

Year 6 Transition Booklet



Bangkok Patana School
The British International School in Thailand
Established 1957

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THE SCHOOL DAY

| TIME | SESSION |
|------------------|----------------------|
| 7.40 - 7.55am | Morning Registration |
| 7.55 - 8.35am | Period 1 |
| 8.35 - 9.15am | Period 2 |
| 9.15am - 9.35am | Break |
| 9.35am - 10.15am | Period 3 |
| 10.15 - 10.55am | Period 4 |
| 10.55 - 11.35am | Period 5 |
| 11.35 - 12.15am | Period 6 |
| 12.15 - 1.10pm | Lunch |
| 1.10 - 1.50pm | Period 7 |
| 1.50 - 2.30pm | Period 8 |
| 2.30 - 4.30 | ECAs (optional) |




CURRICULUM



STUDENT SAFEGUARDING

Who is here to help me if I have any problems inside or outside of school?



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STUDENT SAFEGUARDING

Our First Priority is Student Safeguarding

All members of the Bangkok Patana School community are committed to ensuring that our students are **Protected, Safe and Secure**.

Please read and follow the **Safeguarding Code of Conduct** given to you as a community member or visitor to the school. The team below lead Student Safeguarding at Bangkok Patana. If you are concerned about the safety of any of our students, please contact the people listed below or speak with any member of staff.

SECONDARY SCHOOL SAFEGUARDING LEADS

| | |
|--|--|
|  <p>LORNA CONROY Assistant Principal, Student Welfare Email: lcon@patana.ac.th Tel: 02 785 2302</p> |  <p>GRANT ROBERTSON Senior Teacher, Student Welfare Email: gro@patana.ac.th Tel: 02 785 2315</p> |
|  <p>CATHRYN (KATIE) CHATTERTON Head of Year 7 Email: kact@patana.ac.th</p> |  <p>CLAIRE DALE Head of Year 11 Email: cld@patana.ac.th</p> |
|  <p>NICHOLAS FIELDHOUSE Head of Year 8 Email: nif@patana.ac.th</p> |  <p>SAM STUART Head of Year 12 Email: ss@patana.ac.th</p> |
|  <p>YVONNE BROWN Head of Year 9 Email: yvbr@patana.ac.th</p> |  <p>KRISTEN MEADOWS Head of Year 13 Email: krme@patana.ac.th</p> |
|  <p>SHANE OWEN Head of Year 10 Email: show@patana.ac.th</p> |  <p>MATT SEDDON Secondary Principal Email: mose@patana.ac.th</p> |

Bangkok Patana is a not-for-profit IB World School, accredited by CIS

SCHOOL COUNSELLORS

The counsellors are happy to speak to you about any problem large or small. Contact them directly or ask any teacher to make contact for you. You will find them in the HUB through the top floor of the Secondary Library, or via the stairs next to the Youth Club entrance.



Richard Faulding
Head of Social and Emotional Counselling
rifa@patana.ac.th



Matt Conroy
macr@patana.ac.th



Fiona Milligan
fimi@patana.ac.th



Stephanie Telado
ste@patana.ac.th

THE HUB



The Hub is a place where students can access social and emotional support. At break and lunchtime it provides a safe space for students seeking calm away from the bustling secondary lounge. Counsellors are on hand so students can ask questions.

Information on various pastoral issues is also available from here. The Hub is located adjacent to the counselling area and accessed through the Secondary Library.



SCHOOL INFORMATION

Look for the following on Firefly for more information

- KS3 Student Handbook
- Behaviour Policy
- Student Safeguarding Policy
- Online and ICT Policies
- Anti-bullying Policy

<https://patana.fireflycloud.asia/information/school-and-student-policies>



HOUSE SYSTEM



Each Year group has two tutor groups in each House. There is a year-long House competition whereby students accumulate points for their House through the activities they do, which include: academic commendations, sports and arts inter-house competitions, the House Quiz and participation in school events.

House Leaders:



Ms Glanowski -
Phuket



Mr Wadsworth -
Lanta



Mr Berry -
Chang



Mr Wakeling -
Samui



BREAK AND LUNCH TIMES



- You can play on the Front Hardcourt, the Front Field, or relax in either Lounge.
- Go to the Library and relax, read or play. You can also use your laptop in the Library for Home Learning.
- There is also a Key Stage 3 Youth Club with table football, table tennis and a chill out zone.

LOCKERS



Every student will be given a locker and padlock, this will be located near your tutor base. Your padlock code is kept in the Secondary Office and with your tutor in case you forget it.

PATANA CARD

Your Patana card is for snacks, lunch, signing in and out of school and photocopying or printing. You must bring it every day, if you lose it you will need to pay THB 350 at Reception.

If you forget your Patana Card...

- If you forget it, you must sign in and out at Reception.
- If you are on set lunch – go to Reception to get a temporary card and hand this card to the staff at the canteen or noodle bar.
- If you are not on set lunch – go to the Secondary Office and you can borrow a card to put money on it for lunch. If you do not have any money with you speak to staff who will help you.

No student should go without lunch. Just ask for help at the Secondary Office.



LEAVING AND BEING LATE

- Registration closes at 7.50am. If you arrive after this time, you must sign in at the Secondary Office. An automatic email will be sent home if you have not registered.
- If you need to leave school during the day you must fill in an Early Leaver's slip and get it signed by your Head of Year. You can get these slips from your tutor. You cannot simply phone a parent to collect you.
- If you are unwell, go to the nurse and she will call home if necessary.



COMMITTEES AND CLUBS

<https://patana.fireflycloud.asia/student-committees>

CAT CLUBS—Community Action Teams

These are community clubs which can involve a large number of students from different Year groups. You are welcome to get involved in any. In Week 1, there will be a fair with information on them all.

JSRC—The Junior School Representative Council

Every Friday lunch. This group meet to discuss any student issues within the Secondary School. This is your voice; please get involved.

JUNIOR DELEGATES

This is a group of Year 9 students who are here to help you. They will introduce themselves on your first day. They organize Key Stage 3 events, and can help you with any issues.



ROLE OF THE TUTOR

Your tutor is your point of contact every day; they are here to help you. They will deliver a tutorial lesson every Friday morning. Additionally, once a week, they will take a one to one mentoring sessions. This is an opportunity to speak to them about your likes and dislikes as well as anything that is troubling you. There will also be well-being activities during Registration. If parents have a question, the tutor is the best person to contact.

Tutorial covers Student Welfare, Global Citizenship, and Study Skills.

<https://patana.fireflycloud.asia/student-welfare/ks3-student-welfare/year-7-tutorial>



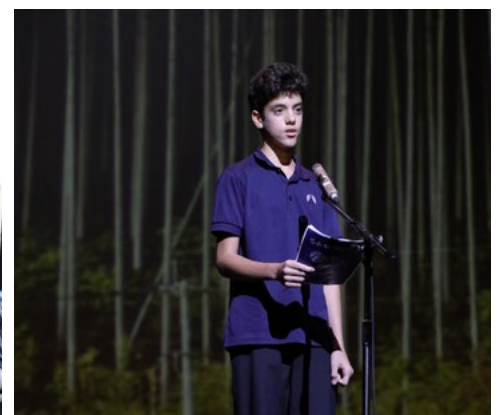
TUTOR BASES

You are not allowed in your tutor base before 7.35am. All Year 7 students wait in the Lounge until they go to their tutor bases. You are not allowed laptops or phones while in your tutor base, unless you are given permission by your teacher.

HOME LEARNING

<https://patana.fireflycloud.asia/curriculum-1/ks3-curriculum/home-learning-in-key-stage-3>

In Term 1a of Year 7, most Home Learning will be organisational in nature. From Term 1b onwards, all subjects can set Home Learning tasks. If you have a problem completing your Home Learning speak with your teacher or tutor and they will help you. If you see them before the due date this can really help.



CURRICULUM AND ASSESSMENT

All subjects in Year 7 carry out a range of assessments throughout the year. Additionally, each subject has important key assessments spaced through the year. Mr. Griffiths is happy to help with any Key Stage 3 curriculum or assessment questions or issues (sigr@patana.ac.th).
<https://patana.fireflycloud.asia/assessment-2/ks3-assessment>



CONDUCT DETENTIONS

You could receive a conduct detention if:

- You are late to school without good reason
- You forget you Patana card 3 times
- Break the school rules (check the KS3 handbook)

You could receive a subject detention if:

- You repeatedly miss completing Home Learning
- Misbehave in class

Both detentions are 25–30mins at lunch and will be issued through an email to you and your parents. After school detentions could be used if you continue to break the school rules.

Detentions are not automatic and depend on circumstances.

TECHNOLOGY

Mobile phones should be locked in your locker throughout the school day unless a teacher has specifically asked you to bring it to their lesson. Do not leave your mobile in a PE changing room.

Laptops are not allowed to be used anywhere except the Library and SEC 210 at break and lunch times. You are not allowed to use your laptop in your tutor base before school.



MOVING AROUND THE SCHOOL

- You should always walk on the left of the stairs, corridors and hallways.
- You should be considerate of others – wait and hold open doors, say thank you if someone holds a door for you.
- If you are using a bag with wheels, ensure it is safe and again be considerate of others.
- When walking along the corridors, respectfully make way for adults to pass through.



WHAT ROOM LETTERS MEAN!

CAN—this means these rooms are above the Canteen
 SEC—these rooms are above the Lounge


HUM—this is the Humanities and Maths building

SCI—this is the Science building

ART—Arts Centre: Music and Drama
 TEC— In the Design and Technology area
 If a room starts with "1" it's on the ground floor, "2" second and "3" 3 third floor.

FOOD

- There is a menu on the home page of Firefly that lists the daily canteen menu. The weekly menu is released every Friday afternoon.
- Year groups are allowed into the Canteen on a rota, don't go too early! Play first and then arrive at your allocated time.
- You cannot buy ice cream before 12.30pm.
- You are not allowed any bags in the canteen.


Royal Diocese School
SECONDARY SCHOOL LUNCH ROTA

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------------|--|--|---|--|---|
| 12.15 | <ul style="list-style-type: none"> • Senior Studies • Lunchtime Activities • Year 9 | <ul style="list-style-type: none"> • Senior Studies • Lunchtime Activities • Year 8 | <ul style="list-style-type: none"> • Senior Studies • Lunchtime Activities • Year 11 | <ul style="list-style-type: none"> • Senior Studies • Lunchtime Activities • Year 7 | <ul style="list-style-type: none"> • Senior Studies • Lunchtime Activities • Year 10 |
| 12.25 | <ul style="list-style-type: none"> • Year 8 • Year 10 | <ul style="list-style-type: none"> • Year 7 • Year 11 | <ul style="list-style-type: none"> • Year 8 • Year 9 | <ul style="list-style-type: none"> • Year 10 • Year 11 | <ul style="list-style-type: none"> • Year 7 • Year 9 |
| 12.35 | <ul style="list-style-type: none"> • Year 7 • Year 11 | <ul style="list-style-type: none"> • Year 9 • Year 10 | <ul style="list-style-type: none"> • Year 7 • Year 10 | <ul style="list-style-type: none"> • Year 8 • Year 9 | <ul style="list-style-type: none"> • Year 8 • Year 11 |

UNIFORM DO'S AND DON'TS

Shoes:

Black leather shoes, black soles, no visible markings or logos.
No canvas or plimsoles.



Hair

Hair must be one neutral colour. Hair shaved grade 2+. No patterns or lines.



Jewellery

One necklace, maximum 2 wristbands, maximum two studs in each ear. No ankle bracelets. No rings. No coloured nail varnish.



THINGS YOU WILL NEED

- A scientific calculator, protractor, compass and ruler
- Music books for your instrument selection
- A House shirt for PE
- Water bottle
- A spare notebook in the first week is very helpful as you will not have books when you start.
- Some of these items are available in the school shop inside the Arts Centre.

THINGS YOU WILL NOT NEED

No chewing gum

No dangerous items such as any type of knife (e.g. craft retractable knife, etc.)

No lasers

No dangerous items such as BB guns

Welcome to Secondary School!
See you in August!



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www.patana.ac.th
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