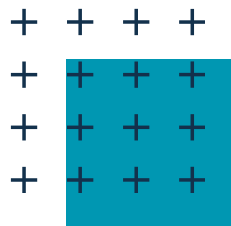




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International School of Siem Reap

# HIGH SCHOOL PARENT HANDBOOK 2023-2024



Academic year  
**2023-2024**

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# MEET OUR DIRECTORS

**Dear Parents/Guardians,**

We are thrilled to have you at the International School of Siem Reap! It is wonderful to see you and your child on our campus. Your trust and support in our school is valued. We commend our team who have worked hard to ensure the safety and quality of education for your child.

At ISSR, we offer a unique opportunity for your child to study both the Cambridge International Education curriculum and the Khmer National curriculum. This means that your child can gain internationally recognised qualifications as well as learn about the culture and history of Cambodia. Cambridge International Education is one of the world's leading providers of academic programs, with more than 10,000 schools in over 160 countries.

We are delighted to introduce a new School Information System called “EDUPAGE”. This system will allow you to access and monitor your child’s progress, timetable, grades, and homework, using a computer or the Edupage phone app.

We are excited to share with you our plans for expanding and improving the High School campus. We have acquired the large block of land next to the school, where we will build new facilities such as science labs, canteen, an assembly hall, administration offices and underground parking. We will enlarge the pick-up/drop-off area, the sports field and the existing building. We will offer a boarding house for students from other provinces who want to study with us. We are committed to providing the best education for your children.

Thank you for your support and we look forward to seeing your child for the next academic year.

Sincerely,

**Phallin Chhun & Neville Turner**

**Directors, ISSR**

## Our Mission and Vision

We believe that education is more than just academic excellence. It is also about developing the whole person, with a clear and valued vision and mission.

### Our Mission

- To value diversity and foster respect, care and support among our students.
- To help our learners appreciate their own and others' unique qualities, interests and talents.

### Our Vision

- We aim to inspire our students to be lifelong learners and responsible global citizens.

## The Cambridge Learner Attributes

- **Confident** in working with information and ideas – their own and those of others.
- **Responsible** for themselves, responsive to and respectful of others.
- **Reflective** as learners, developing their ability to learn.
- **Innovative** and equipped for new and future challenges.
- **Engaged** intellectually and socially, ready to make a difference.

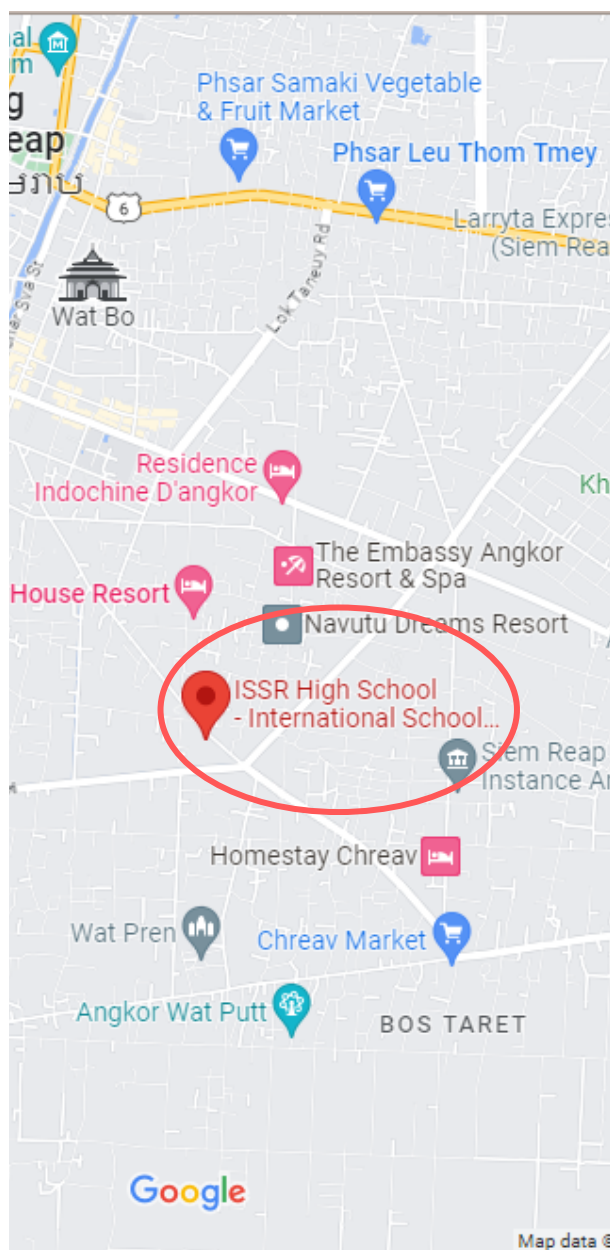
Learn More:

<https://www.cambridgeinternational.org/why-choose-us/parents-and-students/in-class/the-cambridge-learner-attributes/>



# OUR BACKGROUND

ISSR is an independent International School in Siem Reap, Cambodia. The ISSR High School was established in August 2011 in central Siem Reap, following the success of the ISSR Primary School which was established in 2007. We are a rapidly growing school with a deserved reputation as one of the best educational institutions in Siem Reap, and the only institution currently offering AS and A2 Level courses for Year 12 and Year 13 students. ISSR's students represent over 15 nationalities.



ISSR believes that the diversity of its 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 has 120 pupils; 60% are local and the other 40% are from a wide range of countries in Europe, Asia, Africa and the Americas. We are situated at the end of Salakamreuk Rd. near the Ring Road.





# Our Facilities

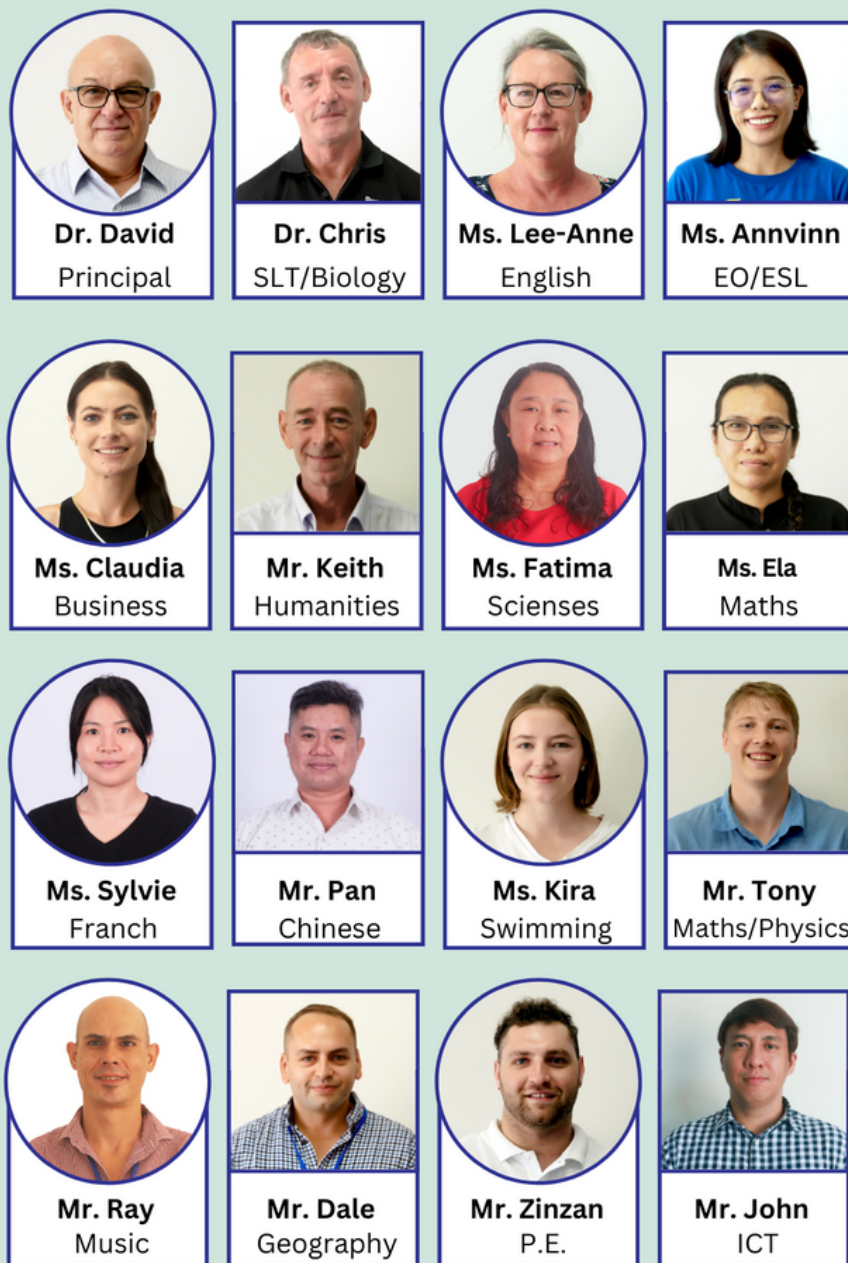
## High School Campus

Our school has 33 classrooms, most of which are equipped with networked computers and data projectors. There is a modern ICT facility, as well as science laboratories, music room and art studio. All of the school buildings have a wireless network and students engage in the use of technology in their lessons. There is a 25m covered swimming pool, volleyball and basketball courts, and a grass playing field.



# STAFFING

The International School of Siem Reap is staffed with dedicated, skilled and committed teachers, ensuring a quality education for your child. The teaching staff in the High School are fully qualified subject specific teachers, with either a first degree in Education or in a related professional discipline with additional pedagogic qualifications and are proficient English speakers with relevant Cambridge curriculum experience. Our staff members are from all over the world and provide an international flavour to the school.





# ENROLMENT

Enrolment of any new student is initially based on an applicant's age, and every new student wishing to enrol at ISSR will have to complete assessments in English, Mathematics and Science to determine whether they will be accepted.



It is ISSR's policy not to place a student in a Year Group more than one year below their prospective age range – this is to ensure that students receive a high standard and socially cohesive education. In certain exceptional circumstances a student may be placed one year above the prospective age range although this is at the discretion of the Principal and based upon the student's academic background.

## REQUIREMENTS

- School reports
- Three passport-sized photos (3x4 cm) of each of the following: the child, the mother, the father, and the nanny
- Passport copy of the child
- Birth certificate
- Vaccination record



# FEES AND REFUNDS

- **Key Stage Discount:** Get 50% off when you move from Key Stage 1 to 2 or from Key Stage 2 to 3.
- **ELS Charge:** New students need ELS assessment. ELS classes are extra if required.
- **Payment Options:** Pay full amount and save 5% or pay in two installments.
- **Enrollment Fee:** One-time payment per key stage, including Foundation Stage.
- **Annual Fee:** Nursery class stationery and consumables start from Aug-2023.
- **Refunds:** No full refunds. Partial refunds apply if you withdraw before school starts:
  - Tuition Fee: Full refund
  - Stationery and Consumable: 50% refund
  - Registration Fee: No refund
  - Enrollment Fee: No refund
- **Returning Students:** Treated as new applicants unless agreed otherwise.
- **VAT Note:** If VAT applies to school fees, it will be added.
- **Cambridge Exams:** Cost recovery policy for CAIE fees.
- **Checkpoint tests:** \$200 for year 9 students.
- **Checkpoint tests:** \$150 for year 6 students.
- **IGCSE or A-Level exams:** \$120 each (\$150 for double award subjects).



# SCHOOL CURRICULUM



**Cambridge Assessment  
International Education**

**Cambridge International School**

The teaching of the Cambridge Assessment International Education (CAIE) curriculum, ensures the social and intellectual development of each individual student. Thus, by the end of a student's schooling, we can provide internationally recognised academic qualifications, preparing ISSR's students for further study in all international universities around the world.

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. All lessons are taught in English and we expect all new students to have adequate English skills to access the curriculum.

The majority of our students are full-time, i.e., they pursue an international curriculum in its entirety. We also have a small number of part-time students who study the core international curriculum in addition to following the Khmer National Curriculum.



# ACADEMIC YEAR

The school year has four terms and two semesters.

Semester 1	Semester 2
Term 1	Term 3
<b>Start:</b> Monday 14th August 2023 <b>End:</b> Thursday 12th October 2023	<b>Start:</b> Monday 08th January 2024 <b>End:</b> Friday 12th April 2024
Term 2	Term 4
<b>Start:</b> Monday 23rd October 2023 <b>End:</b> Friday 15th December 2023	<b>Start:</b> Monday 22nd April 2024 <b>End:</b> Friday 21st June 2024

# SCHOOL DAY

The school day for all students begins at 7:50 am. Students need to arrive and register using the card system before 7:50 am otherwise they will be marked late. Repeated lateness may result in after school detentions.

- School hours: All classes start at 8:05 am. There is a morning break of 15 minutes and a 50-minute lunch break.
- The length of lessons is 55 minutes. This is to facilitate activities prior to the start of lunch thereby ensuring that the School is all-inclusive in terms of full-time and part-time students.
- For full-time students, classes finish at 4:00 pm and for part-time students who study the Khmer National Curriculum, classes finish at 5:00 pm.





# CLASS SIZE

For students studying in KS3 and IGCSE, classes will not exceed 25. Students, and AS/A2 Level classes will not exceed 20 students per subject. WE will not establish a subject for less than 4 students unless the teacher agrees to do the extra time. Should the school receive more applications for a year group which is at full capacity, those applicants will be placed on a waiting list for that particular class providing the enrolment paperwork has been completed. Once a place for a student is made available, the place will only be held if the registration fee has been paid. Priority will be given to applicants whose sibling(s) is/are already enrolled at ISSR.



# ACADEMIC QUERIES



For routine matters relating to academic progress and classroom activity, parents should bring their concerns to the attention of the classroom teacher. Parents are asked to make an appointment outside of classroom time. This can be done over the telephone with the office or in person before or after the tuition times. If for any reason it is felt that concerns have been insufficiently addressed an appointment may then be made via the office to speak to the Principal.

Parents are not permitted to enter classrooms during the school day 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 the Principal or administration.







## AFTER SCHOOL ARRANGEMENTS

There are several arrangements in place for students at the end of the ISSR High School day. Students can return home by bicycle or moto as long as safety measures are followed, or on the school bus. Fees for the school bus are discussed during enrolment. Parents who are collecting students from the Full-Time English Programme must collect their son / daughter promptly between 4:00pm and 4:15pm.



## PART-TIME STUDENT

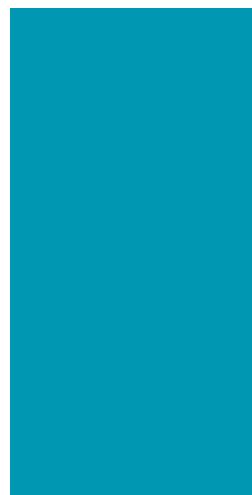
Parents collecting students from the Part-Time Khmer English Programme must collect their son / daughter promptly at the time scheduled for the end of the Khmer Programme should that end later than the International Programme. The school will not be held responsible for students who are left behind unless special arrangements have been made with the school administration. Parents will be contacted if continual late pick up issues arise.



# DUTY OF CARE

The provision of care on the part of ISSR is dependent upon parents and guardians providing the correct information to the school upon enrolment. Please ensure that:

- Contact details are up-to-date;
- The absence or unavailability of parents or guardians is always known;
- Medical conditions are known;
- Vaccination information is kept up-to-date.



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.



# SCHOOL RULES AND POLICIES

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

## ATTENDANCE

All students are expected to attend the full school term each year. This routine ensures good progress for your child's education. The school calendar is printed in this booklet and also available on our website: <https://issr.edu.kh/secondary/high-school-calendar/> or from Administration. Should any unforeseen calendar changes occur, parents will be informed by email, letter and on the school's website.

## INSURANCE

Since January 2011 all pupils, teachers and staff at ISSR have been covered by a group accident insurance policy for injury in the school grounds and during school excursions. (This insurance is not for students' illnesses while attending ISSR). There is no additional charge to parents for this coverage, which becomes active once initial fees have been paid.

## HELMETS

Students arriving to school on motos or bicycles must wear a safety helmet by Cambodian Law. If an accident occurs whilst commuting to and from school, and helmets are not worn, students are not covered by the ISSR insurance policy.

# UNIFORMS

Students are required to wear the ISSR school uniform (royal blue polo shirt with logo), which can be purchased from the office, but students must also adhere to the following:

- Loose-fitting black, dark grey or navy-blue long trousers or shorts below the knees
- If female students wish to wear skirts, that is acceptable provided they are of one of the listed colours, are loose-fitting and extend to the knees.
- Light blue denim is not permitted. However, denim jeans of a dark colour, preferably black, dark grey or navy are acceptable. Any clothing that is ripped or displays any form of logo is not acceptable.
- Sandals, flip-flops, high heeled shoes or open-toed shoes are not to be worn by the students.
- Students are expected to wear the school PE kit for PE lessons and Sports and Games. The same footwear rule as itemised in [4] above applies. Students are required to wear suitable sports shoes for activities.
- Students may wear one wristwatch, one simple ring of a size deemed not to pose a risk in laboratories, workshops or any other area of the school, or which poses a risk to other people.
- No make-up; no coloured contact lenses; no nail varnish; no visible tattoos
- Girls may have one pair of small, simple, stud earrings of a size deemed not to pose a risk in laboratories, workshops or any other area of the school.
- Girls may wear one simple bracelet of a size deemed not to pose a risk in laboratories, workshops or any other area of the school.
- Teachers of Science, Art and Design and Physical Education, and, where relevant, other teachers may instruct a student to remove an item of jewellery if the teacher considers that the item could pose any risk.
- If a student does not wear their blue polo shirt to school, they must provide a valid reason to their Tutor.
- Respectable natural hairstyles with no / minimum colouring.
- When on expeditions (including field trips), school uniforms must be worn unless instructed otherwise by the teacher in charge.
- When attending school for examinations, school uniforms must be worn unless instructed otherwise by the teacher in charge.
- Parents will be contacted by telephone or email if there are recurring issues with uniform and / or appearance in general.





# MEDICATION

If a student becomes unwell during the school day, the school will contact the parents concerned and the student will be taken home by school personnel when parents are not free to arrange for a pick-up themselves. This will incur a small cost to parents. For students 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.



Students may not have any medicine at school. If they need to take medicine during the school day, the medicine must be given to the office with a note explaining what time and how much medicine should be taken. Students may go to the office at the proper time to get their medication and take it.

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

# LATENESS

The current ISSR High School student daily schedule is from 07:50-16:00 for full-time students and 07:50-1700 for part-time students. All students have a 10-minute form period from 07:50-08:00 every morning where they meet with their tutor. Attendance is taken by the teacher on EduPage and students not in attendance by 8:00 will be marked as absent for that period. All students receive an ID card which is used to register their attendance when they arrive at school and monitor when they exit the school at the end of the school day or for sport and field trips. ISSR High School students must adhere to the following:



- Arrive at ISSR before 07:50 and register on the system.
- Be in their form room between 07:50-08:00.
- Students will be marked late if they arrive after 07:50, which will be indicated on their reports.
- If a student arrives after 07:50 they must first report to the School Office to explain the reason for their lateness.
- Students then log in using the card reader situated in the office area. The late arrival will be automatically recorded on the registration system.
- Parents must phone the school office if their son / daughter is going to be late for school owing, for example, to doctor's appointments, bad traffic, accidents and exceptional circumstances.
- Parents will be contacted by telephone or email if their son /daughter is late twice or more in the same week.
- If lateness is a recurring problem, a meeting between the Principal, the tutor, student and parents will be arranged.





# ABSENCE

It is integral to a student's education that they attend school on a regular basis and the ISSR High School students must adhere to the following procedures if absent from school or if they go home before school ends:

- If a student is sick, parents use EduPage to inform the school office before 07:50 so that the Administrative staff can inform the respective teachers and make any additional arrangements.
- If the student takes the school bus the administrative staff should be informed earlier so that transport delays can be prevented.
- When phoning the school office, parents must explain why their son / daughter is absent and when they will be returning to school.



- With regards to absences during the school day, parents must inform the office in advance, providing details such as when their son / daughter will need to leave the school premises, when they will return and the purpose of their absence.
- If a student is going to have a prolonged or planned absence from school, parents must inform the school office in advance, providing details such as when she/he will be absent, the date of return and the purpose of their absence.
- If a student is sick during the school day, it will be at the discretion of the teacher as to whether to send him/her home. The parents will be duly informed of any situations such as this.
- Students are not allowed to phone their parents during the school day to request the parents to allow them to go home early.
- Parents will be contacted if there are recurring problems with their son/daughter's attendance by telephone or email.
- For health and safety and child protection reasons, students should not phone the office to explain an absence; that is the role of the parents or guardian.



## AUTHORISED AND UNAUTHORISED ABSENCES

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

- Illness;
- Family emergencies;
- Religious observances

If a note or letter is not provided, such absences will be considered unauthorised. A pattern of unauthorised absences will necessitate a conference with parents. For planned absences we strongly request that parents plan vacations to coincide with school holidays. We request advance written notification of vacations and other planned absences that are to occur during term time.

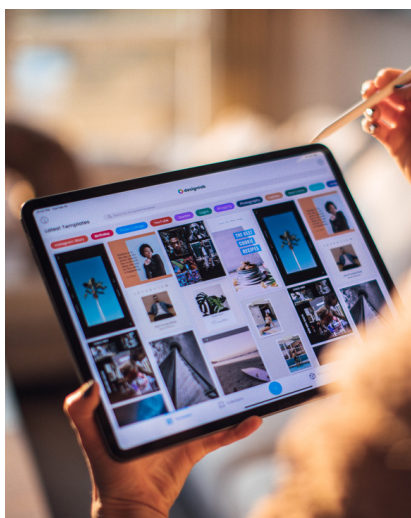
Where a prolonged absence from school is anticipated, parents are invited to make an appointment with the relevant teachers in advance in order to receive the planned assignments and schedule of work.

Upon return to school, the student must present an absence slip signed by a parent or guardian.



# MOBILE PHONES AND ELECTRONIC DEVICES

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This policy applies to all students in the school, except for those in year 12 and 13 who are allowed to use their phones at any time.

Students in year 7 to 11 are not allowed to use their phones outside of lessons, unless they have permission from a teacher or a staff member. The only exception is for checking their timetable as they leave the previous class.

If a student is seen using their phone outside of lessons without permission, the phone will be confiscated for the rest of the day. The student will have to take their phone to the front desk and sign it in. They can collect it at the end of the day and sign it out.

In the classroom, the teacher is responsible for the control of phone use. Students should put away their devices when not required. If the teacher allows phone use for a specific purpose, such as research or homework, students should follow the instructions and only use their phones for that purpose. If a student is observed not following instructions, they will be asked to take their phone to the front desk and the confiscation procedure will apply.

The aim of this policy is to help students use their phones in a healthy and responsible way, both inside and outside of lessons. The school will also provide PSHE lessons to cover this topic and educate students about the benefits and risks of phone use.



# ANTI-BULLYING AND CYBERBULLYING



Anti-bullying and Cyberbullying Policy Bullying is a repeated and intentional behaviour that causes harm, distress or fear to another person or group. It can take various forms, such as verbal, physical, social or psychological. ISSR is committed to providing a safe and respectful environment for all students and staff and does not tolerate any form of bullying. Bullying can also occur through electronic means, such as using devices or platforms to communicate or share harmful or abusive messages, images or information. This is known as cyber-bullying and it includes:

- Sending malicious or threatening texts, emails or calls.
- Using mobile phone cameras to harass or intimidate someone
- Posting derogatory or false statements about someone on websites or social media platforms.
- Hacking or misusing someone's email account or online identity.
- Being rude or offensive in online chat rooms or forums.
- We educate our staff on how to prevent and respond to cyber-bullying and has systems in place to protect and support students and staff who are affected by it.
- We also restrict access to inappropriate websites and monitors ICT communications within the school network.
- We reserve the right to take disciplinary action against anyone who engages in cyber-bullying.



# COMPLAINTS AGAINST TEACHERS

## Complaints against teachers

### The Formal Procedure

#### Principles

- At every stage of the formal procedure, the handling of the complaint will be:
- Non-adversarial
- Swift (using agreed time limits)
- Fair (using independent investigation where necessary)
- Confidential

#### Informal Complaint

You can contact the school if you are unhappy about something. We will try to fix it quickly and listen to what you want. We will answer you in 15 school days or less. We can talk to you or write to you. We will keep a record of your complaint. If we need more time, we will tell you why and when we will reply. We will also tell you what to do next if you are still not happy. If your complaint is about a teacher or someone else in charge, or if the Principal thinks it is serious, we may skip this stage and go to the next one.

#### Formal Complaint

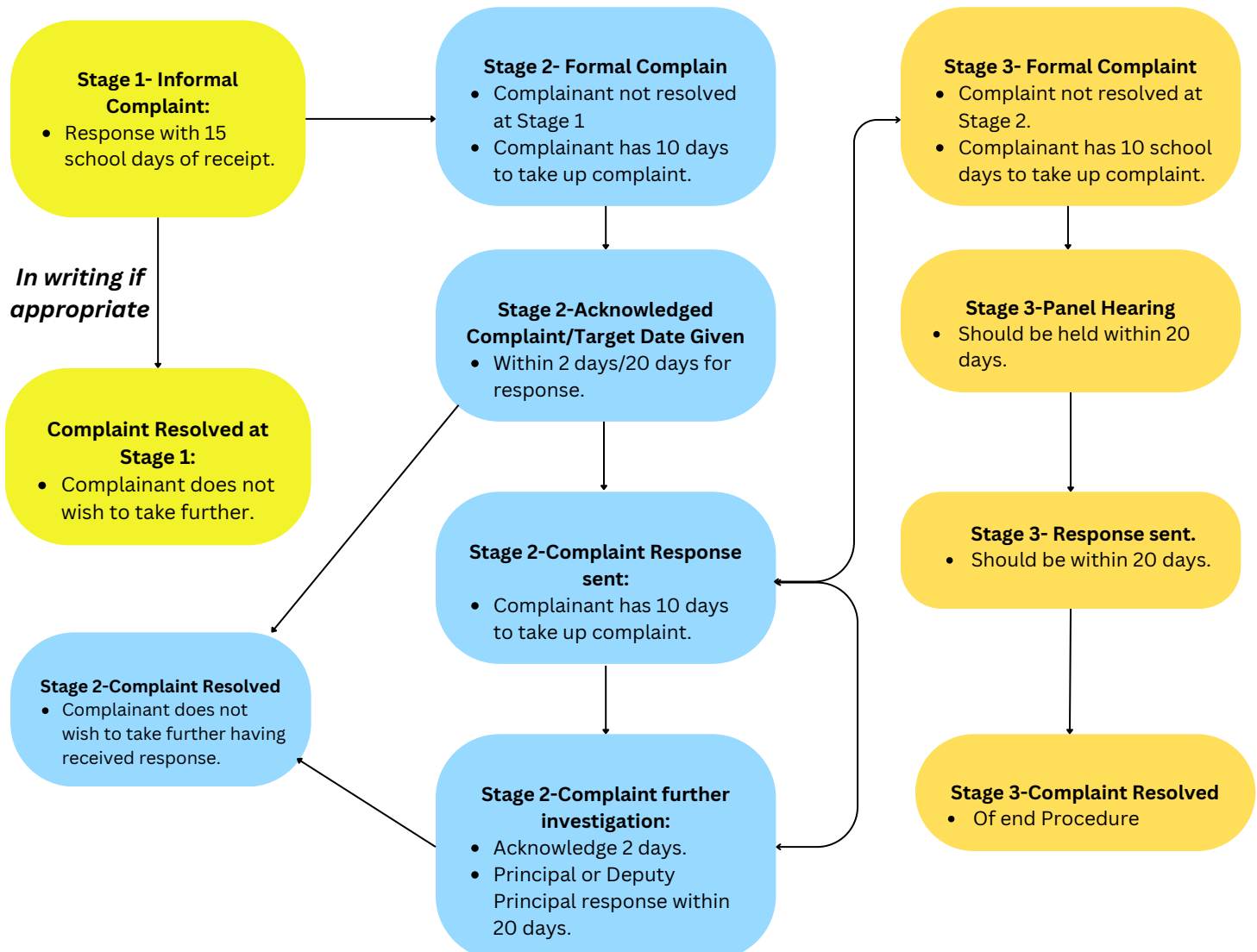
You can write to the Principal if you are not happy with the answer from the teacher or person who looked into your complaint. Or if the Principal thinks your complaint is serious, they may skip the first stage and investigate it themselves. You should write what you want to happen because of your complaint. You should do this within 10 school days after you got the first answer. We will reply to you in 2 school days or less and tell you when we will finish looking into your complaint. This should be within 20 school days or less. If we need more time, we will tell you why and when.

The Principal may meet with you to talk about your complaint. You can bring a friend or someone else to help you. The Principal will also talk to anyone else who is involved in your complaint. We will keep a record of everything. We will try to solve your complaint quickly and fairly. The Principal will write to you with the result of the investigation and what we will do next. If your complaint is about the Principal or they have already been involved, we may send your complaint to the Directors at the next stage. The Directors may ask someone else from the school who is not involved to help them with the investigation.

Complaint about the Principal's investigation If the complainant thinks the Principal's decision is irrational or unreasonable, they can write a complaint to the Directors within 5 school days. The Directors will investigate the evidence and may interview the complainant, the Principal and relevant staff. They will not question any students. They will inform the complainant and the Principal of the outcome in writing within 20 school days. A decision is irrational if it is so unreasonable that no sensible person could have made it.

# COMPLAINTS AGAINST TEACHERS PROCEDURE

## Complaint Procedure Flowchat



## FIELD TRIP

The purpose of field trips is to provide students with learning opportunities that extend beyond the classroom and enhance their academic, cultural and social development.



## POLICIES AND PROCEDURE

- All field trips must be approved by the Principal at least two weeks in advance and have a clear educational rationale.
- Parents must be informed of the details of the field trip and give their written consent for their child to participate.
- A risk assessment must be conducted for each field trip and appropriate safety measures must be implemented to reduce the risks.
- The adult-child ratio for field trips depends on the age and nature of the activity, but as a general guide, it should be one adult for every 10-12 pupils aged 10 or above.
- The group leader and other supervisors must monitor the group at all times and ensure that students follow the rules and expectations of the field trip.
- The mode of transport for field trips may vary, but students must always behave safely and responsibly while travelling.
- Students with special educational or medical needs should be included in field trips as much as possible, as long as their safety and well-being can be guaranteed. The group leader should consult with the parents and the Principal to make suitable arrangements for these students.
- Students should wear school uniform or appropriate clothing for field trips, unless otherwise specified by the group leader.
- The group leader should have contingency plans for emergencies or changes of plan and communicate them to the parents and the Principal if necessary.



# ACADEMIC PROGRAMME



A quality educational programme is given to our students. Lessons are fully in accordance with the British National Curriculum and the Cambridge Assessment International Education (CAIE) for Year 7 to Year 9 (KS3) – Checkpoint, Year 10 to Year 11 (IGCSE) and Year 12 to Year 13 (AS/A Level).

Cambridge Lower Secondary		
Students develop skills and understanding in English, maths, science, English as a second language, ICT and Cambridge Global Perspectives, Progression tests help teachers check their progress.	Three years	11-14 years
Cambridge IGCSE		
Students build a broad learning programme from a range of over 70 subjects. In each subject, they work towards Cambridge IGCSE, the world's most popular international qualification for 14 to 16 year olds.	Two years	14-16 years
Cambridge International AS & A Level		
Students develop the deep understanding and thinking skills they need for university. They work towards Cambridge International AS & A Level qualifications giving them the choice to specialise, or study for a range of 50 diverse subjects.	Two years	16-19 years

# KEY STAGE EXPLANATION

ISSR High School is divided into three Key Stages in accordance with the UK secondary school structure:

## Key Stage Three: Years 7 - 9

- End of Year 9: CIE Checkpoint Examinations in English, English Second Language, Mathematics and Science



## Key Stage Four: Years 10 – 11

- End of Year 11: CIE IGCSE Examinations in all examinable subjects (core and options)



## Key Stage Five: Years 12 - 13

- End of Year 12: CIE AS Level Examinations
- End of Year 13: CIE AS and A2 Level Examinations



# ACADEMIC OVERVIEW

## KEY STAGE 3

### Key Stage Three: Years 7 – 9

Key Stage Three: number of lessons allocated to each subject per week .

#### All students

##### Core Curriculum:

English Language/ESL Mathematics  
Science  
Computer Science  
Physical Education/Swimming  
ECA  
Tutor/Assembly

English Language/ESL  
Mathematics  
Science  
Computer Science  
Digital Literacy  
Physical Education  
Tutor/Assembly  
ECA

Humanities (History/Geography)  
MFL (French/Chinese)  
Art and Design  
Global Perspectives  
Music  
PSHE

#### All full-time students

##### Core Curriculum plus:

Humanities (History/Geography)  
Global Perspectives  
Art and Design  
Modern Foreign Languages (French or Chinese)  
PSHE  
Music

6  
4  
4  
2  
1  
1  
1  
1

**Total part-time: 20 lessons per week**

4  
3  
3  
3  
1  
1

**Total full-time: 35 lessons per week**



## Key Stage Four: Years 10

Most pupils take eight subjects for the IGCSE. Whilst most of our students are full-time i.e. they pursue the international curriculum in its entirety, a small number of part-time students only study the core of the international curriculum and one of the Options, in addition to following the Khmer National Curriculum. All full-time student will study the Core and 3 or 4 additional options.

**All students study one subject from each group in the Core.**

English Language	4
Mathematics	4
Physics/Biology/Chemistry	4
Business Studies/Geography	4
PSHE/Assembly	1
PE/Swimming	1
ECA	1
<b>19 lessons per week (part-time)</b>	

**Year 11: All students study one subject from each group in the Core.**

English Language/ESL	4
Mathematics	4
Physics/Biology	4
Business Studies	4
PE/Swimming	1
PSHE/Assembly	1
ECA	1
Total	<b>19 lessons per week</b>

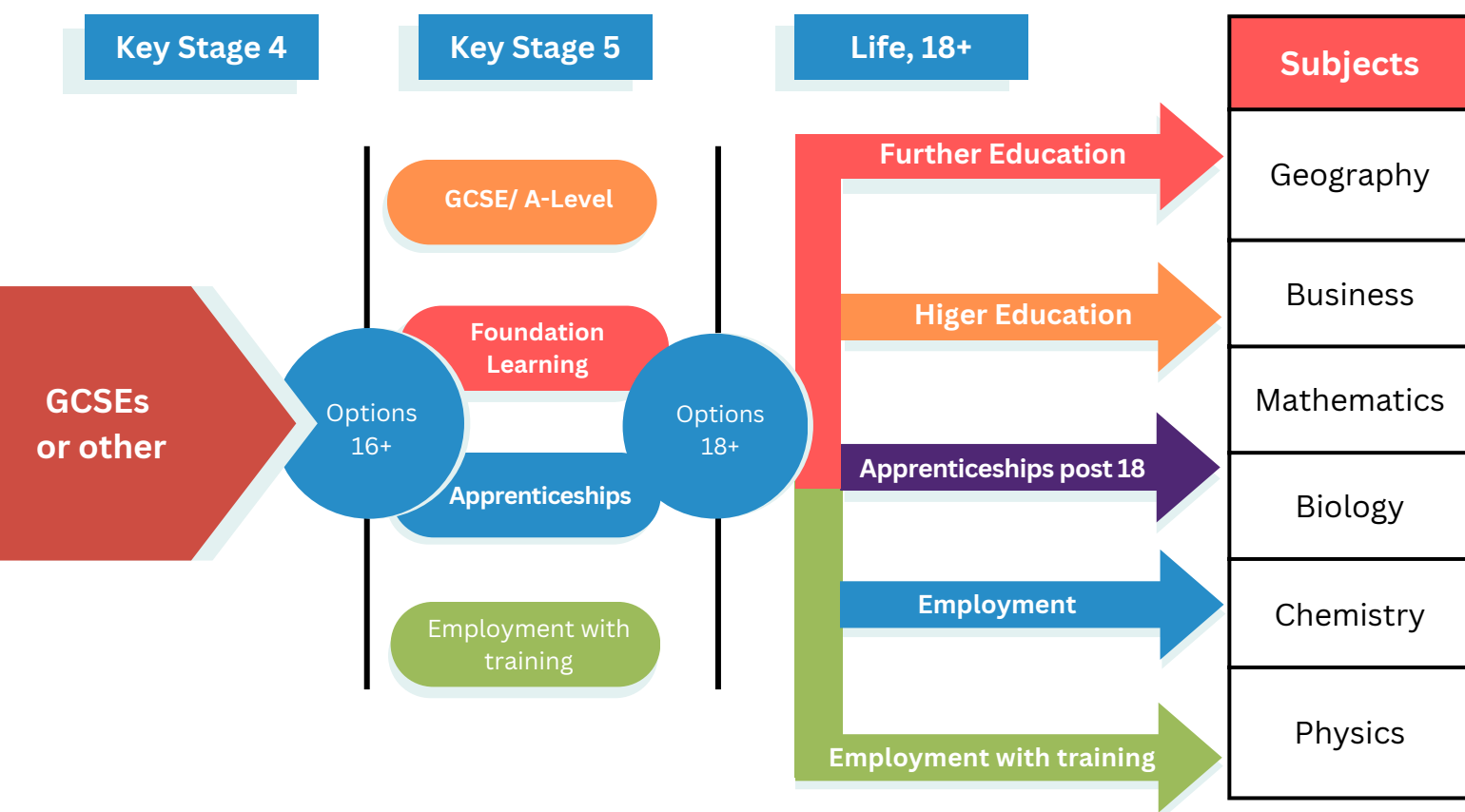
**Year 11: Full-time students study one subject from each group in the Core.**

MFL Chinese/French/ History	4
Global Perspective/Geography	4
Art and Design/Computer Science	4
Chemistry	4
Total	<b>35 lessons per week (full-time)</b>

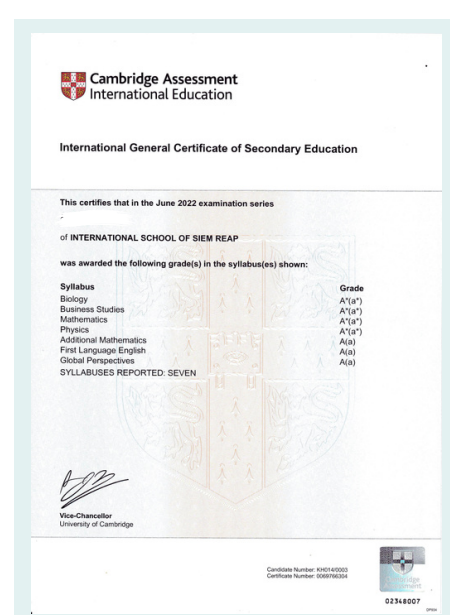
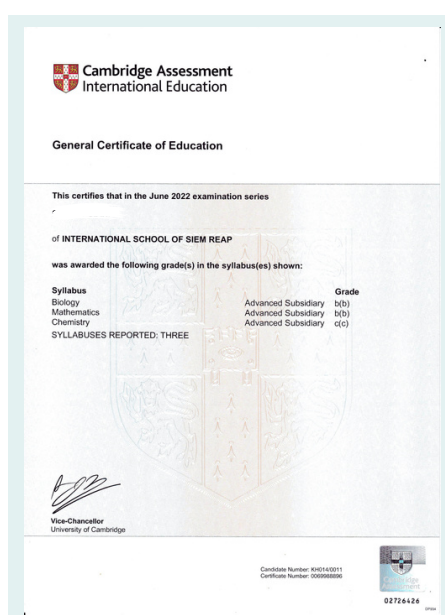
## KEY STAGE 5

### Key Stage Five: Years 12-13

The subjects offered at AS/A2 Level vary dependent upon students' choices. Students take four subjects in Year 12. After the AS level exams they often drop one subject, and continue the other three through to Year 13 to complete their A-levels the following subject are currently being offered:



Official Cambridge certificates and recognition for the Cambridge Lower Secondary Year 9 Checkpoint tests, IGCSEs at the end of Year 11 and AS and A Level at the end of Year 12 and Year 13 will be provided to each student upon completion of each course.



## EXTRA-CURRICULAR PROVISION



### ECAs at High School Campus

Alongside a strong academic focus within the school is the explicit intention to develop individual talents and strengths so that each child has the opportunity to be successful. To ensure this occurs, a wide range of activities is organised which aids physical development and the exploration of interests as well as providing opportunities for experiencing the thrill of challenge and competition, the spirit of teamwork and a sense of accomplishment.

### Type of ECAs

The school provides a rich extra-curricular programme. The Extra-Curricular Activities (ECAs) programme is compulsory for all students. Students are required to choose an activity from a range of options. ECAs are varied and students can choose different ECAs each semester. Our ECAs include art, sports, leadership, digital skills, critical thinking, music, dancing, debating, languages, photography, content creation, drama, and more. Whether the students want to express their creativity, challenge their mind, improve their fitness, or explore new cultures, they will find something that suits them among our ECAs.



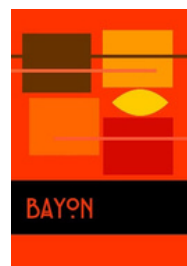
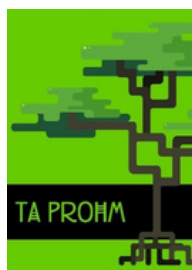


## A blue icon depicting three stylized human figures standing side-by-side, enclosed within a dashed semi-circular arc. Below this group, a large, solid blue hand is shown with its index finger pointing upwards, symbolizing support, guidance, or assistance.



Another important part of the all-round education of students is the development of leadership skills. There is a wide variety of activities used to develop young future leaders. These include school council, sport team captains, house captains, community service opportunities and assemblies.

## THE HOUSE SYSTEM



## HIGH SCHOOL SRC AND HOUSES

All students are assigned to a House. ISSR has four houses with equal numbers of students across the secondary age range. House Captains and Vice-Captains are selected by the students in each house. The Houses, often working alongside the High School Representative Council, organise the students in preparation for a variety of inter-House events including sports, quizzes, Halloween and Khmer New Year games competing for the House Shield that is awarded at the end of the academic year.



## HIGH SCHOOL REPRESENTATIVE COUNCIL



## AWARDS

### Type of Awards

ISSR values the achievements and efforts of its students and rewards them with various awards throughout the year. These awards are based on academic performance, personal growth, and involvement in the school community. The awards are as follows:



- The Attainment Award is given to students who have achieved excellent results in a range of subjects each semester. This award recognises the students' mastery of the curriculum and their dedication to learning.
- The Progress Award recognises those students who are determined to succeed in subjects that they find challenging. This award acknowledges the students' improvement and resilience in overcoming difficulties and reaching their goals.
- The Special Merit Award records the gratitude of ISSR towards those students who have made a significant contribution to the extra-curricular life of the School during the academic year. This award celebrates the students' talents, leadership, and service in various activities such as sports, arts, clubs, and events.

**All awards are presented at the end of each semester during the assembly.**



# COMMUNITY SERVICE



At the International School of Siem Reap, we believe that community service is an essential part of our students' education. We want our students to develop a sense of social awareness and responsibility, as well as learn valuable skills and experiences that will benefit them in their future endeavors.

That is why we partner with various non-governmental organizations (NGOs) to offer our students a range of community service projects that suit their interests and abilities. Some examples of these projects are:

- Teaching English to local children and adults
- Building houses for low-income families
- Planting trees and cleaning up the environment
- Raising funds and awareness for various causes

Our Year 11-13 students complete 10 days (70 hours) of community service in June, after their Cambridge exams. This is part of the Cambridge curriculum, which is a flexible and internationally recognized program that prepares students for higher education and lifelong learning.

# REPORTS AND PARENTS MEETINGS

## How to get your children's report

### Report Schedule for 2023-24

Each year, we issue two full End of Semester reports and two mid-term Progress Reports for all year groups. We also finalize four end of term reports on EduPage. Additionally, we hold four parents' meetings at the end of each semester. The schedule for 2023-24 is as follows:

## Parents' Meetings Schedule for 2023-2024

Parents will get a notification letter from school about the meeting: they need to fill the reply slip and indicate their preferred appointment time. Parents can also find information regarding the meeting on school social media; reminder, website, and the school academic calendar. The school admin will contact parents to arrange the meeting slots.

-  **1st Meetings:** Wednesday 1st - Thursday 2nd November 2023
-  **2nd Meetings:** Monday 15th - Wednesday 17th January 2024
-  **3rd Meetings:** Monday 8th - Wednesday 10th April 2024
-  **4th Meetings:** Monday 17th - Tuesday 18th June 2024



**PARENTS' MEETINGS**



**Important Note:** The academic calendar for this year is tentative and may change. We will notify you of any updates as soon as possible.





Academic year  
**2023-2024**

# High School Parent Handbook

## CONTACT US

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