



**MYANMAR INTERNATIONAL SCHOOL YANGON**  
**STUDENT AND PARENT HANDBOOK**  
**2025-26**



**ASDAN**

**NCFE**



## Table of contents

SCHOOL OVERVIEW.....	4
VISION.....	4
MISSION.....	4
MISY Qualities.....	4
The School Crest.....	5
MISY vision for learning.....	6
MISY definition of global citizenship.....	6
Staff.....	6
Senior Leadership Team.....	6
Board of Directors.....	6
Parent Teacher Association.....	7
School Office Opening Hours.....	7
Day to Day Activities and Procedures.....	7
Academic Year.....	7
Admissions.....	8
Class Placement.....	8
Class Sizes.....	8
After School Activities (ASAs).....	9
Alternative Provision.....	10
The Teaching and Learning Centre (primary).....	10
Assemblies.....	11
Attendance and punctuality.....	11
Awards.....	12
Behaviour for Learning.....	13
Birthdays.....	16
Break and lunch times.....	17
Bullying.....	17
Cambridge International Education.....	17
Canteen.....	18
Child protection (safeguarding).....	18
Code of Ethics.....	18
Contact details.....	19
Communication with parents.....	19
Curriculum.....	20
Community events.....	21
Counselling and guidance.....	21
Daily class schedules.....	22

Daily routines.....	24
Data protection.....	24
Driving onto the MISY Campus.....	25
Duties.....	26
Educational visits (field trips).....	26
Emergencies.....	26
English as an Additional Language (EAL).....	27
Environmental responsibility.....	27
Equal Opportunities.....	28
Expectations of parent behaviour.....	28
Gifts.....	29
Guests and visitors.....	29
Adult visitor guidelines and code of conduct.....	29
Graduation.....	30
Healthcare.....	30
Homework.....	33
The House System.....	35
Intercultural understanding.....	35
Insurance.....	35
Leaving the campus.....	36
Library.....	36
Lost and Found.....	37
Myanmar language, Humanities and law.....	38
Online learning.....	38
Parental responsibilities.....	39
Pastoral care.....	40
Plagiarism and academic honesty.....	40
Prohibited behaviours.....	41
Reporting of student progress.....	42
Resolution of concerns.....	42
Schoolwide assessment.....	42
Security.....	43
Student responsibilities.....	44
Student rights.....	45
Student council.....	45
Technology user agreements.....	45
Translation (English / Myanmar).....	46
Transport.....	46
Tutoring.....	46
Uniform.....	46

Waiting Room.....	48
Website.....	48
WIDA.....	48
Withdrawal process and request for academic records.....	48
Yearbook.....	49
Appendix.....	50

## **SCHOOL OVERVIEW**

Myanmar International School Yangon (MISY) was established in August 2009. The school is currently located at No. 24 Sae Myaung 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 13 for the 2025-26 academic year.

### **The Council of International Schools (CIS)**

International accreditation by the Council of International Schools was awarded in April 2025.

CIS is a membership community working collaboratively to shape international education through professional services to schools, higher education institutions, and individuals.

CIS International accreditation enhances and confirms a school community's commitment to international and intercultural learning and the development of global citizens; ensuring a high standard for International education.

The CIS community includes more than 1,530 schools and universities, representing 122 countries.

**MISY is the first and only school in Myanmar to receive international accreditation by CIS**

Website: [www.cois.org](http://www.cois.org)

### **VISION**

Investing in responsible, innovative and compassionate world citizens.

### **MISSION**

To instil within students the knowledge, skills and qualities they need to grow as successful individuals and make positive contributions to Myanmar and the wider world.

### **MISY Qualities**

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

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

**Communicative** - 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.



### **The School Crest**

Having many students from varied backgrounds and nationalities coming 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 vision for learning**

High quality teaching and learning at MISY starts from the ground up.

Learning takes place in an environment that is not only safe and supportive, but also challenging and stimulating, encouraging students to fulfil their potential and strive for success.

Students will develop personal, social and academic skills as they engage in all forms of learning, facilitated by teachers, to ensure that they receive a well-rounded, up-to-date education adapted to their individual needs.

## **MISY definition of global citizenship**

Global Citizenship is fostering interconnectedness, respecting diversity, working together towards sustainability, and enhancing global awareness for a better world.

Global Citizens are those who approach the world with compassion and respect, solving problems, thinking critically, and responsibly creating change.

Global Citizens celebrate their cultural origins while respecting different cultures, work collaboratively, promote equity, and take initiative by acting responsibly towards themselves and the world around them.

## **Staff**

MISY employs over 100 well-qualified and experienced teaching staff representing a variety of 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.

## **Senior Leadership Team**

A list of the Senior Leadership Team for 2025 - 2026 is shown below.

- Head of Schools Lynda Howe
- Head of Primary Harriet Milton
- Head of Secondary Oscar Nilsson
- Business Manager Sai Lin Phyo
- Special Educational Needs Coordinator Sreepriya Bhowmik

## **Board of Directors**

A list of the Board of Directors for 2025-2026 is shown below.

- U Htin Kyaw (Chairman)

- Daw Htwe Htwe Soe Min (Vice Chair)
- Daw Nu Nu Aye
- Daw Ei Ei Zin
- Daw Tint Shwe Sin
- U Yan Win Aung
- Daw Lin Lett Ein
- U Ye Min Htin

### **Parent Teacher Association**

The chairperson of the PTA for 2025-26 is Daw Aye Min Thant. Executive members and class representatives are elected annually.

### **School Office Opening Hours**

#### **Public (National) Holidays**

The school office is closed on all public holidays

#### **Summer Holidays**

During school holidays the school office will be open from 9.00 a.m. to 4.00 p.m. from Mondays to Fridays, and from 9.00 a.m. to 2.00 p.m. on Saturdays. The office is closed on Sundays, gazetted holidays and sabbath days during Buddhist lent

#### **Term time**

The school office is open from 8:00 a.m. to 4:00 p.m. from Mondays to Fridays, and from 9:00 a.m. to 2.00 p.m. on Saturdays. It is closed on Sundays, gazetted holidays and sabbath days during Buddhist lent.

Please call the school office on:

- +95 1 657885, 657886, 657887
- +95 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 one starts in mid August and ends in mid-December. Term two starts in early January and ends in early April whilst term three 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 one being the longest and term three 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	23
Years 1 - 13	23

## **Admissions tests and arrangements**

All prospective students for Nursery - Year 13 sit an admissions test. These admissions tests vary according to the age of the student.

### **Nursery and Reception**

- Teacher based assessments are carried out in the classroom.

### **Years 1 – 6**

- All prospective students take CEM online tests for English, maths and developed ability
- Students who might need EAL support, as indicated by the outcomes of the CEM English test, take the WIDA (English) test, which helps understand the extent of EAL support required.

### **Years 7 - 13**

- All prospective students take a digital CEM test.
- This is followed by an initial interview with the head of secondary, who will decide on the further action, which may include a WIDA test if EAL support is required and/or a IGCSE/A Level entry test for prospective Year 11-13 students.

After all tests have been completed, the head of secondary is given all relevant information and meets with the parents and student(s).

If the applicant is not currently living in Myanmar, then:

- Applicants for nursery and reception will have to wait until they can visit Yangon for the teacher-based assessments.
- If appropriate, applicants for Year 1 and above may be given the opportunity to take required tests under supervision at their current school.

## **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 a number 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.

## **Alternative Provision**

We have provision for students who may have different learning styles, needs, or circumstances, ensuring that they have equal opportunities to make progress. Our alternative pathways aim to empower students and enable them to achieve their academic goals while embracing their unique strengths and interests.

We provide a nurturing and inclusive environment dedicated to offering a comprehensive education and support to children with special educational needs. We cater for the unique learning requirements of each student, supporting their personal growth, development, and overall well-being.

We follow a holistic and inclusive curriculum that combines academic learning with therapeutic interventions. Our curriculum is tailored to meet the unique requirements of each child and is based on the principles of differentiated instruction. We focus on enhancing core academic skills, promoting social interaction, fostering independent living skills, and encouraging self-expression through art, music, and other creative outlets. Additionally, we incorporate life skills training to equip our students with the necessary tools for future success.

At MISY, we believe that a strong partnership with parents is essential for the success of our students. We encourage regular communication between parents and staff to ensure that the child's educational and developmental goals are met consistently. We also provide parent training sessions and workshops to equip parents with the necessary knowledge and skills to support their child's learning and development at home.

### **The Teaching and Learning Centre (primary)**

Our teaching and learning centre (TLC) promotes an inclusive environment where diversity is celebrated and respected. We encourage peer interaction and provide opportunities for mainstream integration whenever appropriate. We believe that this can foster social skills, empathy, and understanding among all students.

At our teaching and learning centre, every child is valued, supported, and empowered to achieve their full potential. We strive to create an environment where students with special needs can thrive academically, socially, and emotionally, while promoting their overall well-being and building a foundation for a successful future.

### **Pathways for Progress (secondary)**

Our alternative academic pathway, called Pathways for Progress, is designed to offer a comprehensive and flexible educational experience for secondary students that leads to qualifications equivalent to iGCSEs. We understand that traditional mainstream education

may not be the best fit for every student, and that is why we have developed a programme that caters to diverse learning styles and personal circumstances.

MISY is a registered [ASDAN](#) (Award Scheme Development and Accreditation Network) centre. ASDAN is a recognized and respected organisation that offers a range of curriculum programmes and qualifications that focus on personal, social, and employability skills.

MISY is a registered [NCFE](#) centre, providing functional and vocational skills teaching and learning. NCFE is an educational charity and leader in vocational and technical learning.

Functional Skills qualifications are recognized as equivalent to iGCSEs by regulatory authorities and educational institutions. They are widely accepted and valued as qualifications that demonstrate a learner's proficiency in English, Maths, and ICT. Functional skills qualifications in English, Maths, and ICT equips learners with practical skills relevant to everyday life and the workplace. These qualifications enhance employability, promote problem-solving and critical thinking, boost confidence and independence, open doors to further education and training, and foster lifelong learning skills.

### **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.

Parents may be invited to regular assemblies.

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

### **Attendance and punctuality**

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 to monitor attendance.

We believe that the most important factor in promoting good attendance is the 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 **92%** of all school days and lessons. Where students are 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 **five 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 teachers will do all they can to upload work to google classroom/manageBac, 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 in primary**

#### **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 students' demonstration of the MISY qualities. This is recognised during assemblies.

### **End of the year award ceremony**

End of the year award ceremonies are held for all students to celebrate academic excellence and progress, with certificates given to students.

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

### **Academic excellence**

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

### **Academic progress**

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

### **Shwe award**

The Shwe awards are chosen by the class teacher or tutor and are given to one girl and one boy from each class. The award is not for academics although this child will definitely be someone who works hard. This award is given to a student who always displays the MISY qualities.

These students show these qualities all year, not to gain house points or even this award, they are true global citizens

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

### **The Schaefer award (presented on the last day of term)**

Two students from secondary school and two students from primary who most embody the MISY student qualities. These students are chosen from the Shwe Award winners and presented on the last day of term.

### **Phoenix award**

This is given to the student with the most house points and is calculated by the Wider Curriculum 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 students. We do this by:

- teaching students 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 the communication book.

### **Level 2**

- Internal exclusion. (Period of time spent in a '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.
- Students 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 conducts a behaviour observation.
- Continue on the 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 representative and SENCo (if appropriate). Evidence and information gathering will commence to investigate triggers for behaviour and action plans 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 Faculty (HoF) detention**

If the behaviour persists then the student/s will be asked to attend a detention given by the Head of Faculty, who 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 head of secondary.

The head of secondary, in consultation with the teacher that has raised the concern, the HOF 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, 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.
- Sexual misconduct

## **Birthdays**

### **Primary**

MISY staff recognise the importance of celebrating significant events and as such, we allow students to bring in a birthday cake. In this way we celebrate inclusivity while minimising disruption to lessons. No soft drinks or other food should be brought into school for the birthday celebration.

We want to reduce the amount of plastic, so please take this into consideration when arranging your cake. At the beginning of the year each student should bring in a labelled reusable plastic plate and spoon to use at each celebration, therefore reducing the amount of waste generated.

When arranging to bring in a birthday cake, parents must inform the class teacher at least **three days before** to allow the teacher time to plan. All birthday celebrations are conducted during break or lunch times so as not to disrupt lessons.

### **Secondary**

Secondary students who wish to have food delivered to celebrate birthdays must inform the head of secondary. Students should arrange with tutors to 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.

### **Nursery**

Students eat their snacks in the classroom.

### **Reception - Year 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 International Education**

MISY is a registered examination centre with Cambridge International Education. For more details 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**

The opening hours for the canteen are 7.30am to 3.15pm

Our canteen managers work with students and staff to ensure that we are environmentally aware and provide food in line with our [healthy eating policy](#).

A cashless system is being introduced for all students, staff and visitors this year with the aim of minimising the amount of cash being carried by students.

Procedures for the cashless system will be operational after the Thadigyut holiday in October. A trial period for selected staff and students will begin at the start of the academic year.

### **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 Designated Safeguarding Leader to help ensure the safety of MISY students. [Our Child Protection and Safeguarding Policy](#) can be found on our School website.

### **Code of Ethics**

As an internationally accredited member of the Council of International Schools we adhere to the CIS Code of Ethics as follows:

The purpose of the CIS Code of Ethics is to describe the moral principles upon which CIS members are expected to base their conduct and professional practice.

All CIS members are expected to:

- Fulfil the promises stated in their guiding statements, policies, contracts and promotional materials.
- Strive for excellence.
- Nurture a culture of care in which the education, safety and well-being of students and others are paramount.

- Comply with applicable laws and regulations.
- Respect the dignity and equality of all individuals, groups and cultures.
- Promote global citizenship.

### **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).

### **Communication with parents**

There are a number of ways in which we communicate with parents:

**School Management System:** Information about attendance and progress (including reports) is accessible to parents through ManageBac, our school management system. Information and training for parents on how to use this system will be offered as necessary.

**Class Dojo:** This is used in the primary as a means of parents connecting with the teacher. Information about curriculum and class activities is shared as well as school letters and important or urgent messages.

**Phone calls:** The administrative assistants for each section and the front office team will contact parents by phone and will be the first people to receive phone calls from parents to the school.

**SMS:** This is used to send important messages from school or in the event of an emergency. Parents are not able to respond using SMS.

**Website and social media:** We use these to provide up to date information for the school community and showcase activities and events at MISY.

**Meetings:** Formal Parent Teacher Conferences (PTCs) are arranged twice a year (see *assessment and reporting* section). Additional meetings with parents may take place at any time throughout the year by appointment; this may be at the request of a parent or teacher. Translators are available for these meetings.

**Written information:** Letters regarding special events or off-site activities will be sent via the class teacher or tutor and will be given directly to the student.

**Coffee mornings :**Parent coffee mornings are arranged throughout the year, to inform parents about initiatives running at the school. These include a weekly 'Coffee with the Head of School' which all parents are invited to attend.

**Parent Teacher Association (PTA):** The PTA executive and class representatives hold regular meetings, will consult with parents as necessary and can be contacted as necessary.

## Curriculum

MISY bases its curriculum on the English National Curriculum although we have adjusted it to reflect the international nature of the school and the curriculum requirements of the Ministry of Education in Myanmar.

### Early Years (Nursery and Reception)

Here the curriculum focuses on seven areas of learning

- Personal, Social and Emotional Development
- Literacy Development
- Mathematical Development
- Understanding of the World
- Physical Development
- Expressive Arts and Design
- Communication and Language

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

- 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 Humanities (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 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 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.

## **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 sent by letter, email and class Dojo.

## **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 the primary or secondary head of pastoral care and parents to resolve any issues which may be causing concern.

We also have a trained counsellor who will 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 University Counsellor who is responsible for providing advice and guidance to students who are preparing for further education at universities and other educational establishments.

## Daily class schedules

### Nursery

08.10 - 08.20	Registration
08.20 - 09.00	Period 1
09.05 - 09.45	Period 2
09.45 - 10.00	Morning Break
10.00 - 10.40	Period 3
10.45 - 11.25	Period 4
11.30 - 12.10	Period 5
12.10 - 12.55	Lunch
12.55 - 13.35	Period 6
13.35 - 14.00	Period 7
14.00	Home time

### Reception

08.10 - 08.20	Registration
08.20 - 09.00	Period 1
09.05 - 09.45	Period 2
09.45 - 10.00	Morning Break
10.00 - 10.40	Period 3
10.45 - 11.25	Period 4
11.30 - 12.10	Period 5
12.10 - 12.55	Lunch
12.55 - 13.35	Period 6
13.35 - 14.10	Period 7
14.10	Home time

### Year 1

08.10 - 08.20	Registration
08.20 - 09.00	Period 1
09.05 - 09.45	Period 2
09.45 - 10.00	Morning Break
10.00 - 10.40	Period 3
10.45 - 11.25	Period 4
11.30 - 12.10	Period 5
12.10 - 12.55	Lunch
12.55 - 13.35	Period 6
13.35 - 14.15	Period 7

14.20 - 14.40      Period 8  
14.40                Home time

## **Year 2**

08.10 - 08.20      Registration  
08.20 - 09.00      Period 1  
09.05 - 09.45      Period 2  
09.45 - 10.00      Morning Break  
10.00 - 10.40      Period 3  
10.45 - 11.25      Period 4  
11.30 - 12.10      Period 5  
12.10 - 12.55      Lunch  
12.55 - 13.35      Period 6  
13.35 - 14.15      Period 7  
14.20 - 14.40      Period 8  
14.40                Home time

## **Years 3-6**

08.10 - 08.20      Registration  
08.20 - 09.00      Period 1  
09.05 - 09.45      Period 2  
09.45 - 10.00      Break  
10.00 - 10.40      Period 3  
10.45 - 11.25      Period 4  
11.30 - 12.10      Period 5  
12.15 - 12.55      Lunch  
12.55 - 13.35      Period 6  
13.35 - 14.15      Period 7  
14.20 - 15.00      Period 8  
15.00                Home time/ASAs

## **Years 7-13**

08.10 - 08.20      Registration  
08.20 - 09.00      Period 1  
09.05 - 09.45      Period 2  
09.45 - 10.00      Break  
10.00 - 10.40      Period 3  
10.45 - 11.25      Period 4

11.30 - 12.10	Period 5
12.15 - 12.55	Period 6
12.55 - 13.35	Lunch
13.35 - 14.15	Period 7
14.20 - 15.00	Period 8
15.00	Home time/ASAs

## **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 8:10 a.m. 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 and guardians 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 for an appointment. These must be visible at all times.

### **Morning registration**

Students who arrive after 8:10am 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.

### **Data protection**

Data protection is the process of safeguarding important information from corruption, compromise or loss and relates specifically to any personal information held by the school. The telephone, credit card or personnel number of a person, account data, number plate, appearance, customer number or address are all examples of personal data.

### **Data security**

All users of personal data within the school must ensure that personal data is always held securely, stored correctly and is not disclosed to any unauthorised third party either accidentally, negligently or intentionally.

### **Privacy notices**

When the school collects personal data from individuals, the requirement for 'fairness and transparency' must be adhered to. This means that the school will provide all staff and parents with a 'privacy notice' to let them know how and for what purpose their personal data is processed. Any data processing must be consistent or compatible with that purpose.

Details can be found in our [Data Protection Policy](#) and is in line with international standards for data protection.

### **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.
- Do not stop on the yellow pedestrian crossing in front of the main entrance. This crossing is to ensure that staff and students can cross safely.
- Please ensure that your child is wearing their seatbelt when entering and exiting the MISY campus.
- Please put MISY students on board stickers in a visible place on all vehicles.
- Drivers who do not follow our regulations could be banned from the MISY compound.
- Pets are not allowed to be brought into the school campus.

### **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 strongly encouraged to participate in an international trip 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 in order to practise 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. Please see the appendix for details.

Our [Critical Incident Policy](#) can also be found on the 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 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.

Additional fees may apply 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 an environmental policy, environmental committee and hosts an environmental week which aims to raise awareness of environmental issues.

### 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

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 should be 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.

### **Gifts**

Students and parents often wish to show appreciation by way of gifts. Please note, staff members have been instructed not to accept gifts that are known to be expensive or which are excessive.

### **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.

Guests and visitors to the school are required to follow the code of conduct, which is displayed at the school entrance:

#### **Adult visitor guidelines and code of conduct**

MISY supports a culture of mutual respect. All communications should be positive, respectful and inclusive.

Visitors must conduct themselves appropriately at all times. No aggressive, offensive or inappropriate behaviour towards staff, students or other visitors will be tolerated .

Visitors must display the visitors pass prominently at all times

Permission from MISY must be granted before taking any photos or videos. No images of students must be shared on any social media or online forum. Any images of students must be deleted after the permitted purpose is complete.

Visitors may use toilets designated for adults only. No use of student toilets is permitted.

Visitors must not take personal information from any student, nor give personal information to any student including contact details, mobile phone numbers or social media profiles.

Visitors must never be alone with any student, nor touch any student or invade any student's personal space.

Visitors must not respond to any physical contact from students. If contact occurs, this must be reported to the Designated Safeguarding Lead.

Visitors must report any suspicious or unacceptable behaviour including physical and verbal abuse by and/or between any student or adult.

**MISY is committed to safeguarding; promoting the health, wellbeing and safety of our students.**

**We expect all staff and visitors to share this commitment.**

### **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.

### **Healthcare**

We have a healthcare manager and nurse who will provide first aid, take care of minor ailments and provide health advice as necessary.

If a student becomes ill during the school day, we will telephone a parent/guardian to inform them to take the child home. In the event of 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 has 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 administer medication to a student during school hours should contact the healthcare manager directly. We are not able to give a student any medication at school without parental approval.

## **The final decision about whether or not a student is fit to attend class is made by the healthcare manager**

### **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 only. 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 37.2°C or above;
- symptoms such as nausea, recurrent vomiting, diarrhoea or severe abdominal pain;
- 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 37.2°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 and Hand, Foot and Mouth Disease**

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. Please inform your class teacher.

### **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. Please inform the class teacher, as action may be needed to be taken at school to prevent spreading.

### **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. As red eye is very contagious please inform your class teacher.

**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. As scabies is very contagious please inform your class teacher.

**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 and 4**

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. The homework timetable in Key Stage 4 is similar to that in Key Stage 3 but the amount of time and length of time required to complete the task will increase.

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 5 (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 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.

## **The 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 behaviour. Totals are regularly shared with students at assemblies. This is led and monitored by the wider curriculum coordinator

### **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 shirts to school on a Friday if they wish to along with their uniform trousers or skirts.

## **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.

## **Insurance**

### **On Campus**

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

### **On Educational Visits**

Please check with the visit leader about the insurance coverage for any educational visit your child attends.

## **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 the head of section

## **Library Circulation Policy**

### **Opening and Closing Hours**

We are excited to serve you during the following library hours: **Monday to Friday: 7:45 AM to 4:00 PM**. Please note that the library is closed on weekends and school holidays.

### **Location**

The library entrance is located on the ground floor in Room 102.

### **Borrowing Library Books**

Primary students can borrow up to five books for one week during their designated library lesson. Secondary students can borrow up to five books for two weeks, and they can return them during break, lunch, or after school.

### **Textbooks/Home Reading Books**

Textbooks must be returned to the library at the end of the school year. "Home reading books" should be returned to the homeroom class as instructed by the teacher.

### **Lost or Damaged and Overdue Books**

If a book is lost or severely damaged, double the recorded price will be charged. Students with overdue books or unpaid fines may lose library privileges.

### **Break and Lunch Time Visitors Limit**

For safety reasons, we will continue to limit the number of visitors to a maximum of 20 on each floor (ground and first floor) during lunch and break time. Please plan your visit accordingly and be aware that you may be asked to wait if we have already reached our maximum capacity.

### **Break and Lunchtime Behavior Expectations while using Library**

During break and lunchtime, we kindly request students to maintain a respectful and quiet atmosphere in the library. This ensures a conducive environment for studying, reading, and relaxation. Engaging in appropriate activities such as reading, studying, or using library resources on computers is encouraged. However, please refrain from disruptive or inappropriate behaviour, loud conversations, or any actions that may disturb others.

## **Consequences for misbehaviour**

In the interest of fostering a positive library environment, students who engage in disruptive or inappropriate behaviour during break or lunchtime will face consequences. These may include verbal reminders, temporary suspension of library privileges, or referral to school administration depending on the severity and frequency of the behaviour. We appreciate your cooperation in maintaining a peaceful and enjoyable library atmosphere for all.

## **Library Membership**

Each student will have a personal MISY library account that could login easily by using their school google account for self-renewal, online book requests, and access to OPALS(Online Library Catalogue). Enjoy the benefits of being a library member!

### **Online Library Catalogue Access**

To explore our physical and digital collections, visit our school website (<https://yangon.misy.edu.mm/>) and click on 'Portal' and 'Library' to browse the online catalogue. Alternatively, use this URL: <https://misy-ind.methone.opalsinfo.net/bin/home>.

Online School library guide is available to access here: <https://sites.google.com/misyedu.org/library-user-guide/home>

## **Resources**

Our library offers a wealth of resources to support your learning journey. Explore the shelves filled with books spanning various genres, subjects, and interests. From captivating stories to informative non-fiction, there's something for everyone.

To support digital learning initiatives, our library houses a set of tablets that are available for classroom use upon teachers' request.

In addition to our physical collection, our online resources provide a gateway to even more knowledge and information. Access the MackinVia and Epic Ebook platforms, where you can find a vast selection of ebooks and digital materials. Expand your horizons with just a few clicks!

Our dedicated librarians are here to assist you in locating the resources you need and provide guidance on research projects or book recommendations. Don't hesitate to approach them for support.

Make the most of the library's resources, whether it's for educational purposes, leisure reading, or personal growth. Let the books and digital materials inspire your imagination and fuel your thirst for knowledge. Enjoy your library experience!

## **Lost and Found**

Lost and found items will be kept in a secured area. Students should ask for access at the [business office \(room 115\)](#).

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 jewellery, 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 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 if an item is lost.

### **Myanmar language, Humanities and law**

We are licensed as an international school with the Ministry of Education. As such there is a requirement for us to make provision for Myanmar language, humanities and law ( year 12-13 only) to be taught in line with government legal requirements for private and international schools.

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).

### **Online learning**

We want to ensure the highest possible standards of personal safety and wellbeing are in place for both students and staff during any extended periods of online learning.

We use the MISY Safeguarding Policy and Procedures and the [Technology User Policy and Agreement](#), signed annually by students, as the basis for our guidelines. These can be found on our website.

As parents you play an important role in ensuring the safety of your child whilst online both in and out of lesson times.

Here are a few suggestions about how you can support your child online:

- Explore together. Ask your child to show you their online learning platform and any websites and apps that they are using.
- Listen, show interest and encourage them to teach you the basics of the site or app.

- Chat little and often about online safety. If they are using new learning websites and apps while school is closed, take the opportunity to talk to them about how to stay safe on these services and in general.
- All of the online platforms being used by the school will be monitored and they will not be asked to use other platforms without the school contacting you to let you know.
- Remind them that they should not be sharing any personal information such as mobile numbers with anyone.
- Help your child identify trusted adults who can help them if they are worried:
- Ask if anything ever worries them while they're online.
- Make sure they know that if they ever feel worried, they can get help by talking to you or another adult they trust. This includes you and other adults at home, as well as adults from school. Encourage them to draw a picture or write a list of their trusted adults.
- Supervise their online activity.
- Keep the devices your child uses in communal areas of the house where an adult is able to supervise. Children should not access the online learning platforms or internet unsupervised in private spaces, such as alone in a bedroom.  
All online learning will take place during school hours: 8.15am-3.00pm, so interaction between students and their teachers will only happen during these times.
- Talk about how their online actions affect others:
- If your child is engaging with other students or teachers online, remind them to be polite and considerate at all times. If they are considering sharing a photo/video of another student or teacher outside of their online lessons, they should always ask permission first.
- Parental controls: Your child may be spending more time online than usual. Check the parental controls available on all internet enabled devices in your home. There is information on our website to help.

### **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.

In both primary and secondary sections we appoint a head of pastoral care. These staff members work with teachers, students and parents to ensure the wellbeing of all who belong to the MISY community.

We also employ a part-time counsellor. Sessions with the counsellor can be arranged for both students and their families.

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.

### **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. 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 unauthorised material into an examination, behaviour that disrupts the examination or distracts other students, or communicating with another students
- 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 offences could result in suspension/expulsion or asking the student to withdraw from MISY.

### **Prohibited behaviours**

The following behaviours are not permitted on campus:

- chewing gum;
- smoking, alcohol and drugs;
- spitting;
- Harmful objects, whether real or imitation.
- Public displays of affection

#### **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 permitted.

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.

#### **ParentTeacher Conferences (PTCs)**

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.

### **Schoolwide 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 students 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 enable 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.

### **Standardised annual assessments (primary)**

These assessments are conducted from Y1 - Y6 at the beginning of the year, mid year and at the end of the year

Writing - common writing assessments and writing samples are moderated three times per year (as above)

Reading - A diagnostic reading test is conducted twice a year.

Maths - Assessments in Maths are also conducted three times per year using The White Rose Maths Tests.

End of unit tests in other subjects are also taken and assessed.

### **External Assessments**

**Centre for Evaluation and Monitoring (CEM)** tests are produced by Cambridge press and assessment and are used annually in May/June to monitor student progress from year 2 to year 9

### **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.

## **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 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 teachers, elders, peers, and show kindness to younger students.
- 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.

## **Student 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 a 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.

## **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.

## **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.

### **Bring Your Own Device (BYOD)**

BYOD has been introduced at MISY to allow students from years 4-13 to interact with their teaching and learning using the google classroom platform. A device that is best used in school would be a small laptop that is easily carried around and a student's bag. Further details can be found in the [BYOD guidance](#) provided for parents and students.

In Primary, teachers will inform parents at least one day in advance, if a student is required to bring a laptop in for learning.

### **Mobile Phones**

Primary students should not bring a mobile phone to school, if they need to contact parents the student can use the office phone with permission from the classroom teacher.

Secondary students may carry a mobile phone to school but must keep it in their bag or locker between 8.00 am and 3.00 pm.

Students may only use their mobile phones during a lesson with the permission of the teacher and for teaching and learning purposes only.

The use of mobile phones for other purposes, especially where it disrupts learning in any way, will result in it being confiscated from the student until the end of the school day, or longer if this is a regular occurrence.

The use of mobile phones is **not** permitted during break times or lunchtimes

Under no circumstances will the school take responsibility for lost or damaged mobile phones or personal laptops or tablets on or offsite. (Mobile phones/tablets and laptops should be stored in a locked locker when not needed)

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

Translators can be provided on request for Parent Teacher Conferences (PTCs), 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 not currently provide a transport service for students.

### **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 a full school uniform from Monday to Thursday, each week. Students may wear their house shirts on Fridays, with uniform skirts or trousers, but this is not compulsory.

Parents will be contacted and students sent home if they arrive without the correct school uniform or are dressed inappropriately on non-uniform days.

#### **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;
- If girls wish to wear leggings they should be worn with the school skirt and the leggings must be dark blue or black.
- The PE uniform must be worn at all times during PE lessons
- If students have PE during the first period on a given day they may wear the PE uniform to school and bring their uniform to change into after the PE lesson
- 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 during the hot season. No hat, no outdoor play.
- **Footwear: black shoes/trainers.**
- **No slippers/flip-flops/slides are permitted for safety reasons.**

### **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 a school 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 and mules are not permitted.
- The PE uniform must be worn at all times during PE lessons.
- No PE uniform should be worn during academic lessons.
- Students that are playing sports during break or lunch should wear PE shorts and a T-shirt to avoid returning to 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.
- Fingernails should be kept short and no nail extensions are permitted.
- Students must never wear any non-school uniform item of clothing unless it is a non-uniform day.

Students that do not comply with these regulations will be dealt with in line with 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 need to wait at school for children. This area is not intended for nannies to stay the whole day and they will be asked to leave and return later if this repeatedly happens.

### **Toilet**

Parents who use the waiting room but need to use a toilet should use the facilities located opposite the waiting room. Please do not use student toilets 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.misy.edu.mm](http://www.misy.edu.mm)

### **WIDA**

MISY is a member of the WIDA International School Consortium, and supports the development of English language skills as part of our English as an Additional Language (EAL) provision. For more details please visit [www.wisc.wceps.org](http://www.wisc.wceps.org). <https://wida.wisc.edu/>

### **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. Digital copies are provided for all members of the MISY community at the end of the school year and printed copies can be ordered and purchased.

## **Appendix Critical incident procedures**

### **All critical incidents are managed by the critical incident team:**

The Critical Incident Team consists of:

- The Head of School ( or deputy)
- A representative of the Board of Directors
- Designated Safeguarding Lead(or deputy)
- Facilities manager
- Business Manager
- Head of Security
- Healthcare Manager

All potential and actual critical incidents must be reported immediately to the nearest available CIT member, who will inform the rest of the team.

There are three basic procedures to follow. All staff, students and parents must be aware of and follow these procedures.

### **1, Evacuation**

#### **Step 1- Alarm is sounded:**

There is a fire alarm that will sound around the campus.

#### **Step 2 - Exit classrooms and start evacuation:**

- Students line up quickly and quietly outside the classroom (no talking, single file) and prepare to exit. They should put on their footwear quickly unless the situation is clearly dangerous and there is no time to do so.
- Teachers lead students in a single file line to the muster point, with the Teaching Assistant (if there is one) following behind the class. If the class does not have a Teaching Assistant, a responsible student should be designated to be the last person in line.

Muster points for classes are located on the front street as follows:

**Exit gate**

**Entrance gate**

TLC-Y13-N-Y12-R-Y11-Y1-Y10-Y2-Y3-Y4-Y5-Y6-Y7-Y8-Y9-ASDAN

#### **Step 3 - Assembly and registration at the assembly point:**

- MISY security will shut down the road as soon as an evacuation begins.

- Teachers/supervisors should take the class they are with at the time of the evacuation to the students" designated assembly point on the front street and stay with those students.
- Emergency registration clipboards will be given to those teachers/supervisors standing with their class by the academic administrative assistant.

#### **Step 4 - Building sweep:**

Designated staff members will sweep the campus (i.e. check all locations, toilets, library, classrooms, labs, etc.) and bring with them any students left behind and then report to the Head of School (or designated deputy).

#### **Step 5 - "All clear" or "further evacuation":**

- The head of school will account for all academic staff and students.
- The business manager will account for all office, administrative staff and any visitors.
- If the building sweep has revealed no evidence of danger, the head of school will give the "all clear" signal, after which everyone can return to the campus.
- OR, the decision might involve moving to the designated evacuation point further away from the school. In which case, the following procedure will be followed:

#### **Move to designated evacuation point.**

- Front office staff will send an SMS message to parents, instructing them to go to the agreed evacuation point.
- Drivers will be allocated one of the designated vehicles by the Head of Transport.
- Teachers will lead their class to one of the designated vehicles as instructed by the Head of Transport.
- Students and supervising staff are driven to the agreed evacuation location (the car park opposite Sedona Hotel). Evacuation Pick Up Point direction can be seen below.
- Parents report to the supervising teacher on arrival, collect their child and leave from the designated evacuation point.
- Any students not collected from the evacuation location should stay with a member of staff and await further instructions.



## **2. Imminent explosion**

**The senior member of staff present on the scene should take charge and take decisions and actions as they see fit in the event of a possible imminent explosion.**

If it is believed that an explosion is imminent, then staff and students should remain where they are, rather than to move around the campus.

Response:

- Move quickly away from all windows and glass;
- Do **NOT** react to an explosion by going to look out – there may be a secondary explosion;
- Shelter away from windows and with overhead cover – e.g. under tables;
- Groups or individuals outside should go inside the nearest available location and do the same;
- Remain inside in this way until advised of the all-clear by a messenger, who will be sent by the senior member of staff in charge.

## **3. Suspect explosion**

**The senior member of staff present on the scene should take charge and take decisions and actions as they see fit in the event of a suspect explosion.**

If it is suspected that a device has been placed somewhere outside, then students and staff should retire to a location providing the best protection from the blast and flying glass. There should be no running unless students are instructed to do so. The designated safe havens are:

- B1 (Assembly Hall)
- A block classrooms
- B block classrooms

These will be assigned to students, staff and visitors based on decisions made by the most senior member of staff present.

Staff and students should remain in their designated spaces until further instruction is given by the senior member of staff.

### **Important notes for parents:**

- In the event of an emergency you will be contacted initially via the SMS messaging service. **Please do not call the school as this will hinder critical incident procedures.**

- You will be provided with the information and instructions that you need as soon as it is safe to do so via SMS messaging or phone call. This may include how and where to collect your child. **Please do not drive to school without being asked to do so as this may hinder critical incident procedures.**
- All relevant information will be communicated to you directly from the school. **Please do not respond to any information you receive via social media or other parents. This may hinder critical incident procedures.**