

NORWICH



INTERNATIONAL SCHOOL  
BANGKOK

# PARENT HANDBOOK



[www.norwichschool.ac.th](http://www.norwichschool.ac.th)











# Parent Handbook

## Norwich International School Bangkok

### Vision

To be the school of choice for those that value both ethical responsibility and educational success

### Mission

To be the school of choice for those that value both ethical responsibility and educational success.

Whilst focused on developing the most comprehensive of facilities, our goal will always be to foster, in our pupils, the wish to be tolerant, content and responsible members of society.

### Core Values

At Norwich we offer a British curriculum experience, coupled with traditional Thai values. The Core Values are grouped together under three key words –

Individuality, Excellence and Mindfulness.

#### Individuality

At Norwich everyone is important.

At Norwich the student is the centre of learning.

At Norwich we are proud of our efforts and achievements.

#### Excellence

At Norwich we recognise outstanding achievement.

At Norwich we recognise outstanding effort.

At Norwich we are proud to do the best we can.

#### Mindfulness

At Norwich we are respectful of traditional Thai values.

At Norwich we focus on what we are doing.

At Norwich we are proud to always do the right thing.

#### Abstain

from taking life.

from taking what is not given.

from sexual misconduct.

from false speech.

from taking intoxicants.



## Community Code of Conduct Based on Mindfulness Principles

I vow not to engage in any physical actions that may bring harm or suffering to myself or others

I vow not to take anything that does not belong to me, whether openly or secretly, unless given permission

I vow not to violate what is dear to others, whether intentionally or unintentionally, whether in their presence or behind their back

I vow to refrain from unwholesome speech, such as idle gossip, diversive talk, falsehoods, or harsh words. Instead, I will speak words that bring happiness, peace and benefit to others

I vow to avoid consuming substances that could cloud the mind, harm my clarity and weaken my ability to act with mindfulness and discernment.




# Key Contact Directory


We know it can be important to get in touch with school. Please find a list of useful contact emails and phone numbers here.


## Administration & Admission Department

### Reception

 02-451-1100


### Admissions Department

 [admissions@norwichschool.ac.th](mailto:admissions@norwichschool.ac.th)


 02-451-1100 ext. 2

## Senior Leadership Team (SLTs)

### Head of School

 [quinn.c@norwichschool.ac.th](mailto:quinn.c@norwichschool.ac.th)

### Head of Early Years & Primary

 [preston.b@norwichschool.ac.th](mailto:preston.b@norwichschool.ac.th)

### Head of Secondary

 [edwards.s@norwichschool.ac.th](mailto:edwards.s@norwichschool.ac.th)


## School Principal

 [aniya.a@norwichschool.ac.th](mailto:aniya.a@norwichschool.ac.th)

## Finance Department

### Whole School Finance

 [account@norwichschool.ac.th](mailto:account@norwichschool.ac.th)

 02-451-1100 ext. 3

## Nurse

Whole School Nurse



[nurse@norwichschool.ac.th](mailto:nurse@norwichschool.ac.th)



02-451-1100 ext. 5

## School Address

233/131 NUSASIRI Villages Rama 2 Road, Moo 1,  
Bang Nam Chuet, Muang Samut Sakhon, Samut Sakhon 74000

## Website



[www.norwichschool.ac.th](http://www.norwichschool.ac.th)



[www.facebook.com/norwichinternationalschool](https://www.facebook.com/norwichinternationalschool)



[www.instagram.com/norwichrama2](https://www.instagram.com/norwichrama2)



# Daily Routine

## Start of the School Day

Staff are on duty from 7.30am, students arriving before this time should remain under the supervision of a parent or guardian.

### Early Years

#### Nursery

Children go straight to the Nursery area.

#### Kindergarten and Reception

Children can drop their bags at the designated area in the Canteen and then play on the playground.

Please drop your child off at school by 7.45am. Lessons start at 8.00am. Morning drop off should be a quick process and parents are encouraged to say goodbye and depart the drop off area. This helps aid in the transitions from home to school for the benefit of the child. We understand that this can be difficult if your child is upset in the morning. However, we have found that children settle more quickly when routine is established as early as possible.

### Primary & Secondary

At 7.45am each morning a bell will sound indicating the start of mindfulness practice in the classrooms. Students should head to their homeroom to complete their mindfulness practice before lessons start at 8.00am.

## End of the School Day

The school day finishes at 3.00pm (2.45pm for Nursery) and After School Activities (ASAs) finish at 3.50pm when in operation. For Nursery students, the staff will help prepare children to go home and take students personally to the person picking up at the end of the day at the main gate.

Kindergarten and Reception parents should wait behind the gate in the Early Years main foyer until 3.00pm, at which time students may be collected from the Homerooms. This process is in place for the safety of the children. If a parent needs to speak to a member of staff at the end of the day, please ask for the staff member and wait patiently until most of the children have departed school.

At 3.10pm, all students not picked up will be taken to the Softplay area to wait for their parents.



In Primary, the Year 1 and 2 students are either taken to the Main Office area to await being picked up, or to their ASA. Year 3 to 6 students are released by their period 6 teacher and then go to either their ASA or are taken to the Main Office area by the period 6 teacher or Homeroom teacher to await being picked up.

In Secondary, students are released by their period 6 teacher and then go to their ASA if they have one. All Secondary students have until 3.30pm to either leave the campus or go to the Main Office area to await being picked up.

## **Late Arrival**

It is very important to avoid lateness. At Norwich we want to focus on essential elements of the curriculum in the morning –such as Mathematics and English. Students arriving late can miss out on instruction and important learning activities. Late arrivals can also cause a disruption to other children.

Once parents have departed, the Early Years entrance is closed each morning at 8.15am. Early Years parents arriving late need to sign their child in at the Early Years Office, via the EY Attendance Book, and a member of staff from the Early Years Office will take the child to their Homeroom.

Primary and Secondary students arriving late, which is after 7:45am, must sign in at the Main Office and collect a Late Pass. A member of staff will accompany a late Year 1 or 2 student to their Homeroom from the Main Office. The Late Pass is to be passed to the teacher on arrival at the appropriate class and doing so confirms that the student has signed in. If a student does not present a Late Pass, he/she will be sent to the Main Office to get one.

## **Absence**

Parents are requested to let the school know in advance if their child is absent, either through a call to the Main Office, or an email to the Homeroom teacher. Accurate absence statistics will be published on school reports, it is advised that all students aim for 95% attendance or better.

# Timings of the school day

## Key Times

7:30	School is deemed open, appropriate staff are on duty
15:00	School ends, ASAs begin
15:50	ASAs end
16:00	School closes

## Basic Structure of the School Day

7:45am - 8:00am	Mindfulness and Attendance taken
8:00am - 9:00am	Period 1
9:00am - 10:00am	Period 2
10:00am - 10:20am	Break
10:20am - 11:20am	Period 3
11:20am - 12:20am	Period 4
12:20pm - 1:00pm	Lunch Time varies depending on section of the school.
1:00pm - 2:00pm	Period 5
2:00pm - 3:00pm	Period 6
3:00pm - 4:00pm	ASAs

# Absences from school

If a child is to be absent from school, parents have 3 options available to them to ensure that an unauthorised absence is not recorded

- Contact the HR teacher directly via email to inform them of the absence
- Add an absence note on ManageBac to explain the absence
- Contact the main office via LINE to have them amend the attendance

Absences that have not been communicated will be followed up by a call from the office

## **Appointments during the school day**

Parents should use one of the three methods above to inform the school if a student needs to leave early or will arrive late due to an appointment, whether that be medical, personal or family related.

## **Appointments during the school day**

Parents should use one of the three methods above to inform the school if a student needs to leave early or will arrive late due to an appointment, whether that be medical, personal or family related.

## **Expected Attendance**

Parents should use one of the three methods above to inform the school if a student needs to leave early or will arrive late due to an appointment, whether that be medical, personal or family related.

## **Students Leaving Early**

When students are collected early for appointments or illness, parents/guardians are to collect them from the Early Years Office or Main Office, where they will be signed out. For urgent cases, children may be picked up straight from Sick Bay at the Early Years Office.

## **Exam leave**

Students in examination years (Year 11 - IGCSE, Year 13 - A-level or IB) will be permitted study leave in what has usually been entitled term 3 which starts in April after the Songkran break. Exam leave may be self-study at home, focussed lessons or tutorials on exam preparation in school or preparation courses for next year's academic requirements. Each student will have an arrangement suited to their needs and course load, the timetable used for terms 1 & 2 will no longer be in use as students focus on exam preparation.



# Health & Safety

## Air Quality

Research indicates that exposure to air pollution can impact health. Studies on long-term health effects typically focus on individuals who are exposed to unhealthy air for an extended period, often many years. However, evidence also indicates that short-term exposure can create health concerns. Young children are at increased risk of these health effects because they tend to be more physically active, their lungs are still growing and they are more likely to have asthma or acute respiratory illnesses, which can be aggravated when pollution levels are high.

The Air Quality Index (AQI) was designed by the US Environmental Protection Agency (EPA) to determine air quality. The EPA developed a series of levels to help better understand the impact of air pollution and determine when air pollution reaches unhealthy levels. At Norwich we are aligning our practices with other international schools in Bangkok, South East Asia and China, based on information from the EPA and World Health Organisation.

↑ 150

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Students will go straight to classroom on arrival.

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Break and lunch time play will take place indoor.

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PE lessons will take place in doors.

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If the AQI is above 150 break and lunch time play will take place indoors, students will also go straight to classroom on arrival. PE lessons will take place in doors. The AQI is monitored hourly and conditions change throughout the day.

## Role of the Nurse

The Nurse checks the temperature of children arriving at Early Years each morning. If a fever or concern for the child's health is observed, the child may be taken to Sick Bay for observation or treatment.

The most likely course of action would be for the parent to take the child home to rest, recover or seek medical advice. In cases of illness or injury, the Nurse assesses the child's condition and decides that one of the following actions is necessary:

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the child remains under observation.

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the child is provided with basic first aid and returned to class.

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the child is assessed as being ill and parents contacted immediately to collect their child.

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the child is assessed as needing closer examination by a doctor, the parents will be contacted immediately.

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If parents cannot be contacted, the emergency contact will be contacted.



If a child has, or is thought to have, a serious injury or broken limb, the decision on what should be done immediately is taken by the Head of School (or delegate). An ambulance is called and parents contacted immediately in cases of emergency.

### Important Note

Norwich provides Accident Insurance coverage for immediate attention to injuries reported to the school Nurse within 24 hours. All costs above the parents. When a student leaves Sick Bay the Nurse will sign him/her out of the Sick Bay Admission Register. Parents sign the register when collecting their child from the Sick Bay.

## Communicable and Infectious Diseases

Unfortunately, Hand, Foot and Mouth Disease (HFMD) is a seasonal hazard for schools, especially those with Early Years aged children. Other diseases, such as strains of influenza, will be treated in a similar way.

In a confirmed case, the Head of Early Years will advise the parents of the children in the infected child's Homeroom by email and a 'Deep Disinfection' will commence of the Homeroom and public areas in Early Years.

The Nurse will check Early Years children on arrival in the morning for specific symptoms and perform daily checks on the infected child's Homeroom, which will include up to 1 week after the last diagnosed case. Additional confirmed diagnosed cases in a specific Homeroom will result in the closure of the Homeroom until advised otherwise. This may, of course, mean more than one class, a year level, or possibly the whole of the Early Years building may need to be closed to ensure the infections stop. In the unlikely event of cases reported in Primary, similar action will result.

## Healthy Eating and Care for the Environment

At Norwich we encourage all forms of positive personal health - sensible diet, exercise, posture, mental health and attitudes. As such, chocolate, sweets, candy etc. are discouraged, with healthy lunches and snacks encouraged. Chewing gum is banned.

Norwich also endeavours to reduce utility use, thereby showing environmental awareness. Our Eco Warriors are the champions of our cause here. We have an aim of becoming an official Eco School.

# ICT and Cyber Safety

On enrolment, and at the start of each academic year, all students in Primary and Secondary, and their parents, sign the Student Acceptable Use of ICT Agreement.

From Year 2 and up digital devices (including phones and tablets) can be brought from home for educational purposes, and used at the class teacher's discretion. However, this is not a requirement and the security of any digital device brought in from home is not the responsibility of the school. The risk of the consequences for loss or damage needs to be considered by parents, Norwich does not accept any liability for devices brought from home.

Secondary students may use their devices only before 7.45am and after 3.00pm (or 3.50pm if in an ASA), unless given direct permission from a member of staff. The Acceptable use of ICT Agreement includes the use of any ICT on the school premises.

The school operates a BYOD policy to support learning in years 5-13. Students in primary should bring an iPad with a keyboard or laptop computer to facilitate learning. Students in Secondary should bring a laptop computer to support learning.

Specialist ICT equipment will be used in the computer science lab.

## Security

The school provides security 24 hours a day, 7 days a week. All staff, parents and regular visitors to the school are issued with a Norwich ID Card and lanyard, which must be visible at all times when onsite. Other visitors forfeit their personal ID with Security for a Norwich Visitors Card while they are on site. The campus is covered by CCTV cameras that are monitored while students are on site, footage is recorded and retained.

## CCTV

The monitoring of the campus by CCTV is for internal use only, to monitor incidents and take appropriate action. The school will not share CCTV footage directly with parents in accordance with the data protection policy, which is administered by the Chair of the Board of Governors.

## Access to Campus

Visitors to campus are expected to sign in at the security desk at the main reception and establish their identity. Parents wishing to come onto campus during the school day between 8:30 am and 2:30 pm should make an appointment in advance of their arrival, either directly with a member of staff or

through the front office. This will ensure the member of staff is free and translation services can be provided if necessary.

Access without an appointment is restricted, unless visiting the finance office. If that is the case, a member of the finance team will collect adults from the main reception area.

## **ID Badges**

- **Students in EY & PY** - Should have their lanyards tied to their bags
- **Students in SY and all Adults on Campus** - Should always wear their lanyards. If you are not wearing a lanyard, you will be challenged by security or academic staff.



# School Communication

Email is the primary communication portal for parents. Early Years staff will still use Seesaw for sharing interesting experiences with parents.

The Homeroom teacher should always be the first point of contact for parents regarding information – such as absences, questions or concerns. The preferred method of initial contact is through email, the Homeroom teacher will respond as soon as possible.

Please do not turn up in the morning expecting to meet with the Homeroom teacher, as the learning for the children starts straight away and this needs to be their focus. An email to make a time to meet would be the best course of action.

The Norwich official LINE account has been used to provide parents with information on events or for any announcements. Line official may be used to contact the front office in order to make an appointment that may require a translator to be present in the meeting. Social media avenues, such as Facebook, YouTube or Instagram share information on happenings and the successes of the children.

## Parent ID Badge or Visitor Badges

These should be worn at all times when on campus. These are organised for the start of each academic year and on enrolment during the year. They can be updated as is necessary during the academic year. Parents without their ID badge, as with any other visitor to the school, will be asked to sign in and wear a Visitors badge.

Only an authorised adult, wearing the appropriate Norwich Parent ID Card, will be allowed to pick up an Early Years or Primary student.

## Calendar

The annual Academic Calendar, which provides information on key dates and events, is posted in the Admission section of the school website. It will be updated regularly to reflect any changes in national holidays or school events. Any significant changes to the calendar will be noted through an email update to all parents or through the newsletter.



## **Birthdays**

If a parent wishes to provide a cake or something similar, then the preference would be individual cupcakes, which do not contain nuts. This should happen at the end of the day, around 2.30pm, during Afternoon Break time in Early Years.

Presents, in-school parties or gift bags are not acceptable.

## **Photographs**

Professional photographers visit the school to take individual portrait and Homeroom photographs. When confirmed, the dates are calendared and parents advised in advance.

As tempting as it may be, parents should not take photographs of children at school. There are child welfare issues to consider and doing so is actually a breach of the Child Protection and Safeguarding Policy. For events, such as Sports Day, Loy Krathong, Lunar New Year etc., taking photographs of performances and activities is of course acceptable.

From time to time photographs may be taken for marketing purposes, all parents will receive a form at the beginning of the academic year detail the levels of permission and usage of these images - with the ability to opt out if requested.

## **Friends of Norwich**

Parents, staff and members of the wider community are all welcome to be part of Friends of Norwich. The intention is for Friends of Norwich to enable those parents with the time, facility and indeed energy, to support the children of the school with assistance with the planning and operation of school events or as representatives of parental opinion. Friends of Norwich will also select a representative to sit on the Board of Governors, for further details on how to apply please contact Khun Potter via email at [potter.g@norwichschool.ac.th](mailto:potter.g@norwichschool.ac.th)

## **Coffee Mornings**

On calendared Friday mornings there are Friends of Norwich Coffee Mornings. The topics will be published in advance and cover such things as The Norwich English Curriculum, Transition, Curriculum outlines, residentials and trips, University and Career Prospects, Norwich Music Academy etc. There will also be opportunities to hear, and become part of, the plans for special events such as Loy Krathong, Chinese New Year, Sports Day, International Day etc.



## **Parent Teacher Conferences (PTCs) and Student Led Conferences (SLCs)**

Throughout the year both PTCs and SLCs will be held to document the students' journey through Norwich. Parents are advised in advance by the Homeroom teachers, who will also provide details on the relevant booking process. Of special note is that the SLCs are Student Led, where the student will guide their parents through their learning journey and successes that term. It is important to draw the distinction between PTCs and SLCs as the format is very different; parents who require a more formal parent meeting should look to book one at a separate date and time.



# School Services

## Library

We are fortunate to have an EY Library and also a Primary/Secondary Library. A cataloguing system is used to issue and track books – with students being able to take out and return books using either a barcode or fingerprint scanner. Early Years and Primary classes have dedicated times for use of their respective Library, with Secondary English classes also having the use of their Library as a key part of their Programme.

## Transportation

Norwich provides a transportation service to cater for the needs of families whose children attend the School. The School provides minivans fitted with seat belts and our drivers have been trained in first aid, safety and emergency procedures. All effort has been made to accommodate all our students' needs. Each minivan carries a Monitor who is responsible for monitoring the behaviour on the minivan, attending to needs of younger children, ensuring safety procedures are adhered to and minimising disturbance to the driver to allow him to concentrate on his driving and road safety. Any behavioural issues will be reported to the Head of Primary or Head of Secondary respectively.

## Lost and Found

The Security Desks are where any items are handed in. Parents are welcome to check to see if any lost items are there.



# Curriculum

Our curriculum at Norwich is based on the National Curriculum for England, Wales and Northern Ireland, adapted to our international setting and Core Values. We enhance the curriculum with a provision for Mindfulness and with a deliberate focus on Mandarin.

The aims of the National Curriculum for England, Wales and Northern Ireland for Primary students are to enable all young people to become:

- successful learners who enjoy learning, make progress and achieve.
- confident individuals who are able to live safe, healthy and fulfilling lives.
- responsible citizens who make a positive contribution to society.

For more information on the Norwich Curriculum, please refer to our curriculum guides which are readily available from the admissions office.

## English Language Environment

Norwich is an English-speaking campus and every effort is made to ensure that the students are speaking English at all times (outside of Thai or Mandarin lessons of course).

## English Language Support (ELS)

The aim of our provision of ELS is to help students to gain the skills needed to fully engage with mainstream classes. The ELS team are assigned to support in English classes from Year 1 and above, with additional classes of support available, if needed, for each Homeroom.

Students entering Primary or Secondary are assessed for their level of English in oral language, reading and writing and formal additional support is provided at a cost to the parents if deemed necessary. The recommended additional support will be based on benchmarking of English language proficiency and the development of the student.

## Special Educational Needs (SEN)

The aim of our provision of SEN support is to ensure all students have access to the curriculum, or a version of it tailored to their needs and abilities. Children have special educational needs if they have additional learning needs which calls for special educational provision to be made for them, an Education Adjustment Plan (EAP) is collaboratively created to support them. If necessary, Teaching Assistants may be allocated to work collaboratively with Homeroom and subject teachers to enable the students to succeed. Any additional support above this for SEN students, which needs dedicated or



specialist support, does incur fees which are additional to the Tuition fees. For students entering the school who are assessed to be in need of some SEN provision, it is provided at a cost to the parents.

It may be recommended that students seek a diagnosis from a doctor or educational psychologist in order to support a statement of needs or to support an application for access arrangements in year 11 upwards; access arrangements are provided to students in external exams to ensure that they have the opportunity to perform at their best.

## Homework

For homework to be effective, it needs to be as carefully planned by the teacher as any other aspect of the lesson and should be established properly with the class as a formal part of any given lesson.

Students take responsibility for their own learning by:

- entering details of all homework set into their preferred method of recording e.g. diary or calendar
- being aware of the school's homework expectations.
- discussing the homework expectations with their parents.
- accepting responsibility for the completion of homework tasks.
- following up on comments made by teachers.
- seeking assistance when difficulties arise.
- organising their time to manage other obligations.
- if absent, making sure that they get their homework in on their return.
- if homework instructions are lost or misplaced, that they obtain another copy.

Parents support their children by:

- helping them to complete tasks by discussing key questions or directing them to resources.
- encouraging them to organise their time and take responsibility for their Learning.
- helping them to balance the amount of time spent completing homework against other tasks and recreational Activities.
- contacting the relevant teacher to discuss any concerns about any aspect of the homework.
- providing a suitable place for homework and study.

Students in primary school will have a varying amount of homework depending on their age and developmental level. It is important that reading is the foundational basis of development for younger learners and parents are encouraged to read regularly with their children.

A rough estimate of the amount of homework is 10 minutes x year group per day

### For example

- Year 2:  $2 \times 10 = 20$  minutes per day
- Year 12:  $12 \times 10 = 120$  minutes or 2 hours per day

Each year level in primary and secondary school will be issued a homework timetable during the first week of term 1.

## Mindfulness of Norwich

Mindfulness of Norwich can be best described as the development and attainment of the following:

- Kindness – being friendly, generous and considerate.
- Gratitude – being thankful and showing appreciation.
- Consciousness – awareness of internal and external existence.
- Wisdom – having experience, knowledge and good judgement.
- Happiness – the sense of wellbeing, joy or contentment.

There is a daily Mindfulness of Norwich lesson, which would normally follow the calendared Mindfulness of Norwich Focus.

Examples of Mindfulness of Norwich Focus: Making others feel welcome.

## House System

Currently at Norwich the Houses are:



Green – Dragons



Red – Phoenix



Blue – Unicorns

We are considering introducing a fourth House and taking the opportunity to rename the existing ones. During sports events, House T-shirt Days or when instructed to do so, students are required to wear their House t-shirt. House t-shirts are not to be worn as PE kit unless directed to do so.

House tokens are given to students as a reward for many things each day. The tokens are deposited into the collection areas in each Homeroom and the totals for the tokens determine the allocated House Points for the week. In Primary, the students are also given a stamp in their Student Diary each time they are given a House token. They are presented with certificates during Assembly after collecting a certain amount.

## **Trips and Camps**

### **Excursions or trips during school hours**

At the beginning of each academic year, and on enrolment for new students, consent is given for students to participate in trips during the school day with the signing of the School Trips for the Academic Year letter. Parents will be advised in advance of any curriculum based trip and be given the option to remove their child's participation.

### **Residential Camps**

All students from Year 2 and above are expected to take part in a residential camp of some kind during each academic year. At Norwich, the experience for the students, in terms of challenge, duration and expectation, gradually increases as they get older.

## **Student of the Term Awards**

At the end of each term, a whole school assembly is held to present the framed Student of the Term certificates. Each Homeroom teacher will select one student to receive this award (with input from other staff). The brief is broad and is designed to recognise Studentship.

## **Studentship**

The demonstration of traits which facilitate the progression of learning, either in oneself or to the benefit of others. Such traits include, but are not limited to – having an inquiring nature, taking learning risks, showing knowledge, caring about others, being open-minded, developing communication skills and reflective thinking.



# Student Guidelines

We aim to safeguard and promote student welfare, safety, health and guidance by fostering an honest, open, caring and supportive climate. Students are expected to abide by the rules of the school and follow instructions from staff. On enrolment, and at the start of each academic year, all students in Primary and Secondary, and their parents, sign the Student Code of Conduct.

## School Uniform

Students should be in full uniform at all times, unless with permission from the Head of Early Years, Head of Primary or Head of Secondary. On House T-shirt Days (which will be each Friday) all students should wear their House t-shirt, with their PE shorts. Students are unable to borrow House t-shirts from the Uniform Shop, if they are forgotten or misplaced. If a student needs a House t-shirt on a particular day, they will be supplied with one and parents will need to arrange to pay for this at a convenient time.

All students must wear full and correct Physical Education kit during Physical Education classes, which includes appropriate footwear.

## General Appearance

Uniform should be clean, respectable and presentable. Hair must be clean, neat and presentable. Boys must have their hair neatly cut, with no shaved patterns or shaved heads unless as part of Buddhist rights. Boys may wear either grey trousers or shorts as the weather permits. Girls should keep long hair tidy and neatly tied back when directed to do so.

- No visible, permanent tattoos.
- No bandanas.
- If a t-shirt/vest is worn under the shirt or blouse it must be tucked in, be plain and white.
- Hats are not to be worn in classrooms.

In Early Years, students are to remove their outside shoes before entering a classroom. Socks must be worn in the classroom.

Hoodies and jackets may not be worn as an alternative to the official Norwich sweatshirt; students will be asked to remove them if this is the case.



## Hats

It is recommended that all students in Early Years and Primary should wear a hat for outside play. The wearing of hats is mandatory for these children playing on the football field during breaks and during their Sport & Games classes outside – no hat, no play. As with all uniform items, hats should be clearly named.

## Toys and Games from Home

Parents are asked to ensure that children do not bring to school any toys or games from home, unless for a show-and-tell or sharing activity at the request of their Homeroom teacher. This will ensure that precious belongings are not lost, misplaced or broken and also so that other students do not have to feel that they should bring their toys or games in too! The risk of the consequences for loss or damage needs to be considered by parents, Norwich does not accept any liability for toys or games brought from home.



# Extra & Co-Curricular

## After School Activities (ASAs)

The ASA programme is carefully planned to provide a variety of clubs and activities for all children to broaden their opportunities to learn, play and have fun. At the beginning of each term, or possibly at the end of the previous term, we may host an After Schools Activity Fair, where external providers have an opportunity to share with both parents and students what is on offer.

ASAs offered by Norwich staff are promoted via email to parents and choices are subsequently made. ASAs take place after school from 3.05 to 3.50pm.

In Early Years, when ASAs are in operation, the Kindergarten and Reception students involved are taken to their ASA, or to the Softplay Area to await being picked up.

Year 1 and 2 students are taken to their ASA, or to the Main Office area to await being picked up. Year 3 to 6 students are released by their period 8 teacher and then go to either their ASA or are taken to the Main Office area by the period 8 teacher or Homeroom teacher to await being picked up.

At the end of an ASA, if a parent or guardian is not there to collect the student, the Kindergarten and Reception students are taken to the Softplay Area, the Year 1 to 6 students are taken to the Main Office Area.

From time to time photographs may be taken for marketing purposes, all parents will receive a form at the beginning of the academic year detail the levels of permission and usage of these images - with the ability to opt out if requested.

## Norwich Music Academy

Students are able to participate in two levels of tuition, which are paid for separately by parents and operate in blocks each term:

## Trinity College London Tutorials

For serious musicians, who must show dedication and commitment, looking to progress through the grading system with Trinity College London. With external professional providers.

## Music for Enjoyment

Learning the fundamentals and enjoying the process of developing musical abilities. With Norwich staff. Information on registration is provided to all parents at the beginning of each term.





## Parent Handbook for Academic Year 2025 - 26

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Norwich International School, Bangkok

The leading school in the South-West of Bangkok, providing an exceptional British curriculum education for the children in our care. Our mission is to deliver a comprehensive and well-rounded educational programme.

Formal education begins as early as 2 years old for our Nursery classes within our spacious and well-resourced.

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### Address

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