



Bangkok Patana School
The British International School in Thailand
Established 1957

643 Lasalle Road (Sukhumvit 105)
Bangna, Bangkok 10260
Thailand
Tel: +66 (0) 2785 2200
Fax: +66 (0) 2785 2399
Email: reception@patana.ac.th
www.patana.ac.th

Welcome to Patana



A Quick Guide to the Primary School
August 2025

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 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 (Safe)

We are:

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

Learning (Curious)

We are:

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

Global Citizenship (Kind)

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
	Rachel Preston (raps)	
	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 / Rachel'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 (saga)	Foundation Stage Leader (Strategic)
Sarah Murgatroyd (samu)	Foundation Stage Assistant Leader

Year 1

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

Year 2

Patrick 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

Sarah Harper (saha)	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

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Year 6

Breandan Casey (brca)	Year 6 Leader (Pastoral)
Sarah Dibley (sadi)	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)

Medical Services Manager and Head Nurse – K. Joe

kiaw@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 (Secretary to Business Director)
Nida	niki (Head of Human Resources)
Toon	suha (Head of Services)
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 [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 our roles and Patana 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.

Class teachers discuss what to share with the Year Group Leader (Pastoral) before contacting parents and to consider student and family take confidentiality when contacting other families.

Parents can request a meeting at any point during the year. They do not have to wait for a scheduled conference or parent-teacher meeting.

Teachers should be in contact with parents 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.

Moderate and Critical conditions are shared with teachers. If a child has a medical condition or allergy, the teacher should know how to respond and who to contact.

Email and MS Teams use

Respect out of work hours and holidays.

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

Schedule communication times

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

Video link - turning off notifications

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

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

Is the purpose clear?

Communications need a clear subject line and one main recipient.

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

Is the email necessary?

Who needs to be on the top line?

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 MS Teams, Share Point or the telephone.

Protect confidentiality – especially with emails

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 emotional 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 follow procedures and discuss any requests with your Line Manager. Information about requesting leave of absence can be found in your contract and the HR manual.

Scheduling medical appointments and procedures

Non-urgent appointments and procedures should be scheduled out of school hours.

Procedures when absent

Class and specialist teachers

Teachers may contact **Laura Burke (LABU)** 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 Laura.

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 Laura 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 Laura 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 and focus on 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.

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.

Contact the Assistant Year Group Leader if you have any questions.

- Move around and be visible
- Keep 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 pre-agreed absences.

School day: Timings

Primary staff are expected on campus by **7.15 am.** at the latest.

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 sent to the Primary Office.

Registration

The whistle is 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 will complete a hard copy 'Leaving Early' form.
- Parent/carer collects the child from the classroom or Primary Office.

Breaktime snacks

We encourage refillable water bottles.

FS/ KS1 children are given 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 (pre-arranged)

Children may bring a nut-free treat to share with class.

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

Home Learning

KS1 - reading. Children change books regularly in year group and libraries.

Y1 (term 3) and Y2 may also take home some spelling/phonics activities.

KS2 students are encouraged to read at home. The Year Leader (Curriculum) will share expectations for the year group.

Coming to and from school

Car users

FS – Y2 must be dropped off and collected by a known parent/carer.

Y3 must be collected by a known parent/carer.

Y4-6 have more independence and 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.

End of day late pick-ups

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 should be brought to the Primary Office where checks are made.

Extra-Curricular Activities

Y1 – Y3 children are walked to their ECA providers.

When the ECA ends, they are walked to their bus by the ECA provider or collected directly from the provider by a known adult.

Y4 – 6 students have more independence and do not require escorting to or from ECAs.

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. Do not tether yourself only 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 Madarasmi

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. Jack Hunt Court
- 13. Swim Academy, Shark Bay
- 14. ZSW Swimming Pool
- 15. Gymnasia Academy
- 16. Primary Learning Support
- 17. Learn to Swim Pool
- 18. Well-Being Rooms
- 19. Primary Library and Music
- 20. Primary School Office
- 21. Primary Hall, PIG Room, Primary IAL
- 22. Back Field
- 23. Year 1/2
- 24. Year 1/2 Playground
- 25. School Shop
- 26. Arts Centre
- 27. Aquatication Building and Conference Centre
- 28. Thai Soc - Head of School's Office
- 29. Secondary Dr. EAL and The
- 30. Secondary library

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

Sports Complex

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

Toddaman

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