



SES Parent Handbook

Introduction

This information booklet is produced to acquaint families with the key learning areas, services, facilities and procedures of our school, the organisations and associations supporting it and various items of interest. These details are important to us all, especially for the families who are new to our school community. If you have any further questions about our school then please be encouraged to contact the school.

Mission Statement, Vision and Philosophy

Surabaya European School (SES) has three guiding principles which are:

- Everyone has the right to learn
- Everyone has the right to feel and be safe
- Everyone has the right to be respected

Our Vision

In a caring and supportive environment, our school community develops self-motivated learners with a global perspective so that they are empowered to create positive change in their world and beyond.

Our Mission

Our mission is to create a stimulating and academically challenging education within an atmosphere of respect and support.

Our Philosophy

Our philosophy is to allow pupils to develop into:

- independent, inquisitive, self-motivated learners.
- individuals who have an understanding and enjoyment of cultural diversity.

And to provide:

- a curriculum which both challenges and extends individuals.
- a low student to teacher ratio.
- an education which goes beyond the purely academic.

Aims

We aim to provide:

- a standardised international curriculum (IPC and Cambridge) with clearly defined objectives.

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Absences

Absences, where families choose to remove students from school for short periods of time, do cause significant disruption to the class and teachers concerned. It is the student's responsibility to access the school portal in order to make sure that home learning is done and submitted on time. It is up to the discretion of the class teacher to decide as to whether or not missed quizzes or tests and assignments can be made up. No additional work, other than what is set on the portal, will be set for students during their period of absence unless the teachers involved are willing to set work.

Acceleration

There must be careful consideration for the whole child when considering year level acceleration. The impact of moving a younger child to take classes with older students involves more than just academic considerations. Social, emotional, and physical growth also needs to be considered.

For these reasons, grade acceleration is rarely recommended. The following steps will be followed when determining whether acceleration is appropriate for the student.

1. An evaluation of the child's potential to benefit from acceleration shall be required. The evaluation shall provide information on the student's academic achievement and skill as well as social and mental maturity. The specific tests and data sources will be determined by the school. This evaluation will be done with the written approval of the student's parent(s)/guardian(s) by the school.
2. After the evaluation is completed, an evaluation team shall hold a conference with the parent(s)/guardian(s) and the student (if appropriate) to determine the appropriateness of acceleration.
3. The school team, parent(s)/guardian(s) and student (if appropriate) will base their discussion on the available information and confirm acceleration only if it is the consensus of the group.
4. Year acceleration decisions shall be made on a four-week trial basis. The form tutor/class teacher shall conduct a meeting with the teachers and parent(s)/guardian(s) to review progress. Once the grade acceleration begins, the progress of the student shall be reviewed on an ongoing basis.
5. It is important to note that the Indonesian Ministry of Education requires full psychological assessment and documentation to adjust legal documents to reflect acceleration.

Parents who would like their child to be accelerated need to email the Principal outlining the reasons why their child should be accelerated.

Age Boundaries for Grades

In Montessori, Primary and Secondary School placement is strictly according to age by 31 October of the year of entry. New enrollments, not already registered for Montessori will have a cut off date of 30 September. New students' placement follows the educational history of the child and entrance test results. The school reserves the right to hold a child back should the child not be emotionally, socially or academically ready for the challenges of the next grade.

Anti-Bullying

The Surabaya European School is committed to providing a safe and secure environment for all its members and therefore, will not tolerate any action that undermines a person's rights in relation to this. Bullying of any kind is unacceptable at our school and action will be taken when it is evident that someone is being bullied. It is important to understand that action taken by SES is done so in a spirit of resolution and restitution.

SES will not tolerate any form of bullying whatsoever, this includes unwanted physical contact, verbal abuse and threats, unwelcome remarks including jokes, innuendo or taunting (in written, verbal or digital form) about a person's body, race, gender, attire, (perceived) sexual orientation or religion.

Students are prohibited to misuse technology to hurt, intimidate, embarrass or humiliate another person. Our advice to students about posting anything on social media is, "Only post or share images and ideas that you will be proud of in perpetuity." Students must recognise that everything on the internet is permanent and may be accessed by anyone at any time.

When senior management, staff, students and parents work together to prevent incidents of bullying there is a much greater chance of creating a safe, secure, tolerant and happy school community.

Appointments with Staff

Any parent who wishes to make an appointment with a staff member outside of the scheduled parent/teacher appointment days should make an appointment through the school office or directly with the staff member through school email or in person. All staff members have school email addresses. Please try to avoid ad hoc (at the door spontaneous) morning meetings, as teachers are very busy doing their preparation at this time of day.

Arrival and Departure from School and Parental Expectations Whilst Doing So

Parents are encouraged to escort their children to the school gate in the morning. If being dropped off through the 'drive through and drop' system, please make sure that your child(ren) are ready to get out of the car as soon as your car stops. Children who are not ready (i.e. do not have their shoes on, are still eating and so on) cause delay to the cars that are queuing. Should this occur more than once, you will be asked to have your driver park the car and an adult walk your child(ren) to the school gate. Four parking spots are reserved for mums driving alone.

The school doors will open at 7:45 am to allow students to move to their class for registration. If the weather is inclement, the school doors will be opened at 7:30 am to allow the students to move to their classroom.

Please ensure that you do not discipline or chastise in any way, any child that is not your responsibility. If you have a problem with another parent's child, please report this to a teacher or the Principal.

After school has finished students need to move downstairs and wait for their parents, driver or nanny. The driver or nanny must show the school ID before the student will be released. Parents that have signed a waiver form can take their children to the playground after school. The school will accept no responsibility for children or parents at the playground after 2:40 pm. The school reserves the right to bar access to the playground in case of unruly behaviour.

Parents of students in Montessori, Year 1 and Year 2 are welcome to drop off and pick up their children at the classroom door. Children in Year 3 and above are encouraged to organise themselves independently without adult assistance.

Assemblies

Student led assemblies are held regularly by the Principal, Student Council and classes. Parents and friends are cordially invited to attend assemblies being led by specific classes. Parents will be notified of these dates via email or the portal.

Attendance

Punctuality and regular attendance assist with individual and class progress. If it is necessary for a child to be late, or absent, a brief written explanation can be provided on the SES School Stream app:

- date of absence

- child's name
- child's class
- reason for absence
- signature of parent or guardian

Permission to leave the school grounds will not be granted unless written advice has been received from parents.

Students must be in attendance for 75 % of the reporting period to receive a report card. Students in attendance less than 75 % of the reporting period will be given a No Grade (NG). Please note that attendance is recorded on report cards as part of the formal record of every student.

Bake Sales

The School regularly holds bakes sales with the money raised going to support local charities. These events are organised by the students in different classes and also by the Student Council.

SES is blessed to have a generous and giving community. Be it for Bake Sales or celebrations, parents are always ready to generously contribute to tantalize our taste buds.

In order to promote 'healthy eating' and to make our children more aware of our environment by adopting 'minimal wastage of food' and 'biodegradable' packaging, we ask your kind assistance in please respecting the following guidelines for all food that is brought to school to share.

Please take the time to review below guidelines with your child(ren).

Bake Sale Guidelines:

Bake sales are to be run by your child's classroom teacher and assistant along with the students. Parents are not to be involved in the event, nor do they need to bring props for the sale as this defeats the purpose of the event. Goods for sale need to be made at home rather than supplying purchased goods.

Acceptable items:

- Cake, cupcakes or muffins (no icing)
- Vegetable sticks
- Dried fruits
- Fruit kebabs
- Fruit pudding
- Mini pizzas
- Dips, such as guacamole or hummus
- Quiche
- Satay sticks
- Falafels
- Meatballs
- Sushi (unfried)
- Lumpia basah (fresh spring rolls)
- Waffles
- Crepes

- Sandwiches
- Samosas
- Baked chicken pieces
- Popcorn (plain)
- Butter cookies
- Baked goods should have **no icing or food colouring**.

100% of the proceeds go to charity.

Children will need to bring a recyclable container where purchased items will be placed. This will enable the child to save the food for later in case he/she cannot finish it.

Children who do not have a small reusable container with them will need to purchase a small paper plate, napkin or banana leaf plate, paper cone (your imagination is the limit) money can be made from containers too, however all containers need to be biodegradable.

No fast food items like Pizza Hut, KFC, McDonald's etc.

Teachers will provide a signup sheet for items to be brought in and will discuss prices of goods and paper plates. They will also discuss alternatives to paper plates, which the children can make at home. It is the responsibility of the class teachers to ensure that students discuss and resolve items that they will bring and prices that will be attached to them.

Packaging of items brought in:

No plastic please. It is kindly requested that no plastic containers are used by the students who organise the bake sale.

Items that are brought in should not be individually packed but must be sent in a reusable container. Items can be sent in a labeled box which will be returned after the bake sale.

We greatly appreciate your support in making SES a healthy and eco-friendly environment.

Birthday celebrations

Should a parent wish to celebrate their child's birthday with the class, they are welcome to bring in a simple cake (not ornate full of icing) to share. Loot bags or party favours are not to be handed out in school. The reason being, that not all families can afford to buy gifts for all the students in the class and this practice can spiral out of control.

Break

Parents are asked to send snacks in a reusable container instead of purchasing individually wrapped crackers, cookies, seaweed and so on. Healthy snacks such as sandwiches, fruits, vegetable sticks, granola bars, etc. are more beneficial in re-energizing children. Please do not send sweets (candy and chocolate bars etc.), chips or sodas.

All students should wear a cap in the playground as protection from the sun. If students do not have a hat, they need to sit in the shade. Following break and lunchtime teachers will ensure that students have thoroughly

washed their hands and have had enough water to drink.

Cambridge IGCSE Examinations

Each year the students at SES sit Cambridge IGCSE examinations. The cost of taking these exams is the responsibility of the parents. Secondary students can only sit Cambridge IGCSE examinations for those subjects that are taught in school.

Change in Domestic Staff

If a family has a change in domestic staff such as a driver or a nanny, the school needs to be informed in writing and provided with a photo for the school security card.

Children Going Home with Other Families

Should your child be collected after school by someone other than their parents or members of their usual domestic staff listed on the family card then the school must be informed in writing on the morning of collection. Without this written notification, children shall not be allowed to leave the school premises with these people. Students shall not be allowed to make ad hoc phone calls home to arrange last minute 'play dates'.

Communication with the School

An essential component of school policy is the fostering of sound home-school relationships. Parents are welcome to contact the school to discuss student progress or problems at any time. However, it would be appreciated if a mutually agreeable appointment time can be made. Parents can also communicate with teachers via the school diary, portal or email. We prefer that the school app is used as the primary source of mass communications.

The teachers provide parents with an overview of the learning covered, as well as classroom news and photos of special events every Friday via their respective class pages on the portal. There is also a school newsletter which is sent to parents via email on a regular basis. The Principal will inform parents via email or the SES School Stream app if there are any important announcements, however, we urge parents to check the portal on a regular basis. The school calendar gives a clear overview of upcoming events. Staff will send information home about field trips and other activities as and when necessary.

Complaints or Matters for Discussion

If you have any matter which you feel you need to discuss, the class teacher should be the first point of contact and then the Principal of the school. No problem can be solved if the school is not aware of it.

Confidential Information / Privacy

The school will not release private information regarding students or family members to other people without prior

consent. Likewise, parents should not divulge information about other school families to third parties without their prior consent.

The school will also not place student photos on billboards without authorization from parents. The school always obtains parental permission before using photographs of children on the website and in any advertising used.

Curriculum

The Montessori classroom follows the Montessori method of teaching where children make creative choices in their learning, while the classroom and the teacher offer age appropriate activities to guide the process. The five main areas of the classroom are: Language, Mathematics, Sensorial, Practical Life and Culture.

The Primary School follows the Cambridge Primary Programme for the core subjects of Math, English and Science, along with the IPC (International Primary Curriculum) for foundation subjects.

The Secondary School follows the Cambridge Lower Secondary Programme for the core subjects of Maths, English, Science and composite programmes for other subjects. The Secondary School follows the Cambridge IGCSE curriculum and qualifications for all subjects offered.

Student progress should be monitored throughout the year through quizzes or end of unit tests, along with final examinations at the end of the term. In addition to this, informal Cambridge tests will be given at the end of each academic year for students in Years 3-5. These will be moderated internally. In the final year of Primary, students undertake the Cambridge Checkpoint Test. In the Secondary school, the students undertake end of term and end of the year 'in house' examinations. In the final year of Secondary, students take part in the IGCSE examinations.

Cyber Safety

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Surabaya European School, and to the effective operation of the school. Our school has rigorous cyber safety practices in place, which include cyber safety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cyber safety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

Discipline and Pastoral Care

To endeavour to provide a systematic plan for both in-class and out-of-class behaviour, and reward suitable choices of behaviour by children, a Behaviour Management policy has been implemented in our school. Children are very involved with the preparation of rules for their classroom.

Children are expected to carry out the instructions of their teachers regarding educational matters, discipline, behaviour, safety and good conduct. (See the Home-School Partnership). Parents should instruct their children to

carry out the directions of their teachers whilst they are under their charge.

For minor school infractions students may receive a detention. If an incident is of a more serious nature, the student will be given a formal warning. Any repeated serious incident from a student after a formal warning letter has been issued may result in exclusion or suspension. Further serious incidents after suspension will result in the student being expelled from the school. All infractions are duly recorded by the school and, when necessary, parents are informed. All matters regarding behavioural management are carefully considered and made at the discretion of the school management team.

The Principal reserves the right to exclude any person (child, parent or community member) for any period of time when that person's action interrupts and/or interferes with the proper, safe and efficient running of a classroom or the school.

Emergencies and Evacuation

Every attempt will be made to contact parents in the event of an emergency. However, parents are requested to ensure that the emergency address and number registered on their child's admission card is up to date. If this is done, unnecessary delays for medical attention will be averted. Working parents are requested to keep the school informed of their employment address and contact number and the number of the carer. The school has an emergency policy in place.

The school has a plan for the speedy evacuation of the buildings in the event of bomb threat, fire or natural disaster. This procedure will be practised and refined by the whole school community each term.

Enrolment and Transfer

A first-time enrolment is not complete until the following documents have been submitted as they are part of the requirements from the Indonesian Ministry of Education. We would appreciate it if you could provide us with coloured scanned copies or colour photocopies of the following documents:

Indonesian nationals:

- Kartu Keluarga
- Akte kelahiran
- All school reports from last academic year

Expatriate families:

- Father's passport (photo page)
- Father's KITAS
- Mother's passport (photo page)
- Mother's KITAS
- Passports for all children
- KITAS for all children
- Birth certificates for all children
- Religion of father, mother and children
- All school reports from last academic year

A signed Home-School Partnership form must also be completed.

A child's immunisations are expected to be up-to-date upon entry to the school. These include measles, mumps, rubella, polio, whooping cough, diphtheria and tetanus. Japanese encephalitis immunisations are available

locally.

The school should be advised at least 1 month before children are due to leave the school. This ensures that all belongings are taken by the child, library books can be returned and a transfer certificate can be issued.

Extra-curricular Activities

The school offers a wide variety of After School Activities which run from Monday to Friday from 2:45 - 3:30 pm. Sign-up for activities will be based on a 'first come, first served' system.

Please note that home learning help is offered by all teachers on specific lunch time slots throughout the week free of charge.

- Please encourage your child to attend.
- Students must take one sporting activity per term.
- Students who are signed up must be at the club. Parents must inform the front office if a child needs to be excused from a club.

Financial Matters

All matters concerning fees, payments to the school or refunds because of early departure, should be sent via email to the school management.

Gifts and Donations

The school has a policy on incoming gifts. In summary, SES staff are able to accept a gift, if the circumstance is appropriate, taking into account the reason for the gift, its timing and its value. Gifts must not include cash, discounted rates or free stays in hotels/restaurants/personal villas. Gifts should have a maximum value of Rp. 300,000 from an individual or a maximum of Rp. 150,000 per family for a contribution to a combined gift. All gifts must be reported to the school management by the teachers.

At times the school may request donations from the community for special events. Requests will be sent and received via the School Principal in order that the value remains anonymous. All donations received will be publicly acknowledged.

Hats

It is essential that children wear hats if they are playing in the sun. The school policy is '**no hat, no play**'. Children who do not have hats will be asked to borrow from the 'shared hat' box.

Head Lice

We do occasionally have outbreaks of head lice in the school. Parents are urged to carefully check their children's hair for lice on a weekly basis. If lice are found, parents can obtain appropriate treatment from the chemist and are asked to advise the school of the discovery. Children may return to school after appropriate treatment. Long

hair should be tied back.

Home School Communication

The school portal serves as an excellent tool of communication and should be used by students daily. Please make use of this quick and efficient means of communication and encourage your child to do so as well.

Home-School Partnership

The home-school partnership is an agreement between all parties involved in the education of a student at SES. This agreement aims to provide a structured and stable environment, where each pupil will be encouraged to develop his or her potential in academic, physical and personal terms. This document is an essential part of the school enrolment policy. Please ensure that you are aware of its contents.

Home learning

The setting of home learning for students is the responsibility of the classroom/subject teacher who is aware of the individual needs of the children in their charge. Parents are advised to contact the classroom teacher early in the year if home learning is causing concern.

Home learning will reinforce the learning that takes place in the classroom, aid teacher assessment and evaluation of students, help to raise learning standards, involve parents in their child's learning and reinforce the Home-School Partnership.

The guidelines for Surabaya European School classes are:

Year 1 - 6	15 – 40 mins. per weekday, Reading, Spelling, Research, Maths,
Year 7 - 12	30 - 45 mins. per week day per subject. Must be timetabled with subjects.

All home learning activities should be related to learning that takes place in school and can be used to consolidate previous learning. Home learning does not always be written work. It is more important that home learning helps the children to extend their learning as opposed to the amount of time. The planned activities may not take as long as the guide times: that does not matter as long as they are useful.

For Years 1 - 2 (15 minutes a day excluding reading):

- Reading with parents or carers
- Playing informal games, prepared Maths home learning sheets and/or MyiMaths online
- Learning spelling and/or sight words
- Discussing class topics
- Prepared English home learning sheets or Literacy Planet activities

For Years 3-6 (Year 3-4 - 20 min/day, Year 5-6 - 30 minutes/day, excluding reading) home learning may include:

- Reading with parents or carers

- Prepared English home learning sheets or Literacy Planet activities
- Finding out information
- Making something
- Trying out a simple scientific experiment
- Prepared Maths home learning sheets or MyiMaths online
- Spelling revision

For Years 7-12 (30 - 45 minutes a day excluding reading)

Home learning assignments typically have one or more purposes. The most common purpose is to have students practise material already presented in class. Tasks may include the following:

- Independent learning
- Consolidation of work in class
- Practice - learning by doing
- Completion of coursework assignments
- Research
- Reading
- Interviews
- Drawing
- Using ICT, including VLE and e-learning tasks
- Recording and analysing
- Preparing for a test
- Project work
- Preparing a presentation
- Working on exam papers

Teachers will give feedback on home learning. It will be given in a way that lets the child know how well they have done and how they could improve if they were to try again. This may not always be through written comments from the teacher. Sometimes, learning will be discussed in lessons. Other times, teachers may give written comments on just one or two aspects of a piece of learning. Teachers will use the codes: *WWW – What Went Well* and *EBI – Even Better If* in providing feedback.

House System

The school has a house system that is used for both sporting and academic purposes. The four school houses are Sura, Baya, Garuda and Komodo. Students are placed in these houses when they start school at SES. House point totals are announced at assemblies and are also shown regularly on the display screen in the lobby. Students are encouraged to develop a house spirit by earning points for their team.



Illness

It is inevitable that children fall ill during the school day. On these occasions the parents shall be contacted and we ask that your child is collected promptly from school.

In a school environment illnesses spread quickly. We ask that you stringently adhere to the following guidelines:

- children who have received antibiotics must remain at home for at least 24 hours after the administration of the first dose.
- children who have vomited should remain at home for at least 24 hours after the occurrence.
- any child suspected of having contracted conjunctivitis should remain at home until medical clearance has been given.
- children who succumb to Hand, Foot and Mouth disease should remain at home until the blisters have dried or five days from onset of infection, whichever is later.

For any other specific illnesses, please contact the school office for further information.

If you are in any doubt whatsoever about your child's health, please keep them at home until you are sure that they are fit to return to school.

Again, we wish to remind parents that absences of three or more consecutive days must be supported by a medical certificate.

Independence

One of the goals of the school is to make students as independent as possible in the learning process. If a student forgets learning from home or their P.E. kit, they are occasionally allowed to call home to have the items delivered to school. However, should a child habitually forget, calls will not be allowed. Maids or drivers should also not be carrying students' school bags into school.

Montessori, Years 1 and 2 students can be accompanied to class by parents, however, as of Year 3, students are expected to be able to organise themselves.

All children should be responsible for their belongings. All children are encouraged to pack and carry their own bags to and from their cars. We ask that children are not encouraged to hand their bags to their nanny or driver when entering and exiting the school, but take responsibility for this themselves.

Infectious Diseases

The following ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate to say the child is free from infection and well enough to return to normal school activities.

Chickenpox (Varicella)	Exclude until fully recovered, or at least five days after the eruption first appears. Some remaining scabs do not justify continued exclusion.
Diphtheria	Medical certificate only.
Viral Hepatitis	Medical certificate only.
Impetigo (school sores)	Must be under treatment, including use of occlusive dressings
Influenza	Return when symptoms have subsided.
Measles	Re-admit on a medical certificate or at least 4 days after the appearance of the rash if well.
Mumps	Exclude for at least 9 days after onset of symptoms.
Pediculosis (nits)	Must be treated before allowed back to school.
Ringworm	Medical certificate only.
Rubella (German Measles)	Medical certificate or symptoms have subsided.
Scabies	Exclude from school until effective treatment has been instituted.
Scarlet Fever	Re-admit with a medical certificate only.

Children who are not fully immunised have a high risk of contracting serious infectious diseases. Children commencing school should already have received their measles and mumps injection and their booster immunisation against diphtheria, tetanus and polio.

Special arrangements can be made at clinics and with private doctors for children who have not had any previous immunisations or who have missed some of their doses. It is vital that you keep a record of your child's immunisation. Record cards are provided by clinics and doctors.

Library

Library books can be borrowed for a maximum of 2 weeks. We ask that children change them as soon as they have read them so that they will develop regular reading habits. The children have one library session per week where they can change books.

Due to the high cost of books, careless handling and losses can easily lead to a situation whereby the library stock is gradually reduced rather than increased each year. Parents can assist the school by checking the books brought home and ensuring their prompt return in good order. Damaged or lost books will be replaced at the parent's expense. Each student in the school is subscribed to an online Reading and Maths programme.

Lost Property

Much time is lost in attempts to trace owners of lost property. Please ensure that names are clearly marked on all items of personal property, including every item of clothing, books etc. The school cannot accept responsibility for losses. At the end of each term, lost property will be cleared by forwarding the unclaimed items to a worthwhile charity.

No responsibility can be taken by the school for damage or theft of items such as laptops, mobile phones, personal sporting equipment and special toys, etc. which children bring to school. For this reason, children are requested to leave these personal items at home unless asked by the teacher for a specific purpose.

Lunch

The school provides lunch free of charge, with the weekly menu being available on the portal. Lunch service is regularly monitored to ensure that quality service is given. Under no circumstance is fast food allowed to be delivered by parents. Please label all lunch boxes, drink bottles and containers clearly with the child's name and year level. Lunch is eaten in the lunchroom between 12:10 and 1:05 pm, depending on whether your child is in the Primary or Secondary school.

Medical Information

Please inform us of any medical condition, no matter how minor, that your child may have. The school will ask you to declare your child's medical history so that it has up to date knowledge of medical conditions across the school.

Medicine

Parents who wish prescribed medicines to be given at school must fill in a Request for School to Administer Medication form which can be found in the appendix.

Mobile Phones and Other Electronic Devices

Students can bring mobile phones to school but these are not allowed to be used during school hours. Mobile phones must also be kept in the student's bag during school hours. Under no circumstances are other electronic devices to be brought to school (unless specifically requested by a member of staff for use in a lesson). The school will accept no responsibility for the theft or loss of mobile phones or other electronic devices.

Money Collection

If money is sent to school for any purpose, please put it in a **secure** envelope, mark the child's name and room on

the outside and inform your child's class teacher that you have sent money.

Newsletters and School Letters

Newsletters and other official letters will be sent by school email. When a hard copy is required by the school, the letter or form will be given to a family member.

No Smoking

Parents are advised that no smoking is permitted within the school grounds or building. Please remind your driver or other household members about this rule. We thank parents for their continued cooperation with this health issue. Electronic cigarettes are not permitted.

Non-Fee Paying Students Attending School

The school sometimes gets requests from parents asking if friends of their child or visiting family members from overseas can attend our school for a day. SES does not allow this as it is very disruptive to the teaching and learning.

Alumni are welcome; however, we ask that they please inform the Principal before their visit.

Physical Education

A wide range of sporting activities are programmed during the year. All students are expected to participate in Physical Education lessons. During Physical Education activities students are required to have and wear appropriate clothing, including a hat during outside lessons.

Physical Education is a compulsory subject. Generally, children who are too sick to take part in a PE lesson are too sick to be at school. Children who wish to be excused from Physical Education must bring a note signed by a parent or guardian. A medical certificate must accompany any request for permanent or long term exclusion.

Public Displays of Affection

Acknowledging the culture that SES operates in suggests that being overly affectionate in school is not respectful and will not be tolerated. The school recognises that genuine feelings of affection may exist between older students. However, students should refrain from inappropriate, intimate behaviors while at school or at school related events and activities. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, recognition and respect for others is the guideline for appropriate behaviour.

Race, Equality and Cultural Diversity

We are committed to:

- promoting equality of opportunity
- promoting good relations between members of different racial and cultural groups and their communities
- eliminating unlawful discrimination.

Guiding principles

- Every student should have opportunities to achieve the highest possible standards and the best possible qualifications for the next stages of their life and education
- Every student should be helped to develop a sense of personal and cultural identity that is confident and open to change, and that is receptive and respectful towards other identities.
- Every student should develop the knowledge, skills and understandings needed to participate in an interdependent world.

Equal Opportunities

We aim to:

1. Ensure all pupils have equal access to the curriculum and to meet the needs of the individual appropriately.
2. Value all pupils and their contribution to the life of the school and the wider community.
3. Promote positive and non-stereotypical role models.
4. Challenge stereotypes.
5. Recognise and value the contribution of diverse cultures, races, gender and ability.

Religious observance

We respect the religious beliefs and practices of all staff, pupils and parents, and will comply with all reasonable requests relating to religious observance and practice.

Reporting to Parents

A formal report will be prepared on every student at the end of each semester. These reports will detail the progress of the child in each of the school's activities and subjects. The school will keep a copy of these reports.

Parent-Teacher-Student conferences will be arranged to discuss your child's progress and take place in the beginning weeks of each term. Students are encouraged to attend these conferences.

Responsibilities

The school carries responsibility for students when they are in school and on the school grounds during school hours which run from 8:00 – 2:10 for Montessori and 8:00 – 2:40 for Year 1 - 12. SES is not responsible for students playing on school grounds after school hours. Parents who wish to allow their children to play on the playground must sign a waiver form which can be obtained from the main office. SES reserves the right to ban

children from playing at the playground after school if they infringe on other students' freedom to play safely.

SES is also not responsible for students when they are participating in educational or sporting activities away from the school site. The school requires a waiver form from parents before students can go on school excursions away from the school site. Parents are strongly encouraged to provide their own personal accident insurance for their children.

Safeguarding children while at School

The school aims to provide a safe learning environment for all. If a child is identified to be at risk from harm or abuse, the school will engage the parents and/or the appropriate agency to support the child.

The school undertakes strict vetting procedures for all staff in its employment.

Safety - Animals on School Premises

Parents are advised that a person cannot bring any animal onto school premises without the permission of the Principal. Dogs and any other animals are not permitted on the school grounds, with the exception of Belle, our Montessori dog.

School Field Trips

School Field trips are run at the discretion of teachers. Parents are informed well in advance. It is felt that camps are beneficial for the educational and social development of all students and ask that they are not excluded by parents for any trip organised by the school. Parents need to sign a waiver form before students can attend school field trips. If students do not attend a year level excursion, teachers are under no obligation to set learning for these students. Participation is based on merit and student conduct.

School Hours

Students need to be at school by 7.55 am for Secondary class registration and the school day starts for all students at 8.00 am. If students arrive after 8:00 am they will be marked as late on the class register on the portal. All classes end at 2:10 pm for Montessori, Year 1 at 2.30 pm and 2:40 pm for all other students. After School Activities take place from 2:45 to 3:30 pm.

School Personal Goals

The school implements a programme to improve the ethos of the school and the well-rounded development of students. This programme focuses on improving eight key personal characteristics. These characteristics are listed below:

Respectful - To be kind to others

Collaborator -To learn together

Ethical -To do the right thing

Resilient - To keep trying

Thinker -To find out more

Empathetic -To think about others

Adaptable -To try new things

Communicator -To speak and listen to each other effectively

These personal goals will be referred to during the school day as well as in citizenship lessons. It is hoped that this programme will help the students to become caring and respectful global citizens in an ever- changing world.

School Records / Information

During a student's stay at the school, changes may well occur to the information originally placed on admission forms. It is important that you advise the school as soon as possible as to any changes of address, telephone number, emergency contacts or medical details. There have been several instances, during past years, when urgent contact to parents could not be made due to incorrect or outdated information on school records.

Your continued cooperation and consideration in this area will help to ensure that your child's welfare will receive the highest priority, especially in times of emergency.

School Rules and Expectations

To ensure the safety and well-being of all students in the school at all times, it is essential that children are made well aware of the need to conform to the requirements of the school rules. Below are some of the school rules. It is impossible to have a rule for everything, so the school and its staff members reserve the right to use their professional judgement.

1. Students should show respect to others.
2. Students should walk and move quietly through the school building.
3. Students should treat all school property with respect.
4. Students should use school equipment correctly, and with care.
5. Students should have their own water bottle.
6. Students should bring their own snack (Year 1 and above). Food sharing is not permitted.
7. Students should be responsible for their own belongings.
8. Students should wear their shoes when they are not in the classroom.
9. Students should wear a hat when they are playing in the playground. The school encourages a "No Hat, No Play" rule.
10. Students should play with outside equipment in the appropriate areas.

School Uniform

SES has a set school uniform which must be worn at all times unless advised otherwise. New children must

contact the uniform officer on enrolment to purchase the uniform. The school uniform must be worn on all field trips. Correct footwear, shorts and the school T-Shirt must be worn for PE and games lessons. Mixing and matching the school daily polo or dress shirt with P.E. shorts are not permitted. The school reserves the right to ask parents to purchase new uniforms if the child's uniform is tattered and worn out.

Primary

Boys

Navy blue shorts
Light blue polo shirt
White socks
Black/blue or white shoes

Girls

Navy blue skirts with checked trim
Light blue polo shirt
White socks
Black/blue or white shoes

Secondary

Boys

Navy blue shorts
Dark blue polo shirt (Years 7-8)
Yellow polo shirt (Years 9-11)
White socks
Black/blue or white shoes

Girls

Navy blue skirts
Dark blue polo shirt (Years 7-8)
Yellow polo shirt (Years 9-11)
White socks
Black/blue or white shoes

Sports uniform

Navy blue shorts with school name
Dry fit shirt with school logo/ House shirt for Tuesday competitions
Black/blue or white sport shoes

Hair, Nails and Piercings

Girls that have long hair must have it tied up at all times. Boys' hair must be above the collar and out of their eyes. Dying hair is not permitted. The school reserves the right to ask that hair be dyed back to its natural colour. Exceptions will be made for students in Year 10 and above. Nails need to be kept short and nail polish, other than clear, is not permitted. Children are not permitted to have obvious cartilage piercings on display.

Security Card

The school has a security card system to ensure that students are only picked up by those people authorised. If you have any changes in domestic staff, please forward details and a photo of the new staff member to the school office.

Settling Into School

Aspects that will help your child settle into formal school routines very readily are:

1. Your child should know their name and address - remembering the home telephone number is also

helpful.

2. Your child should know how to take off and put on outer clothes – including putting on and taking off shoes and tying shoe laces.
3. Your child should know that it is important to wash hands after a visit to the toilet.
4. Your child should know that it is important to be well mannered and to speak to others politely.
5. Your child should know that they must not take or accept rides with strangers.

Snacks

Families are asked to provide healthy snacks for their children. We ask that families adhere to the following guidelines when providing snacks.

- No carbonated drinks are allowed and drinks high in sugar are strongly discouraged.
- No chocolate or chocolate coated items along with confectionery of any kind are allowed in school.
- Sweet biscuits are not allowed in school.

All snacks should be of a healthy/nutritious nature.

Some examples of permissible snacks are:

- Yoghurt
- Crackers and cheese
- Savoury sandwiches
- Muesli bars
- Muesli and yoghurt
- Fruit
- Cut vegetables
- Fruit purees
- Fruit or malt loaf (a small amount of non-sweet spread is allowable)

We ask that you reinforce with your children that they should not “trade” snacks as there are some pupils who have food allergies.

In the case of birthdays children may bring a “special snack” to school to share with their friends such as a cake or confectionery. Please note that although the sharing of a “special snack” is most welcome, we do not allow party favours or small gift bags to be distributed in school.

Social Media

Please be advised that the school takes what is posted on social media such as public forums, WhatsApp, Facebook, and other platforms very seriously. Please speak to your children and underline the ‘golden rule’ pointing to the fact that one should not post anything which they would not like to have said about themselves. Parents are requested to communicate directly with the school management when they have concerns about events or other children rather than airing unsubstantiated reports on public forums.

Special Needs

The school does not have the staff or facilities to offer the necessary support for special needs children. We may, at times, accept children with special needs but this is dependent on the teacher involved and requirements of the pupil. Should the school encounter difficulties in supporting the needs of such a student, the school reserves the right to terminate the relationship between the school and the child. Should this occur, fees will be reimbursed based on attendance.

Student Council

The school has a Student Council which has representatives from Year 4 until Year 10. The Student Council meets on a weekly basis and is supported by a staff member. They may meet at other times depending on what activities are being organised.

Toys and Personal Effects

No toys, jewellery or valuables please, unless asked for by the teacher. The school will accept no responsibility for theft or loss of toys, jewellery or valuables.

Transfer to other Schools

As soon as it becomes known that you will be leaving our school, please complete the school withdrawal form and hand it in at the Administrative Office. Early notification allows all outstanding matters to be dealt with, e.g.

- Payment of outstanding contributions.
- Return of borrowed books.
- The collection of personal work books and effects.
- The preparation and collection of a written transfer report.
- Requests for refund of fees are only granted if school is notified at the time of fee payment prior to the start of the academic year.

Please inform us of your child's new school as soon as it is known.

What to Bring to School?

All materials are supplied by the school. It is recommended that each child from Year 1 upwards have an individual pencil case containing the following items.

- HB pencils
- 30 cm ruler (clear)
- Glue stick
- Coloured pencils
- Scissors
- Pencil sharpener
- Eraser

Withdrawal of Pupils from School

Requests to remove a child from school during school hours should be directed through the class teacher. Persons other than parents or legal guardians wishing to remove children from school must have **written** parental permission.



Home - School Partnership Commitment

In accepting a pupil at Surabaya European School, the Principal and staff are committed to providing a structured and stable environment, where each pupil will be encouraged to develop his or her potential in academic, physical and personal terms.

The staff and administration team place great value on maintaining close, constructive communication with parents and seek

to establish the continuing education of each pupil as a partnership between home and school.

The school will provide an environment in which:

- the academic and personal needs of the pupils are attended to
- the acquisition of moral values is promoted
- pupils feel valued and learn to work cooperatively
- a balanced and challenging International curriculum is used
- a limited range of extra-curricular opportunities is provided
- pupils are encouraged to achieve their academic potential
- the views of the pupils and parents are listened to.

Parents should acknowledge that; every care will be taken by the school to look at the individual's needs. However, the school must act in the wider interests of its whole community when decisions are made.

The maintenance of each pupil's maximum potential is of prime importance. The school will also give the children experiences that will prepare them for life beyond the school.

The school insists on high standards of behaviour at all times. Parents are expected to support the school in this objective.

Pupils will be asked to attend all school occasions and to truly represent the school when selected, whether in games or in other activities, after school, in holidays or at weekends. This especially applies to organised field trips.

Pupils will be expected to observe the stated term dates and times of attendance. Parents are specifically urged not to request absence for less than vital reasons. In all cases of a pupil's absence from school, parents are requested to submit written reasons. Parents should understand that taking children away from school for extended periods during term may affect the pupil's progress.

Every care will be taken to advise parents and to place pupils according to their ability. The choice of syllabus, assessment, marking, references and allocation to classes and teaching groups will remain matters for the School's professional judgment.

Parents are asked to attend all Parent Meetings to discuss their child's progress with teaching staff. Parents are asked to recognise the professional training and background of the staff, particularly in day-to-day classroom matters, and remember that these meetings are to discuss the pupils progress not the teacher.

Parents are asked to ensure that pupils are appropriately dressed in accordance with school regulations and that they devote the expected amount of time to academic work at home, in circumstances conducive to study.

Throughout a pupil's school career there will be moments of concern and reasons for celebration. Provided that communication between home and the school is positive, prompt and frank, there are usually very few difficulties which cannot be safely and happily overcome and the occasions for the celebration of personal achievement will be all the more rewarding and frequent.

Parental support for the values and objectives of the school is a fundamental prerequisite for a pupil's success and it is understood that this support is implicit in the acceptance of a place at Surabaya European School

Name:

Signed:

Date:

Principal:

Signed:

Date:

Surabaya European School;
Pakuwon Golf and Family Club, Villa Bukit Regency,
Pakuwon Indah Surabaya 60123,
Indonesia



Waiver Form

.....(name of trip/activity)

..... (date of activity)

I _____ being the parent / legal guardian of _____ agree that whilst on school excursions supervised by the teaching staff of SES, that the staff, in my absence, are given the full right of decisions regarding any medical treatment that may be necessary during the period of the excursion (including emergency

medical decisions) and that they have permission to administer medicinal drugs to the child.

Furthermore, whilst realising that the utmost care shall be taken to ensure the safety of the child, I release the school from any legal liability that could arise from any accidental incidence.

I further give permission, without liability to the staff members, that they may withdraw the child from any activity, which they do not deem as safe, or should the child be acting in a manner which may bring harm to either themselves or others.

In order to assist the school’s staff, provide the best possible care for the child; please listed below are any known medical conditions or suspected allergies (with particular reference to medicines or food types).

- 1.
- 2.
- 3.
- 4.

Additionally, if your child is currently taking medication for any medical issue, please include the ailment and the medication name.

I further confirm that should the child require any medication for the duration of the excursion that this shall be handed to a member of staff with clear written instructions as to the frequency and quantity with and in which the medicinal drugs should be administered.

Should a student decide not to participate, funds will not be refunded. Should the school need to cancel due to unforeseen circumstances such as natural disasters, political unrest or other similar circumstances, we regret to inform you that we will not be able to refund expenses that have already been made.

Name (printed)

Signed:

Date:

Surabaya European School;
 Pakuwon Golf and Family Club, Villa Bukit Regency,
 Pakuwon Indah Surabaya 60123,
 Indonesia



New Playground Waiver Form

I understand that my participation in playing in the playground before and after school with my child (12 p.m. and 2:10 pm onwards for Montessori, 2:30 p.m. onwards for Year 1 and 2:40 p.m. onwards for Year 2 upwards) is voluntary and includes risk of injury that may range in severity from minor to disabling to even death.

I understand that Surabaya European School and its employees will not be liable for personal injuries and/or property

damage caused as a result of my participation in this activity with my child. If school property is damaged whilst playing, I agree to reimburse to Surabaya European School the cost of the damages

By signing this Agreement, I/we acknowledge that we have read and understand this document and accept the risk and responsibility of playing in the school playground after school hours. Furthermore, I/we understand that I, my spouse and undersigned household help/driver/ or other are the persons allowed to supervise our child(ren) at the playground.

Name of Child(ren):

Name of Parents:

Name of Household help/ Driver/ Other (please specify):

.....

Parent signature:

Date:

Surabaya European School;
Pakuwon Golf and Family Club, Villa Bukit Regency,
Pakuwon Indah Surabaya 60123,
Indonesia



Swimming Waiver Form

I _____ being the parent / legal guardian of _____

give permission for the above-named student to participate in swimming lessons and water activities and hereby agree to indemnify and hold harmless SES staff against any liability that could arise from any accidental incidence while participating in swimming lessons and water activities. I recognise that, while all care will be taken to ensure the safety of participants, swimming and water activities possess an inherent level of risk. I also agree to indemnify and hold harmless SES for any damages incurred arising from any claims, demand, action or cause of action.

In the event of an incident, SES staff are given the full right of decisions regarding any medical treatment that may be necessary (including emergency medical decisions).

Name (printed): _____

Signed:

Date:

Surabaya European School;
Pakuwon Golf and Family Club, Villa Bukit Regency,
Pakuwon Indah Surabaya 60123,
Indonesia



CYBER-SAFETY AT SURABAYA EUROPEAN SCHOOL

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of Surabaya European School are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached Use Agreement Form.

Rigorous cyber-safety practices are in place, which include cybersafety Use Agreements for staff and students, who have been involved in the development of the agreement.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Surabaya European School, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of Surabaya European School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students will be issued with a Use Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by the school and administrators to prevent student's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, the school cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. The school recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and <https://bullyingnoway.gov.au/>

Please contact the Principal, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

Important terms:

'Cyber-safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

'Cyber bullying' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'School ICT' refers to the school's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

'ICT equipment/devices' includes computers (such as desktops, laptops, iPads, kindles), storage devices (such as USB and flash memory devices, CDs and DVDs), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD, phones, DVD players), and any other, similar, technologies.

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'E-crime' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. If I have my own username, I will log on only with that username. I will not allow anyone else to use my name.
3. I will keep my password private.
4. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
5. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
6. I will use my mobile phone/s only at the times agreed to by the school during the school day.
7. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
8. While at school, I will:
 - access, attempt to access, download, save and distribute only age appropriate and relevant material
 - report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
 - not show others
 - turn off the screen or minimise the window
 - report the incident to a teacher immediately.
10. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or

programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programs.

11. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, also is covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
12. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
13. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
 - my full name
 - my address
 - my email address
 - my phone numbers
 - photos of me and/or people close to me.
14. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
 - not intentionally disrupting the smooth running of any school ICT systems
 - not attempting to hack or gain unauthorised access to any system
 - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
 - reporting any breakages/damage to a staff member.
15. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
16. The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
17. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement.

Return the signed Use Agreement to the school.

I understand that Surabaya European School will:

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on school ICT equipment/devices at school, or at school related activities; and enforcing the cyber-safety requirements detailed in Use Agreements
- respond to any breaches in an appropriate manner
- provide members of the school community with cyber-safety education designed to complement and support the Use

Agreement initiative

- welcome enquiries at any time from parents/caregivers/legal guardians or students about cyber-safety issues.

For the Student: My responsibilities include...

- reading this Cybersafety Use Agreement carefully
- following the cyber safety strategies and instructions whenever I use the school's ICTs
- following the cyber safety strategies whenever I use privately-owned ICT devices on the school site or at any school related activity, regardless of its location
- avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- taking proper care of school ICTs. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, I and/or my family may have responsibility for the cost of repairs or replacement
- keeping this document somewhere safe so I can refer to it in the future
- asking the [relevant staff member] if I am not sure about anything to do with this agreement.

For the Parent/Caregiver/Legal Guardian: My responsibilities include...

- reading this Cybersafety Use Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in the school's work to maintain a cyber-safe environment
- ensuring this Use Agreement is signed by my child and by me and returned to the school
- encouraging my child to follow the cyber-safe strategies and instructions
- contacting the school if there is any aspect of this Use Agreement I would like to discuss.

CYBERSAFETY USE AGREEMENT

We have read and understood this Cybersafety Use Agreement and we are aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of student..... Group/Class

Signature of student..... Date.....

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian..... Date.....

Please note: This agreement will remain in force as long as your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing.

PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.

Surabaya European School;
Pakuwon Golf and Family Club, Villa Bukit Regency,
Pakuwon Indah Surabaya 60123,
Indonesia



SURABAYA EUROPEAN SCHOOL STUDENT HEALTH FORM

STRICTLY CONFIDENTIAL

This information will assist the school and supervising teachers in the preparation and planning of a medical situation involving your child.

Student's name: _____ Date of birth: _____

Parent/guardian's full name: _____

Address: _____

Telephone no. – home: _____

– work: _____

– mobile: _____

Name of family doctor: _____

Telephone no: _____

Medical details

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety at school?

Yes No

If "yes", please give details:

Is your child allergic to:

Penicillin

(Please give details)

Any other drug

Any food

Other

Date of last tetanus vaccination: _____

Medical Information

Parents/guardians are requested to make arrangements with the school for the safekeeping and handling of prescribed medications.

Is your child presently taking tablets and/or other forms of prescribed medication? Yes No

Does your child self-administer the medication?

Yes No

If "yes", state name of medication, dosage and frequency of use:

Other information

Please provide any other information about your child that will enable the school to provide better care for your child.

Surabaya European School;
Pakuwon Golf and Family Club, Villa Bukit Regency,
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Indonesia



REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Please note that the school will not administer medicine to your child unless you complete and sign this letter, and the Principal has agreed that the school staff can administer the medication.

Dear Principal,

I request the administration of medicine to:

Student Details

Surname..... First Name.....

Male/Female.....Class.....Date of Birth.....

Address.....

Condition or illness.....

Medication

Name/Type of Medication (See container).....

For how long will this medicine be administered?.....

Date Dispensed.....

The above medication(s) have been/have not been* prescribed by a doctor. They are clearly labelled indicating contents, dosage and the child's name in full.

*please delete as appropriate

Directions for Use Dosage and Method.....

Times of Administration.....

Any special precautions.....

Any possible side effects.....

Is supervised self administration possible?.....

Contact Details Name

Daytime Telephone Number.....

Mobile Telephone Number.....

Relationship to student.....

I understand that the medicine must be delivered personally to the school and that the school will only be able to administer the medicines if it can make the staff time available. I understand that I remain responsible for ensuring that my child receives administration if the school is unable to.

Signed.....

Date

For completion by the school I agree to arrange for the administration of medicines requested by the parent.

Signed

Date

Surabaya European School;
Pakuwon Golf and Family Club, Villa Bukit Regency,
Pakuwon Indah Surabaya 60123,
Indonesia