



Senior School Handbook

Dear Parents,



Welcome to the Senior School at Haileybury Almaty! We are really excited to welcome you and hope that this information pack will give you all the relevant information that you and your child require.

The academic and social development for your child as they progress through their secondary education is very significant, and we are keen to ensure that you are fully supported at all times. If you have any concerns whatsoever please do contact the school as early as possible via your House Tutor or Head of House. We want to follow up on any concerns as quickly as we can and to work together as a strong team for the benefit of your child.

All around the world, the move to a new school is an important one as the pupils learn to adapt to their new timetable of lessons with our specialist subject teachers. We have a very thorough pastoral system that seeks to ensure a smooth introduction for our new pupils to the Senior School in a progressive and managed way.

If you have any questions at all please do be in touch. We all want to assist the boys and girls to enjoy their new experience fully and to make the best progress possible.

A handwritten signature in black ink that reads "Simon Mills". The signature is written in a cursive style with a horizontal line underneath the name.

Simon Mills
Headmaster

Senior School Staff



Senior School Staff



Radha Pandya
Deputy Head
rpandya@haileyburyalmaty.kz



Darshak Pandya
*Deputy Head (Senior School
& DSL)*
dpandya@haileyburyalmaty.kz



Sophie Lightowlers
Assistant Head (Academic)
slightowlers@haileyburyalmaty.kz



Elizabeth Kirton
Assistant Head (Pastoral)
ekirton@haileyburyalmaty.kz



Andrew Watson
Head of Sixth Form
awatson@haileyburyalmaty.kz



Shynar Sadykova
*Academic Support Officer /
DDSL*
ssadykova@haileyburyalmaty.kz



Yuriy Sveshnikov
Exams Officer
ysveshnikov@haileyburyalmaty.kz



Perizat Talapkyzy
Data Manager
ptalapkyzy@haileyburyalmaty.kz

Heads of Houses



Jonathan Lawrence
Head of Attlee House
jlawrence@haileyburyalmaty.kz



Nathan Clark
Head of Bartle Frere House
nclark@haileyburyalmaty.kz



Kate Flynn
Head of Edmonstone House
kflynn@haileyburyalmaty.kz



Steven O'Rourke
Head of Kipling House
sorourke@haileyburyalmaty.kz

Wider Staff



Sarah Brown
Head of Support for Learning
sbrown@haileyburyalmaty.kz



Lidiya Beisembayeva
Whole School Counsellor
lbeisembayeva@haileyburyalmaty.kz

School Day



School Day

Senior School timings are as follows:

7.15am – 9.00am	Arrival
9.00am - 10.00am	Lesson 1
10.00am - 11.00am	Lesson 2
11.00am - 11.30am	Break
11.30am - 12.30pm	Lesson 3
12.30 - 1.00pm	House Tutor Time
1.00pm - 2.00pm	Lunch
2.00pm - 3.00pm	Lesson 4
3.00pm - 4.00pm	Lesson 5
4.00pm - 5.00pm	CCAs



Equipment



Equipment

Pupils require the following equipment:

- Computer – recommended device is an iPad with a keyboard or Macbook.
- Headphones with audio jack input (required for Music lessons).
- 30 cm ruler.
- Eraser.
- Glue.
- Scissors.
- Pens/pencils/set of highlighters.
- Mathematics Specific Equipment – can be purchased online from abdi.kz.
 - Casio Scientific Calculator (Casio FX82ES – Plus or similar recommended).
 - Mathematical Compass.
 - Protractor (360 degrees).
- For EAL pupils it is recommended that they purchase a dictionary (rather than rely on software on their device).

As the school is now a BYOD (bring your own device) school, it is important that you are aware of the BYOD guidance from the school.

Google Classroom



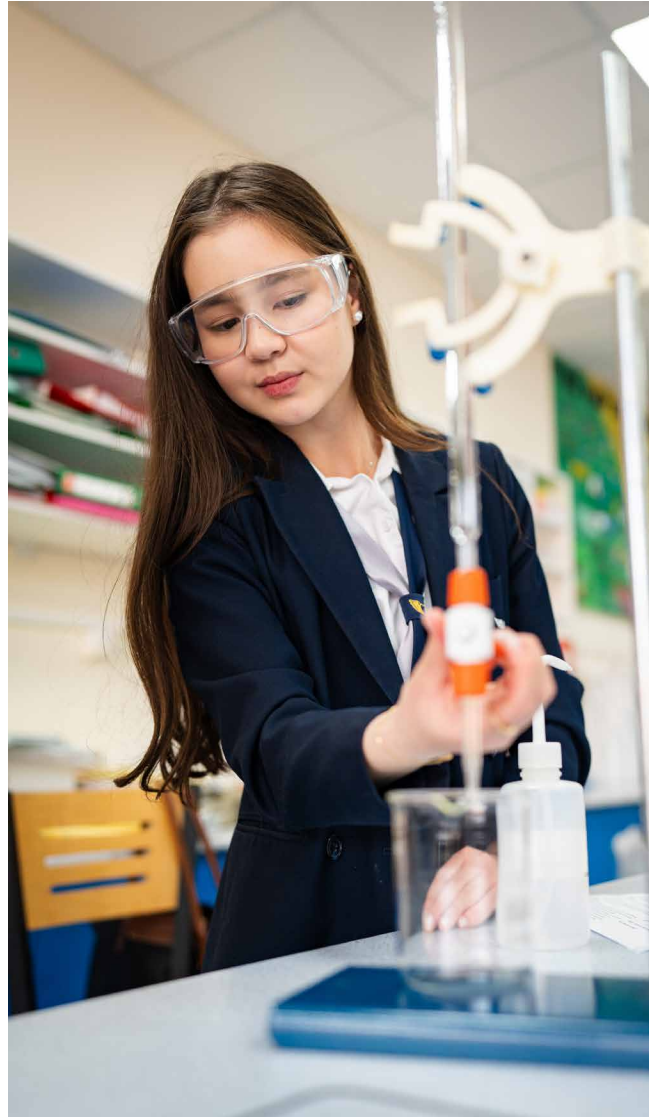
Google Classroom

Google Classroom is used by all Senior School teachers. This platform allows teachers to upload work, assignments and tasks for the pupils before, during or after each lesson. As a parent in the Senior School, you will be invited to join each of your child's Google classrooms as Google Guardian.

As a Google Guardian, you will receive email summaries about your child's activity in each Classroom. Email summaries do not include grades but will allow you to review:

- Missing work – not submitted when the summary was sent.
- Upcoming work – anything that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activities – announcements, assignments, and questions recently posted by teachers.

If there is no activity to report or if a teacher turns off email notifications, you might not get an email summary.



Textbooks & Exercise Books



Textbooks & Exercise Books

These will be provided by the subject teachers where necessary, on a loan basis. It is your child's responsibility to look after their textbooks and exercise books and to bring these to each lesson. Failure to do so may result in a Red or Deadline Ticket being issued. Your child will be expected to return the textbooks at the end of the academic year.



Rewards & Consequences



Rewards & Consequences

Within the Senior School we have five tickets which encompass our overarching school aim to develop High Performance Learners (HPL):

- ACP Yellow Ticket.
- VAA Blue Ticket.
- HPL Green Ticket.
- Deadline Ticket.

ACP Yellow Ticket: aligned with the HPL Advanced Cognitive Processes and awarded for demonstrating positive academic characteristics, good behaviour, excellent class work and for any other reason that a teacher may deem appropriate.

VAA Blue Ticket: aligned with the HPL Values, Attitudes and Attributes and awarded for a pupil making a contribution relevant to empathy, working hard or agile e.g. for helping a teacher complete a task, helping out their peers etc.

HPL Green Ticket: aligned with HPL alongside the UN Sustainable Development Goals and awarded for any pupil who demonstrates or models a sustainable approach within the classroom or school community.

Deadline Ticket: issued for failing to meet a deadline and/or incomplete submission of homework or coursework.

As a parent you will receive email notifications when your child receives any of these tickets so that you can follow up at home each day and track their progress throughout the academic year.

Attendance & Exit Slips



Attendance & Exit Slips

In the Senior School, your first point of contact will be your child's House Tutor. You can contact your child's House Tutor to discuss any matters arising and to inform them of any absences from school.

You need to contact the House Tutor asking for permission for your child to leave school early for appointments such as medical. It is the school policy that parents contact the school at least 24 hours before the required time to leave. Once the House Tutor has received your email, your child will then be issued with an Exit Slip via an online platform. This informs our Reception team that your child has been given permission to leave the school premises. Please do consider booking appointments outside of the school day where appropriate. For awareness, it is an expectation for pupils to attend all events throughout the school day and, under normal circumstances, any request to be excused would not be approved.



Co-Curricular Activities



Co-Curricular Activities (CCAs)

Parents will receive an email with information outlining which CCAs are on offer for that term. It is your responsibility to sign your child up for the relevant CCA. CCAs will either be run by staff or by external organisations (which may require an additional fee).

For competitive sports teams, pupils will turn up for training and squads will be selected for the season based on their ability. In more cases than not, we will look to enter multiple teams for each age group and gender so that we are able to promote our 'Sport for All' philosophy.





Haileybury Almaty

www.haileybury.kz

Educating future leaders



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@haileybury_almaty



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Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the schools to share this commitment.