



Bangkok Patana School
The British International School in Thailand
Established 1957

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Welcome to Patana



A Quick Guide to the Primary School
August 2024

Arrival at Patana

This is a brief guide to help you navigate your first few weeks at Patana.

Questions are expected and welcomed – we are all here to help.

The Primary Office staff and PLT (Primary Leadership Team) are all in the same building.

Members of PLT will always find the time to meet with you, but it can help to book a time with the Primary Office staff.

You can find the names, numbers and emails of key staff within this booklet. All other staff contact details are in the Staff Gallery.

Safeguarding and Child Protection

Please talk with a Designated Safeguarding Lead regarding any concerns. Do not discuss a disclosure or concern with other colleagues.

Designated Safeguarding Leads in Primary:

- **Carol Battram – caba@patana.ac.th**
- **Richard Kirtland – rikt@patana.ac.th**

If you cannot contact a DSL, please talk with the Year Group Leader (Pastoral) for the specific year group.

Our Mission

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

Our Vision

To develop global citizens who share their world through independence, empathy, creativity and critical thinking.

Our Values

Well-being

We are:

Protected safe and secure
Motivated and engaged
Responsible and honest
Kind and compassionate
Balanced and fulfilled

Learning

We are:

Rigorous, inquisitive and creative
Collaborative and confident communicators
Critical, reflective thinkers
Passionate, resourceful and resilient

Global Citizenship

We are:

Conscientious role models
Committed to integrity and equity
Diverse and Inclusive
Ethical and informed
Active stewards of the environment and our communities

Academic Staff

Primary Leadership Team (PLT)

Principal:	Sarah McCormack (Samc)	ext. 2250
Vice Principals:	Carol Battram (caba)	
	Pastoral/Safeguarding	ext. 2252
	Mark Verde (mavd)	
	Learning/Curriculum	ext. 2251
Assistant Principals:	Richard Kirtland (rikt)	
	Inclusion/Pastoral	ext. 2253
	David Walton (dawa)	
	Assessment/Reporting	ext. 2254

Primary Office Team

Pom (nakh)	Office Manager / Sarah's diary	ext. 2255
Pim (pima)	Carol's diary / Mark's diary	ext. 2256
Poon (orth)		ext. 2257
Earn (chkh)		ext. 2258

Specialist Leaders

Physical Education	Jayne Jauncey (jaju)	ext. 2288
Language Acquisition/EAL	Mark Stride (masd)	ext. 2286
Support for Learning	Heather Rising (heri)	ext. 2282
Primary Technology	Max Hopwood (maho)	ext. 2289
Primary Performing Arts	Charles McLean (chmc)	ext. TBC
Music	Rachel Stead (rast)	ext. 2290
Thai	Khun Rosie (rowa)	ext. 2285
World Languages/MFL	Mariella Bianciotti (mabi)	ext. 2287

Year Group Leadership Teams

Foundation

Sophie Riley (sori)	Foundation Stage Leader (Pastoral)
Carol Ashworth (caas)	Foundation Stage Leader (Curriculum & Assessment)
Sarah Gaughan (sag)	Foundation Stage Leader (Strategic)
Sarah Murgatroyd (samu)	Foundation Stage Assistant Leader

Year 1

Michael Dolan-Hodgson	Year 1 Leader (Pastoral)
Meagan Wilson (mewi)	Year 1 Leader (Curriculum & Assessment)
Vicky Paxman (vipx)	Assistant Year 1 Leader

Year 2

Pat O'Connor (paoc)	Year 2 Leader (Pastoral)
Michael Williams (miwm)	Year 2 Leader (Curriculum & Assessment)
Katie Hill (kahi)	Assistant Year 2 Leader

Year 3

Diana Jones (dijo)	Year 3 Leader (Pastoral)
Dan Hatfield (daha)	Year 3 Leader (Curriculum & Assessment)
Thomas Leighton (thlg)	Assistant Year 3 Leader

Year 4

Miranda Cawley (mica)	Year 4 Leader (Pastoral)
Dominique Chandler (doch)	Year 4 Leader (Curriculum & Assessment)
Laura Renesto (lare)	Assistant Year 4 Leader

Year 5

Sarah Weaver (sawv)	Year 5 Leader (Pastoral)
Claire Myers (clmy)	Year 5 Leader (Curriculum & Assessment)
Alice Leslie (alle)	Assistant Year 5 Leader

Year 6

Sarah Dibley (sadi)	Year 6 Leader (Pastoral)
Todd Thornback (toth)	Year 6 Leader (Curriculum & Assessment)
Duncan Ferguson (dufe)	Assistant Year 6 Leader

Primary technicians:

Putthaporn (Nui)	puso	Resources
Areerat (Nina)	arso	Art

Cross Campus Staff

Chris Sammons	crsa (Head of School)
K. Bhoom	bopi (HoS secretary/diary)
Cindy Adair	ciad (Cross Campus Principal)
Alice Curwood	alcu (Vice Principal: Extra Curricular-Activities and Sports)
Brian Taylor	brta (Vice Principal: Cross Campus Curriculum Technology)
Carly Peart	cape (Vice Principal- CPL)
Stephen Murgatroyd	stmu (Head of Libraries)
Chris Meller	chme (ECA Coordinator, Primary)

Cross Campus Academies

Georgina Wright	gewr (Gymnastics Programme Co-ordinator)
Dan Ahl	daah (Head Tennis Coach)
Joseph Denton	jode (Head Swimming Coach)
Adam Currington	adcu (Head Football Coach)
Sarah Dullaghan	sadu (Head of Dance Coach & PE teacher)

Head Nurse Joe

ki.au@patana.ac.th Ext. 2478 or 2479

Medical emergencies (from any phone in school)

*1 Secondary Nurse *2 Primary Nurse

Key Business Staff

Craig White	crwh (Business Director)
S	socu (Administration Manager)
Nida	niki (HR Manager)
Toon	suha (Services Manager)
Rin	buru (Administration Manager)
Toom	pose (passports)
Kai	wami (Benefits)
Muk	mukh (Health and Safety Officer)

Contacting a business department

Health and Safety around the campus:

Please report anything that looks unsafe to K. Muk, our Health and Safety Officer mukh@patana.ac.th. A photo showing location is helpful. Ext. 2407

General maintenance: buildings and play spaces

Use the [B&G online form](#) to make a request.

Urgent problems - contact Khun Gigg, B&G Service Assistant

thpa@patana.ac.th

Ext. 2481.

IT problems

Use the [ISIT online form](#) to make a request.

For general enquiries, email helpdesk@patana.ac.th

For urgent problems, use the ISIT helpline: 2450

Security queries

*5 Front Security Desk

Contact K. Danny, Security Manager

phin@patana.ac.th

Extension number 2455

Communications with Parents and Confidentiality

Patana parents are supportive and interested in their child's progress. They value teachers who are ready to discuss the needs of their child.

Establishing positive relationships is a key part of your role and our teachers are pro-active in their communications with parents.

E.g., If there has been an accident at school, the class teacher will telephone the parents.

If a child has a medical condition or allergy, their teachers should know about the condition, how to respond and who to contact.

We ask that class teachers discuss what to share with the Year Group Leader (Pastoral) before contacting parents. Everyone is expected to take due care regarding confidentiality when contacting families.

Meetings with Parents

New children are given buddies for their first two weeks.

Class teachers telephone new parents at the end of the first week.

Parents can request a meeting at any point during the year. This is in addition to scheduled conferences and parent-teacher meetings.

Teachers are pro-active in contacting parents to request a meeting if there are concerns regarding progress or behaviour.

If a child receives additional support for an area of learning, please talk with the Primary Inclusion Team before meeting with the parents.

Email use

Respect weekends, holidays and evenings.

Do not send emails outside of work hours.

Use delayed delivery instead. <https://youtu.be/RW9vtNIL8rA>

If something is urgent, text or call a member of PLT.

Schedule email times

Pop up email notifications should be turned off during instruction time.

Video link - turning off notifications

<https://www.youtube.com/watch?v=AChIMQmIA-4&feature=youtu.be>

Nobody should expect an instant response, but it can be helpful to send a holding email whilst you agree next steps.

Is the purpose clear?

Emails need a clear subject line and one main recipient.

For one-liners, use the subject line plus **EOM** (end of message).

Is the email necessary?

Do not put multiple people on the top line if seeking a decision.

Use Cc sparingly and with purpose.

If on the Cc line, this should be considered FYIO (for your info only).

Always pause before hitting 'reply all'.

Is email the best way to share or collect information?

Emails have a [carbon footprint](#). Use attachments sparingly.

Consider using a Google doc sheet or link to a document on Firefly.

Protect confidentiality

Reply only to those listed.

Do not forward on or include additional people.

Do not include student names on the subject line heading.

6F student concern ✓

Carol Battram stealing from the snack bar ✗

Responding to 🙄🙄 emails

Discuss with your Year Group Leader (Pastoral) before responding.

We respond to one family at a time - never to parent groups.

Requesting Leave of Absence

Please discuss any requests with your Line Manager in good time. You may be directed to discuss a request with a member of PLT. Information about paid/unpaid leave can be found in your contract and the HR manual.

Scheduling medical appointments

Unless urgent, appointments should be scheduled out of school hours. Non-urgent medical procedures should be scheduled during holidays.

Procedures when absent

During Term 1, the school will trial a new absence notification procedure.

Class and specialist teachers

Teachers may contact Rachel Preston (RAPS) via MS Teams until 6 a.m. The message must include the following information.

- Department/Year Group
- Reason for absence
- Lessons and duties to be covered
- ECAs to be covered

Between 6 and 6:30 a.m., teachers must instead telephone Rachel **083 752 3349**.

EAL Instructors, Thai teachers, Swim Coaches

1. Use MS Teams to contact your Line Manager up to 6 a.m.
2. From 6 a.m. until 6:30 a.m., please telephone your LM instead.
3. Email Rachel before 6:30 so that you are added to the absence list.

Teaching Assistants

1. Use MS Teams to contact your Year Leader (Pastoral) up to 6 a.m.
2. From 6 a.m. until 6:30 a.m., please telephone instead.
3. Email Rachel before 6:30 so that you are added to the absence list.

All communications and cover calls must be completed by 6:30.

Positive expectations: student behaviour

We link expected behaviours to our values. We want every student to demonstrate positive behaviours and a positive attitude.

Within Primary, we focus on the following three key values.

- **Safe** – everyone is cared for and protected
- **Curious** – everyone has opportunities to discover and create as part of their school experience
- **Kind** – everyone is caring and respectful

We have a shared responsibility to teach and model positive behaviours and positive attitudes.

- Show kindness, respect and compassion for others
- Are honest and fair
- Learn from mistakes and listen to feedback

We set a climate for positive behaviour through:

- Building positive relationships
- Establishing expectations
- Being clear about choices and consequences

Primary Inclusion Team

This encompasses Support for Learning, EAL, Enrichment and Counselling.

Duty Guidance

Duty rotas and guidance are posted in staff rooms.

- Move around and be visible
- Take your phone with you but focus on the supervision
- Remain on duty until a colleague arrives or students are all inside.
- Arrange your own swaps for any pre-agreed absences.

School day: Timings

We expect staff to be on campus by 7.15 am.

Staff may leave the school site during the school day e.g. for lunch or to get a coffee. Please inform your line manager so that they know who is on site in case of an emergency.

Outside areas are supervised from **7:00**. Children who arrive unaccompanied before this time must be directed to the Primary Office.

Registration

Whistles are blown at 7:30. Students self-register from 7:30 onwards. Registers are submitted **before 9:10**.

KS1 School day begins	7:40 am
Break	09:15 – 9:35 am
Lunch	11.30 – 12:30 pm
End of day	2:30 pm
ECA session 1	2:30 pm
ECA session 2	3:35 pm

KS2 School day begins	7:40 a.m.
Break	09:45 – 10:05 a.m.
Lunch	12.10 – 1:00 p.m.
End of day	2.30 p.m.
ECA session 1	2.30 p.m.
ECA session 2	3:35 p.m.

Parents collecting students before the end of the day

- Parents must inform the class teacher in advance.
- The teacher fills in a 'Leaving Early' form.
- Parent/carer collects the child from the classroom or Primary Office.

Breaktime snacks

Students bring a refillable water bottle to school.

FS/ KS1 children are provided with a morning snack.

Y3 upwards may use the snack bar or bring a snack to school.

Lunchtimes

The Primary canteen and snack bar are nut free.

11.30	N/FS eat in their own building. Y1, Y2 eat in the Primary canteen
12.10	Y3 and Y4 - canteen
12.35	Y5 and Y6 - canteen

Birthday Treats

Children may bring nut-free treats to share with class.

We do not give out party bags, drinks or gifts sent in by parents.

Car users

FS - Y3 must be dropped off and collected by a known parent/carer.

Y4-6 may walk to the car park or meet a parent/carer at an agreed location.

School Transport

FS/KS1 students are walked to their building by bus monitors.

KS2 students may walk to and from the bus park without supervision.

New children and Y3 students require supervision in the first week.

Bus concerns and behaviours

The class teacher may be asked to talk with a child in their class and to contact the parents asking for support. More information can be found in the Transport Guide.

End of day/Late pick-ups

After a short wait, FS – Y3 children are brought to the Primary Office to await collection by the parent/carer.

Any child who is unsure of their end of day arrangements can be brought to the Primary Office. The office team will contact the parents and/or transport.

Extra-Curricular Activities

Y1 – Y3 children are walked to their ECA providers.

When the session ends, they are taken to their bus by the ECA provider or collected direct from the ECA provider by a known adult.

Y4 – 6 students should make their own way to and from the ECA and to the bus or car park or meeting place at the end of their ECA.

Home Learning

KS1 - reading. Children change books regularly in year group and libraries. Y1 (term 3) and Y2 may also take home some spelling/phonic activities.

KS2 students are encouraged to read at home. The Leader of Learning and Curriculum will share expectations for the year group.

Staff Well-being

Patana is a wonderful school, but you may feel overwhelmed at some point. Transitions take time and we are all here to help.

It helps to...

- Spend time in the staff room
- Leave school at a reasonable time
- Make use of sporting facilities and clubs
- Shut down emails at a sensible time.
- Ask instead of trying to work everything out on your own

There are many opportunities in Bangkok to develop interests and to make new friends both in and out of school. Don't tether yourself to Patana.

If normal anxieties build into something more, please talk with someone - or contact our Counsellors.

Primary Counsellors

Laiyoung Cheng

ext. 2281

lace@patana.ac.th

Aarti Madarasmı

ext. 2280

aama@patana.ac.th



BANGKOK PATANA SCHOOL SITE MAP



Bangkok Patana School
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 Established 1957



Main Campus

- 1. Total Car Park and Drop-Off Area
- 2. Side Car Park
- 3. Foundation Stage
- 4. Year 3/4
- 5. Year 3/4 Playground
- 6. Primary Cafeteria
- 7. Side Field
- 8. Sports Hall, Primary PE Office
- 9. Men's Tennis Courts
- 10. Year 5/6, Drama & Drama Academy
- 11. Primary World Languages
- 12. Back Hotel Court
- 13. Swire Academy, Snack Bar
- 14. 25M Swimming Pool
- 15. Gymnasium/Auditorium
- 16. Primary Learning Support
- 17. Learn to Swim Pool
- 18. Well-Being Room
- 19. Primary Library and Music
- 20. Primary School Office
- 21. Primary Hall, PIG Rooms, Primary IAL
- 22. Back Hall
- 23. Year 1/2
- 24. Year 1/2 Playground
- 25. School Shop
- 26. Arts Centre
- 27. Administration Building and Conference Centre
- 28. Total Site - Head of School's Office
- 29. Secondary Dept. DAL and The
- 30. Secondary Library

- 31. Cross Campus Office, Cross Campus Staff Room
- 32. Squash Courts, Youth Club
- 33. SOA, Swimming Pool
- 34. Science Centre
- 35. Nucleus Bar
- 36. Secondary Lounge, Counselling & Learning Support
- 37. Secondary School Office, S/IT Office
- 38. Front Field
- 39. Front Hard Court, Secondary PE Office
- 40. Senior Studies, Careers & Universities Office
- 41. Secondary Common, Snacks Bar
- 42. Secondary Work, Languages and English
- 43. Secondary Mathematics and Humanities
- 44. Transport Building
- 45. Nursery

Sports Complex

- 46. Motor School Car Park
- 47. Tennis Courts
- 48. Tennis Academy
- 49. Sports Complex Pavilion
- 50. Sports Field
- 51. Outdoor Classroom
- 52. Overflow Car Park

Todaman

- 53. Todaman Car Park
- 54. Todaman Playground
- 55. Todaman Clubhouse
- 56. Todaman Residence