



# 2011/12 FAMILY HANDBOOK



## WELCOME TO THE GREEN SCHOOL

Dear Parents,

We would like to welcome our returning parents and also extend a warm hearted welcome to our new parents. We are very excited about the year ahead with so many new and wonderful changes that have happened over the past few months.

We have been busy over the past few months with a variety of new programs and projects. We have introduced a new Senior Years Program which brings in superb international teachers from around the world and begins a new Business Entrepreneur program. We have built a brand new science lab fully supplied with state of the art equipment. The new Computer Lab houses 21 brand new computers and is overseen by our new head of ICT to ensure we stay up to date and have strong, integrated program with the overall curriculum. Plus we have a new Library Center, Arts Studio and Green Studies classroom. And we upgraded all of the sports equipment to start the year off on a fresh foot.

Most importantly we are excited about the wonderful offering of teachers joining us this year and those continuing to build on the mission and vision of the School who return from last year. The team is a passionate, dedicated group with remarkable and interesting backgrounds.

We are so pleased to have all of you here and we hope you have a great year. The community of the Green School is very important and we look forward to all of you being part it.

Welcome,

John and Cynthia Hardy - Founders  
Steve Milverton - Principal  
Chris Thompson - Managing Director

## THE HISTORY OF GREEN SCHOOL

Green School opened its doors to its first student enrolment in September 2008 after more than two years of planning. It was the dream of Founders, John and Cynthia Hardy to create a school in Bali for international and local students based on the principles of an holistic education, and to house the school in an architecturally stunning setting which embraced the environment and set the bar for sustainability of the world. It is located in Sibang Kaja, in the south of the island, and straddles the Ayung River.

Its opening enrolment was 108 students in six classes. The school is recognized and has an operational licence issued by the local authorities and was granted an international school licence by the Ministry of Education of the Republic of Indonesia in early 2009.

The enrollment for the 2011 - 12 school year will be approximately 270 students.

## CULTURE OF GREEN SCHOOL

### Vision

To inspire and lead in the world of education and sustainability.

A GREEN school in which:

- 'Learning is by doing'.
- The essential skills of reading, writing, mathematics and science are developed to a high degree.
- There is a curriculum which includes the evolution from nature to ecology to environment to sustainability. A curriculum which emphasizes students getting hands dirty, and getting mud between the toes.
- Students develop into stewards of the environment.
- The geographical and cultural contexts of doing this in Bali are recognized.

### Mission

- Empowering global citizens and green innovators who are inspired to take responsibility for the sustainability of the world.

By:

- Emphasising 'learning by doing';
- Placing great weight in developing social responsibility;
- Appreciating integrity, honesty, ethics, and compassion as core underlying values;
- Recognising the importance of a holistic education.

Through a Curriculum that:

- Develops the essential skills, of reading, writing, mathematics and science to a high degree
- Has a Green aspect which evolves from nature to ecology to environment to sustainability through a 'getting your hands dirty' and 'getting mud between your toes' approach;
- Recognises and celebrates the local geographical and cultural and artistic context;
- Is based on continuity and progression

In a Teaching and Learning Setting that:

- Embraces the environment using only natural and local resources in architecturally stunning bamboo structures;
- Inspires a living sense of creative problem solving;
- Continually explores the use of alternative clean energy;
- Seeks out scalable solutions to promote the longevity of the planet.

### Values

I RESPECT: Integrity, Responsibility, Empathy, Sustainability, Peace, Equality, Community, Trust

## CODE OF CONDUCT FOR STUDENTS

This Code of Conduct is one of the means by which Green School will live up to its mission on behalf of all the people who work and study here. The School on the one hand, and individual students on the other, have justifiable expectations of each other, including:

- Students have a right to expect that the School will provide a secure, nurturing environment to learn in; the School has a responsibility to provide this.
- The School expects students to behave in a way which will contribute to such a safe, friendly environment; it cannot tolerate behaviour which undermines this principle.

The Code of Conduct will be most effective in a caring environment where behaviour that is not in accordance with the Code is recognised and dealt with promptly and appropriately. With everyone's co-operation in striving for high standards, it will become a code that will not need enforcing, but by which the whole community can happily live and work together.

### **1. RESPECT FOR THE RIGHTS OF OTHERS**

*Students are expected to respect the rights, needs and feelings of others. In return, they can expect such consideration to be shown to them. Everyone must act in a way that promotes the dignity, health and safety of others.*

In particular, no-one should initiate or be expected to tolerate:

- Bullying, intimidation, teasing or ostracising (verbal or physical);
- the use of language which is offensive;
- offensive use of electronic communication.

Public displays of intimate behaviour between students may cause offense to others and are therefore not appropriate.

### **2. THE SCHOOL ENVIRONMENT**

*It is everyone's right to have a safe, clean and comfortable place in which to work. Looking after the environment is the responsibility of us all.*

- Interfering with School facilities causes inconvenience and discomfort to others. For example, students should not write or draw on whiteboards unless specifically asked to do so by a member of staff.
- Dropped rubbish causes our environment to be untidy and unhealthy. Rubbish and recycling bins are provided and should be used appropriately according to the nature of the rubbish.
- Matches and lighters must not be brought on to the School premises. Smoking is forbidden at all times on the School premises, on the way to school, on school trips and when representing the School.
- Food and drink should only be consumed in the designated areas and at the appropriate times.
- Students should be responsible for helping to keep the school clean and tidy. This will assist cleaners and other support staff in their work.

### 3. COURTESY

*Courtesy is an important part of our daily lives. It costs nothing but shows our respect for each other and makes life more pleasant for everyone.*

Courtesy involves, for example: speaking politely, listening carefully, doing as requested, making visitors welcome, not interrupting conversations, not pushing. These are not rules, but simply positive ways of behaving towards each other.

Examples of courtesy in the classroom would be:

- Addressing each other by name whenever possible;
- Using polite language such as “Excuse me”, “Good Morning”, “Please”, and “Thank you”;
- Apologising if you accidentally hurt or inconvenience someone;
- Having the correct equipment and appropriate materials for each lesson;
- Apologising and giving a reason if you are late;
- Showing respect for other people’s views and opinions and not ridiculing their mistakes;
- Packing away your lesson materials only when asked to do so;
- Doing as requested by a member of staff.

### 4. MOVEMENT

*For safety reasons everyone must take care when moving around our school. At some times our paths and staircases become crowded and may be slippery.*

Students should:

- Take particular care in the vicinity of younger students.
- Give way to visitors and other adults, and help anyone whose hands are full.

### 5. PERSONAL PROPERTY

*Everyone should take responsibility for looking after their own property. It is recommended that items of significant monetary or personal value are not brought into school.*

- Students must not interfere with other students’ property in any way. This will be viewed very seriously.
- Items such as personal audio systems, portable video games and mobile phones must not be used during school hours.
- Money for trips, etc. should be handed in promptly.
- Valuables must not be left in the changing rooms or in school bags.
- If there is any damage/theft of property, it should be reported promptly to a teacher.

## 6. ATTENDANCE AND PUNCTUALITY

*Absence of even one day will cause students to miss lessons and lose out on teaching. Students should avoid being absent unless they are unwell or have some other legitimate reason to miss school.*

- Students should register daily with their teacher/tutor.
- Students are expected to be punctual for registration.
- A student who is absent for any reason should bring an explanatory note on his/her return to school, or use the Student Planner as a means of communication.
- Teachers/tutors should be informed by parents in advance of any appointments (e.g. medical/dental) during school time. Whenever possible, appointments should be made out of school time.
- Whenever possible, vacations should be arranged for outside of the normal school operating time.
- Students arriving late should register with the Principal's Office.

## 7. LEAVING THE SITE

*The School takes very seriously the responsibility it has for students whilst in session. We need to know who is on the site at all times.*

- Students may only leave the premises during the day with the express permission of a member of staff.

## 8. PERSONAL APPEARANCE

*The School recognises the need for tidy, safe and comfortable attire and for a business-like approach to personal appearance.*

- Students are responsible for their personal appearance and are expected to take pride in it.
- Hair should be kept clean.
- Over-casual appearance and extreme styles will not be tolerated.

## 9. OUT OF SCHOOL, REPRESENTING THE SCHOOL, AND TRAVELLING TO AND FROM SCHOOL

*Each member of the School represents the whole community and should strive to maintain the high reputation that Green School enjoys. Such a reputation could quickly be destroyed for everyone by the actions of a few careless individuals.*

Good behaviour and appropriate attire and language are expected at all times when representing the School at events, taking part in field study trips or adventure holidays, and travelling to and from School.

## SANCTIONS RELATED TO MISBEHAVIOUR

Students are accountable for their actions; they are responsible for conducting themselves properly, in a way that upholds the reputation of Green School, and in a manner appropriate to their age and level of maturity. They will be asked to explain any behaviour that strays from these guidelines – initially to their Tutor or Class Teacher. Should any student persist in misbehaving, then he or she will be held accountable. Parents will be informed when appropriate.

The School will use discretion when applying sanctions, according to the seriousness of the offence and will take into account such factors as past history of misbehaviours, circumstances under which the misbehaviour occurred, the age of the student, and other factors which are perceived to be relevant. Misbehaviours are categorised in four levels. The list below gives examples of misbehaviour at each level – the list is *not* therefore exhaustive.

### **LEVEL 1**

*Misbehaviours at this level represent minor infractions of procedures which regulate the orderly operation of Green School, its environment, its users, and the teaching and learning process.*

- Showing disrespect for others
- Not respecting the surrounding environment
- Littering
- Being deliberately late to school or class
- Failure to complete work to a deadline
- Minor defacing of school property
- Inappropriate personal appearance
- Use of offensive language
- Hindering the progress of other students
- Inappropriate use of the internet, intranet or other ICT resources

### **LEVEL 2**

*In this level are included misbehaviours whose frequency or seriousness tends to disrupt the teaching and learning environment of the School.*

- Repeats or more serious examples of the kinds of misbehaviour at Level 1
- Major disruptive behaviour
- Petty theft
- Defiance
- Bullying, intimidation, teasing or ostracising of other students (verbal or physical)
- Cheating or copying another student's work
- Truancy from lessons or leaving the School site or school-related activities without permission
- Use of obscene language or gestures
- Possession or distribution of offensive material
- Anti-social behaviour e.g. minor scuffles
- Inappropriate use of recording devices on school premises

### **LEVEL 3**

*These misbehaviours are more serious because their consequence may have a lasting effect on the individual or may pose a threat to the health, safety and security of others and/or the reputation of Green School.*

- Repeats or more serious examples of the kinds of misbehaviour at Levels 1 or 2
- Possession, use or sale of stolen property
- Tampering with devices designed to ensure the health, safety and security of others
- Plagiarism – unauthorised use of another person’s work
- Stealing
- Vandalism
- Fighting
- Gambling
- Physically threatening other students
- Possession, viewing or distribution of pornographic materials
- Inappropriate body contact
- Possession, use or sale of tobacco.
- Possession, use or sale of alcohol
- Serious acts of defiance or threatening an employee of the School
- Bringing the school into disrepute through activities on or off-site
- Posting of unauthorised and / or inappropriate electronic or real images in public access locations which are directly or indirectly related to Green School, its employees or students.
- Failure to observe regulations of public examinations

### **LEVEL 4**

*Represented in this level are acts which are clearly criminal or present a direct threat to the welfare of others or may result in violence to persons or damage to property.*

- Extortion of other students
- Indecent exposure
- Major vandalism
- Arson
- Assault
- Serious theft
- Possession, consumption or trafficking of illegal drugs
- Possession of drug-related articles
- Possession of a prohibited weapon
- Outrage of modesty

For any student’s misbehaviour which infringes on the laws of Indonesia, the School may be obliged to inform the relevant authorities.

## TEACHERS AND STAFF

### BIOS ON GREEN SCHOOL TEACHING STAFF FOR 2011 - 12

Please visit <http://www.greenschool.org/staff/> for bios on all of our teaching and administration staff.

## A - Z INFORMATION FOR FAMILIES

### ABSENCE FROM BALI

When both parents are to be out of Bali at the same time, and guardianship of children is to be temporarily assigned to others, the Principal's Office should be informed of the name and contact details of the guardian. This is to ensure that we are able to contact the appropriate guardian in case of emergency. It is strongly recommended that in such cases a letter of guardianship be given to the temporary guardian.

### ACCESS TO THE SCHOOL

Access to the school is only possible between 07:00 and 19:00 on weekdays and for special events. At all other times the gates will be closed and security officers will prevent access to the site unless prior permission has been granted.

### ACTIVITIES: CO-CURRICULAR

Green School offers a range of sporting, musical and recreational activities after school. The programme is administered by the Activities coordinator, who is based in Heart of School. Details of each term's co-curricular programme are issued at the beginning of each term.

### ANNOUNCEMENTS VIA THE WEBSITE

In cases where it is unclear whether a piece of news via the media – for instance – may affect the operation of the School, an attempt will be made to upload an announcement to the front page of our website, so that Green School families can seek clarity on the School's position. See [www.greenschool.org](http://www.greenschool.org).

## **ASSEMBLIES**

Assemblies at Green School are of a non-religious, non-denominational, non-sectarian nature, and are:

- A time for reinforcing group behaviour and dynamics;
- Celebratory;
- A time for performance;
- A time to welcome guest speakers;
- A time for delivery of the Life Skills aspect of the curriculum.

Parents are welcome to attend the weekly school assembly.

## **ATTENDANCE OF STUDENTS**

Attendance is expected on all school days, as published in the Green School Calendar, unless a student is on medical, examination, or special circumstances leave agreed by the Principal. Academic work will not normally be given to a student to cover any period of leave from school, unless the absence is prolonged and unavoidable.

## **CHANGEMAKERS FORUM AND BASECAMP**

In 2011 we introduced an innovative online project and communications tool called Basecamp to the Green School community. We have a very talented parent, student and teacher community and we wanted a way to allow projects that may not sit under the scope of the school or where we may not have the resources to get them done. We launched Basecamp to address this. Every parent, student, teacher and staff can join and be part of this. You will hear more about this in our presentations and on the website.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

We believe in keeping channels of communication open between home and school. There are regular occasions throughout the school year when parents have the opportunity to meet with teachers and tutors and discuss individual students' development.

Parents having concerns about progress, attitudes, work, behaviour, or any other problem are urged to make an appointment to meet the appropriate teacher. This can be done directly or via the Principal's Office.

It is essential for the good development of your child that he/she feels that his/her parents have confidence in his/her school and teachers. If, from time to time, there are things about which parents are concerned, parents are encouraged to come into school to discuss those concerns, rather than airing the concerns in front of children. We want our students to be proud of being Green School students, and to be happy coming to school.

In our move to reduce the use of paper, we use e-mail as the main communication tool to include school-home contact. We therefore encourage that parents regularly check e-mail boxes for messages from the School. In addition to the website, we have a *Notices and Homework* blog at <http://blog.greenschool.org> which is updated daily by teachers.

## COMPARATIVE AGE GROUPING - ACCORDING TO EDUCATION SYSTEMS

Age of Child	Green School; USA	England	Singapore	Indonesia
2.5+	Pre-K Prep	Nursery	Nursery	PAUD (Pendidikan Anak Usia Dini)
4+	Pre-Kindergarten	Reception	Nursery	TK A (Taman Kanak-kanak)
5+	Kindergarten	Year 1	KG 1	TK B
6+	Grade 1	Year 2	KG 2	SD 1
7+	Grade 2	Year 3	P 1	SD 2
8+	Grade 3	Year 4	P 2	SD 3
9+	Grade 4	Year 5	P 3	SD 4
10+	Grade 5	Year 6	P 4	SD 5
11+	Grade 6	Year 7	P 5	SD 6
12+	Grade 7	Year 8	P 6	SMP 1
13+	Grade 8	Year 9	S 1	SMP 2
14+	Grade 9	Year 10	S 2	SMP 3
15+	Grade 10	Year 11	S 3	SMA 1
16+	Grade 11	Year 12	S 4	SMA 2
17+	Grade 12	Year 13	S 5 / JC 1	SMA 3

### CURRICULUM

Please visit [www.greenschool.org](http://www.greenschool.org) for information on the curriculum.

#### Sharing Information on Curriculum

It is the School's policy NOT to release schemes of work, lesson plans or resources to any outside agencies or individuals without the express permission of the Director. Such information has been specifically designed for delivery within the Green School framework and as such is owned by Green School.

#### **What we teach**

There are three main drivers to the GS Curriculum:

- The essential subjects of English, Mathematics and Science – recognizing the importance of continuity and progression.
- Green Studies – a hands-on study which evolves from Nature Study to Study of Ecology to Environment Studies to Studies of Sustainability.
- Creative Arts – embracing Art, Crafts, Music, Drama, Story-telling, and so much more.
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#### **How we teach it**

We provide a curriculum that combines holistic, hands-on experiential learning with academic rigour.

#### **Early Years (Nursery, Pre-K and Kindergarten)**

A hands-on experiential, Early Years program which lays the foundations of basic skills in pre-reading, pre-mathematics, and pre-science – with a heavy emphasis on the creative arts. The overall approach is an experiential learning model.

### **Primary School (Grades 1 - 5)**

An international primary curriculum which blends the essential skills of English, Mathematics and Science with a hands-on experiential Green Studies Curriculum which evolves from nature study to ecological study, and a creative arts program which emphasizes Balinese cultural and artistic influences. The overall approach is an experiential learning model.

### **Middle School (Grades 6 - 8)**

An international secondary curriculum which blends the essential skills of English, Mathematics and Science with a hands-on experiential Green Studies Curriculum which evolves from ecological study to environment study. The Creative Arts program combines the marvel of global music, art and drama, with an emphasis on Balinese cultural and artistic influences.

### **Senior School (Grades 9 - 11)**

Courses under the umbrella of the International General Certificate of Secondary Education (IGCSE) designed by University of Cambridge International Examinations. We are teaching 2-year courses in English, Mathematics, 21st Century Science and Business Studies, Environment Management, Global Perspectives, and Drama - with optional examinations at the end of the courses. In addition, all students will study Creative Arts, Languages, Physical Education and Life Skills.

## **DAILY ROUTINE**

The School Day for 2011 - 12		
	Start	End
Staff Briefing	07:50	08:00
Registration	08:00	08:15
Morning Block	08.15	10:15
Middle Block	10:45	12:30
Lunch	12:30	13:15
Afternoon Block	1:15	3:15

Note: Pre-K and Kindergarten operates from 08:30am - 12:30pm have varied schedule to accommodate the younger children's needs and schedules. Please speak to Admissions or the Principal regarding these timetables.

## **DRESS CODE**

At Green School we want our students to be cool and comfortable, but not to be over-casual. We politely ask all students to be sensible and to use discretion with attire so that we respect everyone.

- Top - T-shirt, polo, button-down shirt or blouse.
- Pants - Shorts, trousers or skirts.
- Footwear - Given the rugged nature of the campus, we recommend shoes with closed toes and backs. Flip-flops are not recommended for outdoor use.
- Students must wear shoes at all times when walking around the campus.
- Physical Education Class (PE) - a change of clothing is essential for every PE lesson. Sun hat, light cotton T-shirt, sports shorts, and sports shoes are required. Please provide a set



of sports clothes that can be kept at school. All sports clothes and shoes should be labeled with students' names.

- Hats - It is a requirement that hats are worn for outdoor activities.

### **DRINKING WATER**

Students are encouraged to have a water bottle that they can re-fill from our source of clean and regularly-tested water from our deep well. This drinking water is accessible in filled coolers around the site.

### **EMERGENCY EVACUATION DRILL**

Emergency evacuation drills take place regularly throughout the year.

### **EPI-PENS**

Parents of children with severe allergies (such as predisposition to anaphylactic shock) which require treatment by epi-pen are requested to provide an epi-pen and sign a letter of consent for the administration of treatment in school.

Parents of such children may be required to accompany their child on field study trips or visits.

### **EXAMINATIONS**

Green School will be entering its Grade 11 students for Cambridge IGCSE examinations in May 2012. Parents are advised that in order to comply with the timing of examinations, students may have to take their examinations in a monitored and closed area. Examination Fees are set by the Examination Board in each year. Such fees plus courier costs for the transportation of papers will be passed onto students' families.

### **FIELD STUDY TRIPS**

The safety of the students in our care is our paramount concern, and we always endeavour to ensure that all reasonable measures necessary to protect the children are anticipated, acted upon, observed and reviewed.

However, accidents and injuries do occur from time to time, often without anyone being at fault. We are, as we are sure you can understand, unable to offer compensation for any accident or injury which is not attributable to our fault.

Parents may therefore wish to look into the question of whether their own health, travel or other insurance policies offer adequate cover for accidents to their children which occur outside the home.

For all field study trips, a risk assessment is undertaken by the trip leader prior to departure; this risk assessment is then submitted to the Principal's Office for consideration, modification and final sanctioning.

An informative letter together with a permission form will be sent home to parents before a visit, and no student will be allowed on the trip unless a signed permission form has been returned to school. Parents may sometimes be invited to accompany trips and assist in supervising. The cost of field study trips is not included in School Fees; families are charged separately for such trips.

## **FINANCE AND ADMINISTRATION**

Green School is totally dependent on school fee income for its operation. The school is a non-profit organisation, registered as a yayasan in the Republic of Indonesia. The Managing Director works closely with the Principal and Board to ensure those controls are reasonable within the operational framework of the school.

### **School Fees**

For a detail schedule of the latest fees, please visit [www.greenschool.org](http://www.greenschool.org).

School Fees do not include charges for field study trips or adventure camps. They also do not include external examination fees for IGCSE. These are all charged separately.

## **FIRST AID CENTRE**

Green School has a First Aid Centre which is manned by a qualified medical doctor. We have an emergency system in place whereby a standby vehicle will transport a student or staff member who will be accompanied for medical treatment. Parents will be immediately informed.

## **FOOD SERVICE**

Good, healthy and nutritious food is prepared in our kitchen each day for lunch. Most of the fresh produce is from our own organic gardens. Lunch vouchers are available for purchase.

## **GUESTS**

Green School is blessed with a magnificent physical campus, and we appreciate the fact that visiting family members and friends often times want to come and see the school for themselves. Green School parents are always welcome to show their guests around, but we ask that self-guided tours are conducted in such a way as to avoid any disruption to ongoing classes. We would appreciate it by scheduling visits during morning recess, lunch, or after school hours. Visitors are always welcome to join our regularly scheduled general tours of the campus, which take place every Monday and Wednesday at 3:00 PM excluding Indonesian public holidays.

## **HEALTH AND SAFETY**

A Health and Safety Policy is published separately.

Families should be reassured that there are procedures in place to deal with emergency situations, and that staff are trained in how to deal with these, and with simple first aid treatment.

## HOMEWORK

Homework is a requirement and is usually set on a regular basis. Below is a time guideline:

### DAILY/WEEKLY TIME ALLOCATION

<u>YEARGROUP</u>	<u>DAILY READING</u>	<u>WEEKLY OTHER HOME ACTIVITIES</u>
Kindergarten	10 minutes	20 minutes
Grade 1	20 minutes	30 minutes
Grade 2	20 minutes	50 minutes
Grade 3	20 minutes	60 minutes
Grade 4	20 minutes	90 minutes
Grade 5	20 minutes	2 hours
Grade 6	20 minutes	3 hours
Grade 7		
Grade 8		
Grade 9		
Grade 10		Approx. 15 hours
Grade 11		

### Relevance

Homework should be a useful and positive experience. It is planned as an integral part of the total curriculum and therefore complements what is being taught in class. It provides a structured opportunity for students to become more independent and disciplined in their study habits, and creates a vital link between home and school by keeping parents informed of the work being undertaken at school, which they can then reinforce at home. Parents and students are encouraged to regularly check the *Notices and Homework* blog at <http://blog.greenschool.org> which is updated daily by teachers.

### The Role of Parents

Parents are asked to support the school by:

- providing a reasonable peaceful, suitable place in which students can do their homework;
- making it clear to students that they value homework, and supporting the school in explaining how homework can help them to make progress in school;
- encouraging students and praising them when they have completed homework assignments;
- expecting deadlines to be met, and checking that they are.

### Homework and School Holidays

Academic work will not normally be given to a student during school holidays.

## ILLNESSES

When a student has a temperature of more than 37.8 degrees, or is ill, parents are asked to:

- Inform the Principal's Office that the child is unable to come to school.
- Keep the child at home until fit to return to school.
- Do not let children control or keep possession of medicines of any description in school. Any medication must be handed in to the First Aid Centre with written directions by the parent.
- Send an explanatory note when the child returns to school after an absence.

If a student becomes unwell at school or hurts himself or herself, the Doctor will contact parents if he feels that the child should be taken home.

## INFECTIOUS OR CONTAGIOUS DISEASES

The isolation periods for children suffering from such illnesses are given below and should be followed in all cases:

<u>ILLNESS</u>	<u>INCUBATION PERIOD</u>	<u>ISOLATION OF STUDENT</u>
Chickenpox	14-21 days	Until all scabs are dry
Fifth Disease (slapped cheek)	4-21 days	Not infectious after appearance of rash
German Measles	14-21 days	4 days from the appearance of rash
Hand, Foot, Mouth Disease	4-6 days	Until all sores have healed
Measles	10-14 days	4 days from the appearance of rash
Mumps	14-21 days	Several days after appearance of swell

## OTHER CHILDHOOD CONDITIONS

Conjunctivitis	Exclusion from school until eyes are back to normal
Head Lice	Exclusion from school until treatment has started
Impetigo	Exclusion from school until treatment has started
Verucca	Sores must be covered before participation in any aquatic activity

## INFORMATION AND COMMUNICATIONS TECHNOLOGY

A 'Use of ICT Policy' is published separately and is published in the Student Planner & Homework Diary.

### Student use of personal laptops at Green School

Students who wish to bring their personal laptop computer into school are welcome to do so, on the proviso that the conditions mentioned in the 'Use of ICT Policy' are agreed by the students and the parents. All students are expected to abide by this code. Failure to do so will result in the student not being allowed to use their own laptop in school. It is a requirement for the parents to sign the agreement included in the 'Use of ICT Policy' prior to their son/daughter bringing their personal laptop into school.

### ICT – Students' Use of the Internet

The following points form a framework for Green School.

- A code of conduct is drawn up between each student and the school. All students are expected to abide by this code. Failure to do so may result in disciplinary action.
- Access to the INTERNET is only available to students in the school's supervised teaching environments.
- All monitors are easily visible to the teacher or supervising adult.
- Discussions on the dangers and pitfalls of the www are an integral part of the school's Life Skills curriculum.
- Any homework that requires use of the Internet must identify a list of suitable educational sites appropriate to the topics.
- We advise students that, in school, sites *are* monitored and machines *are* checked. Use of the INTERNET can be logged and recorded. Inappropriate use of the INTERNET may result in disciplinary action.

### ICT – General Advice to Parents

- Have home computers in places where they are easily visible.
- If your son/daughter says that their homework requires a computer, check the sites that are listed to be accessed.
- Net nannies are available and offer a degree of protection, but are not infallible.
- Check out some of the INTERNET sites that offer advice to parents (safekids.com and pagi.org.sg come recommended by Green School families).

- Ultimately the best protection against misuse of the INTERNET has to be informing and educating children. This will be more effective than any locks, passwords, net-nannies or threats.

## RESTRICTIONS FOR THE USE OF LAPTOPS AND RECORDING DEVICES

Use of Digital Recording Devices - Green School prohibits the use of digital recording technology without explicit permission from the Principal, and such use would contravene the school's acceptable use policy and may result in disciplinary action and the requirement to permanently remove the equipment from the school.

Network Integrity and Security - The use of a personal laptop does not absolve students from complying with general rules for the safe use of the school network, as indicated in the school's 'acceptable use' policy.

## INFORMATION MANAGEMENT

Green School's Principal's Office is responsible for maintaining up to date contact details from families of our students, so that when we need to contact them by e-mail or handphone phone, we are confident it can be done.

## LOST AND FOUND

When an article of significant value is found it should be handed to the Principal's Office. Those who have lost such articles should go to the Principal's Office. At the end of each term, all unclaimed items are disposed.

The School cannot be held liable for any loss of any kind whatsoever that student may sustain.

## MEDIA

The School is a major destination site for visitors, scholars, environmentalists, architects, conservationists and educators. The unique vision, mission, curriculum and architecture of the School also attract media from all over the world. Through the year we have media visiting who want to tell and share the story of the School. This year we have two production companies looking to create documentaries about the School. At all times our focus is to ensure the peace of mind of our students and we will not allow the media to interfere in the daily lives our staff and children. But we realize that we will only ever be able to educate a limited number of students each year and we feel the story and ideals of the school should be shared with the world. If you would prefer your child never to be filmed or photographed you may opt out and we will fully respect your decision.

## OPERATIONS DEPARTMENT

The Operations Manager is a member of the School's Management Team. She reports directly to the Managing Director, and leads a large team which covers the following functions:

- ❑ Safety and Security - the provision of a service to look after our facilities and users;
- ❑ Logistics - the planning and setting up of events;

- ❑ Maintenance - the upkeep, repairs and renovations of the facilities;
- ❑ Domestic - the upkeep and cleaning of the facilities;
- ❑ Grounds - the upkeep and cleaning of the site.

The Operations Office is located in the Heart of School.

### **PARENT HELPERS**

Parents may be encouraged to help with trips, special occasions, special activities, in the library, etc, on a regular or occasional basis. Working with parents this way is something we encourage at Green School and it assists in keeping open channels of communication between school and home.

### **PARENTS VISITING CLASSROOMS**

There may be occasions when parents would like to visit their son/daughter's classroom during the daytime. If you would like to do this, it is politely requested that you ask the permission of the class teacher in advance. It is suggested that a visit of 30 minutes maximum is appropriate, unless parents are volunteering to help the class teacher in a specific activity. When parents assist in the classroom, the teacher remains in charge of the lesson.

For parents of Pre-Kindergarten and Kindergarten children, it is fine to remain in the classroom for the first 15 minutes of the day to help your son/daughter settle.

### **PEST CONTROL**

Families should be aware that Green School takes a responsible attitude in the protection and health of our community.

This control includes green preventative indoor treatment for ants, rodents and cockroaches, and preventative outdoor treatment for snakes and termites. The site is regularly checked for snakes by a local expert.

### **PHONES**

Students are not allowed to use handphones on the school site during school hours. If a student needs to make a call, they should inform their Homeroom Tutor who will assist.

### **REPORTING TO PARENTS**

At Green School, we believe that an effective reporting system is both necessary and desirable to ensure that the highest quality of information is made available to parents. There is therefore a balance of styles of reports during the year.

### **Information on Curriculum**

At the beginning of each year (or when a new student joins), parents are given information on the curriculum.

## Information Sessions

Early in the first term of every school year, each year group hosts an Information Session for parents. This is a time when teachers and tutors make presentations to parents on their curriculum plans for the year, and set the school's expectations on homework, as well as to explain routines. These sessions are seen as an important opportunity for teachers and parents to establish a strong working partnership for the year ahead.

## Reporting in Parent-Teacher Conferences

Sets of parent-teacher conferences are scheduled each year. In the first of these, as well as being an opportunity for parents and teachers to get to know each other better, and to exchange information on children, it will enable parents to learn of specific learning targets that have been identified for their children. Every family is scheduled for an appointment.

Staff and parents are encouraged to keep open channels of communication with parents, and, if a problem arises with a student, not to wait until the formal conferences to share it with each other, but to set up an appointment to meet each other. Staff will be responsive to parents wanting to meet them over particular issues by setting up appointments.

## Written Reports to Parents

Parents of all students receive

- A report card showing attainment and effort every half-term.
- A full written report of progress at the end of each term.

All written reports issued by Green School become a permanent record of a student's studies here and reflect our standards and expectations.

## Leavers' Reports

For students who leave Green School permanently at some point during the school year, a progress report is written in letter format.

## Coffee Mornings

Coffee Mornings are scheduled on a regular basis, usually fortnightly. These are useful times for parents to gain information about what their children are doing in school, and also give parents an opportunity to suggest any topics for discussion.

## **SMOKING**

Families are advised that the Government of the Republic of Indonesia has ruled that all school campuses in the country are 'No Smoking' zones.

## **STUDENT COUNCIL**

The School Council serves to ensure that there is a student voice that is listened to at Green School. It maintains open channels of communication, and provides the School's Leadership and Management the opportunity to use student representatives as sounding boards or for feedback on new initiatives. Students are elected from each year group to represent their peers.

## **STUDENT PLANNER & HOMEWORK DIARY**

All students are provided with a 'Student Planner & Homework Diary' at the start of the school year. It is an expectation that this is signed weekly by parent(s). If the 'Student Planner & Homework Diary' is lost or damaged, then the cost of replacement must be met by the student.

## **STUDENT SUPPORT**

Student Support Teachers report to the Principal. They are responsible for designing a programme of support for those identified with a special need. That need may result from a learning disability, transience, or may be of a social or behavioural nature. In some cases, they will then be responsible for delivering part or whole of that programme. That may be in the form of withdrawal from regular class for one-on-one or one-on-several guidance, or it may be in the form of support on an individual or group basis within regular classes; in other cases they will advise parents and teachers of how they can assist.

## **TEMPORARY GUARDIANSHIP OF STUDENTS**

When both parents are to be out of the country at the same time, and guardianship is to be temporarily assigned to others, parents are advised to inform the Principal's Office of the name and contact details of the guardian.

## **TUTORING**

From time to time, the School is approached by parents who would like to arrange out-of-school tutoring for a Green School student. At upper secondary levels, a tutor may be sought by GCSE students who want specialist teaching to consolidate and/or extend their examination studies. In the primary and lower secondary years, tutoring is most often requested when a student requires preparation for an entrance examination leading to admission to another school. The Principal will be pleased to provide information and advice on transferring to other schools and will make the necessary arrangements for students to sit other entrance examinations.

When the School is contacted by parents about tutoring, we are willing to provide the names and telephone numbers of tutors known to the School, but we do not make any specific recommendations. To assist parents/tutors, Green School teaching staff may give advice on subject content that should be covered by a tutor. It is the School's policy NOT to release schemes of work, lesson plans or resources to any outside agencies or individuals. Such information has been specifically designed for delivery within the Green School framework and as such is owned by Green School.

A member of the teaching staff can deliver out-of-school tutoring as long as the work involved does not interfere with professional duties at Green School. In general, Green School teachers do not tutor students they teach in school. There may, however, be exceptional circumstances in which it is preferable for the teacher to tutor the student: for example, when a student has to make up considerable ground in an examination course because of a late start, or prolonged illness. All cases of tutoring involving Green School teaching staff should be referred to the Principal.

Matters relating to remuneration for tuition should be agreed between the tutor and the parent concerned. The School has no involvement in the payment for the tuition, whether given by a Green School teacher or an out-of-school tutor.

## **UPDATING OF FAMILY'S CONTACT DETAILS**

It is important that the School is informed immediately of any changes to the family's contact details to include home address, home telephone number, e-mail address, and parents' hand-phone numbers. All updates should be forwarded to the Principal's Office.

## **WARUNG**

Green School's Green Warung sells snacks and drinks throughout the day and after school. It is a wi-fi environment and serves refreshments to parents who want to relax and meet there.

A Green Market is a regular feature of the Green Warung when fresh produce from our gardens is available for purchase.

## **WEBSITE**

We try to do our best to constantly update and provide relevant information to our parents and community. Please make sure to check [www.greenschool.org](http://www.greenschool.org) often for updates and information.

## **WHAT STUDENTS SHOULD BRING TO SCHOOL**

A strong school bag, re-usable water bottle, pencil case, HB pencils, sharpener, eraser, 30cm ruler, coloured pencils, felt pens, dry glue stick (UHU), pens, geometry set, calculator (scientific for Grades 6 and above), change of clothes for Green Studies and PE.

## **WHAT STUDENTS MUST NOT BRING TO SCHOOL**

- Expensive jewelry;
- Alcohol and tobacco;
- Weapons and other dangerous items;
- Excessive amounts of cash;
- Any illegal substance;
- Inappropriate toys/electronic games;
- Pets (unless prior permission is given).

Students bringing items of value to school (such as handphones, MP3 players, iPods, etc.) do so at their own risk. The School cannot be held liable in the case of loss or damage to such items.

## **WITHDRAWAL OF STUDENTS**

Families are reminded that, in agreeing to the terms and conditions of taking up places in Green School, notice of withdrawal from the School (in writing) must be received by the School at least one month before the intended date of withdrawal if payment of a financial penalty is to be avoided. Notice of withdrawal may be given to expire either on the last day of a half-term or on the last day of a full-term. For the purpose of computing the relevant one month notice period, school holiday periods are not taken into account (so notice must be given at least one full teaching month before the intended date of withdrawal).

*The deadline dates for withdrawal and for giving notice of withdrawal to be received by the School are published in the School Calendar, and are reminded in newsletters. They are strictly adhered to.*

## YEARBOOK

Towards the end of each school year, Green School publishes and sells a yearbook. It is a pictorial record of the year's events and people, as well as a contribution to the School's legacy.