



**MYANMAR INTERNATIONAL SCHOOL YANGON**

**STUDENT AND PARENT HANDBOOK**

**2019-2020**



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## SCHOOL OVERVIEW

Myanmar International School Yangon (MISY) was established in August 2009. The school is currently located at No. 24 SaeMyaung Street, 11th Quarter, Yankin Township, Yangon, Myanmar. The school runs classes in Early Years (Nursery, Reception) and Years 1-13.

A new campus located in Mandalay opened in August 2018. This campus is providing classes from Nursery to Year 9 for the 2019-2020 academic year.

## VISION

***Providing each student with the knowledge, skills and dispositions to fulfill their individual potential to make positive contributions to Myanmar and the wider world.***

*(Our Vision statement is currently under review and will be shared with students, parents and staff at the beginning of the next academic year)*

All students are encouraged to work to their full potential so that they can cope with and contribute successfully to the rapidly changing environment of Myanmar and the world community. Our academic programme prepares our students for a competitive, challenging and fulfilling adult life. Having many students from diverse backgrounds and nationalities, blending together to share ideas and experiences lead us to work together and prosper.

## The School Crest



We believe, “out of many comes unity,” having many students from varied backgrounds and nationalities blending together to share ideas and experiences will lead us to work together and prosper. The lit candle in our crest symbolises the brighter future we will provide for our students. The letters M.I.S.Y. are combined together to signify togetherness and the family atmosphere at our school. The multiple colours of our crest illustrate the unity of the different cultures represented at MISY. They come together to create something with quality, value and excellence.

## MISY Qualities

Here at MISY we have a clearly defined set of qualities and values for everyone to aspire towards.

**Investigators** - To be excited and curious about local surroundings and the wider world. To question and independently research, and foster a love of learning becoming life-long learners.

**Knowledgeable** - To develop in-depth knowledge and understanding across a broad range of disciplines. To be knowledgeable about the issues faced by Myanmar and also in a global context.

**Critical Thinkers** - To use their own initiative and think critically and creatively about complex problems making thoughtful, reasoned and ethical decisions.

**Communicators** - To confidently communicate their ideas to others and respectfully listen to others points of view. To be able to effectively work in collaboration with others.

**Principled** - To act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of others. To take responsibility for and accept the consequences of their own actions.

**Open-Minded** - To understand and appreciate culture and personal histories local to Myanmar as well as differences in global perspectives and points of view. To be prepared to learn, change and grow from experiences.

**Caring** - To be empathetic and compassionate towards the needs and feelings of others. To have a commitment to service and act to make positive differences to the lives of others and the environment.

**Courageous** - To approach unfamiliar situations with courage and be willing to take risks to explore new strategies, roles and ideas.

**Balanced** - To understand the importance of emotional, intellectual and physical balance to achieve personal well-being

**Reflective** - To be able to reflect upon experiences and assess strengths and limitations in order to support their own personal development.

## Board of Directors

A list of the Board of Directors for 2019/20 is shown below.

- U Htin Kyaw (Chairman)
- Daw Htwe Htwe Soe Min (Executive)
- Daw Nu Nu Aye
- Daw Ei Ei Zin
- Daw Tint Shwe Sin
- U Yan Win Aung

## Senior Leadership Team

A list of the Senior Leadership Team for 2019/20 is shown below.

- Head of School Steven Ellis
- Deputy Head of School Lynda Howe
- Head of Primary Kate Joicey
- Head of Secondary Darren Jones
- SENCo Carmen King
- Business Manager Witye Win Ko

## Staff

MISY employs over 100 well-qualified and experienced teaching staff representing 13 different countries. They are organised into Primary (Nursery to Year 6) and Secondary (Year 7-13) We have an extensive team of administrative staff who are very experienced and highly supportive.

## School Office Opening Hours

### Public (National) Holidays

The school office is closed on all public holidays.

### School Holidays

During school holidays the school office will be open from 9.00am to 4.00pm from Monday to Saturday, but is closed on Sundays.

### Term time

The school office is open from 8:00am to 4:30pm from Monday to Saturday, but is closed on Sundays. Please call the school office on:

- +95 (0)1657885, 657886, 657887
- +95 (0)9 500 5555, 550 4139
- +95 (0)9 40406 2277, 40406 2288, 40406 2299

## Day to Day Activities and Procedures

This section of the handbook is organised alphabetically.

### Academic Year

The academic year is divided into three terms. Term 1 starts in late August and ends in mid-December. Term 2 starts in early January and ends in early April whilst term 3 starts in late April and ends late in June.

The total number of teaching days each academic year is set at 180 but they are not equally divided amongst the three terms; term 1 being the longest and term 3 the shortest. The actual number of days for each term will vary each academic year, depending on the timing of public holidays etc.

For more detailed information please access our calendar which is available on the website.

### Admissions

MISY is an inclusive school and welcomes students from all nationalities and religions. Prospective students need to demonstrate that they will be able to cope with the demands of the MISY

curriculum. We do our best to keep our class sizes at a reasonable level to better facilitate learning and provide individual help to our students.

### **Class Placement**

Students are allocated to classes according to their age on July 31st of the year of entry to school as shown below.

Nursery	3 years
Reception	4 years
Year 1	5 years
Year 2	6 years
Year 3	7 years
Year 4	8 years
Year 5	9 years
Year 6	10 years
Year 7	11 years
Year 8	12 years
Year 9	13 years
Year 10	14 years
Year 11	15 years
Year 12	16 years
Year 13	17 years

The final decision about the acceptance and class placement of any student is taken by the Head of School.

### **Class Sizes**

Maximum class sizes are shown below:

Nursery	16
Reception	20
Years 1 - 13	23

Prospective students for Years 4-13 are required to take an online Cognitive Ability Test (CAT4) test as a part of their admissions process. Students in secondary will be required to take a WIDA test for identification of EAL support. Primary students may also be asked to sit the WIDA test if required.

### **After School Activities (ASAs)**

A wide range of after-school activities are offered to students in Years 2-13. MISY works hard to ensure there are a range of different activities ranging from sports, service learning, academic and the arts. These activities provide students with opportunities to explore new areas, develop their talents and further their academic study.

There are three periods of after-school activities during the year. If a student registers for an activity, they are expected to attend all the sessions. Parents must make arrangements to collect their child promptly after an activity finishes. MISY makes every effort to not cancel activities, however emergencies do arise the school may need to cancel a session. If this happens then parents will be contacted in advance.

STEM activities are also offered to students. STEM is run by an external organisation so parents must pay additional fees for their child to participate.

## **ASDAN**

MISY is a registered ASDAN (Award Scheme Development and Accreditation Network) centre. For more details about ASDAN please visit [www.asdan.org.uk](http://www.asdan.org.uk).

## **Assemblies**

Assemblies are a regular part of school life. They may be used to present awards, to inform, to discuss school issues, and to view student and community cultural performances. Assemblies foster school spirit and a sense of belonging. They also provide the experience of participating in a large group activity and of being part of an audience.

All students are expected to conduct themselves appropriately and act with respect for the individual or group presenting the assembly.

### **Whole School Assemblies**

Assemblies for special occasions such as Chinese Culture Day, Myanmar Culture Day, Thingyan etc. involve the whole school.

## **Attendance and Punctuality (Students)**

We expect all students to attend school every day when school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the students to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all students. We will also make the best provision we can for those students who, for whatever reason, are prevented from coming to school.

As a school, we expect students to attend at least 90% of all school days and lessons. Where students not able to attend school parents **must** phone the school office on the first day of the student's absence ( before 8am) explaining the reason for their absence.

In the case of a planned absence the parents must request permission at least 5 days in advance. Parents are strongly encouraged to take holidays with their children during the official school holidays.

### **Long-term absence**

When students have an illness that means they will be away from school for several days, the school will do all it can to send material home, so that the student can keep up with their school work. Educational support during the period of absence for other reasons should be discussed between the parents and the Head of Section or Head of School so that work can be provided if necessary.

Further details can be found in our attendance and punctuality policy available on the website.

## **Awards**

### **MISY Qualities Awards**

**Students are awarded certificates during assemblies for displaying student qualities**

1. Each month students who have shown to exhibit a quality will be rewarded with a certificate.
2. Teachers in primary also provide evidence of each student who receives a certificate with a leaf for the quality tree– each leaf has the name of student, quality and why they achieved it. The leaves make up part of display at the school so all stakeholders can view.

## **End of Year Awards**

### **End of the Year Award Ceremony**

End of the year award ceremonies are held for all students to celebrate academic achievement and improvement in class, with certificates given to students.

In Primary, students are nominated for awards in each subject by their teacher. In Secondary nominations are based on performance across all subjects.

#### **1. Achievement Award**

- for those who have had outstanding effort and grades all year
- for those whose effort has been consistently outstanding all year

#### **2. Improvement Award**

- for those who have gone from needing intervention to not
- for those who have gone from OK to outstanding effort
- for those who have gone from outstanding effort to outstanding effort and grades

In Primary, each student should receive at least one certificate.

Achievement awards should be spread around the class - maximum of 3 achievement awards per student.

Teachers can give more than one student achievement award - i.e there maybe two achievement awards per subject.

- #### **3. Shwe Award**
- The Shwe Award winners are chosen the class teacher in Primary and the tutor in Secondary. The Shwe Award is given to one boy and one girl from each tutor group/class that most embody the MISY qualities.

The Phoenix award winners will be chosen from the Shwe award winners.

- #### **4. Phoenix Award**
- from the Shwe Award winners (presented on the last day of term) one boy and one girl from secondary school and a boy and girl from primary who most embody the MISY student qualities. If you would like to nominate your Shwe winner for the Phoenix award please write a short paragraph justifying why they should get the award.

#### **5. The Schaefer Award**

(presented on the last day of term)

- This is given to the student with the most house points.
- This is calculated by the House Coordinator

### **Behaviour for Learning**

MISY wishes to promote a safe and caring environment for all in school, where positive behaviour is encouraged, and rewarded, so that effective learning and teaching can flourish and the children have every opportunity to participate, to achieve and to raise attainment.

Positive relationships are vital for successful learning and teaching in school. Therefore, staff are expected to be constructive by setting a positive example for our pupils. We do this by:

- teaching the children what good behaviour looks like;
- teaching and reinforcing the benefits of good behaviour;
- setting and maintaining a calm, secure environment in class;
- using good classroom management;
- using PSHE/Circle Time lessons to air, share and resolve issues.

## **Behavioural Consequences in the Primary Section**

All teachers will have their own classroom incentive plans, for encouraging and rewarding appropriate behaviour. Children have a choice when deciding on their behaviour. Teachers will initially use low key responses to curb unwanted behaviour. If students continue to display unacceptable behaviour in the classroom or in the playground the following will apply.

**In more serious behavioural incidents the Primary Leadership Team (PLT) will start at the consequence level they deem appropriate.**

### **Level 1**

- Non-verbal reminder.
- Verbal reminder of expectations of behaviour and agreements.
- Verbal reminder with choice of consequences.
- Praise for choosing to behave.
- Reflection sheets should be completed by the teacher together with the student comment made in communication book.

### **Level 2**

- Internal exclusion. (Period of time spent in 'different' classroom).
- Incident sheet written and Head of Key Stage to be informed.
- Reflection sheet reviewed.
- Record of exclusion must be made.
- Parents must be informed through the communication book.
- Student placed on a weekly behaviour report form to track behaviour during lessons.

### **Level 3**

- Second Internal exclusion (Period of time spent in 'different' classroom).
- Incident sheet written and any previous incident sheets reviewed by PLT
- Parents must be informed by the Head of Primary.
- PLT conduct a behaviour observation.
- Continue on weekly behaviour report form. If no improvement move to level 4.

### **Level 4**

A Student Intervention Committee will be convened including teacher, Head of Primary, Head of Key Stage, EAL, TLC (if appropriate). Evidence and information gathering will commence to investigate triggers for behaviour and action plan will be created. Parents will be invited to school to discuss and sign the action plan. The action plan will be monitored and reviewed by the committee.

### **If the negative behaviour persists**

If there is no improvement in behaviour the Head of School will be informed and the Senior Leadership Team will make recommendations on the suitability of the school for the student to the Board of Directors. The Board of Directors, in consultation with the Head of School, will make any final decision about the ongoing enrolment of a student.

## **Behavioural consequences in the Secondary Section**

All teachers will have their own classroom incentive plans, for encouraging and rewarding appropriate behaviour. Children have a choice when deciding on their behaviour. Teachers will

initially use low key responses to curb unwanted behaviour. If students continue to display unacceptable behaviour, the following consequences will apply.

**In more serious behavioural incidents the secondary leadership team will start at the consequence level they deem appropriate.**

#### **Level 1 – Classroom teacher detention**

- Non-verbal reminder.
- Verbal reminder of expectations of behaviour and
- Verbal reminder with choice of consequences
- Praise for choosing to behave.
- Sanction - 5/10 minutes of lunch to be missed.

#### **Level 2 – Head of Department (HoD) detention**

If the behaviour persists then the student/s will be asked to attend a detention given by the Head of Department. The Head of Department will assign an activity relating to the behaviour.

#### **Level 3 – Reflection Workshop**

If the behaviour continues the student/s will be required to attend a reflection workshop with the Key Stage Leader

The Key Stage Leader, in consultation with the teacher that has raised the concern, the HOD and the students' tutor, will create a series of targets and issue the student a report card to be signed in all lessons. This will allow us to monitor the student's behaviour over a longer period of time.

Parents/Guardians are expected to sign the report card daily, keeping them informed of the issues as they arise and the progress of the student.

#### **Level 4 – Internal Exclusion**

If the behaviour continues then the student/s will be expected to attend an internal exclusion (A period of between 1 and 3 days spent with the Head of Secondary).

- Reflection sheet and report card reviewed.
- Record of exclusion must be made.
- Parents/Guardians must be informed.
- If targets are set then the Parents/Guardians will need to attend a meeting to sign in agreement of the targets.

#### **Level 5 – External Exclusion**

If the behaviour continues then there will be an external exclusion.

- The student/s will be required to report daily to the school to return assignments, and collect new work, at a time specified by the Head of Secondary.
- A 'Student Intervention Committee' will be convened including the Head of Secondary, Key stage Leader, the student's tutor and involved teachers. Evidence and information will be collected to investigate the triggers for the behaviour and an action plan will be created. Parents will be invited to school to discuss and sign the action plan. The action plan will be monitored and periodically reviewed by the committee.

#### **If the negative behaviour persists**

If there is no improvement in behaviour the Head of School will be informed and the Senior Leadership Team will make recommendations on the suitability of the school for the student to the

Board of Directors. The Board of Directors, in consultation with the Head of School, will make any final decision about the ongoing enrolment of a student.

### **Serious Behavioural Incidents**

**Major incidents, some of which are listed below, could lead to direct dismissal. Please note that this list is not exhaustive and that there are other actions that could lead to direct dismissal.**

- Serious physical or mental harm to others;
- Deliberate harm to property;
- Stealing;
- Leaving the school premises without permission;
- Serious bullying issues including cyber bullying;
- Racism, sexism, homophobia and/or religious intolerance;
- Smoking any tobacco products or e-cigarettes;
- Possession or consumption of alcohol or drugs;
- Possession of an offensive weapon.

### **Birthdays**

Parents and students need to adhere to the time the teacher has set for the birthday party. When a birthday celebration occurs it may be necessary for the teacher to reschedule important class activities. Advance notification will make it better for all concerned.

Please refrain from bringing in the cake or other goodies until the appropriate time so as not to disturb a lesson. It is possible to bring in the cake before the lessons begin, or hand it over to our office if you are not able to deliver it at the time of the birthday party. Please be punctual since birthday parties take time and it can cause problems for the next lesson if the party starts late.

### **Early Years and Primary**

Students who wish to celebrate their birthday at school by bringing in a small cake. Parents / guardians should give the class teacher at least three days advance notice that they wish to bring birthday food to the classroom and attend the party. Parents / guardians attending a birthday party must wear a visitor's badge.

Parties should be held during break or during the school day to minimise disruption to learning and should not take longer than 15 minutes.

Please make sure that drink and food are healthy, soda drinks are not encouraged. Food such consist of one small treat for each child, such as a piece of cake, cupcake or cookie.

If a parent / guardian has not given the class teacher the required three days advance notice the class teacher can choose to refuse to have the party. In that case, all food and drink will be sent home unless otherwise specified by the parent / guardian.

We want to be as environmentally friendly as possible, please consider this and purchase paper cups and plates. The handing out of birthday presents in the classroom is not encouraged.

### **Secondary**

Secondary students who wish to have food and /or soft drinks delivered to celebrate birthdays must inform the school office of the delivery and must give the money required to pay for the delivery to

the office before the delivery is scheduled to arrive. Students can then collect the delivery at an agreed time. At all other times food may not be ordered externally for delivery to the school.

### **Break and Lunch Times**

Duty staff oversee the students and ensure that all students wash their hands, queue in an orderly manner and use appropriate table manners.

### **Early Years**

Students eat their snack and lunch in their classroom.

### **Years 1 - 13**

Students eat their snacks and lunch in the canteen.

### **Bullying**

We are committed to developing an anti-bullying culture whereby no bullying, including, between adults or adults and children and young people will be tolerated.

The MISY community supports all staff in preventing bullying and will intervene by identifying and tackling bullying behaviour appropriately and promptly.

We ensure that students are aware that all bullying concerns will be dealt with sensitively and effectively; that students feel safe to learn; and that students abide by the anti-bullying policy.

We will report back to parents/carers regarding their concerns on bullying and deal promptly with complaints. Parents/carers in turn work with the school to uphold the anti-bullying policy by reporting concerns as soon as possible and supporting the school with any sanctions given to students who have demonstrated bullying behaviour.

Further details can be found in the anti-bullying policy available on the website.

### **Cambridge Assessment International Examinations**

MISY is a registered examination centre with Cambridge Assessment International Examinations (CAIE). For more details about CAIE please visit [www.cambridgeinternational.org](http://www.cambridgeinternational.org).

### **Additional subjects studied at IGCSE and A level**

The number of subjects offered at MISY at IGCSE level and A level are designed to ensure that students are able to apply for top universities all over the world, however we do understand that some students choose to study additional subjects externally.

As a Cambridge examination centre it is possible for us to allow students to sit examinations in subjects they have not studied at MISY with the following conditions:

1. Students need to be working at their expected grade in the final year of examination courses taken at MISY
2. Students need to have a good attendance record and must be attending all examination classes for subjects taught at MISY
3. Students need to sit the mock examination at MISY
4. Students should not be sitting more than 9 IGCSEs in total.
5. Only written examinations can be accommodated. Oral examinations and practical elements will not be possible.

### **Canteen**

Some parents / guardians make an early start to the day to get their children to school and therefore like to have some breakfast in the school canteen. For parents who like to do this, please finish your breakfast and leave the canteen by 9:00am, so staff have time to prepare food for our students at break time and lunchtime, thank you.

### **Opening Hours (Primary)**

07:30 – 08:10

10:00 – 10:15

11:45 – 12:25 13:15 – 13:30

14:45 – 15:00

### **Opening Hours (Secondary)**

07:30 – 08:10

10:15 – 10:30

12:25 – 13:15

13:15 – 14:05 (Only for students in Years 12 or 13.)

15:00 – 15:15

Our canteen managers work with students and staff to ensure that we are environmentally aware. We are reducing our use of plastic and have recently introduced 'Meat-Free Mondays'.

### **Child Protection (Safeguarding)**

All staff receive Child Protection training at least once a year. This training normally takes place at the start of each school year.

We have a Child Protection Officer and a Child Protection Team to help ensure the safety of MISY students. Our Child Protection policy can be found on our School website.

### **Communication with Parents**

#### **Coffee Mornings**

Parent coffee mornings are arranged throughout the year, to inform parents about initiatives running at the school.

#### **Class Dojo (Primary)**

Most communication in the Early Years and Primary sections of MISY now take place via Class Dojo.

ClassDojo is a communication app for the classroom, which aims to give parents an insight into the learning of their child through the ability to share photos, videos and messages. The Head of Primary shares information about events and messages that pertain to the whole primary. At MISY Yangon Class Dojo is used throughout the Primary section of the school.

It is a closed system which can only be shared with parents who have been provided with a login.

### **Teachers**

1. Teachers may use ClassDojo for non-essential class information e.g. trip reminders, asking for help, to highlight pupil achievements, or check letters have reached home. Information about trips and events will always be communicated in a letter too.
2. Post images of learning in the classroom, events and school trips they wish to share with parents are aware of online safety in regard to images of students
3. Display images in line with parental consent and follow the school's technology agreement.

4. Use the messaging service with parents to inform about low key information; homework reminders, asking for parental help, reminders, thanking for support etc.
5. Do not use ClassDojo in a negative manner.
6. Some teachers may choose to use ClassDojo to give positive points in relation to good behaviour (such as bringing homework in on time) or the MISY qualities. The use of points is at a teachers' discretion and will be explained by the teacher at the Meet The Teacher event at the beginning of the school year.

Class Dojo is not a communication link between a parent and teachers for important information, as there is no guarantee the teacher will pick up the message during the day. Messages should be sent via the School Office, for example, if a different person is collecting a child home or details of medical appointments.

### **Letters**

The **primary** school subscribes to Class Dojo; this allows us to send letters electronically to parents. Not only is it more environmentally friendly as it decreases paper usage, but reduces photocopying and other costs in the school. It also avoids the students losing the letter between school and home. Where it is not possible to use Class Dojo, most written correspondence is passed on to families through the students' communication book. It is important that the folder is checked on a daily basis.

In **secondary**, letters are sent electronically where we have e-mail contact details. Hard copies are also given to students, normally during tutor time, to pass on to family members. It is important that students are asked daily for any letters when they get home.

We are currently developing the Parent Portal for use as part of our School Management system (Engage). This will allow electronic communication of information, including letters and up to date data on students for parents to view.

### **Meet The Teachers**

At the beginning of the new academic year parents are invited to Meet The Teachers event. During this event, teachers will explain classroom routines and expectations for the year.

### **Open Door Policy**

Parents are welcome to visit the school to discuss child's progress should they have any questions, concerns, gain support or to have the opportunity to talk about their child/home issues with either the child's class teacher, tutor, Head of Section or headteacher. Parents are asked to phone the school office to make an appointment. This allows the teacher the opportunity to find a suitable time to speak with the parents and to organise cover if required.

### **Parent consultations (Primary and Secondary)**

Two parent consultations will take place throughout the year, usually in October and March. The meetings will give parents, students and teachers the opportunity to talk through each child's progress, and time to look at work completed by the child during the term. Parents in **Primary** are allocated a time slot; if more time is necessary, staff will be happy to arrange another meeting. Teaching assistants will be present at the primary parent consultations and will provide translation when required.

Parents in **Secondary** normally arrange interviews with each subject teacher but can arrange longer appointments if necessary. Translation can be provided.

### **Individual Education Plans (IEP)**

Students who are on the TLC register have an updated IEP three times throughout the year at the end of each 11 week assessment block. The IEP must be shared and discussed with parents who will be asked to sign a copy and given a copy to take home.

### **Telephone Calls**

Please telephone the office to make an appointment with the class teacher. It is the parent's responsibility to call the office if their child is absent or late.

### **Community events**

Throughout the year there are a number of events where family and friends are invited to join with students and staff of MISY as we celebrate key festivals and special occasions. These include International Day, Myanmar Culture Day, Chinese New Year and Thingyan (water festival). In addition we have musical concerts at Christmas and a school production. Information about these events will be available on the school website and facebook pages and sent by letter, email and class Dojo.

### **Contact Details**

If a family moves during the school year it is their responsibility to inform the school office of their new address and telephone number. **This is extremely important.** Should there be an emergency and we do not have the correct telephone number it could be very disconcerting for everyone involved, especially your child. Please make sure the school has up to date details about your:

- email address;
- home address;
- home telephone number(s);
- mobile telephone number(s)
- work telephone number(s)

### **Counselling and Guidance**

The wellbeing of our students is an essential consideration at MISY. In primary and secondary sections the first point of contact is the classroom teacher or tutor, who will work with parents to resolve any issues which may be causing concern. We also have trained Counsellors who, from time to time, support the tutor or teacher with students who need additional help. In addition we have contact with a number of external organisations who can provide specialist support and we will encourage parents to make contact with these organisations if necessary.

We also have a member of staff who is responsible for providing advice and guidance to students who are preparing for further education at Universities and other educational establishments.

### **Curriculum**

MISY bases its curriculum on the English national curriculum although we have adjusted it to reflect the international nature of the school.

### **Early Years (Nursery and Reception)**

Here the curriculum focuses on six areas of learning:

- Personal, Social and Emotional Development;
- Language and Literacy Development;

- Mathematical Development;
- Knowledge and Understanding of the World;
- Physical Development;
- Creative Development.

### **Key Stages 1, 2 & 3 (Years 1-9)**

A range of subjects are taught:

- Art;
- Computing;
- Drama (Years 5-9 only);
- English;
- Geography (Years 7-9 only);
- History (Years 7-9 only);
- Humanities (Years 1-6 only);
- Mandarin Chinese (Years 1-11);
- Mathematics;
- Music;
- Myanmar Language and Culture (Years 1-11);
- Personal, Social and Health Education (PSHE);
- Physical Education (PE);
- Science.

### **Key Stage 4 (Years 10 & 11)**

Key Stage 4 culminates in IGCSE (International General Certificate of Secondary Education) examinations which are taken at the end of Year 11.

The process by which students select their IGCSE subjects begins late in Year 9 when the school advises students about the IGCSE choices available to them. After consultation with parents and students, we approve a final choice of subjects which can be studied over the next two years, during Years 10 and 11.

### **Key Stage 5 (Years 12 & 13)**

This section of the school is commonly known as the “Sixth Form”. The courses here are divided into two parts; AS level (Year 12) and A2 level (Year 13). In Year 12, most students study four subjects; whilst in Year 13 most students study three subjects.

The process by which students select their A (Advanced) level subjects begins late in Year 11 when the school advises students about the A level choices available to them. After consultation with parents and students, we approve a final choice of subjects which can be studied over the next two years, during Years 12 and 13. These A level courses are accepted by universities in almost every country in the world.

## **Daily Class Schedules**

### **Nursery**

08:15 - 08:30	Registration
08:30 - 09:15	Period 1
09:15 - 10:00	Period 2
10:00 - 10:15	Morning Break
10:15 - 11:00	Period 3
11:00 - 11:45	Period 4

Last updated - 16th August 2019 (SE)

11.45 Home time

### **Reception**

08:15 - 08:30 Registration  
08:30 - 09:15 Period 1  
09:15 - 10:00 Period 2  
10:00 - 10:15 Morning Break  
10:15 - 11:00 Period 3  
11:00 - 11:45 Period 4  
11:45 - 12:30 Lunch  
12:30 - 13:15 Period 5  
13:15 - 13:30 Home time

### **Year 1**

08:15 - 08:30 Registration  
08:30 - 09:15 Period 1  
09:15 - 10:00 Period 2  
10:00 - 10:15 Morning Break  
10:15 - 11:00 Period 3  
11:00 - 11:45 Period 4  
11:45 - 12:30 Lunch  
12:30 - 13:15 Period 5  
13:15 - 13:30 Afternoon Break  
13:30 - 14:20 Period 6  
14.20 Home time

### **Year 2**

08:15 - 08:30 Registration  
08:30 - 09:15 Period 1  
09:15 - 10:00 Period 2  
10:00 - 10:15 Morning Break  
10:15 - 11:00 Period 3  
11:00 - 11:45 Period 4  
11:45 - 12:30 Lunch  
12:30 - 13:15 Period 5  
13:15 - 13:30 Afternoon Break  
13:30 - 14:30 Period 6  
14.30 Home time

### **Years 3-6**

08:15 - 08:30 Registration  
08:30 - 09:15 Period 1  
09:15 - 10:00 Period 2  
10:00 - 10:15 Morning Break  
10:15 - 11:00 Period 3  
11:00 - 11:45 Period 4  
11:45 - 12:30 Lunch  
12:30 - 13:15 Period 5  
13:15 - 13:30 Afternoon Break  
13:30 - 14:15 Period 6  
14:15 - 14:45 Period 7  
14.45 Home time

### **Years 7-13**

08:15 - 08:25 Registration  
08:25 - 08:30 Transition

08:30 - 09:20	Period 1
09:20 - 09:25	Transition
09:25 - 10:15	Period 2
10:15 - 10:30	Break
10:30 - 10:35	Transition
10:35 - 11:25	Period 3
11:25 - 11:30	Transition
11:30 - 12:20	Period 4
12:20 - 12:25	Transition
12:25 - 13:15	Lunch
13:15 - 14:05	Period 5
14:05 - 14:10	Transition
14:10 - 15:00	Period 6
15.00	Home time

## Daily Routines

### Morning Drop Off

We have built a small section of footpath beside the road leading to the small gate near to the sports field (near to the large MISY banner). This gate is open each morning until 8:15am so that older students do not need to be brought all the way into school but can be dropped off and can walk safely to school and enter campus with other pedestrians away from the traffic.

Parents of students in Nursery, Reception and Years 1 and 2 are allowed to enter the campus each morning to take their children directly to their classroom but must leave the campus by 8:30am at the very latest. Parents of all other students are not allowed on campus, so should drop their children off at the main school entrance each morning. All parents must wear ID cards when entering the campus.

### Morning Registration

Students who arrive after 8:15am need to “sign in” at the main entrance; they will then be marked as “late” in the registration system.

### Afternoon Collection

Please see the **Daily Class Schedules** section for the times when lessons end in different parts of the school.

Primary students will be escorted by a member of staff to the main entrance from where parents / guardians may collect them at the appropriate time. No parents will be allowed on campus to collect their children. Secondary students make their own way to the main entrance at the end of the secondary school day.

Parents / guardians should make every effort to collect their children promptly. If for some unforeseen reason parents / guardians will be late, we ask you to inform the school, so your child won't be concerned. However, as a courtesy, we ask parents / guardians / drivers to be prompt when collecting the children.

Students who are not taking part in organised after school activities should leave the campus promptly after their last lesson and wait at the seating area outside the main school office. Each afternoon after lessons end teachers and teaching assistants are running after school activities; taking part in meetings; or working on a range of other tasks. This means that there is no-one on duty to supervise students who are not taking part in after school activities.

**At no time will a member of staff release a student to an adult not registered with the school.**

### **Driving onto the MISY Campus**

The following regulations are conceived for one purpose only and that is MISY's concern for the **safety** of our students. With this as our primary concern, we ask you and your drivers to follow the regulations listed below. Parents are responsible for informing their drivers of these regulations. We feel with everyone's cooperation, these rules will result in the smooth flow of traffic and the safety of our students.

- Follow the directions of the MISY staff and security personnel directing traffic at all times.
- Please be patient, wait your turn and do not use your horn at any time.
- Drive very slowly on the roads leading to and from school. Always be alert for children crossing the road, or playing nearby.
- Please turn your engines off when you are waiting. This reduces the amount of pollution and protects our children from the harmful effects of exhaust fumes.
- MISY needs to maintain good relations with our neighbours. Please drive courteously when picking up or dropping off your children. Do not park so you block their entrances. Do not park where a No Parking sign has been put up.
- During pick up and arrival times there will be no parking near the school entrance.
- Please do not pass other cars waiting in line on our school lane.
- Do not leave your car unattended while you are waiting in line.
- When entering the MISY compound, drive very slowly. There will be staff members present to assist the children. Please do not allow the drivers to leave the car to go get the children. This slows down the process and may block traffic.
- Please ensure that your child is wearing their seatbelt when entering and exiting the MISY campus.
- Drivers who do not follow our regulations could be banned from the MISY compound.

### **Student drivers**

Students, whose parents agree, need to get permission to drive on the MISY campus. In order to get this permission, the student must meet the legal requirements to drive a vehicle in Myanmar.

### **Duties**

MISY staff are assigned duties to help ensure the safety of our students at break times and lunchtimes.

### **Educational Visits (Field Trips)**

Educational visits are organised to help enhance the learning in the classroom. Students may go to cultural, historical, entertainment or business establishments. These visits are organised by staff members and parental permission with updated medical and contact details is required for all students to take part in any visit. Please note that there may be some cost to parents for these visits, and that normal school rules apply during all visits.

### **Day and Overnight Visits (Primary)**

Students in Nursery, Reception and Years 1 - 5 go on day visits. In Year 6 students attend an overnight team building excursion.

### **Residential Visits (Secondary)**

Students in Years 7- 13 are expected to go on visits during the secondary school's Week without Walls. They may also be expected to go on day visits for some subjects.

An important aspect of educational visits is the opportunity it provides for students to develop independence and for this reason we ask that parents and nannies do not accompany students on day trips or residential experiences unless the school has specifically asked for support in this way.

## Emergencies

The safety of our students is paramount at MISY. We hold regular drills to practice for a number of possible emergencies including:

- Fire or similar events requiring the evacuation of buildings;
- Bomb warning, requiring either evacuation or the declaration of a safe haven.
- Imminent explosion.
- Earthquake.
- Threat by armed intruder, requiring lock-in protection.

All students are expected to take part in drills in a quiet and orderly manner. Teachers accompany their classes during these drills and remain with them until the all clear signal is given to return to class. Full details of our Emergency and Critical Incident Policy can be found on our website.

## English as an Additional Language (EAL)

The majority of MISY students do not speak English as their first language.

From Year 3 to 11, those who speak very little English or need extra help with their language skills have access to our EAL support programme. Our EAL specialists help them develop their speaking, listening, reading, and writing skills so that they can better understand what they are learning in their all classes. We work with them during in-class support and also have special pullout classes. The EAL Programme is designed so that, with effort, your child will succeed at IGCSE and A-Levels, and go on to an English-speaking University.

Literacy support is offered to students who have been identified to need extra help in one or two aspects of literacy. Students receive both in-class and special pull out sessions.

Please note that parents of students who are enrolled on our EAL support and literacy support programmes are required to pay an additional fee for this service.

## Environmental Responsibility

MISY is your school. We are proud that it is clean and neat, and all of us have a responsibility to keep it that way. We strongly encourage our students to be neat and tidy. Rubbish bins and recycling bins are located around the school and in the classrooms and all students and visitors are expected to use them to dispose of all trash in an appropriate manner. Students or visitors should **never** throw trash on, or near the school grounds.

The school now has its own Environmental Committee and has an Environmental Week which aims to raise awareness of environmental issues. As part of our drive to improve environmental awareness we have made links with Trash Heroes (Yangon) and we have also entered into a recycling partnership with RecyGlo.

## Water Bottles

To reduce plastic consumption MISY does not sell single use plastic water bottles on campus, but does provide water dispensers for students to refill their water bottles at school. **All students are expected to bring their own water bottle to school everyday.**

## Equal Opportunities

It is MISY's policy, where possible, to promote equal opportunities throughout the school for both staff and students.

Each individual is encouraged to develop a positive self-image as a member of a gender or cultural group and to respect other genders and cultures. Any form of prejudice or discrimination is unacceptable.

Every effort is made to ensure that staff numbers show an acceptable balance of genders and ages at all levels.

### **Expectations of Parent Behaviour**

As well as following the guidance set out in our home/school agreement, parents, carers and visitors are reminded:

- To respect the caring ethos and values of the school
- That both teachers and parents need to work together for the benefit of their children.
- Approaching school staff for help to resolve an issue is done in an appropriate manner
- All members of the school community are treated with respect using appropriate language and behaviour.

**In order to support a peaceful and safe school environment the school will not tolerate parents, carers or visitors exhibiting the following:**

- Disruptive behaviour which interferes or threatens to interfere with any of the schools operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening, in any way, a member of school staff, visitors, fellow parent/ carer or student.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/ voicemail/ phone messages or other written communications to anyone within the school community.
- Making defamatory, offensive or derogatory comments regarding the school or any of the students/ parents/ staff, at the school on Facebook or other social media sites.
- The use of physical or verbal aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
- Smoking, taking illegal drugs or the consumption of alcohol on school premises.
- Dogs being brought on to school premises (other than guide dogs).  
Should any of the above occur on school premises the school may feel it is necessary to consider banning the offending adult from entering the school premises.
- Attempting to get confidential school information or data from any person working at MISY.

### **Graduation**

When students leave MISY at the completion of their studies they are invited to a graduation ceremony where parents, family members and staff can recognise and celebrate their achievements.

In order for students to receive an MISY certificate of graduation, they need to have met the following criteria:

- Evidence of how they have acquired the MISY learner qualities
- No effort scores less than 4 from teachers in year 12/13
- No more than 5% absence, unless permission has been given
- No more than 5% late to school
- Successful completion of the Creativity Action Service (CAS) course
- Attendance to a leadership retreat
- Grade Point Average (GPA) of above 3.00

### **Guests and visitors**

All visitors to the school are required to sign in at the security gate and wear a visitors badge whilst on the school campus. Under normal circumstances visitors would not be allowed into the campus during the school day without an appointment and will be accompanied at all times by a member of staff.

Guests of students, including members of our alumni, should also make an appointment before arriving at the school to see students or staff and this will not normally be permitted until the end of the school day.

### **Health Care**

We have two full-time school nurses to provide assistance to our students. One nurse is for the primary school whilst the other nurse is for the secondary school. The school nurses will provide first aid to take care of minor cuts, scratches etc.

If a child becomes ill during the school day, we will telephone a parent/guardian to inform them to take the child home. In the event of a serious illness or accident parents/guardians will be informed by telephone immediately.

It is very important that we have at least one name and number of someone who can be contacted in case of any emergency. It is the parent/guardian's responsibility to notify school if any of the telephone numbers change. The school cannot be held responsible in cases where a parent/guardian cannot be contacted because an incorrect or invalid telephone number has been provided.

When completing the application for admission to MISY, parents must provide details of any illnesses or learning difficulties, or verify that their children are in good health. Parents must also agree to give the school the authority to send a student for appropriate medical treatment in case of an emergency. This treatment would be at the parents' expense.

If a child had a communicable disease, a doctor's statement regarding his/her recovery and condition may be required on their return to classes.

### **Health Care on Educational Visits**

Prior to all educational visits parents / guardians must complete a consent form, part of which requires up to date details of all medical conditions, medications, allergies, etc.

### **Medication**

Any parents/guardians who want the nurse to give their student medication during school hours should contact the nurse directly. The nurse cannot give a student any medication at school without parental approval.

**Other members of staff are not allowed to give medication to students under any circumstances.**

**The final decision about whether or not a student is fit to attend class is made by the nurse.**

### **Preventing Childhood Infection**

Most infections are spread from faecal-oral and respiratory routes from other infected children. To help prevent childhood infection from spreading:

- cover the nose and mouth with a tissue or elbow when coughing or sneezing, throw the tissue away after use;
- wash hands frequently and thoroughly with soap and water, especially after coughing or sneezing or using the toilet or changing a nappy (diaper) and before preparing food and eating;
- avoid touching the eyes, nose, or mouth, germs spread that way;
- try to avoid close contact with sick people;
- avoiding sharing food or drinks with other people.

If you or your child gets sick, you or your child should stay at home and keep away from work or school and limit contact with others to keep you away from infecting them.

### **When to keep children at home**

If your child is sick the best place for them is at home. Parents/guardians should never bring their child to school if they know their child is sick. The nurse's rooms are for the treatment of minor accidents and illnesses; it is not a free day care centre. If you believe that your child is not well enough to participate in the entire day's programme including after school activities, educational visits, PE, swimming lessons etc. you should keep them at home.

Your child must remain at home if they have any of the following:

- fever of 37.5°C or above or 37.9°C with symptoms nausea, recurrent vomiting, diarrhoea or severe abdominal pain;
- gastrointestinal problems such as vomiting or diarrhoea;
- red eye;
- head lice;
- rashes such as impetigo, also known as Guam sores;
- a persistent cough;
- red inflamed or discharging eyes;
- any open sore oozing fluid or pus.

Parents/guardians should always keep a child at home if the child contracts a contagious disease such as herpes simplex, measles, chicken pox, red eye etc. If this is the case they must also contact the nurse so that other families can be notified and the disease contained.

We know it can be difficult to make an early decision about whether or not your child is too sick to go to school. Often you may not be able to tell if they are going to get better or worse during the school day. Also, if your child frequently complains of being sick and wants to miss school, you should think about whether or not your child is deliberately trying to avoid school. It is important to find out the reason if this appears to be the case. To help you here are some guidelines to help make that early morning decision.

### **Chickenpox**

Your child should stay at home until all bumps are scabbed and no new bumps have shown up in two days. See your doctor for treatment of symptoms.

### **Diarrhoea and vomiting**

One event of watery diarrhoea or more than one event of vomiting are reasons to keep your child home, If vomiting or diarrhoea continues or your child also has a fever, rash or weakness, see your doctor.

### **Fever**

Children with fever over 37.8°C should stay home until there is no fever for 24 hours. If you treat a fever with medicine before school, the fever can return and your child may still be contagious. See your doctor if your child has a fever with pain, rash, weakness, vomiting or diarrhoea.

### **Impetigo**

If your child has impetigo (red, oozing blister areas with yellow-gold scabs on the body or face) they should stay at home as long as your doctor says.

### **Lice**

If your child has lice, they need to be treated and nits (eggs) removed and they must stay at home until the nurse says they can return.

### **Persistent coughing**

If your child's cough is worse than you would expect with a cold, keep them at home. If they have a

hard time breathing or have a fever, see your doctor.

### **Persistent ear pain**

Your child should stay at home if they have a lot of ear pain. See your doctor for treatment.

### **Red eye/conjunctivitis**

If your child's eye is red with cloudy or yellow drainage, they should stay home until symptoms are gone. See your doctor for treatment.

### **Scabies**

If your child has scabies (a contagious disease caused by a mite which involves itching and rash) they should stay at home for 24 hours after treatment.

### **Sore throat**

If your child has a sore throat and fever, or a severe sore throat without fever, they should stay home. See your doctor if there is a quick onset of fever and sore throat without cold symptoms.

### **Stomach-ache**

If your child complains of a stomach-ache, especially if they say it hurts to move and they do not want to eat, they should stay at home. See your doctor.

## **Homework**

### **Early Years**

Homework is not set in Early Years but teachers may advise parents/guardians about appropriate activities that could be done at home to help enhance the learning done during school time.

### **Primary**

Homework is normally assigned once a week. Please see your child's class teacher for full details of exactly how homework is allocated.

### **Secondary**

#### **Key Stage 3**

There is a homework timetable for students in Years 7-9. Each piece of homework should take no longer than 30 minutes; students should have no more than 90 minutes of homework per evening.

Teachers will give a deadline for students to complete the homework by. There will be a minimum of two days for the student to complete the work; homework cannot be for the next day.

#### **Key Stage 4 and A levels**

There is no set homework timetable because students do not all study the same subjects. However when setting homework teachers will give a clear deadline by which the work must be completed.

### **What sort of activities will students be doing?**

Our homework activities are related to the work your child is doing at school but will not always be written work. For young children it will usually be reading with parents or carers or perhaps games or activities to help learn English or Maths.

For older children, homework may also include:

- completing work;
- designing or making something;
- finding information;
- preparing a presentation for the class;
- reading;
- solving problems;
- trying out a simple experiments.

### **Should I help my child with their homework?**

Homework allows you to see what your child is doing and to support their learning. This partnership between school and home is a vital part of successful education. We take the view that children are likely to get more out of an activity if parents get involved - as long as they do not take over too much. If you are unsure about how much help to give, you should discuss it with your child's teacher. They will be pleased to talk to you and will help you to get the balance right.

### **Twelve things you can do to help your child to learn**

1. Give your child confidence through lots of praise and encouragement.
2. Read to, and with your child as much as possible, preferably each day.
3. Encourage your child to observe and talk about what they see, feel, think, etc.
4. Make use of the school library.
5. Visit museums, parks and other places you think your child might find interesting.
6. If your child likes watching television, watch it together sometimes and talk about what has been watched. Children enjoy sharing their experiences and will gain a lot from the discussion.
7. Try to provide a reasonably quiet and suitable place where your child can work and show that you and all members of the family value and respect their homework activities.
8. Try to set time aside to support your child's homework activities whilst also allowing some independence where appropriate.
9. Encourage your child to discuss homework with you, including feedback from teachers.
10. Try to help your child to see the enjoyable aspects of homework.
11. Help your child to see the importance of homework and teach them to become more independent and take more responsibility for themselves as they get older.
12. Remind your children to complete and hand in homework on time.

### **House System**

The overall aim of the House System is to connect everyone within the school, both children and staff providing them with an opportunity to further develop their skills and experiences in order to be more confident and holistic individuals. House members participate in a wide range of team competitions including. House points are also awarded to individual students who show positive actions both in and out of the classroom and act as a significant motivator in promoting positive behavior. Totals are regularly shared with students at assemblies.

### **House Allocation**

Every student and member of staff is allocated to one of these houses on entry to the school. Family members are allocated to the same house.

### **House Names and Colours**

There are four different houses, each with its own colour and emblem.

- Cobras (green)
- Eagles (blue)
- Scorpions (red)
- Tigers (yellow)

### **House Shirts**

Each student must have a house shirt (available from the school uniform shop). They wear these shirts when taking part in house events and can also wear their house shirt to school on a Friday if they wish to.

### **Insurance**

#### **On Campus**

MISY does not have any insurance covering students whilst they are on campus.

### **On Educational Visits**

Most educational visits are covered by travel insurance. Please check with the visit leader about the insurance coverage for any educational visit your child attends.

### **Intercultural Understanding**

We aim to have an academic atmosphere where students and teachers work cooperatively to achieve their school goals. Our international / global approach to our curriculum is designed to help students overcome any biased attitudes towards other people and cultures.

MISY students should be sensitive to the values of our host country, Myanmar, with regard to standards of dress and behaviour. Please remember that office staff, nannies, and maintenance staff are an important part of the MISY school community and should be treated with respect and courtesy at all times both by students and parents of MISY.

### **Leaving the Campus**

Students are not allowed to leave the school premises during school hours without permission from the school office. The office will only give permission with the parent's approval and also approval from a senior teacher.

### **Library and Textbooks**

#### **Location**

The entrance to the library is located on the ground floor.

#### **Borrowing Books (Primary Students)**

Each student may check out any two books for a week. They must check out and return books during their class's designated library lesson.

#### **Borrowing Books (Secondary Students)**

Each student may check out any two books for a week. They can check out and return books during break, lunch or after school.

#### **Textbooks/Home reading books**

Students who lose, damage, or have their books stolen due to their own carelessness, must pay the full cost of replacement, including shipping charges. A student may also lose the privilege of using the library.

### **Lost and Found**

Lost and found items will be kept in a secured area. Students should ask for access at the office.

Students are encouraged to take good care of their personal belongings and school equipment.

Students are strongly encouraged not to bring valuable items such as jewelry, hand phones, iPads, laptop, computer games or excessive amounts of money to school. If a student brings these items to school they must take special care of it. The school will not be responsible for lost or damaged personal IT equipment.

We also suggest that they do not loan it to other children to use. If a student does lose something they should check with all their teachers, retrace their steps and check in the office. Special attention must be given to care for all school books.

The lost items are sent to the area near the photocopier located next to the Head of Primary's office. Please send or help students to check there if an item is lost.

### **Myanmar Language and Culture**

The Myanmar part of the school curriculum is extremely important. Myanmar students need to be aware of their own language and culture. Non-Myanmar nationals too should learn something of the language and culture of the country they are living in.

The Myanmar academic staff organise several special events each year, including Teacher Appreciation Day, Myanmar Culture Day and Thingyan (the Myanmar New Year and water festival held each April).

### **Parental Responsibilities**

The best learning and living environment for students occurs when home and school work closely together. Please help us provide the best possible learning environment for your child(ren) by following the advice shown below.

- Parents should encourage and assist their child(ren) daily with their schoolwork.
- Parents **should not** hire a tuition teacher to complete their child(ren)'s schoolwork.
- Parents need to maintain regular contact with the school and their child's teacher.
- If both parents plan to leave Yangon whilst their child attends MISY they need to notify the school in advance and inform the school who will be responsible for the care for their child(ren).
- Parents are responsible for contacting the school and/or sending a note or phoning when their child is absent from school for any reason.
- Parents are responsible for getting their child to school on time. Students arriving late disturbs the class and interfere with the learning process of the other members of the class. Frequently being late to school is extremely disrespectful behaviour and parents are responsible to prevent this from happening.

### **Pastoral Care**

Pastoral care involves looking after students' general welfare, including academic progress, social development, and health matters. All our teachers strive to get to know each student in their care and try to solve any problems as they arise.

If you wish to let us know about any issues your child might be having please let the classroom teacher know if your child is in our primary school. If your child is in our secondary school, please contact your child's tutor (homeroom teacher).

### **Plagiarism and Academic Honesty**

MISY students are expected to uphold the highest levels of academic honesty.

Academic dishonesty includes, but is not limited to:

- Plagiarism—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. (This includes work done by tutors.)
- Supporting academic misconduct by another student, for example, allowing one's work to be copied or submitted for assessment by another.
- Duplication of work—this is defined as the presentation of the same work for different assessment components and/or core requirement
- Misconduct during an examination (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other students, or communicating with another student)

- Any other behaviour that gains an unfair advantage for a candidate
- Altering grades or attempting to alter grades.
- Falsifying a parent or teacher's signature.
- Using any electronic device, such as calculators, translators, computers and cell phones for unfair advantage.

Plagiarism is defined as presenting someone else's work as your own. If you use other people's work, then you need to give them credit by citing what you use whether it is text, pictures, sound or any other format. Students must cite references in proper style and format. In case of plagiarism or cheating no grade will be assigned to that piece of work.

Teachers will clearly explain and document all cases of violations with the student as soon as the case occurs and is reported. Students who allow other students to use or copy their work will also be assigned no grade for that piece of work. In both cases, parents will be notified and the student will be required to complete another piece of work on another topic within a designated time. In the case of repeated plagiarism, disciplinary action will be taken. . Repeated offenses could result in suspension/expulsion or asking the student to withdraw from MISY.

### **Prohibited Items**

The following actions / items are not permitted on campus:

- chewing gum
- smoking, alcohol and drugs
- spitting
- Public displays of affection
- Harmful Objects: weapons of any sort, whether real or imitation

### **Smoking, alcohol and drugs**

Smoking is not allowed on the school property. Smoking near the school gates or during school activities off-site is not permitted. Students should not be involved in any way with the use of alcohol, tobacco or drugs at school related activities on or off-site. The use, possession or distribution of drugs for non-medical purposes is prohibited and may lead to direct dismissal from the school in accordance with the behaviour for learning policy.

### **Public displays of affection**

Many cultures and age groups coexist at MISY. It is important that students exhibit attitudes and behaviour regarding interpersonal relationships that are acceptable to people of various cultural and ethnic backgrounds. The school recognises that genuine feelings of affection may exist between students, but public displays of affection on the school premises are not acceptable. Students must refrain from inappropriate behaviour such as intimate and prolonged embraces, kissing and similar actions offensive to the general public on the school premises, on school transportation and at external school events.

### **Harmful Objects**

A student should not knowingly possess, handle or transmit any object that can reasonably be considered to be a weapon onto the school premises or when an external school activity, nor are they to be in possession of a facsimile of a weapon without prior specific approval of its use for an educational purpose.

Please see information regarding these in the 'Behaviour for Learning' section of the handbook.

### **Reporting of Student Progress**

Should any student be a cause for concern either academically or in some other way, parents will be contacted at the time rather than such cases only being dealt with at report or conference times. Parents should contact school immediately should they have any concerns about their child's academic progress or welfare.

### **Parent Student Teacher Conferences (PSTCs)**

These are held twice a year and enable the parents, students and teachers to discuss a student's performance so far and suggest strategies for further improvement.

### **Reporting**

We endeavour to keep parents fully informed of their student's progress both formally and informally, and we encourage parents to contact the school if they have concerns about any aspect of their student's work. We report formally to parents four times a year, twice in written reports and twice at Parent Student Teacher Conferences (PSTCs).

### **Written Reports**

Students in Nursery to Year 10 receive written reports at the end of terms 1 and 3.

Students in Years 11, 12 and 13 receive written reports at the end of terms 1 and 2.

### **Resolution of Concerns**

Conflicts of interest, misunderstandings and differences of opinion arise from time to time. It is the aim of MISY to create an environment allowing resolutions of conflicts in an open, forthright and beneficial manner.

We urge parents and students to communicate problems or concerns using the complaints procedure available on the website.

### **School wide Assessment**

#### **Formative Assessment**

Formative assessment is carried out by teachers every day in every lesson. This type of assessment is used to assess knowledge, skills and understanding, and is used to identify gaps and misconceptions. It enables teachers to identify when pupils are struggling, when they have consolidated learning and when they are ready to progress. It also enables teachers to identify if children are working at greater depth. Teachers are then able to provide appropriate support or extension as necessary.

Formative assessment enables teachers to evaluate teaching of particular objectives of the curriculum and plan future lessons accordingly. For students, formative assessment helps them to measure their knowledge and understanding against the lesson objectives and success criteria.

#### **In-School Summative Assessment**

Summative assessments enables teachers to evaluate both student learning and the impact of their own teaching at the end of a period of time, usually the end of a unit of work. It provides evidence of achievement against the objectives of the curriculum. It is useful in informing teaching and learning in subsequent lessons. End of year examinations are taken in most subjects at secondary level.

IGCSE, AS and A2 Mock examinations usually take place in January to prepare students in Year 11,12,and 13 for their final exams in May/June.

### **Common Assessments (Primary)**

**These assessments are conducted at the beginning of the year and at the end of each 12 week block and results are recorded on the assessment tracker.**

Writing - Each key stage create a prompt for a 'common writing assessment'. See common assessments in the literacy agreement.

Reading - A diagnostic reading test such as ORT is conducted

Maths - an assessment on the work covered at the end of the year (if not taking progress tests)

### **External Assessments**

#### **CAT4 (Cognitive Ability Test)**

Students take the online CAT4 test if they are in **Year 4** or over at the time of admission.

All students in Year 4 take the CAT4 test in September and will repeat the test again in Year 7 and Year 10.

#### **Progress tests – Track student attainment and progress in English, Maths and Science**

Students in Primary from Year 2 – Year 6 take the on-line GL Progress Tests in English, maths and science at the end of the school year. At secondary these are continued for Years 7-9. There are individual student reports generated for teachers which outline ways in which to support the student. The parent also receives a report which is sent home at the end of the year.

### **Cambridge Examinations**

Cambridge examinations are taken at the end of Year 11 (IGCSE) Year 12 (AS level) and Year 13 (A2 level). These qualifications are recognised worldwide and will be used as a basis for university application

## **School Fees**

### **Due dates**

MISY school tuition fees are due twice a year.

The first payment of fees is due before the start of the school year in August. Fees not paid by the end of August for the first term are considered overdue, unless special arrangements have been made with the administration.

The second fee payment should be made before January 7th. Payments made after the end of January are considered overdue, unless special arrangements have been made with the administration.

### **Late payment**

Late payment of fees will be subject to a penalty of 5% of the fees for each month they are overdue.

### **Withdrawal / refund of fees paid**

In the event of students' withdrawal from MISY, school records will only be released after all outstanding obligations are fulfilled. If an unforeseen circumstance occurs and a parent finds it necessary to withdraw a student from MISY, fees will be refunded as follows:

- Students leaving before the end of October will have 35% of their first tuition fee refunded.
- Students leaving before the end of November will have 15% of their first tuition fee refunded.
- There is no refund if a student leaves in December before the end of the term one.
- Students leaving before the end of March will have 40% of the second tuition fee refunded.

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- Students leaving before April will have 25% of the second tuition fee refunded.
- Students leaving in May will have 15% of the second tuition fee refunded.
- There is no refund if a student leaves in leave in June before the end of the school year.

There will be no refund of the registration fee. No refund of fees for the following cases: Should the unfortunate circumstance arise that a student is expelled from MISY, there will be no refund of fees. Each refund case will be dealt with individually, according to the above policy with the administration and/or board approval if necessary.

### **Security**

Security guards are on site 24/7 and no unauthorised visitors should be allowed to enter the school. MISY staff wear their photo ID cards whilst on campus. Groups coming onto the school premises must inform the school ahead of time, sending names of all children and accompanying adults. A list should be left at the security gate on arrival and all adults should sign in and wear a visitors pass.

Drivers, nannies or parents bringing lunches or other items for children are **not** allowed to go to individual classrooms while class is in session. All materials should be dropped off at the school office.

CCTV cameras are installed throughout the school for the safety and security of all. Where an incident occurs and CCTV is used to establish facts only a limited number of staff will be allowed access and parents are not able to view CCTV recordings.

### **Student Council**

We encourage students to participate in the School Council. These operate at Primary and Secondary level; providing opportunities for students to voice their views on important topics, raise money for special projects and represent the school at external events. Student Council representatives are elected by their peers.

### **Students' Responsibilities**

Students' behaviour is governed by the guidelines laid down in this booklet and by their teachers. Expectations of behaviour are clearly displayed in all classrooms.

Students are expected to conduct themselves at all times in such a manner as to bring credit to themselves, their families and to MISY. This includes, but is not limited to the following.

- Making positive contributions and helping to make the school a better place.
- Respect for school property and the personal property of others, including keeping all books, materials and facilities they use in good condition.
- Respect for all cultures, colours and religions.
- Respect for the education process and learning environment of others by refraining from habitual lateness, unexcused absences, or other inappropriate activities such as poor classroom behaviour which interferes with the rights and opportunities of others to receive an education.
- Attending every class prepared to participate with completed homework (when it has been assigned), paper, pen or pencil, notebook, proper textbooks and other materials required by the teacher.
- Fighting or any other form of abuse or bullying is forbidden.
- The use of obscene words in any language is not allowed.

- The school unconditionally forbids the use and/or possession of tobacco, intoxicating beverages or narcotic drugs at any time on school property, or at school sponsored events. Guns or objects that may be used or interpreted as weapons are also unconditionally forbidden.
- All students should dress neatly in the correct school uniform when coming to school.
- Refraining from willful damage of school property or other students' property. Any deliberate damage done by a student is chargeable to his/her parents and could result in disciplinary action.
- Acting in such a manner as to expose others to risk, danger, harm, injury or using threats and intimidation (bullying) against another person is not allowed.

### **Students' Rights**

- Students have the right to a meaningful education, with high academic standards which adequately meets the needs of the individual student within the capabilities of MISY.
- Students have the right to meaningful curriculum delivered by appropriately trained professional teachers.
- Students have the right to a timely notice of all rules, regulations, policies, and penalties which they are meant to follow.
- Students have the right to physical safety and protection of their personal property including the right to safe and sanitary buildings and facilities.
- Students have the right to consult with teachers and administrators if they have special needs.
- All students have the right to an appropriate share of their teacher's time and attention and to equal access to resources and the use of the school grounds.

### **Technology User Agreements**

All students are required to agree to use technology in a safe and appropriate manner. Older students will sign their own Technology User Agreement, whilst parents / guardians of students in Years 1 and 2 will sign on behalf of their children.

The Technology User Policy and Agreement are available on the School Website.

### **Mobile Phones**

If a student has a need and parents agree, they may carry a mobile phone to school.

Students must never use or answer their mobile phones during class. Mobile phones must be turned off upon arrival at school. Students should store their phones in their lockers. Any phone that is visible in corridors, rings, or disrupts class in any way will be confiscated from the student until the end of the school day, or longer for repeat offenders.

Under no circumstances will the school take responsibility for lost or damaged mobile phones or personal laptops or tablets on or offsite.

Phones may only be used under teacher guidance for class-related internet research or data storage.

Primary students should only bring phones or ipads if requested to do so by the teacher for research purposes.

Students who violate this policy will have their phone confiscated for a period of time. Parents/Guardians/Helpers will then be requested to retrieve the student phone or personal computer.

## **The Learning Centre**

A programme supporting holistic development for students with learning difficulties in some and all areas has been developed at MISY and it is managed by a department called The Learning Centre (TLC).

### **Translation (English / Myanmar)**

Translators can be provided on request for Parent, Student, Teacher Conferences (PSTCs), or for any other meetings with teaching staff.

In the primary school each class has a Teaching Assistant who can help with translation.

### **Transport**

MISY does provide a limited transport service for students. Please enquire at reception for further information.

### **Tutoring**

MISY does not allow its teachers or teaching assistants to enter into any private arrangement to tutor students currently enrolled in their class in school.

We would ask parents to think carefully and seek advice from the school before arranging for additional tutoring outside of school hours. Excessive and poor quality tutoring can be detrimental to a student's progress and wellbeing

### **Uniform**

Students must wear full school uniform from Monday to Thursday, each week. Students may wear their house shirts on Fridays, but this is not compulsory.

#### **Primary**

School polo shirts or school dresses in the early years and KS1 must be worn by students at all times unless they are in PE lessons or when participating in any sporting activity;

- A school jumper is available for students to wear during the colder months;
- School trousers and shorts can be worn by both girls and boys;
- Dark jeans are not permitted as part of the school uniform;
- Girls have the additional option of wearing their school skirt;
- Girls must never wear leggings unless worn with the school skirt and the leggings must be dark blue;
- The PE uniform must be worn at all times during PE lessons
- If students have PE on a given day they may wear the PE uniform to school.
- Older students are encouraged to bring a change of clothes (school uniform) to change into after PE.
- All primary students are required to have a school hat which should be the colour of their house, and must wear the hat during PE lessons or during outdoor play. No hat, no outdoor play.

#### **Secondary**

- School polo shirts must be worn by students at all times unless they are in PE lessons or when participating in any sporting activity (Each Key stage has a polo shirt in a different shade of blue to indicate the Key stage they belong to.);
- A school jumper is available for students to wear during the colder months;

- School trousers and shorts can be worn by both girls and boys;
- Jeans are not permitted as part of the school uniform;
- Girls have the additional option of wearing school their skirt;
- Girls must never wear leggings unless worn with the school skirt and the leggings must be dark blue;
- All students must wear trainers or shoes at all times;
- Flip flops are not permitted.
- The PE uniform must be worn at all times during PE lessons;
- The PE uniform must not be worn during academic lessons;
- Students that are playing sports during break or lunch should wear PE shorts and a t-shirt as we do not want them to attend lessons in wet clothing.
- Hair should be kept clean and tidy;
- Hair must not be dyed with any unnatural colours;
- Long earrings must not be worn at any time as they can easily be pulled out and cause harm.
- No jewellery should be worn during PE lessons.
- Students must never wear any non-school uniform item of clothing unless there is an official jeans day;
- Students that do not comply with these regulations will be dealt with as per the behaviour for learning policy.

### **The role of parents**

We ask all parents who send their students to our school to support the school uniform policy. We believe that parents have a duty to send their students to school correctly dressed and ready for their daily schoolwork. Parents should ensure that their student has the correct uniform, and that it is clean and in good condition.

The school welcomes students from all backgrounds and faith communities. If there are serious reasons, for example religious objections, as to why parents want their students to wear clothes that differ from the school uniform, the school will look sympathetically at such requests. Similarly, should an item of school uniform prove problematic for a student with disabilities, the parents / guardians are invited to draw this to the attention of the Head of School.

### **Waiting Room**

We have an air conditioned waiting room for parents / visitors who wish to remain at school for any length of time.

### **Toilet**

Parents who use the waiting room but need to use a toilet should use the toilet which is located opposite the waiting room. Please do not use student toilet facilities located inside the school premises.

### **Website**

MISY has a website which contains information about the school. This is updated throughout the year and can be viewed at [www.misyedu.com](http://www.misyedu.com).

### **WIDA**

MISY is a member of the WIDA International School Consortium. For more details please visit [www.wisc.wceps.org](http://www.wisc.wceps.org).

### **Withdrawal process and request for academic records**

If a student is leaving MISY there is a procedure to follow as outlined below:

- The parent should inform the school at least a month in advance if their child/children are leaving the school.
- An exit interview will be arranged for the student(s) and parent (s) with a member of the senior leadership team to ensure a smooth transition to another school or educational establishment.
- A form will be completed to ensure that all books have been returned and all outstanding payments made. This will be signed by a school representative and the parent of the student leaving.

Requests for academic records can be made at any time after a student has left the school. The school will normally provide the information within one week of the request and can send it directly to the receiving school or educational establishment as required.

### **Yearbook**

.The yearbook is produced by teachers and students and records the events of the year. The book is presented in an informal way as it is a memory book created for the students. One copy is given to each student at the end of the year.

**Please sign and return to MISY office**

**Home School Agreement**

**We, the Parents/ Guardians of \_\_\_\_\_ (Student's Name)**  
**\_\_\_\_\_ (Year Level)**

**will:**

1. Ensure that our son/daughter arrives at school on time and is collected on time.
2. Ensure our son/ daughter's attendance does not fall below an acceptable standard without good explanation.
3. Ensure our son/ daughter wears the correct school uniform and the PE kit is brought to school when required.
4. Support our son/ daughter with homework tasks and ensure homework is returned within the set period.
5. Attend parent meetings as requested.
6. Inform the teacher/ tutor about any concerns that may affect our child's work, behavior at school or the ability to do homework.
7. Provide a safe, secure and happy environment at home.
8. Monitor our son/ daughter's use of technology at home and guarantee their safety.
9. Support the school community.
10. Ensure my child participates in the compulsory extra-curricular activities.
11. Ensure that school fees are settled on time, in accordance with the school billing calendar.
12. Allow images of my child taken in school to be used on the MISY website, facebook page, and also in internal, external and marketing publications. (Unless I have signed to say that I do not give my permission.)
13. Be responsible for paying any and all fees if my child has damaged any of the school's belongings.
14. Accept the facilities as adequate and suitable for my child to study at MISY.
15. Communicate and conduct myself in a calm, effective and respectful manner with all members of the school community, especially when I am on the school premises.
16. Support the behaviour for learning policies and procedures of the school and cooperate with the Head of Secondary or Primary where disciplinary actions may be required as a result of my child's poor behaviour.

**We will encourage our daughter/ son to:**

1. Be kind and speak politely to everyone at the school.
2. Take good care of text books, equipment, school grounds and building premises.
3. Behave in a safe way.
4. Be ready to lend a hand.
5. Tell a member of staff if he/ she is worried or unhappy or has any other concerns.
6. Ensure that he/ she will take home all school letters.
7. Use technology safely.
8. Understand that he/ she has the right to be respected, respect other's culture, religion, race, feelings, belief, values and needs; to be treated kindly; to be listened to; to be helped; not to be bullied; not to be lonely; to be safe and feel secure at MISY as well as challenging, enthused and inspired in his/ her learning.
9. Understand that he/ she will not to bring school any valuable items such as jewelry, expensive electronic devices since the school will not be responsible for any loss or damage to private items that he/ she brings to school.

Signature

(Parents/Guardians) \_\_\_\_\_

Date: \_\_\_\_\_