



INTERKIDS BILINGUAL SCHOOL

**Parents – Students Handbook
(Primary)**

MISSION

The word "MISSION" is written in large, bold, black letters on a background of seven colorful rectangular blocks (green, red, blue, purple, pink, cyan, orange). To the right of the word is an icon of a glowing yellow lightbulb held in two blue hands.

1. To provide students with activities and learning procedures that support them to excel in all academic fields, with good application of knowledge and understanding skills in every subject.
2. To organize activities that encourage students to use Thai, English, and Chinese languages for effective communication, and to seek relevant information using modern technologies for their life-long learning process.
3. To identify students' unique TALENTS, create a suitable environment and organize relevant activities to help maximize their skills.
4. To inculcate qualities of leadership, good ethics, as well as to develop students into being good leaders and followers.
5. To give students basic understanding and appreciation of Art and Music, and to teach them to become a custodian of Thai culture, heritage, and environment.
6. To support students with modern facilities and clean surroundings where they can develop their physical and mental well-being.
7. To efficiently manage the school in all areas with competence and implement effective quality control as part of the management process.
8. To develop and maximize the skills and talents of our teachers and staff in order to attain knowledge, ability, ethics and potentials.
9. To organize and support various activities which encourage good relationships between family, school, parents and community.

Apart from the school aims in achieving the IBS missions, IBS is determined to develop the “**IBS Desirable Characteristics**” in every individual student, which can be categorized into 4 areas: **Good Behaviour, Good Discipline, Eagerness to Learn, and Sense of Responsibility.**



☆ **Good Behaviour**

- Having good behaviour and showing respect to others
- Following and fulfilling what is stated in the IBS school pledge
- Following the good religious teachings and cultural practices that one believes
- Being honest
- Being thoughtful, willing to share and having a service mind attitude
- Being economical and having a mind-set of sufficiency for ones needs.

☆ **Good Discipline**

- Following the school regulations and instructions
- Being able to discipline oneself
- Being punctual



☆ **Eagerness to Learn**

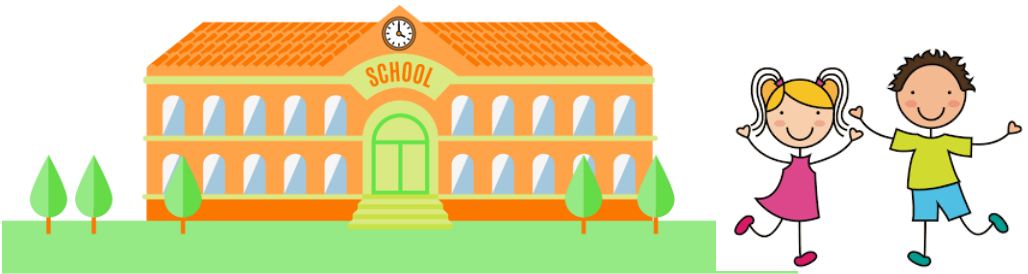
- Demonstrating an interest in one’s studies by being prepared and respectful
- Enjoying to work with passion
- Being enthusiastic and attentive on task at hand

☆ **Sense of Responsibility**

- Doing the assigned works and duties
- Submitting the works on time
- Using the school’s resources with greater care
- Maintaining the clean and green environment of the school
- Helping to preserve the arts and cultures of the nation



Parents are encouraged to get involved with their child's education by knowing the school guidelines and regulations. Through proper guidance of the parents, the information in this handbook will be observed carefully by the children and eventually become their habit while at school, enabling them to become well-rounded **“Children of the World.”**



STUDENT UNIFORM REGULATIONS

Student Uniform

Male Student

Shirt - White collar, short sleeve shirt with blue vest and necktie

Students should have their full name stitched with white silk, font size 0.5 cm on the right side of the blue vest (chest level)

Shorts – Blue Shorts (the same color with necktie and vest)

Belt – IBS Belt (can be purchased at school)

Socks – White socks (3-4 inches above ankle)

Shoes – Black leather shoes

Hair Style – short and proper hair style (dyed hair of any color or shaved hair designs are not allowed – if need be, parents must write a request stating with a valid reason)

Female Student

Shirt – White collar, short sleeve shirt with blue vest and necktie

Students should have their full name stitched with white silk, font size 0.5 cm on the right side of the blue vest (chest level)

Skirt – Blue pleated skirt (the same color with necktie and vest)

Socks – White socks (1.5 - 2 inches above ankle)

Shoes – Black leather shoes

Hair Style – Proper hair style (dyed hair of any color is not allowed – if need be, parents must write a request stating with a valid reason).

In case of having long hair, students should braid or tie their hair back in a ponytail, with white ribbon (only).

P.E. Uniform

Shirt – White collar, short sleeve polo shirt. Students should have their full name stitched with blue silk, font size 0.5 cm on the right side of the shirt (chest level)

Trouser – Blue jogging pants

Socks – White socks

Shoes – White lace sports shoes



Scouting Uniforms (Every Monday)

Boy Scout Uniform (Grades 1-3)

- Boy Scout Cap
- Boy Scout Scarf (blue scarf with yellow border line)
- Boy Scout Woggle
- White collar, short sleeve student shirt with student's full name stitched in Thai language (blue silk) on the right side of the shirt (chest level)
- Boy Scout label (lion face) stitched on the left side of the shirt (chest level)
- School logo label - stitched on the right arm; 1 cm below the shoulder length
- Student Shorts
- School Belt only
- White socks with Black leather shoes



Girl Scout Uniform (Grades 1-3)

- Girl Scout Cap
- Girl Scout Scarf (blue scarf with red border line)
- Girl Scout Woggle
- White collar, short sleeve student shirt with student's full name stitched in Thai language (blue silk) on the right side of the shirt (chest level)
- Girl Scout Pin angel shape (wear on left side of the shirt; chest level)
- School logo label - stitched on the right arm; 1 cm below the shoulder length
- Blue pleated skirt (same color with necktie and vest)
- School Belt only
- White socks with Black leather shoes

Senior Boy Scout Uniform (Grades 4-6)

- Senior Boy Scout Hat (Khaki colour)
- Senior Boy Scout Scarf (yellow scarf)
- Senior Boy Scout Woggle



- Senior Boy Scout Shirt (Khaki colour) stitched with students' full name in Thai language (using blue silk for the font and stitched on the white rectangular clothes above the shirt pocket on the right side)
- School logo label - stitched on the right arm; 1 cm below the shoulder length
- Senior Boy Scout Shorts (Khaki colour)
- Senior Boy Scout Belt (brown belt with lion-faced buckle)
- Senior Boy Scout Socks (Khaki colour)
- Senior Boy Scout Shoes (Khaki Boy Scout Shoes; brown colour)

Senior Girl Scout Uniform (Female students Grades 4-6)

- Senior Girl Scout Hat (Green colour) Put the golden girl scout pin in front
- Senior Girl Scout Scarf (yellow scarf)
- Senior Girl Scout Woggle
- Senior Girl Scout Shirt (Green colour) stitched with students' full name in Thai language (using blue silk for the font and stitched on the white rectangular cloth above the shirt pocket on the right side)
- Senior Girl Scout Pin - put in the middle of the pocket on the left side
- School logo label - stitched on the right arm; 1 cm below shoulder length
- Senior Girl Scout Pleated Skirt (Green colour)
- Senior Girl Scout Belt (black belt with Senior Girl Scout Buckle)
- White Socks
- Black Leather Shoes



IBS House Uniform (Every Friday)

At IBS, students are grouped into **3 different houses** which are **Endeavour (Blue color)**, **Friendship (Green)**, and **Spirit (Magenta)**. The house captain for each house is being elected by the house members while the teachers, being the house mentors, are selected by the management committee. The house captain and house mentors are responsible for implementing the house activities every Friday morning. House members must wear the assigned coloured house shirt accordingly.

REGULATIONS FOR LEAVE AND ABSENT



For safety reasons, if students will not be able to come to school due to sickness or family matters,

- Parents should inform the school reception before 8:30 a.m. This is to officially record the names of the students who are absent for the day.
- For contagious illnesses/diseases, a medical certification from the hospital is required when student is recovered and permitted to return to school.
- For long vacation leave, please inform the teacher/school in advance.

STUDENT DROP OFF AND PICK UP REGULATIONS

The safe arrival and departure of students is of paramount concern to IBS.

IBS has established the following policy and requests for students and parents to adhere to its procedures in order to ensure the safety of all students.

- Students can be sent to school from 6:45 – 8:30 a.m.
- Drop off and pick up should only be done at the designated area, and cars must be pulled forward to the parking space to avoid accident.
- Students have to wear school uniform properly before entering and leaving the school.
- Parents must have permission and obtain the official visitors pass from the reception office in order to enter the school building and/or any classroom.
- Parents are advised to help train their children to carry their own bag (IBS bag) when they are about to go out of the car, but make sure that it is not too heavy for them to carry.
- The parents should send their children to the reception when arriving to school after 8:30 a.m. Students' arrival are also being recorded on the daily record book.

- Parents or guardians must scan their Student Pick-up QR Code before picking up the child.
- If the parent or guardian cannot come to pick-up their child, they should call and inform the school of whom they are authorizing to pick-up their child. The authorized person must present a valid identification card to the teacher on duty.
- If the parents pick-up their children after 5:30 p.m., an extra service fee of 100 Baht per hour will be charged, and this will be paid directly to the teacher on duty. (exceeding 30 minutes is considered 1 hour)

REGULATIONS FOR PARENTS WHEN COMING TO SCHOOL

- Parents must wear proper attire when coming to school as to set good example to the students.
- Appointment with the classroom teacher must be made in advance at the reception area. This is to avoid conflict with the concerned teacher's teaching schedule. Moreover, parents are **not** allowed to call the teacher via mobile phone for an appointment.
- Parents who intend to have a snack must remain in the snack area.
- Parents and visitors must follow the school regulations.





STUDENTS SAFETY MEASURES

- Students are encouraged to arrive at school around 7:30 a.m. to join the morning time activity, and should be dismissed after regular school hours.
- If the student is sick, and is suffering from high fever (38 Celsius or above) or any illness, he/she should rest at home until fully recovered. This is also to prevent the spread of disease.
- Drop off and pick up must be done at the designated area only.
- Visitors are not allowed to enter the school unless permitted
- Parent's cars must be pulled forward to the parking space to avoid accident, and to not block the traffic flow. Engines must be turned off
- For hygiene purposes, students should bring their own water bottles/flasks, and related oral hygiene items.
- Students should bring with them a handkerchief to use whenever they sweat.

PROHIBITED ITEMS



- Students should not wear earrings, gold necklaces, or bring valuable belongings to the school.
- Any kind of toys, dolls, electronic devices, electronic/smart watches and other personal items are **NOT** allowed to be brought at school as this may distract other students, and disturb the class.
(For special request, please contact the reception for further information.)
- Chewing gum is NOT allowed.
- Bringing any sharp objects such as scissors is NOT allowed.
- No drugs or alcohol are permitted on the school premises.
- Selling of any products is NOT permissible.

IBS will not be liable for any loss or damages of student's valuable belongings. There are corresponding consequences for every offense.

STUDENTS EVALUATION & ACADEMIC PROGRESS REPORT

IBS Primary Academic Department evaluates the students' progress in 4 levels

- **Classroom Level** – students are being evaluated by the subject teacher through attendance, classroom participation, quizzes, classwork, homework, and projects. Students' behavior is assessed as part of development.
- **School Level** – The school evaluates students' academic progress each term in the school year through formal assessments of: Mid-Term Test and Final Examinations. Other subjects such as: Physical Education, Arts, Occupation and Technology, Citizenship, ICT and Music, are administered as practical tests twice per term. Critical thinking skills, analytical reading skills, desirable characteristics, and active participation in school activities are also assessed within the overall student evaluation.
- **National Level** – Grade 6 students are required to take the Ordinary National Educational Test (O-NET) as part of the national assessment for all students in Thailand.
- **International Level** – The English and Chinese proficiency levels of IBS students are being evaluated by the globally recognized language institutions: the University of Cambridge Local Examination Syndicate from England, and the Confucius Institute (Hanban) from China. Students of Grade 6 are required to take the two examinations. The test results reports which are in certificates format are being provided by the said international institutions.

Moreover, students can conveniently take the two examinations here at Interkids Bilingual School as we are the test center of the **Cambridge and Hanban Institutions**.



**Cambridge
Assessment**



STUDENT REGISTRATION AND TUITION FEE PAYMENT

- **Student Enrollment Confirmation**

Parents must strictly follow the specified date for the student enrollment confirmation process. A late charge of 2,500 Baht will be added in case of late registration.

- **Tuition Fee Payment**

Parents should pay the total school fee, which includes tuition fee, and other general fees, within the specified date. This is to organize all learning materials that the students need for the new school year.

In case that the parents will not be able to pay within the specified date, a promissory note addressed to the management will need to be filed.

Failure to do this will result in a late payment fee of 2% of the tuition fee per month, until payment is resolved.

REIMBURSEMENT OF TUITION FEES & OTHER FEES

In cases related to decisions of resignation from the school, parents are to follow the designated line of rules and regulations. In all cases of resignation, a resignation form is required to be filled out within the specified date (*please see resignation regulations*). Tuition reimbursement will be applied after expenses deduction if parents follow and uphold the resignation rules established by the school. The school will issue the student transcript within 7 working days upon receiving the student resignation form. The school reserves all rights to hold the student transcript until all conditions have been met.



RESIGNATION REGULATIONS

Parents must come personally to write the resignation form.

- If the parents have intention **NOT to let their child study for the 2nd term**, they must submit the resignation form **on or before 15 September.**
- If the parents have intention **NOT to let their child study for the next school year**, they must submit the resignation form **on or before 15 March.**

Remarks: Failure to comply with these regulations will result in the full payment of one term tuition fee, prior to any issuance of student's documents.

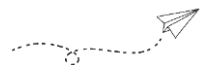
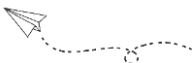
WRITING REQUEST FORM FOR SCHOOL CERTIFICATION LETTER AND OTHER DOCUMENTS

Parents must submit the request form to the school reception and make the payment 7 days in advance.

- Parents must provide full details on the request form for the school to correctly proceed to the next steps.
- Parents must come to contact the school and arrange the pickup date of the requested documents.

STUDENT ACCIDENT INSURANCE

IBS provides a 24 hour-health insurance for all students covering 5,000 Baht accident premium. Accidents occurred in the school, or outside the school premises, are covered. In a situation wherein the accident happened outside and the parents brought their child to the hospital, they should present a medical certificate and hospital official receipt to the school for the insurance refund.



ATTENDING SCHOOL ACTIVITIES

Throughout the school year, Interkids Bilingual School organizes several extra-curricular activities and events that support various learning interests and facilitate the development of the students according to their age level. For many generations, the integration of extracurricular activities in the school hours have been proven successful in molding the students to be capable to plan and work collaboratively with others to achieve a certain goal. School activities equip students with life experience skills that are applicable to their career in the future. Therefore, we would like to ask the IBS parents to help encourage and support students to participate in all school activities. The extra-curricular activities are all included in the tuition fees except the Field Trip, Scouting Trip, IBS Annual Party, and other miscellaneous events. These kinds of activities are being relayed to the parents on a specific dates through letter or e-mail.

COMMUNICATION CHANNELS BETWEEN HOME & SCHOOL

- **Contact Book** - is the homework log for students to keep track of their own assignments each day. It can be used as a two-way communication channel between school and home, should parents or teachers have information to share. Parents and homeroom teachers have to sign their names for acknowledgment purposes.
- **e-School Letters** - Parents will occasionally be receiving letters via email from the school about the upcoming activities, news or other concerns. Please respond to the emails and acknowledgment form, which are being sent by the school for effective planning of each activity.
- **Parent Meetings** – The school will invite the parents to attend the important meetings on different occasions.

- **Parent-Teacher Meeting Day** – Parents will be invited to meet the homeroom teacher every end of the term to know the academic development and examination results of the students. This is being done during the giving of progress report.
- **Mobile Phone Communication** – Parents who wish to contact teachers must call the school number after 4:10 p.m. only. This is to avoid any interruption during their teaching periods. Parents are NOT allowed to contact the homeroom teacher directly through mobile phones.
- **Appointment** - Parents who wish to meet with certain teacher at school must arrange the meeting by calling the school reception in advance.
- **Email** - Parents can send email to ibs4.information@gmail.com for any queries or concern.
- **School Website** – www.ibsschool.net for general information
- **Facebook** – For current updates of IBS activities, photos and videos, please visit www.facebook.com/ibsserithai



IBS SPECIAL PROGRAMMES

IBS Special Programmes are organized with the aim to further develop students' potential in each academic field and subjects. There are a variety of classes available for both academic and non-academic subjects. For more information, please contact the school reception.



SUCCESS



HOW CAN I CONTRIBUTE TO THE SUCCESS OF MY CHILDREN?

- Advise students to follow the school rules and regulations.
- Support students with required additional learning materials that are related to their study.
- Help monitor students homework and coach them to work on the assigned tasks independently.
- Closely monitor students to prepare books according to the class timetable.
- Read and reply the school letters/information. This is also part of the assessment on students' responsibilities.
- Check student's contact book on a daily basis, and sign your name to acknowledge.
- Attend the parent's meeting or school events.
- Give full cooperation to the school to help develop students' learning approaches.
- Do not compare the students to others. Instead, we should help further develop their strengths, and improve their weaknesses. Remember that each student has his/her own strength, and there is always room for improvement.
- Please do not give any money as gifts to the teachers on any occasions.
- Parents are not allowed to approach the teacher to privately teach their children outside of school, without school's consent.
- Parents are not allowed to hire the school personnel to work at home or any offices.
- Students should wear school uniform every time they come to school.
- If there are any queries, please do not hesitate to contact the school.

The Importance of Students on the Curriculum of Ministry of Education

VISION

Students are indeed the valuable resource of the nation, thus the Basic Education Core Education aims to develop students in all aspects such as physical, emotional, and mental well-beings along with cultivating a sense of good citizenship and loyalty to the monarch. In addition, the education also focuses on “student” as center of the learning, and encourages them to have the right attitude towards education and involve all students—gifted students and students who need special care—to study and develop to the best of their potentials.

GOALS

The goals of The Basic Education Core Education aim to develop students to be good and happy citizen who are capable to pursue higher education, succeed in career path, and achieve the following qualifications.

1. Upholding ethical values, high self-esteem, and have good discipline in relation with Buddhist teachings or the religion that one’s belief, as well as living sufficiently.
2. Having a well-rounded knowledge, and developing critical thinking skills, communication skills and problem solving skills.
3. Having healthy physical and mental well-being.
4. Having a sense of patriotism, pride, and loyalty to the country and its democracy with the King as Head of State.
5. Having a cultural guardian mind to preserve the culture, local wisdom and the environment of the country while possessing an awareness of the public mind.

COMPETENCIES OF LEARNERS

The Basic Education Core Education aims to develop students in achieving the learning standard, which also cultivates the 5 desirable competencies in the students such as:

1. Communication Skills
2. Critical Thinking Skills
3. Problem Solving Skills
4. Life and Career Skills
5. Information, Media and Technological Skills

8 DESIRABLE CHARACTERISTICS OF A GOOD CITIZEN

The Basic Education Core Education aims to develop students to achieve the 8 Desirable Characteristics of a Good Citizen for peace and stability of the country which are as follows:

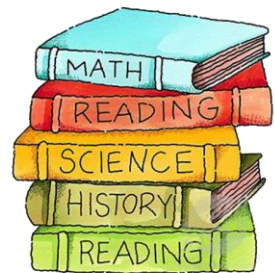
1. Loyal to the country, religion, and monarchy
2. Honesty
3. Good Discipline
4. Eagerness to Learn
5. Live Sufficiently
6. Determination in work
7. Proud to be Thai
8. Public Mind



LEARNING STANDARDS

For thorough students' development, brain based learning and multi-intelligence are taken into account. The Basic Education Core Education has set the 8 essential groups of subjects for students to study, and these are:

1. Thai Language
2. Mathematics
3. Science
4. Social, religious and cultural Studies
5. Health and Physical Education
6. Arts
7. Occupation and Technology
8. Foreign Language



EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are organized for students of all levels with the aims in building special talents and supporting unique interests amongst students. The programmes also focus on the holistic development of students including physical, emotional, social and intellectual aspects.

1. Student Guidance
2. Student Affairs
3. Social Service Activities



The 21st Century Learning Skills

Learning & Innovative Skills

- Creativity & Innovation
- Critical Thinking
- Problem Solving
- Collaboration

Life & Career Skills

- Flexibility & Adaptability
- Social & Cross-Cultural Skills
- Initiative & Self Direction
- Leadership & Responsibility
- Productivity & Accountability

Information, Media and Technology Skills



Key Subjects

- Reading
- Writing
- Arithmetic

Interdisciplinary Themes

- Global Awareness
- Financial, economic, entrepreneurial literacy
- Civil & Health literacy
- Environmental literacy

21st Century learners should be able to create, evaluate, and effectively utilize information, media, and technology

1. Learning & Innovative Skills - this include creativity & innovation, critical thinking, problem solving, and collaborative skills will determine students' readiness to work in the more sophisticated global working environment.

2. Information, Media and Technology Skills - Today we live in a technology and media-suffused environment with: 1) access to an abundance of information, 2) rapid changes in technology tools,

and 3) the ability to collaborate, and make individual contributions on an unprecedented scale. To be effective in the 21st century, citizens and workers must be able to create, evaluate, and effectively utilize information, media, and technology.

3. Life and Career Skills - Today's students need to develop thinking skills, content knowledge, social and emotional competencies to navigate complex life and work environments. The 21's essential Life and Career Skills include: Flexibility & Adaptability, Initiative & Self Direction, Social & Cross-Cultural Skills, Productivity & Accountability, Leadership & Responsibility

The 21st C Learner is . . .





Interkids Bilingual School Pledge



On my honor, I promise to do my duty to serve my school;

- 1. I will follow the school rules and regulations;**
- 2. I will honor and respect my teachers and abide by their instructions;**
- 3. I will always behave and practice the highest standard of morality;**
- 4. I will do my best in my studies, and uplift myself as a good citizen of my country;**
- 5. I promise to protect and uphold the dignity of Interkids Bilingual School.**

This IBS Pledge is being recited during morning assembly and is advisable for students to practice and remember.





OUTSTANDING AWARDS



IBS is now on its 24th year of celebrating **SUCCESS** in providing world standard quality education. IBS diverse curriculum develops and prepares our students to be qualified in the Top Ranking and reputable International Universities overseas, as well as in the Top National Universities in Thailand with **EXCELLENT** skills in Language, Leadership, Ethics and Technology.

- ❖ Certified Private School with Excellent Educational Standard in Year 2015 by the Office of Private Education Commission (OPEC)
- ❖ Students 100% Success at the Universities Admission Exams and a number of outstanding awards
- ❖ Certified School with International Quality Standard by the Ministry of Education in Year 2014
- ❖ Awarded with Silver Medal in the Ordinary National Educational Test (O-NET) in Year 2014
- ❖ Awarded as School with Best Practice and Excellence by the Office for National Education Standards and Quality Assessment
- ❖ An Authorized Cambridge English Examination Center by the University of Cambridge
- ❖ An Authorized Chinese Proficiency (HSK) Test Center by HANBAN Institute



Dear Parents,

We are indeed very happy to welcome you to school year 2019-2020. We are looking forward to a productive partnership with you to ensure our children achieve their highest potential. We recognize that in order to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for each child's success and want you to know that we will do everything to carry out our responsibilities.

Parents and students are encouraged to visit our website regularly to get updated with school activities. In addition, we ask that you guide and support your child's learning by ensuring that he/she:

- attends school daily and arrives on time, ready for the day's learning
- completes all homework assignments given by teachers
- is exposed to reading daily to develop a love for reading and to improve literacy skills
- shares school experiences with you so that you are aware of his/her school life
- informs you if he/she needs additional support in any area or subject
- knows that you expect him/her to succeed in his/her future chosen career

We thank you so much for your continued support and positive contribution in making your child a child of the world.

Respectfully yours,

INTERKIDS BILINGUAL SCHOOL

(Your PARTNER in your child's education)



NOTE:

A series of horizontal dashed lines for writing notes.

Developing student excellence in:
LANGUAGE LEADERSHIP ETHICS TECHNOLOGY

IBS Nimitmai: 99 Pracharumjai Road, Minburi, Minburi 10510 Bangkok, Thailand
Tel: 02-906-9530-3

IBS Seri Thai: 137 Seri Thai Road, Klongkhum, Buengkhum 10240 Bangkok, Thailand
Tel: 02-170-8391



www.ibsschool.net



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