

PRIMARY PARENT HANDBOOK

2023-2024



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I.S.S.R

We are One, But We are Many

1. Principal's Message

Dear Parents and Students,

This handbook is designed to help you become familiar with our school policies, procedures, and expectations, in line with the school mission and vision. This document will assist your child's learning journey and help create a better learning environment and more opportunities or success. We ask that you take some time to read each section and become familiar with our expectations.



Parental involvement in schools helps to increase your child's overall success; therefore, we encourage and support your active involvement when we ask for it.

I am honoured to be appointed Principal of ISSR and to lead learning in both of our Campuses. Prior to coming to this ISSR, I have had many opportunities to enhance my philosophy of teaching and learning in a broad range of cultures, globally; from my early days in Australia, to England, followed by Egypt, Tanzania, and the UAE. Then onto Asia as a Principal in South Korea, China, the Maldives, Pakistan, Malaysia and finally Kazakhstan, each school bringing its own set of values and educational needs. Each of these countries offered different experiences which have enhanced my development as a lifelong learner and creative problem solver.

Our mission and vision at ISSR include these values and we aim to educate our students in the value of lifelong learning and holistic education, to maintain a sustainable future for next generation.

This year we will be introducing an up-to-date school management system which will assist the teachers, administration, and parents with most of the school systems and policies, you will find a link to our Edu Page on the home page of our school website

Kindy contact the administration section of your child's campus if you need to speak to me.

David C Key.

2. Mission Statement

The International School of Siem Reap (ISSR) will prepare our students to:

*Become responsible world citizens who embrace a commitment to life-long learning.

*Apply this learning to their own self-improvement and the benefit of local and global communities.

Vision:

- 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 diversity and believe that as our students are taught to understand, respect and value those who are different, they also learn to value and respect themselves.

3. School Core Values

- **Honesty:** Being truthful and sincere in what they say and do. Honesty helps them build trust and credibility with others.
- **Respect:** Treating others with kindness, courtesy, and dignity. Respect helps them appreciate diversity and avoid conflicts.
- **Responsibility**: Being accountable for their actions and choices. Responsibility helps them learn from their mistakes and improve themselves.
- Excellence: Striving for the highest standards of academic achievement and personal growth. Excellence helps students develop a passion for learning and a sense of curiosity and creativity.
- **Innovation:** Encouraging and supporting innovative ideas, approaches, and solutions to challenges. Innovation helps students develop critical thinking and problem-solving skills and adapt to changing contexts.
- Collaboration: Working together effectively and cooperatively to achieve common goals.
 Collaboration helps students develop communication and social skills and foster positive relationships.

4. ISSR Primary Campus

Our building houses classrooms for children from Nursery to Year 6. All classrooms are furnished to enable the teachers to comfortably teach our curriculum and include a wall mounted 43-inch monitor to enhance the children's learning.



5. Our academic staff



Primary School Teaching Staff in 2023-2024



Mr. David Principal



Ms. Sally-Anne
Vice Principal\Rec.2 Teacher
Room: A 205



Ms. Dimple Key Stage 2 Coordinator Year 6B Teacher Room: B112



Ms. Rita Nursery Teacher Room: A101



Ms. Janica Rec.1 Teacher Room: A103



Ms. Liezl Year 1 Teacher Room: B101



Ms. Jacalyn Year 2A Teacher Room: B103



Ms. Lucy Year 2B Teacher Room: B104



Mr. Elliot Year 3 Teacher Room: B105



Ms. Benette Year 4 Teacher Room: B107



Ms. Tania Year 5 Teacher Room: B109



Mr. Ronald Year 6A Teacher Room: B111



Ms. Kira Swimming & ESL Teacher Room : A206a



Ms. Sylvie French Teacher Room : A208a



Mr. Pan Chinese Teacher Room: A203



Mr. Chema Music Teacher Room: A205



Mr. Zinzan PE Teacher Room: A208b

6. 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 international and taught by professionally trained teachers, from Nursery through to Year 6. Our class teachers are fully qualified, with either a first degree in Education or in a related professional discipline and additional education qualifications. They are fluent English speakers. The 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.

7. School Year

The school year has four terms. All students are assessed throughout the year and reports are finalized at the end of each term. The progress of our students is monitored regularly on Edu Page. All students receive formal reports in October, December, April and June. Parents can also meet with their child's teacher to discuss their progress. Enrolments are accepted throughout the year if there is available space in the required year group.

8. Class Sizes

The school aims for an average maximum class size from Nursery to Year 6 of 26-28 students.

Usually, each class will have the following teachers and assistants:

- Nursery: 1 teacher and 4 TA's
- Reception 1: 1 teacher and 3 TA's
- Reception 2: 1 teacher and 2 TA's
- Year 1 6: 1 teacher and 1 TA (Teacher Assistants)

Should the school receive more applications for a class which is at full capacity, one or more of the following actions will take place.



- a. The school will begin the process of sourcing a new teacher.
- b. An expatriate Teacher's Assistant will be assigned to that class.
- c. The child/children will be put on a waiting list for that class, providing the registration fee is paid.

Priority will be given to children whose siblings are already enrolled at ISSR.

9. Attendance

Children are expected to attend ISSR for the entirety of the school year (August—June, excluding holidays). This is to ensure they make satisfactory progress in their education throughout their time at the school. The school calendar is available at the back of this handbook, on our website www.issr.edu.kh or from the school office. Should any unforeseen calendar changes occur, parents will be informed by email, letter, telegram or via the school's website.

10. The school Day



The school day for Primary students begins at 7:55am when the bell rings. Lessons begin at 8:00am. The gate will be locked at 8:05 each morning. If a student arrives after this time, parents and children should enter through the office and sign a late slip which will be handed to the class teacher. Students may arrive at school from 7:30am and proceed directly to their classrooms. Any student arriving before this time, must

wait at the waiting area until 7:30, a TA will supervise these students. An assembly is held every 3 weeks where important announcements are made, house points are awarded, and the Punctuality Cup is handed out. We also have a Star of the Month assembly which is attended by parents and family where children are rewarded for their achievements during the month. These dates are reflected on the Calendar. 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 4pm for the English Curriculum Program, while Nursery and Reception 1 finish at 11:30am. The Khmer Curriculum Program finishes at 4:30pm and 5pm.

11. Cambridge Assessment International Education

We use the Cambridge Assessment Education International Primary 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 (apart from language classes). Subjects taught are English, Maths, Science, Global Perspectives, Design & Technology, Art & Design, 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.

12. Extra-Curricular Activities

In addition to the established school curriculum, ISSR offers a variety of different extra curricula activities. These include Gymnastics, Yoga, Numeracy, Chess, Art/Drawing, Lego, Board Games, Drama, Swimming, Singing, ICT and Reading.

13. English Language Support (ESL)

This is compulsory for students who require additional support with English to fully access the curriculum at their year group level. Students will attend ESL classes until they meet the expected speaking, listening, reading, and writing standards for their age. Placement in ESL 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 ESL programme at any time during the year.

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

14. 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 provisions at ISSR. as well as. broader managerial policies. 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.





15. Queries

For routine matters relating to a child's academic progress and classroom activity, please bring to the attention of the classroom teacher by contacting the office via Telegram. Parents are asked to make an appointment with the office to meet teachers after class hours via Telegram. 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 or Deputy Principal.

Parents are not permitted to enter classrooms without an 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, the Principal or Deputy Principal.

16. Attendance & Punctuality

Good attendance is of prime importance for the educational development of all students. A student should never be absent unless necessary.

It is deemed disrespectful, as well as being disruptive to class activities when children arrive late to class. 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 continued lateness will necessitate a conference with parents to discuss how the school can support them.

17. Absences

When a student is absent from school, the parent/carer must notify the school by telephone prior to 7:55am. 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

18. 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.

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.

19. 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
- Medications are known and explained how to administer to your child by our Admin staff 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 student care, ISSR ensures that there are staff members with up to date First-Aid certification on site and that the whole team is aware of emergency procedures.

20. Child Protection

As part of our child protection policy, ISSR has strict rules regarding the conduct of visitors to the school. Staff members must wear an identity badge during the school day.

Any adult who is not a member of staff must wear a visitor badge or their identy 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.



21. Homework

Homework may be given three times a week, It Usually begins after the first week of term.

It has many functions and benefits, including:

- reinforcement of what has been taught;
- extension of what has been taught;
- links the school and home:

Parents are asked to assist with their children's schoolwork as much as they can; we do understand if there are language barriers.



Homework is recorded by the students in their homework book and evaluated promptly. It is never used as a form of punishment.

Recommended Average Amount of homework:

Years 1 - 4: 15 - 30 minutes / 3 times a week

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

22. 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 semester are due in August on commencement of the academic school year and then second semester in January.

Enrolment fees are non-refundable and are to be paid in full before the school term starts. Students admitted during the school year must arrange payment of fees before schooling

starts. A full semester payment is required, irrespective of when in the semester 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.

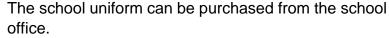
Certificates of Attendance: These can be provided to parents who require certification for a foreign national administration regarding their children e.g. clarification of the curriculum followed at ISSR, key dates of their child's enrolment or other related academic information. Please contact the school office regarding these.

Insurance: All students and staff at ISSR are covered by a group accident insurance policy for injury on the school grounds and during school excursions. This insurance does not cover illness while attending ISSR. Parents are not charged for this cover, which becomes active once initial fees are paid.

23. Uniforms



It is compulsory for all children to wear the school uniform while attending school. Our school uniform is categorised by colour according to their Key Stage. When they have PE classes, students must wear their yellow school PE shirt.





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 can keep a pair of flip-flops in school strictly for walking to the bathroom during class. 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.

24. After School Collection

Parents should enter the school gate and sign their child/ren out and leave through the exit gate. The entry gate will open at 4:00pm and be manned by security. An ID badge will be required to enter the school premises for collection of children.

Parents are responsible for collecting their children promptly between 4:00pm and 4:10pm. The school will not be held responsible for children left behind after 4:30pm unless special arrangements have been made with the school administration. For afternoon Khmer School, pick up time is between 4:30pm or 5:00pm, 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 parents to cover



the provision of supervisory staff. Alternatively, use can be made of the school bus 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.

25. Illness & Medication

If a student becomes unwell during the school day, the school will contact the parents and request that the child be collected from school, particularly when a child is running a high fever, has diarrhea or vomiting or has signs of a contagious illness.

If a child has a case of vomiting, fever or diarrhea, 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.

26. 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 and lunch time we do discourage students to bring soft drinks, chocolates, fast food, pizza or sweets. The school recommends that the practice of



healthy eating habits should also be reinforced at home within the bounds of cutlural norms.

27. 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 to Year 6.

28. School Property

Students should at all times respect school property and resources found on school premesis be this in the classroom or outdoors.

29. Cash & Valuables

Children are strongly discouraged from wearing jewelary or bringing any valuables to school. Phones and other electronic items are not permitted on the Primary School premises unless authorised by the class teacher for a specific lesson. Children 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.

30. Field Trips

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

We endevour to give our students at ISSR an holistic developmental experiences during their school years which help them to grow up to become global citizens. As important as it is to learn Math and English, it is equally necessary that our students receive a proper education in the arts and being taken on field trips. Giving equal acknowledgement to both indoor, as well as, outdoor activities is what will make children well prepared for what lies outside in the real world. Unfortunately, most schools tend to treat field trips as a novelty rather than a necessity, we do not think this way.

Prior to such trips, parents are asked to sign an 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.

On some occasions, parents may be required to pay an additional entrance or other fees incurred. Parents must give approval for their children prior to a class excursion being allowed to go ahead. Additional costs will be outlined in the excursion permission slip. 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 or a lunch box. The school will be responsible for the children's supervision, risk assessment and complying with local government regulations.



31. 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 informed of sanctions for inappropriate behaviour.

32. 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 into the 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, and wear their identity badge. All parents and families must follow the directions of ISSR staff and be courteous and respectful at all times.

We ask that you obey the rules of the road, both outside the school and within. Drive slowly and cautiously as there are children in the area.

33. 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 semester 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

34. Annual Events:

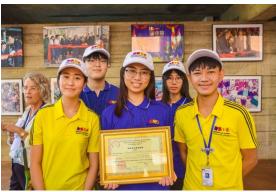




Charity Event

The annual school fair was a huge success due to the hard work put in by the whole school community. Many friends from the Siem Reap community attended and we are very grateful to our wonderful sponsors.

There were over 150 prizes on offer in our raffle. All proceeds from the fair were donoted to Angkor Hospital for Children and Kantha Boptha Children's Hospital.





ISSR School Fair



Star of the Month

Every month, we recognise students who have shown outstanding academic performance, leadership skills, or growth in their social and emotional skills. Star of the Month is a prestigious award that honors the achievements and contributions of our learners. Parents are encouraged to attend these assemblies to show support for their children.



Halloween Parade



Christmas Concert

Each year end we join togther to celebrate the conclusion of the academic year with a concert. Parents, teachers, and staff always enjoy this event that showcases the students enthusiasm.



















Khmer New Year



Sports Day



House Morning





Primary School Calendar







Contact Details

The school website 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

Principal:

principal@issr.edu.kh

Deputy Principal:

deputy.primary@issr.edu.kh

Accounts:

<u>accounts@issr.edu.kh</u>

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

Tel: (012 87 87 82/081 878 782)

Co	ontact Primary School	Co	ontact High School —	Sa	nfeguarding —
<u>©</u>	Ring Road, Kor Kranh Village, Siem Reap Commune, Siem Reap District, Cambodia. PO Box 93169 Siem Reap, 171209 Siem Reap Province Cambodia	0	#51 Salakamreuk St., Tropeang Treng Village, Salakamreuk Commune PO Box 93169 Siem Reap, 171204, Krong Siem Reap.	0	Please note that we at ISSR regard safeguarding of children as extremely important in education and will only employ staff who can fulfill the necessary
О	+855 (0)12 87 87 82		+855 (0)98 87 87 82		safeguarding checks.
-	7000 (0)12 07 07 02	×	adminhs@issr.edu.kh		
M	admin@issr.edu.kh				



Cambridge International School

International School of Siem Reap is a Cambridge Registered School.

HIGH

PRIMARY SCHOOL KHMER PROGRAM OFFICER HOURS

(098 878 782)

(012 878 782) (081 878 782) (012 878 782) (081 878 782) Open : 8:00am Closed: 5:00pm

Annual Events hosted by ISSR

- ► Meeting and Greet Evening
- ► Swimming Gala
- **▶** Christmas Concert
- ► School Photo
- ► Sports Days
- ► School Fair
- ► End of School Year Concert

I.S.S.R Siem Reap Cambodia