



**PATANA**

## **Bangkok Patana School**

*The British International School in Thailand*

*Established 1957*

**WELCOME TO**

**YEAR 1**



**August 2020**

643 Lasalle Road (Sukhumvit 105)  
Bangna, Bangkok 10260  
Thailand

Tel: +66 (0) 27852200  
Fax: +66 (0) 2785 2399  
Email: [primary@patana.ac.th](mailto:primary@patana.ac.th)  
<http://www.patana.ac.th>

Dear Parents,

Welcome to Year 1.

We hope that the following information will be helpful.

**Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.**

We want our students to become active, creative, independent and confident learners. We aim to provide carefully planned and exciting opportunities for learning, enriched by first-hand experiences and matched to the needs of each student.

Regards,

Kerry Meaden-Kendrick, Leader of Learning and Welfare Y1  
keme@patana.ac.th

Ross Millcliffe, Leader of Learning and Curriculum Y1  
rost@patana.ac.th

## THE KS1 SCHOOL DAY

Outside areas are supervised from **7:00**.  
Students enter their Year group building at **7:30**.

<b>KS1 School day begins</b>	<b>7:40 a.m.</b>
Break	<b>09:15 – 9:35 a.m.</b>
Lunch	<b>11:30 – 12:30 p.m.</b>
End of day/ECAs start	<b>2:30 p.m.</b>
ECAs end	<b>3:30 p.m.</b>

### **Extra-Curricular Activities (ECAs)**

The ECA programme covers a range of interests including crafts, music, sport and ICT skills. Enrollment details are found via the Parents' Gateway on the Patana website.

<http://www.patana.ac.th>

# END OF THE SCHOOL DAY

## **Bus users:**

FS - KS1 are collected and taken to their buses by our staff. KS2 students walk to the bus park unsupervised, following a period of transition after they move into Y3.

## **Car users:**

FS – Y3 students are collected by a parent or other authorised adult direct from their building.  
Y4 – Y6 students may walk to the car park or meet their trusted adult at an agreed location.

## **Taking students home before the end of the school day**

- Parents inform the class teacher in advance.
- The teacher prepares a 'Leaving Early' form.
- Parent/Carer collects the child from the classroom or Primary Office.
- Each child needs a form to give to the guard.

## **Students being picked up late**

FS – Y3 students are brought to the Primary Office to wait.  
Y4 – Y6 students may use the Primary Library until 3:45 and then wait either in the Primary Office or near main Reception. This includes students waiting for brothers and sisters to finish ECAs. Students should not wait elsewhere as there is no supervision available.

## **Y4 - Y6 children being picked up from outside school**

For your child's safety, please do not ask them to exit the school to either wait for or locate a vehicle.  
Please use our car parks and the drop-off/pick-up zones.

# **KS1 MORNING BREAK AND LUNCH**

## **Nut free Primary School**

The Primary canteen and snack bar are 'nut free'. Please check that any food sent into school is nut free. Food items containing nuts will be removed and the parents contacted.

## **Morning break – 9:15 a.m. until 9:35 a.m.**

Milk and a snack is provided at morning break.

## **Lunch Options – 11:30 a.m. until 12:30 p.m.**

1. Set lunch programme; KS1 students are accompanied to the canteen by our staff, who help them to select their lunch and help model appropriate canteen behaviour.
2. Packed lunch from home. We do not allow students to have 'fast food' meals brought into school at lunchtime.

**If your child requires a special diet or has a food allergy, please let us know and update their online medical information.**

## **Drinking Water and Drinking Bottles**

Water is available throughout the school. Students are encouraged to re-fill their own re-usable water bottle.

## **Birthday Treats**

Children may bring in a special treat to share with the class. Please contact the class teacher to arrange a suitable time.

- Brownies, cupcakes and individual cake slices are easier for your child to give out.
- As school policy, the staff will not be able to help give out party bags or other gifts either for birthdays or on other special celebration days.

# **UNIFORM and PERSONAL BELONGINGS**

## **Mobile phones**

Primary students are not allowed mobile phones. If there is a problem, a member of staff will always contact parents.

## **Uniform for girls**

Gingham dress, or skirt/shorts with matching top.

Blue Patana jacket.

## **Uniform for boys**

Blue shorts/white shirts.

Blue Patana jacket.

## **Shoes and socks**

White ankle socks and plain black shoes with a low heel. Shoes must have at least a bar over the foot to hold the shoe securely in place. Students need to fasten their own shoes, so Velcro fastenings work best for younger children.

## **Hair and hats**

Hair should be neat and conservative in appearance.

Hair longer than shoulder length should be tied or clipped back. Students wear a hat when outdoors.

## **Jewellery**

Religious or medical jewellery may be worn in school.

Students may wear small stud or sleeper earrings.

All jewellery is removed for PE and swimming, although earrings can instead be covered with tape.

## **PE Kit**

PE bag. Blue PE shorts and grey PE T-shirt, hat.  
Trainers or plimsolls which they can fasten for themselves.

## **Swim Days**

Swimsuit, towel, goggles and swim hat - to be kept in a separate waterproof/swim bag.  
Flip flops for walking to the pool.

## **School Bags**

Patana bags with easy fastenings and comfortable straps are sold in the school shop. These bags fit into the lockers.  
Book bags and swim bags are also available.

## **Toys and games**

No personal toys are allowed in our play areas.  
Small toys may be kept in their school bag for use on the bus.  
The school takes no responsibility for the loss or damage of any personal items.

## **Labelling belongings**

All items to be clearly labelled with name and class code.

# COMMUNICATION

## **E-mail and telephone**

All members of staff have email codes and is the best way to contact teachers. If the matter is more urgent, please ring the Primary Office or make an appointment to talk with the teacher.

**Primary School Office: 02-785 2200 ext. 2258**

## **Class Blogs**

Class blogs can be accessed via the Parents' Gateway.

## **Year Group Newsletter**

Newsletters are shared every Friday afternoon. These contain information about dates and events coming up within year groups.

## **Patana News**

The 'Patana News,' is uploaded to the Parents' Gateway every Friday.

## **SMS Text Messaging**

We use SMS text messaging to alert parents to important announcements. Please ensure all contact details including mobile phone numbers are kept up to date.

## **Unavoidable Closure of the School**

Although every effort is made to keep the school open on all school calendar days, school may be closed in order to ensure the health and safety of the children or to comply with a government request.

If a closure is unavoidable, we will notify parents by an SMS message. Further information will be posted on the school web site. To maintain learning, teachers will also communicate via class blogs.



## YEAR GROUP EMAIL CODES

The Year 1 team value the home/school partnership and there are many opportunities throughout the year to attend parent workshops linked to the learning. If you are interested in helping in some way, we would like to hear from you.

Kerry Meaden-Kendrick	keme@patana.ac.th
Ross Millcliffe	rost@patana.ac.th
Patrick O'Connor	paoc@patana.ac.th
Emma Willinger	emwi@patana.ac.th
Meagan Wilson	mewi@patana.ac.th
Briony Grant	brga@patana.ac.th
Tracey Williams	trwi@patana.ac.th
Robine Johnson	rola@patana.ac.th
Grace Smith Learning Support	grsm@patana.ac.th
Ondine Ullman – EAL	onul@patana.ac.th
Daria Kirbai - EAL	daki@patana.ac.th
Kem Bulpachat – EAL	tibu@patana.ac.th
James Blyth – EAL	jabl@patana.ac.th

### **For general year group queries:**

Kerry Meaden-Kendrick: Leader of Learning and Welfare

### **For curriculum queries:**

Ross Millcliffe: Leader of Learning and Curriculum

**Primary School Office: 02-785 2200 ext. 2258**

## **SPECIALIST LESSONS**

Please direct any queries about specialist lessons to the relevant Leader of Learning, using the email codes below.

### **Physical Education**

Andrew Tatam: Leader of Learning, PE  
annt@patana.ac.th

### **Library/Research skills**

Damon Parker: Teacher-librarian  
dapa@patana.ac.th

### **Thai Studies**

Khun Rosie: Leader of Learning, Thai studies  
rowa@patana.ac.th

### **Information Technology (ICT)**

Max Hopwood: Leader of Learning, ICT  
maho@patana.ac.th

### **Music**

Rachel Stead: Leader of Learning, Music  
rast@patana.ac.th

### **World Languages**

Mariela Bianciotti: Leader of Learning, World Languages  
mabi@patana.ac.th

### **3 - WAY CONFERENCES AND REPORTS**

Term 1: 3 Way Conferences (parents, student, teacher)

Term 2: 3 Way Conferences (parents, student, teacher)

Term 3: Parent teacher meeting

Written reports are provided in Terms 1 and 3.

The class teacher is your first point of contact for any concerns or queries. Our teachers welcome opportunities to discuss your child's needs and progress, but please make an appointment to arrange a mutually convenient time.

#### **Additional tests and documentation**

If the receiving school requires letters of recommendation or additional tests, this can be arranged.

Please give as much advance notice as possible.

Requests for tests to be administered as part of the admissions process should be directed to Mr. Peter Taylder, Senior Teacher: Leading Student Progress – [peta@patana.ac.th](mailto:peta@patana.ac.th).

There is a charge to cover staffing and invigilation costs.

# POSITIVE BEHAVIOUR

## **We expect our students to:**

- Take responsibility for their own behaviour
- Act in a respectful manner towards others
- Reflect on their own actions
- Respect differences
- Learn from their mistakes

## **We teach and model our expectations when we:**

- Give clear feedback about acceptable behaviour
- Discuss choices and consequences
- Talk about feelings and respect what others say
- Consistently recognise and praise good behaviour
- Use consistent sanctions to address poor behaviour

## **Anti-Bullying Policy**

Bullying is unacceptable.

*STOP: Several Times on Purpose/Start Telling Other People*  
Behaviour becomes bullying if it takes place several times on purpose. Bullying is different to occasional mean behaviour or to a friendship fire (falling out with one's friends).

**If you have concerns about your child's well-being,  
please contact the class teacher.**

## **HOME LEARNING IN YEAR 1**

Students in Year 1 need sufficient time to play and explore and our home learning programme reflects the age of the children in our care.

Home learning can be a valuable part of learning when managed with good sense and due regard for the child's well-being. You will be told more about Home Learning at the 'Introduction to the Learning' afternoon early in Term 1.

### **Each day:**

- Read and share books every day
- Talk with your child about their day
- Encourage and praise effort
- Talk about the events and activities in the Y1 newsletter or on the class blog.

### **Developing independent learners**

We encourage our students to be independent and to think for themselves. It is therefore helpful if your child is able to:

- Recognise their own belongings
- Use a variety of tools and materials at home to draw, write, design and make.
- Help pack their own school bag
- Help out with some tasks at home
- Dress and undress themselves
- Fasten and unfasten their own shoes







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