Bangkok Patana School

*The British International School in Thailand*

*Established 1957*

# Welcome to Patana



## A Quick Guide to the Primary School - August 2026

# 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 in the same building. Members of PLT will always find the time to meet with you, but it helps if you can book a time with the Primary Office staff.

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

# 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)*

| | | |
|---|---|---|
| **Sarah McCormack (Samc)** | *Primary Principal* | *ext. 2250* |
| **Hannah Pinkney (hapi)** | *VP Pastoral/Safeguarding* | *ext. 2252* |
| **Rachel Preston (raps)** | *VP Learning/Curriculum* | *ext. 2251* |
| **Dan Hatfield (daha)** | *AP Inclusion/Pastoral* | *ext. 2253* |
| **David Walton (dawa)** | *AP Assessment/Reporting* | *ext. 2254* |

*Primary Office Team*

| | | |
|---|---|---|
| **Pom (nakh)** | *Office Manager / Sarah's diary* | *ext. 2255* |
| **Pim (pima)** | *Hannah and Rachel's diaries* | *ext. 2256* |
| **Poon (orth)** | | *ext. 2257* |
| **Earn (chkh)** | | *ext. 2258* |

*Cross Campus Staff*

| | |
|---|---|
| **Chris Sammons** | *crsa (Head of School)* |
| **Cindy Adair** | *ciad (Cross Campus Principal)* |
| **Alice Curwood** | *alcu (VP: Extra Curricular-Activities and Sports)* |
| **Brian Taylor** | *brta (VP: Cross Campus Curriculum Technology)* |
| **Carly Peart** | *cape (VP: Continuous Professional Learning)* |

## Year Group Leadership Teams

*Foundation Stage*

| | |
|---|---|
| **Sarah Gaughan (saga)** | *FS Leader (Nursery and Tiny Tigers)* |
| **Carol Ashworth (caas)** | *FS Leader (FS1)* |
| **Michael Dolan (mido)** | *FS Leader (FS2)* |
| **Cora Graham (cogr)** | *FS Assistant Leader (FS1)* |
| **Nadia Arif (naar)** | *FS Assistant Leader (FS2)* |

*Year 1*

| | |
|---|---|
| **Sophie Riley (sori)** | *Year 1 Leader (Pastoral)* |
| **Joanne Cranmer (jocr)** | *Year 1 Leader (Curriculum & Assessment)* |
| **Vicky Paxman (vipx)** | *Year 1 Assistant Leader* |

*Year 2*

| | |
|---|---|
| **Sarah Dibley (sadi)** | *Year 2 Leader (Pastoral)* |
| **Katie Hill (kahi)** | *Year 2 Leader (Curriculum & Assessment)* |
| **Jess McEvoy (jeme)** | *Year 2 Assistant Leader* |

*Year 3*

| | |
|---|---|
| **Diana Jones (dijo)** | *Year 3 Leader (Pastoral)* |
| **Charles McLean (chmc)** | *Year 3 Leader (Curriculum & Assessment)* |
| **Jen Cunningham (jecu)** | *Year 3 Assistant Leader* |

*Year 4*

| | |
|---|---|
| **Sarah Harper (saha)** | *Year 4 Leader (Pastoral)* |
| **Claire Myers (clmy)** | *Year 4 Leader (Curriculum & Assessment)* |
| **Marischen Neefs (mane)** | *Year 4 Assistant Leader* |

*Year 5*

| | |
|---|---|
| **Sarah Weaver (sawv)** | *Year 5 Leader (Pastoral)* |
| **Chris Corbett (chce)** | *Year 5 Leader (Curriculum & Assessment)* |
| **Natasha Bateman (naba)** | *Assistant Year 5 Leader* |

*Year 6*

| | |
|---|---|
| **Breandan Casey (brca)** | *Year 6 Leader (Pastoral)* |
| **Michael Williams (miwm)** | *Year 6 Leader (Curriculum & Assessment)* |
| **Duncan Ferguson (dufe)** | *Assistant Year 6 Leader* |

*Specialist Leaders*

| | | |
|---|---|---|
| **Jayne Jauncey (jaju)** | *Physical Education* | *ext. 2288* |
| **Mark Stride (masd)** | *Language Acquisition/EAL* | *ext. 2286* |
| **Heather Rising (heri)** | *Support for Learning* | *ext. 2282* |
| **Max Hopwood (maho)** | *Primary Technology* | *ext. 2289* |
| **Alexa Nicholson (alfu)** | *Primary Performing Arts* | *ext. TBC* |
| **Khru Rosie (rowa)** | *Thai* | *ext. 2285* |
| **Gaelle Coste (gacs)** | *World Languages/MFL* | *ext. 2287* |

## Safeguarding and Child Protection

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

## Designated Safeguarding Leads - Primary:

- **Hannah Pinkney – hapi@patana.ac.th**
- **Dan Hatfield – daha@patana.ac.th**

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

## Medical Services Manager and Head Nurse – K. Joe

**kiau@patana.ac.th** *Ext. 2478 or 2479*

**Medical emergencies** *(from any phone in school)*

**1 Secondary Nurse* **2 Primary Nurse*

## Staff Well-being

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.

If normal anxieties build into something more, and you need support, please contact our Counsellors. They can signpost you to external counselling and support providers in Bangkok. *aama@patana.ac.th*

### Key Business Staff

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|---|---|
| **Jamie Owen** | *jaow (Business Director)* |
| **K. S** | *socu (Secretary to Business Director)* |
| **K. Nida** | *niki (Head of Human Resources)* |
| **K. Toon** | *suha (Head of Services)* |
| **K. Rin** | *buru (Administration Manager)* |
| **K. Toom** | *pose (passports)* |
| **K. Kai** | *wami (Benefits)* |
| **K. 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. Location photos are helpful. Ext. 2407

**General maintenance: buildings and play spaces**
Use School Work Request to make a request for maintenance or repair.
Urgent problems - contact Khun Mon, Facilities Administration Coordinator posl@patana.ac.th Ext. 2492

**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 knowledgeable about the needs of their child.

Establishing positive relationships is a key part of our role.
Patana teachers are proactive in their communications with parents. Teachers contact the parents/guardian when there are concerns regarding progress or behaviour.

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

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

Parents can request a meeting with a teacher at any point during the year. There are also scheduled conferences and parent-teacher meetings.

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

If a child is receiving additional support (Support for Learning, EAL) the Inclusion teacher is often included in the meeting.

Moderate and Critical medical 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.
It often helps to send a holding email/message whilst you agree next steps.

*Write a clear subject line*
Communications need a clear subject line and one main recipient.
For one-liner emails, use the subject line plus **EOM** (end of message).

*One person only on the top line*
Who do you need to respond? Pick one person.
Anyone else can go on the Cc line - FYIO (for your info only).
Always pause before hitting 'reply all'.

*Decide how best to communicate the information*
Use attachments sparingly.
Consider using MS Teams, Share Point or the phone.

*Protect confidentiality – especially with emails*
Reply only to those listed.
Do not forward to or add additional people.

*No student names on the subject line heading.*

*6F student concern* ✅
*John Smith stealing from the snack bar* ❌

*Pause before responding to emotional emails*
First discuss with your Year Group Leader (Pastoral) before responding.
Never respond to a group of parents via written communication.

# Procedures when absent

Information about requesting leave of absence can be found in your contract and the HR manual.

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

## Procedures when absent

*Class and specialist teachers*

Teachers must contact **Laura Burke (LABU)** via MS Teams, as well as the year group pastoral lead. We expect all teachers to report their absence by 6 a.m. at the latest. Please report your absence as soon as you know you will not be at school and include the following information.

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

In the case that a teacher needs to report an absence after 6am, this is considered an emergency, and an MS Teams call must be placed to 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: positive attitudes

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
- **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

## Duty Guidance

Duty rotas and guidance are posted in staff rooms.
Contact the Year Group Assistant 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.

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# School day: Timings

Primary staff are expected to be in classrooms by 7.15 a.m.

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 are registered at 7:40.

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| **KS1** *School Day begins* | **7:30 a.m.** |
| *Break* | **09:45-10:05** |
| *Lunch* | **11:40-12:35** |
| *End of day* | **2:30 pm** |
| *ECA session 1* | **2:30 pm** |
| *ECA session 2* | **3:35 pm** |

| | |
|---|---|
| **KS2** *School Day begins* | **7:30 a.m.** |
| *Break* | **09:45 – 10:05 a.m.** |
| *Lunch* | **12.10 – 1:05 p.m.** |
| *End of day* | **2.30 p.m.** |
| *ECA session 1* | **2.30 p.m.** |
| *ECA session 2* | **3:35 p.m.** |

| | |
|---|---|
| **Foundation Stage** *School Day begins* | **7:40** |
| *Break* | **As directed by Year Group Leader** |
| *Lunch* | **11:40-12:35** |
| *End of day* | **2:20 pm** |
| *ECA session 1 (taught in KS1/2)* | **2:30 pm** |
| *ECA session 2 (taught in KS1/2)* | **3:35 pm** |

## Lunchtime and Breaktime

Students use refillable water bottles.

FS/ KS1 children are given a morning snack.
Y3 upwards 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 the FS building |
| | Y1, Y2 eat in the Primary dining hall |
| 12.10 | Y3 and Y4 – dining hall |
| 12.35 | Y5 and Y6 – dining hall |

## Pre-arranged Birthday Celebrations

Children may bring a nut-free treat to share with class.
The time and day must be pre-agreed.
We do not give out party bags, drinks, or gifts sent in by our parents.

# Start and end of day

## Car users

- FS – Y2 must be brought in and collected by a trusted adult.

- Y3 must be collected from school by a trusted adult.
  They may enter school on their own.

- Y4-6 enter school on their own. They may walk to the car park or meet a parent/carer at an agreed location.

## Bus users

- FS/KS1 students are walked from the bus to their area by bus monitors - and walked to buses at end of day by a teacher or TA.
- Y3/4/5/6 students walk to and from the buses without supervision. New KS2 children require supervision in the first week.

## Late end-of-day collection

FS – Y3 children are brought to the Primary Office to await collection.
Any child who is unsure of their end-of-day arrangements should is brought to the Primary Office where checks are made.

## Start and end of Extra-Curricular Activities (ECAs)

Y1 – Y2 children are walked to their 2:30 ECA by Patana staff.

When their final ECA ends, children in Years 1/2/3 are either walked to their bus by the ECA provider or collected from the ECA by a known adult.

Y4 – 6 students do not require this supervision.

## Parents collecting students before the end of the day

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

# BANGKOK PATANA SCHOOL SITE MAP

**Bangkok Patana School**
*The British International School in Thailand*
*Established 1957*



## Main Campus

1. Front Car Park and Drop-Off Area
2. Side Car Park
3. Foundation Steps
4. Year 5/4
5. Year 3/4 Playground
6. Primary Canteen
7. Side Field
8. Sports Hall, Primary PE Office
9. Mini Tennis Courts
10. Year 5/6, Dance & Drama Academy
11. Primary World Languages
12. Back Hard Court
13. Swim Academy, Snack Bar
14. 25M. Swimming Pool
15. Gymnastics Academy
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, PTG Room, Primary ITAI
22. Back Field
23. Year 1/2
24. Year 1/2 Playground
25. School Shop
26. Arts Centre
27. Administration Building and Conference Centre
28. Thai Sala - Head of School's Office
29. Secondary D-T, EAL and Tha
30. Secondary Library
31. Cross Campus Office, Cross Campus Staff Room
32. Squash Courts, Youth Club
33. 50M. Swimming Pool
34. Sciences Centre
35. Nuggets Bar
36. Secondary Lounge, Computing & 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 Canteen, Snack Bar
42. Secondary Work, languages and English
43. Secondary Mathematics and Humanities
44. Transport Building
45. Nursery

## Sports Complex

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

## Todsamon

53. Todsamon Car Park
54. Todsamon Playground
55. Todsamon Clubhouse
56. Todsamon Residence