



PARENTS GUIDE TO

Campus Closures



Bangkok Patana School
The British International School in Thailand
Established 1957



HISTORY

Bangkok Patana School opened its doors back in 1957 and during that time, there have been several occasions when the school campus has had to close. In the early 1990's, Soi La Salle was renowned for flooding in the wet season and students and staff would have to work from home. Thailand has experienced a number of political coups where it was not safe for students and staff to travel to school. The school has experienced poor air quality days, where the government has closed schools for a short period. During the Covid-19 pandemic the campus closed three times. Like any country in the world, there are times when the school campus has to close.

The most likely reasons for campus closure is: extreme weather event, political protests, national events, government direction. Unless informed otherwise, when closed we switch to remote learning through technology.

PURPOSE

This document explains how Bangkok Patana School operates when the school campus has to close. The safety of our students and staff is paramount at all times, and sometimes this means it is safer for our students and staff to stay at home and learn remotely through our Continuing Student Learning (CSL) program.

Our Guiding Principles for remote learning are:

- ☆ a sense of routine, providing reassurance in times of uncertainty;
- ☆ a platform for timely and needs-based communication, including feedback, to support learning;
- ☆ clearly articulated safeguarding policies and guidelines for effective and safe online learning;
- ☆ learning both on and off devices;
- ☆ both synchronous and asynchronous learning;
- ☆ personal connections that maintain relationships and reduce feelings of isolation.

Our provision for students who require remote learning is informed by the needs of our learners, the resources we have and the context of a campus closure.



ONLINE LEARNING

Our chosen digital platforms for delivering remote learning through technology are:



Microsoft Teams - MS Teams allows for individual and class video conferencing, collaborative conversations and sharing of files. It is safe and robust and allows us to replicate the face-to-face learning environment with ease. Students can attend live classes, engage in group work in break-out rooms and even take the reins and present to the class. MS Teams automatically records lessons and allows teachers to then share them with the class in case a student is absent or is working from a different time zone. The recordings, conversations and files are stored securely within the MS Teams platform to comply with data protection regulations.



Firefly - This is our existing learning management system which is used extensively to set and submit Home Learning during face-to-face school. In the Secondary School we continue to utilise Firefly to set tasks and provide feedback during CSL.



Google Classroom - Google Classroom is a key tool utilised by our Primary Subject Specialists and Year 5&6 Teachers to share learning tasks and give timely feedback. The collaborative features of the Google Classroom allow students to develop and deepen their learning across a series of lessons.



Seesaw - This interactive platform is used extensively in our Primary School as it is child and parent friendly, allowing our youngest learners to share their learning and receive feedback from both their teachers and their peers in an age appropriate manner. Seesaw builds a virtual portfolio of each student's learning which can be shared at school and at home.

Should you have any trouble accessing the learning and need technical support you can contact our IT team Monday - Friday during school hours on helpdesk@patana.ac.th.





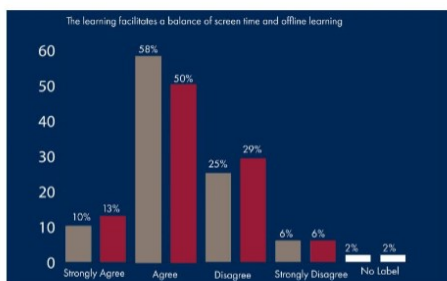
THE SCHOOL CALENDAR

Best practice suggests that sticking with the advertised school calendar provides stability and structure for the whole community. During campus closures we will continue to observe our regular school calendar, unless the situation which prompted the closure makes this unsafe to do so. This allows the school and you as families to plan accordingly. Where possible we try to still recognise key school events in our calendar in a virtual format, for example in 2020/21 this included a socially distanced Graduation and Virtual Sports and Arts Awards with drive-through Award collection. Any change to this approach will be clearly communicated in advance.

ONGOING FEEDBACK

Gathering feedback from our student and parent community is a cornerstone to our approach to delivering high quality, challenging and rigorous learning experiences during campus closures. Our Senior Leadership Team then collate this data and share with our faculty to adjust our provision and ensure we are meeting the learning needs of our students. Parent feedback has directly resulted in positive improvements to our CSL program over time.

Students will from time to time be asked to complete “Exit Tickets” or surveys as part of their daily learning programme to provide on the spot feedback for class and subject teachers to allow us to gauge their understanding, progress and enjoyment of the activities offered.



STUDENT WELL-BEING

Learning remotely and predominantly online is not without its challenges. We recognise this and have a range of strategies in place to support students and families.

We ensure that well-being remains at the forefront by conducting a daily check-in during registration/tutorial and then an additional weekly well-being call with our students in smaller groups or individually.

The provision of Physical Education continues and we encourage students to remain active and take time away from their screens. Our pastoral teams provide a range of fun and engaging activities during PSHE (Primary) and Well-Being (Secondary) to allow students to interact with their peers, talk through their feelings, relax and enjoy themselves, despite being at home. Our vibrant Secondary House system continues during CSL with adapted competitions and challenges.

Our Social and Emotional Counselling Team continue to work with those students they normally see and are available for referral by emailing them should a student require their support.

Our student support services teachers and instructors in Learning Support, EAL, Support for Learning and Extended Learning join with the class teacher (as they would normally) to support students online during classes. We recognise these students can be particularly vulnerable during CSL and our teachers are ready to support 1:1, in small groups and within regular class calls.

Information on how best to support your child is shared via Patana News and the regular emails from our school teams.

Our Safeguarding leads remain available to assist and take disclosures should they need to. Contact Carol Battram: Assistant Principal Primary caba@patana.ac.th or Grant Robertson: Senior Teacher Secondary grro@patana.ac.th

Our experience tells us that establishing a routine, ensuring daily physical activity, finding time for hobbies you enjoy, healthy eating and plenty of sleep help to ease the burden of CSL. However, what works for one family, won't always work for another.

If you have any concerns about your child's well-being during campus closures, do not hesitate to reach out. We understand there are challenges and are ready to support where we can and partner with you to find solutions to ensure your child can access the learning.



PRIMARY PROGRAMME

Foundation Stage

Students in Nursery will be offered daily 'Small Group Learning' calls accompanied with a daily CSL blog providing a wide variety of learning opportunities.

Students in FS1 will be offered daily 'Small Group Learning' calls accompanied with a daily CSL blog providing a wide variety of learning opportunities. They will also have a daily live 'whole class story time'.

Students in FS2 will be offered a mixture of 'Small Group Learning' calls, live lessons and story times between 8am - 1.40pm. Their learning will be complimented by a weekly CSL Blog. Students will be placed in two groups (A and B) to facilitate this.

The FS Blog pages contain bilingual information to assist parents and caregivers in supporting their children from home. They also contain videos of the FS teachers and TAs, thus allowing an extra line of connection for the students when they are not in live lessons.

We have found that our students look forward to their Small Group Learning sessions, having the opportunity to connect with their friends and teachers, sing, laugh and listen to stories. We continue to promote the importance of play, story telling, modelling language, listening skills and physical activity.

Key Stage 1 and 2

Students in Years 1 - 6 will take part in five, 40 minute live lessons each day as well as a morning registration. The adapted school day will conclude at 1:40pm. There are regular times scheduled, during which students are encouraged to take a break from their devices.

Home Learning will not be set unless absolutely necessary.

Each class has a blog utilising Seesaw or Google Classroom. Teachers update their blog every Friday with a celebration of the current week's learning and information about the following week's learning, including resources that may be needed. This will go live on Friday afternoon so that it can be viewed over the week-end in preparation for the coming week's learning and gives parents time to make plans on how best to support their child with their learning.

Nursery, FS1	Registration & Small Group Learning Calls	Child Initiated Learning	Story Time	Lunchtime	Child Initiated Learning	End of the School Day
	0800 - 1000	1000 - 1110	1110 - 1130	1130 - 1230	1230 - 1330	

FS2	Registration & Lesson 1	1st Break	Lesson 2	2nd Break	Lesson 3	Lunchtime	Lesson 4	End of the School Day
Group A	0800 - 0920	0920 - 1000	1000 - 1040	1040 - 1100	1100 - 1140	1140 - 1300	1300 - 1340	
Group B	0800 - 0840	0840 - 0900	0900 - 0940	0940 - 1000	1000 - 1120	1120 - 1300	1300 - 1340	

Year 1 to 6	Registration	Lesson 1	1st Break	Lesson 2	2nd Break	Lesson 3	3rd Break	Lesson 4	Lunchtime	Lesson 5	End of the School Day
	0755 - 0800	0800 - 0840	0840 - 0900	0900 - 0940	0940 - 1000	1000 - 1040	1040 - 1100	1100 - 11.40	1140 - 1300	1300 - 1340	

SECONDARY PROGRAMME

Key Stage 3 (KS3)

Students in KS3 take part in a slightly adapted 8 period learning day which mirrors the normal school day and includes a morning registration with their tutor daily. All lessons include a live video call welcome and plenary (summary and farewell); however, it is also common for the live lesson to last the full period. Double periods are shortened to 60 minutes to ensure regular breaks are scheduled from devices. Home Learning tasks are designed judiciously to ensure there is not an overload of screen time.

Key Stage 4 (KS4)

Students in KS4 take part in a slightly adapted 8 period learning day which mirrors the school day and includes a morning registration with their tutor daily. All lessons include a live video call welcome and plenary (summary and farewell); however, it is also common for the live lesson to last the full period. There are regular breaks scheduled, during which students are encouraged to take a break from their devices.

Home Learning will be set to ensure students stay on track in their preparation for (I)GCSE exams. The school takes a proactive approach with our exam boards and maintains a detailed record of your child's learning to ensure that any exam postponements or cancellations can be taken into consideration for awarding any final grades. Should the school closure take place in Term 3, when Year 11's would usually be on study leave, a Pre-IB Programme (PIP) will be offered to keep students engaged at home and to help them prepare as they head into the IB Diploma in Year 12.

Senior Studies

Students in Senior Studies take part in a slightly adapted 8 period learning day which includes a morning registration with their tutor daily. All lessons include a live video call welcome and plenary (summary and farewell), however it is also common for the live lesson to last the full period. There are regular breaks scheduled, during which students are encouraged to take a break from their devices. Students are encouraged to exercise in their own time and join the after-school LIVE online ECAs.

Home Learning will be set to ensure students stay on track in their preparation for the IB exams. The school takes a proactive approach with our exam boards and maintains a detailed record of your child's learning to ensure that any exam postponements or cancellations do not affect our students' final grades.

Exam Success and Transition to University

Students in KS4 and Senior Studies will still have access to their link careers counsellor throughout any period of campus closure. Our careers team will continue to offer parent coffee mornings in a virtual format and provide useful information regarding the application process for tertiary study. Should campus closure be implemented because of a situation which has a significant impact on International travel, our careers team is ideally placed to provide families with advice on their decisions and destinations. Our goal remains to ensure your child gets a place at their first choice university.

Secondary	Registration	Period 1&2	1st Break	Period 3&4	2nd Break	Period 5&6	Lunchtime	Period 7&8	End of the School Day
Year 7,8,9 *	0740 - 0755	0755 - 0855	0855 - 0935	0935 - 1035	1035 - 1055	1055 - 1155	1155 - 1315	1315 - 1415	
Year 10,11,12,13	0740 - 0755	0755 - 0910	0910 - 0935	0935 - 1050	1050 - 1055	1055 - 1210	1210 - 1315	1315 - 1430	

* Single periods are 40 minutes long and have the following start times. P1: 0755, P2: 0835, P5: 1055, P6: 1135, P7: 1310 and P8: 1350

This means that single periods will run into the extended break times that the CSL timetable provides

Note 1: these timings will not appear on your Firefly timetable unless the CSL programme extends beyond 1 month

Note 2: if Term 3 then Y11 and Y13 students may be on an alternative CSL program or preparing for external examinations

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EXPECTATIONS DURING **LIVE** LESSONS

To ensure live lessons are as authentic as possible, but safe for all participants and our staff, we will ask the following of the students, for them:

- ☆ To be on time and come prepared
- ☆ To be appropriately dressed and ready to learn
- ☆ For Primary students, to only join the live lesson with a parent/adult close by
- ☆ To blur their background
- ☆ To turn their camera on
- ☆ To mute their mic upon arrival into the call
- ☆ To not eat during live lessons
- ☆ To use the chat function or virtual 'hands up' to ask questions and wait to be called upon
- ☆ To not take or share screenshots, audio or video of the lessons unless instructed by the teacher
- ☆ To let their teacher or parent or carer know straight away if they see something inappropriate
- ☆ To keep their personal data private
- ☆ To use their device and platforms in an appropriate manner for school

Private chat groups will not be permitted for students in Nursery—Year 4.

Age appropriate adaptations to the expectations above will be made for our youngest learners.

SPORTS & ECAs

During campus closures the ECA programme pauses; however, a number of resources are shared with students to ensure they stay connected to the activities they enjoy and they can resume participation once school re-opens.

The Primary CSL platform includes three virtual ECA classrooms themed according to our values - Well-Being, Learning and Global Citizenship with a range of fun activities students can sample if they wish. Secondary students can access the Student Community Engagement Teams online where a range of activities are shared. These include a diverse offering ranging from a Strava Exercise Club to Coding Challenges.

A schedule of live classes will be offered on a weekly basis from 3 - 4pm, staffed by our highly qualified coaches and teachers aimed at keeping your child physically active.

Instrumental music lessons will be offered online.

Members of our five Sports Academy programmes can engage with their coaches via Teams Calls, Community Quizzes, Live Workouts and more. The Academies also maintain a strong presence on Social Media .

Several innovative competitions have sprung up in the region via our membership with FOBISIA and our students regularly participate in virtual challenges for Dance, Maths, Science, Choir, Music, Creative Writing, Drama, Photography, Model United Nations and more. We aim to stay connected to our friends from other International Schools throughout Asia.



COMMUNICATIONS

During periods of upheaval (like those that lead to campus closures) Bangkok Patana School recognises that clear and timely communications are vital. During any period of school closure you can expect the following:

A pop-up alert to appear on our school website www.patana.ac.th at the start of the closure, letting you know that the school is operating continuing student learning or “CSL” rather than face-to-face learning.

- ☆ Should the school need to close at very short notice you will receive an SMS with instructions on how to collect your child and directing you to more information.
- ☆ A regular weekly email from our Head of School and/or Senior Leadership team sharing key information and other useful information pertaining to the situation. Occasionally, this takes the form of a video so that we can continue to connect in a more personal manner.
- ☆ In some situations, which are fluid and evolving, like COVID-19 in 2020 - 2022 we will establish a dedicated website page for information including frequently asked questions, links to key government announcements and a record of our communications.
- ☆ Key meetings with your child(ren)’s teacher(s) concerning their learning, progress and wellbeing will continue as usual in a virtual format via email, phone call and/or MS Teams, this includes our 2-way and 3-way conferences in Primary and our Parent Teacher Conferences in Secondary. As always your first point of contact if you have a concern about your child is your child’s Class Teacher in Primary or their Tutor if in Secondary.
- ☆ School reports are issued according to the regular schedule.
- ☆ Patana News will continue to go out each Friday during term time.
- ☆ Our school social media channels will continue to celebrate student success and share key information.

STAFF PROFESSIONAL LEARNING

We recognise that motivated and engaged teachers positively impact students to feel the same way. Just because our faculty are not teaching face-to-face does not mean we abandon professional learning during periods of CSL. Our staff-only professional learning days remain in the calendar during CSL for this reason. Our staff access a range of virtual courses and conferences and participate in all their regular meeting and planning sessions virtually. Staff lead and participate in professional book clubs, continue to study for their Masters Degrees and access best practice information via Twitter, LinkedIn and other social media sites. In fact, the rise of video conferencing has allowed us to secure some highly respected, world renowned speakers including names such as Dr John Hattie during periods of CSL.



RESOURCES FOR LEARNING

Text Books

Textbooks are essential in some subject areas, particularly in Secondary School. Students will be permitted to take these home to continue with their learning. Arrangements will be shared at the start and end of an academic year regarding how to safely pick-up and return these. This is usually via a drive-through at a designated day/time/location, which does not require you to enter the campus.

Library Books

During school closures, the Libraries may need to physically close. The Library will make a range of digital e-books available for families to enjoy. During extended closures a drive through “click and collect” service will be available to allow families to borrow library books and refresh their reading materials at home.

Other Learning Resources

In some subject areas there are additional resources required to ensure seamless learning, this might include (but is not limited to) devices, cameras and audiovisual equipment, art supplies and musical instruments. Resource learning packs will be made available which include key items for every child to learn effectively at home.

Damaged/Lost Resources

Just like when face-to-face school is in session, we expect our students to take responsibility for the school’s property and any damaged or lost resources will be subject to existing policies.

Personal Effects

If CSL continues until the end of an academic year, Primary Teachers will pack their students belongings from their “cubbies” and make these available for collection. ID cards will be passed to the Leader of Learning/Head of Year for the next Year group up for safekeeping. For leavers and graduates, special appointments will be available for students to clear their lockers and return all resources as well as their locker key.

ASYNCHRONOUS OR SYNCHRONOUS LEARNING?



There may be rare occasions when CSL cannot be offered LIVE. This might be due to a clear and present danger affecting staff, a large-scale technical issue, or more operational reasons such as mass vaccination of staff. In general, these pauses to our CSL provision will be planned and communicated in advance and students will be set tasks to complete and share with their teacher(s).

If you or your child choose to (or are forced to) travel abroad during periods of CSL and are no longer able to live and learn on a Bangkok time zone with ease, we ask you to reach out to your child’s Class Teacher/Tutor to engage in a discussion about the most appropriate approach for your child to participate in the live elements CSL. MS Teams can automatically record lessons for you to access at a later date/time.



FINANCIAL POLICY

Bangkok Patana School is proudly led by a not-for-profit Foundation and as such during periods of school closure we aim to work with our families to ensure a fair and equitable approach to finances.

Tuition

Tuition fees are payable as normal. We will continuously review the financial position of the school and any adjustments will be communicated via normal channels.

School Bus Fees

In the event of an extended continuous school closure of three weeks or more, school bus fees for the closure period will be refunded in full.

School Lunch Fees

In the event of an extended continuous school closure of three weeks or more, school lunch fees for the closure period will be refunded in full.

ECA Fees

In the event of an extended continuous school closure of three weeks or more, ECA fees for the closure period will be refunded in full.

Trips and Excursions

In the event that any trips or excursions are cancelled, the charges for these will be refunded in full.

Cashier

Our cashier will aim to remain open during school closures if safe to do so, any adjusted opening hours will be advertised. The cashier is not inside the main campus but located adjacent to the main entrance. Online payment is available.



RE-OPENING AFTER A CLOSURE

Your child's safety is our top priority, and as such, any decision to re-open the campus will be carefully considered and we may liaise with the following government departments/local authorities:

- ☆ Ministry of Education
- ☆ Office of the Private Education Commission
- ☆ Ministry of Health
- ☆ Bangkok Metropolitan Administration
- ☆ Bangna Police

When school reopens, we will clearly communicate in advance (often via an informative video) the protocols in place. This could include any of the following measures, depending on the situation which prompted the closure:

- ☆ Restricting access to the campus to certain groups (including parents)
- ☆ The requirement to fill in additional travel and health declarations via an online form
- ☆ Enhanced security
- ☆ Change of school hours
- ☆ Blended models, with students attending school some of the time and at other times continuing to learn online at home. For example, in 2020 for two weeks, we had a 50/50 model in place with students attending on alternate days.
- ☆ Temperature checking to access campus
- ☆ Enhanced hygiene practices (hand sanitiser and foot mats) and additional deep cleaning
- ☆ The wearing of face masks
- ☆ Indoor learning only
- ☆ Altered arrangements for eating and drinking on campus
- ☆ Altered seating arrangements to allow for social distancing
- ☆ Altered "traffic flow" around campus, in particular pertaining to busy areas like staircases where students amass
- ☆ Altered arrangements for drop-off and pick-up
- ☆ Changes to bus routes and/or reduced passenger numbers
- ☆ Changes to some areas of the curriculum to ensure student safety
- ☆ The operation of an isolation room staffed by our Nursing team
- ☆ Cancellation of large gatherings (Eg: Assemblies)

Reopening protocols will be reviewed on a weekly basis by the SLT and relaxed according to the situation, always referencing government requirements and student safety.

POST CLOSURE FOLLOW-UP

Following a period of campus closure our teachers and support staff understand that there may be a need to assist our students to get back into the routine of face-to-face schooling. We will assess students and adjust the learning to meet their social, emotional and academic needs as they assimilate back into their classes. Assessment data gathered following previous closures, indicates that our online learning program ensures that the majority of students continue to make the expected progress and those that do not can be quickly supported to catch-up.

EMERGENCY CONTACTS

When the school campus has been suddenly closed please;

- ☆ Check the front page of the school website
- ☆ Email contact either primary@patana.ac.th OR secondary@patana.ac.th if you have any urgent queries.
- ☆ Our Head Nurse Khun Jo nurse@patana.ac.th is ideally placed to assist if your emergency is medical in nature. In the case of critical campus closures, which are related to infectious disease outbreaks (both local to our school and global) she will manage all tracking and tracing as well as assist our community to access information about available treatments, vaccines and government mandates.

GLOSSARY OF TERMS

AQI	Air Quality Indicator
BMA	Bangkok Metropolitan Administration
CCSA	Centre for COVID-19 Situation Administration
CSL	Continuing Student Learning
ISAT	International Schools Association of Thailand
MOE	Ministry of Education
MOPH	Ministry of Public Health
OPEC	Office of the Private Education Commission
PIP	Pre-IB Programme
SLT	Senior Leadership Team



Nursery

🕒 8:00am - 1:30pm

Small group daily calls



Daily CSL blog



FS1

🕒 8:00am - 1:30pm

Small group daily calls



Daily CSL blog



Daily story time



FS2

🕒 8:00am - 1:30pm

Daily small group LIVE lessons



Weekly CSL blog



Physical and language development



Daily story time



KS1 & KS2

🕒 8:00am - 1:40pm
5 Daily 40min LIVE Lessons



Including Specialist Lessons



Weekly CSL blog



3 - 4pm Optional LIVE ECAs

KS3

🕒 7:40am - 2:15pm
Daily Registration



LIVE Lessons



Virtual Inter-house Events



3 - 4pm Optional LIVE ECAs



KS4 & SENIORS

🕒 7:40am - 2:30pm
Daily Registration



LIVE Lessons



Virtual Inter-house and Careers Events



3 - 4pm Optional LIVE ECAs





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