



INTERNATIONAL DIPLOMA PROGRAM

ACADEMIC YEAR 2009-2010

GENERAL INFORMATION FOR PARENTS AND GUARDIANS

Tuition fees

The Saint John's Board of Directors has set the tuition for the 2009-2010 academic year at 403,500 Baht for Year 11 students and 411,000 Baht for Year 12 and 13 students. The fee includes a morning snack and buffet lunch. It is payable in three equal installments before the first day of each term. New students must also pay a non-refundable deposit of 50,000 Baht. This is payable upon application.

Book rental fees

Students are not required to purchase most of their textbooks but may rent them from the school. The rental fee for the full year (5,000 Baht) must be paid by the start of the first semester. This allows the school to keep charges under control and to replace books as they become dated.

Uniform

Our school uniform may be purchased from the school shop on the ground level of our building past the cafeteria. Be sure to specify that the uniform is for the International Diploma Program. Your son or daughter will be required to wear the school uniform daily and will also require the sports uniform for Physical Education classes (required by the Ministry of Education). **Please note that your son or daughter must have an extra pair of sports shoes. These are to be kept in his or her sports locker and worn only in the Sports Hall.** These shoes must not be worn outside the hall.

Daily Schedule

Our opening day will be Thursday, August 20 and it will be a full day of classes. The day begins at 7:50 am for students. They should plan to arrive at school BEFORE that time. Being on time for school is a good habit to get into right from the start. When students come late to school, this is often a warning sign and parents should take

measures to correct the tardiness. You will be advised by our office if your son or daughter is late several times and on any day that he or she is absent from school

Academic Calendar and Class Schedule

We will send you a copy of our academic calendar to enable you to plan family holidays around it. Similarly, we will send you a class schedule so that you will know what classes your child has each day.

Absence

If your son or daughter is sick and cannot come to school, please telephone our office before 08:00 (02-513-0166) and let us know. Please do not allow 'casual absenteeism' as this does not help your child. A child who is not in school does not learn. **Students who are frequently absent or continually late may be asked to withdraw from our program.**

Mobile Telephones

Students are permitted to bring a mobile telephone to school but this must be switched off during the day. Ringing telephones disturb the class and will be immediately taken away - and the offender detained after school.

Please never call your child directly during the school day. If you need to reach your child, we ask that you call the office. We know where he or she is. If it is an emergency, we will advise him or her immediately. If it is not an emergency, we will advise them after their current class.

Sickness

If a child is sick, they often call home and ask if they can go home. Please do not permit this automatically. While it may be justified, often it is just an excuse to get out of school or avoid a problem (such as homework that has not been done). We have a nurse on staff. Our policy is to first send the child to the nurse who will make an assessment. She will tell us if the child:

- a) has been given medicine and can now return to class
- b) should remain with the nurse and rest
- c) should go to the hospital
- d) should go home.

In the case of c) or d) we will contact you immediately and ask that you come to get him or her. So, if your child calls and asks to leave school, please refer him or her to the office for assessment.

Leaving School Grounds

Students are not permitted to leave school grounds during school hours without written permission from our office. Anyone who does so is liable for detention, and for repeated occurrences - suspension or dismissal from our program.

Driving to School

Students who are under the age of 18 are not licensed and therefore are not permitted to drive. If they drive to school and are not licensed, they are breaking the law. While some parents may regard this as not serious, teenaged students often travel in groups and the responsibility for accidents (with or without other students in the car) would be that of the parents of the driver.

Drug-testing

Saint John's maintains a strong anti-drug program and we reserve the right to test any or all students for substance abuse at any time. This is for the good of all of our students and their families to enable us to maintain a safe school environment for your children.

Performance Reports

Our school operates on a three term basis. Students take exams at the end of each term. At the end of each term, we will send you a grade report showing grades earned and comments from each teacher.

Parent-Teacher Meetings

You will be invited twice during the academic year (January and April) to a **Parent-Teacher meeting** where you will have the opportunity to meet and talk with each of your child's teachers. This is a very important meeting and we ask you to please include it in your schedule. Educating children is a co-operative effort between school and parents. Of course, you are welcome to come to the school at any time to discuss the progress of your child. We do ask that you call us for an appointment a day or so ahead of time.

If you have any questions, please feel free to contact us.

International Diploma Program

Saint John's International School
Room 201, Commerce - International Diploma Building
1110/8 Viphavadi-Rangsit Road, Latyao
Chatuchak, Bangkok 10900

Tel: 0-2513-0166

Fax: 0-2938-6073

Email: dean@stjohn.ac.th

Website: www.stjohn.ac.th/IDP/

Dean Lanaras, Program Head

Rotjana Sangsuwan, Admissions Officer

Kan Piwchai, Program Secretary