



**MYANMAR INTERNATIONAL SCHOOL YANGON
(MANDALAY CAMPUS)**

**STUDENT AND PARENT HANDBOOK
2024-2025**



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INTRODUCTION

SCHOOL OVERVIEW

Myanmar International School Yangon (MISY) was first established in August 2009. This 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 to 13. MISY Yangon earned Council of International School (CIS) membership in February 2020 and is an established centre for Cambridge examinations.

On the 27th August 2018 we opened our new MISY Mandalay campus, offering a world class international education starting from Nursery up to Year 13.

MISY Mandalay became a centre for Cambridge examinations in 2022.

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.



The School Crest

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

MISY Qualities

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

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

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

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

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

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

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

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

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

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

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

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 Staff

MISY employs well-qualified and experienced teaching staff representing a number of different countries. Our administrative staff are experienced and supportive.

Senior Leadership Team

Head of School	Ms Lynda Howe
Head of Secondary	Mr Stuart Ashford
Head of Primary	Mr Darren Harrison
Business Manager	Ms Eaindar Aye

Board of Directors

A list of the Board of Directors for 2024-2025 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
- Yan Win Aung

School Office Opening Hours

Public (National) Holidays: The school office is closed on most public holidays.

School Holidays: During school holidays the school office will be open from 9.00 am to 4.00 pm from Monday to Friday, and 9.00 am to 2.00 pm on Saturday, but is closed on Sundays.

Term time: The school office is open from 8.15 am to 4.30 pm from Monday to Friday.

Please call the school office on 09-4444 50712 and 4444 50713.

Day to Day Activities and Procedures

This section of the handbook is organised alphabetically in English.

Academic Year

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

For best English learning efficiency, small class sizes are guaranteed. Most classes have additional and individual support teachers available.

Nursery	16
Reception	20
Years 1 - 13	23

Prospective students for Years 1-13 are required to take an online CEM test as part of their admissions process.

Students in year 11-13 also have their GCSE results considered. Students may be required to take a WIDA test for identification of EAL support.

For Nursery and Reception, the admission test is a practical test administered by the teachers.

After School Activities (ASAs)

A wide range of after-school activities are offered to students in Years 1-13. MISY works hard to ensure there are a range of different activities ranging from sport, service learning, academic and the arts. These activities provide students with opportunities to explore new areas, develop their talents and further their academic study.

The after school activities are offered throughout 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 and the school may need to cancel a session. If this happens parents will be contacted in advance.

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. Assemblies give the Student Council a platform to announce their ongoing initiatives.

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

Whole School Assemblies

Assemblies for special occasions such as Teacher's Appreciation Day, Thingyan Festival, International Day, Holiday Programme, Chinese Culture Day, etc. involve the whole school.

Attendance and punctuality

We expect all students to attend school every day when the 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 in place to monitor this. Where attendance falls below 92% parents will be asked to work with the school to discuss and address the issue. 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.

Under normal circumstances, a student should not be absent. Where students are not able to attend school, parents **must** phone the school office on the first day of the student's absence (before 8.45 am) explaining the reason for their absence. Students are expected to fulfil the required standard of attendance set by MISY.

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 as it is difficult for students to catch up with missed learning.

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 send material home so the student can keep up with their school work. Educational support during the period of absence for other reasons must be discussed between the parent and Head of School.

Awards

MISY Qualities Awards

End of the year award ceremonies are held for all students to celebrate academic excellence and progress in class, 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.

1. Academic Excellence

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

2. Academic Progress

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

Schaefer Award

This award is presented on the last day of the school year and is given to the student who has won the most house points over the whole school year.

Shwe Award

Primary class teachers and secondary tutors are asked to select the Shwe Award winners from their class/tutor group. The Shwe Award is given to one student from each class/tutor group who most embody the MISY student qualities.

Phoenix Award

This award is presented on the last day of the school year and is given to one student in the primary school and one student in the secondary school who most embodies the MISY student qualities. Phoenix award winners are selected from the Shwe Award winners (see above).

Class teachers/tutors who would like to nominate their Shwe winner for the Phoenix award write a short paragraph explaining why the award is deserved and send this to the Head of Primary/Head of Secondary.

Certificates will be awarded to students during assemblies. Parents will be informed of and invited to specific assemblies and award ceremonies.

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 display positive examples for our students. We do this by:

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

Behavioural Consequences

All teachers will encourage and reward appropriate behaviour. Students have a choice when deciding on their behaviour. Teachers will initially use low key responses to curb unwanted behaviour. Parents will be kept informed and asked to work with us to improve behaviour. If students continue to display unacceptable behaviour in the classroom or elsewhere in school the following will apply.

In more serious behavioural incidents the teacher, in consultation with school leaders, 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.

Level 2

- Time-Out (period of time spent in 'different' classroom for reflection)
- Reflection sheets should be completed by the teacher together with the student comment made in the parent communication book.
- Incident sheet written and Head of Primary/Secondary to be informed.
- Reflection sheet reviewed.
- Parents must be informed of the outcome.
- Students placed on a weekly behaviour report form to track behaviour during lessons.

Repetition of Level 1 & Level 2 will result in Level 3.

Level 3

- Internal exclusion (Period of time spent with Head of Primary/Head of Secondary).
- Incident sheet written and any previous incident sheets reviewed by the Head of School.
- Parents must be informed by the Head of School.
- Students will be monitored and placed on a report tracker.
- Continue on the report tracker until improvement occurs.

Level 4

Parent/Head of Primary/Head of Secondary/teacher will meet and create an 'Action Plan' to support positive behaviour modification.

- To be reviewed as per time plan stated in 'Action Plan'

Level 5

If the negative behaviour persists

If there is no improvement in behaviour the Head of School will inform the parents of the final decision. Recommendations on the suitability of the school for the student will be relayed to the Board of Directors.

Serious behavioural Incidents

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

- 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.

Bullying

MISY has a zero tolerance policy on bullying of any kind including physical, emotional, verbal and online 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.

Birthdays

We recognise the importance of celebrating significant events and as such, we welcome a cup cake or individual treat per child in the class. In this way we celebrate inclusivity while minimising disruption to lessons.

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. All students will eat in the canteen.

Cambridge International Examinations

MISY Mandalay is a registered examination centre with Cambridge International Examinations (CAIE). For more details about CAIE please visit 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:

Students need to be working at their expected grade in the final year of examination courses taken at MISY.

Students need to have a good attendance record and must be attending all examination classes for subjects taught at MISY.

Students need to sit the mock examination at MISY.

Students should not be sitting more than 9 IGCSEs in total.

Only written examinations can be accommodated. Oral examinations and practical elements will not be possible.

Canteen

The canteen is available from 9am to 2.30pm for snacks and meals. Our canteen manager and Healthcare manager work with students and staff to ensure that we are environmentally aware.

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)

Child protection (safeguarding)

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

We have a child safeguarding lead to help ensure the safety of MISY students.

Code of conduct for parents

Parents, carers and visitors are reminded:

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

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

- Disruptive behaviour which interferes or threatens to interfere with any of the school's operations 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, visitor, fellow parent/carers 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.
- Defamatory, offensive or derogatory comments regarding the school or any of the students, parents or staff at the school on Facebook or other social media platforms.
- 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.
- Attempting to get confidential school information or data from any persons working at MISY.
- Animals 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.

Communication 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 access this will be given at the start of the academic year or when the student joins MISY later in the year.

Class Dojo

Class Dojo is a communication app for the classroom, which aims to give primary parents an insight into the learning of their child through the ability to share photos, videos and messages. The teachers and Head of School share information about events and messages that pertain to the school community.

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

Teachers

Teachers may use Class Dojo for non-essential class information.

Teachers may:

- Display images in line with the school's technology agreement.
- Use the messaging service with parents to inform them about low key information; homework reminders, asking for parental help, reminders, thanking for support etc.
- Will use Class Dojo in a positive manner. Some teachers may choose to use Class Dojo to give House points in relation to good behaviour (such as bringing homework in on time) or the MISY qualities. The use of points is at a teachers' discretion and will be explained by the teacher at the 'Meet the Teacher' event at the beginning of the school year.

Class Dojo is not a communication link between parents and teachers for important information, as there is no guarantee the teacher will pick up the message during the day.

Messages should be sent via the school office, for example, if a different person is collecting a child or details of medical appointments.

Parents

- Should discuss images and notices posted with their child about their learning
- Should not place any images posted on Class Dojo to any other social media sites.
- Should contact the office by telephone or email: to inform the school of important information, to make appointments and notify the school of any absence.
- Will use Class Dojo in a positive manner

Parent Student Teacher Consultations (PTCs)

Two parent student teacher consultations will take place throughout the year. The meetings will give parents, students and teachers the opportunity to talk through each child's progress and time to look at work completed by the child during the term.

Parents in Primary are allocated a 15 minute time slot. If more time is necessary, staff will be happy to arrange another meeting. Teaching Assistants will be present at the primary parent consultations and will provide translation when required.

Parents in secondary are allocated a 10-15 minute time slot per subject. If more time is necessary, staff will be happy to arrange another meeting. Translation can be provided.

Open door policy

Parents are welcome to visit the school to discuss the child's progress should they have any questions, concerns, gain support or to have the opportunity to talk about their child/home

issues with either the child's class teacher or section head. Parents are asked to phone the school office to make an appointment. This allows the teacher the opportunity to find a suitable time to speak with the parents and to organise cover if required.

Letters

Viber and email channels are used to send out letters electronically to parents. Not only is it more environmentally friendly, it also reduces photocopying and other costs in the school. It also avoids the students losing the letter between school and home.

Telephone calls

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

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.

Meet The Teachers

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

Coffee Mornings

Parent coffee mornings are arranged throughout the year, to inform parents about initiatives running at the school. This includes sessions with the Head of School, where 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:

- Communication and Language
- Personal, Social and Emotional Development
- Language and Literacy Development
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

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

A range of subjects are taught:

- Art
- Computing
- English
- Geography

- History
- Humanities
- Mandarin Chinese
- Mathematics
- Music
- Myanmar Language and Culture
- Personal, Social and Health Education (PSHE)
- Physical Education (PE)
- Science

Key Stage 4 (IGCSE)

- English FL/SL
- Mathematics
- Biology
- Physics
- Chemistry
- Additional Maths
- Art and Design
- Business studies
- Computer Science
- Global Perspectives
- Mandarin Chinese
- PSHE(core subject)
- PE (core subject)
- Myanmar language and culture (core subject)

Key Stage 5 (AS/A levels)

- English Language
- Mathematics
- Biology
- Physics
- Chemistry
- Economics
- Psychology
- PSHE (core subject)

Myanmar Language and Culture

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 and culture 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).

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 occasional school productions.

Information about these events will be available on the school website and Facebook pages and sent by letter, e-mail 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 parents to resolve any issues which may be causing concern and work with the heads of primary and secondary to resolve any issues.

As a school, we can provide pastoral support and have access to specialist services to meet the needs of students who require social and/or emotional support. This includes counselling provision provided by a qualified counsellor in school and can refer to external provision where necessary

Daily Class Schedules

Nursery & Reception (Subject to Change)

08:45 - 09:00	Registration
09:00 - 09:40	Period 1
09:40 - 10:20	Period 2
10:20 - 10:35	Snack
10:35 - 11:15	Period 3
11:15 - 11:40	Period 4
11:40 - 12:40	Lunch
12:40 - 13:20	Period 5
13:20 - 14:00	Period 5
14:00 - 14.20	Story time

Year 1 - 13

08:45 – 09:00	Registration
09:00 – 09:40	Period 1
09:40 – 10:20	Period 2
10:20 – 10:35	Break
10:35 – 11:15	Period 3
11:15 – 11:55	Period 4
11:55 – 12:40	Lunch
12:40 – 13:20	Period 5
13:20 – 14:00	Period 6
14:00 – 14:15	Break
14:15 – 14:55	Period 7
14:55 – 15:35	Period 8

Daily Routines

Morning Drop Off

The main gate is open each morning from 8:15 am. Students can be dropped off at the main school entrance each morning after that time but will not be allowed into the classrooms until 8:30 am. No supervision will be offered between 8:15 - 8:30 am. Registration begins at 8.45am, when all students should be in classrooms.

Parents of students in Nursery are allowed to enter the campus for the first few weeks of term to take their children directly to their classroom but must leave the campus by 9:00 am at the very latest. Parents of students in other years should drop their children off at the main school entrance each morning.

Morning Registration

Registration begins at 8.45 am. Students who arrive after 9:00am must sign in at school reception and will be marked as “late” in the Managebac school management system.

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.

Duties

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

Afternoon collection

Please check 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 drop off area from where parents/guardians may collect them at the appropriate time. No parents will be allowed in the academics block to collect their children. Secondary students make their own way to the drop off area 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 will not 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 school activities, taking part in meetings or working on a range of other tasks. This means that there are no teachers or teaching assistants 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 unfamiliar adult.

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 site.
- Do not leave your car unattended while you are waiting in line.
- When entering the MISY compound, drive very slowly. There will be staff members present to assist the children. Please do not allow the drivers to leave the car to go get the children. This slows down the process and may block traffic.
- Please ensure that your child is wearing their seatbelt when entering and exiting the MISY campus.
- Drivers who do not follow our regulations could be banned from the MISY compound.

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. 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.

We ask that parents and nannies do not accompany students on educational visits unless the school has specifically asked for support in this way.

Emergencies

The safety of our students is paramount at MISY. We hold regular drills to 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. See appendix for details.

English as an Additional Language (EAL)

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

From Year 1 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 all 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, all children will succeed.

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 specialised EAL lessons.

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

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.

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 reusable water bottle to school everyday.

Equal opportunities at MISY

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.

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

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.

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.

School Health Care

We have a full-time healthcare manager and school nurse assistant to provide assistance to our students. Our healthcare team has been working on disease prevention, health promotion and health maintenance to ensure the school as a health promoting school. They will provide first aid for injury or illness presented to individual students.

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

informed by telephone immediately and the student will be sent to the nearest hospital when necessary.

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.

All visitors, parents, students and staff have to follow the healthcare guidelines and instructions set by MISY and can be found in the healthcare policy and procedures.

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, medication, allergies, etc.

Medication

Any parents/guardians who would like the healthcare manager and/or School Health Nurse to give their student medication during school hours should contact the Healthcare Manager directly. **The healthcare manager and or School Health Nurse cannot give a student any medication at school without parental approval. Other members of staff are not allowed to give medication to students under any circumstances.**

The final decision about whether or not a student is fit to attend class is the health care manager's, after informing the Section Heads.

Preventing childhood infection

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

- initiate your child's immunisation to be current and update this information at least once a year.
- 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 not well enough to be at school 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 health care room is 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 38°C or above (100.4 °F or above) with symptoms nausea, recurring vomiting, diarrhoea or severe abdominal pain, sudden cough
- gastrointestinal problems such as vomiting or diarrhoea
- red eye
- head lice, scabies, ringworm 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 measles, chicken pox, red eye etc. If this is the case they must also contact the health care manager so that other families can be notified and the disease contained.

We know it can be difficult to make an early morning 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. 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.

Covid-19

Students who test positive for Covid-19 and never develop symptoms and or who have or had symptoms should isolate for at least 3 days. For medical treatment, consult with the family doctor.

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.

Impetigo

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

Lice

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

Monkeypox

If you notice your child has "...pimples or blisters that appear on the face, insider the mouth, and on other parts of the body, like the hands, feet, chest, genitals or anus," your child may have

monkeypox and should stay away from others for at least two-to-four weeks because monkeypox is quite contagious.

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.

Skin/rash

If your child has a rash, please see a doctor. Your child should stay at home for 24 hours after treatment.

Sore throat

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

Stomach-ache

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

Homework

Homework Definition

Homework is an instructional technique that provides students with opportunities to deepen and practise their understanding and skills, relative to content that has been presented to them. Homework is purposeful learning that occurs either outside of the classroom or within the school after school hours and which is set by the classroom/subject teacher.

Homework benefits students by complementing classroom learning and providing opportunities for students to be responsible for their own learning. Homework provides an extension to our differentiated curriculum by offering students tailored tasks that either enrich or support their learning.

Aims:

- To ensure that homework serves the diverse needs of students whilst ensuring that the educational needs of these students are met.

Implementation:

- The school's homework policy will be available to staff and parents.
- Class/subject teachers will regularly set and discuss homework tasks with students to allow for clarification of words, questions and provide examples where needed.
- Homework will enable practice of classroom learning, prepare for new learning and /or expand on learning that has occurred.
- Each set task must be purposeful, meaningful and relevant to the current or previous classroom curriculum.
- The purpose of homework should be identified and articulated either by the learning intent, learning aims and/or goals.

- Teachers will provide feedback on set homework to the student, either in the form of a comment or against set criteria. Peers may on occasion provide feedback on set homework.
- Reading will comprise at least some of the homework allocation for each year group.
- Parents are expected to work with the teacher to ensure that homework is identified and completed.
- Parents need to discuss homework expectations with teachers at least three days in advance if students are going on a personal holiday during school time.
- Students may use digital tools such as laptops, smartphones, video cameras, tablets etc. for completing homework but this must be submitted using the school's recognised IT systems and its rules and regulations.
- Teachers setting tasks that include the use of digital tools, are expected to set time constraints and safeguarding boundaries.
- Homework tasks may be published on school electronic systems (e.g., Class Dojo) Students may also be asked to upload completed homework onto school electronic systems.
- Most homework tasks will be posted on Google Classroom and feedback may be given on the same platform

Types of Homework

Homework should provide students with opportunities to apply new knowledge, or to review, revise and reinforce newly acquired skills – such as:

- Completing consolidation exercises for mathematics – memorisation of tables multiplication facts.
- Practising spelling words.
- Reading for pleasure.
- Writing tasks/essays.
- Preparing for assignments/projects.

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. 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.

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 may also wear their house shirt to school on a Friday, with 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 have any insurance covering students whilst they are on campus.

On Educational Visits

Most educational visits are also not covered by any insurance. 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 a Head of Section.

Library and Textbooks

Location

The Library is located on the ground floor of the administration building.

Borrowing Books (Primary Students)

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

Borrowing Books (Secondary Students)

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

Online Books

Our library now has many online books that can be taken out and returned using the online platform. This allows for the borrowing and returning of books without having to physically go to the library.

Textbooks/Home reading books

Students who lose, damage, or have their books stolen due to their own carelessness must pay the full cost of replacement, including shipping charges. This may mean paying for a series of books where individual replacement books cannot be purchased. A student may also lose the privilege of using the library.

Lost and Found

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

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

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

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

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 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: 8.45 am - 3:25 pm, 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 travel 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 interferes with the learning process of the other members of the class.
- Frequently being late to school is extremely disrespectful behaviour and parents are responsible to prevent this from happening.

Pastoral care

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

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

Plagiarism and academic honesty

MISY students are expected to uphold the highest levels of academic honesty. Academic dishonesty includes, but is not limited to:

- Plagiarism; 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 Items

The following actions / items are not permitted on campus:

- chewing gum
- smoking
- 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 exclusion from the school in accordance with the behaviour for learning policy.

Public displays of affection

Many cultures and age groups coexist at MISY. It is important that students exhibit attitudes and behaviour regarding interpersonal relationships that are acceptable to people of various cultural and ethnic backgrounds. The school recognises that genuine feelings of affection may exist between students but public displays of affection on the school premises are not acceptable. Students must refrain from inappropriate behaviours that are culturally offensive 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 attending 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 class or purpose.

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

Reporting of student progress

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

Parent Student Teacher Conferences (PSTCs)

These are held twice a year and enable the parents, students and teacher 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 twice in written reports and twice at Parent Student Teacher Conferences (PSTCs). Reports are accessed through our online school management system called Managebac.

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 policy

The purpose of assessment is:

- To help teachers monitor students' progress.
- To diagnose what has and has not been understood so as to assist in future planning
- To provide helpful feedback to students and parents so that achievements can be recognised by giving encouragement and building confidence.
- To ensure that needs can be identified and targets set for the next step in learning (involving support as and when necessary)
- To inform the overall assessment process of the school.
- To motivate students

Assessment Approaches

At MISY Mandalay we see assessment as an integral part of teaching and learning and it is inextricably linked to our curriculum. We use three broad overarching forms of assessment: day-to-day in-school formative assessment, in-school summative assessment and externally standardised summative assessment.

In-school formative assessment

Effective in-school formative assessment enables:

- **Teachers** to identify how students are performing on a continuing basis and to use this information to provide appropriate support or extension, evaluate teaching and plan future lessons
- **Students** to measure their knowledge and understanding against learning objectives, and identify areas in which they need to improve
- **Parents** to gain a broad picture of where their child's strengths and weaknesses lie, and what they need to do to improve

Formative assessment can take place at any point in the teaching and learning process and should be evident in many forms as a regular feature in lessons. Formative assessment for both primary and secondary will include:

- Marking and feedback
- Questioning
- Peer and self-assessment
- Baseline testing
- Homework
- Plenary activities
- Tests linked to specific programmes

In-school summative assessment

Effective in-school summative assessment enables:

- **School leaders** to monitor the performance of student cohorts, identify where additional support may be required, and work with teachers to ensure students are supported to achieve sufficient progress and attainment
- **Teachers** to evaluate learning at the end of a unit or period and the impact of their own teaching
- **Students** can understand how well they have learned and understood a topic or course of work taught over a period of time. It should be used to provide feedback on how they can improve
- **Parents** to stay informed about the achievement, progress and wider outcomes of their child across a period of time

Summative assessment will normally take place at the end of a topic or unit of work and will be used to evaluate the learning that has taken place over a period of time.

In Primary summative assessment includes:

- These assessments are conducted at the beginning of the year and at the end of each term with the results recorded on the assessment tracker.
- Writing - Each key stage creates a prompt for a common writing assessment which is reported termly.
- Reading - A reading test at the end of each term
- Maths - a White Rose assessment on the work covered at the end of each term
- WIDA tests twice a year for EAL students

In Secondary summative assessment includes:

- End of unit tests
- End of year examinations
- WIDA tests twice a year for EAL students

External standardised summative assessment

External standardised summative assessment enables:

- **School leaders** to monitor the performance of student cohorts, identify where additional support may be required, and work with teachers to ensure students are supported to achieve sufficient progress and attainment in line with students elsewhere
- **Teachers** to understand wider expectations and assess their own performance in the broader context
- **Students and parents** to understand how students are performing in comparison to students elsewhere.

CEM

Primary

Students in years 1 to 6 take external online CEM tests in English, Maths and Developed Ability at the end of each academic year.

Secondary

CEM tests are normally taken in Year 7 and Year 10.

Students in **Year 7 to Year 9** will take external online CEM tests at the end of each academic year.

Cambridge Examinations

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

Collecting and Using Data

Data is collected four times a year, this will be requested from teachers in a timely manner, based on teacher assessment over a period of time (usually one term) and be consistent with formative and summative data collected by the teachers in subject or class trackers/mark books.

Data is stored on a whole school tracker, which includes relevant information relating to student progress. It is used:

- by senior leaders to provide an overall view of student progress and to oversee analysis of trends and the implementation of additional support as necessary.
- by classroom teachers to check the individual progress of students and classes of students against progress in other subjects and general progress in previous years. This will also serve as a reference point for reporting to parents.

Reporting to Parents

Assessment data will be reported to parents in the following ways:

Report cards

Written reports will be issued to parents twice a year Information will include:

- The student's attendance
- Comments by teachers on the progress of the student in individual subjects or classes.
- Assessment data using a common language as agreed by all teachers for consistency and ease of understanding by parents (i.e. Approaching, Meeting, Exceeding)

Parent, Teacher, Student Consultation Days

These will be held two times a year and provide an opportunity for parents to discuss with teachers the progress of their child and look at formative and summative assessment data in more detail, e.g. by looking at teacher marking and feedback in their child's exercise books.

Meetings arranged between parents and teachers as requested

Parents and teachers can arrange meetings at any time where assessment data can be shared, especially if there is cause for concern or where additional support is needed.

The issuing of external assessment results

Arrangements will be made according to the external assessment with regard to the communication of results to parents and students.

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 visitor pass.

Drivers, nannies or parents bringing lunches or other items for children are **not** allowed to go to individual classrooms. 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.

Special Educational Needs (SEN) support

MISY Mandalay is an inclusive school. As such we support students with additional learning needs in and outside of the mainstream classroom. We have an SEN leader who will assess students who may have additional learning needs and, where necessary, arrange appropriate additional support. Additional fees may be required for these services

Student responsibilities

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

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

- Making positive contributions and helping to make the school a better place.
- Respect for school property and the personal property of others, including keeping all books, materials and facilities they use in good condition.
- Respect for all cultures, colours and religions.
- Respect for the education process and learning environment of others by refraining from habitual lateness, unexcused absences, or other inappropriate activities such as poor classroom behaviour which interferes with the rights and opportunities of others to receive an education.
- Attending every class prepared to participate with completed homework (when it has been assigned), paper, pen or pencil, notebook, proper textbooks and other materials required by the teacher.
- Fighting or any other form of abuse or bullying is forbidden.
- The use of obscene words in any language is not allowed.
- The school unconditionally forbids the use and/or possession of tobacco, intoxicating beverages or narcotic drugs at any time on school property, or at school sponsored events. Guns or objects that may be used or interpreted as weapons are also unconditionally forbidden.
- All students should dress neatly in the correct school uniform when coming to school.
- Refraining from willful damage of school property or other students' property. Any deliberate damage done by a student is chargeable to his/her parents and could result in disciplinary action.
- Acting in such a manner as to expose others to risk, danger, harm, injury or using threats and intimidation (bullying) against another person is not allowed.

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

Bring Your Own Device (BYOD)

BYOD has been introduced at MISY to allow students 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. 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 be confiscated from the student until the end of the school day.

The use of mobile phones is permitted during break times but restrictions will be in place in line with educational guidance provided as part of the PSHE and digital citizenship programmes. Under no circumstances will the school take responsibility for lost or damaged mobile phones or personal laptops or tablets on or offsite.

Translation (English/Myanmar)

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

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

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

As a school, MISY does not promote or support private 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 can wear their house shirt on Fridays.

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
- Jeans are not permitted as part of the school uniform
- Girls have the additional option of wearing the school skirt
- Girls must never wear leggings unless worn with the school skirt and the leggings must be dark blue
- The PE uniform must be worn at all times during PE lessons
- If students have PE on a given day, they must wear their school uniform to school. If their PE lesson is in period 1 or 2, then the students may wear their PE kit to school but must change into their school uniform after the PE lesson.
- All primary students are required to have a school hat which should be the colour of their house, and should wear the hat during PE lessons or during outdoor play if the weather requires one "No hat, No play"
- **Footwear: black shoes/trainers.**

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 the school skirt
- Girls must never wear leggings unless worn with the school skirt and the leggings must be dark blue
- **Footwear: black shoes/trainers.**
- Flip flops are not permitted as they are not safe to be worn during PE and science lessons or when playing sports;

- The PE uniform must be worn at all times during PE lessons
- The PE uniform must not be worn during academic lessons
- Students who are playing sports during break or lunch should wear PE shorts and a t-shirt to avoid arriving at the next lesson in wet clothing.
- Hair should be kept clean and tidy
- Hair must not be dyed with any unnatural colours
- Jewellery must not be worn at any time, especially in PE, as they can easily be pulled out and cause harm
- Fingernails should be kept short and no nail extensions are allowed.
- Students must never wear any non-school uniform item of clothing unless on a non-uniform day.
- Students that do not comply with these regulations will be dealt with as per the behaviour for learning policy

The role of parents

We ask all parents who send their children to our school to support the school uniform policy. We believe that parents have a duty to send their children to school correctly dressed and ready for their daily schoolwork. Parents should ensure that their child has the correct uniform, and that it is clean and in good condition. If parents have a special request, please discuss it with the Head of School.

Website

MISY has a website which contains information about the school. This is updated throughout the year and can be viewed at <http://mandalay.misy.edu.mm>.

WIDA

MISY is a member of the WIDA International School Consortium, to support English language development as part of our EAL provision. For more details please visit <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 the Head of School 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 The Student Council from records of the events of the year. The book is presented in an informal way as it is a memory book created for the students. One copy is given to each student at the end of the year.

Appendix 1

Critical Incident Procedures MISY Mandalay Campus

All critical incidents are managed by the critical incident team:

The Critical Incident Team (CIT) consists of:

- A designated senior member of staff
- A representative of the board of directors
- Designated safeguarding lead (or deputy)
- Facility Manager
- Business Manager
- Security manager
- 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. Emergency 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 (or designated supervisors) 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 outside of the back gates of the school.

Step 3 - Assembly and registration at the assembly point

- MISY security will shut down the roads, 48th and 49th as soon as an evacuation begins.
- Teachers/supervisors should take the class they are teaching at the time of the evacuation to the students' designated muster point.
- Emergency registration clipboards will be given to those teachers/supervisors standing with their class by the academic administrative assistant.

Step 4 - Building sweep

Designated health and safety officers will sweep the campus (i.e. check all locations, toilets, library, classrooms, labs, etc.), bring with them any students left behind and then report to the senior member staff

Step 5 - “All Clear” or “Further Evacuation”

- The most senior member of staff on site will account for all academic staff and students
- The Business Manager will account for all office, operational staff and visitors.
- If the building sweep has revealed no evidence of danger, the senior member of staff 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 a further designated evacuation point.

- Front office staff will send an SMS message to parents instructing them to go to the agreed evacuation point.
- Students and supervising staff will walk to the agreed evacuation location Parents collect students from this location.
- 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:

- 005 (Reception) - Reception, Y1, Y2, Y4
- 006 (YR)- Nursery, Y3, Y5, Y6
- 009 (Art)- Y10, Y11, Y12, Y13
- 010 (Y2)- Y7, Y8, Y9
- 004 (Y5)- admin, operation and visitors

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/Viber 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.**