

# Parent *Guide*

2008/09

INTRODUCTION.....	3
SCHOOL GOVERNANCE.....	6
RESOURCES .....	9
COMMUNICATION .....	11
GENERAL INFORMATION & PROCEDURES .....	14
UNIFORMS AND EQUIPMENT .....	21
THE ACADEMIC PROGRAMME.....	26
PERSONAL, SOCIAL AND HEALTH EDUCATION.....	30
EXTRA CURRICULAR PROGRAMMES.....	33
PARENT VOLUNTEER OPPORTUNITIES.....	38
SPECIAL EVENTS AND FUND RAISING.....	40
TIPS TO HELP YOUR CHILD SETTLE IN AT PATANA.....	42
HOW TO “SPEAK BRITISH” .....	44
ADJUSTING TO BANGKOK .....	45
TIPS FOR NEW EXPATRIATE FAMILIES.....	48
THINGS TO DO IN AND AROUND BANGKOK.....	54
RECOMMENDED READING AND OTHER RESOURCES.....	60
INDEX .....	63



# INTRODUCTION

We'd like to extend a warm welcome to your family, as you join the Bangkok Patana School community. Our community is large, multi-cultural, and vibrant. Newly enrolling students, who range from age two to seventeen, join approximately 2,100 students from the United Kingdom, Thailand, Australia, America, India, and 45 other countries.

Students have a wide range of prior experience. Some students have spent their entire academic career at Patana. Some are well-travelled expats. Some are newcomers to both living abroad and the British curriculum. All of these diverse children find their place within the Bangkok Patana family.

This *Parent Guide* is intended to be a handy, quick reference to ease your transition into Patana. This is an environment where children and adults have a great opportunity to learn from and about other cultures and become truly international in their outlook. At Patana the world really is a small place.

*Our mission is to ensure that students of different nationalities grow to their full potential as*

**INDEPENDENT LEARNERS**

*in a caring British international community*

# PATANA: PAST, PRESENT & FUTURE

## THE FOUNDER

Bangkok Patana School began life as the brainchild of Rosemund Sttzel, nee Price, a British woman who saw the need for a school with a British based curriculum in Bangkok and possessed the drive and energy, not to mention the patience to make it become a reality.

In 1956 Rosemund had to send her two elder children to boarding school in England, a decision which she found deeply upsetting. It was her determination to keep her youngest daughter Linda at home that led Rosemund to start up a school in Bangkok for children requiring a British type education. It was in the following year, with the support of a small number of expatriates and the Parents National Education Unit (PNEU) of Britain, that Mrs Stuetzel achieved her goal.

## BECOMING BANGKOK PATANA

The school opened on the 15<sup>th</sup> of May 1957 in a garden bungalow at the Stuetzel home at 1035 Ploenchit Road. It accommodated a small number of children of expatriates working in Thailand and, of course, Mrs Stuetzel's youngest daughter Linda. The school stayed in the Steutzel home for only a few months before moving in January 1958 to new premises on Sathorn Road, and from there its growth was swift. By 1961 the school had adopted the name 'The Bangkok School' and catered for 100 children. It suffered a minor setback around this time when it was closed, for operating without permission, but recovered swiftly; in 1963, at the request of the British Ambassador and the students' parents, the Department for Technical and Economic Co-operation (DTEC, now known as the Thailand International Development Cooperation Agency, TICA), the Cabinet passed a resolution approving registration of 'Bangkok Patana School' as a private school.

Mrs Stuetzel continued her involvement with the school and noted in her diary on the 18<sup>th</sup> of March 1964 that the school had 224 pupils. On 7<sup>th</sup> January 1966 the school moved to a new site at 56, Soi Navin in Chongnongse (in the area of the Rama IV expressway exit). The new premises offered a pretty setting, complete with open playing fields and a duck pond that proved useful during Loy Krathong celebrations. The new buildings also offered an opportunity to expand, and by 1988 the school had grown to over 400 students and it was time, once again, to look for a larger site.

## EXPANDING HORIZONS

Bangkok Patana School is still a private school whose licence is held by TICA (formerly known as DTEC), but on 9<sup>th</sup> September 1987, this authority adopted a resolution to establish a Charitable Foundation. The Foundation, made up of representatives from TICA, the Thai business community and the school Board, gave the school legal status, enabling the Foundation to purchase land and to raise funds for the benefit of the school.

The formation of the Foundation allowed the school to grow, meeting the ever increasing demand for a British based education programme for expatriate and local children in Bangkok. Today TICA delegates its powers to the Board of the Foundation, which is known as the Board of Trustees. The Board Executive Director acts as a link between the Board, the school and TICA. A number of working subcommittees have been established by the Board, but the daily management of the school is devolved to the Head of School.

The new school on the Lasalle Road site was ready to move into in January 1990, and the Secondary School expanded rapidly as the Primary children moved through the school. The first cohort of students taking the General Certificate of Secondary Education (or the International GCSE), sat these exams in June 1995 and the first Patana graduates completed their International Baccalaureate courses in 1997.

In December 2001 the school was awarded full accreditation by the European Council of International Schools (ECIS) and the New England Association of Schools and Colleges (NEASC). This followed 18 months of preparation and self-study culminating in a visit by 16 international educators in October 2001. Accreditation by international and/or US agencies is a requirement of the Thai Ministry of Education and is also a "seal of approval" on the quality of education, resources and facilities offered by Patana.

## FROM THE PAST INTO THE FUTURE

The next stage of the Master Plan is a new Auditorium and Performing Arts Centre. Details about the plan are available on the website and in the Secondary Resource Centre. In areas of curriculum development, the school continues to pursue a broad range of initiatives to ensure the best possible range of offerings is available to meet the needs of all students. The extra curricular programme continues to expand so that our children may shine, whatever their talents. Eighty percent of students currently participate in this programme. Ongoing staff development and training enhance the professional skills of the teachers. The school continually strives to integrate the best of British and International education.

Bangkok Patana School has come a long way since its humble beginning in a bungalow on Ploenchit Road. It has provided an education for thousands of students and will no doubt see many more through its corridors in the years to come. The broad cross-section of nationalities gives Patana a unique atmosphere, with students from every walk of life sharing their educational experience.

It is a large school, but one which contains many smaller communities. We hope that your child will feel at home at Patana, achieve the best of their academic abilities, and grow to become an informed, caring member of our world community.

# SCHOOL GOVERNANCE

## BANGKOK PATANA SCHOOL FOUNDATION

The Bangkok Patana School Foundation (BPSF) was established in 1991 as a charitable foundation with the principal purpose of supporting the school. The BPSF is responsible for oversight of the school as well as the provision of land, buildings and other assets required for the school to operate. The licence to operate the school was granted by the Ministry of Education to TICA, which is a department of the Ministry of Foreign Affairs. Pursuant to an agreement between TICA and the BPSF, the authority to manage the school was transferred to the BPSF in 1991. The BPSF and the school have the following core Governing Documents:

- Permit to Establish a School – issued by the Ministry of Education to TICA, dated 6<sup>th</sup> January 1964.
- Regulations of the Bangkok Patana School, prescribed by TICA, dated 18<sup>th</sup> June 1991.
- Memorandum of Agreement for Administration of the Bangkok Patana School entered by TICA and the BPSF, dated 18<sup>th</sup> June 1991, as amended.
- Charter of the Bangkok Patana School, as amended.
- Charter of the Bangkok Patana School Foundation, dated 20<sup>th</sup> May 2003, as amended.

BANGKOK PATANA SCHOOL is operated by the Foundation Board, comprising up to 16 members, and its appointed officers. The appointed officers of BPSF include the Chairman, the Vice Chairpersons, the Secretary, the Treasurer and the Executive Director. The Foundation Board is currently comprised of the following members:

<b>Foundation Board</b>	
Mr Sukri Kaocharern	Acting Chairman
Mrs Laura Stamp	Vice Chairperson
Dr. Chitriya Pinthong	License Holder
Ms. Sally Michaels	Treasurer
M.L. Pariyada Diskul	Secretary
Ms. Say Sujintaya	Committee Member
Mrs Ariane Rodel-Stuetzel	Committee Member
Mr Kajit Habanananda	Committee Member
Mr Eric Hudson	Committee Member
Mrs Leslie Baldwin	Committee Member
Mrs Sui Lin Comer	Committee Member
<b>board@patana.ac.th</b>	

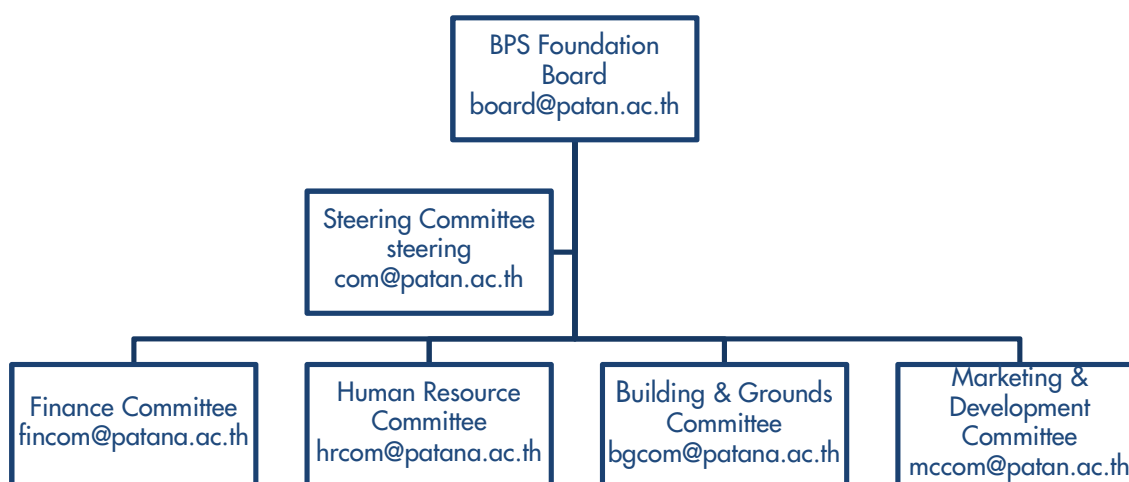
As the BPSF is the owner of land on which part of the school is situated, pursuant to Thai Law the majority of the Foundation Board members must be Thai citizens. In addition, the BPSF's Charter provides that up to four members of the Foundation Board shall be nominated from the Parent body.

The Foundation Board normally meets twice a year and has delegated a number of responsibilities to Committees and Sub Committees of the Board. Extracts of the Minutes of Foundation Board Meetings are available for viewing by interested parents at either the Office of the Foundation Board or the Resource Centre. The Executive Director is the representative of the BPSF who is responsible for Patana’s legal affairs and represents the school’s licence holder. The principal Committees and Sub Committee of the Foundation Board are:

- Steering Committee, Chairperson - Mrs Say Sujintaya
- Finance Sub Committee, Chairperson – Mrs Sally Michaels
- Human Resources Sub Committee, Acting Chairperson – Mr Eric Hudson
- Buildings and Grounds Sub Committee, Chairperson – Mrs Laura Stamp
- Marketing and Development Sub Committee, Chairperson – Mrs Leslie Baldwin

The Committees and Sub Committees above are generally responsible for day to day oversight and guidance in the operation of the school. These Committees and Sub Committees normally meet every 4 – 6 weeks during the school term. In addition the Foundation Board has a number of other members who assist with various other duties.

- The structure of the Foundation Board and its Committees and Sub Committees is set out below:



## SCHOOL ORGANISATION

Bangkok Patana is divided into the Primary and Secondary school which share a common philosophy and adopt complementary teaching approaches to ensure continuity across the entire student age range from two years of age up to 18. Parents can obtain an information sheet explaining the age breakdown within each Year group from Registration.

Classroom teachers or tutors are immediately responsible for your children and should always be your first point of contact. Teachers are supported by assistants and specialist staff. Each Year group has a Head of Year, and in the Primary School, a Head of Curriculum. There are also lead teachers for different academic subjects. For easy reference, please see a copy of the *Staff Gallery*, which contains an organisational flow chart and photographs of all Patana staff. The *Staff Gallery* is updated every year during the first term, and is available from Reception.

### Senior Staff

For contact information, please refer to the Contact List at the back of this guide. The *Staff Gallery*, lists staff throughout the school.

- **Head of School, Mr Matthew Mills**  
The Head of School will be responsible for all matters concerning the educational programme of the school.
- **Thai Head Mistress, Mrs Rurdapa Polanunt**  
Mrs Polanut liaises with the Ministry of Education and oversees the Thai curriculum.
- **Principal of the Primary School, Mr David Knott**

- Mr Knott is responsible for all policy matters concerning staff and students from Nursery to Year 6.
- **Assistant Principal, Mrs Jennifer McLaughlin**  
Ms McLaughlin works with all age groups in the Primary School. She oversees the management and development of the curriculum and staff development in Primary.
- **Key Stage 1 and 2 Senior Teachers, Ms. Carol Battram and Ms. Jane Monks**  
These teachers are responsible for the day-to-day co-ordination of the Primary School, and are an important point of contact for parents:
  - Ms. Carol Battram, Senior Teacher for Key Stage 2 (Y3-Y6)
  - Ms. Jane Monks, Senior Teacher for Foundation and Key Stage 1(N-Y2)
- **Principal of the Secondary School, Mr Mick Smith**  
Mr Smith is responsible for all policy matters concerning staff and students from Year 7 to Year 13.
- **Assistant Principal of Student Welfare, Ms. Helen Thew**  
Ms. Thew is responsible for Personal and Social Education programmes (PSE) as well as Pastoral Care of the students.
- **Secondary Assistant Principal for Curriculum, Mr Gavin Lazaro**  
Mr Lazaro is responsible for directing academic issues and oversees management and development of the curriculum.
- **Secondary Senior Teachers, Mr Alec Bien and Mr James Penstone**  
These teachers have specific areas of focus, and are an important contact point for parents;
  - Mr Alec Bien, Senior Teacher a member of the Senior Leadership team specifically for Visual and Performing Arts
  - Mr James Penstone, Senior Teacher for Key Stage 3 (Y7-Y9)
- **Assistant Principal for Campus Technology Systems, Mr John Tranter**  
Mr Tranter oversees all aspects of the use of Information Technology in the school curriculum
- **Assistant Principal for Recruitment & Staff Development, Ms Jackie Houghton**  
Ms Houghton is responsible for organizing academic staff recruitment and supports Staff Development for all academic staff and directly coordinates the development for academic staff across campus..
- **Assistant Principal for Sport and Extra Curricular Activities, Mr Steve MacArthur**  
Mr MacArthur oversees Sports and ECA programme at Patana
- **Business Director, Mr Andrew Gordon**  
Mr Gordon is responsible overall for non-academic matters and non-teaching staff
- **Services Manager, Mr Steve Roberts**  
Mr Roberts is responsible for a variety of services within the Administration department, including Transport, Canteen, Reception Administration and Security.

# RESOURCES

## SCHOOL PUBLICATIONS AND GUIDES - IMPORTANT

All new parents should receive the information below and retain for reference handbooks relevant to their own children from the following list. If you need copies or updates of anything, please don't hesitate to contact the secretary in the Primary or Secondary School Office.

- Curriculum Guides for N - Y13
- Curriculum Guides for each Key Stage provide an academic overview as well as specific curriculum details. **These guides have a wealth of important information concerning your child's learning and assessment.** You are given a new Guide when your child enters a new Key Stage, and updated versions will be made available .
- Primary publications
- The *Welcome to Year ...* booklets (one for each Year group) contain information on timetables, homework, uniform and more. Primary Year group newsletters are issued electronically each week via an email link. These detail important dates, activities and the curriculum planned within the Year group. If you are not receiving the email, or if you prefer a printed copy, please contact the Primary secretary.
- Secondary School Student Handbooks
- These *Handbooks* are given to students each year, and contain the term calendar, daily timetable, procedures, dress code, expectations and much more. Parents as well as students will need to refer to it. Students record their homework assignments in the *Contact Book*, which parents must sign weekly.
- The *Transportation Office Manual*  
This booklet explains the organisation, policies and procedures of the school transport department. It details the school's expectations of both students and staff (drivers, bus monitors, etc).
- Staff Gallery
- This useful photo directory of all staff and is sent home to each family during Term 1.
- Newsletter
- *The Patana News* is published every Friday. **Important announcements and policy changes are occasionally made in the newsletter.** The PTG newsletter, *The Accord* is published fortnightly. Both are sent home with your youngest child, and are also available on the school website via the Parents' Gateway. Please contact your child's teacher if you do not receive this newsletter.

## THE PARENTS' GATEWAY – IMPORTANT

There is a tremendous amount of continuously updated information on Patana's website. Some of this information is not available to the public at large, but is accessible only through the Parents' Gateway. Each parent is assigned a personal ID which enables them to access this level. **Parents of newly enrolling students receive their personal ID and password as part of the registration process. It is important to familiarise yourself with the website because the school may post important announcements online for quick dissemination to all parents.**

Via the Parents' Gateway you will find:

- School publications & newsletters, photos, curriculum links and more
- Quick links to the Music and Sports pages
- Your child's timetable
- The Parent Telephone Directory
- Student Medical Records Form (for easy updates before school trips and activities)
- Homework assignments for Secondary students
- Extra Curricular Activities (ECA) Registration, **which is only available via the Gateway, updated each term**

Please contact the IT Department promptly if you have problems, or would like assistance in learning how to use the system. Follow the contact instructions on the website: [www.patana.ac.th](http://www.patana.ac.th). The IT Department is located above the Secondary Resource Centre (ext 166).

**Student Email Accounts** provide a safe environment in which students can support their school work, protected from some of the inappropriate items in free accounts. The only way to apply for an account is via the form on the Parents' Gateway.

# COMMUNICATION

## APPOINTMENTS WITH STAFF – OPEN DOOR POLICY

Bangkok Patana has an "open door" policy and welcomes parents in the school. Please make an appointment with the appropriate member of staff via the school office if you have any questions or concerns. **It is important to discuss concerns promptly, to prevent small problems from growing.** Please follow-up as necessary.

- **Your child's teacher/tutor should be your first point of contact for any concerns you may have about your child.**
- Depending on your concern, it is often appropriate to make an appointment with a Head of Year, Senior Teacher or academic Subject Head before making an appointment with a Principal.
- Please note that the Head of School is *not* usually the first point of contact about individual issues as this tends to delay matters while he seeks background information.

## CONTACT INFORMATION — IMPORTANT

**It is essential in case of emergency or serious illness that the school has every family's up-to-date contact information**, including home, office, and mobile phone numbers. Parents should confirm their contact details (as listed in the Parent Telephone Directory behind the Parents' Gateway on the school website). You may update changes by filling out the form available from Registration or emailing registrar@patana.ac.th

## CONTACTING YOUR CHILD AT SCHOOL

If you need to contact your child during the school day, please phone the Primary or Secondary School office as early as possible. Patana is a very busy school, with many children involved in a range of activities across campus, and it may not always be possible to deliver a message.

## EMERGENCY CONTACT VIA SMS

In the event of an emergency, the school will use the mobile phone text messaging system (SMS). ***It is very important that the school has your most up to date contact information.*** Please check this information via the Telephone Directory on the Parents' Gateway, and promptly inform the Registrar of any changes. For those who do not have a mobile phone, you will be contacted through your landline numbers instead. Note that the Transport department uses the SMS system on a daily basis to inform parents about traffic status and delays.

## MESSAGES TO/FROM TEACHERS

All students have a *Contact Book* for teachers and parents to exchange messages. Foundation Stage teachers check the books daily, while Primary and Secondary students must bring the message to the teacher's attention. Parents of Secondary students must sign their child's *Contact Book* weekly. Many teachers encourage parents to communicate with them via email. It may be helpful to ask your child's teacher how he or she prefers to be contacted. If you wish to discuss something sensitive, it is preferable to email or leave a message with the secretary, asking for a return phone call.

## PARENT TELEPHONE DIRECTORY

A telephone directory is maintained by the school behind the Parents' Gateway. It is for use by parents for social purposes only. You will automatically be included with your home and mobile phone numbers unless you opt-out (from all or some of the numbers). You may change your own listing preference directly when you access the Telephone Directory online. The numbers listed are those on file with the school – please ensure you promptly update any changes.

## PUBLICATIONS AND OTHER INFORMATION

Please refer to the Resources section for a list of important documents, forms, and information on the Parents' Gateway. Other resources include:

- The *Student Achievement* booklet: external exam results from the previous academic year are published in the first term
- *Residential* booklets: explains activities and aims for each trip
- *The Bangkok Patana Magazine* is sent to all families at the end of each term
- *The Bangkok Patana Yearbook* is published in June
- *The Graduation Book* is a student produced year book
- *A Guide to the Canteen System at School* gives an overview of the food service at the school
- **Calendars:** The current school calendar is available from Registration. The calendar for the next school year is first published in January and updates are publicised in the *Patana News*. The PTG publishes a multi-cultural academic year calendar with school dates marked, available while supplies last
- **Campus Development Plan:** The school is currently building and expanding. Information on the master development plan is available on the website or at the Secondary Resource Centre
- **Notice Board:** The bulletin board by the front office displays community and charity advertisements (free of charge) and personal or commercial notices (for which there is a fee). Please contact Reception for information
- **Photos:** Individual and class pictures are taken annually and parents are given an opportunity to purchase photographs. Details are published in the *Patana News*

## REPORTS AND PARENT CONSULTATIONS

Written reports and consultations are provided at different times of the year for different Year groups:

- **Primary School:** Two reports are issued each year. In the first term a "Settling-in Report" is sent home to give a brief indication of how the child has settled into the new class. A more detailed report, covering all the subject areas, is issued at the end of the school year in Term 3. Parent Consultations are held with class teachers in Terms 1 and 2, with an opportunity for parents who wish to follow up on their child's report to meet with the teacher in Term 3.
- **Secondary School:** Short or long reports are issued three times per year. They also hold consultations once per year for each Year group

Parents with concerns are encouraged to make appointments with individual teachers/tutors to discuss their child's progress at any time.

Please refer to the appropriate *Curriculum Guide* for details about assessment, reports, and consultations in your child's Year group.

## SCHOOL PRESENTATIONS AND MEETINGS

Senior staff members offer a number of briefings to parents throughout the school year:

- **General orientation and curriculum presentations** are held during Term 1 and all parents are encouraged to attend. New families, who might have missed these meetings due to the timing of their arrival, are welcome to make appointments with a principal for an overview
- **New Parents' Coffee Mornings** are held each term, offering the chance to meet staff and other Patana parents
- **Primary Changeover Days**, held at the end of Term 3, allow students the opportunity to visit the classroom they will be moving to the next year. Students in Year 6 are given extensive orientations to the Secondary School
- **Primary Induction meetings** provide parents with an overview of the coming year through presentations by individual teachers and the principals. These are held at the end of Term 3 for Foundation Stage parents and at the beginning of Term 1 for Primary parents.

- **Presentations by the school counsellors**, held once per term, offer parents the chance to look at a range of issues affecting their children

## TELEPHONE TREE

The Telephone Tree is activated if Patana needs to relay an emergency message to parents e.g. unscheduled school closure. It is important that all parents play their part to ensure the Tree works successfully. **Both parents should ensure that they have the relevant phone numbers when they are away from home** (stored in their mobile phone, at the office etc), as either one may be contacted.

- **Primary School:** The school will contact the Class Parent (the top name on the list, who will in turn phone all parents across the first line of the tree. These parents then phone the family listed below them, with the final parent phoning the Class Parent to let them know the message has been received. If a parent is unreachable, parents should phone the next family on the tree, and inform the Class Parent. All parents are given updated copies of the complete class list. In this electronic age, we increasingly use text messaging and also post announcements on the website when we need to contact parents. The telephone tree is a useful backup to the electronics and is also an invaluable contact list. In the Primary School parents often use the telephone tree to arrange their children's social lives!
- **Secondary School:** The school will contact the person at the top of the Tutor Group Tree if they need to pass a message after school hours. Students should pass the message to the person listed below them in the Telephone Tree in their Contact Book. (If that family is unreachable, they should phone the next family, and also inform the school.) If there is an urgent message during the school day, students will be instructed to phone their parents directly

# GENERAL INFORMATION & PROCEDURES

## ABSENCE DUE TO ILLNESS

If your child will not be travelling on their scheduled bus, you must contact the Transport office as soon as possible; see the Transport section below for the contact details. Additionally you must inform:

- **Primary School:** If your child cannot come in to school due to illness, please call the Foundation Stage or Primary Secretary after 7:30 a.m. Provide a written note explaining the reason for absence when your child returns to school. For more serious or extended absences please speak to your class teacher or senior teacher
- **Secondary School:** Students should bring a letter from home to give to their tutor on their return to school. If a student is away for more than three days, a parent should contact the Secondary office to explain

## ABSENCE DUE TO SCHOOL TRIPS & FAMILY HOLIDAYS

If your child takes a holiday during term time, please write to the teacher/tutor in advance, informing them of departure and return dates. Please complete the *Notification of Absence* form (available from Registration or the school secretary). Secondary students are required to catch up on all work missed. They should fill in a *Work To Be Completed* form before going away, whether they are going on a family holiday or a school-sponsored trip.

## ACCESS TO CAMPUS

Parents are welcome on campus and will often be seen working with classes, meeting with staff, attending a special event, joining a class coffee morning in the PTG Room or having lunch with their child. Maps of the campus are available at the front desk.

- Photo ID is required from *all* adults before they enter the campus
- All parents, and others you designate as responsible for your child at school, should use a Family ID Card (see 'ID Cards').

Bags may be searched at the discretion of the security guards at the entrance. The search is mandatory for those not holding a Patana Family ID card. On occasion, especially for big events, the school may employ metal detectors.

Students are encouraged to remember to pack everything they need in their backpacks at the end of the day, as they may not be permitted to re-enter school buildings once they have exited, unless they have a valid reason. Secondary students who wish to bring a guest or alumni student on campus will need permission, as detailed in the *Student Handbooks*.

Note that students should be picked up and dropped off *inside* the gate. Parents and students should use the Pedestrian Bridge to cross Lasalle Road. Please refer to **Parking** below.

## ALARMS & FIRE DRILLS

There are two types of alarms on campus:

- The fire alarm is a continuous bell ringing. Bangkok Patana School regularly conducts fire drills. Staff will escort students to designated assembly areas. If parents are on campus and hear this bell, they should follow staff to the nearest designated assembly area and make themselves known to staff.
- The lockdown alarm is an intermittent siren. The aim of this security alarm is to stop all movement on campus. If parents are on campus they should proceed directly to the nearest occupied room and follow the instructions of staff.

## ATM MACHINES

ATMs are located inside the campus near the main gate.

## CAMPUS RULES

In addition to the policies listed below, students and parents should refer to the student handbooks for more detailed list of regulations covering academic and personal conduct.

- Bangkok Patana is a no-smoking campus and all visitors are kindly asked to observe this. Please refer to the school policy regarding **Substance Misuse: Drugs, Alcohol, Smoking**.
- Weapons should not be brought in to school under any circumstances, including any type of toy gun
- Electronic items such as Gameboys, laser pointers, and electronic pets, are not permitted on campus unless a special arrangement has been made with a class teacher/tutor
- Portable audio devices are also not permitted on campus unless a special arrangement has been made with a class teacher/tutor
- Pets are not permitted on school grounds unless a special arrangement has been made with a class teacher/tutor
- Students are not permitted to visit any convenience stores during school hours, whilst participating in after school activities, or whilst waiting for their school bus

## CANTEENS

There are Primary and Secondary canteens on the campus. Please also refer to *A Guide to the Canteen System at School*, available from Reception. If you have questions or comments, please contact the Operations Manager, Khun Oravan ([canteen@patana.ac.th](mailto:canteen@patana.ac.th)) or the Services Manager, Steve Roberts ([stro@patana.ac.th](mailto:stro@patana.ac.th))

**Any food allergies or dietary restrictions should be brought to the attention of the school promptly.**

### Breakfast

Breakfast is available upon request every morning in the Primary canteen.

### Mid Morning Snacks

Snacks are available to all students. Milk is offered to all Primary students during morning break. Students in N-Y2 receive a snack (fruit, muffin etc) in their classroom. Students in Y3-13 may bring in a snack from home or purchase a snack at school using the coupon system. A Primary and Secondary Snack Bar is situated near their respective Canteens and operate during break time, lunch time and after school, and offer a variety of drinks, fruit, and pastries. Snack coupons may be purchased at the school shop. The snack coupons are also on sale at break times and lunch lunchtime near the Primary Canteen and the Secondary Office.

### Lunch

There is a choice of Asian and Western dishes as well as a non-meat alternative. There is also a noodle stall for Secondary students. Students can opt to join the “Set Lunch Programme” which is paid for in advance every term. They will receive a Lunch Card with their photo on it. Forms are available online, or from Reception. Please note there is a fee to replace lost cards.

Students not on the set lunch programme, as well as parents visiting campus, may buy a school lunch by purchasing a lunch coupon from the school shop or next to the Primary and Secondary canteen during lunchtime. Parents who want to join their children for lunch are most welcome.

### Water

Students are encouraged to drink water regularly and water fountains are available throughout the school. Primary and Secondary students may bring a water bottle from home to store in their classroom provided it is clearly labelled.

### The PTG Canteen Team

Parents work in partnership with school staff on canteen issues. Parents interested in joining the canteen team are very welcome. Look for notices in *The Accord* or contact a PTG committee member

## HEALTH AND SAFETY

The school strives, as far as is reasonably practicable to ensure the health, safety and welfare of staff, pupils, volunteers and visitors to the campus.

If you have any concerns about health and safety, please contact Steve Roberts, Services Manager (stro@patana.ac.th). For specific information about medical issues, please see the 'Medical Section' below or contact the school Head Nurse, Khun Patama, (ext. 263, 264).

## ID CARDS

Please refer to the 'Access to Campus' section, above. School ID cards must be swiped at entry and exit, at the turnstiles. ID must be worn by all visitors and staff while on campus.

- Only students in the senior studies programme are issued with ID cards.
- All parents should obtain their Family ID cards as early as possible — essential for easy access to campus. You can apply for ID cards online via the Parents' Gateway. Cards may be picked up from Reception.
- Maids or drivers who regularly enter the campus to pick up younger children must also obtain Patana ID.

## LATE ARRIVAL

- Foundation and Key Stage 1 children (N-Y2) need to be brought directly to their classroom by their parent or caregiver.
- Key Stage 2 children (Y3-Y6) should bring a note signed by their parent to hand to their teacher.
- Secondary students should bring a note signed by their parent to the Secondary office, to be stamped by the secretary before proceeding to class.
- Students taking school transport which arrives late will be issued with a note by the bus monitor. In Nursery to K2, the bus monitor notifies the teacher.

## LEAVING DURING THE SCHOOL DAY

Students are not allowed to leave the campus during the school day or depart early from an after-school activity without a Parents' permission. Students must bring a note to their teacher/tutor, who will sign a *Permission to Leave Campus* form (Secondary students must also have this form stamped in the Secondary Office). Students will need to present this form to the school security guard in order to leave the campus

**You must inform Transport as soon as possible if your child will not be travelling home on their normal school bus.**

## LOST PROPERTY

**All parents are urged to clearly label their children's belongings before their child's first day of class. Please check regularly to ensure names are still legible as they can fade in the wash.**

Permanent marker pens are available in the school shop.

Misplaced library books are returned to the Resource Centre and valuables are handed in to the front desk. Lost valuables are sometimes listed in *The Accord* or on the PTG notice board. Clearly labelled items are returned to classrooms, while other items are washed, sorted, and placed in a Lost Property cupboard under the Clock Tower at the front of the school. Most Primary Year groups have their own Lost Property baskets but these are cleared out regularly and items moved to the main Lost Property cupboard. All unclaimed items are donated to charity each term.

The reception desk at the front of school coordinates lost property. Parents should record any missing items with the Reception staff.

## MAIDS, NANNIES AND DRIVERS

Please ensure that maids, nannies and drivers understand that Patana is a school, and that they should not remain unnecessarily on campus after taking children to school. They may be asked to wait until a designated time before entering the school to collect their charges.

Parents are responsible for their employee's behaviour while she or he is on campus and are asked to explain guidelines to them clearly. Please explain that children must be supervised carefully, and should not be allowed to run freely around the campus after their classes have ended. Patana staff ask you to support them, should they need to remind your employee about these guidelines.

An explanation of parking procedures, written in Thai, is available at the front desk.

Your staff must have school ID to enter school. See **ID** above.

## MOBILE PHONES

Primary children are not allowed to carry a mobile phone or pager in school. Secondary students may carry a mobile phone or pager but are not allowed to use either of them during school hours, nor will the school be responsible for lost phones.

Parents' hand-phones must be switched off before attending functions, performances, meetings, while working in the classroom and before entering the Resource Centres. Please be courteous to others; ringing phones (and conversations) disturb everyone.

## PARENTAL ABSENCE FROM BANGKOK (GUARDIANS)

If both parents travel away from Bangkok without their child/children, they should let the school know well in advance and appoint a guardian in their absence. The *Notification of Temporary Guardianship* form, available from the Registrar, must be completed so that all relevant parties have the guardian's contact information.

## PARKING

Windshield stickers are issued to staff and families of Patana students to assist security personnel in identifying vehicles and your vehicle may be refused entrance if you do not have one. Forms to apply for car stickers may be obtained at Reception. Security may refuse entrance to any driver without proper identification. The school does not accept responsibility for loss or damage to vehicles parked on its premises.

The main parking lot is at the Sports Complex (opposite the main school). Please request your driver to park and wait in this lot. There is a driver's room in this car park with an intercom connection to the school front. Please use the pedestrian bridge when crossing the street. Short-term parking (less than 2 hours) is available for car sticker holders at the Todsamon Building car park (adjacent to the campus). Parents of N/K students may park behind the N/K block, but only while picking up and dropping off children.

Parents and their drivers should not park on any part of the road in front of the school as this is a safety concern, seriously impedes traffic flow and may result in a parking ticket. Likewise, do not pick up or drop off students by stopping on Lasalle Road. Parents/drivers should use the drop off point inside the front parking lot, or walk students from their car.

Secondary students are not allowed to drive to school, as parking facilities are limited to staff and parents. Refer to the *Secondary Student Handbooks*.

## PICKING CHILDREN UP AFTER SCHOOL

If you are unavoidably delayed in picking your child up after school, please telephone the Primary or Secondary Office, so that they are able to make arrangements for your child to wait for you in a designated area.

Anyone picking up a child after school must supervise that child closely. Primary and Secondary students are not allowed to roam the campus freely after school has ended. Please ensure your maid/nanny understands this rule. The school prefers that younger students do not remain on campus for extended periods after class. This is especially true if waiting for older siblings who are taking part in after-school activities. N/K students are not allowed to play in the playground after their school day ends.

## SECURITY PROCEDURES

Bangkok Patana has security procedures to ensure the safety of its students and staff and asks for your patience and co-operation with these procedures when visiting the school. General campus security procedures are subject to change, and parents new to school should enquire if there have been any changes to the procedures listed in this *Guide*. If you have questions or comments, please contact the Security Manager, Khun Pirayos ('Tong') ([security@patana.ac.th](mailto:security@patana.ac.th)) or the Services Manager, Steve Roberts ([stro@patana.ac.th](mailto:stro@patana.ac.th)).

## TRANSPORT

Patana offers a non profit-making bus service to students. Please refer to the *Transportation Office Manual* for detailed descriptions of the service available.

If you have any concerns about any aspect of school transport, please contact the Transport Manager, Khun Aree-rat ('Paew') ([transport@patana.ac.th](mailto:transport@patana.ac.th)) or the Services Manager, Steve Roberts ([stro@patana.ac.th](mailto:stro@patana.ac.th)). If you have concerns about student behaviour on the bus, please contact a school principal.

Parents with business in school may get a lift to/from school on their child's bus, provided space is available. You may book at the Transport Office, or simply see if there is a free space.

If your child's bus is likely to be seriously delayed, you will receive a text message on your mobile phone. Please keep the school up to date of any changes to your contact telephone numbers to ensure such messages reach you.

**It is essential that you notify Transport well in advance if your child will not be taking the bus.**

This enables buses to depart promptly, instead of waiting for a missing student. If you would like your child to go home on a different bus, you must request this 2 business days in advance. Approval is subject to availability and other restrictions. Students in Y11-13 may request changes without a Parents' signature, subject to the same guidelines.

The transport service operates a warning system to ensure students follow the rules of the transport service. After three such warnings in any term, the student may be suspended from the bus service.

If a student's behavior on the bus persistently gives cause for concern, or if the student is repeatedly late, the school reserves the right to ask parents to make alternative transport arrangements.

### Transport Contact information:

For general queries and concerns, to request changes to your child's bus or, to hire a van for personal use:

- The Transport office is open from 6:00am to 6:00pm on school days
- Telephone ext. 170, 155, 185 or 209
- Email [transport@patana.ac.th](mailto:transport@patana.ac.th)
- Emergency mobile phone Transport Manager: 081-802-5284

## PAY PHONES

Pay phones are located around the campus. These take THB 1 or THB 5 coins. If the phone is out of order, please go to Reception for assistance.

## RESOURCE CENTRES

The Resource Centre sites are open from 7:00 a.m. - 3:45 p.m. daily. Parents can obtain a Family Library Card at the Primary Resource Centre by completing a form and submitting a passport-sized photo. Parents may use both the Primary and Secondary Resource Centre sites, as long as a whole class is not being taught in there at that time. Parents and Secondary School students (but not younger children) may borrow videos, DVDs, etc. The Primary Resource Centre also loans out Maths games.

Access to computers is restricted so that students always get priority. Parents may not use e-mail during break times or lunchtimes or after school, as these are the only times when this facility is available to students. No e-mailing is permitted at all in the Primary School.

Families are invited to commemorate a special occasion such as a birthday or leaving Thailand with the donation of a book or other item to the Resource Centre. Book plates can be inserted to record the gifts. A Wish List is available if you would like suggestions. The Resource Centre would welcome any donations of second hand books. Those in good condition and fitting the school's needs can be added to the school's own collection. Others will be given to charities.

For more information, ask at one of the Issue Desks, or contact the Head of Resource Centre, Mr Anthony Tilke ([anti@patana.ac.th](mailto:anti@patana.ac.th))

## SCHOOL CASHIER

The Cashier's desk is located at the front of school, for payment of school fees or for making PTG deposits.

School fees should be paid in Thai Baht using one of the following methods:

- By crossed cheque (Account Payee Only) or by cashier's order to Bangkok Patana School and the word "bearer" to be crossed out
- By credit card (VISA OR MASTERCARD) at School Cashier.  
The administrative charge of 1.75% for a Standard card and 2.25% for a Platinum/ Titanium card has to be paid by parents.
- By credit card (VISA OR MASTERCARD) made through the pre-printed form and sent to School.  
An administrative charge of 2.50% for payments made have to be paid by parents.
- By bank transfer through Bill Payment at any branch of Kasikorn Bank or Thai Military Bank.  
(A pre-printed form for this purpose is available from the school Cashier or can be accessed and printed from the Parents' Gateway).
- By bank transfer to:
  - Account number: 056-2-47309-2  
Account Name: Bangkok Patana School  
Swift Code: KASITHBK  
Bank: Kasikornbank, Si Yaek Bangna Branch  
3212 Sukhumvit Rd., Bangna,  
3213 Bangkok 10260 Thailand

Please ensure that your payment covers all bank charges. The child's name should be written clearly on the transfer advice and faxed to School at +662-744-5928 or +662-744-6831.

### SCHOOL SHOP, POST OFFICE, AND TIGER SHOP

The school shop, located on the ground floor of the Y1 and Y2 building, is open from 7:00 a.m. to 4:00 p.m. on school days. The shop is open on a limited basis during some school vacations. Please enquire as to exact dates. In addition to uniforms and school bags, the shop sells lunch and snack coupons, some school supplies and a selection of books and cards. The shop also operates a Post Office from 7:00 a.m. to 3:00 p.m. except at the beginning of the school year and the school holidays. Note that the shop accepts cash and Thai bank cheques but cannot accept credit card payments.

The Tiger shop, located next to the school shop, is open from 10 a.m. to 2 p.m. on most school days. The shop is run by PTG volunteers and raises funds for the PTG by selling Tiger-spirit themed items such as bags, towels, among others. Note that the shop accepts cash only.

### SUPPLY TEACHERS

The school maintains a register of qualified supply/substitute teachers. Parents are encouraged to apply. For more information, contact Jackie Houghton, Assistant Principal for Recruitment ([jaho@patana.ac.th](mailto:jaho@patana.ac.th)).

### UNSCHEDULED CLOSURE OF SCHOOL

#### **If there is an unscheduled closure of the school:**

- Parents who have informed the school of their mobile phone number will receive a SMS (text) message on their phone
- Parents of Primary children will also be notified via the class Telephone Tree
- If there is an early closure during school hours Secondary students will phone parents directly. After hours, the Telephone Tree will be initiated
- Radio announcements will be made on 95.5 FM and 105 FM
- Patana's website and answering machine will have updated messages
- Please do not phone the school unless it is extremely urgent, as lines are likely to be engaged

**Reasons for unscheduled closing may include:**

- Flooding: On occasions during the rainy season, areas of Bangkok are flooded. Often only a few areas of town are badly affected but the overall traffic congestion is worsened. School might close early to avoid children spending several hours on a bus
- Maintenance problems e.g. interruption of water or electricity supply to Patana
- Government order following political disturbance

## VALUABLES

Students should not bring unnecessary valuables to school. To help safeguard items such as watches, wallets or mobile phones students can:

- Place them in their personal locker
- Place them in a Valuables Locker outside the sports complex, front hard court or 50m pool changing room. Individual Valuable Lockers are also available at these venues. Students must bring their own combination lock, which should be removed daily

## WITHDRAWING YOUR CHILD FROM SCHOOL

If you plan to withdraw your child/children from school the following term, please ensure you notify the Registrar in writing using the *Notice of Withdrawal Form* as soon as possible, preferably at least four weeks in advance, as relevant documentation needs to be prepared to take with you.

Please note that if you decide to withdraw your child/children once the term has already started, that term's fees are still liable for payment, and no reimbursement can be made.

## YOUTH CLUB

A Youth Club facility (located above the squash courts) is available to Secondary students, and is a place where they can take part in recreational and social activities under supervision. To attend after school hours, students must sign up as part of the ECA Programme.

# UNIFORMS AND EQUIPMENT

## UNIFORMS

Uniforms are available in the school shop and the experienced staff working there will help set you up with everything your child needs. Price lists are available in the shop or at the registration desk. Please become familiar with the specific Dress Code in the Primary *Welcome to Year* booklets or the *Secondary Handbook* as it applies to your child, in order to ensure your child is following guidelines.

- **Students in N-K1** wear a uniform similar to the Primary PE kit (dark blue shorts and grey t-shirt). These clothes are ideal for helping young children become independent when changing their clothes for PE lessons
- **Students in K2-Y6** wear the Primary uniform. Students will need to purchase a book bag and PE bag. Sun hats and girls' hair accessories are also available. Uniform guidelines are detailed in the *Welcome to Year...* booklets. Wearing hats while outdoors is required for Primary Students
- **Students in Y7-Y11** wear the Secondary uniform. Parents can buy ready-made uniforms or have them made-to-order via the school shop. If you would like to have trousers tailor made, it is best to order them at least 2 weeks in advance. Students must conform to the Dress Code in their *Student Handbook*
- **Students in Y12-Y13** do not need to wear a uniform, but must conform to the Dress Code in their *Student Handbook*.
- **All students** are expected to look neat and tidy. This includes limited jewellery, and no braided hair (i.e. "corn row" popular at beach resorts) or dyed hair
- **Patana jackets** are available if required

Students may occasionally have a non-uniform day. Primary classes earn their non-uniform days by accumulating marbles or tokens for good behaviour. Secondary students hold a non-uniform charity fundraiser once per term. Secondary students should refer to the "Non-Uniform Day" guidelines in their *Handbooks* For performance or Physical Education (PE) uniforms please see Representative Music Ensembles and PE Kits.

## FOOTWEAR

**All students from N-Y13 must wear white socks and completely black, conservative, leather (or simulated leather) shoes with enclosed toe and low heel.** Leisure shoes and trainers are not acceptable.

Younger Primary students will be expected to change their own shoes; please choose an appropriate shoe style to help them with this.

**Shopping Tips for Shoes:** Central department stores (especially the Bangna, Central World and Chitlom branches), the Emporium and Siam Paragon department stores, and the Bata store have a large selection of shoes. The latter may be less expensive. If you have the opportunity to shop abroad, you may find a wider selection of fitted school shoes.

## PHYSICAL EDUCATION (PE) KITS

All students must change into the appropriate school kit for PE and individual or organised lunchtime sports. The school shop will help you organise your child's PE kit.

Primary Foundation / Key Stage 1	Primary Key Stage 2	Secondary
<ul style="list-style-type: none"> <li>• PE Shorts &amp; t-shirt</li> <li>• Swimming Costume (N - K1 are encouraged but not required to wear the school costume)</li> <li>• School hat</li> <li>• PE Bag</li> </ul>	<ul style="list-style-type: none"> <li>• PE shorts and t-shirt</li> <li>• Swimming Costume</li> <li>• School hat</li> <li>• PE Bag</li> <li>• Football Socks</li> </ul>	<ul style="list-style-type: none"> <li>• PE shorts and House t-shirt</li> <li>• Swimming Costume</li> <li>• Football Socks</li> </ul>

There are some additional items that may be purchased from elsewhere

Primary Foundation/ Key Stage 1	Primary Key Stage 2	Secondary
<ul style="list-style-type: none"> <li>• Non-marking athletic shoes</li> <li>• Towel (send a plastic bag for wet/dirty items)</li> <li>• Swim goggles (for K2-Y2)</li> <li>• Swimming cap*</li> </ul>	<ul style="list-style-type: none"> <li>• Non marking athletic shoes</li> <li>• Towel (send a plastic bag for wet/dirty items)</li> <li>• Swim goggles</li> <li>• Swimming cap*</li> <li>• Shin pads</li> <li>• Football boots (for football, t-ball/softball, touch rugby)</li> </ul>	<ul style="list-style-type: none"> <li>• Non marking athletic shoes</li> <li>• Towel (send a plastic bag for wet/dirty items)</li> <li>• Swim goggles</li> <li>• Shin pads</li> <li>• Football boots (for football, t-ball/softball, touch rugby)</li> <li>• Hat</li> <li>• PE bag</li> </ul>

\*swimming caps are mandatory if wet hair is long enough to get into eyes

- All items should be labelled with the child's name
- You may wish to send an extra pair of socks
- Your child may find a water bottle useful

## STATIONERY AND EQUIPMENT

**Primary Students:** The school supplies basic stationery to students. Teachers will inform students if they need to purchase additional supplies.

**Secondary Students:** Students will be given relevant exercise books, files and folders needed for lessons. Details of other equipment (foreign language dictionary, file dividers, pencils etc) required from home can be found in the *Student Handbooks*. Students are advised to bring a sturdy bag which can fit into a locker as it should not be carried around school. All Secondary students have lockers.

# MEDICAL

## FACILITIES

There are two Medical Units at Patana, one for Primary students near the Instrumental Music Office, and another for Secondary students near the Admissions office. These units are open during school hours and occasionally for events outside school hours. They are staffed by fully qualified nurses who respond to minor injuries and can help secure emergency hospital treatment when necessary. If you have any queries, please contact the Head Nurse, Khun Patama ext 264, or email [nurse@patana.ac.th](mailto:nurse@patana.ac.th)

## FIRST AID AND MEDICAL EMERGENCY RESPONSE

The school has the required number of first aiders and first aid kits so that minor injuries are treated and, most importantly, major medical emergencies receive an immediate response. Nursing cover is provided throughout the school day, during overnight school trips and during official school sporting events. There is an emergency communication system which uses alarms and an emergency phone system. The evacuation procedure is tested once a year.

**First Aid Training** for staff is provided regularly by both the medical unit and outside first aid trainers. The Medical Unit also offers general first aid classes for nannies and household helpers in Thai, and offers courses for parents in English. Look for announcements in the *Patana News* or ask the school nurse ([nurse@patana.ac.th](mailto:nurse@patana.ac.th)), or Jackie Houghton ([jaho@patana.ac.th](mailto:jaho@patana.ac.th)).

## MEDICAL HISTORY CARDS

When you enrol your child at school, you will be asked to fill out a medical information form.

**It is very important that this information is accurate, complete, and up-to-date (particularly phone numbers and email addresses) in case there is a serious illness or accident.**

It is especially important to include information about any medical problems such as asthma, allergies or diabetes

**In case of a medical emergency, parents will be contacted first. However, at enrolment and throughout the year, parents must identify an additional emergency contact person for each child, and provide their contact information.**

Parents are asked to confirm and update all medical information before school field trips and residential. However, during the year, please also inform the school of any changes to your own and your emergency contact's home and mobile phone numbers, so that these updates are passed on to the nurses.

## CHILDREN WITH SPECIAL HEALTH NEEDS

Please notify the school or the medical clinic if your child has a special health need such as epilepsy, diabetes, allergies or other health conditions so that the school can address the sports, dietary or other needs of the child.

## THE ALLERGY GROUP

The Allergy Group was set up by parents whose children have allergies to foods, insect stings, or other allergens. The group liaises with the school to ensure the safety of such children in the classroom, canteen and on school transportation. For further details, contact the head nurse Khun Patama ([nurse@patana.ac.th](mailto:nurse@patana.ac.th)).

## MEDICATION

**Primary students:** are not allowed to administer their own medication. If your child needs medicine during the school day, you must fill out the *Request for Administration of Medication* form, available from the medical unit. You may then send the medicine and the form in to school to be given to the nurse.

**Secondary students:** must deposit their medication, including non-prescription medicine, with the nurse and be responsible for going to the nurse at the appropriate time for it to be administered. Parents may be asked to fill out a *Request for Administration of Medication* form, available from the medical unit.

Students may keep certain medications such as insulin, “EpiPen” or an asthma inhaler, with them at all times, provided the parents have spoken with the Head Nurse and filled out a permission form, available from the medical unit.

### WHEN YOUR CHILD IS ILL

If your child becomes sick at school, and is too ill to return to class, the nurse will inform you and recommend that you come and pick him or her up. The nurse will always call you before any medication is given. In cases of minor ailments, the nurses may treat your child before sending him or her back to class. A written summary of all visits and actions taken for each child will be issued for Primary students once per year.

Children need to be fit and healthy for school and on the whole it is far better for them to stay at home if they are unwell. If your child has been ill please speak with your doctor or the head nurse at school for advice on when they should return to school, whether it be for their own health or that of other students.

### COUNSELLING

School counsellors are available to discuss issues pertaining to your child. This can even be on initial settling in issues if you are new to Thailand. For more information see the sections on Pastoral Care and Counselling and Family Medical Care.

### INFECTION CONTROL AND PREVENTION

The school has an infection control document available through the Business Office and the school medical units. **Some general recommendations for common conditions are:**

Chickenpox (Varicella)	• 5 days after onset of rash, until all lesions have crusted.
Diarrhoea and/or vomiting	• Until diarrhoea and vomiting have stopped
Fever	• Until child has been fever-free for 12 hours .
'Flu (Influenza)	• Until the child is feeling better.
Hand, Foot and Mouth Disease	• 7 days, when the lesions have healed.
Pink Eye (Conjunctivitis)	• Until inflammation and discharge has resolved.
Ring Worm (Tinea)	• None, but proper treatment by a doctor is important.
Streptococcal throat infection or Scarlet Fever	• Until 24 hours after starting antibiotic therapy.
Slapped Cheek or Fifth Disease (Parvovirus)	• None, a child is infectious before symptoms appear. Please notify the nurse so she may inform pregnant staff.
Threadworms (Enterobius)	• None but treatment is recommended for both the child and family.
Warts (Verrucae) and other viral skin infections	• None.
Weeping Sores (Impetigo)	• Until lesions are crusted or healed.

## HEAD LICE

Occasionally there may be an outbreak of lice among students. Head lice can very easily spread and can affect persons of any age. If a Primary student has lice, the nurse will check the entire class and send a letter home to all parents in the class. A Secondary student who may have lice will be checked confidentially, and the parent will be notified. Students may come to school as long as treatment has started. Please ask the Head Nurse for the best treatment methods in Thailand. If you suspect your child has head lice (e.g. complaining of an itchy scalp) or if there are visible lice or eggs, please inform the nurse straightaway.

## VACCINATIONS

Vaccine types, availability and schedules vary widely throughout the world. In Thailand, all childhood vaccines are generally imported and manufactured by international pharmaceutical companies. You should always ask about international brands. If you are moving from another country to Thailand, some additional vaccines may be recommended. It is wise to discuss these with your doctor up to 6 months before your move as some schedules may take months to complete.

**Frequently recommended childhood vaccinations (and the diseases they prevent) are:**

- DPT (diphtheria, pertussis [whooping cough], tetanus)
- IPV (Polio)<sup>1</sup>
- HiB (Haemophilus influenzae type B meningitis, epiglottitis, septicaemia and osteomyelitis)
- MMR (measles, Mumps and rubella)
- Hepatitis A and B (hepatitis)
- JE (Japanese encephalitis)
- BCG (tuberculosis)<sup>3</sup>
- Oral typhoid (typhoid).
- Rabies (rabies)<sup>4</sup>
- Varicella (chickenpox).

<sup>1</sup> Injectable polio vaccine (IPV) is now widely available and recommended instead of the oral polio vaccine. In Thailand IPV is available as a combined vaccination with DPT, hepatitis B and Haemophilus influenzae type B vaccine (see HiB)

<sup>2</sup> Check that children over 6 years have received the second dose

<sup>3</sup> BCG vaccine schedules vary widely. For example, in Thailand it is given at birth, in the UK it is given to school children aged 10-14 years if their tuberculin test is negative while in the US it is not routinely given

<sup>4</sup> There is a high incidence of rabies in dogs and rodent pets in Thailand

## GOOD HYGIENE

With the SARS outbreak in 2003 and Avian influenza in 2004, the school and the Thai Government have emphasised good hygiene guidelines. Hand-washing is an important in preventing the spread of infections, especially those that cause diarrhoea and vomiting, hepatitis, and even coughs and colds.

All food preparation areas at Bangkok Patana School comply with the Government's "Clean Food Good Taste" hygiene standards and the following precautions are in place to ensure that this standard is maintained. The school follows recommended hygiene guidelines when cooking poultry and eggs.

# THE ACADEMIC PROGRAMME

## CLASS/TUTOR GROUP ASSIGNMENT

Primary students generally remain with the same classmates for Y1-Y2, Y3-Y4, and Y5-Y6. Classes are mixed at the end of N, K1, K2, Y2 and Y4. Teachers work hard to ensure a good mix of children in each class.

Secondary students generally remain with the same tutor group from Y7-Y13. Students will be mixed across tutor groups into ability sets for Maths & PE from Y7, and Science from Y9. These classes are assessed for effort individually, and for achievement across the entire Year group. For details refer to the *Curriculum Guides*.

It is not possible to request a particular teacher or tutor group

## CURRICULUM

Bangkok Patana follows the National Curriculum of England within the context of an international school setting. The complete curriculum is available to parents who wish to look at it. The academic programme is summarised in the *Curriculum Guides*. The UK system groups students into "Key Stages". For older students, Patana offers IGCSE/GCSE and IB.

• Nursery - K2	Foundation Stage
• Years 1-2	Key Stage 1
• Years 3-6	Key Stage 2
• Years 7-9	Key Stage 3
• Years 10 -11	Key Stage 4 (IGCSE/GCSE Options)
• Years 12-13	Senior Studies Programme (IB)

There are Curriculum Subject Coordinators in both the Primary and Secondary Schools who are available to answer questions. They are listed in the Staff Gallery or you can ask the secretaries at the school offices for contact details.

## PRIMARY GIFTED AND TALENTED

In the Primary School, we seek to provide children with an educational environment that offers maximum opportunities to develop their special abilities and to extend individual's strengths and interests. In doing so, the school employs the British National Curriculum, which allows children to work at levels matching their abilities through a differentiated curriculum. In addition the school has teachers with a comprehensive understanding of the needs of the gifted and more able as well as strategies and resources to meet these needs. The school seeks to ensure that children are learning in an interactive manner that involves challenges from the environment that stimulate and bring forth innate talents, capabilities and thinking processes. For more information contact the Head of Primary Learning Support, Susan Prior, ([supr@patana.ac.th](mailto:supr@patana.ac.th)).

## ENGLISH AS A SECOND LANGUAGE (ESL)

ESL support takes place during the normal class day and staff work with students who require help with English language development. It is taught by ESL specialists who work with students throughout the school. In the Secondary School, ESL is available up to IGCSE/GCSE level. Some extra curricular groups are organised for ESL students

## HISTORY DAYS FOR PRIMARY STUDENTS

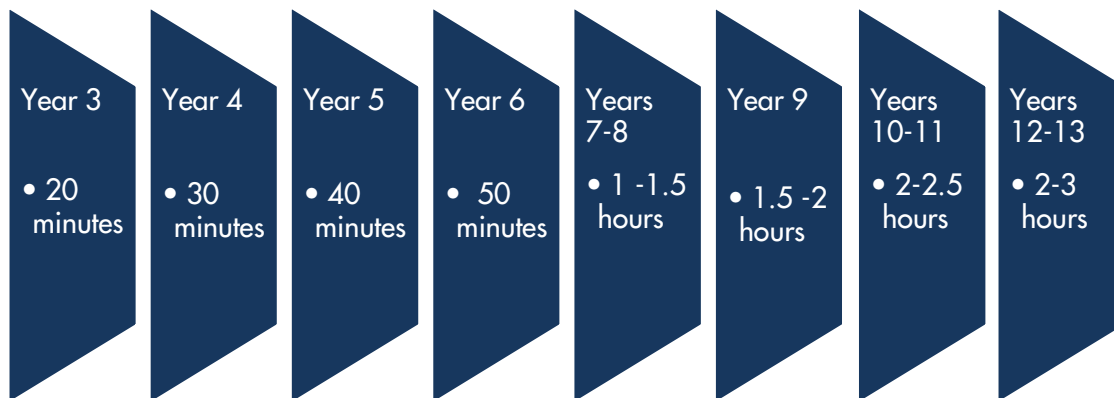
In Primary Years, as an extension of their learning, children become involved in theme days which are based on a specific period of history being studied in their Year group. Children dress up in appropriate costume and participate in activities designed to bring their studies to life and make their learning effective and fun. Examples of themed days celebrated are:

- Y3: Egyptians, Y4: Vikings and Tudors, Y5: Victorians, Y6: Greeks.

## HOMEWORK

- **Foundation and Key Stage 1:** Play and daily activities reinforce learning. Students in Y1-Y2 may have spelling in addition to suggested reading at home.
- **Primary Key Stage 2:** Students generally have homework for specific subjects on set days of the week. Students are responsible for remembering the details of their homework assignments. Please refer to the Primary *Welcome to Year...* booklets for more information. Primary learning goals and reinforcing activities are outlined in the weekly Year group newsletters, which are normally sent via an email link. All Primary students are encouraged to read at home daily
- **Secondary:** Students study different subjects on different days, and have both short-term and long-term assignments. Students write their homework in their *Contact Books*, which parents should review before signing each week. Homework assignments are also posted with the student's timetable on the Parents' Gateway. Refer to the *Secondary Handbook* for more information. For specific questions about the homework policy, please contact your Head of Year

The school estimates that your child may spend the following lengths of time doing their homework. Duration may vary by subject or other factors.



## IGCSE/GCSE

This two-year course of study challenges students to reach their full potential by following a rigorous externally accredited programme. Students either sit the UK exam or its international counterpart to achieve the (International) General Certificate of Secondary Education. For details refer to the *Key Stage 4 Handbook* and *Curriculum Guide*.

## INTERNATIONAL BACCALAUREATE - IB

At Patana, most Senior Studies (Y12/13) students follow the International Baccalaureate. The IB programme provides scope for both academic achievement and practical activities such as outdoor pursuits and social service. It provides students with a well-rounded, cross-cultural education, and is recognised by universities around the world. Creativity, Action and Service (CAS) is an integral part of the IB requirement and parent volunteers are always welcome to assist in the supervision of this programme. General information on the IB programme is available on the school website and from the IB Coordinator. Details can be found in the *Curriculum Guide*.

## MODERN FOREIGN LANGUAGES (MFL)

Students in Year 3 are introduced to a variety of languages and cultures as part of their curriculum. Modern Foreign Languages are offered to students from Year 4 onwards unless a student is receiving English as a Second Language, or is in certain Learning Support Programmes. Students usually pursue the same language from Y4 onwards. The languages currently offered are: French, Spanish, Thai, Mandarin, German and Japanese. These languages are also offered at GCSE and IB levels. Newly enrolling Secondary students, who do not speak a foreign language at the same level as their peers should discuss their options with the Principal. IB students have the option of beginning a new language.

## MUSIC AND DRAMA WITHIN THE CURRICULUM

**Primary:** Primary students participate in regular music lessons as part of their curriculum. In addition, the Year groups produce a wide variety of productions which tend to reflect topics of study. Sets and costumes for these are often coordinated by parent volunteers and your help is greatly appreciated. Students in Y4 study the recorder. These may be purchased in the school shop.

**Secondary:** Students in Y7-Y9 study drama and music as part of their curriculum. Students can learn an instrument within one of the four main ensembles: Strings, Concert Band, Guitar and Thai. Students who already play with proficiency will be asked to take up a new instrument. The school is committed to lending instruments free of charge

In Y10-Y13, students who have an interest in music and/or a fair performing ability may choose to take the IG-CSE/GCSE and IB Music or Drama options.

For more information, please refer to the *Curriculum Guides* and the Music Page on the school website. You may also contact:

- Kate Friend, Secondary Faculty Leader for Creative & Performing Arts
- Richard Hopkins, Secondary School Music Coordinator – riho@patana.ac.th
- Rachel Stead, Primary School Music Coordinator – rast@patana.ac.th

## PHYSICAL EDUCATION WITHIN THE CURRICULUM

All students at Patana take part in the school PE programme. This includes a variety of sports and fitness activities, which vary throughout the year. For more information please refer to the Curriculum Guides or contact the PE Curriculum Coordinators:

- **Primary:** Andrew Tatam – the Primary PE office is opposite the Primary Offices (antt@patana.ac.th)
- **Secondary:** Simon Shand – the Secondary PE office is located in the Front Hard court (sish@patana.ac.th)

Please refer to the **Uniform** section of this guide for advice on PE and swimming kits. Students should wear their regular uniform to school, even if PE is their first lesson.

If for some reason your child is unable to participate in PE, please write a note in your child's contact book explaining the reason. Students must still bring and change into their PE kit as they may be asked to assist the teacher or do another appropriate activity. If a student has a long-term illness or injury, please provide a doctor's note indicating how long the student will be unable to participate.

**Swimming Galas and Sports Days are held once a year for all students in Primary and Secondary Schools.**

They are designed to be friendly and fun. Parents are actively encouraged to attend and cheer on the students. The school mascot is the tiger and orange and black are the school colours.

Please refer to the **Extra Curricular Programmes** section of this guide for information on the Competitive Sports programme.

## RESIDENTIAL VISITS & SCHOOL TRIPS

Students participate in a variety of short day trips as a part of their curriculum. Details are sent home by the class teacher.

**Parents must update their child's Medical Form via the Parent Gateway before all school trips.**

Secondary students are required to complete a “Work to Be Completed Form” in advance for the subjects which they will miss.

Longer Residential visits are an integral part of the Primary and Secondary curricula. These provide students with an opportunity to develop their personal and social skills through a broad range of activities in a safe and secure environment, away from school. Specific programmes are designed to suit the needs of each Year group, and all students are encouraged to participate. Year 3 students are introduced to the programme through a two-night stay, while older students have a four or five night stay. All parents are sent the relevant Residential booklet, and Primary parents are invited to Residentials information meetings. Please contact the school well before the departure date, should you have any questions.

**The current programme of visits:** Year 3: Prachinburi, Year 4: Kanchanaburi, Year 5: Khao Yai, Year 6: Chiang Mai, Year 7: Rayong, Year 8: Kanchanaburi, Year 9: Chiang Dao, Year 10: Prachinburi, Year 12: Nakorn Nayok

At the end of Year 11 examinations, students are given the option to participate in a Year group activity.

Additional curriculum-specific Residential Visits are organised for Secondary students. These include:

- Biology: Chiang Mai (Y10 & Y12)
- Geography: Hua Hin (Y10)
- Ecosystems & Societies: Chiang Mai

A variety of optional off-campus trips take place throughout the year, including Secondary History trips. Please refer to the Extra-Curricular Trips section of this guide.

## SPECIAL EDUCATIONAL NEEDS (SEN) & LEARNING SUPPORT

The Learning Support department identifies and makes provision for students with educational needs throughout the school. If you think your child may need support, please inform their teacher/tutor promptly. For more information, please contact: Susan Prior ([sipr@patana.ac.th](mailto:sipr@patana.ac.th)) in the Primary School and Ann Doherty ([ando@patana.ac.th](mailto:ando@patana.ac.th)) in Secondary.

## THAI STUDIES

Primary expatriate students in Y1-6 attend the equivalent of two classes of Thai studies per week, focusing on culture, history, geography and a simple introduction to the language. Thai nationals undertake more advanced language work during these periods and during MFL lessons in Y3-Y6. Those in Y2 will be expected to undertake additional Thai lessons after school on two afternoons per week to meet Thai Government requirements.

For Secondary students, Thai is offered as a Modern Foreign Language choice and as a compulsory lesson for Thai nationals

For more information, please contact the Thai Headmistress.

# PERSONAL, SOCIAL AND HEALTH EDUCATION (PSHE)

Personal and Social Education is an integral part of the whole curriculum with emphasis being placed on respect and responsibility. Each student is encouraged to develop self-esteem alongside respect for others.

In the Primary School the emphasis is on personal development. Particularly, pupils are encouraged to consider their wider responsibility for the community and global environment. Particular attention is paid to the Golden Rules.

In the Secondary School the Values, Health and Careers Education curricula have a significant role to play in trying to achieve a moral framework within which initiative, responsibility and sound relationships can flourish.

## OUR VALUES

Respect, Tolerance, Trust, Equality, Cooperation and Protection of the Environment.

## BULLYING AND INAPPROPRIATE BEHAVIOUR

Bullying is not tolerated at Patana. It is inconsistent with the values taught in school, and is treated very seriously. Patana defines bullying as the use of words or acts targeted at an individual calculated to cause distress. This may include name-calling and exclusion, as well as physical bullying. Parents concerned about specific instances of bullying, or students who feel they are being bullied, should talk to their teacher or another member of staff as soon as possible. If a student witnesses bullying behaviour, it is his or her responsibility to report it.

Other aspects of behaviour that are considered serious and not tolerated under any circumstances are vandalism, theft, and physical, verbal or psychological intimidation of another student or member of staff. Students involved in any of these may be immediately suspended.

## CELEBRATING BIRTHDAYS IN THE PRIMARY SCHOOL

The Primary School celebrates birthdays as part of the PSE programme because they are seen to be an important milestone in a child's life. Your class teacher will pass on guidelines.

## COLLEGE/CAREERS SUPPORT

Secondary students receive advice and support with career choice, college and university applications. The Careers Office also organises the US College SATs for the school. Secondary students have formal and informal sessions with Careers Coordinator Robin Barton [robo@patana.ac.th](mailto:robo@patana.ac.th)

## PRIMARY SCHOOL: REWARDS AND INCENTIVES

The Primary School adopts a positive behavioural management approach to working with children. Children are encouraged to abide by the Golden Rules (the school's moral values) and are rewarded each week with 30 minutes Golden Time for doing so. The Golden Rules are explicit and highly visible throughout the Primary School. They are displayed in every classroom, in the children's *Contact Books* and in the playground. They are regularly referred to by the teachers and the children.

During Golden Time children take part in an activity offered them from a range of options. The sanction system is directly linked to the reward system. A child breaking the rules leads to him or her having an appropriate amount of Golden Time taken away. Instead of enjoying a chosen activity, the child must watch the clock until they have 'served their time' after which they may join an activity. This sanction acts as a strong deterrent for misbehaviour as the children do not want to miss the opportunity to take part in Golden Time.

As the children in N1-K2 follow an integrated day where play is a vital part of their programme, Golden Time is not seen as appropriate to them. Nevertheless, from the earliest age the children in the Foundation Years learn the important skills of cooperation, sharing and being kind and thoughtful towards each other.

Running parallel with Golden Time is another system of rewards in Key Stage 2. Children earn marbles or credits by other names for their class. These are totalled and lead towards group rewards. 100 = 30 minutes free time, 200 = non-uniform day and 500 means a class party.

Underlying the Rewards systems is the belief that children are motivated by positive reinforcement which leads towards the development of an individual's self-esteem. There is no corporal punishment in the school and dealing negatively with children is contrary to the ethos of Patana.

## GUIDELINES FOR SECONDARY STUDENT CONDUCT

Good standards of behaviour and personal discipline are essential, and expected of all students. Guidelines for student conduct, including school work, relationships, facilities and dress code are explained in their *Handbooks*. The sanctions and reward systems are also outlined. The Secondary School Sanctions Policy is available on the Parents' Gateway, under the Year group Specific Links, below your child's class schedule. The underlying values are reinforced through work with the tutor group and the "Theme of the Week."

## HOUSE SYSTEM IN THE SECONDARY SCHOOL

All students and staff in the Secondary School are allocated to a House: Koh Chang, Koh Lanta, Koh Phuket or Koh Samui. Family members belong to the same House. The House Leader is a member of staff who is supported by student House Captains. House points are awarded throughout the year to individuals and teams for a variety of activities. The Grand Champion trophy is awarded to the House with the most points at the end of the academic year.

## INTERNET POLICY AND EMAIL ACCOUNTS

Patana expects students to abide by the rules of network etiquette. Parents and Secondary students are required to sign the school policy. Students from Y3 upwards may sign up for a school email account, via the link on the Parents' Gateway.

## PASTORAL CARE AND COUNSELLING

At Patana, all teachers and tutors have a responsibility for the overall well being of the students they teach. If you have any concerns about your child, do not hesitate to speak to your child's teacher or tutor or contact a school counsellor. Mental health emergencies, such as severe depression or attempted suicide will usually require referral to a psychiatrist or psychologist. The school counsellors and medical staff can provide information about other counselling, psychiatric or other relevant services and specialists in Bangkok if needed.

**Primary School:** Staff with concerns about their students may make a referral to the Primary Counsellor. Parents may also make appointments with the counsellor about specific or general parenting concerns. All consultations are confidential. In addition, Primary students may speak directly and confidentially with the counsellor.

**Secondary School:** Heads of Year and Assistant Principals have specific roles in overseeing the overall well being of their students. Secondary students are entitled to make an appointment to speak to the counsellor in confidence if they wish. The counsellor is also available to discuss parents' concerns about their children.

The school counsellors also run regular sessions for parents to meet and discuss various issues. All parents are welcome and encouraged to attend. School counsellors can also direct parents to other professional counsellors in Bangkok. For more information, please contact:

- Primary School Counsellor Stephanie Lealand ext 120, stle@patana.ac.th
- Secondary School Counsellor David Ogden ext 235, daog@patana.ac.th
- Secondary School Assistant Principal for Student Welfare: Helen Thew ext 181 heth@patan.ac.th

Additional information on counselling and support groups in Bangkok is listed in the Family Medical Care section.

## ROR DOR FOR THAI MALES

According to Thai law, it is compulsory for all Thai male citizens aged 21 to take part in two years of military service. An alternative to this is to attend the Reserve Officer Training Course for 3 years. Patana Thai and half-Thai male students in Year 10 are eligible to enrol. For more information please contact the Thai Headmistress Khun Rurdapa, ext 257.

## STUDENT REPRESENTATIVE COUNCIL (SRC)

The Senior SRC (Y10-Y13) and the Junior SRC (Y7-Y9) meet weekly during break times. There are four Student Representative Councils in the Primary School; in Year 3, Year 4, Year 5 and Year 6, which meet regularly. The SRCs support student activities in a variety of ways. Students are given information about the SRCs via their class or tutor group.

## SUBSTANCE MISUSE: DRUGS, ALCOHOL, SMOKING

- The school **will permanently exclude any student** found to be using, possessing, or distributing drugs or harmful substances on the campus or at any school sponsored activity. Where a student is proved to be involved in substance misuse outside the school's jurisdiction, the school's Board of Trustees may be asked to consider applying the same consequences.
- The school reserves the right to require a drug test. All students from Y7-Y13, and their parents, must read and sign the *Drug and Substance Misuse Policy* form.
- Patana has developed a comprehensive substance misuse policy, which acknowledges the importance of pastoral care and an educational programme.
- Students must not consume alcohol on the campus or at any school sponsored activity.
- Bangkok Patana is a no-smoking campus. Smoking by students near school or on the street will not be tolerated. Please note the school views a breach of this rule seriously. Education about smoking and risks are given in the Primary and Secondary School.

# EXTRA CURRICULAR PROGRAMMES

## AN OVERVIEW OF EXTRA-CURRICULAR OPTIONS

The school offers a wide range of extra-curricular options to students from Y1 – Y13. These activities are organised through several different programmes. As students progress through the Year groups, the range of options becomes more varied and provides students with opportunities to link their activities with other schools, both locally and regionally. Secondary students who participate in the Model United Nations, Forensics, and The International Award for Young People will be given the opportunity to travel across Thailand and South East Asia. The Assistant Principal for the Sport & Extracurricular Programme is Steve McArthur ([sports&activities@patana.ac.th](mailto:sports&activities@patana.ac.th)).

Some extra-curricular programmes require an additional fee, which is not included in the school fees, and which is billed separately at the end of the term. Please note the following definitions and refer to the appropriate section in this guide:

- The **Extra Curricular Activities Programme**, or ECA, refers to a specific range of activities on offer to all students from Y1-Y13 each term during lunchtime and after school.
- The **Competitive Sports Programme**, which is part of the school **Representative Activities** is organised separately. Trials are compulsory.
- **Music Performance Ensembles**, which are part of the school **Representative Activities** are organised separately. Auditions are compulsory.
- Primary and Secondary students stage extra-curricular productions each year. Auditions are compulsory but a role is usually found for everyone interested.
- **Home Language** instruction is organised separately.
- Lunchtime activities such as music, sports, computer, are usually organised directly by teachers.
- Recreational sports are available through the **ECA Programme** and lunchtime intra-mural activities. In addition, many students play in the community sports leagues which are organised by outside volunteers.

## COMPETITIVE SPORTS PROGRAMME

The competitive sports programme runs in addition to the regular Extra Curricular Activities (ECA). It is staffed by teachers and coaches and is coordinated by the Assistant Principal for Sport and Extra Curricular Programme, Steve McArthur ([sports&activities@patana.ac.th](mailto:sports&activities@patana.ac.th)) with questions, to book sports facilities or for community liaison issues. The school year is split into 3 seasons, each approximately 8 weeks in length, for the four different age groups, as below:

	Season 1 (Aug – Nov)	Season 2 (Nov – Feb)	Season 3 (Feb – May)
Primary (Under 11)	Basketball	Football	T-Ball
Primary (Under 13)	Basketball	Football	Volleyball Softball
Juniors (Under 15)	Basketball	Football	Tennis Volleyball
Junior Varsity (Under 17)	Football Volleyball	Basketball, Rugby/Touch Rugby	Badminton Softball
Varsity (Under 20)	Football Volleyball	Basketball, Rugby/Touch Rugby Tennis	Badminton Softball
<b>All Year Sports</b>	<b>Swimming, Gymnastics and Tennis</b>		

The main competition is against local international schools that are all members of BISAC (Bangkok International School Athletic Conference). There is a match scheduled every week and an end-of season tournament in most sports. The age groups are under (U) 11, U13, U17 and U20. The U11 age group focuses on a “festival of sport” at the end of the season.

In addition, Patana is a member of the overseas sports conference, SEASAC, (South East Asia Students Activity Conference) and the Varsity teams compete against schools from across the region in end-of-season tournaments and competitions.

### How to get involved

This is a competitive programme and selection for training squads and teams is through trials. Pupils in the Primary School receive a circular before the start of the season publicising the details of trial days for the Primary (U11) teams. Details of trials for teams drawn from the Secondary School are publicised through daily notices to students and placed on bulletin boards.

For Season 1, trials are held during the first week of school. New students should promptly get details from the Sports & Activities office, or from a PE teacher.

Unfortunately it is not possible to accommodate everyone who tries for the competitive sports teams. However, it is policy to mirror the competitive sports within the ECA programme, which is available to all, in an attempt to ensure everyone has the opportunity to participate in a sport which is in season. Many students also play recreational sports in community sports leagues – please refer to those sections in this *Guide*.

### Transport during trials and sport events

Note that there is **no door-to-door transport available** after any trials or sports events. If your child is participating in either of these activities, inform transport that you need to cancel the regular bus home and make your own transport arrangements. For Primary pupils, inform your child’s class teacher, through the contact book, that your child is staying late to attend trials. Secondary students taking part in trials may book a seat on a shuttle bus that departs for On Nut BTS after trials end at 4:00pm. After training teams and groups have been finalised, door-to-door transport, which depart at 4:00pm, will be made available.

### For more information:

- See the Sports Pages on the BANGKOK PATANA SCHOOL website for general information and sports fixtures. Information is also posted on the Notice Board at the Secondary "crossroads". Announcements to Secondary students are made via the Daily Notices on the website.
- In contrast to the ECA dates, which start later and finish earlier than term dates, the competitive sports programme generally continues during all the school term dates
- Contact the Assistant Principal for Sports & Extracurricular programme, Steven McArthur: ext 249 or email [stma@patana.ac.th](mailto:stma@patana.ac.th)

### Tiger spirit

Our swim team is the Tiger Sharks and our other athletes are known as Tigers. Everyone is encouraged to show school spirit at sporting events by wearing orange and black. The PTG sells Tiger Spirit items at the Tiger shop next to the school shop in the Year 1 building.

## ECA PROGRAMME

Extra Curricular Activities (ECAs) are offered each term to students from Y1-Y13. Please refer to the definitions at the front of this section.

**Primary (Key Stage 1):** These are 40-minute sessions held at the end of their school day from 1.50-2.30pm. The programme includes a range of dance, music, art, language and sporting activities taught by school staff and visiting instructors.

**Primary (Key Stage 2) and Secondary:** Sessions take place at lunchtime and after school. Lunchtime sessions give students the opportunity to be involved in the popular interclass and intra-mural sports competitions or music ensembles. The after school sessions offer a huge range of options covering the arts, academic, sports and community activities.

- Enrolment is in September for Term 1 activities and at the end of the preceding term for Terms 2 & 3.

- Enrolment is via the Parents' Gateway on the school website only. For assistance with the Parents' Gateway contact the IT Department on ext 149 or email the contact person listed on the website. Parents without computer access may be able to use the school's Resource Centre or contact the ECA Coordinator.
- Enrolment dates are announced in the Patana News, and you should enrol promptly. Confirmation of ECA selections is not on a first come, first served basis.
- New students at Patana, who have missed the enrolment deadline, may still be able to join their preferred activities if space is available. Please contact the Primary or Secondary ECA Coordinator
- By accessing the ECA site, you will be shown the activities available to each of your children, and taken through the registration process. This includes changes to afternoon bus schedules. You are advised to include 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> choices as some activities are very popular and over-subscribed. The school will post confirmation of activities online once the registration process has finished.
- Please note that ECA activities are not part of normal school tuition. There is a nominal ECA Administration Charge, while individual activities may be free of charge, or carry a fee to cover materials or outside instructors.
- ECA schedules generally start and finish a week before and after term start and end dates. However, the competitive sports program generally continues during all the school term dates

#### For more information, please contact:

- Primary ECA Coordinator: Andrew Parker-Bruce: primaryeca@patana.ac.th
- Secondary ECA Coordinator: Mark Jolley: secondaryeca@patana.ac.th

#### EXTRA CURRICULAR SCHOOL TRIPS

The school offers a wide variety of optional residential trips for students. These include:

- Junior Music Camp for Y5-Y6, which provides an opportunity for students to enjoy a weekend creating music and socialising together.
- The SEASAC sports competition, SEASAC Arts Festival and other events which offer students a chance to travel away from Bangkok.

Secondary Students may participate in these optional trips:

- History Trips: Vietnam (Y9), Beijing (Y10) and Shanghai (Y13)
- Geography Trip to Japan
- Annual Ski Trip in Europe
- The International Award for Young People includes a variety of outdoor excursions such as kayaking or hiking in, and out of Thailand
- Patana Diving Club weekends

#### HOME LANGUAGES

Patana recognises the importance of maintaining your child's first language for cultural, social and sometimes legal (e.g. school matriculation) reasons. Please contact a Principal for more information. Patana currently offers Mandarin, Dutch, French, Swedish, Danish, and German. Most of the Home Language lessons are offered at the end of the teaching day. For more information, please contact Steve McArthur, Principal for Sports and Extracurricular Programmes, stma@patana.ac.th.

#### INFORMAL CONCERTS

A regular concert series is open to all students (individuals and music groups).

- Informal concerts give students the opportunity to display their talents, whether or not they take lessons at school. Students may sign up at the Instrumental Music Office when concerts are advertised in the *Patana News*.
- Picnic Concerts take place each term and feature performing groups and soloists from the Primary School.

- Secondary singers and musicians have the opportunity to perform in the Patana Classic, Unplugged, Plugged, and World concerts. Students take responsibility for choosing or writing their own music and rehearsing independently. The concerts often showcase outstanding musicians, and the entire community is encouraged to attend.

## INSTRUMENTAL MUSIC TUITION

Students from Y1-Y13 are given the opportunity to take up individual music tuition (private instruction). Tutors, including many leading professional performers from the Bangkok Symphony and around the Bangkok music scene currently offer piano, violin, viola, cello, double bass, flute, clarinet, saxophone, trumpet, trombone, tuba, French horn, guitar, bass guitar, drums/percussion and singing. If you are not sure which instrument best suits your child, the instrumental music staff will be happy to assist you.

Lessons take place during the normal school day on a rotational basis (students are withdrawn from class). Students are encouraged to sit external exams and will be given performance opportunities during the year. Please refer to the **Instrumental Music** section of the school website ([www.patana.ac.th/music](http://www.patana.ac.th/music)) for more information. If you wish to apply for lessons, please visit the Parents Gateway, click on Instrumental Music, complete and submit the online application form, and the music administrator will contact you. Additionally, you may visit the Instrumental Music office next to the Primary Nurse's Station for more information.

- For general questions and administrative matters such as applying for lessons, teacher inquiries, etc., please contact Khun Sak at [pech@patana.ac.th](mailto:pech@patana.ac.th).
- For any additional information about the programme, please contact Mr David Larking at [dala@patana.ac.th](mailto:dala@patana.ac.th).

## OPEN MUSIC ENSEMBLES

Some musical activities are open to all students. Registration is through the ECA Programme each term or as arranged by the Coordinator.

**Primary:** Groups usually include the Years 1 and 2 Choir, Recorder Ensembles, Primary Guitar Ensembles and Flute Group.

**Secondary:** Groups include Friday Music Consorts, Friday Small Group Night, Electronic Music Club, Junior Choir, Intermediate Strings, Music Theory Club and others.

## SCHOOL REPRESENTATIVE MUSIC ENSEMBLES

Participation in some musical groups is by audition or invitation, and these groups may not be able to accommodate all children. Auditions are held immediately at the beginning of Term 1. Students who join Patana later in the year may enquire with the music coordinators about joining.

Students are expected to participate in rehearsals and a variety of performances throughout the school year. These ensembles are frequently used to represent Patana at outside functions.

Students wear a music performance uniforms. Information on uniforms is available from the music department or music coordinators.

**Primary:** Representative Groups currently include the Primary Concert Band, the Primary String Ensemble, the Year 3/4 Choir, which is open to all without an audition, and the Year 5/6 Choir. The music Coordinator is Rachel Stead ([rast@patana.ac.th](mailto:rast@patana.ac.th)).

**Secondary:** Performance Groups include the Intermediate Concert Band, the Intermediate String Ensemble, the Senior Orchestra, the Jubilate Singers and the Senior Choir. Parents and staff who play an instrument are welcome to inquire about joining the orchestra or band. The music Coordinator is Richard Hopkins, ([riho@patana.ac.th](mailto:riho@patana.ac.th)).

## THEATRE PRODUCTIONS

Secondary and Primary students stage major extra-curricular drama and music theatre productions. Students are required to audition for parts, although there are usually roles for all interested students. Rehearsals tend to take place after school and sometimes at weekends. A large team is always needed and students and parents are encouraged to help behind the scenes with props, make up, costumes etc.

Productions may involve Primary choirs or Secondary orchestras. Parents who play an instrument are invited to join and should contact the individual teacher in charge.

Primary students may be offered other drama activities through the ECA Programme. The Secondary School's extra curricular drama programme also includes the IB Theatre Arts Club and the Performance Club. Secondary students are invited to join workshops run by visiting professionals, and to take up performance opportunities at inter-school festivals both in Bangkok and overseas.

# PARENT VOLUNTEER OPPORTUNITIES

There are many opportunities to volunteer at school. It is a great way to meet people, have fun, learn about the school and provide input into the experience your child will have at school and in Thailand. Ask your class teachers how you can volunteer for regular or periodic events in the class room, ask other parents about volunteer activities they have enjoyed, or ask a member of the Parent Teacher Group Committee for suggestions.

## PRIMARY CLASS PARENTS

A Primary Class Parent is a volunteer parent who liaises between the class teacher and parents. Different teachers will request different levels of support. Generally the Class Parent:

- Is the first point of contact when the class teacher requires assistance for reading, school trips, class parties, school productions, etc
- Coordinates parent volunteers for Fun Day
- Recruits parent help for other school and PTG events
- Greets any new parents whose children join the class during the academic year
- Organises informal social opportunities for parents each term
- Heads the class Telephone Tree

Towards the end of Term 3, the Primary Principal will usually request interested parents put their names forward. Staff will generally place volunteers at the beginning of Term 1 of the next school year, after looking at several factors including the number of volunteers available. Parents are welcome to job-share the role.

## PRIMARY PARENT READING SCHEME

Parent Reading Scheme volunteers support the literacy curriculum in the Primary School. Parents generally come to school once a week to read with a class of children, either individually or in groups. Information sessions are held periodically for parents interested in helping out. If you would like to join the scheme, please contact Jennifer McLaughlin, or email: [readingscheme@patana.ac.th](mailto:readingscheme@patana.ac.th).

## SECONDARY YEAR GROUP PARENT LIAISONS

The PTG recruits volunteer Liaisons from each Year group in the Secondary School at the beginning of the school year. (Secondary tutor groups do not have individual Class Parents). There is at least one Liaison per Year group, job-sharing is encouraged, and newcomers are particularly invited to apply. The Liaisons organise social events, so that parents can get to know other parents in the Year group. We encourage all Secondary parents to attend these events, as it can be particularly difficult in Bangkok to meet up with one another. Liaisons also create contact lists, help the PTG welcome newcomers, and recruit help for PTG events.

## SENIOR STUDIES CAS SUPERVISORS

CAS stands for Creativity, Action and Service. During Year 12 and 13 - the Senior Studies years - students participate in CAS activities for at least 3 - 4 hours per week as part of the IB programme (not necessarily within school hours).

We actively encourage parents to work alongside and provide opportunities for students to participate in community service. In the past, this has included helping the students organise events and fund raisers and inviting students to join groups who go to teach English at the local government schools. CAS activities involve no more than a couple of hours a week and are a great way to support the school and the local community. For more information, please contact Jackie Houghton at [jaho@patana.ac.th](mailto:jaho@patana.ac.th).

## THE PARENT TEACHER GROUP (PTG)

All members of the academic staff and all parents/guardians of Patana students are automatically members of the PTG. The PTG thus provides a link between parents and teachers, with the purpose of “promoting and assisting the development of the school, advancing its interests and activities and fostering goodwill of parents, teachers, and friends towards the school.” The PTG strives to build community spirit among children, parents and staff.

The PTG is overseen by the PTG committee (PTGC) which includes three permanent staff members and several parent officers. They are elected at an Annual General Meeting (AGM) each May. Parents can volunteer for positions such as chair, vice chair, representatives for Thai issues, Primary or secondary Schools, Tiger shop, sports subcommittee and newcomers. Other positions include secretary, treasurer and newsletter editor.

All volunteers are welcome, whatever their interests or availability, since it takes a large team to coordinate all of the activities throughout the year. PTG activities vary from year to year and evolve as the needs of the school community change. While many PTG activities are social, others are fund-raisers. The PTG also provides a mechanism for addressing issues of common concern in a congenial atmosphere. Concerns may be referred to specific school staff as needed. The PTG can be contacted using the email [ptg@patana.ac.th](mailto:ptg@patana.ac.th). The PTG newsletter, *The Accord* provides a written means of communicating with the school community. Articles and announcements from teachers and parents are always welcome.

The PTG Room is located on the second floor of the Primary Year 1 and 2 building, at the back field end above the Hall. All parents are welcome to drop into the PTG room while they are on campus.

Some PTG activities are listed below. All provide volunteer opportunities and many (indicated with an \*) raise funds for the school or charities. For more details on some of these activities, see the Patana Special Events section.

- Newcomer’s team: welcomes families of all nationalities
- International Day: celebrates the diversity and common spirit of the community
- Fun Day: a chance for all families to have fun together\*
- Quiz Night: a traditional pub event for parents and staff\*
- Staff Appreciations: to thank teachers and general staff
- The Patana Party or Ball: an evening for parents and staff to enjoy together\*
- Tiger Spirit shop: celebrates the school mascot and colours\*
- The Multi-Cultural calendar: a Patana academic year organiser\*
- Popcorn Sales: a favourite treat in the Primary School\*
- *The Accord*: the fortnightly PTG newsletter
- *Patana Parent Guide*: to help parents and families
- Christmas Coffee morning or Carol Concert: gifts and traditional food and drink\*
- The Canteen Team: works with the school to have nutritious tasty food
- Secondary Year group Liaisons: promote community awareness and activities
- The Sports Subcommittee: enhances sport activities

## OTHER VOLUNTEER OPPORTUNITIES

- Resource Centres — contact the Head of Resource Centres, Anthony Tilke ([anti@patana.ac.th](mailto:anti@patana.ac.th))
- Primary lunchtime activities during the rainy or hot season (either as a one off or on a regular basis) — contact the PTG or Senior Teachers
- Primary classroom volunteers may regularly or occasionally be needed to assist teachers with activities – contact your child’s teacher
- Theatre productions: Primary and Secondary (set, costumes, props, make-up) — contact the PTG, class teacher or producer
- A Musician with the Senior Orchestra or Intermediate Concert Band — contact Music Coordinator Richard Hopkins ([riho@patana.ac.th](mailto:riho@patana.ac.th))

# SPECIAL EVENTS AND FUND RAISING

Many special events occur throughout the year. These may be organised by the school, the PTG or both. Most provide opportunities for volunteer involvement and many are fund raisers.

Fund raising at the school includes raising money for charities and raising money for the school. Raising money for charities serves the specific purpose of giving money to charities but also educates students about charities and fund raising. Raising money for the school enriches students' lives by allowing the purchase of items that are outside the school budget. PTG fund-raisers in the past have allowed the purchase of items such as: a sound system, projector, screen, and lighting for the auditorium; a lighting system and TV for the Youth Club; digital video cameras; mercury CAD laser cutter; playground equipment; an inflatable obstacle course for the pool; a sea kayak; a scoreboard; creative role play kits and items for musicians.

The most frequent and major special events are listed below. Events may change from year to year.

## INTERNATIONAL DAY

International Day has been celebrated at Patana for many years. This is a festival celebrating the wide range of cultures and nationalities which make up the school community and the spirit which brings everyone together. Students dress in their national attire, enjoy an international feast, and participate in other activities. International Day is organised by the PTG in conjunction with staff.

Country Representatives are parent volunteers who coordinate the national dress (which may be as simple as a themed t-shirt), cultural presentation, games, and food of their country. Parents and children can participate in everything from bringing special food to showcasing their country's music and dance. All Patana parents are encouraged to join in this wonderful day.

## LOY KRATHONG DAY

Loy Krathong is a beautiful Thai celebration which takes place during the 11th Lunar month (often November). At Patana, the Thai Department assisted by the PTG coordinate a wide range of enjoyable activities for both students and parents. Parents are invited to help, take part or simply observe the festivities.

In the Primary School, all children are given the opportunity to make *krathongs* (beautiful floating flower arrangements) or other Thai handicrafts during the day. Some children bring their own krathongs to school. Students float their krathongs on one of the waterways around the school grounds. Secondary students may participate in the activities during their lunch break.

All Primary students are encouraged to wear traditional Thai outfits, which may sometimes be ordered through the school. If so, the information will usually be in the *Patana News*. It is also easy to buy outfits at places such as: Pahurat market, which has several shops in Chinatown or the Phra Khanong market, which is off Sukhumvit Soi 71. For additional locations, ask friends, maids or drivers or refer to publications such as the Bangkok Guide.

## TIGER SPIRIT DAY

Tigers are confident, strong and powerful, and students at Bangkok Patana are proud to be known as the Tigers. Tiger Spirit Day celebrates the students' many accomplishments and the school is a sea of orange and black. Students are encouraged to dress up for the day, with clothing from home or with items available from the PTG's Tiger Spirit Shop.

## SECONDARY SCHOOL STUDENT DANCES

These are organised by the Y10 Dance Committee and are supervised by academic staff. Students not organising these events are not allowed to remain on campus to wait for the dance to start; they must leave the campus and return no earlier than 6.45 pm. Dances run from 7:00 - 10:00 p.m. For more details please refer to the *Student Handbooks*.

There is an annual Senior Dance for students in Y10-12, held in Term 3 each year.

## THE PATANA PARTY

The Patana Party (or sometimes a formal ball) is a fund-raising evening for parents and teachers to enjoy. There is a dinner, dance and a silent auction. Funds go to support activities such as building a Habitat for Humanity House by students in the Secondary School.

## FUN DAY

This is one of the biggest events of the school year. It is often the largest fund-raiser; funds are usually used to improve school facilities. It is a chance for the entire school community to get together for fun and games. The day is coordinated by the PTG with support from staff. Parents are asked to lend a hand by volunteering during the day.

## CHRISTMAS COFFEE MORNING

This is another fund-raising event held toward the end of Term 1 in the PTG room. Gift items and seasonal food are usually on sale.

## CHARITY DAYS

Across the school, there are often special fund raising events held in support of local charities. The format of these can vary from year to year, and full details are published in the *Patana News* or the *Accord*.

# TIPS TO HELP YOUR CHILD SETTLE IN AT PATANA

Each child is different, but there are a few things that you as a parent can do to help your child settle in. Listed below are some tips which have helped smooth the transition for other families.

## LEARN ABOUT THE SCHOOL

Together with your children, learn as much as you can about Patana, before their first day of school:

- Visit the school website together.
- Look over school publications together. Discuss any differences from your previous school and look at new opportunities. Acknowledge that changing schools may be difficult, but be positive as you talk about the move to Patana.
- If your children will begin school at the beginning of Term 1, attend the Primary or Secondary orientations and inductions in late August.
- If you arrive during the school year, make an appointment for parents *and* children to meet with a principal and to tour the campus. Ask if it will be possible for you to meet your children's teacher or tutor.
- Get the name and phone number of your Primary Class Parent and Secondary Year group Liaison, and introduce yourself. If you have general questions which haven't been answered elsewhere, the Parent Teacher Group might be able to help (email [ptg@patana.ac.th](mailto:ptg@patana.ac.th) with the subject line "attention: Newcomers").
- Make sure your child knows that she or he will have a "buddy" for the first few days of school. A "buddy" helps your child find their way around the school and sits with them at lunchtime and break times. On occasions, where practical, the school will try to arrange for a buddy to exchange emails with your child in advance, so please enquire about this.
- Practise the route from the bus (or front entrance) to your child's classroom. Familiarise your child with key places (toilets, nurse's office, canteens etc).

## GET OFF TO A GOOD START

- If possible, allow time for your child to recover from jet lag before beginning school.
- Try to keep your Secondary student from being too concerned about placement tests (there may be a possibility of adjusting sets later on).
- Younger children should practise changing from their PE kit (clothes and shoes) back into their school uniform, without assistance.
- Consider taking the bus to school one morning with your children (parents must enter through the front gate — refer to Access & Transport in this *Guide*).
- Your children might enjoy it if you eat lunch with them at least once during their first week.
- If your child has learning difficulties, help them settle by giving the school full details as soon as possible.
- Provide your older children (Y3 up) with a watch, as there are no "bells" at Patana.
- Encourage your children, from youngest to oldest, to become organised and responsible for bringing their PE kit, library books, homework, and subject folders to school on the correct days.
- Ensure your children understand their Year group's homework routine and expectations, especially as the system may be different from that which they are used to (Refer to **Homework**).
- Quickly establish routines to help your child feel settled at home, to manage their homework, and to get a full night's sleep.
- At Patana, perhaps unlike your former school, most students have the opportunity to take part in an extensive range of after-school activities which provide an excellent opportunity for children to get to know each other better. You will need to carefully balance the social and recreational benefits with the extended days involved.

## KEEP IN TOUCH WITH THE SCHOOL

- Your children's Primary teachers and Secondary tutors should contact you at the end of the first week of school, to let you know how your child is doing in class. (Please contact the Head of Year straightaway if you don't hear from the teacher) Please let the teacher/tutor know how your child is adjusting, if their buddy is a good match, or if they are particularly confused by any aspect of their new school.
- Most children settle in well but if your child seems to be having ongoing difficulties, *please* talk with staff as soon as you can. It is best to *promptly* address any difficulties before they grow into larger problems. Follow-up with appropriate staff members as needed.
- If you have come from a very different educational system, you might need to check how your child is progressing and integrating within an international British school. Don't wait until the next scheduled Report or Consultation, speak with their teachers early on if you have any concerns or questions.

## HELP YOUR CHILD MAKE FRIENDS

- As early as possible, make the extra effort to arrange social opportunities for your children, as seeing someone outside of class can help them feel connected. It can be difficult to coordinate get-togethers in Bangkok, due to traffic and widely dispersed families, but it is worth the effort. Take the initiative and arrange activities which will bring your children and new classmates together
- Remind your children that making friends may take some time. Friendships may grow among those who take the same school bus, or spend time doing activities together
- If you have younger children, you will naturally contact other parents when arranging play dates. Parents of older children are also encouraged to make contact with other parents when their children become friends. The Parent Telephone Directory, behind the Parents' Gateway on the school website, lists all children in a class or tutor group, and gives contact information for all families (unless withheld by the parents)

# HOW TO “SPEAK BRITISH”

True Story: 6.30 in the morning, getting ready for the second day at Patana. Crisis erupts when daughter suddenly remembers that her teacher said she had to bring trainers to school that day. Mother stares, aghast: “*What is a trainer?*” Daughter wails, “*I don’t know...but I have to have some!*” So, for all of you newcomers who grew up somewhere else, here is a Patana translation guide

BRITISH ENGLISH	ELSEWHERE
Anti-clockwise	counter clockwise
Bin trash	can, garbage (“Mr Bin” in N/K1)
Biscuits	cookies (as in smaller sweet digestive biscuits which come in a packet)
Cookie	a big, sweet American cookie Bit piece, or a little
Brilliant	all Patana students
Booking	reservation/appointment
Braid	multiple “corn row” braids popular at Thai beaches
Canteen	cafeteria, lunch room, kiosk
Chips	French fries
Crisps	chips
Engaged	busy (on the telephone)
Feeling	poorly sick, ill
Football	soccer
Ice lollies	popsicles, ice blocks
Jumper	pullover, sweater
Mum	Mum, mother, maman
Plaits	braids (1 or 2 big ones)
Plaster	band aid
Public school	a private, independent school
Plimsolls	a specific type of trainer (see below)
Post or post box	mail or mailbox
Revise	study/review
Rubber	most definitely: an eraser
Sellotape	tape, sticky tape, adhesive
Savouries	food that’s not sweet
Sick/be sick	vomit, spew
Straight away	immediately, right now
Swimming costume	swimsuit, cossies, togs, bathers
Supply teacher	substitute, relief teacher
Tuition	teaching, tutoring
Tea	supper/early dinner (sometimes actually, tea - the drink)
Torch	a flashlight (never involving real fire)
Trainers	sneakers, tennis shoes, athletic shoes, sandshoes
Trolley bag	a wheelie-bag...hmm, is that a suitcase on wheels???

# ADJUSTING TO BANGKOK

New to Bangkok and having a hard time? Rest assured that many of us have been in the same situation and want you to know that it won't be long before you begin to find your way around. In fact, before you know it, Bangkok will have become "home". This advice has been compiled by the Parent Teacher Group (PTG) to assist you with some adjustment issues you may be facing.

## SETTLING IN

Moving to a new home, what's more to a new country, creates plenty of stress and anxiety. Parents and children alike can benefit from these suggestions compiled from a variety of sources such as school counsellors, books and seasoned expatriate families.

## WHAT'S HAPPENING?

Moving to Bangkok finalises a chapter in your life. You may be leaving a place behind forever, or perhaps you anticipate returning to your "real" home in a year. In either case, neither you nor the place you hope to return to, will be quite the same.

There is a plethora of emotions surrounding a move. It's perfectly natural to feel confused, nervous, angry, lost, depressed, relieved, glad, hopeful, happy and/or excited. This might be a move you've long anticipated and wanted or it can be a sudden, unwelcome change.

One day, you will wake up to find that the good idea (or not!) has turned into reality. You are living in Bangkok.... now what? Dad, who is often the parent with the Thai work permit, may be sucked up into a maelstrom of work, meetings, and travel. Mum may suddenly find herself a de-facto single parent left home to care for the children while dealing with the enormous challenges of settling into a new country. The children, who didn't choose this move, may feel uprooted. They may lose their sense of belonging and have a tough time letting go of the friends, places and things that gave them a sense of identity.

The entire family will have to evolve a new sense of belonging, and will experience a real sense of growing in this new world. Fortunately, children are incredibly adaptable and will usually make a success of this adventure. Often though, they need some help.

## WHAT EASES THE TRANSITION?

- Give plenty of notice about your relocation and make sure your children understand the reasons. Communicate early and often. You can discuss the benefits and disadvantages of moving even with young children. This helps them understand the need for moving which can help them accept the move.
- Let everyone share their feelings and thoughts as the move progresses. Acknowledge the difficulties and be positive without being dismissive or patronizing. For example:
  - Child:** "This is so lame. Why do I have to lose all my friends?"
  - Dismissive response:** "This is tough for all of us too, you know."
  - Patronising response:** "I'm sure you'll make lots of new friends."
  - Empathetic response:** "Oh, I can see it's hard for you to leave Sally & Jennifer behind. It's hard for me to leave my friends too. Being apart doesn't mean your friendship has to end. Can you think of some ways you and your friends can stay in touch?"
- Share information about Bangkok and about Patana, and help your children imagine themselves in their new environment. If your children do not accompany you on your first visit to Bangkok, take photographs to share with them, read books and look at the website together.
- Involve children as much as possible in decision-making. The more involved the children are in the moving process, the quicker they are likely to settle in at Patana and their new home.

- Make sure you allow enough time to say “goodbye”, even if it is difficult. Don’t leave it until the last minute. Don’t forget to say farewell to important places, too. Help children make a scrapbook, or encourage them to keep a journal. Exchange home and email addresses with friends and loved ones you’ll leave behind.
- Remind children of the things which won’t change.

## WHAT IS CULTURE SHOCK?

Typically, everyone in the family will go through these stages:

- Everything looks wonderful and exciting.
- Everything seems difficult, overwhelming and you just want to leave.
- Slowly you adjust, learn to cope with and appreciate life in Thailand.

Take the time to discuss culture shock before you move. Even young children can understand and will be helped by knowing that other people have the same feelings. It can be difficult as Mum, Dad and children move through these stages at different rates. How long it takes for a family to truly feel settled and comfortable is highly individual. There will be good and bad days along the way.

The sense of “loss of control” may result in children regressing or becoming antisocial. You may find your young child has started sucking his thumb again or your teenager has barricaded herself in her room all day. They may also feel rootless- not quite belonging in Bangkok and not sure where “home” truly is. On the positive side, children who grow up in another culture are often more resilient, and usually appreciative of cultural differences. Children often model their parents’ behaviours and attitudes. If you are calm and accepting, and keep a positive attitude, your children will too.

Change can be overwhelming. Talking with other families or members of staff can be helpful.

## WHAT’S THE IMPACT OF LIFE-STYLE CHANGES?

Consider the effects of living the expat life in Thailand:

- Have parents’ roles changed? Has one parent had to give up their career?
- If you have taken on household help, how is the family reacting to it? Think about how you expect the children to behave towards your maids and drivers. Think about your own attitudes towards household help.
- Many expat families enjoy a much more affluent lifestyle in Thailand than they might elsewhere. How might this affect your family? Consider the messages about money and community which your children are internalising.
- How will you help your children adjust to these changes?

## WHAT’S A PARENT TO DO?

- Take one day at a time. Realise that sometimes it is only possible to accomplish one errand per day in Bangkok, especially when you factor in traffic, language, and the differences in ways of doing things.
- Find positive ways for the family to deal with stress, such as finding an outlet like sports, social groups and hobbies. Cultivate flexibility and a sense of humour.
- Have familiar things around, for both parents and the children. Maintain family routines as much as possible. Encourage your children to help create new routines promptly.
- Continue to celebrate family holidays and traditions. There will be changes, some of them profound, such as no longer anticipating a “white” Christmas, others less so. Let these changes stimulate your family’s creativity and bring a sense of adventure to your celebrations.
- Establish new support systems as quickly as possible. Look for initial contacts with neighbours, other parents from school and from social organisations.
- Be wary of stereotypes and prejudices. Learn to appreciate cultural differences. Try to avoid comparing everything with what you are used to back home. Again, remember that children model their parents attitudes and behaviour.

- Learn some basic Thai. It's true that one can survive without speaking a word of Thai in Bangkok, other major cities and tourist resorts. Yet you will find that speaking some of the language will ease and enrich your time here. Children also benefit from speaking Thai — consider enrolling them for lessons at school or at home
- Explore Bangkok and Thailand: try to go somewhere new with your family each month. Balance your “comfort zone” by reaching out to experience new things.
- **Important:** Make sure your children know your new home address and phone number. It can be invaluablely helpful to have them keep a card with their name, address and contact numbers, written in Thai on their person or wallet. Familiarise them with the area around your house/apartment. Make sure they know what to do in an emergency.

# TIPS FOR NEW EXPATRIATE FAMILIES

What follows is a hodgepodge of tips and helpful suggestions from other parents and teachers who've gone through the same transition. It is by no means definitive. Not only does Bangkok grow and change, but each family is different and what works for one might not work for another. Still, here are some tried and tested tips, which we hope will give you a start in adjusting to your new life in "Krungthep." The information is provided as a service, and was correct at the time of printing, but is not to be considered as a Patana endorsement.

One of the most useful guide books you can buy on moving to Bangkok is the **Bangkok Guide** – a remarkably comprehensive compendium of valuable information, tips, referrals and contacts for living in this city. Published by the Australian-New Zealand Women's Group, this book has become an indispensable manual to life in Bangkok and can help with everything from finding a new home to arranging your child's birthday party. The Bangkok Guide can be purchased from Asia Books or Kinokuniya bookshops and also comes with a handy Nancy Chandler map to the city and a quick reference phone book.

## COMMUNITY SPORTS AND ACTIVITIES FOR FAMILIES

Many families get involved in community sports and leisure activities, including horse riding, martial arts, sailing, dance, scuba diving, fencing, swimming, rock climbing, water skiing/wake boarding and more. For information on community sports and family activities in and around Bangkok, refer to the local newspapers, the *Bangkok Guide*, the *Big Chili* magazine, *BK* magazine or the list of *Things to Do in Bangkok*, compiled by the PTG.

Bangkok Patana School staff coordinate some community athletics. For information, enquire at the Sports & Activities office and check out the website and the *Patana News* for regular notifications of upcoming activities. Community sports at Patana include:

- Tennis lessons for parents
- Scuba Diving Club
- Running Club

Tennis courts and playing fields may be booked by calling the Sports & Activities office on ext 189. BANGKOK PATANA SCHOOL facilities are used extensively at the weekends and on some evenings for training and competitions for the wider Bangkok community. These activities are coordinated and run by a number of volunteers. You may refer to the Community Facility Bookings section of the Sports Page on the BANGKOK PATANA SCHOOL website, but please direct your enquiries to the relevant Coordinators and not to the school. Announcements are usually made in *The Patana News*.

Community leagues (for children or adults) include:

- **BSL: Bangkok Soccer League**, [www.eatemz.com/bangkoksoccerleague](http://www.eatemz.com/bangkoksoccerleague)
- The season runs October – March and the league is open to boys and girls aged 4-19 who attend international schools. Games and Training are held on Saturday mornings on school campus.
- **BJNL: Bangkok Junior Netball League**, [bangkokjuniornetball@yahoo.com](mailto:bangkokjuniornetball@yahoo.com)
- The season runs October – March and is open to girls aged 10-16 years. Games and training held are on school campus.
- **BJBL: Bangkok Junior Basketball League**, [www.bjbl.org](http://www.bjbl.org)
- The season runs from late January until mid June. Students aged 5-16 years from many international schools participate.
- **Bangkok Junior Rugby Lions**, [bruce@achmanagement.com](mailto:bruce@achmanagement.com), tel. 08 1754 3142  
The season runs from April to July, with playing and training for students aged 4-18. Games and training held on campus.

## DO'S AND DON'TS IN THAILAND

Thais are generally very polite, helpful people who almost always aim to please. Because of this, you might notice that often you will not be told “no” directly and much time can be spent while you work something out for yourself. Don't get cross. Remember, Thai people admire restraint, dislike raised voices and any other display of displeasure:

- Take it easy, don't get flustered, especially in the early days.
- Speak gently; don't raise your voice.
- Don't touch hair and heads of adults or children. It's considered impolite.
- Smile. Thais do all the time and will be pleased if you smile too. Smiling can be useful too as it often excuses mistakes or misunderstandings.
- Don't lose your temper. A person who does actually “loses face” in Thailand.
- Use titles when addressing someone. With adults always use “*Khun*” and then the first name. Surnames are rarely used.
- Don't open gifts from a Thai person in public.
- Remove your shoes at the door before entering someone's home or small shops.

## FAMILY MEDICAL CARE IN BANGKOK

### Hospitals and Doctors

Thailand has become the medical hub of Asia with several first class hospitals. The major private hospitals in the city are:

- **Bumrungrad** (33 Sukhumvit Soi 3, [www.bumrungrad.com](http://www.bumrungrad.com), tel. 02 667 1555)
- **Samitivej** (133 Sukhumvit 49, [www.samitivej.co.th/sukhumvit](http://www.samitivej.co.th/sukhumvit), tel. 02 711 8000)
- **Bangkok Nursing Home** (9/1 Convent Road, Silom, [www.BNHhospital.com](http://www.BNHhospital.com), tel. 02 686 2700)
- **Bangkok General** (2 Soi Soonvijai 7, New Petchaburi Road, [www.bangkokhospital.com](http://www.bangkokhospital.com), tel. 02 310 3000 or 1719)

Other excellent hospitals may be located closer to where you live.

Both GP and specialist care is readily available and many doctors have trained overseas and speak excellent English. Ask other parents, your insurance company, or consult the Bangkok Guide for recommendations. Doctors usually maintain office hours on a rotating schedule. Some families will receive all of their medical care at one hospital, while others will use a variety of sources.

If you are new to Bangkok, you may find it helpful to collect doctors' business cards (jotting down their hours and whether you liked them or not). You may need to be proactive about maintaining your family's medical records and scheduling check-ups. Bring copies of your family's medical records if moving from another city or country. Pregnant mothers and those with babies and toddlers might wish to join BAMBI, [www.bambi-bangkok.org](http://www.bambi-bangkok.org)

Emergency medical services may not exist in Bangkok on the same scale that you may have been used to. Families should make advance plans as to how they want to handle emergencies. Maids and drivers should be left with specific instructions and taxi money, should you wish them to transport children to a hospital in case of emergency. Useful telephone numbers include: Any emergency in Thailand (191); Tourist Police (1155), Motorlance 1719 (Hotline for Bangkok Hospital). The first page after the contents section in the *Bangkok Guide* has a list of emergency numbers that you might find useful to program into your mobile phone and photocopy to stick to the fridge.

### Counselling and support groups

The school counsellors, teachers, other parents, groups such as BAMBI and the Bangkok Guide are good resources for information regarding counsellors, information about AA meetings and other similar support groups. International counsellors in Bangkok include:

- Psychological Services International (9/2 Sukhumvit Soi 43, [www.psiadmin.com](http://www.psiadmin.com), tel. 02-259-1467)
- Bangkok Psych Associates (Liberty Plaza 1000/200 Sukhumvit 55, [www.psyacs.com](http://www.psyacs.com), tel. 02 713 8680)
- New Community Services (Soi Inthamara 3, Paholyothin, [www.ncs-counseling.com](http://www.ncs-counseling.com), tel. 02 279 8503)

## RH Negative Blood

Several blood types, particularly Rhesus (Rh) Negative groups, are very rare in Thailand. You should know your family's blood groups and if members are Rh negative consider signing up with the Central Blood Register. This does not carry any obligation but if you are called, the chances are your donation will help save a life. You could also contact them in advance of surgery or to find out about donating blood should you be interested.

For more information, or in an emergency, call 02 686 2700 or email [centralbloodregister@hotmail.com](mailto:centralbloodregister@hotmail.com). You can also register at the BAMBI website. The National Blood Centre at the Thai Red Cross ([www.redcross.or.th](http://www.redcross.or.th), tel. 02 252 4106, 1871 Henry Dunant Road), is a well established Centre which banks, tests and collects blood. The Centre has an Rh negative club.

## Staying Healthy

If you have never lived in another country before, it's probably better to be cautious, at least while you're settling in:

- Drink boiled or bottled water when you first arrive. Although tap water is safe when it leaves the treatment plant, it can become contaminated by leaks in the pipes. Bottled water can be easily delivered to your home.
- It can become *very* hot in Thailand (especially in April – the hottest month), and it's easy to become dehydrated. Parents and children need to drink water regularly.
- Tap water in Bangkok has low fluoride content. Some bottled waters may have added fluoride, but many do not. Consult with your dentist about the appropriate fluoride treatment for your children .
- Wash fruit and vegetables well. Consider soaking in a pesticide removing detergent.
- If eating from a roadside stall, check the food is fresh and well cooked.
- Stray dogs and cats are everywhere. Rabies is widespread and every year people die of rabies in Thailand. Watch your children carefully and advise them against touching stray animals. Vaccinations for rabies are available at hospitals.
- Many people live in Bangkok without ever seeing a snake, but they are common in some *Moobaans* (compounds with houses and gardens). Most are harmless, but some are poisonous. Teach your children to be careful when they play outside and use your common sense .
- If it is possible, have a pest control company visit your home each month. This will also help keep cockroaches at bay.
- Mosquito borne illnesses in Thailand include Malaria, Japanese Encephalitis and Dengue Fever. Thailand has both day (*Aedes Aegypti*, which carries the Dengue Fever virus) and night (*Plasmodium* species) biting mosquitoes. The best prevention for all of these is to wear light, long clothes and socks or to use mosquito repellents (such as DEET) on bare skin, especially at night or when near rivers, lakes or the coast. Use bed nets if necessary. Do not allow water to collect around your home, as stagnant water (water storage jars, flowerpots etc) is a favourite breeding ground of mosquitoes. Spraying of certain parts of Bangkok (and of Bangkok Patana) to reduce mosquito populations is done, particularly during the rainy season.
- Malaria is rare in Bangkok, but more common in the country side, so you may need to consider taking preventive antimalarials if travelling to certain areas. Consult your doctor about these, as the recommended drugs change frequently.
- Dengue fever is becoming more of a concern in Thailand and there have been outbreaks in Bangkok. The number of cases has grown in the last 20 years, and tends to peak in June and July. Since it is carried by a day-time biting mosquito, it is important to take preventive measures, particularly in the early morning or late evening. The symptoms of Dengue Fever vary from mild to severe and include fever, headache, muscle and joint pains, rash, nausea and vomiting. There is no vaccine to prevent Dengue Fever and no specific treatment once infected. Avoid aspirin as this may increase the risk of bleeding. Medical attention should be sought if you suspect infection. Dengue Hemorrhagic Fever (sometimes associated with bleeding into the skin) may require hospital admission.

- Running around in bare feet is not advised. Apart from the obvious risks of foot injuries, there are still some risks such as Leptospirosis (from rat urine) and, in rural areas, parasites such as hookworms. If you have walked through flood water you should thoroughly wash all feet and skin that has had direct contact with water.

## Further Resources

If you feel like you are having a particularly difficult time, you might wish to speak with a counsellor (see the **Medical** section) or start with some of the books or websites listed in the **Recommended Reading** section). There are many useful books on living abroad or expat life. Ask friends at your local book shop. You may find more resources on the internet by typing the key words “expat” “Mum” “family” in search engines like Google and Yahoo.

## GETTING TO AND FROM SCHOOL

Patana is on Sukhumvit 105, which is also called Lasalle Road This road runs between Sukhumvit and Sri Nakarin. There are many ways of getting to and from school.

### Taxi

Taxis are relatively inexpensive in Bangkok, and it is very easy to hail a taxi from the main school gates - just make sure the meter is on. It is sometimes helpful to have the address you are going to written in Thai, or use your mobile phone to have a Thai speaker give the taxi driver directions.

If you are taking a taxi to school, tell the driver.

*“Karuna, pai song di chaan/ pom \* to Soi La Salle/ Sukumvit roi ha duai kah/kap\*\*, rong rien nanachaat Bangkok Patana, kah/kap \*\*”*

(“Excuse me, could you please take me to Soi La Salle/ Sukhumvit Soi 105, Bangkok Patana International School.”)

If that seems like a mouthful, try and remember:

*“Pai Soi La Salle/ Sukhumvit roi ha, rong rien nanaachat Bangkok Patana kah/ kap.”*

(“Please go to Soi La Salle/Sukhumvit Soi 105, Bangkok Patana School.”)

If you’re coming from the other side another part of town from the school is may be useful to tell the taxi driver to take the expressway.

*“Pai tang duan dai mai kah/kap?”*

(“Can you take the expressway?”)

You will be expected to pay the expressway toll which is normally in the area of 40 Baht.

### Driving

Lasalle Road runs parallel to the Bangna Trad motorway, and there are a couple of short cuts which might save you time:

- Coming from town, turn onto the Bangna Trad and take the first U-turn bridge. Get onto the side road and turn left on to Soi Saraniwade 2, at the Royal Dragon restaurant
- Coming from the south, get on the Bangna Trad side road, and turn left (opposite and just a bit past the Central shopping mall) on Soi Sripong. There's an outdoor garden restaurant, Fai Kam, and a green road sign to mark the spot.
- Transport staff at the school can often tell you the quickest route from your home to school and back.

### BTS or Sky Train

The nearest Sky Train station to school is the terminus of the Sukhumvit line, On Nut, which is located at Sukhumvit 77, though construction is currently underway to bring it past Sukhumvit 105. The Sky Train (“*rot fai fab*”) is a wonderful way to get around Bangkok, as it whisks you above all of the traffic jams below. If your destination is close to the expressway, it might be quicker to take the motorway in towards town, than to head up Sukhumvit to the Sky Train; everything of course, depends on the traffic.

### Bus

You can take a bus to the Sky Train station at On Nut from Lasalle Road. It's about a 20-minute ride on air-conditioned buses # 507, 508, 545, and 511.

## HOUSING

Deciding where to live in Bangkok can be a big decision, In addition to budget and size you may want to consider some of the following:

- Are you planning on having a car or driver?
- Who in the family has to do the majority of the travelling?
- How far are you from your workplace/school/ major shopping complexes etc?
- Is there easy access to the expressway/BTS/MRT?

### Relocation Companies

Many relocation companies often offer home search and orientations programmes as part of their service, so if you are relocating within Bangkok here are a few companies that may be able to assist:

- Allied Pickfords, [www.alliedpickfords.com](http://www.alliedpickfords.com), tel. 02 361 3961
- Asian Tigers Transpo International, [www.asiantigers-thailand.com](http://www.asiantigers-thailand.com), tel. 02 687 7888
- Crown Worldwide Movers (Thailand) Ltd, [www.crownrelo.com](http://www.crownrelo.com), tel. 02249 0219
- Relocations Asia Pacific, [www.relofations.co.th](http://www.relofations.co.th), tel. 02632 0228-30
- Santa Fe Relocation Services, [www.santaferelo.com](http://www.santaferelo.com), tel. 02 742 9890-2

### Serviced Apartments

If you're looking for something for in the short term while you make decide on more permanent accommodation two serviced apartment complexes close to the school are:

- Floraville Suan Luang, 12-14 Pattanakarn Soi 51, Srinakarin Intersection, [www.floravilleapt.com](http://www.floravilleapt.com), tel. 02 722 4055-80
- Garden Towers, 2/3 Moo 14 Bang Na-Trad Rd, [www.gardentowers.com](http://www.gardentowers.com), 02 751 9990-3

### Useful Serviced Apartment Websites

- [www.moveandstay.com/Bangkok](http://www.moveandstay.com/Bangkok)
- [www.bangkok-apartment.com](http://www.bangkok-apartment.com)

For a fuller listing of relocation companies, serviced apartments and hotels, real estate agents etc. see the 'Moving to Thailand' section of the *Bangkok Guide*.

### Miscellaneous Tips

- During the rainy season, some areas of Bangkok will flood. Before renting a house, enquire about flooding on your soi from a neutral third party like potential neighbours. During heavy rains you may also experience power failures for short periods, which will consequently cut your water supply if you live in a house. Satellite signals may also be interrupted.
- Electrical wiring is sometimes very inventive. There are companies who can install a ground fault circuit breaker in your home. Contact "Safety Cut" at 02-756-880.
- Apartment blocks tend to have electric cookers and do not allow the use of gas for cooking. Check before you rent an apartment. For those in a house, gas can be delivered. Ask your neighbours or building management for a nearby service.
- When writing a cheque, use a double cross bar across the words "or bearer" to ensure that your cheque is cashed by the payee only.

## MUM: HOME ALONE?

Sometimes, newly arrived expat Mums find themselves waving goodbye to their husband and children and then feel at a loss as to what they should do for the rest of the day. Often, Mums who are unemployed will be focused on the job of getting the family settled, only to realise six weeks later that they feel cut off and lonely. The advice listed below applies not only to Mums, but to anyone who's at a loose end in a new city and looking to make some friends!

If you would like to avoid the "Mum-home-alone-in-her-housecoat" scenario, one of the best ways to make friends is to take the plunge and get involved straightaway at school. Don't be shy, take the initiative, be persistent if necessary and please join us. You will *always* be welcome:

- Attend school social gatherings (Newcomers Teas, Class Coffees, Year group Dinners, etc) and exchange phone numbers before you leave.

- Attend a PTG meeting and volunteer to help with an activity. Many of us have made lifelong friends while working together at Patana.

Search out people who are enjoying the many wonderful opportunities which Thailand offers as they'll be an inspiration and help you feel more settled quickly. Join one of the many organisations, charities or women's groups in Bangkok.

Below are a few of the groups you may be interested in joining. Most of these groups are involved in a wide variety of activities from including sports, charitable and social welfare work, numerous social activities and outings, travel and more.

- **American Women's Club of Thailand** (AWC, 72/1 Sukhumvit Soi 38, [www.awcthailand.org](http://www.awcthailand.org), tel. 0 2712 3381). AWC promotes friendship with Thai people through social, cultural and philanthropic activities.
- **Australian-New Zealand Women's Group** ([www.anzwc.com](http://www.anzwc.com), tel. 02 344 6469)
- **Bangkok Babies and Mothers International** ([www.bambiweb.org](http://www.bambiweb.org), tel. 02 319 9530). BAMBI has many support groups and a network of individuals providing a valuable resource to parents and families. This is a non-profit organisation run by volunteers mothers to support pregnant women and the parents of young children (birth – five years) of all nationalities. The various support and social groups run by BAMBI include the WOMBLES; for working Mums, S-Kids; for families with children with an intellectual or physical disability or learning limitations, and the Bangkok Area Homeschooling Network.
- **British Women's Group** ([www.bwgbangkok.com](http://www.bwgbangkok.com), tel. 02 305 8333)
- **International Women's Club of Thailand** ([www.iwcthailand.org](http://www.iwcthailand.org) tel. 02 258 5336)
- **Samutprakarn International Ladies Club** ([gcohen@tryemail.co.th](mailto:gcohen@tryemail.co.th), tel. Karen Cohen 02 740 3031)

We'd like to emphasise that this is simply the tip of a very large iceberg. Whether it be photography, golf, amateur dramatics, painting or rock climbing you're almost bound to find a like-minded group of individuals in this city who have formed a club, organisation or group to collectively pursue that interest and have a good time doing it. For a much more extensive listing check out the Social & Special Interest Groups section of the Bangkok Guide.

### Further Resources

If you feel like you are having a particularly difficult time, you might wish to speak with a counsellor (see the Medical Section) or start with some of the books or websites listed in the Recommended Reading Section. There are many useful books on living abroad or expat life and you can find more resources on the internet by typing the key words 'expat', 'Mum', 'family' in search engines like Google and Yahoo!.

### PAYING HOUSEHOLD BILLS

CAT, TOT, AIS, DTAC, KSC, UBC....these are just some of the bills you may receive. If you or your spouse has a secretary who can arrange your payments, you are very lucky. Some apartments allow tenants to arrange for management to pay their bills. You can also ask your maid or driver to pay the bills.

Many bills can be paid at Pay Point (look for the sign in different mobile phone stores, or Central department store), 7-Eleven stores or at the Post Office. Many banks accept bills and will arrange for automatic transfer each month although some bills can only be settled in cash. If bills are paid late you will have to go to the main office to make payment.

Be warned that if you don't pay bills on time services are cut off without warning. It is very helpful to locate those places close to home where you can pay several bills at once.

Note that phone bills come by post. Your local and international call bills arrive separately. There is a charge for mobile phone calls you have received.

# THINGS TO DO IN AND AROUND BANGKOK

This list of activities and places to visit with your children is compiled by the PTG from various parent recommendations. Emphasis is given to places near the school. While this is neither a definitive list nor an official endorsement, you will hopefully find a variety of activities to appeal to your family. Remember that the Bangkok Guide contains a far greater collection and that word of mouth is a great way of discovering hidden gems so talk with other parents and look for reviews in *The Accord* (PTG newsletter).

Note that some attractions, including National Parks, museums, etc, charge one rate for Thais and a higher rate for foreigners. Some places will give you the locals' rate if you can prove you are not a tourist. For this reason, bring your Thai driver's license or work permit or learn a few key phrases in Thai.

## AMUSEMENT PARKS

- **Dreamworld** – Large outdoor amusement park. (Add, Km Trangsit Nakornnayok (Khlomg 3) Tel. 02-533-1946 [www.dreamworld-th.com](http://www.dreamworld-th.com))
- Many shopping malls have play areas with a variety of rides and activities for children of different ages. Some will host birthday parties. Popular places include **Leoland** on the top floor of Central Bangna, **Yoyo Land** in Seri Centre, and play areas/gaming arcades in Central Chitlom and the Emporium. Note that safety standards vary.

## BICYCLING

Many people take their bikes to the **Rama IX Park** (See Parks below) or to the parks around Chatuchak Market (refer to the *Bangkok Guide*).

## BAKING SUPPLIES

- Avid bakers will be glad to know there is a baking supply store on Srinakarin Road, right after Mooban Ladawan. Keep your eyes peeled, it's easy to miss. Sells baking tins and other equipment and ingredients including dried fruits and nuts.
- **UFM Bakers Centre** – For all sorts of baking needs. Also offers classes. ( Sukhumvit Soi 33/1 [www.ufmfc.com](http://www.ufmfc.com))

## BEAUTY SALONS AND PERSONAL GROOMING

Hair and beauty salons in Bangkok vary in price, quality and range of service. Find one that suits your needs and budget. Pay particular attention to hygiene and the staff's ability to communicate. The latter can spell the difference between a great haircut and a total disaster.

- **Panipa** – The branch at Nichada Lasalle (Sukhumvit Soi 105) is popular with Patana Mums for manicures, pedicures, hair cutting and styling and other services. They're also good at cutting children's hair. Tel. 02-744-5070-1

## BOWLING

- **Major Bowl Thonglor** ( 4<sup>th</sup> Flr, J Avenue, Sukhumvit Soi 55/15, tel. 02-391-8567)
- **Major Bowl** (3<sup>rd</sup> Flr, Seri Centre, Srinakarin Road, tel. 02-325-9101)
- **RCA Bowl** (31/5 3<sup>rd</sup> Flr, RCA Plaza, Royal City Avenue. tel.02-641-5870)

## CABLE SKIING AND WIND SURFING

- **Club Taco** – Knee Boarding, Wake Boarding, Water Skiing and Wind Surfing. Difficult to find. Best to go with someone that has been there before. (Km 13 Bangna Trad Hi-way. Tel. 02-316-7809)
- **Olarn Lake** – Cable Skiing and Boat Skiing. Instructors available. (Buddhamonthon 4 Road, T. Khlong-Bangphasi, Nakornpathorn. Tel. 03-429-8059)

## CINEMA

Most major shopping complexes have cinemas. There is an **IMAX Big Screen Theatre in Siam Paragon**, (5<sup>th</sup> Floor Tel. 02-129-4631 [www.imaxthai.com](http://www.imaxthai.com)). Movie listings are published in the lifestyle or Outlook sections of the Bangkok Post or The Nation newspapers. Foreign films are shown either in English with Thai subtitles or dubbed in Thai. Generally the latter are marked with a (T) next to their titles in the newspaper listings and in mall/cinema screening time display boards. Nevertheless, be sure to check with the ticket agent before purchasing your ticket. You can buy tickets in advance.

## CHINATOWN

Chinatown is a great place to explore. Chinatown can be very hot and crowded; young children may find it overwhelming.

## COFFEE SHOPS AND RESTAURANTS

More comprehensive listings can be found in the *Bangkok Guide*. Places nearby school include:

- **Central Bangna** has many coffee shops and restaurants including **Starbucks** and **Anna's Café**.
- **Fai Cam or Greenfields** along Bangna Trad, just before the turn-off to soi 105 serves Thai food catered to the local palate. Tell your waiter you want your meal “*mai phet*” (not spicy) or “*phet nit noi*” (just a touch spicy).

## COMPUTERS: GAMING AND INTERNET

As with amusement parks and arcades, most shopping malls have shops/areas for computer gaming (LAN) and internet. Nearby and popular places include Seacon Square, all Central Stores and Malls, The Emporium, Major Cineplex, Imperial Plaza and Fortune Towers.

## DANCE

Offered in many places around town; refer to the *Bangkok Guide*.

- **Dance Centre School of Performing Arts** - Ballet, Modern Dance, Latin American, Jazz. Also lessons available in Kung Fu, Aikido, Tai Chi and Yoga. (53/3 Sukhumvit 31 Tel. 02-259-8861 [www.dance-centre.com](http://www.dance-centre.com))

## DRESSMAKERS

- Offer a great and reasonably priced alternative to off-the-rack department store clothes, particularly for larger sizes. You may also find them useful for dress up clothes or school costumes for your children. There are many shops in town and quality as well as prices varies considerably. Word of mouth is the best way to find a dressmaker.

## FAIRS AND EXPOS

Two of the most anticipated fairs are the BIG (Bangkok International Gift and Houseware) Fair and the Jim Thompson Fair. At BIG, get big discounts on export quality goods you won't see in local shops. The Jim Thompson Fair has stocks selling for up to 90% off. Check these websites for schedules [www.impact.co.net](http://www.impact.co.net) and [www.thaitradefair.com](http://www.thaitradefair.com)

## FITNESS AND SPORTS CLUBS

Refer to the *Bangkok Guide* for more comprehensive listings. Places near Patana include:

- **Fitness First** at the Central Bangna Office Towers. Offers weight training, fitness classes [www.fitnessfirst.co.th](http://www.fitnessfirst.co.th)
- **Novotel Srinakarin** has a fitness centre on a membership or pay per use basis.
- **Bangna Towers Fitness Club** at Bangna Towers fronting Garden Towers on Bangna Trad Road. Tel. 02-312-0140-9

## GO KARTS

- **Bangkok Racing Circuit (BRC)** (920 Srinakarin Road behind Seacon Square)
- **PTT Speedway** (2<sup>nd</sup> Floor RCA Plaza, Soi Soon Vijai, Rama IX Road Tel. 02-203-1205 [www.kartingstaduim.com](http://www.kartingstaduim.com))

## GOLF

Golf is relatively cheap and there are golf courses aplenty in Bangkok.

- **Banglee** Par 3 golf course and driving range both lit at night. (At the south side of Bangna Trad. 12/4 Moo 7, Bangna Trad Road. Tel. 02-316-1547)
- **Thana City Golf and Country Club** - (In Mooban Thana City on Km 14 Bangna Trad Tel. 02-336-0568-74)
- **Muang Kaew Golf Course**– recently renovated greens, inexpensive fees. (52 Moo 8 Bangna Trad Km 7.7 Tel. 02-316-3918-2)

## GYMNASTICS AND PLAY PROGRAMS

**Gymboree, Little Gym, Tumble Tots, etc** are located around town. Refer to the *Bangkok Guide* for more information. The branches in Central Bangna Office Tower, Seacon Square and Seri Centre are the nearest to Patana.

## HORSE RIDING

- **BEC** – Bangkok Equestrian Centre. (20/1 Moo 2 Soi Chadsantahannua, Sukhumvit Soi 103 Tel. 02-328-0273-4)
- **Garden City Polo Club**– Offers Horseback riding lessons, Pony Club competitions, etc (37 Moo 5 Rattanakosin Road, Bangbor, Samutprakarn Tel. 02-707-1534-46)
- **Nichada Polo Club** is located in Nichada Thai, Chaengwattana, in the same complex as ISB (International School of Bangkok)
- **Horeseshoe Point Resort** - outside of Pattaya. A hotel built around a horse arena. Lessons and other activities available. A nice alternative weekend get-away. (100 Moo 9, Tamon Pong, Chonburi. Tel. 03-873-5050 [www.thehorseshoepoint.com](http://www.thehorseshoepoint.com))

## ICE SKATING

- **Imperial World Skating** – 5<sup>th</sup> Floor, Sukhumvit Soi 107 Tel. No: 02-380-4230
- **Imperial World and Big C**– 4<sup>th</sup> Floor, Lard Prao Road

## KHLONG/RIVER TRIPS

You can hire a private longtail boat, negotiating time and price, at many of the public piers. You can also board public water taxis up and down the Chao Phraya. Be warned that they can sometimes be very crowded. It is an interesting tour and a great way to see another side of Bangkok. Life jackets are not provided. See the *Bangkok Guide* or *Lonely Planet Thailand* for more information.

## LIBRARIES

Parents can borrow books and other resources at the **Patana Resource Centres**. The Thai sala has a selection of novels and literature. Obtain a Library Card from the Primary Resource Centre. Bring a passport-sized photo.

- **Neilson Hays Library** – a 20,000-volume lending library for children and adults on a paid membership basis. (195 Surawong Road, behind the British Club. Tel. 02-233-1731 [www.neilsonhayslibrary.com](http://www.neilsonhayslibrary.com))

## MARKETS

- **Chatuchak Weekend Market** – the biggest open and bargain market. The MRT (subway) stops at the Chatuchak Station next to the market. It is connected to the BTS Sky Train at several points. The market gets very hot and crowded. If you are going for the first time or going with young children, it's best to arrive by 8:30am. Many, but not all, stalls now open on Friday afternoons.
- **Suan Lum Night Bazaar** - A cooler (temperature wise) albeit smaller and slightly more expensive version of Chatuchak.
- **Pahurat Cloth Market in Chinatown** – offers an extensive variety of fabrics and material for sewing projects, school costumes, etc. If you can think of a fabric, they probably have it.

## MUSEUMS

- The **National Museum** has outstanding treasures but lacks explanations. Free tours are available on Wednesday and Thursday mornings at 9am. If you are going on your own, buy the inexpensive *Activity Kit for Children of All Ages* available in the museum shop. Or refer to the *Guide to the National Museum* by the National Museum Volunteers. (Next to Thammasat University. Tel. 02-224-1370 [www.thailandmuseum.com](http://www.thailandmuseum.com))
- **National Science Museum** – a hands-on museum north of town. (Off the eastern side of the Outer Ring Road Tel. 02-577-9999)
- **Children's Discovery Museum** – a great interactive museum for children of all ages at the Queen Sirikit Park, near Chatuchak Market Tel. 02-618-6509 [www.bkkchildrenmuseum.com](http://www.bkkchildrenmuseum.com)
- **Jim Thompson House** is a short and simple tour. Enjoy a light lunch or afternoon tea at the coffee shop afterwards. Tel. 02-216-7368 [www.jimthompsonhouse.com](http://www.jimthompsonhouse.com)

## PAINTBALL

Recommended for children 10 years old and over. Protective clothing is provided but getting hit can still hurt. A popular birthday party or sleepover activity for older children.

- **Paint Ball Sports** – Sukhumvit Soi 62 (adjacent to the expressway tollgates) Tel. 02-331-2863
- **Paintball and Bungee Jumping Centre Pattaya** – at the go kart speedway circuit. Tel. 03-842-6242

## PARKS

- **Rama IX Park** – large park situated not far from the school with boating in the lake, botanical gardens, flower gardens and children’s playground. This park also houses the Royal Building, which also displays some of the King’s personal belongings, including clothes, musical instruments and paintings. Sukhumvit Soi 103 (Udom Suk), south of Srinakarin
- **Lumpini Park** - has entry points on Wittahayu (Wireless) Road, Rama IV, Rajdamri and Sarasin Roads.
- **Benjasiri Park** – next to the Emporium. Has a play area for children.
- **Rot Fai (Railway) Park** – near Chatuchak Market
- **Ancient City (Muang Boran)** – a park in the same shape of a map of Thailand with reproductions of important monuments and buildings. You can rent bikes or get out and stroll from spot to spot. For convenience sake, have your driver keep pace with you in the car. There are restaurants and snack bars offering local food or you may wish to pack a picnic lunch. Km 33 on Sukhumvit Highway Tel. 02-224-1057  
[www.ancientcity.com/muangboran](http://www.ancientcity.com/muangboran)

## ROLLERBLADING

- **Red Bull X Park** - New complex for rollerblading, skating and BMXs. (111 South Sathorn (Tai) Road, opposite Evergreen Laurel Hotel. Tel. 02-670-8080 [www.redbullextra.com](http://www.redbullextra.com))

## SCUBA DIVING

Instruction is available at many places for children as young as 10 but the onus is on you to assess your child’s maturity level and decide whether you feel she/he is ready for lessons. Pool dives are usually conducted in Bangkok with open water dives held near Pattaya. Be sure to check the qualifications and PADI rating of any facility.

- There is a **Scuba Diving Group** at Patana. Look for announcements in the *Patana News*.
- **Planet Scuba** – recommended for children and parents, (666 Sukhumvit Cnr Soi 24 [www.planetscuba.net](http://www.planetscuba.net))

## SPA AND MASSAGE

Masseuse training varies so promptly communicate your likes and dislikes before and during a massage. More establishments are listed in the *Bangkok Guide* while favorites near the school include:

- **Make Scents** – Aromatherapy and massage. Bookings essential. (70/23 Moo 2 Srinakarin Road. Tel. 02-361-2781-3)

## SWIMMING LESSONS

Swimming is offered as an extra-curricular activity (ECA) and as a competitive activity via the Tiger Sharks at Patana.

- **Bangkok Dolphins** – offers swim lessons at the Racquet Club, off Sukhumvit Soi 49, and at various neighborhoods/apartments around town. They also do party activities and holiday camps for kids. (Tel. 02-712-9297 [www.bangkokdolphins.com](http://www.bangkokdolphins.com))

## TEMPLES AND WATS

It is often best to go early in the morning before heat and crowds wear children out.

- **The Temple of the Emerald Buddha (Wat Phra Kaew)** at the Grand Palace near Sanam Luang Park is stunning. There is a Baskin Robbins ice cream shop across from the entrance, to revive tired children when you leave. Appropriate dress is required (no sleeveless tops/dresses, no shorts, no slides and mules – shoes must have a heel strap)

- **Wat Po**– holds the enormous Reclining Buddha, another must see. Parents and teens might enjoy a massage at the traditional massage school on the grounds. Wat Po is located behind the Grand Palace but the entryways are a long walk apart.

## WATER PARKS

Time your visits for when Thai Schools are in session so that the parks will be less crowded. Ask your maid or driver for that information.

- **Leoland Water Park** - Roof Top, Central Bangna on Bangna Trad Road
- **Siam Water Park** – Water slides and wave pool. 99 Serithai Road, Khannayao, just off Ram Intra. Tel. 02-919-7200-19

## ZOOS/ANIMALS

- **Safari World** - Drive yourself through the safari park. There is a separate, more expensive admission to the marine and amusement park. The park is quite big and offers a lot of shows at various venues at different times of the day. (Km9 Ram Intra Road, Minburi Tel. 02-518-1000 [www.safariworld.com](http://www.safariworld.com))
- **Crocodile Farm** - Amazing crocodile show, elephants and more. (Km 29 off Sukhumvit Highway Tel. 02-703-4891 [www.crocodilesworld.com](http://www.crocodilesworld.com))
- **Red Cross Snake Farm** - The Thai Red Cross makes snake bite anti-venom. Daily show of venomous snakes. Call for times. (Cnr Rama IV and Henri Dunant Road Tel. 02-252-0161-4 Ext 20)
- **Khao Khieo Open Zoo** – a very nice zoo on the way to Pattaya. Drive through but you may park your car to explore different areas on foot. (Tel. 03-829-8187-8)
- **Sri Racha Tiger Zoo** – baby tigers are nursed by pigs (really!) they also have many crocodiles. Located on the way to Pattaya (Tel. 03-829-6556-8 [www.tigerzoo.com](http://www.tigerzoo.com))

# RECOMMENDED READING AND OTHER RESOURCES FOR SETTLING INTO BANGKOK OR THAILAND

- *The Bangkok Guide* by the Australian-New Zealand Women's Group, is an invaluable guidebook updated every couple of years (latest edition was published in 2007). It contains a wide range of information for expatriates and comes highly recommended. It has a copy of *The Nancy Chandler Map of Bangkok*, which is a great help as you try to work out the landscape.
- *Healthy Living in Thailand* by the Thai Red Cross Society, 2001 offers useful information on a range of medical and health issues
- *The Thai & I*, Roger Welty's Two-part tome on *Thai Culture and Society* and *Successful Living in Thailand*. These books are an excellent guide for newcomers to Thailand, covering everything from practicalities (how to "cross" a cheque) to cultural (Spirit Houses)
- *Lonely Planet Guide to Thailand*, by Cummings and Martin, 2001, (but updated regularly) to inspire and guide you on further explorations
- *The Treasures and Pleasures of Thailand* by Krannich, 2000, for serious shoppers
- *Mai Pen Rai Means Never Mind* by Hollinger, 1965, a charming and humorous look at expat life as it was, but with relevance for today
- *Culture Shock: Thailand*, by Cooper, 1996, for a look at the historical origins of Thai customs
- *Culture Shock: Successful Living Abroad: A Parents' Guide* by Robin Pascoe
- *Travellers' Tales Thailand*, edited by O'Reilly and Habegger, 1997, is a nice anthology with a mix of stories
- *Before He Was Buddha*, by Saddhatissa, 1998, is a good introduction to Buddha and his teachings
- *The Expert Expatriate* by Melissa Brayer Hess and Patricia Linderman
- *Footsteps Around the World (Relocation Tips for Teens)* by Beverly Roman
- *Third Culture Kids: The Experience of Growing Up Among Worlds* by David C. Pollock and Ruth E. Van Rken
- **Magazines, Newspapers, TV and Radio**
  - **The Big Chilli magazine** covers the Bangkok expatriate scene including restaurants and events, clubs and activities.
  - **BK, the Nation Express** and *Guru* all free weekly publications that cover what's going on in the city and have a variety of lifestyle articles.
  - *The Nation* and *The Bangkok Post* are English language newspapers; have them delivered or check them out on the web:  
[www.bangkokpost.com](http://www.bangkokpost.com), subscriptions tel. 02 240 3777  
[www.nationmultimedia.com](http://www.nationmultimedia.com), subscriptions tel. 02 325 5555 or email [customer@nationgroup.com](mailto:customer@nationgroup.com)
- UBC cable has a choice of English language channels including films, children's programmes and sport
- **Web sites**
  - [www.expatMum.com](http://www.expatMum.com) - Resources and chat about raising expat children
  - [www.expatexpert.com](http://www.expatexpert.com) - Home page of the author of *Culture Shock: A Parents' Guide*
  - [www.talesmag.com](http://www.talesmag.com) - Webzine with expat links, narratives, humour
  - [www.tckworld.com](http://www.tckworld.com) - Website for expat children (Third Culture Kids) and their families

# USEFUL CONTACTS WITHIN THE SCHOOL

Please note that if you wish to contact a staff member in regard to an academic or administrative matter it is recommended that you contact that member of staff by email first.

CROSS CAMPUS STAFF	Ext. No	Email Address
Head of School, Matthew Mills	278	mami@patana.ac.th
Thai head of School, Khun Rurdapa Polanunt	216	rupo@patana.ac.th
Assistant Principal for Sports and Extra-Curricular Activities, Steve McArthur	249	sports&activities@patana.ac.th stma@patana.ac.th
Business Director, Andrew Gordon	288	ango@patana.ac.th
Services Manager, Steve Roberts	187	<a href="mailto:services@patana.ac.th">services@patana.ac.th</a> , stro@patana.ac.th
Finance Department Accounts Manager, Khun Somchet	252	accounts@patana.ac.th
Instrumental Music Office, Khun Sak, Administrator	322	instrumentalmusic@patana.ac.th
IT Department – Help Desk	241	follow links on the website
PTG Room	177 & 281	ptg@patana.ac.th
Registrar, Vivienne Lai	114	registrar@patana.ac.th
Resource Centres, Mr Anthony Tilke	116, 166	anti@patana.ac.th
School Nurse, Khun Patama	263, 264	nurse@patana.ac.th
Security Manager, Khun Thong	161	<a href="mailto:security@patana.ac.th">security@patana.ac.th</a> , piwn@patana.ac.th
Sports & Activities Office Administrator, Genevieve Ahi	250	sportactivities@patana.ac.th
Head Swimming Coach, Cindy Adair Bolakoso	219	ciad@patana.ac.th
Head Tennis Coach, Daniel Ahi	182	daah@patana.ac.th
Thai Head, Ms Rurdapa Polanunt	216	rupo@patana.ac.th
Transport Office Manager, Khun Paew	173	<a href="mailto:transport@patana.ac.th">transport@patana.ac.th</a> , arpo@patana.ac.th
Transport Office Emergency Mobile	081 802 5284	
Transport Manager Mobile	081 401 9667	

PRIMARY SCHOOL	Ext. No.	Email Address
Principal, David Knott:	124	dakn@patana.ac.th
Assistant Principal, Jennifer McLaughlin	123	jemc@patana.ac.th
Primary School office, Khun Pom	145	nakh@patana.ac.th
Senior Teacher Primary, Carol Battram	269	caba@patana.ac.th
Senior Primary Teacher, Jane Monks	253	jamo@patana.ac.th
ECA Coordinator, Andrew Parker Bruce	*	Primaryeca@patana.ac.th
Counsellor, Stephanie Lealand	120	stle@patana.ac.th
Learning Support Coordinator, Susan Prior	247	supr@patana.ac.th
Music Coordinator, Rachel Stead	239	rast@patana.ac.th
Primary Nurse	115, 263	nurse@patana.ac.th
Primary School Office (N – Y6)	195, 204	
PA to the Principal and Office Manager, Khun Pom	145	nakh@patana.aqc.th
PA to the Assistant Principal, Khun Debra	153	deyo@patana.ac.th

SECONDARY SCHOOL	Ext. No	Email address
Principal, Michael Smith	135	mism@patana.ac.th
Assistant Principal Curriculum and Assessment, Gavin Lazaro	208	gala@patana.ac.th
Assistant Principal Student Welfare, Helen Thew	181	heth@patana.ac.th
IB Coordinator, Darren Taylor	293	data@patana.ac.th
Secondary ECA Coordinator, Mark Jolley	*	majo@patana.ac.th
Careers Coordinator, Robin Barton	183	robo@patana.ac.th
Secondary Counsellor, David Ogden	235	daog@patana.ac.th
Music Coordinator, Richard Hopkins	*	riho@patana.ac.th
Secondary (Y7 – 13) office:	178, 206	
Secondary Administration Manager, Khun Bee	206	beap@patana.ac.th
Secretary to the Secondary Office, Khun Tong	237	orpi@patana.ac.th

\* Please email or leave a message with Reception, as these staff members are usually unable to accept phone calls during the school day.

# INDEX

- ABSENCE DUE TO ILLNESS, 14
- ABSENCE DUE TO SCHOOL TRIPS & FAMILY HOLIDAYS, 14
- ACCESS TO CAMPUS, 14
- ADJUSTING TO BANGKOK, 45
- ALARMS & FIRE DRILLS, 14
- ALCOHOL, 32
- AMUSEMENT PARKS, 54
- APPOINTMENTS WITH STAFF, 11
- ATM MACHINES, 14
- BAKING SUPPLIES, 54
- BANGKOK *GUIDE*, 48
- BANGKOK PATANA SCHOOL FOUNDATION, 6
- BEAUTY SALONS AND PERSONAL GROOMING, 54
- BECOMING BANGKOK PATANA, 4
- BICYCLING, 54
- BIRTHDAYS IN THE PRIMARY SCHOOL, 30
- BOWLING, 54
- BREAKFAST, 15
- BULLYING, 30
- CABLE SKIING AND WIND SURFING, 55
- CAMPUS RULES, 15
- CANTEENS, 15
- CAREERS SUPPORT, 30
- CHARITY DAYS, 41
- CHILDREN WITH SPECIAL HEALTH NEEDS, 23
- CHINATOWN, 55
- CHRISTMAS COFFEE MORNING, 41
- CINEMA, 55
- CLASS/TUTOR GROUP ASSIGNMENT, 26
- COFFEE SHOPS AND RESTAURANTS, 55
- COLLEGE, 30
- COMMUNICATION, 11
- COMMUNITY SPORTS AND ACTIVITIES, 48
- COMPETITIVE SPORTS PROGRAMME, 33
- CONTACT INFORMATION, 11
- COUNSELLING, 24, 31
- CULTURE SHOCK, 46
- CURRICULUM, 26
- CURRICULUM GUIDES FOR N - Y13, 9
- DANCE, 55
- DO'S AND DON'TS IN THAILAND, 49
- DRESSMAKERS, 55
- DRIVERS, 16
- DRUGS, 32
- EASING THE TRANSITION, 45
- ECA PROGRAMME, 34
- EMAIL ACCOUNTS, 31
- EMERGENCY CONTACT VIA SMS, 11
- ENGLISH AS A SECOND LANGUAGE (ESL), 26
- EXPOS, 55
- EXTRA CURRICULAR PROGRAMMES, 33
- EXTRA CURRICULAR SCHOOL TRIPS, 35
- EXTRA-CURRICULAR OPTIONS, 33
- FAIRS, 55
- FAMILY MEDICAL CARE IN BANGKOK, 49
- FIRST AID AND MEDICAL EMERGENCY RESPONSE, 23
- FITNESS AND SPORTS CLUBS, 56
- FOOTWEAR, 21
- FOUNDATION BOARD MEMBERS, 6
- FUN DAY, 41
- GAMING AND INTERNET, 55
- GENERAL INFORMATION & PROCEDURES, 14
- GENERAL ORIENTATION AND CURRICULUM PRESENTATIONS, 12
- GETTING TO AND FROM SCHOOL, 51
- GO KARTS, 56
- GOLF, 56
- GOOD HYGIENE, 25
- GUARDIANS, 17
- GYMNASTICS, 56
- HEAD LICE, 25
- HEALTH AND SAFETY, 15
- HISTORY DAYS FOR PRIMARY STUDENTS, 27
- HOME LANGUAGES, 35
- HOMEWORK, 27
- HORSE RIDING, 56
- HOSPITALS AND DOCTORS, 49
- HOUSE SYSTEM, 31
- HOUSEHOLD BILLS, 53
- HOUSING, 52
- HOW TO "SPEAK BRITISH", 44
- ICE SKATING, 56
- ID CARDS, 16
- IGCSE/GCSE, 27
- INAPPROPRIATE BEHAVIOUR, 30
- INFECTION CONTROL AND PREVENTION, 24

INFORMAL CONCERTS, 35  
 INTERNATIONAL BACCALAUREATE, 27  
 INTERNATIONAL DAY, 40  
 INTERNET POLICY, 31  
 INTRODUCTION, 3  
 KHLONG/RIVER TRIPS, 57  
 LATE ARRIVAL, 16  
 LEARNING SUPPORT, 29  
 LEAVING DURING THE SCHOOL DAY, 16  
 LIBRARIES, 57  
 LIFE-STYLE CHANGES, 46  
 LOST PROPERTY, 16  
 LOY KRATHONG DAY, 40  
 LUNCH, 15  
 MAIDS, 16  
 MARKETS, 57  
 MEDICAL, 23  
 MEDICAL FACILITIES, 23  
 MEDICAL HISTORY CARDS, 23  
 MEDICATION, 23  
 MESSAGES TO/FROM TEACHERS, 11  
 MISSION STATEMENT, 3  
 MOBILE PHONES, 17  
 MODERN FOREIGN LANGUAGES, 28  
 MUM: HOME ALONE?, 52  
 MUSEUMS, 57  
 MUSIC AND DRAMA, 28  
 MUSIC ENSEMBLES, 36  
 MUSIC TUITION, 36  
 NANNIES, 16  
 NEW PARENTS' COFFEE MORNINGS, 12  
 NEWSLETTER, 9  
 OPEN DOOR POLICY, 11  
 OPEN MUSIC ENSEMBLES, 36  
 OTHER VOLUNTEER OPPORTUNITIES, 39  
 PAINTBALL, 57  
 PARENT TELEPHONE DIRECTORY, 11  
 PARENT VOLUNTEER OPPORTUNITIES, 38  
 PARENTAL ABSENCE FROM BANGKOK, 17  
 PARKING, 17  
 PARKS, 58  
 PASTORAL CARE, 31  
 PATANA: PAST, PRESENT & FUTURE, 4  
     SCHOOL HISTORY, 4  
 PAY PHONES, 18  
 PERSONAL AND SOCIAL EDUCATION, 30  
 PHYSICAL EDUCATION, 28  
 PHYSICAL EDUCATION (PE) KITS, 22  
 PICKING CHILDREN UP AFTER SCHOOL, 17  
 PLAY PROGRAMS, 56  
 POST OFFICE,, 19  
 PRESENTATIONS BY THE SCHOOL  
     COUNSELLORS,, 13  
 PRIMARY CHANGEOVER DAYS,, 12  
 PRIMARY CLASS PARENT VOLUNTEERS, 38  
 PRIMARY GIFTED AND TALENTED, 26  
 PRIMARY INDUCTION MEETINGS, 12  
 PRIMARY PARENT READING SCHEME, 38  
 PRIMARY PUBLICATIONS, 9  
 PRIMARY SCHOOL: REWARDS AND  
     INCENTIVES, 30  
 PTG, 39  
 PUBLICATIONS AND OTHER INFORMATION, 12  
 RECOMMENDED READING AND OTHER  
     RESOURCES, 60  
 RELOCATION COMPANIES, 52  
 REPORTS AND PARENT CONSULTATIONS, 12  
 RESIDENTIAL VISITS  
     PROGRAMME OF VISITS, 28  
 RESOURCE CENTRES, 18  
 RESOURCES, 9  
 RH NEGATIVE, 50  
 RIVER TRIPS, 57  
 ROLLERBLADING, 58  
 ROR DOR, 32  
 SCHOOL CASHIER  
     FEE PAYMENT, 19  
 SCHOOL GOVERNANCE, 6  
 SCHOOL ORGANISATION, 7  
 SCHOOL PUBLICATIONS AND GUIDES, 9  
 SCHOOL REPRESENTATIVE MUSIC ENSEMBLES,  
     36  
 SCHOOL SHOP, 19  
 SCHOOL TRIPS, 28  
 SCUBA DIVING, 58  
 SECONDARY SCHOOL STUDENT DANCES, 40  
 SECONDARY SCHOOL STUDENT  
     HANDBOOKS, 9  
 SECONDARY STUDENT CONDUCT, 31  
 SECONDARY YEAR GROUP PARENT LIAISONS,  
     38  
 SECURITY PROCEDURES, 17  
 SENIOR STAFF, 7  
 SENIOR STUDIES CAS SUPERVISORS, 38  
 SERVICED APARTMENTS, 52  
 SHOPPING TIPS FOR SHOES, 21  
 SMOKING, 32  
 SPA AND MASSAGE, 58  
 SPECIAL EDUCATIONAL NEEDS, 29  
 SPECIAL EVENTS AND FUND RAISING, 40  
 SPORTS CLUBS, 56  
 STAFF GALLERY, 9

STATIONERY AND EQUIPMENT, 22  
STAYING HEALTHY, 50  
STRUCTURE OF THE FOUNDATION BOARD  
AND ITS COMMITTEES AND SUB  
COMMITTEES, 7  
STUDENT EMAIL ACCOUNTS, 10  
STUDENT REPRESENTATIVE COUNCIL, 32  
SUBSTANCE MISUSE, 32  
SUPPLY TEACHERS, 19  
SWIMMING LESSONS, 58  
TELEPHONE TREE, 13  
TEMPLES (WATS), 58  
THAI STUDIES, 29  
THE ACADEMIC PROGRAMME, 26  
THE ALLERGY GROUP, 23  
THE PARENT TEACHER GROUP, 39  
THE PARENT'S GATEWAY, 9  
THE PATANA PARTY, 41  
THE PTG CANTEEN TEAM, 15  
THE TRANSPORTATION OFFICE MANUAL, 9  
THEATRE PRODUCTIONS, 36  
THINGS TO DO IN AND AROUND BANGKOK,  
54

TIGER SHOP, 19  
TIGER SPIRIT, 34  
TIGER SPIRIT DAY, 40  
TIPS FOR NEW EXPATRIATE FAMILIES, 48  
TIPS TO HELP YOUR CHILD SETTLE IN AT PATANA, 42  
TRANSPORT, 18  
TRANSPORT CONTACT INFORMATION, 18  
TRANSPORT DURING TRIALS AND SPORT  
EVENTS, 34  
UNIFORMS, 21  
UNIFORMS AND EQUIPMENT, 21  
UNSCHEDULED CLOSURE OF SCHOOL, 19  
VACCINATIONS, 25  
VALUABLES, 20  
VALUES, 30  
WATER, 15  
WATER PARKS, 59  
WATS, 58  
WHEN YOUR CHILD IS ILL, 24  
WITHDRAWING YOUR CHILD FROM SCHOOL,  
20  
YOUTH CLUB, 20  
ZOOS, 59

