



Haileybury Astana



Staff Handbook
2023-2024

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, emotionally and socially within a global and future context.

School Aims

1. To develop pupils who are resilient, creative, independent, courageous, inquisitive and reflective in all that they do in a safe and caring environment.
2. To encourage the Haileybury Habits and IBO Learner Profile through a curriculum which covers a broad and balanced range of subjects, extra-curricular activities, visits and special events.
3. 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.
4. 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 leaning.
5. To provide a technologically and innovation rich environment with successful academic outcomes achieved through strong teaching and learning.

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Working at Haileybury

We are very proud of the ambience at Haileybury Astana. Every person is valued.

- The Senior Leadership Team are: The Headmaster, Deputy Head Whole School, Deputy Head (Academic) Senior School, Head of Junior School and Deputy Head of Junior School, EAL Director
- The Administrative team are: The Bursar, Human Resources Team, ISAMS Manager, Examination Coordinator, IT Team, Accounts Department, Admissions Team, PR and Marketing Team. Medical Team, Lawyer, Procurement & Logistic Manager, Receptionist and Personal Assistant to SLT team. The accounts and admissions offices are open 8.00 am – 5.00 pm.
- The Maintenance staff, Kitchen staff and Security teams work closely with the Teaching staff. The Receptionists are the key points of contact in the reception areas located at the Main Entrance and the Kindergarten Entrance.
- The receptionists also organise catering and transport requests for school events.
- The medical centre for pupils is at the entrance to Kindergarten. We have qualified doctors on campus 8.00 – 5.00pm.
- Official working hours are 7:40 am – 5:00 pm Monday–Thursday and 4:10 pm on Fridays. Staff should swipe in/ out at security.
- Staff buses are provided for all teaching and Admin staff. Depending on weather conditions buses will arrive 7:30 – 7:40am. Buses depart at 5:15 pm Monday–Thursday and at 4:15 pm on Fridays.
- If you are too ill to come to school all staff in school must contact your Line Manager before 6:45 am. You should also post work for your classes on Google Classroom or Managebac. You may send work in to your Assistant Teacher in Junior School. The 3rd day staff should get a certificate from SOS Medical Centre or private practitioner and hand this to the HR manager when returning to school. On returning to work all staff must complete a self-certification form and interview with the Deputy Head (Whole School) / Head of Junior School. Self-certification forms are then kept by the HR office.
- If your own child is sick we do expect all local and expatriate staff to arrange child care so you can come in to work.
- Staff cover each other internally for short-term illness.
- The cover supervisor can also be arranged for training courses booked in advance and for staff leading school trips.



- To request leave of absence for training, school trips or compassionate/ personal leave staff must submit a Leave of Absence request form to the Senior Leadership team. HR Team records staff absence on iSAMS.
- In the Junior School there is an incident book in each classroom. Please record any minor incidents which you think might result in a parental enquiry (ie. an accident which wasn't serious enough to send a child to the school doctor; a major fall out between two children; a child becoming distressed). This helps identify patterns of behaviour but also means we can give good feedback to parents if they query something their child has told them. Your Mile Post Leader will check these logs on a regular basis.
- If you regard an incident as serious, this should be recorded on an Accident and Incident Report Form, which you will find on G Drive. You should take this to your line manager who will advise. A copy goes on the pupil file and one is usually sent home to parents.
- Pupils must be registered by form tutors and class teachers first thing in the morning and at the start of the afternoon in Junior School. In the Senior school registration is also required for every lesson of the day. All registers are done on iSAMS.
- Every class has a specified route for leaving the building. Please be aware of the route you need to take from your classroom in the event of the alarm sounding. You should take your pupils to the muster points. Procedures for cold and warmer weather are in the Evacuation policy. It is your responsibility to keep up to date with procedures. Parents may ask if we make up any day for early finish or closure due to extreme climatic conditions. Our extended day goes beyond the hours required for exam subjects and the enriched extended programme far exceeds the minimum requirements. Work goes onto Google Classroom or Managebac and we would not normally expect to make up the day for climate concerns. The only time we would switch calendar is to respect a change in National holidays.
- Staff should dress smartly at all times of day and when representing the school at functions. Male members of staff must wear a tie and should wear their jackets to assemblies and in the Dining Hall, other than when school is officially in summer dress for staff as announced by the Headmaster, when jackets do not need to be worn. Ladies should also wear business smart attire at all times.
- No body paint, tattoos or piercings are allowed to be visible.
- Formal business attire should be worn at all external events when staff are representing Haileybury.



- All staff expected to abide by with staff code and conduct which is readily available online.
- School Property, insurance and security: The School maintains a register of assets, which are the responsibility of the Bursar: Buildings and off site properties, Plant and machinery, IT equipment, Other fixed assets.

Inventories of other fixtures and fittings, furniture and stock of academic resources, stationery and catering and domestic supplies are also held and regular stock checks are carried out.

In accordance with the School's Risk Management Strategy, the Bursar is responsible for putting in place and maintaining appropriate insurance.

In the event of damage to, or theft of, any school property taken off site for personal use by staff, the staff are responsible for repair or replacement. This includes electrical items, musical instruments, tents and sporting equipment. Such items must also be signed out with security whenever taken off campus”.

The School does not bear responsibility for personal belongings of staff, pupils, parents and visitors, but maintains the procedures aiming to prevent and minimises losses, such as:

Central Lost & Found: Any items except those listed below, when found by cleaners, security and technical staff, are brought to Lost & Found near Main Reception. Pupils and staff inquiring about their lost belongings should be directed to Lost & Found.

Lockable safe: If staff finds valuable items like mobile phones, wallets, ID, credit cards or jewellery that they found in the School, they bring it to the Deputy Head. If not claimed, lost property is donated to local charity.



Staff Dress Code at Haileybury Astana: from 7.50am until departure:

For men – Business Smart attire only	For women – Business Smart attire only
<p>Suits – jacket and trousers should be worn.</p> <p>Shirts – should always be tucked into trousers.</p> <p>Ties – should be worn by teaching staff (optional for admin staff depending on duties).</p> <p>Trousers – should be business Smart. Jeans of any colour, chinos, corduroys and denim are not allowed.</p> <p>Shoes – should be polished. No outdoor boots, flip-flops or trainers (except for PE staff or teachers conducting sports and performing art groups).</p> <p>Hair – must be of reasonable length above the collar.</p> <p>Facial Hair – male staff must be either clean-shaven or have well-groomed facial hair. Unshaven staff do not meet the required standard.</p>	<p>Smart blouse and jackets are the norm.</p> <p>Dresses – length must be a respectable length not mini-length of figure-hugging.</p> <p>Blouses / Tops – bare shoulders or low cut tops should not be worn. No strapless tops, transparent tops or bare midriff tops. Baggy or winter woolly jumpers are not considered business smart. Jackets are preferable.</p> <p>Skirts – length must be a respectable length not mini-length or figure-hugging.</p> <p>Trousers – Please note that tight leggings, shorts, corduroys and jeans of any colour are not allowed.</p> <p>Shoes – should be smart and not too high. Flip-flops or trainers should only be worn by PE staff or teachers conducting sports and performing art groups.</p> <p>Make-up – should be subtle.</p>



- Staff should never walk around with open tea/ coffee mugs at any time. The kitchen upstairs in the Admin corridor is for Admin personnel and Senior Leadership only. There is a kitchen for Admin located in the Admin corridor, two staff rooms with coffee/ tea facilities located both in Junior and Senior School and a Coffee Shop for all.
- Mobile phones may ONLY be used in your classroom, staff rooms and coffee shop in non-contact time. No pupils should be present. Do not carry or use your phone in corridors or the Dining Room, Assembly Hall and never when on duty or in meetings. Pupils are not allowed to use mobile phones around the school either, so please help to enforce the ban on mobile phones and headphones in corridors.
- Reprographics areas are staff only zones. Please do not send pupils to collect printing or photocopies. Please do not leave your class to collect photocopying.
- Please switch off all electronic items before you leave each day, including printers / computers.
- Please read and respect the email etiquette policy. Please check your e-mail regularly.
- All staff must be familiar with all school policies which are readily available on Google Drive – Whole School – Policies or the school system. Our staff drive always has the latest versions. There are also statutory policies and procedures on our websites which parents and inspectors may ask you about. Your feedback and contribution to formulating policies and procedures is very much valued. Please collaborate with your line manager and give feedback to the Deputy Head who is in charge of policy reviews.
- An important note on cultural awareness – parents have requested that school staff do not discuss religion or sexual preference with any pupil. Our parents consider this as parental responsibility.
- Last but not least, staff should try to support all school events and performances. Showing appreciation for pupils' work and the efforts of our colleagues in other key stages is one of the keys to our success.



Requests through HelpDesk

We encourage you to use the system, as requests sent in a different way (spoken verbally/WhatsApp/email) will have a low priority.

Please follow the detailed instructions below to create the Ticket

STEP 1. Follow the link help.haileyburyastana.kz (you also have a Helpdesk shortcut on your desktop)

STEP 2. Click on **Open a New Ticket**

STEP 3. Log in using your account details

STEP 4. Select a **Help Topic**

STEP 5. Fill in the **Issue Summary** and **Issue Details**

STEP 6. Create ticket

Building support
(reparing smth, moving stuff, etc):

From the dropdown menu please choose Building Support

Open a New Ticket

Please fill in the form below to open a new ticket.

Help Topic:

IT support
(problems with Outlook/Google Classroom/iSAMS, etc)

From the dropdown menu please choose **IT trouble shooting**

Open a New Ticket

Please fill in the form below to open a new ticket.

Help Topic:

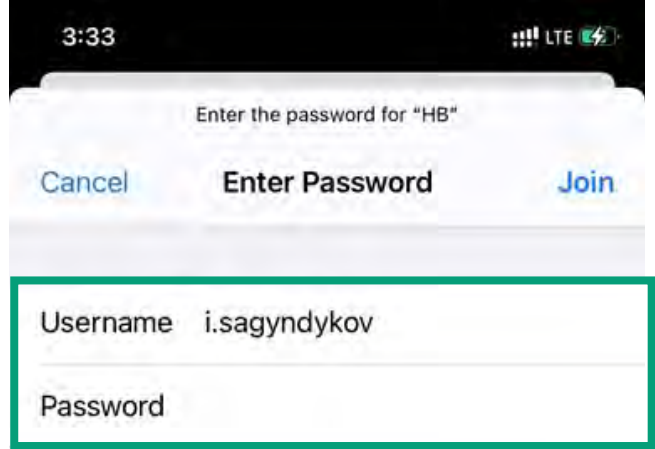


Connect to HB Wireless network

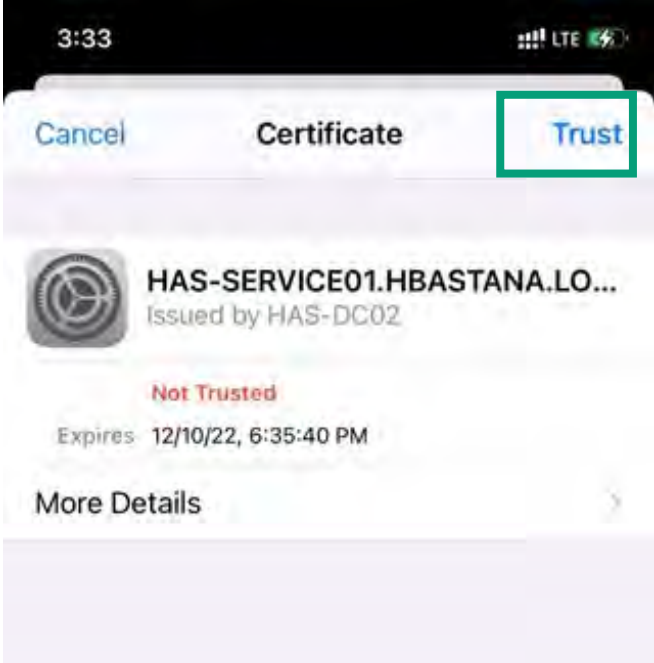
Go to Settings ► Wi-Fi ► HB



Type your username and password



Click on Trust in top-right corner





School Day

Kindergarten

8:00 – 8:25	Arrival for registration
8:30 – 9:00	Breakfast
9:00 – 10:20	Daily Routines, Lesson 1 and Class Time
10:20 – 10:40	Break Time
10:40 – 11:35	Lesson 2 and Class Time
11:35 – 12:30	Lesson 3 and Class Time
12:30 – 13:30	Lunch and Playtime
13:30 – 14:25	Lesson 4 and Class Time
14:25 – 15:00	Lesson 5 and Class Time
15:00 – 15:20	End of School Day Routines and collection
15.30 – 16.45	Wrap-Around Care

Junior School

8:00 – 8:30	Tutor time
8:30 – 9:25	Lesson 1
9:25 – 10:20	Lesson 2
10:20 – 10:45	Break
10:45 – 11:40	Lesson 3
11:40 – 12:40	Lunch
12:40 – 13:40	Lesson 4
13:40 – 14:35	Lesson 5
14:35 – 15:30	Lesson 6

Senior School

8:00 – 8:30	Tutor time
8:30 – 9:25	Lesson 1
9:25 – 10:20	Lesson 2
10:20 – 10:45	Break
10:45 – 11:40	Lesson 3
11:40 – 12:40	Lesson 4
12:40 – 13:40	Lunch
13:40 – 14:35	Lesson 5
14:35 – 15:30	Lesson 6



Day to day school life – useful guidelines

Academic standards

The school aims for academic excellence, thus Teaching and Learning is at the heart of everything we do.

Pupils who fall too far short of the expected standard by the end of the academic year may be required to retake 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 a higher year group. If you think there is a risk that a pupil in your form/class might be in this position by the end of the academic year, you must first raise this with your Head of Department and /or Mile Post Leader. If he/she agrees, you **must** speak to parents about lack of progress with 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.

Pupils wishing to enter the International Baccalaureate programme must have gained at least 5 good credit passes at level A*- C including English and Mathematics before being accepted into Year 12 for the IB programme.

Attendance

Parents should call the office after 8.00 am and before 9.00am on the morning of the pupil's absence. 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 is taken at 8:00 am each morning. KS2-5 pupils arriving after this time must report to the main school reception to be registered on arrival.

All children are dropped off and collected from their relevant entrances. Parents do not enter the school building.

If a pupil urgently has to leave school during the school day they must complete the Leave of Absence form at Main Reception, 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.

Pupils should not carry mobile phones and are not allowed to phone home during the school day themselves. In an emergency an adult will call for pupils from the main reception area or medical office.



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 referred to the Housemaster / Milepost Leaders and subsequently to the Senior Leadership Team if the pupil's behaviour does not improve after a warning.

More serious problems will be referred to the Senior Leadership Teams. Matters referred to the Headmaster are likely to result in more serious punishments.



Sanctions

Detention: Can be given by any member of staff for offences such as disruptive behaviour, lack of respect or the use of bad language.

Housemaster Detentions take place after school. Parents/Guardians should be given a minimum of 24 hours' notice about a detention, which will take priority over other activities and CCAs.

Community Service, Pupil Contract, Form Tutor, Housemaster/SLT Daily Reports are other sanctions used.

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 very serious offences or following written warnings by the Headmaster to parents, a pupil may be asked to leave the school.

Please note that record keeping is vital. All disciplinary sanctions should be recorded on the pupil profile in iSAMS. Link documents such as emails, notes on behaviour to every child's iSAMS profile by the end of the school day.



Birthday celebrations

Many children like to celebrate their birthday with friends. However, we do not allow any food to be brought in to school. We do not allow toys, gifts, inflatable toys, photographers or entertainers arranged by parents.

Due to the growing number of pupils and dietary requirements we are able to offer cakes in schools for birthdays. We offer alternative non-food based celebrations.



Co-Curricular Activities (CCAs)

Co-Curricular Activities are an important part of life at Haileybury. CCAs take place during the week after school. These include a range of sporting, musical and other activities for Year 1 and above. A broad range of activities is offered by members of the academic staff and these are free of charge. There is usually a charge for activities offered by visiting specialists. All academic staff in KS1–5 are expected to contribute weekly to the CCA programme after school. The extent of staff participation in the CCA programme depends on the nature of your timetable.

When Parent Teacher Conferences take place either CCAs are cancelled or there is a more limited number available. Teachers must check the calendar and advise the CCA Coordinator and Head of Senior School at least one week in advance in order to communicate messages to parents and pupils.

Risk Assessments must be made for all CCAs that go off site or have any element of risk involved on site.



Common concerns

- *Poor attendance.* Parents will sometimes take their children off on holiday in term time or bring them back late after a holiday. Please make sure you keep reinforcing the message that this is not acceptable. Parents who want their children to be out of school during term time should fill in a form and hand it in for the Head to approve. He will not approve requests for holidays unless they are for major family occasions or are otherwise unavoidable. Even then any absence, even authorised ones, count as not present on the attendance statistics.

In our contracts we reserve the right to insist a child repeats the year if (s)he makes insufficient progress. Anything under 95% is investigated.

- *Punctuality.* Lateness in the morning is a real problem with some families. Again, talk to parents who constantly bring their children in late. This may be linked to the fact that children often go to bed very late in Kazakhstan. Let your Pastoral line manager know if a problem is persistent. Please note that the dining room is only open to pupils from 7.30 am – 7.55 am.

- *Use of Russian.* Understandably the children frequently use Russian outside the classroom, given that 80% of our children are local. We aim to reduce this, but in the first instance we need to reduce the use of Russian in the classroom.
- *Lastminute.com.* Things can happen/change at very short notice in Kazakhstan. Get used to it! If you have booked to do something always double check a day or two before that they know you are coming. Reply slips/permission for trips will rarely be returned by the deadline.
- *Appointments.* Apparently there is no word in Kazakh or Russian for appointment. Parents may just turn up and assume they will be seen. You may politely ask them to come back at a more convenient time if you're not free.
- *Understanding what we do and how/why we do it.* The school is popular, has a good reputation and our parents like it. However, our local parents often don't understand the UK education system or the ethos of a school like Haileybury. We hold information sessions to talk about how to support pupils. The more you can do to help our parents to understand how and why we do things the better. Good communication is critical.



Communication with parents

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

This is generally more to do with ease of communication than anything else, but it is obviously unhelpful for you. Local staff should tell parents that they should be talking to class teachers not them.

Kazakhstan is quite hierarchical. Older people are generally looked up to and both parents and grandparents can be very strong with Assistant Teachers (ATs). ATs should be supported in these circumstances.

Parents are able to contact subject teachers and class teachers by email to discuss concerns and to make appointments throughout the year. Staff email addresses are listed in Outlook. Staff must reply to email on the day it is received.

This can be a holding email, saying you will look into the concern and get back to them by a certain date.

Important : Parents may enter school with the children at drop off and pick up only. During the school day parents must make an appointment to see class/ subject teachers. So please be sure to advise main reception - security if you expect a parent to come in for an appointment with you.

Duties

Haileybury Astana recognises its responsibilities for the protection of the children in its care. All adults working at the school are aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. You are expected to be fully conversant with the school's Child Protection policy and procedures and will receive CP training annually.

Every member of staff undertakes supervisory duties. You must know when and where you are supposed to be on duty and make sure you are punctual. Do not take hot drinks or use phones on duty. To forget a duty is grounds for disciplinary warning.

If you are on duty please remember that you should be actively supervising pupils. Kazakh parents are very sensitive to their children's health and if a child is hurt, even in the normal rough and tumble of the playground, they will be upset. We have CCTV cameras, which help to establish what happened, but they don't prevent accidents.



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 Learning Support department. The Head of LS will make an assessment of the child's needs and decide on the level of support needed.

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.
- Use English in lessons.
- Move between lessons quietly and without delay.

Gifts to staff

Some pupils and parents like to show appreciation for our staff. However, we respectfully ask that no gift exceed \$50 USD in value. Teachers and Senior Leadership are not permitted to accept gifts of a higher value from a single family or official visitor to school. Teachers may accept a gift of a modest higher amount only if groups of parents have joined together.

Health and 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 includes representatives of SLT and all Key Stages and our Safety personnel. Parent representatives are welcome. The H+S committee meets at least twice each term.

Immediate structural concerns giving potential risk to pupil safety should be reported to the receptionist as soon as they are noticed.

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.** You also need to make sure you are well wrapped up when you are on duty in the winter.



Home Learning Tasks

Home learning has been shown to help pupils reinforce what they learn in the classroom and increase retention of factual knowledge. It can help extend and reinforce critical life skills such as time management and independent problem solving. Plus, it creates opportunities for parental involvement-which has been proven to increase academic achievement.

Home Learning should: Be carefully designed and monitored to achieve the right learning outcomes for pupils: improved learning, better study habits and higher academic achievement.

Have a specific purpose: “busy time” home learning with no pedagogical value isn’t permissible.

Be differentiated according to students’ particular learning needs, where appropriate.

Home Learning Tasks must be posted on Google Classroom/Class Dojo/Managebac and be designed and communicated so that pupils understand what is expected of them.

House system

Each pupil belongs to one of the four school Houses.

The Houses are named after famous former pupils of Haileybury UK.

Each House has two House Captains in Senior plus a House Captain and a Sports Captain in Junior School, one boy and one girl, chosen by the Housemaster after seeking the views of the members of the House.

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.

Staff are encouraged to attend all House meetings and take responsibility for running the meeting on occasion. Housemasters have the ultimate say over their expectations of their House staff.

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.

Housemasters and Head of Sixth Form are key persons in the Pastoral System of the school.



ICT

The school has two 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. The ICT support team is generally able to respond quickly to problems which need immediate assistance.

BYOD

In KS3, KS4 or KS5 pupils are expected to bring their own devices (laptop or tablet). There is a Bring Your Own Device (BYOD) policy that explains how this process works.

Learning Support (LS) and referrals

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. We have a school SENCO. There is a clear system in place for the referral of pupils. You must be familiar with the referral system. We can offer only limited support, however, and we are not equipped to deal with children who have anything other than relatively mild learning disorders. It is important for all known learning needs to be declared by parents to the school on enrollment.

Libraries

The school has two Library-Reading zones. Reading is very important, especially for our local pupils, in developing English vocabulary and pronunciation, so children are encouraged to borrow books from the libraries.

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.



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.

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 you when they return. This is mostly for the benefit of KS3-KS5 pupils to make sure they don't use the doctor as an excuse to miss lessons.
- Parents will be informed about any medical issues occurring at the school.
- If a child is sent home following a visit to the doctor, the Receptionist should let the form tutor/class teacher know.

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 and make arrangements for the pupil.

Music instrumental 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 Arts Department. Payment for this tuition is separate from school fees.

Pupils may have up to two instrumental lessons per week in Y1-2, but one instrumental lesson only during the school day for Y3. No Y4-5 pupils will miss academic lessons and will have music lessons after 4pm. Pupils learning additional instruments in Y1-5 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 are expected to attend 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 Department.



Personal property

We discourage pupils from bringing in any personal property which is of value. All personal property is brought to school entirely at the pupil's own risk.

We do not permit Smart Watches to be brought in to Haileybury. Mobile telephones must be switched off during the school day. For urgent calls home during the school day Senior School pupils may go to Main Reception to make a call. In KS2 and below only adults can call home.

Key Stage 3-5 may use a computer during lessons and we have a BOYD policy for older pupils.

In KS3 and below music players and other electronic items (iPads, tablets, etc.) are not necessary during the working school day and should not be brought into school.

Rewards

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 during Golden/Special Assemblies, which happens weekly in Junior and Senior School. Newsletters often highlight the achievements of individual children and

Housemasters use their House assemblies in the same way.

Dojo points are awarded for good work and behaviour in the Junior School.

Younger pupils might also be given stickers or other age-appropriate rewards. Food should not be used as a reward.

We also reward pupils with good attendance records who arrive punctually.

Trips

All trips require a risk assessment to be approved in advance by the SLT. Before advertising any trip to pupils or parents all ideas must go to SLT. Trips are coordinated by our PA to SS SLT on the Admin team. Risk Assessment forms must be completed by the lead teacher at least 48 hours in advance and handed to the Deputy Head of School. Please note that Yr11 and Yr13 pupils may attend school trips only in Term 1 August-December, but not from January-June.



Uniform / Appearance

All pupils must wear the approved school uniform, which can be purchased from the school shop. There is a school uniform shop in the school with limited stock and purchases can be made online.

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 are not allowed.

Hair must be clean and tidy, and for boys of reasonable length above the collar. Hair should be of consistent length. Dyed or shaved hair and extreme hair styles are not permitted.

Blazers must be worn for Year 5-13 around the school in cooler months and can be taken off in the classrooms only. Skirts must be no shorter than 3cm above the knee and shirts must be tucked in. In the summer girls up to Year 6 may wear summer dresses. There is no summer dress for Yr7 and higher. Girls and boys do not have to wear their jackets in school in summer, once announced by the Headmaster, except for formal occasions and photos.

Class teachers and form tutors are expected to make sure the pupils in their form/class are properly dressed in the morning and all subject teachers should check throughout the day.

Pupils are not permitted to wear wrist bangles, drop earrings, necklaces, rings or nail varnish.

Counselling Support

We have a professional counsellor who works full-time at the school. Pupils can be referred to the counsellor by parents or teachers, or may ask to see her themselves.

Leave of Absence Request Form (Pupils)

While the School prefers pupils to attend all 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. Parents may request leave during term time, and should complete the Leave of Absence form **at least 24 hours** prior and return it to the Senior Leadership Team.

Request for Leave of Absence Form

Please complete and submit this Form to your *manager* as early as possible

Personal information

Name	Department
Job Title	Telephone Number

Absence information

<input type="checkbox"/> This is a new request	<input type="checkbox"/> This is an update to an existing request
Requested Start Date & Time:	Anticipated Return Date & Time:

Reason(s) for leave

Please indicate the applicable reason(s) for your leave below:

<input type="checkbox"/> Planned treatment due to sickness. Medical certification form will be submitted to HR office
<input type="checkbox"/> Maternity / Paternity
<input type="checkbox"/> Compassionate (up to 5 days paid leave)
<input type="checkbox"/> Personal Unpaid Leave
<input type="checkbox"/> Vacation/Holiday Paid Leave (out of Agreed Leave Schedule)
<input type="checkbox"/> Time in Lieu
<input type="checkbox"/> Other

Leave of Absence Details

Please give more information on the reasons of your leave

Employee Signature:	Date:	Line Manager Signature:	Date:
SLT Approval	Date:	Submitted to Human Resources:	Date:

Absence Self-Certification Form

Completed by employee on the day of returning to work.

Name of Employee	
Job Title	
Key Stage / Section	

Reason for absence, which was serious enough to prevent me from working:

I certify that I was absent from work because:

Illness / work related injury (delete as applicable)

Training

Compassionate leave:

Other reason (please specify)

Details of absence

First Full Day Worked	Day	Date:	/	/
Last Full Day Absent From Work	Day	Date:	/	/
Day Returned to Work	Day	Date:	/	/
If you attended work on the first day of illness, please indicate the day, date and time of leaving:	Day	Date:	/	/
		Time:	am/pm	
Number of working days absent: (days which you would normally be working)				

Nature of absence (give brief details):
Did you visit your Doctor / Hospital in respect of this absence? (delete as applicable) Yes / No
Did you get a prescription for medication that may impact on your day to day working arrangements?

If yes, please give details of prescription: (delete as applicable) Yes / No

If your absence relates to a Work Related Injury, have you completed the Haileybury
Accident / Incident Report Form? (delete as applicable)

Yes / No / N/A

I agree that if asked by Haileybury to visit a Medical Practitioner for a medical assessment, I understand that I may be asked to give my consent for HAS to contact my Doctor for medical evidence relevant to my absence. I declare to the best of my knowledge that the above statements regarding reason for and length of absence are accurate and I understand that to give false or misleading information may result in disciplinary action.

Signature (Employee): _____ Date: _____

I confirm that the above employee has returned to work and has complied with the procedure for notification of absence.

Signature (Deputy Head / Head of Junior School

Date: _____

Signature (Human Resources Manager):

Date: _____

The Absence Self-Certification Form for any period of absence is to be completed on the first day back to work. A Doctor's certificate (Fit Note) should be obtained if the sickness exceeds more than 2 calendar days. The HR Manager will keep Absence Self-Certification Forms (including doctor's notes) on file and pass Fit Notes to the Accounts Department to ensure the correct company sick payments.

Pupil Accident/Incident Report Form

Pupil Details

Name: _____ Class/Form: _____

Time and Date of Accident/Incident	Location

Description of Accident/Incident

Members of Staff Present (please state degree of involvement in response)

Action Taken

Details of Medical Treatment (if applicable)

Signed: _____ Date: _____

Signed: _____ Date: _____



Classroom Expectations

- **Consistency** – entering the classroom, getting ready for learning, date and title in exercise books, lesson objectives, ending lessons, empty desk syndrome.
- Aspirations – **high expectations**, differentiation, challenging but appropriate work, **taking risks**.
- Use of English – **key words displayed and presented in context**. NO Russian in the classroom or around school.
- **Study skills – strategies**, 4 Bs, how to complete homework and to what standard.
- **Haileybury Habits (Junior School)/IB Learner Profile (Senior School) evident in lessons**.
- Variety of teaching skills – range of techniques used/ multi-sensory/VAK/different groupings of students.
- **Sharing good practice/reflective practitioners** – What are students learning and how are they learning?
- **Questioning for depth** – need to push students up the learning spectrum (How? /What if..? What can we infer from this?).
- **Creativity** as part of the learning process.
- Independent, pair and team work opportunities (**collaborative learning**).
- Use of planners – **ensure that students record homework**, teacher uses the planner to communicate with parents and form tutor – red/ green ink.
- **Higher Order Thinking skills/challenge** – starters, plenaries, problem-solving activities.
- **Meta-cognition** – talking about learning (**shared learning vocabulary**) – transferable skills – what skills did we use today?
- Regular **feedback** – spoken and written/CC questions.



Pastoral Care – Sanctions Flow chart

The key to a strong Pastoral system is that when it is working well it is silent and when it is not there needs to be consistency. At Haileybury all teachers are responsible for the effective working of the pastoral system. Low level sanctions are administered by individual staff in all subjects. More serious sanctions are generally only given after consultation with Housemasters and the Senior Leadership staff. Below are the main guidelines to follow:

Poor behaviour in class = Time Out in the classroom in MP1 / MP2

- **Other possible sanctions by agreement with Senior Leadership:**
Community Service
Pupil / School Contract
A report card from Housemaster
- **Internal Suspension – pupil is at school but removed from specific lessons**
Temporary Exclusion – a pupil is sent home for a given period of time at Headmaster's discretion.
Permanent Exclusion (confirmed by the Chair of Governors).

All disciplinary matters are judged on their own merit and the school reserves the right to use any of the above sanctions dependent on the individual circumstances.

Academic Issues Flowchart – Senior School

No evidence of Home Learning / Poor quality of work completed at home or class / Poor attitude in class.

Subject teacher sanction

Record offence on iSAMS, inform House tutor and Head of Department.

Repeat offenders

Lunchtime detention with Head of Department (inform Form Tutor / Class teacher, Housemaster).

Global repeat offenders

Inform SLT who will recommend further action which can include:

1. Housemaster or Head of Department detention from 3:30 – 4:10 pm.
2. Report cards.
3. Letters home to parents and parental meetings.
4. Internal suspension.
5. Fixed Term exclusions (only at Headmaster's discretion).

It is important for any further action to be taken that each step or letter is carefully up-loaded to iSAMS and a clear record of sanctions is maintained.



Reporting systems for Learning Support

Special Educational Needs can take many forms

- Cognitive and learning (e.g. Dyslexia)
- Behaviour, Emotional and Social Difficulties (BESD)
- Communication and interaction (e.g. ASD)
- Sensory / Physical (e.g. Visual / hearing)

Referral

Collect information about the student's difficulty and complete a referral form which is sent to the SENCO. Information regarding academic progress / behaviours should be as possible to enable a focused support programme / assessment to be undertaken.

*If the difficulty concerns BESD the class teacher / form tutor and KSC should also be notified.

The SENCO will then gather information about the student; this may take the following forms;

- Assessment
- Observation
- Discussion with tutor / student
- Work samples

BESD concerns are a priority and should be acted upon immediately.

Placement on the LS Register

A graduated response

M

Monitor

The tutors will continue to monitor the progress being made. This will be done in consultation with the KSC/HoF

SA

School Action

Advice and support will be provided by LS staff. This will be delivered by the students teachers, usually via a differentiated curriculum. KSC/HoF will continue to monitor progress and liaise with LS.

SA+

School Action Plus

A specialist intervention will be delivered by members of LS.

*This will require release from lessons. The SENCO will liaise with the KSC/HoF to agree this. These will liaise with tutors/teachers to arrange this. It is the responsibility of the KSC/HoF to ensure all relevant staff are aware of this.

**If support is linked to BESD the SENCO will inform the Head of Senior School.



Review

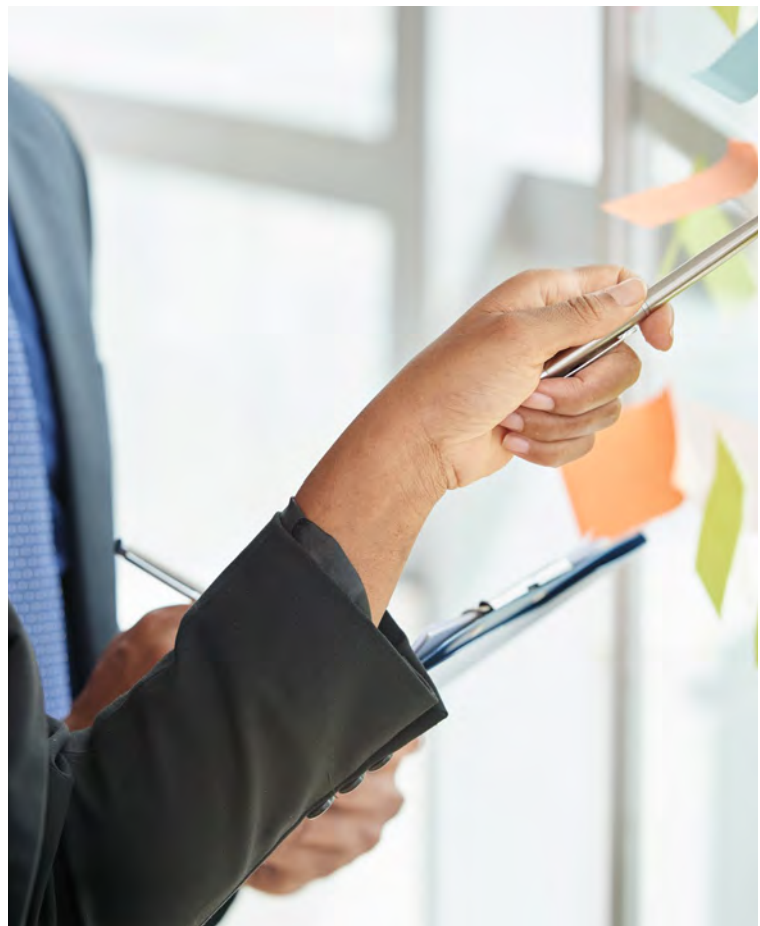
SA+: progress is reviewed at a minimum termly and more frequently if required. Interventions will then be adjusted and relevant staff informed of any significant changes. LS will liaise with teacher to collect information about progress and subsequent targets to be set.

SA: progress is reviewed termly by the teacher who will liaise with LS should more support be required.

M: progress is reviewed termly by tutors and KSC/HoF who will liaise with LS should more support be required.

Removal from register

Students will only be removed from the register following consultation with SENCO and tutors and agreement on their level of progress is reached. Students on SA or SA+ will be monitored for at least 1 term before being removed.



Haileybury Astana — Risk Assessment School Trip and CCA

In the event of a safeguarding concern arising during a trip this must be reported to the Designated Safeguarding Lead (DSL) immediately. Are pupils on the trip aware of what to do if there is a safeguarding concern on the trip?
Yes / No

The risk Assessment must be returned to Deputy Head Whole School / Head of Junior School at least 48 hours before the trip.

Destination and Location:		Date and time of trip:	
Number/Age of pupils:		Number of supervising staff/adults:	
Lead Member of Staff:		Deputy Leader (if appropriate):	
Purpose of the trip:			
Curriculum preparation and follow up:			
Dress Code: Uniform / non uniform / special equipment:			

The completed form must be returned to the Deputy Head (at least 48 hours before the trip)

HAZARD List significant hazards and associated risks	AFFECT Pupils, teachers, other adults?	LIKELIHOOD OF RISK Low/Medium/High	SEVERITY OF RISK Severe/Medium/Minor	CONTROL MEASURES How the risks identified are to be managed and/or reduced	INFORMATION Who should be informed?		
					Pupuls	Staff	Parents

Stationery / Канцелярские товары

Movement Form / Передвижение запасов

Списание товарно-материальных запасов со склада

Please fill this form if you take any stationery items from the Stationery Store

Date / Дата _____ Department / Деп. _____

[illegible]

Name / ФИО

Signature / Подпись _____



Term dates Academic Year 2023-2024

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			

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	

OCTOBER

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

NOVEMBER

MO	TU	WE	TH	FR	SA	SU
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

MO	TU	WE	TH	FR	SA	SU
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25	26	27	28	29	30	31

JANUARY

MO	TU	WE	TH	FR	SA	SU
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29	30	31				

FEBRUARY

MO	TU	WE	TH	FR	SA	SU
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19	20	21	22	23	24	25
26	27	28	29			

MARCH

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

MO	TU	WE	TH	FR	SA	SU
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29	30					

MAY

MO	TU	WE	TH	FR	SA	SU
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20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

MO	TU	WE	TH	FR	SA	SU
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

New staff
induction

INSET

National
Holidays

School Holidays

Teaching Days

Knowledge Day

Haileybury Day

Speech Day

We look forward to welcoming you to Haileybury Astana in August



Haileybury Astana

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Web: www.haileybury.kz

Educating future leaders



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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.