



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.

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



Haileybury Astana Mission Statement & Aims

Mission Statement

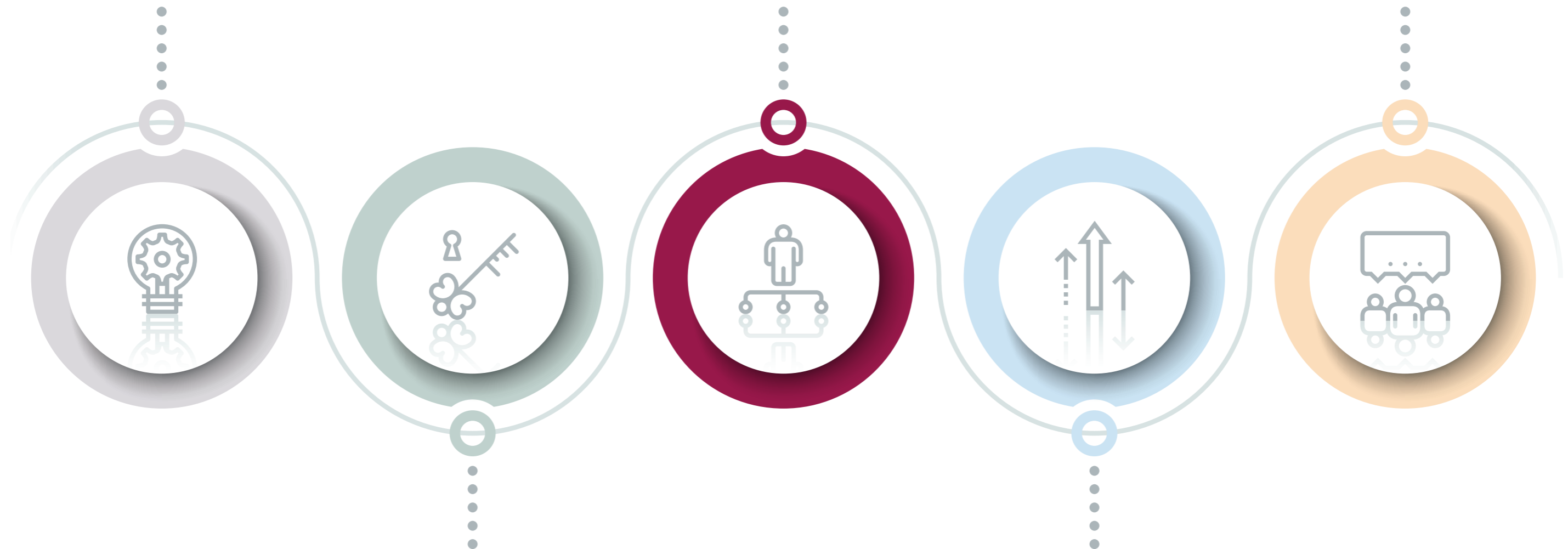
To provide our community with an educational experience which enables our students to fulfil their potential academically, physically, culturally and socially within a global and future context.

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

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.

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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.

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

Academic standards

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 (1B, 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.

In Kindergarten we do not accept pupils hitting or biting staff or other children. The parents of children who behave in this way will be contacted and asked to take their children home. Children of this age and in KS1 and

KS2 may lose the right to go out at playtime if they behave unacceptably.

We have few disciplinary problems and most of them are dealt with at a low level. Parents will usually only be informed if a child's behaviour has been particularly poor or if a pattern of poor behaviour is developing.

Children may be spoken to by the Key Stage Coordinator / Housemaster if their behaviour does not improve after a warning or for more serious misdemeanours.

Only more serious problems will be referred to the Deputy Head and Head of Junior School and they will decide if the Headmaster needs to become involved. Matters referred to the Headmaster are likely to result in more serious punishments.

Sanctions

Time out: If a child in KS1 or Kindergarten demonstrates unacceptable behaviour the staff or teacher in charge will ask the child to take time out of the lesson or activity. This allows the child to reflect on their behaviour and understand the consequences of that behaviour. Time out may be 1-5 minutes.

Pink signature: Will be issued to pupils in Key Stage 2 and above by a member of staff for poor behaviour. A pupil receiving 10 pink signatures will receive a Pink Card, which means the loss of twenty points from the House of the pupil in question and an automatic after school detention. Parents will be informed when a Pink Card is issued.

Community Service, a Pupil behaviour contract, Form Tutor or Deputy Head Daily Report may also be issued.

Detention: Can be given by any member of staff, with the approval of the Key Stage Coordinator or Head of Faculty, for offences such as disruptive behaviour, lack of respect or the use of bad language. These detentions will take place on a Thursday afternoon from 4.10pm-5.00pm and take priority over other activities or CCAs.

Internal Suspension: A pupil is removed from normal activities for a period at the Headmaster's discretion and works under supervision apart from the rest of the year group.

Temporary exclusion: A pupil is sent home for a period at the Headmaster's discretion.

Permanent exclusion: For serious offences which are recorded on the Serious Sanctions Log, or following a written warning by the Headmaster to parents, a pupil may be asked to leave the school.

Pupil attendance

Regular school attendance is essential for good academic work. Pupils are expected to attend school every day unless they are too ill to do so. If your child is ill, please call the office 8.00am - 9.00am on the morning of the pupil's absence. Upon returning to school after any absence, a note explaining the circumstances should be handed to the school office. If a pupil is absent for 3 days or more due to illness, a doctor's certificate is required upon his / her return to school.

The attendance record will be taken after breakfast at 8.15am each morning. (Breakfast is served 7.50am-8.10am). Pupils arriving after 8.15am must report to the main Reception to be registered.

If a parent seeks permission for a pupil to leave school during the school day they must complete the Leave of Absence form at Main Reception or on the School App, wait for this to be authorised by the Headmaster, then signing out when they leave and signing in when they return. Children must not leave school, unless sent home by the medical staff, without completing the Leave of Absence form 24 hours prior.

Senior School pupils who are absent will receive work electronically / on their Firefly account.

House system

Each pupil from Nursery upwards belongs to one of the four school Houses. However, Kindergarten pupils do not attend House meetings.

The Houses are named after famous former pupils of Haileybury UK. Each House has two House Captains in Junior School and two in Senior School, one boy and one girl, chosen by the Housemasters after seeking the views of the members of the House. The House meets as a group once a week. This offers the opportunity for pupils of different ages to meet and get to know each other and gives the pupils a sense of identity outside their class group.

There are House competitions during the year and the winning House for each competition puts the cup on the shelf above the House notice board outside the assembly hall. At Speech Day the House Cup is awarded to the House which has the best average score based on Yellow, Blue and Pink Cards. There are team cups for the annual sports House competition.

New pupils are allocated to a House in their first week to try to ensure a good balance of numbers between the Houses.

Co-curricular activities (CCAs)

Co-Curricular Activities are an important part of life at Haileybury. These give pupils the chance to develop skills, knowledge and talents which cannot necessarily be easily developed through the academic curriculum. CCAs take place during the week at lunch-times and after school. These include a range of sporting, musical and other activities for Year 1 and above. Pupils are expected to take part in at least three activities each week. Most activities are offered by members of the academic staff and are free of charge. There is usually a charge for activities offered by visiting specialists. For some activities extra equipment is required.

When Parents' Evenings take place some after school CCAs are cancelled. Pupils and parents will be informed of this in advance.

School uniform / Appearance

All pupils must wear the approved school uniform, which can be purchased from the school shop. The opening times for the school shop are 8.00am-5.00pm Monday to Friday. If you find the school shop closed, please ask at Reception.

Shoes must be black leather and style must be plain. They should be sensible (girls' shoes must have a heel of no more than 3 cm). Black trainers and shoes with wheels are not allowed.

In cooler months the formal uniform is worn. Blazers must be worn around the school and may be taken off in the classrooms only. Skirts must be knee length and shirts must be tucked in.

In the summer (between Nauryz and the end of October) pupils may wear a short sleeved white school shirt with their school house tie. In hot weather pupils do not have to wear their jackets in school, except for formal occasions. The girls up to

Year 6 may wear summer dresses. Girls in the Senior School wear the formal uniform with an optional short sleeved shirt in summer. Ties are worn all year unless special permission is given by the Headmaster.

Hair must be clean and tidy, and for boys of reasonable length above the collar. Hair should be of consistent length. Dyed hair, shaved hair patterns and extreme hair styles are not permitted. Girls must wear long hair tied back during the whole school day including at break and lunchtime (this refers to hair longer than shoulder length). No body paint, tattoos or piercings are allowed. Only the sixth form IB girls may wear hair loose. The dress code for IB pupils is smart business uniform which is on sale in the uniform shop.

Personal property

We discourage pupils from bringing in any personal property which is of value, as it can easily be lost or broken. All personal property is brought to school entirely at the pupil's own risk and the school will not pay for any losses or damage, however caused.

Lost and Found items

The school is not responsible for lost items. These are stored in the main entrance by security. At the end of each academic year the school donates lost items to charity.

Smart watches, mobile phones, music players and laser pens

We do not permit Smart Watches to be brought in to Haileybury in KS3 or lower. Mobile telephones must be switched off completely at school. For urgent calls home during the school day Senior School pupils may use the reception telephone. For KS2 and younger, only adults may call families, not children.

KS4-5 have a Bring your Own Device (BYOD) policy.

Electronic items (iPads, tablets, eBooks etc.) are not necessary during the working school day in KS3 and below and should not be brought into school.

Laser pens are not permitted at any time.

Lockers

All pupils are assigned separate lockers so that they can keep their possessions safe and secure. Pupils should get into the habit of returning books and equipment to their lockers and keep them tidy. Damage to lockers should be reported immediately. Pupils may not open other pupils' lockers or disturb their contents. The school reserves the right to inspect the contents of lockers if there are reasonable grounds to do so.

School trips

School trips are organised to enrich the educational provision of the school. These might be local, national or international. Local trips are generally free of charge but longer trips involving greater travel will generally incur a cost. Pupils and parents are informed well in advance of such trips. All trips require a risk assessment to be approved in advance and a strict pupil/staff ratio is adhered to. Parents are not permitted to accompany school trips or meet pupils during school trips. Nor are parents permitted to take their child on different flights than the group. Trips are for pupils not for parents and pupils will be excluded from participating in a school trip if parents do violate this school rule.

Please note that Yr11 and Yr13 pupils may attend school trips only in Term 1 August – December, but not from January-June.

Music Instrument Tuition

Pupils from Year One upwards may have weekly tuition with visiting peripatetic music teachers at school. Lesson schedules and payment are organised by the Music Department. Payment for this tuition is separate from school fees.

Pupils may have up to two instrumental lessons per week in KS1-2, but one instrumental lesson only during the school day for KS3. No KS4-5 pupils will miss academic lessons and will have music lessons after 4pm. Pupils learning additional instruments in KS1-5 must have these lessons after school and all pupils are encouraged to use the facilities in the Music Department for regular practice at break, lunchtime or after school.

Pupils who have instrumental lessons must be in the Junior or Senior School orchestra and Music CCAs. Please note that pupils who do not attend

orchestra / music CCAs will be withdrawn from instrumental classes by the music faculty.

Use of Learning Technology

The school has three computer rooms and an IT suite in the main library for the use of pupils. These are generally available at lunchtimes for KS3-5. The school has safeguards in place to ensure pupils cannot access inappropriate sites. Pupils are not permitted to access social networking sites at any time from school. Pupils must not bring games or USB game uploads into school. Inappropriate use of any computer, iPad, tablet or phone in school will be heavily sanctioned. Only Yr10-13 pupils may use electronic devices at school in lessons and not in corridors or other areas of school.

Library and Learning Zones

The Main Library area and Learning zone caters for all pupils. The Junior Learning Centre and Junior Learning Zone are for children up to Year 6. Reading is very important, especially for our local pupils, in developing English vocabulary and pronunciation, so children are encouraged to borrow books from the library.

Books borrowed must be returned after 10 days. Books not returned will be assumed to be lost and parents will be asked to pay the full replacement cost.

Gifts to staff

Some pupils and parents like to show appreciation for our staff. However, we respectfully ask that no gift exceeds \$50 USD in value. Teachers and Senior Leadership staff are not permitted to accept gifts of a higher value from an individual family.

Celebrating birthdays

Many children like to celebrate their birthday with friends. However, we do not allow any food to be brought in to school at all. We also do not allow balloons, toys, gifts, inflatable toys, photographers or entertainers arranged by parents. If parents wish to order a cake from the school kitchen they may do so one week ahead, and this will be charged to school accounts.



Swimming

If a pupil is at school they are considered well enough to participate in all lessons. This includes PE and swimming. There is no exemption from swimming if a child is well enough to attend school.

Kindergarten & Key Stage 1 Uniform (Nursery to Year 2)

- | | |
|---|--------------------------------|
| 1. Boys and Girls Light Blue Polo Shirt | 12. Summer Hats |
| 2. Girls Kilt Age 3-6 | 13. School Bag - Small |
| 3. Boys Grey Trousers Age 3-7 | 14. Track Suit |
| 4. Magenta Sweatshirt (unisex) | 15. Sports Polo Shirt (unisex) |
| 5. Summer Dress | 16. House T-shirt (unisex) |
| 6. Girls plain navy blue tights | 17. Girls Athletic Shorts |
| 7. Girls Short White Socks | 18. Boys White Shorts |
| 8. White hair accessories | 19. White socks for PE |
| 9. Boys Black or Grey Socks | 20. Sun hat |
| 10. Black Plain Leather Shoes | 21. School blue swim suit |
| 11. Dance shoes | 22. House swimming hat |

Children in Creche and Reception groups also need to have a spare set of clothes with them in case of mishaps.

Key Stage 2 Uniform (Years 3-6)

- | | |
|---|--|
| 1. Girls Blazer | 12. Black Plain Leather Shoes |
| 2. Girls White Shirt | 13. Art Smock Age 8-11 |
| 3. Girls Kilt Age 7-13 | 14. School Bag - big |
| 4. Boys Blazer | 15. Track Suit |
| 5. Boys White Shirt | 16. House Polo Shirt (Unisex) |
| 6. Boys Grey Trousers Age 8-11 | 17. Sports Polo Shirt (Unisex) |
| 7. Boys House Tie (to be worn all year) | 18. Girls Athletic Shorts |
| 8. Girls House Tie (to be worn all year) | 19. White Shorts Boys |
| 9. Summer Dress (Knee Length) | 20. White socks to be worn with PE kit |
| 10. Girls Short White Socks in summer, or navy-blue tights. (no other colour socks, tights or leggings are allowed) | 21. Sun hat |
| 11. Boys Black or Grey Socks | 22. School blue swim suit |
| | 23. House swimming hat |

All pupils should bring the following equipment to the School every day

- Pencil case containing: uni-ball pens (blue and black gel pens), green pens, red pens, 2H pencils, pencil sharpener, eraser and a clear plastic 30 cm ruler.
- In KS4 and KS5 pupils should bring their own laptop or tablet as per BYOD policy.
- Individual folders for subjects for worksheets and additional work
- Set of colouring pencils, highlight pens, glue stick, suitable, safe non-pointed scissors.
- Scientific Calculator (for years 7 and above a calculator with trigonometric functions will be required).
- Geometry set (to include set square, protractor and compass).
- No tippex (correction fluids) are allowed in Haileybury Astana.

Senior School uniform (Years 7-II)

- | | |
|--|---|
| 1. Girls Blazer | 12. Black Plain Leather Shoes |
| 2. Girls White Shirt. (Long sleeve in winter, short sleeve in summer) | 13. Art Apron |
| 3. Girls Kilt | 14. School Bag - big |
| 4. Boys Blazer | 15. Track Suit |
| 5. Boys White Shirt (Long sleeve in winter, short sleeve in summer) | 16. House Polo Shirt (Unisex) |
| 6. Boys Grey Trousers | 17. Sports Polo Shirt (unisex) |
| 7. Boys House Tie (to be worn all year) | 18. Navy Blue Shorts (unisex) |
| 8. Girls House Tie (to be worn all year) | 19. Long Blue Socks (for Boys Football) |
| 9. Girls Tights (Yr 7, 8,9 navy blue or black only.
In Yr 10- 12 neutral opaque tights may be worn) | 20. White socks for PE |
| 10. Girls Short White Socks in summer | 21. Sun hat |
| 11. Boys Black or Grey Socks | 22. School blue swim suit |
| | 23. House swimming hat |

Yr 12 wear a school uniform which is available in the school uniform shop.

5. Uniform and equipment

While the School does not approve of pupils missing lessons in term time, we acknowledge that there are occasions when it is unavoidable that parents will take out their child/children for good reason, such as visas appointments. If you must request leave during term time, please complete this form 24 hours prior. Pupils must wait in the main reception until this form is seen by the Headmaster/Deputy Head.

Pupil Details	
Name:	Class/Form:
Name:	Class/Form:
Dates of leave Requested	
Start Date:	End Date:
Number of days requested:	
Reason for leave requested:	
(Please attach any relevant documentation)	
Parent's Signature:	Date:
School Decision	
Approval by Headmaster/Deputy Head:	Approved <input type="checkbox"/> Not approved <input type="checkbox"/>
Comments:	
(Headmaster/Deputy Head):	

School Day 2018-2019 – by age group

	KS1	KS2	KS3	KS4	KS5
7.50– 8.10	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8.15 – 8.30	Registration	Registration	Registration	Registration	Registration
8.30 – 9.25	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
9.25 – 10.20	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10.20 -10.40	Break	Break	Break	Break	Break
10.40 – 11.35	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11.35 – 12.30	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12.30 – 14.00	Lunch, Enrichment programme	Lunch, Enrichment programme	Lunch, Enrichment programme	Lunch, Enrichment programme	Lunch, Enrichment programme
14.00– 14.55	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
14.55 -15.50	Lesson 6 (to 3.30pm)	Lesson 6	Lesson 6	Lesson 6	Lesson 6
15.50 – 16.05	Snack	Snack	Snack	Snack	Snack
16.10 – 17.00	CCAs	CCAs	CCAs	CCAs	CCAs

The lunchtime CCAs / Enrichment programme is compulsory for everyone KS1-5. All pupils will be able to participate in at least 3 CCAs per week. After-school CCAs run from 4.10-5.00pm on Monday-Thursday. School ends at 3.50pm, without snack, on Friday.

Haileybury Astana



Term dates Academic Year 2018-2019

August

MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						6

September

MO	TU	WE	TH	FR	SA	SU
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

October

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						18

November

MO	TU	WE	TH	FR	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						22

December

MO	TU	WE	TH	FR	SA	SU
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						9

January

MO	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						18

February

MO	TU	WE	TH	FR	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
						19

March

MO	TU	WE	TH	FR	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						9

April

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						22

May

MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						20

June

MO	TU	WE	TH	FR	SA	SU
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						11

July

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Color codes

■ National Holidays
 ■ School Holidays
 ■ Teaching Days

■ Day of Knowledge
 ■ Haileybury Day
 ■ Speech Day

