emailed directly to a designated parental email address.

At the start of the academic year, each class teacher will request an email address to which letters will be sent.

- Each teacher has a PBISS email address from which parents will receive correspondence. Each teacher can be contacted directly via the email address provided by the office or by the teacher.

- PBISS Website: The school website (www.pbiss.ac.th) provides details of major events, recent news, recent publications and up-to-date curricular information.

- PBISS also maintains a presence on Facebook (www.facebook.com/BritishSchoolofSamui). Joining or liking this feed will keep parents up to date with current school activities.

For further information about PBISS's communications systems or to provide feedback or suggestions for improvement, you are welcome to contact our Headmaster (head@pbiss.ac.th).

Meeting our Team

The following information will assist you in identifying with whom you may wish to speak.

In most cases, the class teacher / specialist teacher would be the first point of contact for parents with enquiries about their child's academic progress. Should a parent need to speak with one of your child's teachers, please email the teacher directly to schedule an appointment.



- Headmaster, Mr. Chris Brewer, has overall responsibility for the operation of the PBISS School, from Nursery through Year 13. He is also the key administrator for the application of all Cambridge issues.
- Teacher James Thursfield, the key administration for arranging the sitting of all Cambridge examinations and dealing with all Cambridge curriculum issues.
- The Head of Primary, Mr. Billy Hodgetts, is responsible for matters throughout the primary years.
- The Head of Secondary, Mr. Iain Stevens, is responsible for matters throughout the secondary years.

Personal Information

It is very important for the school to have complete and up-to-date information about all of the students and people we may need to contact in case of emergency. Please make sure that the school is informed in the case of changes or additions to any of the following details by sending an email to info@pbiss.ac.th:

- Home address or telephone number
- Parents and other contact details, especially mobile phone numbers and email addresses
- Medical information including vaccinations, operations, allergies and anything else of relevance. For reasons of health and safety, parents should inform the school of any medication that their child is taking.

Medical Information

If students become unwell while at school, they must go to the medical bay. If the student requires collection, the school will notify the student's parents to come pick up the child.

Parental Absence

Please notify the school if you are planning to take a trip out of town for more than a day. The school office will require details of appointed guardians and emergency telephone numbers.

Permission Forms

During the year, the school will have the need to send out parental permission forms for a variety of activities. These forms must be signed by a parent or legal guardian before any student will be allowed to participate in any designated activity.

School Cancellation

Should it be necessary to close school at short notice (for example, due to severe weather or national emergency), the school will notify every parent via email. In the case of a power cut, the school will contact parents by phone. Should you have any concerns please check your email before calling the school office.

The Curriculum

PBISS School offers a holistic education, intended to educate the "whole person". We offer all students a broad, balanced range of academic subjects, this is achieved by the application of the Cambridge frameworks (Primary, Secondary, IGCSEs and A-Level).

Please see the PBISS School website (www.pbiss.ac.th) for further curriculum information.

Mother-Tongue Language Studies



PBISS School encourages all children to study their home languages. We support this by trying to assist families with finding appropriate teachers, putting same language speakers in touch with each other and providing classroom space for the lessons. We do not provide financial support for the lessons. Please email the Head Teacher at head@pbiss.ac.th for more information.

Parent Volunteers

We like to involve our parents in the daily life of the School. Our parent population is extremely rich in experience and culture and we recognize that students benefit greatly from this. We welcome and encourage parents' input. These are just some of the ways in which you can participate:

- Give a presentation on your country
- Demonstrate your special talent in music or crafts
- Chaperone field trips and social events
- Share your career experience with students

This is not an exhaustive list. If you have time to spare and an idea of how you might help, please contact the school.

Library

The Primary School Library is open until 15:00 each day. Students are expected to follow the library rules. No student is allowed into the library unless a teacher or librarian is present.

Campus Security

All visitors to the school are required to report to the school office. From there, the office staff can contact the relevant member of staff to come and see them. Meetings with any of the heads of departments or the head teacher should be booked in advance.

It is important to close the entrance gates behind you at all times to ensure the security of the school.

Teachers are on duty and available from 8:15 each morning. Before this time, there will be no teachers on duty and the children will not be allowed to enter the classrooms until after the flag ceremony at 8:30.

Teachers collect their classes after the flag ceremony at 8:30. We would appreciate parents saying goodbye to their child by 8:30. Please leave a clear path from the main playground area into the two buildings, so the teachers can accompany the students to their classes safely.

Parents and carers for Grades FS1 – Year 6, please wait around the lunch area until 15:00 to allow easy movement for the younger children. If you come into the grounds to pick up your child, please ensure the entrances are left clear for other people. Your child should be picked up on time every day; if you know you are going to be late, please inform the school in advance by calling 089 724 6548 or info@pbiss.ac.th

Once you have picked up your child, they are your responsibility, but we still expect the children to follow the school rules if they remain in the playground. Children should not enter the school buildings or be on campus unaccompanied after school.

If a student has participated in an after school club, the supervising teacher will remain with them until they have been collected. It is expected that students should be collected promptly at the end of an after school club session.



These guidelines are very important for the safety of all students; your cooperation is greatly appreciated.

Extended Curriculum Activities

The school provides a range of Extended Curriculum Activities for all year groups. Information of the selection of activities is available in the school office at the beginning of each half term.

Swimming

Please dress your child in clothes that enable them to get changed independently. For young children we recommend clothes without buttons or fastenings on these days.

Curriculum Classes

Each Grade will have one lesson a week swimming as a compulsory component of the PE curriculum and all students must take part. In the case of sickness, please provide a letter for your child to be excused.

Buses

Bus services are available for Primary and Secondary School Students only. Application for the bus service should be made at the time of registration or before the beginning of the school year. However, if space is available, families may apply for this service during the school year. Bus routes are not published for security reasons.

Traffic in Samui can be heavy and often congested at peak times. There may be times when the buses will not be on time for this reason. Please be patient and wait with your child in the morning until the bus arrives and wait at the bus stop to greet your child after school.

Bus guidelines:

- Students should be on time for pick-up in order to respect the school schedule and the other bus riders.
- Students should be in the company of an adult while waiting for the morning bus.
- Students must be met at the bus stop in the afternoon by a parent/guardian.
- In the event that the parent/guardian is not at the bus stop in the afternoon, the student will not get off the bus. The bus driver will finish the route and return to the school with the student, who will wait there to be picked up.
- In the interest of safety, all students must be seated facing forward and wearing seat belts while the bus is moving.
- Food and drink are prohibited on the bus.
- On the school bus, the students are expected to behave in a responsible manner as outlined in PBISS's behaviour policy.
- Students who are not respectful and do not follow bus rules will be warned first and will, if necessary, have a meeting with the Head Teacher.
- Students who visit the Principal three times due to inappropriate behaviour on the bus will no longer be permitted to travel on the PBISS School buses.

Thank you for taking the time to review the above information with your child if they travel on the bus.

The school provides transportation at different occasions throughout each academic year. Our overall bus policy is as follows:



- All students are assigned a seat with a working seatbelt.
- Students must have their seatbelt secured in a moving vehicle.
- No student will be transported in a vehicle which is not fit for purpose, i.e. in the back of a pickup truck.
- There will be teacher supervision in a vehicle in which students are being transported.

Student Wellbeing

School Nurse/Medication

PBISS has several qualified first aiders on site. If a situation requires a health professional, the school will transport the individual to a nearby hospital (Bangkok Samui Hospital is about 1 km away, Thai International is about 3 km away and Bandon Hospital is about 4 km away).

The school does provide accident insurance for all students, but this is subject to when school fees are paid and the time of year a student starts. This does mean that in a student's first few weeks at school, they may not yet be covered.

Parents should clearly state on the enrollment form any special health information. It is essential for us to know of any allergies, short or long term health problems or medical conditions. If your child needs specific medication during the day, it is important to communicate the administration of medication needs. A student can only take medication in the presence of a teacher who is able to read the medicine's dosages.

The school will contact you in the case of illness or injury that may require further observation at home. For this reason, it is vital that the school has up-to-date records of telephone numbers and addresses. Please inform Reception immediately of any change in your contact details.

Illness

If your child has any contagious illness, please notify the school office or the class teacher as soon as possible. This includes measles, mumps, scarlet fever and chickenpox. Lice and ringworm are also to be reported.

Head Lice

At PBISS, we promote healthy lifestyles, which mean that we value the physical and emotional health of everyone in our school community.

When dealing with issues such as head lice we recognize the importance for everyone in our school community to work together. To this end, if you detect your child has a case of head lice please inform the school so that we, in turn, can then remind families to check regularly and treat effectively. If this is followed school wide, heavy or recurrent lice conditions should not occur.

Parents will be notified immediately if a case of head lice affecting their child is detected in school. Whilst, children with head lice are not generally sent home from school, cases of recurrent/persistent head lice will be addressed on a case by case basis and may include a decision from the Head Teacher to send a child home until treatment is effective.



Responsibilities and Rights

All students and members of the community have rights and responsibilities, as follows:

Students have a right to

- Learn and play in a safe and clean environment
- Learn and play in a supportive environment
- Be respected
- Access adequate and appropriate facilities
- Express their opinion
- Express themselves in an appropriate manner
- Privacy
- Learning experiences which cater to individual requirements

Parents have a right to

- Be respected by staff, students and the wider community
- Be welcomed at our school
- Have their child's full potential realised within the limitations of available resources
- Meet with staff and discuss issues relating to school policy and procedure, their child's progress and reports
- Have their opinions valued

Students have a responsibility to

- Actively promote safe and clean practices whilst at school
- Participate in school activities to the best of their ability
- Respect the rights of others
- Care for school facilities in a respectful manner
- Tolerate opinions of others
- Express themselves in a socially acceptable way
- Allow others their privacy
- Respect the learning styles of peers
- Report perceived bullying

Parents have a responsibility to

- Show respect towards staff, students and the wider community
- Model appropriate behaviour, including language
- Be available to discuss their child's progress
- Ensure their child is sent to school prepared to be involved in the formulation and support of Primary School policy
- Support programs developed by the primary School
- Express themselves in a socially acceptable way
- Allow others their privacy
- Respect the learning styles of peers
- Report welfare concerns



Support Structures

To support students who might have difficulty managing their learning or whose behaviour or attitude might not meet our expectations, the school can respond in the following ways:

Every time the school intervenes to maintain student well-being, we work as advisors. This means verbal advice, and/or email or formal letters to parents. All interventions will begin with an advisory process, and all written advice is recorded.

A student may be assigned an individualised learning programme or set of daily/weekly goals. The aim would be to foster positive behaviours and attitudes that would better support both individual learning and community needs.

As a last resort, a student who fails to work constructively with any programmes or set of goals and/or fails to address behaviour or attitudes that are incompatible with the school's published expectations of behaviour (see PBISS Behaviour Policy), may not be readmitted to the learning community.

General Primary School Rules

1. Students should behave in a responsible manner and are expected to do what they are told, when they are told, whilst under our care.
2. Consideration, courtesy and respect should be shown at all times.
3. Everyone should always try to understand other people's point of view.
4. Students are expected to make it as easy as possible for everyone to learn and for the teacher to teach, whether this takes place inside or outside the classroom.
5. Students should always show friendship, kindness and care to others.
6. Students should always speak politely to each other and all adults.
7. Students should be attentive whenever they are required to be.
8. The school should be kept clean and tidy so that it can be a welcoming place of which we can be proud.
9. Students should take pride in their appearance and possessions and have respect for other people.
10. Students should remember that the school's reputation depends on the way they behave.
11. Students should make every effort to attend every day and be punctual.
12. All electronic devices are not to be used on school grounds until after 4 p.m. However, students may use an electronic device, e.g. a smartphone, if a teacher requests its use in a lesson.
13. Students should wear the correct uniform in the manner it was designed. Students are permitted to wear an extra piece of clothing in the classroom if they get cold.
14. Students should not place their hands on others in an aggressive manner.
15. Students should not come to school in possession of anything which may pose a danger to themselves or others. Specifically, knives or imitation weapons are forbidden.
16. Action will be taken if clear evidence is produced that a student has participated in an illegal activity, either at school or off site.
17. Students are asked to not bring valuables into school.
18. Any student wishing to drive or ride a vehicle to school should possess the requisite licence and wear the correct safety attire.
19. The school will not accept any level of bullying, whether it is physical, mental or emotional. It is also unacceptable for a student to see another bullied and to not tell a teacher.



These rules are designed for the safety of all students:

- a. There must be no running in the school building.
- b. Before school, at playtime and after eating the mid-day meal, Students are not allowed in classrooms unless the weather is bad, or unless instructed by a teacher.
- c. Climbing on walls, gates and fences is not allowed.
- d. Chewing gum and pen knives are not permitted in school.
- e. Students travelling in the school buses will follow the instructions given by adults on the bus.

It is recommended that parents read PBISS's Behaviour Policy for the full overview of disciplinary procedures at PBISS.

Health and Safety

If a student's well being is at immediate risk, the school will notify parents. Should a head of department or the head teacher consider a student to be unfit to attend school or a school event (such as a field trip), then parents may be asked to take a student home. Please note that the school has a right to search students and their belongings at any time during the school day to safeguard the wellbeing of the community.

Field Trips

Should a student's behaviour on a field trip place them or others at risk, then either the parents will be asked to collect that student from the activity or he/she will be sent home at the parents' cost.

Please note if students need to take medication during overnight field trips, parents should describe in detail the dosage of medication to be taken on the Health Insurance form. The corresponding medication will need to be forwarded to the trip leader in the original packaging and labelled with the student's name.

On a Primary School Trip

A Primary School trip off-campus is considered school time. During Primary School trips where students are taken off campus for all or part of a normal school day, or are taken away on a trip for one or more nights, they are under the direct supervision of school staff. School time continues for the whole of the period that the student is under the supervision of school staff. During any out-of-school event, such as an PBISS field trip, all specific event procedures, Primary School rules and expectations of good conduct and relevant undertakings accepted on the event-specific permission form, will apply at all times.