

Haileybury Almaty
Parent Handbook
2020 – 2021





History and Tradition

Every pupil is part of a global Haileybury family. Every pupil has the opportunity to contribute to the tradition of Haileybury. We honour our connection to the Haileybury family through shared symbols, terminology and a commitment to a high quality education.

Unlocking the potential of each pupil to achieve intellectual growth, and academic success at world class universities through the development and delivery of a balanced and challenging curriculum.

Unlocking the potential of each pupil through providing opportunities in the arts, sports and beyond, with engagement in leadership and teamwork through the discovery, development and delivery of a balanced and challenging co-curriculum.

Nurturing, monitoring and supporting the welfare of each pupil to develop a strong moral compass within a caring and compassionate Haileybury community which prepares them for life as successful world citizens.

Developing each pupil's identity through their relationships within the Haileybury community to reflect in ethos and activity the traditions, values, heritage and cultural diversity of the Republic of Kazakhstan and of Haileybury Schools.

Building a strong and vibrant School community where pupil retention rates and competition for School places is high from Early Years to the Sixth Form.

A Message from the Headmaster

We are sure you share our excitement at the prospect of your son or daughter joining us at Haileybury.

At the heart of our School lies a value system that emphasises respect for others, a sense of service and a spirit of inquiry. Our aim is to help all pupils achieve and grow within this framework. We want them to be given a very wide range of opportunities so they can discover and develop their talents. We want them to be busy, to get used to meeting their academic and personal commitments, to be knowledgeable, skilled and self-confident.

Haileybury's educational philosophy particularly emphasizes the importance of the relationships your child will form with us. This relationship, in particular, with their class teacher in Junior School and then later in the Senior School with their subject teachers, House Tutors and Housemasters/Housemistresses ensures that every child is cared for both academically and pastorally throughout their learning journey. Also significant, are those relationships that are formed between pupils as they grow into independent, compassionate and responsible young people. Equally, a strong and trusting relationship and indeed partnership between School and home is invaluable.

This handbook seeks to provide a resource and guide for parents – it is important to reflect that we all want our children's educational experience to be fulfilling. We believe strongly that we can achieve this goal when we work together in partnership.

We endeavour to ensure:

- Successful outcomes in an ever-changing global environment.
- A community that promotes resilience, resourcefulness and reliability.
- The provision of the very highest quality of academic standards.
- A happy and positive learning environment where everyone is valued.
- A place of preparation for our pupils who will take their position as future global leaders and responsible global citizens.

We recognise that elite global universities seek pupils who are well rounded and balanced, ethical, moral and involved citizens.

In addition to the right academic qualifications, they seek pupils of character.

I invite you to be full partners in the educational journey your child will undertake at Haileybury Almaty and to work with us in ensuring it is happy, safe, enriching, challenging and fulfilling.



Simon Mills
Headmaster

Guidelines for parents of pupils at Haileybury Almaty

We are delighted that you have chosen to educate your child at Haileybury Almaty. The staff and management of the School take very seriously our role in supporting and helping our pupils to succeed, not only in their academic pursuits, but also in their own personal development.

Equally, Haileybury Almaty is a selective School and entry is a privilege with responsibilities in return, for staff, pupils and parents.

Educational research suggests parental involvement in a child's education and the School that they attend is a supporting factor in academic attainment. This handbook seeks to provide Haileybury Almaty parents with some guidelines on how the School and home can work together in support of your child's education and personal growth, rules that govern operations on the campus, and guidelines for parents in modelling the values and ethos of a Haileybury Education.

Haileybury Almaty is an independent British international School due to our pedagogy (how we teach), ethos, values and curriculum not because of the race or ethnicity of our pupils or staff. In making the

choice to send your child to Haileybury, you have actively chosen this style of education.

In enrolling your child at Haileybury Almaty you are accepting the unique values, ethos, teaching style and curriculum that we offer. We can support you to understand this perspective, but we will not make excuses or change what we know works to suit personally held views or values. All parents need to trust the judgment and professionalism of the staff of the School to deliver the unique learning environment that sets Haileybury Almaty apart from other Schools.

Above all, it is important to note that parents and the School want the same outcome for the pupils – happy, healthy, responsible and successful young people.



Unlocking the potential of every pupil

Our Mission Statement

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

Our School Aims

1. To develop pupils who are resilient, resourceful, organised, courageous, inquisitive and reflective in all that they do.
2. To encourage these Haileybury Habits through a curriculum which covers a broad and balanced range of subjects, co-curricular activities, visits and special events and is regularly evaluated and assessed using internal and external data and benchmarks.
3. To encourage our pupils to demonstrate ethical behaviour, and to develop a keen understanding of their rights and responsibilities, the need for both teamwork and leadership, and the importance of contributing fully to society.
4. To reflect in ethos and activity the traditions, values, heritage and cultural diversity of the Republic of Kazakhstan and of Haileybury Schools.

In the tradition of all Haileybury Schools, we wish to provide our pupils with the opportunity to experience a secure and caring community in a setting where staff can further support their learning and education. It is a distinctive feature of the Haileybury group of Schools to encourage our pupils to reach the highest academic standards while fostering responsibility and nurturing positive relationships. These and the key values and attributes associated with our Mission Statement and Haileybury Habits are greatly enhanced through our academic and pastoral provision within Haileybury Almaty.





Parent contact with School

The School works to keep our community well informed of the events surrounding Haileybury Almaty and their children.

Class Teachers and House Tutors are your main line of communication, and they play a central role in your child's School life. The progress of each pupil at the School is carefully monitored by them and they serve as an important link person between School and home, looking after the overall welfare of the pupil.

In the Junior School, all routine correspondence in the first instance should be directed to your child's Class Teacher. Should your correspondence be of a more serious nature please contact your child's Head of Year who will follow up on this matter and report back to you and your child, please contact one of the Junior

School Assistant Heads who may refer to the Head of Junior School.

In the Senior School all routine correspondence in the first instance should be directed to your child's House Tutor. Should your correspondence be of a more serious nature, please contact your child's Housemasters/Housemistresses. House Tutors and Housemasters/Housemistresses will be able to direct your correspondence to the most appropriate person and they will follow up on the issue with you and your child. Should your correspondence be of a more serious nature, please contact the Deputy Head Pastoral for pastoral matters or the Deputy Head Academic for academic matters.

Senior Leadership Team

Who to talk to?

Haileybury Almaty values the feedback it receives from parents and the community. Responding to feedback demonstrates the School's commitment to open communication with the School community and the community at large. Feedback about any aspect of the School's operations, service or personnel will be handled responsively, openly and in a timely manner, with the aim of resolving any complaint via an articulated process and respecting the confidential nature of such matters. Concerns are treated as constructive suggestions, which may be used to improve standards and may prevent cause for further complaint.

Haileybury Almaty acknowledges that concerns and issues exist that may be resolved informally without the need to

follow a formal procedure. In such cases parents are encouraged initially to raise issues or concerns informally with the relevant person, the Class Teacher or House Tutor in the first instance, at the time of the issue arising. Discussing the issue or concern immediately and face-to-face may clarify the situation and resolve any misunderstandings satisfactorily. In the event that this does not resolve the issue, parents should then contact the relevant Senior Staff Member. Should a complaint be made against the Headmaster this complaint should be put in writing and addressed to the Chairman of the Governors.

Our complaints policy may be viewed on the website.



Simon Mills
Headmaster



Radha Pandya
Deputy Head



Matthew Aston
Head of Junior School



Darshak Pandya
Senior School
Deputy Head (Pastoral)



Michael Jacoby
Senior School
Deputy Head (Academic)



Joanne Nolan
Junior School Assistant Head



Charles Clarke
Junior School Assistant Head

School security and safety



The School strives to offer the highest level of security and safety for our pupils, community and visitors to Haileybury Almaty.

When visiting the campus, all parents/guardians must sign in at the appropriate entrance, sign the safeguarding statement and wear their parent badge, clearly visible, before entering the School building. As a courtesy, and for security reasons, it is vital that the appropriate staff member/s are informed of an intended visit. All visitors are asked to sign out.

Parents are permitted into the main reception area, and the reception areas in the Junior School. Unless invited specifically by staff, parents are not permitted into classroom corridors or other areas of the School facility. It is important that parents do not disturb the lessons or learning of the pupils during School hours. Parents are welcome to come to the School and support their children in organised games, sports or other activities by invitation only.

There are bathroom facilities for visitors in the main reception area. Visitors are not allowed to use pupils' bathroom facilities.

Vehicles bringing children to School

and collecting them should park in the designated areas only and at all times should drive slowly and be vigilant of the safety of pedestrians. The flow of traffic around the campus is strictly managed to ensure the safety of the pupils.

On arrival at the School driveway, cars containing only Senior School pupils MUST turn left before the traffic barriers and park in lower car park. Senior School pupils can then enter via Gate 7, and walk along (not across) the Astro turf into the School. Cars containing Junior School pupils may continue up the driveway to the parking area behind the School, either to park, or return back down to the School to either of the two 'drop off' points by the Junior School Entrance, and the Main Entrance. If the traffic barrier is closed, cars must park in the Lower car park.

All vehicle access to the campus is strictly monitored and controlled. Vehicles found to be speeding or being driven without care will be prohibited from entry to the campus in the future.

All visitors are expected to respect the School's no-smoking policy. Smoking is strictly prohibited on the School site.



Safeguarding policy and guidelines

Haileybury Almaty takes seriously its responsibility to safeguard and promote the welfare of children. This refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and protective care, and taking action to enable all children to have the best outcomes. Listening to children and to all members of the community is fundamental to safeguarding and is in the best interest of the child. Haileybury Almaty is committed to a 'speak up culture' and strongly believes that if concerns are raised early intervention can help to keep the child safe.

At Haileybury Almaty we recognise that all adults, including teachers, House Tutors, Housemasters/Housemistresses, administrative staff, volunteers, temporary staff and Governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern. All staff at Haileybury Almaty commit to providing a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. At Haileybury Almaty we strongly believe that safer children make more successful learners. If you would like to read through our Safeguarding Policy and Guidelines, please refer to Parent Portal and School website: www.haileybury.kz





English speaking environment

Haileybury Almaty is an English-speaking environment.

The staff and pupils try extremely hard to preserve this key protocol in the School for two important reasons:

- With pupils from many different nationalities attending the School, English is the common language of communication.
- Many pupils at Haileybury have English as a second or additional language.

It is vital that they are given every opportunity to practise this language whilst inside the School gates.

We expect all staff to speak English in public spaces, especially whilst pupils are in the vicinity. We expect parents to do their best to help us preserve the English-speaking environment.



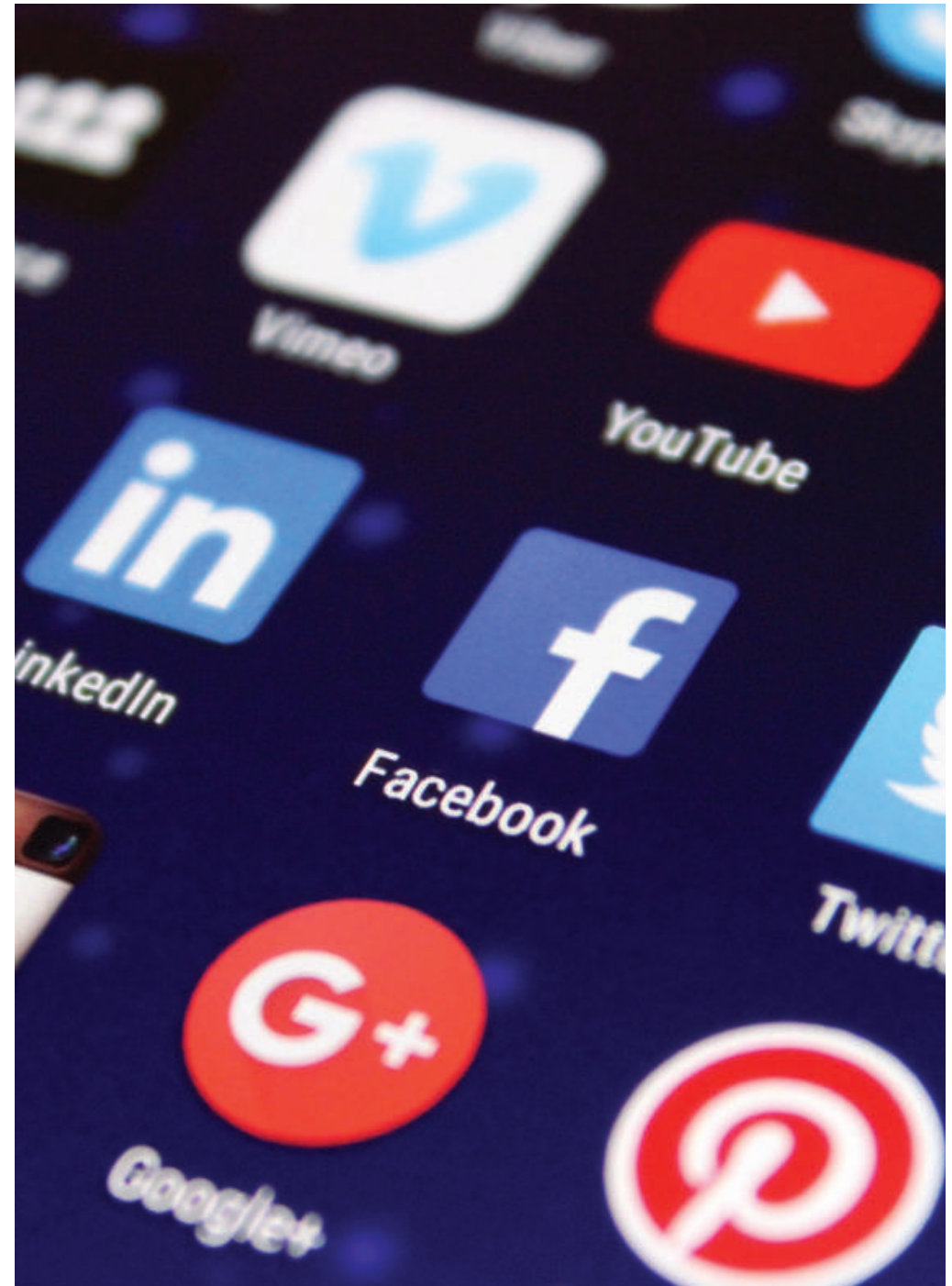
Social media

Haileybury Almaty works hard to educate our pupils in the correct and proper use of social media including WhatsApp and our rules and guidance for pupils are clearly explained in the School's Acceptable Use of ICT Policy which is found on the website.

To ensure correct and proper use by anyone (including adults) in the Haileybury Almaty community, we would like to draw your attention to three broad points about the use of social media.

1. Haileybury Almaty has clear procedures on how to communicate issues about the School: contacting the House Tutor, Class Teacher, or via the Academic Support Staff in both Schools (Staff who can translate are provided to support effective communication). Haileybury Almaty will not respond to complaints raised via social media.
2. The use of social media to post negative or derogatory comments about a pupil, or any member of the community, is inappropriate and may be considered bullying. Haileybury Almaty takes such matters seriously and those found to be offending in this way risk exclusion.
3. Any post on social media that brings the good standing or reputation of the School into disrepute is not appropriate. Again, Haileybury Almaty takes such matters seriously and those found to be offending in this way risk exclusion.

We hope that you understand the need for everyone in the School community to provide a strong example to the children, so that they may learn to use new technologies in a way that promotes harmony and inclusion.



New parent tips-preparation for life at Haileybury Almaty

Our philosophy of education is based on a strong partnership between School and family. Success for your child will depend on the support structures in both at home and at School. Below are a few tips on how you can support your child's transition in Haileybury Almaty:

- Model positive attitudes and confidence in the School and in your child's capacity to cope and thrive. Parent confidence can promote confidence and trust in the safety of their learning environment.
- Be excited! Physiologically, excitement and fear are indistinguishable from each other – so reframe fears as excitement: be excited that your child is beginning a challenging adventure that you trust is in their best interest. Be excited that your child is going to grow in maturity, independence and confidence. Additionally, your child is embarking on an exciting journey that will lead them on a pathway that will see them become leaders of the future!
- The concept of 'settling in' should be raised and your child reassured that this is a normal part of life experienced by all pupils, both old and new. Realise the 'settling in' process will not end in Term 1. It may reappear at the start of each term, but the extent of this will diminish with time.
- If parents have any special concerns about their child they should let staff know. You can also call and discuss any concerns with Mr Pandya, the School's Designated Safeguarding Lead d.pandya@haileyburyalmaty.kz



Darshak Pandya
Senior School
Deputy Head
(Pastoral)
Designated
Safeguarding
Lead



Questo è un esempio di
figura e modello di riferimento
per i bambini. Si tratta di un
esempio di riferimento per i
bambini e non deve essere
preso come un modello di
comportamento.

Structure of the day

Junior School Reception

Arrival and Breakfast (Dining Hall)	7:30 – 8:00
Class Teacher - Morning Lesson	8:00-8:30
Lesson 1	8:30 - 9:30
Break	9:30 - 10:00
Lesson 2	10:00 - 11:00
Lesson 3	11:00 - 12:00
Lunch	12:00 - 13:00
Lesson 4	13:00 - 14:00
CCA (including snack)	14:00 - 15:00

Junior School Years 1 and 2

Arrival and Breakfast (Dining Hall)	7:30 – 8:00
Class Teacher - Morning Lesson	8:00 - 8:30
Lesson 1	8:30 - 9:30
Break	9:30 - 10:00
Lesson 2	10:00 - 11:00
Lesson 3	11:00 - 12:00
Lunch	12:00 - 13:00
Lesson 4	13:00 - 13:30
Lesson 5	13:30 - 14:30
CCA (including snack)	14:30 - 15:30

Junior School Years 3-6

Arrival and Breakfast (Dining Hall)	7:30 – 8:00
Class Teacher - Morning Lesson	8:00 - 8:30
Lesson 1	8:30 - 9:30
Lesson 2	9:30 - 10:00
Break	10:00 - 10:30
Lesson 3	10:30 - 11:30
Lesson 4	11:30 - 12:30
Lunch	12:30 - 13:30
Lesson 5	13:30 - 14:30
Lesson 6	14:30 - 15:00
CCA (including snack)	15:00 - 16:00

Senior School

Arrival and Breakfast (Dining Hall)	7:30 – 8:00
House Tutor Time	8:00 - 8:30
Lesson 1	8:30 - 9:30
Lesson 2	9:30 - 10:30
Break	10:30 - 11:00
Independent Learning	11:00 - 11:30
Lesson 3	11:30 - 12:30
Lunch	12:30 - 13:30
Lesson 4	13:30 - 14:30
Lesson 5	14:30 - 15:30
CCA (including snack)	15:30 - 16:30

Attendance

Good School attendance is central to raising pupil achievement and ensures all pupils can fulfil their potential – pupils need to attend School regularly and with minimal disruption if they are to flourish.

Parents must play a central role by ensuring their children attend School regularly and arrive to School on time, properly dressed and equipped. Regular attendance at School is vitally important for the success of your child's progress and achievement.

There are a number of important steps that parents can take to ensure their son/daughter maintains a high level of attendance:

- Ensure their child attends every day, on time, equipped and ready to learn. School starts at 8.00 so pupils should be in School by 7.30am.
- Ensure the School has up-to-date email addresses and telephone numbers.
- Parents should respond to School letters or telephone calls regarding attendance and punctuality
- Parents should contact their child's Class Teacher/ House Tutor if they are experiencing difficulty in getting their child to School.

The following are guidelines for parents on how to report an absence to the School:

Unplanned absence:

If your son/daughter is absent from the School, it is vital that the School is informed at the earliest opportunity. Please directly email your child's Class Teacher (Junior School) or House Tutor (Senior School). Alternatively, please contact the Main Reception desk and provide your child's name, their Class Teacher/House Tutor and the reason for the absence:

Telephone: +7 727 355 0100 leave a message on voicemail or
Email: reception@haileyburyalmaty.kz

If no contact is received regarding the absence, it is recorded as 'unauthorised'.

All absences of this nature will result in a phone call home to query the nature of the absence. In cases of illness, pupil records will be updated accordingly. Parents should communicate with the School each day that a pupil is absent because of illness. We would normally ask that you provide a medical certificate for any absence more than 3 days in duration.

Planned absence:

Leave of absence during the day – the process

If a child in the Junior School needs to leave the School during the day the following needs to happen:

Parent to email your child's Class Teacher with the reason for the absence at least 24 hours in advance.

The School will then agree the absence and email Reception with the authorisation and approval for the child to leave School through the Main entrance. We have a right to decline a request if the absence is not for a valid reason.

Medical appointments should, whenever possible, be made outside normal School hours. If this is unavoidable then parents should inform the School as soon as possible once the appointment has been confirmed following the procedure above. These include dentist, doctor or specialists appointments. Preparation for external examinations should be done during the holidays or weekend. Note that there are more days off School than we have in School in any given year.

Overseas visits to Schools for interviews should also be organised for School holidays so that disruption to the child's Schooling is kept to a minimum. Absences due to these tests or visits are strongly discouraged and will be recorded as 'unauthorised absences' which will affect the pupil's attendance record and be published in the end of term and annual School report.

If a child in the Senior School needs to leave the School:

1. Parent to email your child's House Tutor and Housemaster/Housemistress with the reason for the absence at least 24 hours in advance.
2. Their Housemaster/Housemistress will then go ahead and complete an Exit Slip if the request is authorised. The School will of course decline a request if the absence is not valid.
3. Pupil then collects the Exit Slip from their Housemaster/Housemistress and shows this to the Main Reception

Medical appointments should, whenever possible, be made outside normal School hours. If this is unavoidable then parents should inform the School as soon as possible once the appointment has been confirmed. These include dentist, doctor or specialists appointments.

Preparation for external examinations such as SAT, IELTS, TOEFL, SSAT should be done during the holidays or weekend. Note that there are more days off School than we have in School in any given year. Overseas visits to Schools for interviews should also be organised for School holidays so that disruption to the child's Schooling is kept to a minimum. Absences due to these tests or visits are strongly discouraged and will be recorded as 'unauthorised absences' which will affect the pupil's attendance record.





Co-curricular activities (CCAs)

Co-curricular activities take place after School from Monday to Thursday.

We encourage all pupils to participate in a range of Physical, Creative, Cognitive and Service CCAs across the year.

Some of the activities offered across the School include: cross-country running, jazz band, rock climbing, pupil magazines, tennis, touch rugby, yoga, DJ club, international award, musical theatre club, ukulele club, chess, choirs, community outreach, orchestra, cooking, dance, golf, debating, drama clubs, environmental club, Kazakh art and painting, psychology club and martial arts; as well as the chance for pupils to train and practise for School teams, musical ensembles and drama productions.









House

House is at the centre of the School's pastoral structure. Houses afford the pupil a smaller, closer community within the School, and broaden the range of activities and support available to the pupils. Each House is led by a Housemaster or Housemistress who leads a team of House Tutors / Class Teachers across the Junior School (Reception to Year 6) and Senior School (Year 7 to Year 13). Housemaster/Housemistress are responsible for leading the pastoral, academic and holistic development of each pupil in their House. Each Housemaster/Housemistress manages the planning and strategic direction of a particular aspect of each pupil's development. In the Junior School each pupil plays an active role in their House and the Housemasters/Housemistresses plays a leading role in their holistic development but the class teacher remains at the centre of each pupil's pastoral and academic development.

The day-to-day management of pupils in the Junior School, the Class Teacher is the first port of call and in the Senior School the House Tutor is the first port of call but more serious incidents should be reported to the appropriate Housemaster. All incidents and concerns will be recorded on iSAMS so that each day the Housemaster can review and monitor the progress and wellbeing of the pupils within their House.

The School is divided vertically into four Houses: Attlee, Bartle Frere, Edmonstone, and Kipling.

House colour	Housemasters / Housemistresses	Brief Summary
 <p>Attlee</p>	<p>Senior School - Giles Whittaker g.whittaker@haileyburyalmaty.kz</p> <p>Junior School - Abigail Dook a.dook@haileyburyalmaty.kz</p>	<p>Arguably Haileybury UK's most famous former pupil, Clement Attlee's period in office as UK Prime Minister from 1945-1951 shaped much of post-war British history and saw the creation of the NHS.</p>
 <p>Bartle Frere</p>	<p>Senior School - Aigerim Yessengaliyeva a.yessengaliyeva@haileyburyalmaty.kz</p> <p>Junior School - Peter Gooding p.gooding@haileyburyalmaty.kz</p>	<p>Bartle Frere is named after Sir Henry Bartle Frere, Governor of Bombay and later High Commissioner of the Cape Colony. Its badge is that of a "blue moon there-upon a crimson moon".</p>
 <p>Edmonstone</p>	<p>Senior School - Henry Wilkinson h.wilkinson@haileyburyalmaty.kz</p> <p>Junior School - Charles Clarke c.clarke@haileyburyalmaty.kz</p>	<p>Edmonstone is named after Sir George Edmonstone, Lieutenant Governor of the North West Province and Foreign Secretary to the Government of India during the Mutiny. House colours are the blue and white of Trinity College Oxford, the college of Henry Couchman, Edmonstone first Housemaster.</p>
 <p>Kipling</p>	<p>Senior School - Caitlin Harrison c.harrison@haileyburyalmaty.kz</p> <p>Junior School - Jason Burrows jason.burrows@haileyburyalmaty.kz</p>	<p>Kipling is named after Rudyard Kipling, the famous author, and celebrates Haileybury UK's ancestry in the United Service College (later known as the Imperial Service College) of which Kipling was a former pupil.</p>

Upon enrolment, every pupil is assigned to their House within the School and they remain a member of the same House for the duration of their time at Haileybury Almaty. As members of the respective Houses, pupil uniform will include a House tie and House t-shirt, which should be worn during House events.

Housemasters/Housemistresses implement a range of House events and activities across the year to support the Personal Development of the pupils such as:

- Sports Day
- Charity Events
- Music Events
- Academic Competitions

Points are awarded to the Houses for winning competitions and at the end of each academic year, the number of points accumulated by each House is counted and the winning House celebrated.

Each House also has House Captains and pupils with leadership responsibilities. These pupils assist the Housemasters/Housemistresses with the coordination and organisation of pupil participation in House events.



Medical, Health and Health Centre procedures

It is our School policy to promote a safe and supportive environment for all pupils. Our pastoral care processes are carefully designed and reviewed regularly to provide support and care for all pupils. Support staff and selected academic staff have regular first aid training. We have a designated Health Centre in the School which can be accessed by pupils as needed for first aid treatment.

Medical information on all pupils is required annually from parents/guardians in order that the School appropriately caters for pupils during normal School activities. Additional information will be sought for particular participation in excursions and trips. New health problems, any changes to condition, medication or special requirements must be given to the School immediately.



The School Health Centre

The School Health Centre is located at the side of the Junior School Atrium. Full details concerning the Health Centre and the monitoring of the health of pupils at Haileybury Almaty is contained in the Health Centre Protocols and Procedures Manual available from the Health Centre and Guidelines for School Nurses and School Doctors are also available from the Health Centre. These policies and procedures are based on UK guidelines for health provision within Schools, but meet Kazakhstan guidelines.

The School Health Centre is staffed by a fully qualified doctor and nurse. Pupils can visit the Health Centre if required whenever they are at the School.

Health Centre Hours:

Monday to Friday, 8:00 – 17:00

Telephone: +7 727 355 0100 ext. 208, 209

Natalya Bikbulatova, School Nurse n.bikbulatova@haileyburyalmaty.kz

Gulshara Moldakhmetova, School Doctor g.moldakhmetova@haileyburyalmaty.kz





As a School we promote good health to our pupils and have very clear guidelines on when a child should not come to School due to illness. We know that young children are often in close proximity to each other so please be reassured that we are very conscientious of our pupils' health and do all we can to reduce the risk of illnesses spreading.

During the admission process to the School, all parents complete the Medical Health Record and Immunisation form for their child. This gives us essential information on your child's health needs to ensure they can be met. This form also provides information on whom the Health Centre may call if your child becomes unwell in School. We ask that should your child's health status, or your emergency contact details change you contact the School Health Centre.

As a School we exclude all pupils who have a high temperature (temperature above 37,5 degrees Celsius) or

gastric symptoms and ask that they remain at home until they have been free of symptoms for 48 hours without medication. This reduces the risks of these infections being passed onto others. There are also specific exclusions for common infective childhood illness such as Hand, Foot and Mouth disease. If this occurs we send out letters to the specific year groups affected reminding parents to be vigilant.

The teachers will bring pupils into the Health Centre if they have any indications they are becoming unwell, or when they are injured. The Health Centre will carry out any necessary first aid and then contact home if the child requires the parent to take the child to receive medical attention from a doctor or hospital. If your child is seen in the Health Centre for first aid treatment they will receive a note to bring home informing you of the reason they visited.

In the case of an injury to their head parents will be contacted immediately.

The Health Centre does not stock any over the counter medicines. If your child has been ill and requires medication, the only medicines brought in from home that the Health Centre will administer are medicines prescribed by a doctor. These must be in the original container with the instructions clearly visible and a parental agreement form completed. Parental agreement forms can be provided by the School medical team.

Families are encouraged to meet with the Health Centre Staff for any specific health needs that you as a family would like to bring to the attention of the School staff.

Please contact the Health Centre if you have any concerns, or would like to update them with new information.

ICT and communicating with Haileybury Almaty



When a child joins Haileybury Almaty, parents will be given log in details to the Parent Portal. Both pupils and parents will have to bring their devices such as laptops and phones to the ICT department in School in order to be able to access the Wi-Fi in School and the portals. We will also show you how to acquire the app so that you can access this portal on your mobile phone.

Haileybury Almaty is working towards being 'paperless' in its communication with parents and so in our introductory guide we will show parents how they can access all communications from the School including reports. Parents will also have access to the School's learning platform which enables parents to find out about their child's curriculum, timetable and homework set. We run an extensive Co-curricular activities programme and through our online calendar parents can see School trips, events, fixtures and then sign up for these activities for their child.

School policies

There are a number of important School policies which can be found on the School website. Please refer to the website for more information.

School Shop/ Purchasing

Haileybury Almaty believes that the School uniform is a clear indicator of the high standards, which the School seeks to instil in its students. Furthermore, the School acknowledges the view supported by a majority of parents that a uniform prevents competition over high-fashion clothing. Every pupil at Haileybury Almaty is expected to wear the full School uniform when attending School, or when participating in School-organised events outside of normal School hours.

Aims and objectives

The School policy on uniform is based on the notion that it:

- Promotes a sense of pride in the School;
- Engenders a sense of community and belonging towards the School;
- Is practical and smart;
- Identifies the pupils with the School;
- Prevents pupils from coming to School in clothes that could be distracting during lessons;
- Allows pupils to feel equal to their peers in terms of appearance;
- Is designed with health and safety in mind.



The School uniform

School uniform can be purchased from the School Shop and our outlet in Esentai Mall. The tables that follow outline the uniform requirements for pupils of each year for both the summer (summer term to October half term) and winter months (October half term to spring term). The blazer, shirt, trousers/skirt and tie have all been tailored specifically for Haileybury Almaty and the tie and blazer bear the Haileybury crest. There is also a comprehensive Sports Uniform that all pupils must obtain and wear during P.E. lessons and sporting events which also features the Haileybury crest.

Haileybury Almaty is divided into 4 Houses: Kipling, Edmonstone, Bartle Frere and Attlee. All pupils are required to have purchased a Haileybury Almaty House t-shirt from the School Shop and pupils from Year 3 and above will also require a House tie. The colours of these will depend on which House they belong to.

Expectations

Haileybury Almaty appreciates that young people need to express their individual tastes and styles but has the following restrictions in place as part of this policy:

- Extreme fashion, whether in clothing

or shoes (as per the expectations of the Head)

- No longer than collar length hair for boys (as per the expectations of the Head) that is neat, tidy and that does not hang over the eyes
- Hair that is coloured and changed in an unnatural way according to the Head
- Girls in Year 7 - 11 with hair that is deemed by the School to be longer than collar length must be tied back
- Inappropriate jewellery, make-up and nail varnish as per the expectations of the Head
- All Senior School pupils must be wearing their security badge on a School lanyard at all times

Consequently, pupils who do not adhere to the School's policy on uniform will be considered to be failing to meet expectations and therefore followed up according to the Behaviour, Rewards and Consequences policy. The School expects full support from the parents and reserves the right to send pupils that are dressed inappropriately back home to make the necessary adjustments.



Reception and KS1 Uniform

Boys	Girls
Haileybury light blue polo shirt	Haileybury light blue polo shirt
Magenta sweatshirt	Magenta sweatshirt
Haileybury grey trousers (shorts in summer)	Girls kilt (knee length)
	Summer Dress (in Summer)
Plain grey or black socks	Plain white or black tights (or plain white ankle socks in Summer)
Plain black polished leather shoes	Plain black polished leather shoes (no high heels)
House polo shirt	House polo shirt





KS2 Uniform

Boys	Girls
Haileybury blazer (from year 3)	Haileybury blazer (from year 3)
Haileybury long sleeved white shirt (short sleeved in summer)	Haileybury long sleeved white shirt (short sleeved in summer)
Boys House tie	Girls House tie
Haileybury grey trousers	Girls kilt (knee length)
	Summer Dress (in Summer)
Plain grey or black socks	Plain white or black tights (or plain white ankle socks in Summer)
Plain black polished leather shoes	Plain black polished leather shoes (no high heels)
House polo shirt	House polo shirt

Summer Uniform

Summer uniform is generally worn from the start of the academic year until the October Holiday and then for the whole of the Summer Term.

Senior School

Boys	Girls
Haileybury Blazer (compulsory during formal events/ Lists/ etc or as required by a member of staff)	Haileybury Blazer (compulsory during formal events/ Lists/ etc or as required by a member of staff)
White Shirt with Haileybury Logo	White Shirt with Haileybury Logo
Haileybury Grey Summer Trousers	Haileybury Kilt (at knee length)
Haileybury Cap	Haileybury Cap
Haileybury Bag	Haileybury Bag
House Tie	House Neck Tie
Plain Grey or Black Socks	Skin Coloured or Black Tights or Plain White Ankle Socks (not up to knee length)
Plain Black Leather Shoes (with no designs/ brands or alternate colours)	Plain Black Leather Shoes (with no high heels/ designs/ brands or alternate colours)
House Shirt	House Shirt





Sixth Form

Boys	Girls
Sixth Form Haileybury Blazer	Sixth Form Haileybury Blazer
White Shirt with Haileybury Logo	White Shirt with Haileybury Logo
Haileybury Blue Trousers	Haileybury Kilt (at knee length) or Haileybury Blue Trousers
Haileybury Cap	Haileybury Cap
Plain Bag	Plain Bag
House Tie	House Neck Tie
Plain Grey or Black Socks	Skin Coloured or Black Tights or Plain White Ankle Socks (not up to knee length)
Plain Black Leather Shoes (with no designs brands or alternate colours)	Plain Black Leather Shoes (with no high heels/ designs/ brands or alternate colours)
House Shirt (as required by Hm)	House Shirt (as required by Hm)



Winter School Uniform

Winter Uniform is generally worn from the October holiday until the end of the Spring Term.

Senior School

Boys	Girls
Haileybury Blazer (at all times unless in lessons)	Haileybury Blazer (at all times unless in lessons)
White Shirt with Haileybury Logo	White Shirt with Haileybury Logo
Haileybury Grey Winter Trousers	Haileybury Kilt (at knee length)
Haileybury Cap	Haileybury Cap
Haileybury Bag	Haileybury Bag
House Tie	House Neck Tie
Plain Grey or Black Socks	Skin Coloured or Black Tights
Plain Black Leather Shoes (with no designs/ brands or alternate colours)	Plain Black Leather Shoes (with no high heels/ designs/ brands or alternate colours)
Haileybury Navy Wool Pullover (optional and only to be worn with blazer)	Haileybury Navy Wool Pullover (optional and only to be worn with blazer)
House Shirt	House Shirt



Sixth Form

Boys	Girls
Sixth Form Haileybury Blazer	Sixth Form Haileybury Blazer
White Shirt with Haileybury Logo	White Shirt with Haileybury Logo
Haileybury Blue Trousers	Haileybury Kilt (at knee length) or Haileybury Blue Trousers
Haileybury Cap	Haileybury Cap
Plain Bag	Plain Bag
House Tie	House Neck Tie
Plain Grey or Black Socks	Plain Black Tights/ Black or Grey Socks
Plain Black Leather Shoes (with no designs/ brands or alternate colours)	Plain Black Leather Shoes (with no high heels/ designs/ brands or alternate colours)
Haileybury Navy Wool Pullover (optional and only to be worn with blazer)	Haileybury Navy Wool Pullover (optional and only to be worn with blazer)
House Shirt (as required by Hm)	House Shirt (as required by Hm)



Physical Education Uniform

Physical Education uniform is compulsory during PE lessons and any School sporting event. PE kit is to be purchased through the School Uniform shop. Designer sports branding such as Nike and Adidas can only be used for footwear such as astro-turf trainers, football boots, shin pads and football socks.

Boys	Girls
Haileybury Tracksuit	Haileybury Tracksuit
Sports T-shirt (unisex) (SS and JS)	Sports T-shirt (unisex) (JS and SS)
Boys sports shorts (Blue)	Girls sports shorts (Blue) Blue leggings (short /long)
Indoor training shoes (non black soles) or outdoor astro-turf boots	Indoor training shoes (non black soles) or outdoor astro-turf boots
Shin Pads	Shin Pads
Black ankle sports socks	Black ankle sports socks
Black football socks (full length)	Black football socks (full length)
Swimming Trunks Swimming Cap Goggles (optional) Flip flops for poolside Large Towel	One Piece Swimming Costume Swimming Cap Goggles (optional) Flip flops for poolside Large Towel
House Shirt	House Shirt

Please note that if pupils are selected to represent any of our competitive sports teams then they must purchase the appropriate football and basketball kits from the School shop at an additional cost.



Meals: breakfast and lunches

The School serves breakfast and lunch for all pupils. Both breakfasts and lunches are balanced and low in processed carbohydrates and fat. There is a fair choice of Western, Kazakh and vegetarian options together with soup, salads and desserts, including fresh fruits.

Eating together is an important part of the culture of the School and there are formal occasions when the whole School shares lunch in celebration of British, local and international festivals.

Pupils are not allowed to bring their own food into School as we ensure that we meet the dietary requirements of all pupils and take account of pupils with allergies.



Parental involvement



Parent Partnership Programme

Extensive research shows that parental involvement in their children's education has a very significant positive influence on exam results and behaviour. In fact, it is a more important indicator of success than the family's economic background. As a result of this, Haileybury Almaty has developed the Parent Partnership Programme. This scheme is based on the national standards from the United States according to a model developed by Professor Joyce Epstein from Johns Hopkins University. The Parent Partnership Programme encourages parents to be involved in the School in six different areas:

Parental Training, Learning at Home, Communication, Collaborating with Community, Volunteering and Decision Making for Pupil Success.

The School provides many information sessions, workshops and other activities that allow parents to participate in these areas. For more information please see the Parent Partnership Programme Handbook located on the School website.

Haileybury Parent Association (HPA)

At Haileybury we value the contribution parents can make to the School and we want your time as a parent to be as rewarding for you as it is for your child. To this end we have established a formal Parents' Association, known as Haileybury Parents' Association (HPA). This is a clearly defined structure, governed by its own constitution, which exists simply to provide valuable social interaction for parents. It is run by parents, for parents, and is supported by the staff. The HPA offers a wonderful way to meet other parents, support each other and our staff, and to contribute in creating the best possible environment for our children.

As the HPA is run by parents for parents, there will be many events created to meet in informal and formal environments to exchange views and experiences.

For more information on how the HPA works please refer to Parents' Communication Guide on the website.

Haileybury Parent Association (HPA) contact details:

Gulmira Chetinelli secretaryhpa@haileyburyalmaty.kz

Translators

Through our Academic Support Team in both Schools, there are number of translators that can be used to support parents during meetings and Parents' Days.

As we are an English speaking School, we will always send correspondence out first of all in English. However, we endeavour to supplement some unofficial documents in other languages as needed in order to communicate with a wider audience. The Academic Support Team can support parents with translating documents which have not been previously translated.

Junior School Reporting and Assessment Schedule

1. Parent Days

Parent Day - October

Autumn Term Reports: December

Parent Day - February

Spring Term Reports: March

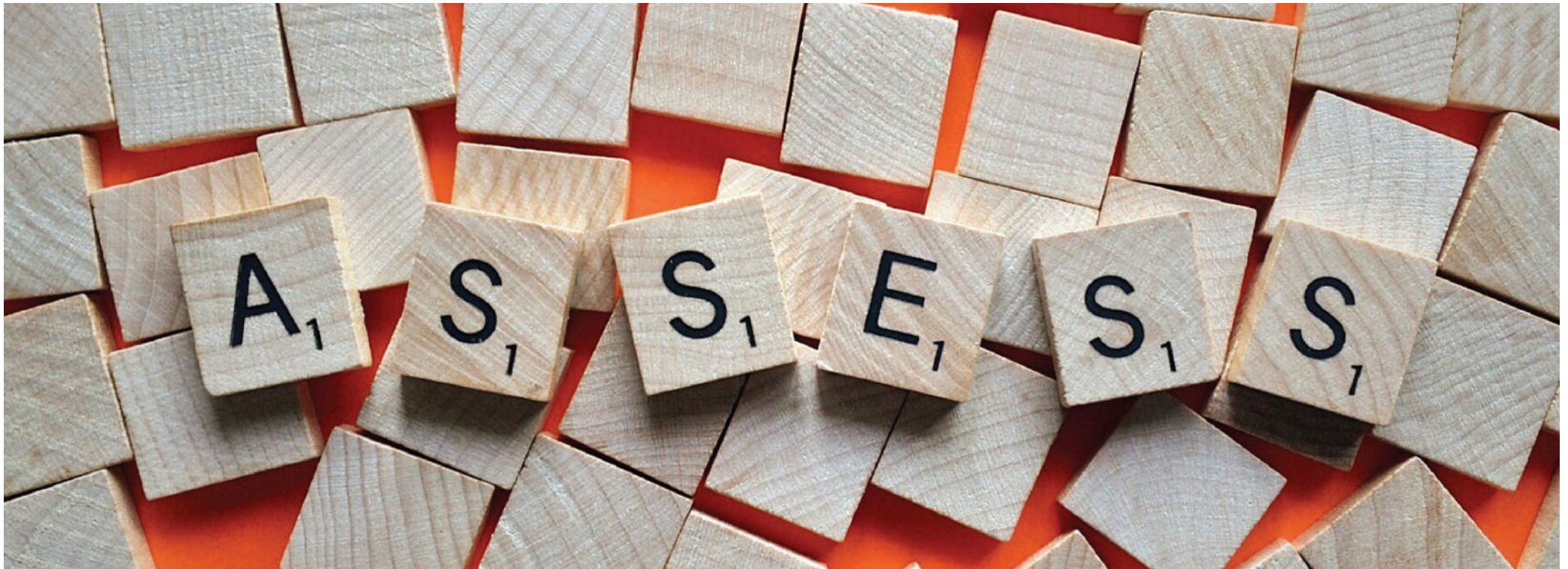
End of Year Reports: June

2. Assessments:

Baseline Assessments (all pupils): September

Summer Assessments: May

All other assessments are ongoing throughout the academic year.





Senior School Reporting and Assessment Schedule

1. Parents' Days

Parents' Days in the Senior School are held throughout year. You will be able to discuss your son/daughter's progress at these events with their subject teachers, House Tutors and Housemasters/Housemistresses.

Induction Meetings for parents, for pupils in all year groups, are held at the start of the Autumn Term and this is the opportunity to meet your son/daughter's House Tutor and Housemasters/Housemistresses.

There are also academic information evening for parents with pupils which provide information and guidance on future academic career paths. E.g. selecting the correct iGCSE option choices.

2. Grade Cards

We believe that it is important to provide regular information on your son/daughter's attainment and effort levels in each of the subjects they study. To maintain good communication with parents, Grade Cards will be completed by individual subject teachers and will be made available to parents via the Parent Portal. As much as possible, parents should expect to see one Grade Sheet per Half Term. We would appreciate feedback from parents as to the usefulness or otherwise of the information we

provide in this manner. Pupils in public examination years do not receive Grade Cards in the Summer Term.

3. Reports

Each pupil receives one full written report per year. This will contain comments from your son/daughter's subject teachers, outlining current performance and target areas for future development. The House Tutor will also write a report summarising the salient points of the academic report and reporting themselves on your son/daughter's pastoral and extra-curricular progress.



4. School Examinations

Baseline ability testing takes place for each pupil at the start of each academic phase. It is also required for new pupils when they join the School.	August-September
Year 11 Mock Examinations	January-February
Mock AS Level Public Examinations	January-February
Mock A Level Public Examinations	January-February
IGCSE Public Examinations	May-June
AS Public Examinations	May-June
A Level Public Examinations	May-June
Years 7-10 Internal examinations	May-June

Pupils who are absent for School internal examinations will be required to undertake the examination at a suitable alternative time. This provision even applies to pupils who are giving up subjects at the end of the year.





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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.