



Haileybury Astana Academic Year 2018-2019



A Message from the Headmaster



Dear Parents and Pupils

You are now part of the worldwide Haileybury community and part of UK education at its very best. This handbook will help you understand all about our school routines and what we need to expect from you as you enjoy another year as part of Haileybury Astana.

I enclose the important policies about how the school runs and what exactly we offer as part of what is a very special and very different international experience here in Astana. Please use this handbook over the year to remind you about things and we all hope you find it helpful. All our staff are committed to Safeguarding and ensuring your child is safe and secure at all times, and pictures of our Safeguarding staff are on the wall in all our classrooms in English, Kazakh and Russian.

It is vital that teachers, staff, pupils and parents work as part of team. We want to get to know you as individuals and we promise we will always deal with you and your children fairly and professionally. What we expect of parents and pupils is:

- That pupils attend school on time every day.
- The correct uniform is always worn.
- School rules are followed and if your child is unsure about anything, they must always ask.
- That pupils are not removed from school for any holiday or event during term time — this is what the school holidays are for.
- That parents encourage their children at home and make sure they complete all the home learning tasks they are set to a high standard in the evening and at weekends.
- Parents try and support all school events by coming along.
- That you make sure pupils take part in events after school and CCAs and are fully involved in the Haileybury tradition of all round education.
- That you limit the time your child spends on mobile devices and make sure they are in bed on time and get a good night's sleep — even when they are older!

If you have any questions please ask your Class teacher or Form Tutor who will be pleased to help. We are all here to support you in the years ahead as you experience a great British education to prepare you for the amazing international world all around us. It is an exciting time and we are all part of this great journey together.

Jonathan Ullmer MBE
Headmaster

As a school and parent community

We are kind and helpful to each other

We listen and speak calmly and pleasantly

We are honest and work hard to support the school

If we are worried about something we speak to the school directly

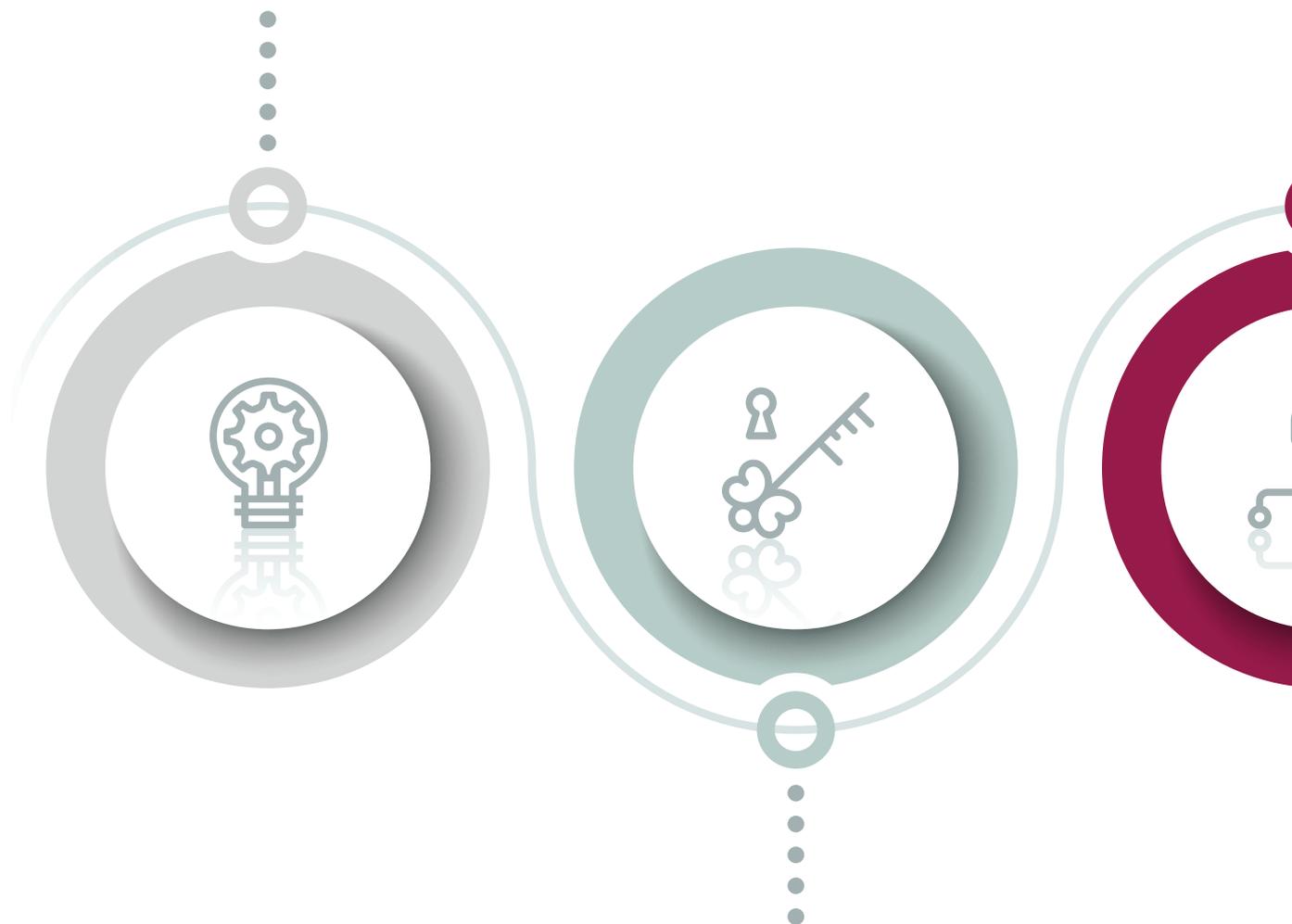
We look after property and help children to as well



Haileybury Astana Mission Statement & Aims

School Aims

To develop pupils who are resilient, creative, independent, courageous, inquisitive and reflective in all that they do in a safe and caring environment.



To encourage these Haileybury Habits through a curriculum which covers a broad and balanced range of subjects, co-curricular activities, visits and special events.

Mission Statement

To provide our community with an educational experience which enables our students to fulfil their potential academically, physically, culturally and socially within a global and future context.

To develop pupils who always try to understand the difference between right and wrong; their rights and responsibilities as global citizens and the need to give back to society, while encouraging both self-awareness and teamwork.

To provide a technologically rich environment with successful academic outcomes achieved through strong teaching and learning.



To reflect in ethos and activity the traditions, values, heritage and cultural diversity of the Republic of Kazakhstan and of Haileybury Schools and a commitment to intercultural and international learning.

Content:

1 Routines

Administration

How parents can help us to do the best for your child

2 Looking after your family

Communication with the school

Medical

Pupil safety

3. Academic

Academic standards

Home learning tasks

Learning support (LS)

English as an additional language (EAL) and English Enrichment (EE)

MFL — Modern foreign languages

Reporting

4. Policies and procedures

Rewards

Behaviour

Pupil attendance

House system

Co- curricular activities (CCAs)

School uniform / Appearance

Personal property

Lost and Found

Smart watches, mobile phones, music players and laser pens

Lockers

School trips
Music instrumental tuition
Use of computers
Libraries
Gifts to staff
Celebrating birthdays
Swimming

5. Uniform and equipment

Kindergarten & Key Stage 1 Uniform (Nursery to Year 2)
Key Stage 2 Uniform (Years 3-6)
Senior School uniform (Years 7-13)

School Day 2018-2019

Term dates Academic Year 2018-2019



I. Routines

Reception

The reception area is located at the main entrance.

Senior Leadership Team (SLT):

The Headmaster, Deputy Head and Director of Studies have their offices on the upper floor in the administrative area. The Head of Junior School has an office in the KS2 area.

Administration

The Bursar, Registrar, Human Resources Manager, SIMs manager and accounts department have their offices on the upper floor in the administrative area. The school uniform shop and admissions office are on the ground floor in reception. The medical centre is in KS2.

How parents can help us to do the best for your child

Advice to Parents

- Please read the policies on the school website for up to date information for parents.
- Log on to the school Firefly Portal regularly for news and information.
- Make sure that your child arrives in school on time and is collected on time.
- Let us know if your child is ill.
- Ensure regular attendance. 100% attendance is expected. Less puts your child at risk of falling behind.
- Encourage your child to participate fully in the life of the school.
- Respect the calendar dates and only take holidays outside of teaching days.
- Support the school's behaviour and discipline policy.
- Ensure your child gets enough sleep.
- Monitor your child's home learning and provide a home environment suitable for study.
- Ensure your child wears the school uniform and follows the school dress code.

- Attend parent/teacher meetings and discussions about your child's progress at school.
- Support events in which your child is taking part. All parents and pupils must stay to the end of every event. It is considered bad manners to leave early.
- Parents must not take photos of other children in school as you do not have permission from other parents to do this. The school has this permission. If parents take photos of other children or around the school without permission of the school a financial penalty will be applied.
- Tell us if you are concerned about your child or if something happens to affect their wellbeing.
- Support the school's policies and guidelines.
- Be responsible for your child at school after the teacher has handed him / her over to you. Please respect other people's children and all corridor learning / play areas.
- Reply to any school correspondence.
- Only come in during the school day if you have an appointment. Parents are welcome in the main reception area but only have access to K-KS1-2 pick up zones at drop off and pick up times. Parents are not permitted to walk freely around school, unless accompanied by a member of the school staff, nor to go to Senior School corridors or dining room at any time.
- If your child has forgotten something, please leave it at reception.
- Do not observe lessons or CCAs or wander into classrooms.
- Collect your child promptly at the end of a school day.
- Make medical appointments for after school only.
- Please note that leaving your son/daughter at home overnight without parental supervision may unsettle them and this is often reflected at school.
- Give the school 24 hours advance notice if your child has an appointment for visas or doctors. Try to make all medical appointments for after school hours only.
- Inform us of any temporary or longer term change in Guardianship to your children as soon as possible so the school is fully aware that pupils are being cared for and who is responsible for them. If you ask another adult to collect your children from school this adult must be registered with our admissions office and security staff first.

2. Looking after your child

Communication with the school

Good communication between school and parents is essential in avoiding misunderstandings, ensuring the smooth running of the school and ensuring the welfare of our pupils.

We encourage you to read our policy on communication.

For general enquiries parents should contact the school receptionist.

Parents are welcome to enter school with the children at drop off and pick up times. We do not authorise parents to wander into corridors in Senior School, or the dining room areas at any time.

If a member of staff has an appointment with you please notify security and our school receptionist on arrival.

The accounts and admissions offices are open 8.00am-5.00pm and management are available by appointment.

Medical pick-ups are confirmed with the school doctor. On arrival parents please register with the receptionist to then be able to access the medical centre.

Medical

It is important that all pupils' medical information is shared with the School Clinic and that all medical records are given to the doctors. We prefer that all children, both local and expats, are vaccinated in accordance with the recommendations for Kazakhstan.

The school doctors are on call throughout the school day.

- No pupil is to take a course of treatment or prescription medicine at school without the school doctors' knowledge and permission.
- After a visit to the doctor pupils will be given a medical note which they must show to their class teacher / form tutor.
- Parents will be informed about any serious medical issues occurring at the school.

Should a pupil become ill during the day, the doctor will arrange for appropriate medical aid and inform both teachers and parents. Pupils should not leave school because of illness without first consulting the doctor. The doctor will contact the pupil's parents. Pupils may not call parents to ask to go home for illness themselves on or personal phones.

Pupil safety

The school takes pupil safety seriously and has a number of procedures in place to try to ensure that pupils come to no harm. A Health and Safety Committee meets regularly each term and staff report immediately any concerns they have about anything in the school which might constitute a hazard to our pupils.

In winter, we use the combination of wind speed and air temperature to gauge the overall outside temperature and use a chart to decide whether it is safe for pupils to play outside and if so, for how long. Children are not allowed to play outside unless appropriately dressed.

Please bear in mind that minor accidents are unavoidable in school, but we have agreed levels of staff supervision in all areas where children play to minimise the risk of accident and injury.

3. Academic

The school aims for academic excellence and academic work is therefore at the heart of everything we do. Although we place a high value on all the other activities which take place in the school, it is academic progress which is paramount.

Pupils who fall too far short of the expected standard by the end of the academic year may be required to re-take the year. This might arise because of poor attendance, insufficient commitment to academic work or because a pupil has had difficulty adjusting to the academic demands of the higher year group. If a form tutor or class teacher believes there is a risk that a pupil might be in this position by the end of the academic year, he/she will raise this concern at Parents' Evening and follow it up with an e-mail confirming the conversation.

We do not expect that many children will fall into this category, but in the event that this should happen, the school's decision will be final.

Home Learning Tasks

We pride ourselves on the relationships we develop between staff and parents. Learning starts at home and we provide support and a culture which enables all staff and parents to communicate in an open and honest way.

Home learning helps your child to develop organisational and time-management skills, self-discipline, skills in using out-of-school resources and personal responsibility for learning.

Home learning is an opportunity for parents and children to work together to reinforce classroom learning, fostering lifelong learning habits, and providing an opportunity for students to be responsible for their own learning.

Parents, in partnership with the school, should encourage their children to establish good Home Learning patterns from early primary school.

It is a good idea to provide a quiet space for children to complete their home learning tasks, with

no distractions such as TV, mobile phones etc. Experience shows that if parents take an interest in their children's home learning, they develop a more positive attitude towards it and it is generally done to a higher standard.

Learning support (LS)

Some children may require additional support because they have a specific learning difficulty. We have two members of staff trained to assess children with learning difficulties and offer support. However, we can offer only limited support, and we are not equipped to deal with children who have anything other than relatively mild learning disorders. It is essential for all known Learning needs to be declared by parents to the school on enrolment.

English as an additional language (EAL)

Some children will do all or most of their English learning with an EAL teacher for a period of time. Progress is regularly reviewed, and a decision is made as to when the child is ready to follow the standard English curriculum for that year group.

Children who have low levels of English may require additional help from our EAL Faculty. The teachers in this Faculty are specially trained to teach children whose first language is not English. Teachers who feel that a child will benefit from EAL support will have a discussion with the Key Stage Coordinator and Head of EAL. The Head of EAL will assess the child's needs and decide on the level of support needed.

Russian

From Year 3, pupils who have reached the expected level in English will be offered the opportunity to study Russian.

MFL – Modern Foreign Languages

From Year 7, pupils who have reached the expected level in English will be offered a Modern Foreign Language option: e.g. French or Spanish

Reporting

Parents are naturally keen to know that their children are making good progress and feedback from the school is both formal and informal. Parents will receive a full written report with specific improvement targets in December and in March. Two Interim Reports with Attainment Grades and Approaches to Learning will also be issued; one in October and one in June.

In addition, there are two Parents' Evenings for every year group, one in the second half of the First Term and one in the second half of the Second Term. Subject teachers, form tutors, class teachers and members of the Senior Leadership Team may also contact parents at other times if they have particular concerns, or if a problem has arisen. Parents may also request an appointment with any of their children's teachers at any time during the school year.





4. Policies and procedures

Rewards

Basic expectations of pupils

- Be caring and considerate to everyone
- Respect all members of the school community
- Be polite and look smart all the time
- Work hard and to the best of your ability
- Respect the property of the school and other pupils.
- Use English as much as possible.
- Move between lessons quietly and without delay.

- We operate a system of rewards in order to recognise pupils' achievements. Rewards are not simply given for attainment. We also highlight hard work, a positive attitude, and improvements in performance or pupils being "particularly kind or helpful. This might be done in special assemblies, which happen weekly in Kindergarten, KS1 and KS2 and Senior School assemblies. Newsletters often highlight the achievements of individual children and Housemasters use their House assemblies in the same way.

- Younger pupils might also be given stickers or other age-appropriate rewards.
- We also reward pupils with good attendance records who arrive punctually.
- We have a formal system for rewarding children from Year 3-11. Headmaster and Deputy Head certificates are presented to those with the most yellow or blue cards at Golden Assemblies. Housemasters can also present House certificates at House Assemblies. In year 12-13 (IB, KS5) we issue "Well Done " cards and those who achieve a set number of these will receive a personal letter which is copied to parents from the Headmaster.

Yellow signatures: These are awarded by teachers to recognise good or improved academic work. A maximum of two signatures may be given in one lesson. A child

receiving ten yellow signatures will receive a Yellow Card, which counts as 10 points towards the House Cup. A full yellow card may only be given for a special event with prior consent from the Deputy Head or Head of Junior School.

Blue signatures: These are given to pupils for demonstrating Haileybury Habits. A maximum of two signatures may be given in one lesson. A child receiving ten blue signatures will receive a Blue Card. A full blue card may only be given for a special event with prior consent from the Deputy Head of School or the Head of Junior School. Blue Cards are less commonly awarded than Yellow Cards, so count as 20 points towards the House Cup.

All cards are signed by both the Headmaster and the Housemaster and a special card is sent home to Parents. Blue and yellow signatures are recorded in a child's planner, so parents can see how many their child has received.

There are occasional reward trips or events for pupils who have earned the most cards in KS2 or who have done well in the AAA award scheme in KS3.

Behaviour

We understand that children will sometimes make mistakes or errors of judgement and therefore behave in a way which is not acceptable to the school community. We regard teaching children how to behave well as part of the education we offer. Unless bad behaviour is deliberate, repeated or wilful, we try to avoid punishing pupils for it, especially in the lower year groups. It is, however, important that our pupils understand why certain types of behaviour are not appropriate. As our pupils get older they are expected to become increasingly aware of how to behave appropriately and take responsibility for their actions.

Showing disrespect to any member of staff, bullying, violent conduct and wilfully damaging property are never acceptable and any pupil guilty of this kind of behaviour can expect the consequences to be serious.