



# Student | Parent Handbook

## Primary School 2019-2020



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# International School of Siem Reap (ISSR) Thank You for your support!

We are One,  
But We are Many

ISSR  
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Maths

Name: \_\_\_\_\_

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Literacy

Name: \_\_\_\_\_

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Science

Name: \_\_\_\_\_

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Homework

Name: \_\_\_\_\_

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Literacy

Name: \_\_\_\_\_

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## Mission Statement



It is the aim of the **International School of Siem Reap (ISSR)** to prepare our students to become responsible world citizens who embrace a commitment to life-long learning. Also, to apply learning to their own self-improvement and the benefit of local and global communities.

We believe that it is vital for **ISSR's** students to learn to live alongside and to respect those from other countries and cultures. We expect our students to respect others and encourage an environment of care and support for each other. We also support and value the unique qualities, interests and talents that each student brings

to our school community. We are proud of our diverse student body and know that as our students are taught to understand, respect and value those who are different, they also learn to value and respect themselves.

### Background

**ISSR** Primary School was established in August 2007 in central Siem Reap with the Secondary School added in 2011. We







provide a quality educational programme that is fully in line with the British National Curriculum, taught by professionally trained teachers, to our students from Nursery through to Year 6. **ISSR's** class teachers are fully qualified, with either a first degree in Education or in a related professional discipline and additional education qualifications. All our teachers are fluent English speakers. Our school is equipped with modern facilities for both students and staff, of which our computing suite and 25m swimming pool are but two. We also have separate EYFS (Early Years Foundation Stage) amenities and an EYFS playground equipped with facilities to encourage the development of their fine and gross motor skills.

**ISSR's** students represent over 15 nationalities. We believe that the diversity of our student body is one of its greatest strengths, supporting the school's mission to prepare its students to be responsible and informed world citizens.

### [The School Year](#)

The school year has three terms. All students are assessed three times per year so that the progress of our students can be continually monitored. All students receive formal reports in December and June, and parents also have the opportunity to meet with their child's teacher to discuss their progress at this time. Enrolments are accepted throughout the year as long as



there is available space in the required year group.

### Class Sizes

The maximum class size from Nursery to Year 6 is 24 students. Each class has one class teacher and at least one teaching assistant. Should the school receive more applications for a class which is at full capacity, children will be placed on a waiting list for that particular class; providing the registration fee is paid. Priority will be given to children whose siblings are already enrolled at ISSR.

### Attendance

Children are expected to attend ISSR for the entirety of the school year (August—June, excluding holidays). This is to ensure they will make good progress in their education throughout their time at the school. The school calendar is available at the front of this handbook on our website [www.issr.edu.kh](http://www.issr.edu.kh) or from the school office. Should any unforeseen



calendar changes occur, parents will be informed by email, letter or via the school's website.

### The School Day

The school day for Primary students begins at 7:55am with the first bell. Students can arrive at school from 7:30am. Any student arriving before this time, must wait at the waiting area until collected by a TA. Students in Reception 2 to Year 6 line up before going to class with their teacher. Nursery and Reception 1 children go directly into their classrooms when they arrive. One morning a week, students from Years 2-6 come together for assembly. This is led by a member of SLT (Senior Leadership Team) and is usually related to the personal, social or health development of the students. An







EYFS and Year 1 assembly is also held weekly and is an opportunity for EYFS students to come together and celebrate what they have been learning. Students are given two breaks during the day; a 20 minute snack break in the morning and a 45 minute lunchtime break. School finishes at 3pm for all full-day classes (while Nursery and Reception 1 finish at 11:30am). It continues until 4pm for our Khmer School students and for those students who participate in after school sport or cultural clubs. Optional dance and music lessons are available until 4:45pm for Khmer School.

### British School Curriculum

ISSR Primary School follows the acclaimed British National Curriculum. This

ensures the social and intellectual development of each individual student so that by the end of their time with us they will have been educated to an internationally recognised standard, preparing them for further study at ISSR Secondary School, another internationally recognised school or in another country. Our teaching activities support a wide range of individual learning styles, while building the basis for a deep academic understanding of life's principles in a wide range of subjects.

Subjects are taught in English (with the exception of language classes). The subjects taught are: English, Maths, Science, Topic (History / Geography), Design & Technology, Art



& Crafts, Modern Foreign Language (Chinese or French), Music, PSHE (Personal, Social and Health Education), PE (Physical Education) and Computing. A bilingual English-Khmer programme is available for Khmer students who wish to complete their schooling in both languages and curricula.

### Extra-curricular Activities

In addition to the established school curriculum, ISSR offers a variety of different activities and clubs through our after school programme. These include cooking, dance, martial arts, computing, school band, multi-sports training, music lessons, drama and visual arts, with more subjects being added throughout the year.

All information regarding fees for these extra-curricular activities can be obtained from the school office.

### English Language Support (ELS)

This is compulsory for students who require additional support with English in order to fully access the Curriculum at their year group level. Students attend ELS classes until they meet the expected speaking, listening, reading and writing standards for their age. Placement in ELS classes will usually be decided at the time of enrolment and will incur an additional fee for the first academic year. However, the class teacher may decide to place a student in the ELS programme at anytime during the year.





Information regarding our ELS programme can be obtained from our school office.

### School Rules and Policies



All parents are requested to make themselves aware of the school policies that apply to the day-to-day life of their child. These school policies cover all aspects of educational provision at ISSR as well as broader managerial issues. They inform and protect all members of our school community. Policies can be viewed at the school office at any time. The main school policies directly affecting parents and children are outlined below.

### Queries

For routine matters relating to a child's academic progress and classroom activity, please bring to the attention of the classroom teacher. Parents are asked to make an appointment with the office for outside of class time. Should you have any further questions or concerns after meeting with your child's teacher, you may make an appointment with the office to speak with the school Principal.

Parents are not permitted to enter classrooms for this or other purposes without

prior appointment with the class teacher, or without being accompanied by a member of the administration or teaching staff.

For all other questions not specifically of an academic nature, please make an appointment to speak to our administration team or the Principal.

### Attendance & Punctuality



### Attendance & Punctuality

Good attendance is of prime importance for the educational development of all students. A student should never be absent unless absolutely necessary. Missed learning, discussion and group interaction can never be totally made up.

It is deemed disrespectful and disruptive to class activities when children arrive late to class. In order to promote and maintain good punctuality throughout the school, the Punctuality Cup is given to the class that is most punctual each week.

A pattern of continual lateness will necessitate a conference with parents, and can also lead to a student's removal from the school.

## Absences

When a student is absent from school, the parent /carer must notify the school by telephone prior to 7:50am. If possible, inform the school of the expected duration of the absence. To report an absence, please call the office on:

**012 87 87 82 or 081 87 87 82**

## Authorised and Unauthorised Absence

There is a difference between authorised and unauthorised absences. Absences for the following reasons will be considered authorised:

- Illness;
- Family emergencies;
- Religious observances

If notification is not provided, such absences will be considered unauthorised.

A pattern of unauthorised absences will necessitate a conference with parents, and can also lead to a student's removal from the school.

For planned absences, we strongly request that parents plan vacations to coincide with school holidays. We request advance notification of vacations and other planned absences that are to occur during term time.

For students where a prolonged absence from school is anticipated, parents are invited to make an appointment with their child's teacher to discuss how academic support can best be provided during this period of time. Please note, teachers are under no obligation to provide work for a student's absence during term time.

## Duty of Care

Provision of care on the part of ISSR is dependent on all relevant information being available to the school and that this information is correct and up to date.

Please ensure that:

- Contact details are up-to-date
- Parents/Carers absences or unavailability are always known
- Medical conditions are known
- Vaccination information is kept up-to-date
  - Treatments are known and given or prescribed



At all times, the school will exercise its responsibility to ensure the care and safety of students based on the information at hand. When unforeseen events occur, such information will assist in the proper implementation of any relevant emergency policy.

As part of our commitment to the care of students, **ISSR** ensures that there are members of staff with up to date First-Aid certification on site at all times and that the whole team is aware of emergency procedures.

### Child Protection

As part of our child protection policy, **ISSR** has strict rules regarding the conduct of visitors to the school. Members of staff wear an identity badge at all times during the school day.

Any adult who is not a member of staff, must wear a visitor or collection badge whenever they are on the school premises. This includes parents who are at school to drop off/pick up their children or to deliver lunch.

### Homework

At **ISSR**, homework is given three times a week.



- reinforces what has been taught;

- extends what has been taught;
- links the school and home;
- provides an opportunity for parents to become involved with the school work of their children;
- is recorded by the students in their homework book;
- is evaluated in a timely fashion
- is never used as a form of punishment.

Recommended Average Amount of homework

**Years 1 – 4:** 15 – 30 minutes    3 times/week

**Years 5 - 6:** 30 – 45 minutes    3 times/week

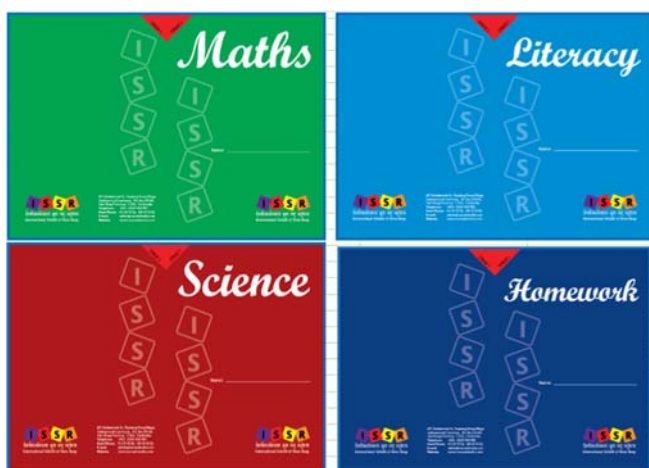
### Enrolment & Registration

**Enrolment:** All new children admitted to **ISSR** are required to pay the full enrolment and registration fees according to each Key Stage of the school programme. Fees for the first quarter are due in August on commencement of the academic school year and then quarterly thereafter.

Enrolment fees are non-refundable and are to be paid in full before the school term starts. Students admitted during the school year will be required to arrange payment of fees before commencement of schooling. A full quarter payment is required, irrespective of when in the quarter a student starts.

**Books, classroom supplies and minor miscellaneous resources or expenses:** This is a separate charge to cover each student's general usage of exercise books, art materials, classroom stationery, cooking classes, science equipment and related materials for other studies throughout the school year. This fee is non-refundable and must be paid in full before the programme starts.

**Certificates of Attendance:** These can be provided to parents who require certification for a foreign national administration with regard to their children e.g. clarification of the curriculum followed at ISSR, key dates of their



child's enrolment or other related academic information. Please contact the school office regarding these.

**Insurance:** All students and staff at ISSR are covered by a group accident insurance policy for injury in the school grounds and during school excursions. (This insurance

does not cover illness while attending ISSR). There is no additional charge to parents for this cover which becomes active once initial fees have been paid.



## Uniforms

### **Foundation Stage and Key Stage 1 Red Polo Shirt**



### **Key Stage 2 Light Blue Polo Shirt**





## PE - Uniform



It is **compulsory** for all children to wear the school uniform while attending school. Our school uniform is categorised by colour according to the Key Stage of the school Curriculum. On the days when they have PE classes, students are required to wear their yellow school PE shirt.

The school uniform can be purchased from the school office.

Parents should be aware that flip-flops are **not allowed** to be worn on the school campus. Closed fitting shoes are required for all children. This is for the safety of children during snack and lunchtime. Students are



allowed to keep a pair of flip-flops in school strictly for walking in the bathroom area during class time. Each child should arrive at school dressed cleanly and neatly. Students require suitable shorts and sports footwear for PE.



Children must be given a **named** water bottle, **named** snack box and **named** lunch box (if applicable). All children attending Nursery and Reception classes require an extra set of clothes, in case they need to change clothes after a shower or after playing outdoors.

## After-School Arrangements

All children are to be collected from outside of the primary school building after school finishes and after any after school clubs. An ID badge will be required for collection.

Parents are responsible for collecting their child promptly between **3:00pm and 3:15pm**. The school will not be held responsible for children who are left behind after 3:30pm unless special arrangements have been made with the school administration. For afternoon Khmer School,

pick up time is between 4pm and 4:15pm or 4:45pm if your child

is studying Khmer dance and music.

Late pick-up

arrangements must be requested by

lunchtime and will incur a daily cost to

parents that will be billed to their quarterly invoices to cover the provision of supervisory staff. Alternatively, use can be made of the school bus collection service in place of the regular family pick-up.



**For late collection without prior arrangement, a fee will be incurred by the parents concerned.**

Children who attend extra-curricular classes must be collected promptly when these are finished. Similar costs to those above will be incurred in the event of late collection.

### Illness & Medication

If a student becomes unwell during the school day, the school will contact the parents

concerned and the child will be taken home by school personnel if parents are not available to arrange for a pick-up themselves. This will incur a cost to parents.



If a child has a case of vomiting, fever or head lice, they must be kept at home until they have recovered. If the school suspects one of these cases, a parent will be called to collect their child from school.

For children with an ailment that does not otherwise prevent their presence in school, **ISSR** cannot take responsibility for administering medicine. However, an arrangement can be discussed on a case-by-case basis.

Parents are responsible for updating their child's vaccinations each year and should inform the school administration whenever there is a change of status regarding such vaccinations.

A record of all medication taken at **ISSR** is kept in the school office.

### Healthy Eating

As we aim to educate the 'whole child' at **ISSR**, this includes their physical health. It is the school's policy that only healthy food is allowed for snacks at school during break time—no soft drinks, chocolates or sweets.



The school recommends that the practice of healthy eating habits should also be reinforced at home.

### Dental Health

Parents must provide their child/children with a **named** toothbrush and toothpaste. Please ensure your child has his/her own toothpaste supply. This applies to all children from Reception 2 class onwards.



### School Property

Students must keep their school equipment at school with the exception of their homework and reading folders which should contain a library book, class reading book and their homework book.

### Cash & Valuables

Children are strongly discouraged from wearing or bringing valuables to school and are specifically requested not to carry money/ cash exceeding USD5 on their person to school. The school cannot accept responsibility for the safe-keeping of any such items.



Children are not permitted to carry cash for ISSR school fees.

## Field Trips

In accordance with the school curriculum, the class teacher will need to take children out of the school grounds on educational field trips.

Prior to such trips, parents are asked to sign the excursion permission slip and return this to school promptly (excluding trips to



other ISSR sites). It is foreseen that the school will carry the expenses incurred for fuel and transportation.

However, on some occasions, parents may be required to pay any additional entrance or other fees incurred by their children prior to a class excursion being allowed to go ahead. By reading this chapter, parents are deemed to have understood the school policy and may be required to pay such costs when incurred at the time of their child/children's class excursion.





On field trip days, parents are responsible for ensuring that their child is equipped with basic items such as a hat, sun cream, water bottle, shorts, uniform, snack and a lunch box. The school will be responsible for the children's supervision, risk assessment and complying with local government regulations.

## Disciplinary Action

At ISSR, children from various backgrounds are enrolled and attend school without prejudice. All children have equal rights, and equal access to school staff and resources. In return, the school expects respect from all parents and children, towards all school personnel including administration staff, teachers, teaching assistants, security

guards, gardeners, drivers, cleaners and any other adults employed at ISSR, as well as

respect for school property and its environment. Children must also show respect to each other at all times. Inappropriate behaviour in terms of actions, body language or verbal expressions will result in the school policy on discipline being applied (parents can view this policy at the school office). At the beginning of each year children will be



from the drop off area. All parents and families must follow the directions of ISSR staff and be courteous and respectful at all times.



## Conclusion

This booklet is intended to give only basic information to parents about ISSR. All other queries regarding e.g. bus collection, school lunches, annual and quarterly fee payment arrangements or any other information can be obtained by arranging a meeting with the administration or by checking on the ISSR website:

[www.issr.edu.kh](http://www.issr.edu.kh)



informed of sanctions for inappropriate behaviour.

## Drop off and pick up procedure

Parents wishing to walk their child to the student entrance gate may do so. **Please do not park in front of the school entrance,** so that traffic can flow. Parents should drive up to the **drop off area**, allow school personnel to assist each child out of their vehicle and walk them onto campus on school mornings. Parents wishing to walk their children into school themselves, must park their car in the parking area, away from the drop off area. All parents and families must follow the directions of ISSR staff and be courteous and respectful at all





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[ ISSR ]  
[www.issr.edu.kh](http://www.issr.edu.kh)  
Facebook: ISSR Primary School

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## Activities of the Year:

### Donations



### PE at the School



### Celebrations





## Swimming Gala



## School Fair



## Reading Competition





## Annual Sports Day



## Safety Training



AND MANY MORE ACTIVITIES THROUGH OUT THE YEAR



# International Schools Library Week

October 2017



## Christmas Concert

December 2017





## School Fair



February 2018



## Open Class Morning



March 2018



## Sports' Days



March 2018







## International School of Siem Reap

### Primary School Calendar

# 2019 - 2020

## Academic Year Calendar

July 19						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
No. of teaching days						

August 19						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
No. of teaching days						

September 19						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
No. of teaching days						

October 19						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
No. of teaching days						

November 19						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
No. of teaching days						

December 19						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
No. of teaching days						

January 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
No. of teaching days						

February 20						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
No. of teaching days						

March 20						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
No. of teaching days						

April 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
No. of teaching days						

May 20						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
No. of teaching days						

June 20						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
31						
No. of teaching days						

July 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
No. of teaching days						

August 20						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
No. of teaching days						

### Khmer Curriculum Testing Dates

Sep: 16-20 Kh Monthly Exam  
Jan: 27-29 Kh 1st Semester  
May: 25-27 Kh 2nd Semester

Oct: 21-25 Kh Monthly Exam  
Feb: 5-7 PS Parent Meeting  
Feb: 24-28 Kh Monthly Exam  
Jun: 3-5 PS Kh Parent Meeting

Nov: 25-29 Kh Monthly Exam  
Mar: 23-27 Kh Monthly Exam

### Term Dates

Aug 12 :	Term 1 Start
Dec 02 :	Term 2 Start
Mar 16 :	Term 3 Start

### Important Dates

Aug 30:	Meet and Greet evening
Nov 8 :	Swimming Gala
Dec 20:	Christmas Concert
Jan 22-23:	School Photos
Feb 12-14:	Primary School Sports Days
Mar 7:	School Fair
Jun 19:	End of School Year Concert

### Parent Meetings

Dec: 9-12	Parent Meetings
Jun: 8-10	Parent Meetings

### Star of the Month

Sep: 3-4	Star of the Month
Oct: 8-9	Star of the Month
Nov: 5-6	Star of the Month
Dec: 3-4	Star of the Month
Feb: 4-5	Star of the Month
Mar: 3-4	Star of the Month
Apr: 7-8	Star of the Month
May: 5-6	Star of the Month
Jun: 2-3	Star of the Month

### Official Holidays

Sep : 27 - Oct 4:	P'chum Ben Festival
Nov : 11-12	Water Festival
Dec : 23 - Jan 10	Christmas Break
Apr : 13 - 24	Khmer New Year
Aug 8-9	Staff in-service
Nov 29	Staff in-service
Mar 13	Staff in-service
May 29	Staff in-service

### Payment in Quarter



វិទ្យាស្ថានអន្តរជាតិស៊ីមរាប ស្ទឹង អៀង សៀមរាប  
International School of Siem Reap

 Cambridge Assessment  
International Education  
Cambridge International School

### Contact Details

The school website [www.issr.edu.kh](http://www.issr.edu.kh) has all school contact details and is updated with information, news, and events continuously.

To contact the school by email please use the following addresses:

Administration:

[admin@issr.edu.kh](mailto:admin@issr.edu.kh)

Principal:

[principal.primary@issr.edu.kh](mailto:principal.primary@issr.edu.kh)

Accounts:

[accounts@issr.edu.kh](mailto:accounts@issr.edu.kh)

To contact the school by phone please use the following numbers:

Tel:

Administration:

[\(012 87 87 82\)](tel:(012)878782)

Accounts mobile:

[\(081 87 87 82\)](tel:(081)878782)

Ring Road St., Kor Kranh village, Siem Reap Commune.  
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Tel: (+855) 012 87 87 82 • [admin@issr.edu.kh](mailto:admin@issr.edu.kh) • [www.issr.edu.kh](http://www.issr.edu.kh)