

# Early Years Student-Parent Handbook

## 2024-2025



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# Introduction to Lanna International School

Lanna International School Thailand was founded in 1993 to serve all families in the Thai and international communities of Chiang Mai who desired a non-sectarian, international education for their children. From the beginning, Lanna has encouraged applications from students of diverse cultural, linguistic and spiritual backgrounds.

Today, LANNA's students in Foundation Years through to Year 13 represent a wide variety of nationalities and cultural backgrounds. LANNA believes that the diversity of its student body is one of its greatest strengths, supporting the school's mission to prepare its students to be responsible world citizens.

## Welcome from the Head of School

Dear Parents and students;

Sawadee Krub 🙏.

Firstly a special LANNA welcome to our new families to the LANNA community. Lanna International School is commonly referred to as LANNA so when you see this in future readings you can relate it to the school.

To our returning families a warm and grateful embrace to welcome you back and continue your journey as part of the LANNA community.

This Parent/Student Handbook is a valuable resource for both parent and the student as it provides initial information on almost everything that happens at LANNA.

Please take time to read through the booklet. We have made it electronic in line with our beliefs towards sustainability and the fact that these booklets contain many items that may change in time so electronically we can adjust as required and resend to you all.

Our 30 year LANNA history is filled with many accomplishments and amazing stories. This year we look forward to marking an incredible 30 years of educational service to Chiang Mai and our LANNA family. I look forward to continuing these accomplishments with you all during the 22/23 Academic Year and marking our 30 year milestone.

May it be a year of post pandemic opportunities to reconnect our community and continue offering our students the very best educational experiences we can.

I look forward to meeting you over time on campus.

Thank you

Rob Stewart

Head of School

## Welcome from the Deputy Head of School and Primary Principal

On behalf of the staff, children and parents, I would like to welcome you to Lanna International School. As a member of our community, you are joining a team committed to our school motto of 'Academic Excellence. Caring Community.'

Lanna International School has been educating the local community since 1993 and was founded by Paul DeMuth and Khun Surin. Sadly, Paul passed away before the opening of Lanna International School, yet Khun Surin and her family have worked tirelessly to build the school and its reputation over the years.

The school has grown quickly and in 2018 Primary moved into the Hang Dong campus. Currently we have 458 students from 17 different nationalities in Primary with 25 classes (4 in Year 1-4) 3 classes in year 5-6, 1 split Year 5/6 class and 2 AEP classes. We are growing our staff to over 64 members in the Primary department and over 180 across the three different departments (Early Years, Primary and Secondary) It is an exciting time to be joining the school as we celebrate being ONE SCHOOL, ONE CAMPUS! We welcome you wholeheartedly to our school. Integral to our success is our dedication to teaching and learning and our motto of 'Academic Excellence, Caring Community'

I hope you will find in this community kindred spirits who share your desire to gain new knowledge and ideas, and who will support you to develop your skills and pursue learnign that interests you. Above all, I wish you every success and hope, like me, you will find Lanna International School an inspiring place to grow, live and learn.

With best wishes



Sarah Reynolds  
Deputy Head and EY/Primary Principal  
[dphos@lannaist.ac.th](mailto:dphos@lannaist.ac.th)

## A sense of Belonging

We understand that transitioning to a new school can be both exciting and daunting for your child, which is why we strive to create a warm and welcoming environment here at Lanna International School. We believe that fostering a sense of belonging is crucial in helping your child settle into their new educational journey smoothly.

Before your child even sets foot on campus, we make sure to extend a warm welcome to you and your family through a comprehensive welcome email. This email contains important information such as your child's new teacher, assistant teacher, class name, and location. Additionally, we provide details about your child's house colour, ensuring they feel a part of our school community from the very beginning.

On the first day of school, we make it a priority to assist new students in finding their way around campus. Our staff members are readily available to help identify and direct new students and their families, making the transition process as seamless as possible.

Furthermore, your child's class teacher will personally reach out to you, providing pertinent information and answering any questions or concerns you may have. To further support your child's integration, we assign them a 'buddy'—a friendly peer who will assist them in navigating the school environment and making new friends.

At the end of your child's first week, their class teacher will send a message home, complete with photos of your child settling in and participating in various activities. This not only keeps you informed about your child's progress but also assures you of their positive adjustment to their new surroundings.

Communication between school and home is essential, which is why our class teachers make it a point to regularly communicate with parents both in person and through email. We believe that by working together in partnership, we can provide the best possible support for your child's learning journey.

Thank you for entrusting us with your child's education. We look forward to embarking on this exciting journey together and ensuring that your child feels valued, supported, and a true sense of belonging at Lanna International School.

## The School Day

LANNA's school day begins for Early Years students at 8:15 with the raising of the national flag and the singing of the national anthem. Early Years students line up in the Early Years Playground.

Pre Nursery & Nursery Class School Day		Reception Class School Day	
08:15-08:25	Thai Anthem	08:15-08:25	Thai Anthem
08:25-09:05	Circle time	08:25-09:05	Circle time
09:05-09:45	Class/Activity Time	09:05-09:45	Class/Activity Time
09:45-10:05	Break/Snack time	09:45-10:25	Break/Snack time
10:05-10:45	Specialist class	10:25-10:45	Specialist class
10:45-11:25	Specialist class	10:45-11:25	Specialist class
11:25-11:55	Lunch	11:25-11:55	Outdoor provision
11:55-12:25	Outdoor Provision	11:55-12:25	Lunch
12:25- 13:00	Storytime	12:25- 13:00	Learning Centres
13:00-13:30	Naptime	13:00-13:30	Learning Centres
13:30-14:00	Naptime	13:30-14:00	Learning Centres
14:00-14:30	Snacks/Dismissal	14:00-14:30	Snacks/Dismissal
14:40-15:40	After School Activities ASA's	14:40-15:40	After School Activities ASA's

## **Lanna International School Staff**

### **Licensee**

Ms Surin Demuth  
surinsooksawat@lannaist.ac.th

### **Head of School**

Mr Rob Stewart  
hos@@lannaist.ac.th

### **Finance and Accounting Manager**

Mr Robert Vickers  
abm@lannaist.ac.th

### **School Manager/COO**

Ms Pitchayakorn Arkarayodhin (Dear)  
coo@lannaist.ac.th

### **Deputy Head of School**

Ms Sarah Reynolds  
dphos@lannaist.ac.th

### **School Director (Acting)**

Khun Surin  
director@lannaist.ac.th

### **Secondary Principal**

Mr Kevin Pugh  
secondary@lannaist.ac.th

## **Operations & Finance, Accounting**

### **Senior HR Specialist**

Ms Sofia  
hr@lannaist.ac.th

### **Student Service (visa)**

Ms Baitong  
reception@lannaist.ac.th

### **Admissions, MKT and Commu Manager Admissions**

Ms Anna  
programmmanager@lannaist.ac.th

### **Head Maintenance**

Mr Kay  
maintenance@lannaist.ac.th

### **Account Receivable**

Ms Jah  
accounts.ar@lannaist.ac.th

### **School Nurse**

Ms Mong  
mongkakanot@lannaist.ac.th

### **General HR & Admin Officer**

Ms Boe  
generaladmin@lannaist.ac.th

### **Student Service (Registrar)**

Ms Nokk  
registrar@lannaist.ac.th

### **IT Manager**

Ms Jeab, Ms Grace  
admissions@lannaist.ac.th  
Mr Nick  
technology@lannaist.ac.th

### **Account Payable**

Ms Mint  
accounts.ap@lannaist.ac.th

### **School Nurse**

Ms Pam  
pamcholprasertsuk@lannaist.ac.th

### **Foreign Affair (Staff Visas)**

Ms Poy  
visaofficer@lannaist.ac.th

### **Events and ASAs Coordinator**

Ms Feli  
events@lannaist.ac.th

### **Communications and Community**

Ms SarahAnne, Ms Yada  
communications@lannaist.ac.th

### **IT Support**

Mr Arm, Mr James  
it@lannaist.ac.th

### **Purchasing/Inventory/Transportation**

Ms Nim  
purchase@lannaist.ac.th

### **Librarians**

Ms Duyen, Ms Orn, Ms Geege

## **Early Years Leadership**

### **Deputy Head of School and Primary Principal**

Ms Sarah Reynolds  
dphos@lannaist.ac.th

### **Deputy Head of Curriculum and Learning**

Ms Cynthia Alves  
EYdp@lannaist.ac.th

### **Deputy Head of Learning and Wellbeing**

Mr Justin Byers  
primarydp@lannaist.ac.th

## **Early Years Classroom Teachers**

### **Pre Nursery A**

Nan class

Ms Carly  
[carlyharvey@lannaist.ac.th](mailto:carlyharvey@lannaist.ac.th)

Ms Fon (Assistant Teacher)  
fonrajathanee@lannaist.ac.th

Ms Pond (Assistant Teacher)  
pondgongpeeda@lannaist.ac.th

### **Nursery A**

Pad Thai Class

Ms Ann  
[annjaen@lannaist.ac.th](mailto:annjaen@lannaist.ac.th)

Ms Som (Assistant Teacher)  
somsangmueng@lannaist.ac.th

### **Nursery B**

Khoa Soi Class

Ms Grace  
[graceturla@lannaist.ac.th](mailto:graceturla@lannaist.ac.th)

Ms Nong (Assistant Teacher)  
nongvik@lannaist.ac.th

**Reception A**

Pai Class

Ms Allison  
[allisondunn@lannaist.ac.th](mailto:allisondunn@lannaist.ac.th)

Ms Rung (Assistant Teacher)  
rungchantha@lannaist.ac.th

**Reception B**

Krabi Class

Ms Anna  
[annareuser@lannaist.ac.th](mailto:annareuser@lannaist.ac.th)

Ms Fang (Assistant Teacher)  
fangpengtham@lannaist.ac.th

**Early Years Specialist Teachers**

**Art Teacher**

Ms Paige Gould  
paigegould@lannaist.ac.th

**Library Teacher**

Ms Paige Gould  
paigegould@lannaist.ac.th

**Music Teacher**

Ms Zata Najjat  
zatanajjat@lannaist.ac.th

**EY and KS1 SENCO**

Ms Paige Gould  
paigegould@lannaist.ac.th

**PE Teacher**

Ms Shannon Brown  
shannonbrown@lannaist.ac.th

**Note:** Email addresses, qualifications and biographies for all teaching staff can be found at:  
<https://www.lannaist.ac.th/about-us/meet-the-staff-lanna-international-school/>





# School Year Outline Calendar

To see our complete and current calendar of events visit: <https://www.lannaist.ac.th/calendar>

Lanna International School: Calendar of Holidays 2024-25						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Aug				1 Leadership Team Return	2	
	5 Induction (new staff)	6 Induction (new staff)	7 Orientation (all staff)	8 Orientation (all staff)	9 Parent Meetings (all staff)	
	12 HM Queen's Birthday Observed	13 Term starts for students	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
Sep	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19 Student Half Day	20	
	23	24	25	26	27	
	30					
Oct		1	2	3	4	
	7	8	9	10	11	
	14 Rama IX Memorial day observed	15	16	17	18	
	21	22	23 Chulalongkorn Memorial Day	24	25	
	28	29	30	31		
Nov					1	
	4	5	6	7	8	
	11	12 Student Half Day	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
Dec	2	3	4	5 Father's Day	6	
	9	10 Constitution Day	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				
Jan			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22 Student Half Day	23	24	
	27	28	29	30	31	
Feb	3	4	5	6	7	
	10	11	12 Makha Bucha Day	13	14	
	17	18	19		21	
	24	25	26	27	28	
Mar	3	4	5	6	7 School closed - CMOS PD	
	10	11 Student Half Day	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					
Apr		1	2	3	4	
	7 Chakri Day Observed	8	9	10	11	
	14 Songkran Festival	15 Songkran Festival	16 Songkran Festival	17	18	
	21	22	23	24	25	
	28	29	30			
May				1	2	
	5 Coronation Day Observed	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
Jun	2	3 Queen Suthida's Birthday	4	5	6	
	9	10	11	12 Parent Meetings (all divisions)	13 Teacher Work Day (all staff)	
	16	17	18	19	20	
	23	24	25	26	27	
	30					

# Introduction to Lanna International School

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## LANNA Vision and Mission

### Vision Statement

We aim to provide academic excellence within a caring community

### Mission Statement

We follow a broad British curriculum and seek to enable our students to achieve their full potential and become creative, responsible and successful citizens

### Schoolwide Learning Outcomes

LANNA's "Schoolwide Learning Outcomes" are cross-curricular learning outcomes which are pertinent to all classes taught at LANNA. In planning lessons and activities, you should consider not only the curricular objectives of the course, but also these more global objectives. In every primary class at LANNA, our students will be:



**EXPLORER**

### EXPLORERS & LEARNERS

- I can think about different ways to solve problems, make decisions and learn things
- I can work by myself and with others
- I can use different books and the computer to help me learn
- I enjoy learning and doing different activities with friends from different countries at LANNA.



**LEARNERS**

## COMMUNICATORS

- I can share my feelings, ideas, knowledge, opinions and information with others.
- I can communicate by body language, sounds, words, phrases, notes, letters, e-mail, music, art and in other ways.
- I know that being a good listener is an important part of being a good communicator.



## GLOBAL CITIZENS

- We value all people in our world while honouring different cultures and talents.
- Everyone in the world needs to work together to make it a great place.
- Our place is an amazing place, we need to take care of it and make sure it stays that way.



## CONFIDENT & HEALTHY INDIVIDUALS

- Be confident! You're great! Believe that! You have talent! Remember that! Don't forget to tell others they are great too!
- Be an individual. Always tell the truth, think for yourself. Remember to be nice to others too.
- Eat healthy food – It's brain food!
- Sleep well, play sports, get lots of exercise and drink water.



## **Recognition**

Lanna International School Thailand is licensed by the Thai Ministry of Education and is fully accredited by The Western Association of Schools and Colleges (WASC) for Foundation Years through to Year 13. Accreditation requires continual self-evaluation, frequent reports, and periodic external review.

WASC is an American accreditation organisation responsible for accrediting international schools in Asia, as well as schools in California and Hawaii.

Accreditation is affirmation by professional peer evaluators that a school is what it says it is, the school does what it does in accordance with criteria set by the academic community, and the school is committed to continuous improvement.

The Thai Ministry of Education has certified that our Year 2 is the equivalent of Thai Prathom 1 with comparable increments throughout the different levels up to Year 13. A student graduating from LANNA will receive upon application to the Thai Ministry of Education a certificate indicating that his/her diploma is the equivalent of a student graduating from a Thai school.

LANNA has been a registered CAIE centre since 2005. LANNA is also a member of the East Asia Regional Council of Overseas Schools (EARCOS).

## **Learning at Lanna**

### **International Early Years Curriculum (IEYC)**

Children are welcomed into the LANNA Early Years programme from the age of two in Pre Nursery and normally progress into Nursery and then finally into Reception in the August following their fourth birthday. We provide a safe, warm, caring and stimulating environment in small classes with a qualified main teacher and assistant teacher to ensure individual attention. We encourage children to develop self-esteem and the confidence to become independent and make decisions all within the IEYC curriculum. Once the Early Years students have completed the IEYC they progress to the Primary school where they will learn through the IPC curriculum.

### **Learning Principles of IEYC**

The IEYC is designed around eight learning principles that we consider essential to children's learning and development.

1. The earliest years of life are important in their own right.
2. Children should be supported to learn and develop at their own unique pace.

3. Play is an essential aspect of all children's learning and development.
4. Learning happens when developmentally-appropriate, teacher-scaffolded and child initiated experiences harness children's natural curiosity in an enabling environment.
5. Independent and interdependent learning experiences create a context for personal development and are the foundation of international mindedness.
6. Knowledge and skills development lead to an increasing sense of understanding when children are provided with opportunities to explore and express their ideas in multiple ways.
7. Ongoing assessment, in the form of evaluation and reflection, is effective when it involves a learning-link with the home.
8. Learning should be motivating, engaging and fun, opening up a world of wonder for children where personal interests can flourish.

## **Reggio Emilia Inspired**

LANNA Early Years is inspired by the The Reggio Emilia approach which is an educational philosophy and pedagogy focused on preschool education. Reggio Emilia is used as a dressing to our established International Early Years Curriculum (IEYC). This teaching approach is student-centred and encourages active participants, creators of culture in a relationship-driven environment.

## **Home Learning**

At LANNA Early Years, the only home learning that is sent home is in Reception which is a reading task once per week from October to June. We believe that this is a time that you can instil a love of reading in your children rather than putting any pressure on your child to read.

## **Field Trips**

Each year a considerable number of field trips are organised for LANNA students. These trips are planned to support curricular learning and LANNA's school-wide learning outcomes. Parent volunteers sometimes assist with these field trips, as well as with other special events. Parents/Guardians must sign a permission slip for all of these activities - failure to do so will mean the student will not be allowed to go on the trip.

## **Organisation**

### **The School Year**

The school year is divided into two semesters (August - January and January - June). All students from Early Years through to Year 13.

## **School Management**

LANNA is a proprietary school owned by Khun Surin and CIEO. The Head of School has been delegated the responsibility for the day-to-day operation of the school. The Head of School consults with the School Director and other members of the leadership team on educational matters. The leadership team is made up of the Head of School, the Director, the Licensee, the Early Years, Primary and Secondary Principals and Head of Sixth Form, Chief Operations Officer. On management issues, the Head of School consults with the Director and the Chairman of the Executive Board. The Executive Board consists of representatives of the school administration, the Parent Teacher Organisation, the investors, and the community.

## **House System**

At LANNA, each student and faculty member is placed into one of four groups (or Houses). Each House includes students from all year groups. Students elect House Captains towards the beginning of each academic year.

LANNA's House system promotes a sense of identity and positive school spirit, provides a structure for cooperation across the years, and facilitates internal competition of all kinds. The four Houses are Aphrodite (Red), Athena (Blue), Artemis (Green) and Apollo (Yellow). House meetings and House activities are scheduled throughout the year in Primary.

Students in Early Years need to buy black sports shorts, from the school and their house T-shirts in their House colour. We recommend that you buy at least three sets of uniform as the students need to also have a spare kit in their backpacks each day.

## **Admission and Placement**

### **Admission of Students**

All admissions to Lanna International School are provisional. After a 90 day probationary period, the admission becomes final. Students for the Early Years are accepted at any time throughout the school year. For all other years, students from non-international schools will be accepted at the start of the year, at the start of the second quarter and at the start of the second semester. Thai students applying from a Thai school will be accepted in April.

Factors considered in making admissions to Lanna International School include age, previous schooling, English language proficiency, learning achievement, ability of the school to offer the needed educational programme, availability of learning support programmes, and ability to pay school fees.

Birth dates of students must be verified from either a passport or a birth certificate prior to official admittance to LANNA.

Parents are responsible for requesting and submitting official documentation including transcripts, report cards and test scores from their child's previous school(s). The Head of School may delay or deny admission if such documentation is not provided. It is expected that previous official documentation will be sent to the school before the student is accepted for admission and in any event within the 90 days probationary period.

If previous school records are submitted in a language other than English, they must be accompanied by an English translation and attested by the appropriate embassy, consulate or authority.

Normal ages for admittance to the current academic year are:

<b>Year Group</b>	<b>Age Range (on 1st September)</b>
Pre Nursery	2 to 3
Nursery	3 to 4
Reception	4 to 5
Year 1	5 to 6
Year 2	6 to 7
Year 3	7 to 8
Year 4	8 to 9
Year 5	9 to 10
Year 6	10 to 11

All parents and/or companies must demonstrate the ability to pay all required fees according to the school's payment schedule unless alternate arrangements have been made with the school.

Parents are encouraged to inform the school of any academic problem a child might be experiencing. This way, teachers will be able to have more information on the student's learning and understand why the student may experience difficulty.

Lanna International School reserves the right to refuse admission to any student if space is not available, or for valid educational reasons. Admission and placement of students is the responsibility of the Head of School.

## **Entrance Assessment**

An entrance assessment is administered on certain days only and parents have to schedule them with the registrar in advance. Assessments vary in length according to the Year level a student is applying for.

There will be a screening for students who wish to join the Early Years This screening will consist of parent interviews, interaction with the student and the use of some tools that will give the school some background information on the student. Skills that the school will be looking into upon entrance are as follows: motor skills, social skills, behaviour, and basic information knowledge.



If during the admissions process the school determines that a student may have learning needs, then the school will arrange for the student to be screened by the school's Learning Support Coordinator. The Learning Support Coordinator will employ tools to determine the availability and type of support the student requires.

## **Class Placement of Students**

Placement of new students is decided by a number of factors. These factors include age, previous school records, the students' abilities and needs, including English language proficiency.

Students requiring Learning Support services will be in regular classes with learning support to meet the student's individual educational plan and overall educational needs. In most cases, it will be the responsibility of the classroom teacher(s) to implement the Accommodation Plan and/or the IEP, with the assistance of the Learning Support Coordinator serving as an additional resource

At the end of the school year, the make-up of the classes for the next academic year is considered. Lanna International School does not academically stream students into year group classes in the Early Years. All classes are balanced as best as possible in academic abilities, nationality and gender. The allocation of students to these classes is determined by teachers and the Principal. Placements are made to ensure all students are able to be exposed to as much an ideal educational environment as possible. Factors considered by teachers and the Principal include academic abilities, personalities, gender, nationality, and student friendships (both positively and negatively). As much as we appreciate your parental opinions about best practice placements for your child, your support in understanding our placements is appreciated.

LANNA reserves the right to reassign a student at any time if it is felt that the initial placement was inappropriate. Parents will be informed prior to the reassignment.

## **Communication**

Every attempt is made to keep parents informed about all important school related issues. Parents are able to make contact with their child's teacher via the teacher's school email address. In order to protect our teaching staff's privacy rights, parents are requested not to ask for personal phone numbers or social media account details including Facebook and telephone number linked accounts such as Line and WhatsApp.

## **Reporting to Parents**

Early Years students at LANNA receive two report cards a year. One Report card in December and the second in June.

Parent Teacher Interviews are held twice a year. Once in September (hopes and concerns) and the second in December. In Reception, we also have another transition meeting with the Year one teachers in June.

Parents are encouraged to come to those meetings to talk about the student's progress. If the date is inconvenient, parents can ask to reschedule the meeting for an alternate date.

Early Years students are also invited to participate in a Student Led Conference (SLC) in March where students are given 45 minutes to show their parents around their learning environment.

Students whose parents fail to pay school fees will not receive reports or any official documentation until the fees have been paid.

## **Communication/Complaints Policy for Parents**

Lanna International School takes any complaints or concerns that parents may have very seriously. Parents are encouraged to mention these to the teachers at school as early as possible to enable the school to address an issue before it may become more serious.

Lanna International School will ensure:

- That parents wishing to raise a concern know how to do so,
- Respond to concerns within a reasonable time and in a courteous manner,
- Take action where appropriate.

## **How should a parent raise a concern and what happens next?**

If a parent has a concern or complaint, it should be raised in the first instance with the child's homeroom teacher. This can be in the form of a letter, an e-mail or by requesting a meeting. We would ask that all communications are conducted in a non-aggressive and courteous manner. This pertains to teaching and non-teaching staff in equal measure.

If a parent is not satisfied with the response of the homeroom teacher, or feels the matter is sufficiently sensitive or serious, they should contact Ms Cynthia (Early Years Deputy Principal) A classroom teacher may also immediately refer the issue to Ms Cynthia should they feel the issue raised with them is outside of their scope to resolve.

Should a parent feel that their concern has not been satisfactorily dealt with by Ms Cynthia the matter may then be referred to the Deputy Head of School and Primary Principal, Ms Sarah. Should the matter remain unresolved then the matter should be referred to the Head of School, Mr Rob and/or the School Director, Ajarn Aoy. Should the matter remain unresolved after this, it may, as a final stage, be referred to the school's Executive Board.

In many circumstances, the person contacted will need to discuss the issue with one or more colleagues and consider further information. Every effort will be made to resolve the issue in a timely manner.

## **Confidentiality**

Parental concerns or complaints will be treated with respect and in a confidential manner. It is the school's policy that parent complaints will not adversely reflect on their children in any way. Anonymous complaints will not be pursued.

## **Student Complaints, Concerns and Counselling Procedures**

The principles which apply to parental complaints also apply to the concerns from students. Teachers at Lanna International School believe that pupils should be able to raise concerns with any member of staff with whom they feel comfortable. The teachers and staff at Lanna International School are determined to ensure that all students can turn to them with a problem.

## Parent Teacher Organisation (PTO)

There is an active Parent Teacher Organisation at Lanna International School. The PTO seeks to build a strong LANNA community, to foster goodwill among its members, to sponsor social events, and to organise special events to raise funds for the school. There are three general meetings each year. PTO meetings are announced in advance and parents and teachers are encouraged to attend.

## Parent Advisory Council (PAC)

The Parent Advisory Council (PAC) is a body that aims to work together with the LANNA Leadership Team and thus to be a collaborative, engaging and dedicated voice for LANNA students and the LANNA community. Membership is open to parents willing to be ambassadors for the school and who truly believe in the mission and purposes of the PAC. There are 15 parent membership positions and 8 key roles within the PAC. The mission of the Parent Advisory Council (PAC) is to create a supportive environment in which the lives of all children and families at LANNA will be affected in a positive manner.

## Attendance and Absences

### Attendance

Good attendance is of prime importance for the educational development of the student. A student should never be absent unless absolutely necessary. Missed instruction, discussion and group interaction can never be totally made up.

The school's instructional programme is based on the assumption that students will attend school on a regular basis. Daily class attendance is a condition for proper completion of work and school progress.

Please also note that the Thai Ministry of Education (MoE) has a minimum requirement for students to attend at least **80%** of school days (around **140** days) to ensure optimal learning and progress. If your child falls behind this 80% minimum requirement, they jeopardise being promoted to their next year level.

### Absences

There is a difference between authorised and unauthorised absences. Absences from school or class for the following reasons will be considered authorised, allowing the student to make-up missed work and assignments for credit:

- Illness: notified by the parent, or following a phone call to them
- Family emergencies
- Religious observances
- Other acceptable reasons, with the school notified in advance e.g. family holiday, medical/dental visit, visa /passport renewal

Students attending other school related activities or programmes must have prior approval from their teachers to miss class. In some cases students attending authorised activities will be recorded as having been present in school, even though they were not actually at school. This includes:

- Visits/Trips/Sporting Events (with educational value; normally trips/visits organised by the school)

**When a student is absent from school it is the responsibility of a parent/guardian to inform the school by telephone before 8:00 am.**

Please use (053) 806-230 or 806-231 to report the absence. Students absent on the day of an examination without informing the school will receive 'F' for that examination. If a student is absent because of sickness, he/she cannot take part in any after school activity that day.

**Should a child be absent from school for a sickness that is transferable, it is important that the school nurse is notified.**

This is to ensure the health and safety of other children that may have come in contact with this child. Appropriate communication of any health risk will be provided to parents by the school.

***If there is no telephone communication and a note or letter is not provided, the absences will be considered unauthorised.***

A pattern of unauthorised absences may lead to a conference with parents, and removal from the school. Examples of when an absence becomes unauthorised include:

- absence with no contact from home to explain it;
- holiday with no arrangements made with the school in advance;
- absence for what the school considers an unacceptable reason.

## **Planned Absences**

We strongly request that parents plan vacations to coincide with school holidays. However, we do understand that this is not always possible. ***We request advance written notification of vacations and other planned absences.***

Students who anticipate a prolonged absence from school should make an appointment with their teachers in advance in order to receive the assignments and schedule of work.

## **Lateness/Tardiness to Class or School**

**Early Years students are expected to be lined up in time for the anthem at 08:15 am.**

Lateness is extremely disruptive to class lessons. It is a discourtesy to both the teacher and fellow students. Students arriving at school late must report to the school nurse. Students arriving at school late should contact those teachers whom they did not meet that morning to collect assignments and make up tests or quizzes missed.

A pattern of excessive tardiness will be viewed as a serious discipline problem and disciplinary action will be taken (monitoring, detention, conference). Parents will be informed by the Head of School/ Deputy Head of School should this occur.

Students who become ill during the school day will be sent to our Early Years nurse who will contact the Early Years Deputy Head and the parents should the student need to return home.

## **Leaving Campus**

Early Years Students are not permitted to leave the school campus without parental supervision. Parents wishing to have their children leave school early must give the school a note stating the time of

the student's departure or the arrival time of the parents. Parents should sign the students out at Office 1 at the time of departure.

## **End of the School Day Collection Procedures**

Lanna International School has an on-going commitment to the safety of our Early Years students in accordance with our child protection and school policies.

Parents picking up their children will be required to present the green ID cards of their children to the member of staff on duty at the main gate when collecting them from the school. Students in Nursery to Year 6 will not be permitted to leave the school grounds unless they are accompanied by an adult who is in possession of their school ID card.

If you are unable to forward a card to somebody collecting your child, such as another parent or tutor, prior notice must be given to your child's classroom teacher. Parents may give your ID card/s to an Early Years student's brother or sister who is in Year 7 or above, but please be aware that you are acknowledging responsibility for this child. ID cards must still be shown.

Early Years students are to be collected directly from the classrooms.

Punctual collection of students at the end of the school day is greatly appreciated, however, if for any unforeseen circumstances parents are late then students will be sent to the main office in primary 20 minutes after the dismissal time.

## **Code of Conduct**

### **Student Code of Conduct**

All members of the Lanna International School student body are expected to live up to established standards. Students will be held accountable for any behaviour which is destructive to the school's furniture or buildings, impedes the right of other students to pursue their education, has a negative impact on the moral and social climate of the school or causes physical harm to other students. Behaviour which violates any of these principles will be dealt with clearly, justly and without exception.

A student who is behaving in an inappropriate manner will be reprimanded. If the student persists with poor behaviour, the student will be referred to the Deputy Head of School/Head of School.

If a student is unable or unwilling to abide by the behaviour code established by Lanna International School, his/her place in the school becomes questionable and suspension or a recommendation to parents to withdraw the student may occur.

**All students are expected to:**

- respect others;
- respect school property and the property of others;
- complete assignments as assigned by the teachers;
- be prepared with appropriate books and materials;
- behave in a quiet and orderly manner when moving around the school buildings;
- respect community standards regarding displays of affection;
- respond courteously when talking with fellow students, teachers, staff members and visitors;
- obey the established rules of the school;
- respect the laws and customs of the Kingdom of Thailand, and
- be a positive representative of Lanna International School in the community.

The school should like to remind parents and students that motorcycle helmets should be worn at all times by students travelling to and from school and any school function.

**Safeguarding Children - Code of Conduct for Parents**

Lanna's philosophy is based upon valuing each individual member of the school community. We believe that considerate behaviour and courtesy to others are essential for the success of a child and with the help of this they form relationships in and out of school, to later succeed in life. It is the purpose of this policy to provide guidelines to all parents and guardians about expected conduct, so that we can work together to ensure a positive and safe environment for all. We will continue to welcome and encourage parents and guardians to participate fully in the life of our school.

**Policy Guidelines:**

As a school, we place great emphasis on respect for students, parents and the school staff and also expect the same from parents. The school expects high standards of behaviour from parents and guardians within and in the immediate proximity of the school's premises as they are the role models for their children.

The purpose of these guidelines is to provide the expectations regarding the conduct of all parents, carers and visitors connected to our school.

**Behaviour that will not be tolerated:**

- Disruptive behaviour which interferes or impacts negatively upon the school's normal 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 staff, visitor, fellow parent/guardian or child.
- Damaging or destroying school property.
- Sending inappropriate, abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parents/staff/governors at the school on Facebook or other sites.
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.

- Approaching someone else's child in order to discuss or chastise him/her because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events).
- Pets, other than guide dogs, being brought on to the school premises unless permission has been granted.
- Taking photographs of children other than at school events to which parents/guardians have been invited
- Displaying and distributing online photographs of other LANNA children without parental permission.

Should **any** of the above occur on LANNA premises or in connection with the school, it may be necessary to take action by considering banning the offending adult from the premises, and from attending school-related events.

We are committed to resolving difficulties in a constructive manner, through open and positive dialogue. However, we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Please follow the procedures outlined in the Student-Parent Handbook should an issue arise.

It is important for parents and guardians to make sure any persons collecting their children are aware of this policy.

Thank you for abiding by these guidelines. Together we can create a positive and uplifting environment not only for the students but also for all who work and visit our school.

## **LANNA Technology and Internet Standards**

LANNA has adopted two technology and internet standards documents, one for students in Years 1 to 3, and one for students in Years 4 to 13.

## **Early Years**

Students use the internet at school in order to learn under teacher supervision at all times. Students may use the internet at school if they agree to use it correctly.

## **School Bus Policy**

This policy has been developed in order to ensure that students, parents/guardians and any other persons concerned with the safe operation of the bus system are aware of Lanna International School Thailand's commitment to ensuring a safe and adequate school transport service.

### **Bus Service General Rules for Students**

- Be ready and wait on time in a position at the designated location where you are visible to the bus driver
- Upon entering the bus, take a seat immediately, fasten seat belts and remain seated while the bus is moving.

- Do not switch seats or move around the bus while it is in motion
- No part of the person should extend out of any bus window or door.
- Students must obey the instructions of the driver/teacher at all times.
- Bus aisles must be kept clear at all times.
- Eating and/or drinking on the bus is not permitted.
- Students should talk quietly using an 'inside' voice.
- Students must be courteous to fellow passengers.
- Students causing damage to the bus will be held liable for any repairs.
- Students must respect the property of the transport company.
- Public displays of affection are not appropriate.
- Any safety equipment on the bus is not to be tampered with or removed from the bus
- The bus driver's/supervisor's instructions are final. The bus will not start until all students are sitting quietly with their seat belts on.

**The bus driver will stop the bus if any of these rules are broken and the bus will not start until the students follow them**

### **Rule Violation Procedure**

The Student Code of Conduct states that all students will display appropriate behaviour in school. This expectation extends to student behaviour on the school bus. In the case of inappropriate behaviour on the bus:

A report will be given to the School Management.

Disciplinary action may be imposed on the student at the discretion of the School Management and may include temporary suspension or loss of bus service (without refund).

A letter informing the parents/guardian of the incident and any disciplinary action, if any, will be provided to the parent/guardian.

### **Bus Service General Responsibilities for Parents/Guardians**

Please ensure that the person responsible for picking up and collecting students at the drop-off / pick-up points are on time. Bus drivers have been instructed to leave/stop at the scheduled times.

- If your child is not returning home on the bus, in the afternoon, it is necessary that parents inform the school staff in Office 1.
- The school must be informed of any changes of home address or contact details.
- Report in writing to the school any concern in relation to the transportation service.
- The bus service is for paying LANNA students only.
- Any changes to a student's transport arrangements, whether temporary or permanent must be notified to the school's Registrar in writing.
- A telephone call to the school or to the bus driver requesting any change to the bus route or timetable such as but not limited to, different drop off time, change of drop of location, or any other change is not acceptable.
- Parent/guardians are responsible for payment for repair of any wilful damage caused to buses by their children.

### **Refunds**

The transportation Fee represents the purchase of a return seat in the school bus for the entire school semester and is non-refundable.



## **School Uniform**

The school uniform is designed to provide a sense of school identity while recognising climatic and cultural restrictions.

### **Uniform for students in Early Years:**

Students in the Early Years wear a modified version of the school uniform. The school uniform for Early Years students is the school sports t-shirt and black sports shorts and underwear be worn underneath. We require the Early Years students to have a spare underwear and LANNA PE set in their bags as well. Shoes should be trainers, sandals or shoes worn with socks. No crocs, flip flops or plastic shoes. During the cooler months in Chiang Mai students need to wear the school black sports trousers and LANNA black hoodie. These can be purchased from the main office in Primary.

### **Guns, Weapons and Toys**

No guns, replica guns, or other weapons (either real, replicas, or toys) should be brought to school at any time. This includes themed dress-up days held at school such as 'Reading is Fun Week' and Halloween. Any type of toy should not be brought from home for playing with at school (including play-times).

### **Disciplinary Actions**

Because the school should be a safe place where students can reach their full potential and because each individual has the right to be supported, rules and regulations have been set out.

In accepting admission to the school, each student and parent has, in effect, made an agreement to abide by the school rules. Each student will receive a copy of the student handbook so that they know what is expected of them. Not abiding by those rules will have certain consequences.

The steps in disciplining a student (not necessarily followed through as a sequence), taken by a member of staff or administrator are:

- **Verbal warning:** The teacher can give a warning to the student and alert the home-room teacher and the Principal. They will discuss the issue with the student.
- **Classroom Monitoring:** The Principal and classroom teacher will keep a daily record of the student's behaviour.
- **Conference with Head of School/ Early Years Principal/ Parents:** After repeated offences in any one term, a student will be referred by the Principal to the Head of School for further disciplinary action. Parents will be asked to come to the school for a conference and a contract may be worked out between the student and the school. Parents will also need to sign the contract. Serious offences such as vandalism, fighting, etc will automatically be referred to the Head of School for disciplinary action.
- **Suspension:** For serious offences or after failing to live up to the contract, a student may be suspended. The in-school suspension means that we expect the student to be in school but he/she will not be permitted to attend any classes or social events. The student will sit in the Principal's office with work set. Out of school suspension means the student can not attend classes or return to the school premises for any reason during that period. On returning to school at the end of a suspension period, a student can be readmitted only after discussion between the parents, student, Principal and the Head of School.

- **Withdrawal from school:** The school can recommend complete withdrawal from LANNA for the most serious offences, or in the case of students failing to respond to suspensions or academic probationary measures.
- When withdrawal is recommended, parents will be called to a conference so that full details of the situation can be given.

## Student Protection, Safety and Health

### Child Protection at LANNA, Creating The Right Atmosphere

Lanna School is a learning environment. It is now well documented beyond dispute that learning takes place best in an environment where children feel safe, supported and secure. All adults at Lanna School work hard to create this atmosphere by:

- Treating children with respect and dignity.
- Maintaining a stable, consistent, safe and predictable environment.
- Enforcing rules, boundaries and regulations consistently and fairly.
- Intervening if we believe a child is being abused or in danger of abuse.

In 1994 Thailand signed an agreement with the United Nations about the rights of children, (Convention of the Rights of the Child, 1989) this document makes clear a range of basic needs that every child has a right to. These include:

- A right to a family life
- A right to privacy
- A right to some form of help or support if something bad has happened to them
- A right to be involved in decisions about what happens to them
- A right to be protected from all forms of abuse.

It is a requirement for all Lanna School staff report any child abuse concerns.

At LANNA School we do not:

1. Hit children as a form of punishment or believe that anybody else should do so.
2. Act in a way that is cruel or humiliating towards children.
3. Ask children to do anything unsafe.
4. Ridicule and demean children.
5. Deliberately make them feel anguish or fear

Please refer to the separate Child Safeguarding Handbook for further information.

### Photography of Students at School

Lanna International School fully recognises the Convention of the Rights of the Child, Thailand's Child Protection Act (2003) and its responsibilities for child protection.

## School Marketing Opportunities

The school will use photographs of children in its marketing materials such as brochures, advertisements, LANNA website and social networks such as Facebook. No image of a child will be used should we not have signed consent from the parents or guardians of these children. This consent is built into our 'Application Process' and is reversible at any time should parents wish their children not to be used for school marketing purposes.

## Photography on the School Campus

Photographs of children by any person not part of the school's staff is not allowed other than at special school events where parents have been invited to attend such as assemblies, fancy dress parades, Thai cultural events and PTO events.

## Parent & Staff Responsibilities

In accordance with the Child Protection Policies of the school, parents and staff are asked not to use photos of children for distribution via the internet without their permission. This includes social networks such as Facebook. This is obviously difficult for the school to manage and consequently we ask all parents and staff to adhere to and be a responsible supporter of our policies.

Parents have every right to publish photographs of their own children, but please remember that some parents are not comfortable with photographs of their children being distributed online by other parents.

## Early Years Nurse

The school employs one full time nurse in Early Years. There is also an additional fully trained nurse available if needed in the Primary school.

Should your child require medicine during the school day, please consult the nurses, not the classroom teacher. Please ensure that the name and year group of the student and the dosage of any medication are clearly stated. Medication is only administered to a student after permission from the parent is given. We request that you do not send your child to school if the student has a fever. Fever medication cannot be sent into school in the morning for our school nurse to manage his/her temperature and in this case the student needs to stay home. In the case of contagious diseases, for example chicken pox, influenza, hand foot mouth students should stay at home for a week unless they have been given a medical certificate from a doctor to say that they are well enough to return to school.

The school should be informed of any medical ailments or allergies so that we will be able to act in the appropriate manner in the case of an emergency. Parents should inform the nurse if their child has asthma or any allergies. Students with asthma should have the appropriate inhaler.

## Lost and Found

Students should report lost or stolen items to the school office. Lost items may be turned in or claimed in the school office. Lost and found textbooks will be sent to the librarian from whom they may be reclaimed. Students should clearly identify personal belongings. Students are advised not to bring to school valuable items which have no use in the classroom setting.

## Visitors in Classrooms

Teachers may invite parents or other visitors to participate in special classroom events and activities. However, as a matter of policy and safety, the school does not permit visitors in the classroom or school premises unless they have been invited by the teacher. Should a parent wish to observe a classroom lesson, he or she should speak with the Head of School.

## Emergency Drills

Emergency drills are held regularly during the year. Some are announced in advance, some are surprise drills. Emergency instructions are posted in each classroom and all staff are familiar with exit routes and location of fire equipment.

## Health & Safety Committee

The health and safety committee, in which parents as well as teachers discuss safety issues, meets regularly and comes up with recommendations to improve the safety of the students at school.

## Motorcycle Helmets and Driving Licences

Road safety is a concern to us all. Thus, the school should like to remind parents and students that motorcycle helmets should be worn at all times by students travelling to and from school and any school function. We expect that students travelling to and from school will have the relevant licences for the vehicles that they use.

## Duties

All staff members have assigned duties when students are not in class. Staff commence these duties for 8:00 am and complete them at dismissal time. These duties are for the purpose of ensuring that the students are supervised and safe. We will have an additional morning duty in Early Years this year for parents that have extenuating circumstances and can't drop off or collect their child on time, please see the Early Years Principal.

## School Library

LANNA library is now both a print library and an internet based on-line library with electronic resources.

LANNA library has its own website. Students at LANNA have been given user names and passwords to sign in. The LANNA family community is also invited to use the webpage and its features. Workshops have been and are being held to educate students and staff in how it all operates. Family oriented workshops will be scheduled and held over the next year along with more student/staff training.

The website allows you to search the print collection by author, subject or title. Also if the item is out or available. By signing in you can view your own borrowing records to see what you have taken out and what is still outstanding.

Two major features of the website are its links and databases. The links can take you to online E-books and E-publications such as magazines and newspapers, also to recommended educational sites on the net. Under your own account you can save personal linkages you like also. The other major feature is the databases. Databases are search engines to which LANNA subscribes. Currently LANNA has three databases and will be adding more over time. Webpath Express is geared more towards primary

level students. One Search is geared more as a middle level database. Questia is a high school to university and beyond level of database. These will take you to web pages, academic books, newspaper articles, academic journals and so on to let you research just about any topic.

The electronic library of LANNA is meant to be dynamic and changing. It will not remain the same. Librarians are available for assistance as needed.

## Students Transferring Schools

### **Students Transferring from LANNA**

When a student leaves Lanna International School, he/she has to make sure all books and materials are returned to the library/teacher, and all the bills have been paid. Lost or damaged books will be deducted from the book deposit.

A leaving certificate and/or an academic transcript are prepared. A minimum notice of two weeks is requested. Reports at the end of grading periods can, on written request, be mailed to a forwarding address.



**Academic Excellence. Caring Community.**

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Youtube channel: [Lanna International School](https://www.youtube.com/channel/Lanna International School)

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