



Royal British International School

www.royalbritishinternational.com

The Best of 21st Century British Education in Yangon, Myanmar

Dear Parents/Guardians,

Greetings from Royal British International School!

It always amazes me how many incredibly diverse learning experiences the students, teachers and whole school community manage to squeeze into such a short space of time at Royal British International School, despite only being in its 2nd academic year.

It is extraordinarily fulfilling to facilitate, encourage and observe so many wonderful learning experiences happening on a daily basis. Being part of an exciting, innovative and energetic leadership team instils me with great confidence and optimism for the future progress and continued development of Royal British International School.

Here are the Highlights for September 2019 and the 2019 Parent Mixer

1. IB Cultural Day Celebrations



Royal British International School is a highly diverse school community. Families and Staff speak 20 different mother tongue languages, including English, Japanese, Spanish, Italian, Hindi, Nepali, Myanmar and Vietnamese.

To celebrate this diversity, the school hosts an annual Cultural Day Celebration for the whole school community. Primary Years Program (IB PYP) students get the chance to proudly share their cultural backgrounds.

This year's event was based on 'Similarities as well as Diversities' as the event links to the IB Learner Profile. I noted a commonality between many of the IB learner profile attributes and the characteristics of what makes a strong student. For example, they are risk takers, principled and balanced.

We owe a very special thank-you to The Embassy of Malaysia and The Philippine Embassy in Yangon for their generous and heart-felt contributions to this fantastic event.

Students moved from class to class and table to table, observing cultural artefacts, food and books.

In recognition of the great effort made, we would like to acknowledge the following:

Best Costume: Hanna - Grade 1 (Japan) & Moe Myat - Grade 4 (Japan)

Best Displayed Countries: Philippines & Malaysia

Best Performance: India & Philippines

Best Food: Japan

Best Teacher Costume: Ms. Junie

[The video for the Event is on RBIS Facebook Page](#)

2. School Field Trips



School trips are one of the things school children look forward to most during their school life, and the experiences and memories from them are extremely durable.

A school trip, with its natural dynamic environment, provides a learning venue that matches their natural inclination to know more about the world around us, and engages even those with short attention spans and puts the learning subject in a real-life context.

The Primary Students went to Indoor Sky Diving Yangon, where the students got fired up about maths and physics when they see these scientific fundamentals come to life in a wind tunnel. This STEM program inspires and educates students through an immersive, education program where they first learn the background science and technology, and then defy gravity by flying. It is so much more than a field trip - it's an enriching day of fun learning that they'll remember the rest of their lives.

3. Secondary School Camp to Ngwe Saung



On 13th, 14th and 15th September 2019, RBIS held its annual introductory leadership camp in Ngwe Saung. Located around a 6 hour drive from Yangon, other than Ngapali, Ngwe Saung is known as one of the the best, cleanest, the most exclusive beach destinations, and also as the brightest beach destination closest to Yangon. 12 children from our secondary years program joined us for a fun-filled weekend ahead.

Students arrived punctually at school that morning, all set and delighted for the adventure they were about to embark upon. We next headed out from RBIS punctually at 8:00am, to find that the bus was already ready to head to the destination!

Upon arrival at Eskalar Hotel Ngwe Saung, welcome drinks and the friendly staff of the resort greeted the students. Children rushed to their designated rooms after being placed in respective groups and rushed back to the meeting point to kick-start the exciting team building and leadership games.

The icebreaker was a fun session where students had to interact with one another without words to be able to learn more about themselves, followed by a tall tower game where they had to build the tallest tower only with the materials provided to them. More of such games were played such as lifting the pail with their feet, “trust your leader” exercises and a scavenger hunt. Each group was also challenged to “steal” each other’s team flag to score points.

Children had the opportunity to walk around the beach to discover the beautiful water and the lovely surroundings in the vicinity of the hotel.

The day concluded with dinner and the children then went for a midnight trail around the island before finally getting some sleep.

The second day was as exhilarating as the first! After a much-needed breakfast, children gathered by the reception to visit the Elephant Sanctuary which allowed them to learn more about these beautiful indigenous pachyderms and the lives of the resident elephants.

The morning was then followed by games, and students got a chance to dip into the swimming pool. The moment they were waiting for finally arrived; the award recipient announcements at the Camp Fire. The winning team was Team B and they will be hosted with a lunch reception at RBIS.

The objective of an introductory camp at the beginning of the year is to get the students adapted to each other and their faculty.

Camps are also beneficial for children to be able to be more expressive during the academic year. We are confident that students have had the opportunity to develop themselves during the camp and we hope more children will join us in the future.

[The video for the Event is on RBIS Facebook Page](#)

4. RBIS Charity Clinic

We're Invested in Our Communities - Max (IGCSE 2) Sai (IGCSE 2)



Caring for our patients not only means being an active and dynamic partner in their urgent and on-going medical care in Yangon. Caring for our patients also means being an active member of our community through sponsorships and donations.

The RBIS Charity Clinic is committed to meeting the health and wellness needs of our local community, and we support programs and events that strive to do the same. As a charitable organization, we give careful consideration to local non-profit organization requests for funding as we believe in the importance of building better communities in the area where we live.

The Clinic requires donations in the form of Medical Supplies (i.e. Wheelchairs, Medications etc), Cash (a small monthly donation would help the clinic support its work) and referrals.

5. International Baccalaureate Training for Teachers

IB CERTIFICATE IN TEACHING AND LEARNING

During the Semester 1 Holidays, teachers at RBIS will be attending an International Baccalaureate training workshops that will be conducted by an external trainer from the IB. These workshops are not only intended to improve the performance and competence of staff, but most importantly, they are meant to impart self-improvement/development skills. These training workshops will offer great insight into members of staff as well as moulding them into holistic and productive citizens beyond the school environment.

6. International Engineer Summer Internship - University College London (UCL)

The Young Engineer Summer Internship

University College London

[24th July - 2nd August 2020](#)

OR

[21st August - 30th August 2020](#)

The Young Engineer Summer Internship is a once-in-a-lifetime opportunity for aspiring engineers to undertake the work experience of their dreams in London. Over the course of 10 days, students aged 15-18 will have some of the most prestigious experiences of engineering that one can imagine: experience-days at the **Airbus ExoMars facility** and **Jaguar Land Rover** and an Engineering 'Supercar' trip to **Lamborghini and Pagani** in Italy.

Join us for a life-changing experience that will serve as an outstanding differentiator on your university application form and set you up for a future as a successful engineer. For more information on the program, please kindly contact me.

For the full camp itinerary please click the attached link - [Young Engineers Summer Internship](#)

7. Parents Mixer/Updates - Topics Discussed



The Parents Mixer at RBIS is always a much anticipated event for parents and teachers alike. The teachers are eager to meet with the parents and discuss the welfare, challenges and way forward in regards to the learners' academic and pastoral wellbeing in school.

The turn up to the September 21st Parent - Mixer was very good and we are grateful to those parents that made the effort especially those who are not resident in Yangon.

The Parents were able to meet with each individual subject teacher of their children and discuss in depth the challenges that the learners were facing academically and otherwise.

This parent mixer was very interactive since the parents came in with their children at their convenience and had ample time to discuss with the teachers and administration.

Here are the points discussed:

School Organisation

RBIS is led by the School Managing Director, assisted in the Senior Leadership Team by the School's Principal - Operations & Learning, and the - Vice Principal - Learning. The daily academic and Operations is overseen by the Schools Academic Department and Schools Operational Department.

Keeping in touch with you and building community

In RBIS, we strongly believe that parents play a vital role in the education of their child. When parents have questions about any matters such as class/home assignments, tests, behaviour, and/or curriculum, they are encouraged to schedule an appointment to see their child's teacher.

Class Dojo

We use the Class Dojo App to communicate securely with parents about their children online. The app offers a Facebook style interface which manages the flow of frequent information from school to home.

Parents are sent a passcode which connects them to their child's account - we use Class Dojo from Grade 1 all the way through to IGCSE

It provides an easy way for you to join the conversation. It is secure and personal to our school and provides information in an easy to use format similar to Twitter and Facebook.

Class Dojo has four main elements:

- **Digital Sticker points** - we will only use these at certain times of the year. Whilst many schools use these frequently - they are not the reason for us to use Dojo.
- **Student Story** - your child's learning can be recorded in their very own portfolio, not necessarily everyday but often enough that you have a flavour of what is being learnt in class.
- **Class Story** - general class news and celebrations, reminders and updates.
- **School Story** - news from across the school, on the day it happens, informing you about whole school events, sporting results and other whole school information and updates.
- **Pupil Portfolios** - your child can share work with you through the app.

We use Class Dojo to keep in touch with you about school events, send reminders, send celebratory messages about learning and community activities.

Face to Face Communication

We welcome the opportunity to meet with parents. There are many scheduled opportunities to meet with teachers on a range of topics, and these can all be found on the calendar, including conferences, mixers, and sessions regarding special. Other opportunities focus on understanding the IB programmes, on our partnership with external organisations that help us provide services for learning needs, or on addressing topical learning and development needs.

If you would like to speak with a teacher about your child's progress, please contact the school administrator directly. For other questions, a detailed list of contact persons is provided at the end of this email.

Newsletters/ Highlights/Powerpages

RBIS publishes a monthly newsletter, this is given to each student before the 7th of each month. Parents will also receive an email from myself with the Highlights (a little more in-depth news about RBIS from myself) This will be emailed to you by the second week of every month. Students will also receive a power page before the 7th of each month outlining all of the learning at RBIS.

School Website:

Your parent resources page on the RBIS Website (www.royalbritishinternational.com) will connect you to all of the schools updates such as:

- School calendar
- Monthly Power Pages
- Monthly Newsletters
- Monthly Highlights
- Learning Resources

E-mail

Your child's teachers may e-mail you for a variety of reasons, ranging from requesting a meeting to informing you about current progress, from keeping you up to date about upcoming events to making special announcements.

Written Communication

On occasion, RBIS may send communication via your child. This normally includes important messages from the Managing Director, the Principal, or teachers.

Parents Teachers Association Committee (PTA)

Parent volunteers enrich the RBIS experience for children, families and staff in so many ways. They contribute as field trip chaperones, guest speakers, organizers, and cheer leaders, and support school events and values at home and throughout our children's lives. The PTA Committee is as follows:

1. Mr. Mrinal Mukherjee (PTA Chairman)
2. Ms. Sugatawagawa (PTA Vice Chairman)
3. Mr. Alex Lee (RBIS Committee and Blyton Dahl International Preschool Committee)

Attendance Policy

We want all of our pupils to have success in school and success in later life. Good attendance in school is essential. Good learners attend school.

We aim to achieve good attendance by operating a policy within which staff, pupils, parents and others can work in partnership.

The School will monitor attendance and ensure quick and early intervention if/when a problem is identified.

The School promotes good attendance by:

- Developing a positive classroom climate in which a positive group identity produces welcoming lessons.
- Having high expectations of prompt attendance throughout the school day.
- Ensuring that attendance is a feature of assessment data inserted in the Students Report Card.
- Monitoring lateness.
- Reducing the number of persistent absentees (PA) (pupils with an attendance below 90%)

Pupils are expected to attend school every day unless there is a good reason for absence. Where a pupil is absent from school the school must differentiate between authorised and unauthorised absence.

Apart from illness, permission for absence from school must be requested in advance. Holidays are not permitted in term time and cannot be authorised.

Lunch @ RBIS Canteen

Lunches are provided by the school at an additional cost to parents. Lunches are prepared by Food Fare Restaurant and by our dedicated chef, with fresh, organic and local products.

We provide special lunches for those students who have **Special Dietary Needs, Food Allergies or Cultural Preferences**.

We kindly ask our parents to inform us immediately about any of the mentioned needs.

Parents on Campus

We are very proud of the community feel at RBIS which extends to parents. The building is designed purposefully to encourage one of our foundational goals at RBIS - Learning Well, Enjoying Life and Exceeding Expectations. We encourage parents to feel welcome to use the Canteen. All other school social spaces are designed specifically for student use as we extend learning beyond the classroom. Parents are strictly not allowed in learning areas unless accompanied by a member of staff.

Learning Support

Students who require additional modifications to their academic programmes receive assistance from one of our Learning Support Teachers who provide guidance and strategies, pull-out, and/or in-class support from 3:00pm - 4:00pm.

Under certain circumstances, parents with students who have significant learning needs may be required to pay for a Learning Assistant who will serve in a 1:1 capacity with their child.

Co-curricular Activities

Numerous sports and recreational activities are lined up throughout the year for our students. Activities like Badminton, Basketball, Futsal, Young Entrepreneur Club, Swimming, Smart Passive Income, Drama, Culinary Arts, and more, create a fun filled, exciting and healthy venue where students can exhibit and apply not just their learned motor skills, but their positive sociological and psychological skills as well.

Issues of Concern

For your child's well-being and for the school to be able to handle your concerns as soon as possible, it is imperative that issues of concerns are addressed promptly to the appropriate staff member. Parents are to first address the RBIS staff member involved directly (e.g. class teacher or subject teacher).

Grievance Procedure

It may happen that parents have questions or concerns that cannot be addressed or answered using the above procedures and/or parent does not think their concern is still resolved. In such case, the following procedure should be followed:

- Parents should request to meet the Vice Principal who will act as a mediator.
- If, after mediation, parent is still dissatisfied with the resolutions, actions, etc., the parent may bring their concern to the Principal/Managing Director.

If a parent needs to raise a concern or complaint about the school's general operations, parents are requested to contact the Principal directly.

RBIS expects that all parties, when addressing concerns and complaints will

- maintain confidentiality
- act in good faith and in a calm and courteous manner
- acknowledge that their common goal is to achieve an outcome acceptable to all parties
- show respect and understanding of each other's point of view and value difference - recognise that all parties have rights and responsibilities which must be balanced - acknowledge that decisions are always based on what is best for RBIS students in general

In order for the school to be able to fully investigate a complaint, the school does not consider or proceed with anonymous complaints. Anonymous complaints also raise natural justice issues for respondents who have a right to know the particulars of the allegations made against them.

A concern or complaint is considered to be resolved when the parent and the respective RBIS staff member agree on an appropriate response or remedy. Possible responses and remedies include:

- an explanation
- an agreement on ways to manage differences
- an apology or expression of regret
- an admission of fault
- the provision of counselling or other support

It may not always be possible to fully resolve all concerns or complaints to the parent's satisfaction.

If the complaint remains unresolved at the completion of all the above procedures, the Principal may refer the complainant to the Board of Directors.

Disciplinary Policy

When a student breaks a school rule, there are consequences. The consequence is always related to the misbehaviour. Parents will be contacted if a serious behavioural problem occurs.

Disciplinary action procedure:

- Verbal warning
- Contacting parents
- Informing relevant school section Coordinator
- Informing Principal
- Calling a parent-teacher conference

In serious offenses, a student might be suspended for maximum of five school days or expelled. Serious offenses include:

- Posing a danger to the physical well-being of other pupils or self
- Injuring or bullying another person (or threatening to hurt another person)
- Continued and wilful disobedience
- Intentionally damaging or stealing private or school property (or threatening to do so)
- Sexually harassing another person
- Using racial or ethnic slurs, profanity, or obscene language
- Severely disrupting school or classroom activity
- Leaving the school without permission or cutting classes excessively

A student facing suspension will receive an oral or written notice of the charges and of the evidence, and is entitled to an informal hearing with the student's parent/guardian.

An immediate suspension can be imposed only when a student is disruptive after a serious incident and only for the remainder of that school day. Before immediate suspension, the school will notify the parent/guardian.

While suspended, a student may be required to attend counselling and complete regular schoolwork at home or in school depending on the suspension type.

Equipment from Home

Students are encouraged not to bring any unnecessary items or equipment from home to school. No expensive items, such as jewellery, electronic devices are allowed to be brought to school.

The school takes no responsibility for items that are lost.

Festivals and Celebrations

RBIS honours both Myanmar and international celebrations and festivals. In order to help our students learn and appreciate the rich multicultural life of our community, RBIS welcomes parents to share their national and cultural celebrations with the school community.

Parents are requested to kindly inform their child's class teacher or the Principal in advance to help us facilitate the celebration, adjust our schedule if needed, and to give us time to inform our school community.

Please inform your child's class teacher if there are any events which you may not want your child to take part in, for example; due to religious convictions.

Health

Each student will be given a Medical Form to be filled at the time of enrolment. Medical information needs to be updated at the end of each school year. The information will be maintained with the student's records at the school. It is very important that an updated emergency contact number is provided to the school so that parents can be reached at all times.

First aid and medical services are provided at the school in case of minor injuries and illness. Most RBIS staff members are trained to give first aid and secondary care, and their skills are updated regularly.

In a case of more severe illness or serious accident during the school day, parents/guardians will be notified immediately. If necessary, emergency services at RBIS Charity Clinic will be provided.

Parents are advised to keep their child at home in case of sickness (fever, diarrhoea, vomiting, eye infection, cough, etc.) wherein a child cannot participate in the entire day program. The class teacher must be informed of any medication, illness or condition which may have an effect on the student's school work and the School Principal must be the one to administer all medications.

Lost and Found

The lost and found is located at the school management office, where lost items may be claimed. However for the secondary students, they will be able to claim their belongings after paying a 1000MMK fine (that goes to the Charity Clinic) this instil a discipline to be responsible. It is always wise to label personal items with the child's name, so that it can easily be identified.

Safety and Security

Schools are required to care for the safety and welfare of the students under their care. This duty requires the school to take the necessary and reasonable steps to ensure student safety from known, and reasonably foreseeable, risks of harm or injuries. In RBIS, this duty of care concerns all staff.

RBIS has crisis plans in place to meet emergencies that could arise during the course of the school year. The Principal and staff review these annually. Fire drills are held regularly and procedures are frequently reviewed.

The School has emergency procedures to evacuate the building in case of fire or other emergencies. The procedures are available in the school office for parents to review.

Tardiness

Pupils who arrive late disrupt the class and often miss important concepts. Pupils who are late should present a note from parents or guardians explaining reasons for lateness. In lieu of a note, parents may also telephone the school office if they wish to. Tardiness is reported daily on our attendance book.

Transfer and Withdrawal

If you need to transfer/withdraw your child from the school, RBIS requires one month prior notice in writing from the concerned parents/guardians. The notification should indicate the student's last day of attendance.

The parents and guardians would be issued a 'clearance form' from the office indicating that all the fees and debts have been paid and all the items (textbooks, Library books etc.) belonging to the school have been returned before the withdrawal is effective. Without the filled and signed clearance form, the School will not be able to issue the Student's Leaving Certificate.

Birthday Parties

Birthdays are exciting for elementary students, and we wish to share in your excitement. Please take notice of the following guidelines if you would like to celebrate your child's birthday at school: Tell your child's teacher you are coming at least 24 hours in advance. Celebrations can take place during your child's lunch time only.

Bring individual portions of snacks/cake (ex. Cupcakes). Bring your own plates/napkins/forks.

Together We Build The Future Generation

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