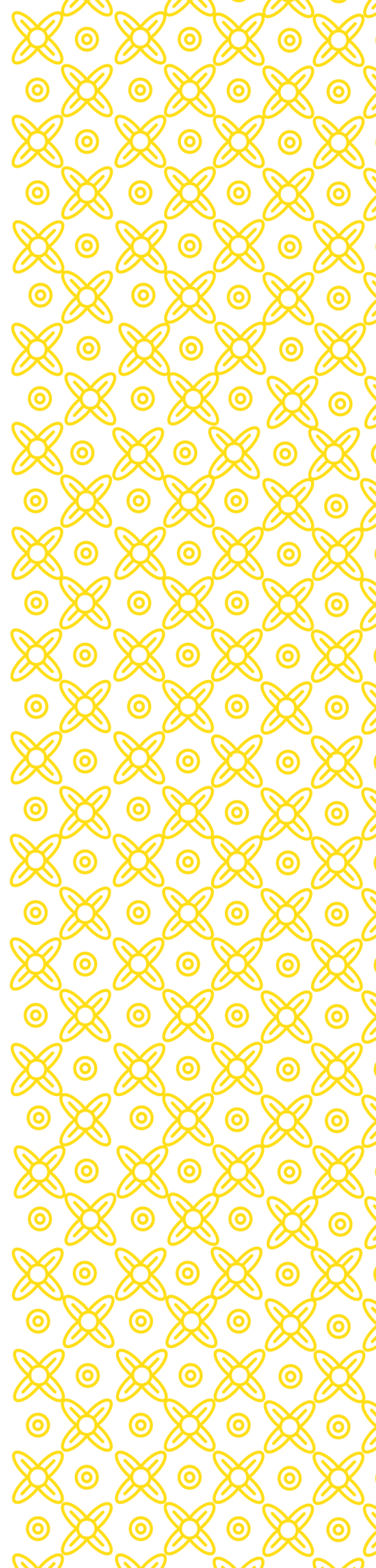


JOGJAKARTA COMMUNITY SCHOOL

Parent and Student Handbook

2021-2022



Jogjakarta Community School

Parent and Student Handbook

Jogjakarta Community School
Jl. Watugede, Sleman, Jogjakarta
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The Principal's Welcome

Jogjakarta Community School (JCS) offers a warm welcome to all our families and we look forward to continuing to work with you and your child over the coming years. Here at JCS we want your child to enjoy their time at the school. We offer an environment where each child is able to develop a range of academic and social skills required to take them forward in life. More importantly, we hope that every child will look back at their time at JCS with a sense of achievement and enjoyment.

This handbook is designed to tell you more about the school; its expectations and how it operates. You do not have to read the whole booklet from cover to cover; it has been designed with a detailed contents section in order for you to dip into when you need some information. If there is some information not available in this handbook, please contact the school. Also, if you as a parent feel there is something that should be included in this handbook, please let me know and I will endeavour to include it in future editions.

I hope you find the handbook and the information useful.

Iain Slade

Principal

School Contact Information

STAFFING 2021 – 2022

Our staff is comprised of dedicated classroom practitioners, administrators and ancillary workers.

Knowing who to contact at school is often confusing. It is wrong to assume that by going 'straight to the top', problems will be solved. More often than not, you will find yourself redirected to the person who will be able to deal with the situation. Please find below a list of contact email addresses for our JCS staff.

Principal	Pak Iain	principal@jogiacommunityschool.org
Business Manager	Ibu Safira	businessmanager@jogiacommunityschool.org
Primary Coordinator	Ibu Sarah	1-2teacher@jogiacommunityschool.org
Information Officers	Admin Team	info@jogiacommunityschool.org
Finance	Ibu Almi	finance@jogiacommunityschool.org
Secondary Coordinator	Pak Andrew	coordsecondary@jogiacommunityschool.org
English	Pak Neal	english@jogiacommunityschool.org
Mathematics	Ibu Beatriks	beatriksmaria@jogiacommunityschool.org
Science	Ibu Tri	tri.mariyanti@jogiacommunityschool.org
Art	Pak Dylan	dylan.sterland@jogiacommunityschool.org
Humanities	Ibu Dyra	humanities@jogiacommunityschool.org
ICT / PE	Pak Fuad	fuadrahmad@jogjakartacommunityschool.org
Yr 5-6	Ibu Maureen	5-6teacher@jogiacommunityschool.org
Yr 3-4	Ibu Cecilie	3-4teacher@jogiacommunityschool.org
Yr 1-2	Ibu Sarah	1-2teacher@jogiacommunityschool.org
EYFS	Pak Connor	eyfs-teacher@jogiacommunityschool.org
EYFS	Ibu Desi	desy@jogiacommunityschool.org

Our team teaching staff may be contacted via the class teacher or through the office

School Phone Number: 0811 257 6164

Email: info@jogiacommunityschool.com

ABOUT JOGJAKARTA COMMUNITY SCHOOL

Introduction

Jogjakarta Community School (JCS) was founded in 2012 by Yayasan Suluh Semesta to deliver a quality education programme for children aged two upwards. JCS is a very special school with its own unique family-oriented community atmosphere. We align our teaching with the internationally recognised British National Curriculum. JCS follows the Cambridge programme of study which culminates in our students being able to sit International General Certificates of Secondary Education (IGCSE) and work towards Advanced level progression. We will also be able to offer the Indonesian National qualifications should families desire both qualifications.

Our ethos and core values are founded on respect, diversity, global awareness and acceptance. Our holistic approach approach to child development empowers children to become confident and engaged learners, enabling each child to reach their individual potential academically as well as physically, socially and emotionally. JCS fosters a positive approach to life-long learning for students, staff and parents alike.

Jogjakarta Community School (JCS) prides itself on its welcoming atmosphere to families and students. Students of any age quickly feel comfortable in the school, make friends and respond well to our supportive environment. The JCS community includes families from Belgium, Netherlands, Canada, Denmark, Germany, Korea, Australia, New Zealand, UK, France and numerous parts of Indonesia.

JCS is non-profit and funded entirely from school fees. The school is operated as a non-profit foundation, which is managed by parent representatives and professional people from the Jogjakarta community. JCS has a strong community ethos. The “community” element of JCS is developed internally as a supportive school community and is also developed in JCS’ external relations and how the school engages with the local community. JCS seeks to draw on the diverse resources of our local community and ground children’s education in their local context.

Parent and Friends Association (PFA)

The PFA is a vital element in the fabric of our school community. It promotes a partnership between parents and the school. Its role is to:

- stimulate an active interest in the life of the school
- foster a spirit of community amongst parents, staff and friends of the school
- promote cooperation between parents, staff and students of the school.
- help and support events throughout the school year
- fundraise for identified projects that benefit all our children

Parents and friends of JCS are automatically members of the PFA and are welcome to attend all our events.

Communication and Language Policy

JCS teachers have an “open door” policy and welcome appointments to talk to parents about any issues concerning them. The JCS office is also available to assist parents and families. JCS endeavours to provide much of our important information about school policies in English and Indonesian as part of our commitment to have good communication with families. Many of the JCS staff are bilingual. However, if parents require assistance in communicating with a member of staff who is not bilingual or require additional translation, please speak to the JCS office for assistance.

YOUR CHILD'S EDUCATION AT JCS

JCS Teaching

Jogjakarta Community School (JCS) follows its own international curriculum, but bases this on the National Curriculum of England and Wales, providing students with an internationally recognised and transferable curriculum. As a small school with an excellent student-teacher ratio, JCS is able to respond to the individual needs of students.

The school year is divided into three terms from mid-late August to June. The school day is from 8.00am to 2.30pm, with the exception of Pre-School students who are dismissed at 12.05 pm.

JCS academic staff comprise an expatriate Principal, expatriate and Indonesian classroom teaching staff, Indonesian team teachers, an Business Manager and other auxiliary staff. Part-time teachers are contracted to teach specialist subjects.

The learning programme is divided into three levels: Early Years Foundation Stage (EYFS), Primary and Secondary.

Year Group Placement:

Child's age on 1 st September	Cambridge-aligned JCS year group placement		
2	Pre-School 1		Early Years Foundation Stage (EYFS)
3	Pre-School 2		
4	Reception		
5	Year 1	Key Stage 1	Primary
6	Year 2		
7	Year 3	Key Stage 2	
8	Year 4		
9	Year 5		
10	Year 6		
11	Year 7	Key Stage 3	Secondary
12	Year 8		
13	Year 9		
14	Year 10	Key Stage 4 / IGCSE	
15	Year 11	Key Stage 5 / A-Levels	
16	Year 12		
17	Year 13		

JCS Curriculum

Early Years Programme

The Early Years Programme assists children in developing the building blocks for learning. It provides an educational programme that is developmentally appropriate for two, three and four-year-olds. Pre-school is play-based and Reception children will also learn through guided lessons in Jolly Phonics and Mathematics.

Primary Years Programme

Our Primary classrooms provide a dynamic learning environment nurturing student to become self-directed, motivated and conscientious lifelong learners. Our Primary learning programme, based on the British National Curriculum includes English, Mathematics, Science, the Humanities, Art, Music and Dance, Computing, Physical Education (PE), Indonesian and a range of thematic units.

Secondary Years Programme

The Secondary programme of study prepares students for the British externally set Cambridge International Examinations. The International General Certificate in Secondary Education examinations (IGCSE) are recognised

Key Stage 3

Students in Key Stage 3 study core subjects in English, Mathematics, Science, History, Geography, ICT, Dance, Music and Indonesian.

Key Stage 4

Students learn through an immersive approach with specialist staff. We are always looking to increase the choice of subjects available to our students and currently they are able to choose IGCSE subjects in English, Mathematics, the Sciences, ICT, Business Studies, Environmental Management, Art and design, Geography, History and Sociology.

Key Stage 5

Students in the upper years can follow A level qualifications in many subjects – depending on ability and University requirements.

Further details relating to your child's curriculum studies can be found in the Key Stage Handbooks.

JCS Houses

On enrolment at JCS each student is allocated to a House and will purchase their PE shirt based on this. For many of our whole school activities and for our varied sporting festivals, students will be competing in Houses.

Our houses have been named after 3 characters from the Mahabarata: Nakula (Red), Sadewa (Blue) and Srikandi (Green).

School Facilities

Jogjakarta Community School (JCS) is located in a secure facility. The learning block includes classrooms, a library, outdoor learning spaces, outdoor adventure play as well as spaces for specialist classes and activities, electronic doors and staff ID badges. Outdoor and indoor play areas are available. The facilities also include staff and student toilets, a sick-bay, an office suite and a dining/snack area.

Personal Laptop Programme

Secondary students are required to bring a personal laptop to school on a daily basis. Facilities will be provided at school to enable student access to WIFI, printers and charging stations. Laptops and laptop maintenance are the responsibility of the student.

In the Primary year groups, Year 1- Year 6 students have the option to be involved in a Bring Your Own Device or BYOD programme. This programme is voluntary and allows students who have access to a personal laptop or Ipad at home to bring it to school for use during selected classes. The classroom teacher will provide details about this programme at the start of the school year.

Secondary Work Orientation Programme

The Work Orientation Programme at JCS involves our Secondary school students in Key Stage 4. Students are given the opportunity to participate in short-term work orientations with local businesses, to broaden their experience and understanding of the world of work and career opportunities. Further details can be found in the Key Stage 4 Handbook.

After-School Activities (ASA)

We offer a range of ASA which are open to JCS students and children from the local community. The ASA include sports, culture, arts and other activities that support the intellectual, physical and social development of our students. Participation in ASA is optional and fees will be charged to cover the costs.

A schedule is made available in the first week of each term. Activities are held every Tuesday – Friday afternoon from 2.30 - 3.30 pm and students may select to participate in up to 4 activities per week.

Environmental Programme

JCS strives to reduce its environmental impact on the local community. We reduce waste by recycling and reusing wherever possible, as well as using natural resources and sourcing many of our materials locally. Students participate in all aspects of the programme which include Waste Free Wednesday and Fruity Friday. Environmental awareness is built into our daily routines, and staff, students and families are encouraged to not only participate in our adopted initiatives but also bring new ideas to the table.

Education outside the classroom

Throughout the year, JCS teachers may arrange educational excursions. The cost of such excursions is covered in the school fees. Trips that go beyond the scope of the curriculum may require a fee contribution from parents.

JCS will send parents/guardians a letter informing of these proposed trips at least one week in advance. Parents/guardians must inform the child's teacher if they do NOT want their child to attend. Rather than asking parents to sign off on each individual trip, parents are asked to sign a universal permission slip that is kept on file. However, for any excursions requiring overnight camps or stays, a special letter and permission slip will be sent to parents/guardians to sign and return.

Reporting to Parents

JCS provides interim reports of student achievement during Term 1 and Term 2 and these are given out at the Parent Teacher Conferences. A full written report is provided at the end of the academic year except for Year 11 and Year 13 students who will be waiting for confirmation of their examination results. If, at any time, you wish to have an additional conference with your child's teacher(s), please contact the teacher or the office to arrange an appointment. Likewise, teachers will contact parents for additional meetings if required.

Homework

Homework is assigned by classroom teachers to support learning in the classroom.

Primary - Years 1 – 6 will have small amounts of homework set over the week. The amount of time spent on homework tasks will depend on the activity itself and may extend for several pieces of homework for a project. Reading is an important activity both in school and at home and we ask parents to encourage children to read every evening.

In the Secondary section, Key Stage 3 students will be given a homework timetable to help organise time and workloads. The amount of time spent will depend on the task given. This may be a one-off piece of work that takes the form of preparation, revision, internet research or completion of a task. Some homework may be set over a longer period. The student will know the submission date and it will be given on the Show My Homework application. During this given time to prepare homework, students will receive guidance for improvement by the teacher.

Key Stage 4 students will be working towards International General Certificates in Secondary Education examinations (IGCSE) and their homework will be aligned to our partner educators at Wolsey Hall in Oxford. The tutors set tasks and assignments throughout the year. Our teachers act as facilitators and will support the units being covered with additional teaching within the classroom. Occasionally additional homework may be set by the class teacher to support your child's learning.

Key Stage 5 students will be set more demanding homework tasks as the courses dictate and will involve many different tasks.

Over and above set homework, Secondary students should review class notes each evening to consolidate their learning. This may take a few minutes or a little longer depending on a student's level of understanding. If there is something that requires more explanation, it can be raised with the class teacher the following day. All secondary students are encouraged to read for pleasure and should set aside 20-30 minutes each evening to do this.

Further details of the quantity and purpose can be found in the individual key stage handbooks.

Show My Homework/ Seesaw

Show My Homework and seesaw are online tools that is used by all teachers and students in the Primary (Seesaw) and Secondary (Show My Homework - SMHW) classrooms and which also helps parents keep track of their child's homework. Both platforms allow parents to see the details of the homework tasks their child has been set, as well as submission status. Both platforms also provide parents with a deeper insight into the homework our students receive and, more importantly, it helps students to improve their

organisational skills, time-management, and keep on top of their workload. Login details will be provided to all students and parents at the beginning of the school year.

Parent-Teacher Communication

Here at JCS we believe that open communication is essential in helping your child learn and flourish within the school. We encourage an open dialogue with parents at all times. Sometimes parents are passing on or seeking information, asking for guidance or support, or they may have a concern about some aspect of their child's learning. It is important that all of these are shared with the classroom teacher.

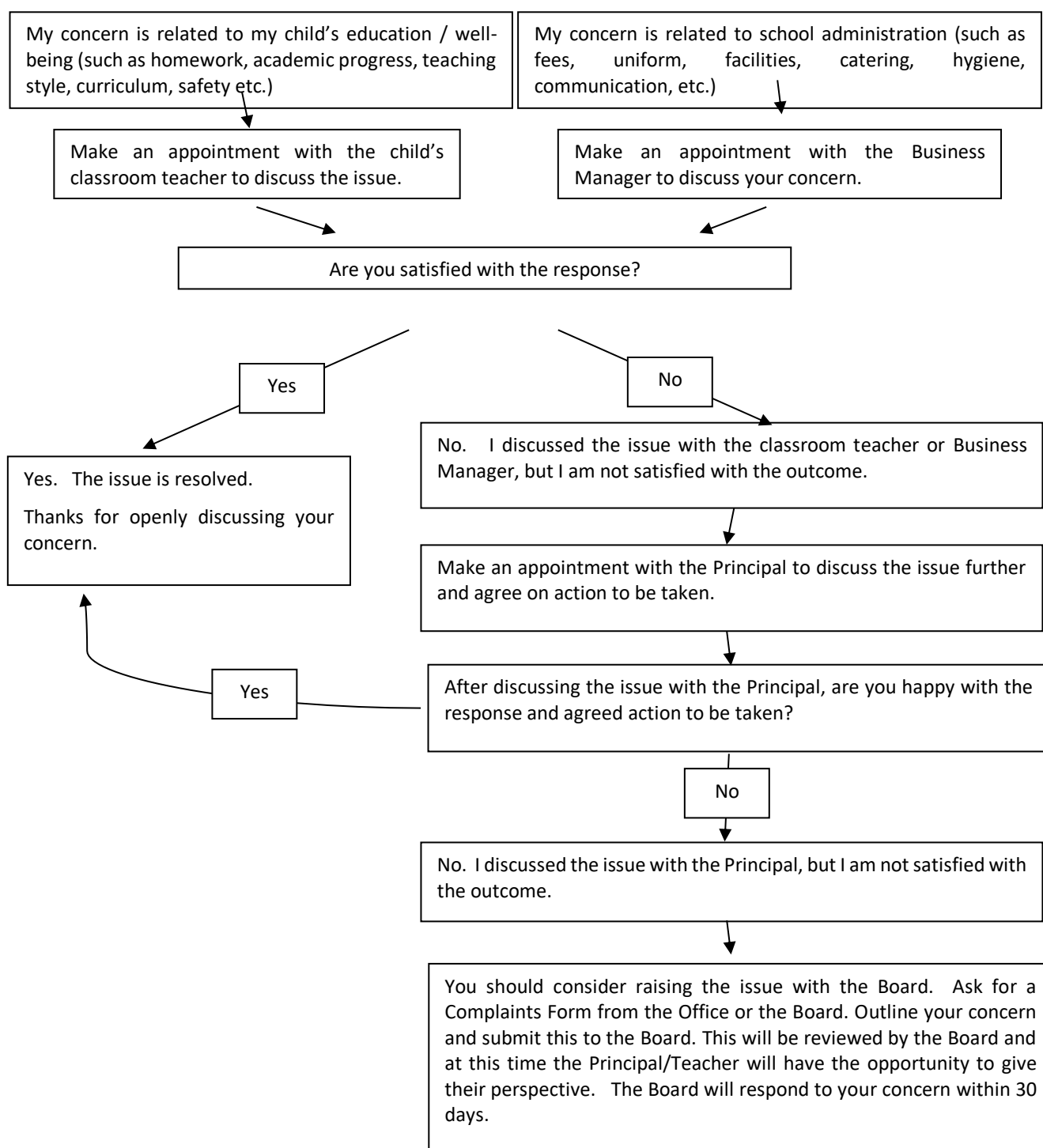
JCS operates an open-door policy but politely requests that parents follow procedures for contacting teachers so that classes and learning are not disturbed. As teachers do not have school cell phones and are unavailable to speak during teaching hours, we encourage parents to contact the school office with any questions, messages and correspondence.

Parents are welcome to visit with a teacher before and after school but only via an arranged appointment; the teacher's priority at these times is lesson preparation. Alternatively, parents can send a message to teachers via Class Dojo/Seesaw.

Complaints and Feedback Process

If you have a complaint or grievance with any aspect of your child's education and/or the operation of the school, it is important that you address it.

Any complaints and grievances should be first discussed with the appropriate teacher. If you cannot reach a satisfactory resolution, the Principal will become involved. If your concern relates to school policy issues, you should directly contact the Business Manager or Principal. If, after talking to the relevant school staff you have not achieved a degree of satisfaction, the Principal will refer your grievance to the Board. The procedure is mapped out below:



Positive Behaviour

At JCS we believe in the education of the whole child within a safe, caring and positive environment. We aim to create a community where good behaviour is encouraged through mutual respect, praise and reward. All members of the school community are valued as individuals. Both the primary and secondary sections promote positive behaviour through a programme of rewards and sanctions.

Rewarding Students

Class Dojo/Seesaw is used across the Primary school to update parents about student progress and motivate students to demonstrate positive learning behaviours. At JCS, teachers use Class Dojo to encourage and motivate students to do their best. Students may receive a dojo to recognise something they have done well and may lose a dojo to let the student know of something they need to work on. At the end of the year the class dojos will be converted into house points. These will be put towards the House cup which will be awarded at the end of the third term.

Parents are encouraged to celebrate the dojos/House points that students receive and use any lost dojos as a starting point for a conversation with your child about what they could do better next time. Please note, if the teacher feels the behaviour being demonstrated requires further attention from the parent, then the teacher will be in touch either that day or the following day to meet and discuss any concerns. Losing a dojo does not mean the child is 'bad' or their behaviour is 'bad', it is simply a way of reinforcing to students the positive behaviours that we wish to see at school. If you have any concerns or questions about Class Dojo, feel free to meet with your child's classroom teacher. Parents will be given logins so that they can view their child's achievements from home.

Within Secondary, Merits will be awarded for academic work. This may be for an outstanding piece of work, exceptional presentation or demonstration of progression. The Merit point is awarded to the individual student. House points are awarded for non-academic recognition such as community spirit, politeness, respect, positive attitude and helping and supporting others.

For all ages, certificates are awarded to students throughout the year at school assemblies. These certificates are given for individual contributions to school life, standard of work, personal and academic improvement and for the support they give to the school and each other.

School Discipline Expectations

Our expectations at JCS are broad and we work closely with students to develop the skills required to meet them. Students are expected to be well-behaved polite and respectful at all times. Beyond this we want our students to develop skills in organisation and time management. We also want them to take a pride in their work; develop neatness in the presentation of their work and to be conscientious and reflective in producing class and homework.

At JCS actions such as inappropriate language, bullying, name-calling, rudeness and disrespect will have disciplinary consequences. Bullying includes any form of unwelcome teasing, requiring others to perform unpleasant tasks or special favours for classmates or any other stand-over behaviour.

If discipline by the classroom teacher fails to bring an improvement in the student's behaviour, or if a single incident is serious enough, a student may be referred to the Principal for disciplinary action. Repetitive disciplinary infractions will certainly lead to more serious consequences. This may include suspension from classes, placement on probationary conduct status and, in the most serious cases, a recommendation for temporary or permanent exclusion.

Code of Conduct

This Code of Conduct is designed to clarify the role that all members of the JCS community can play in the development of positive behaviour and attitudes. All parents commit to respect this Code of Conduct when enrolling their children at JCS.

The Code of Conduct is underpinned by the following principles:

- the school will provide a safe, secure and positive environment for all students.
- modelling, reinforcement and rewarding responsible behaviour are key to enabling students to develop responsible behaviour and attitudes.
- parents and all members of the school share the responsibility to support the development of responsible behaviour.
- all behaviour has consequences and inappropriate behaviour will be met with logical consequences which are fairly and consistently applied.

This is translated into RIGHTS that we can expect and RESPONSIBILITIES that are expected of us.

Students:

Students have rights to:	Students have responsibilities to:
A safe learning environment	Practise safe behaviours
Be treated respectfully	Treat others respectfully
Be treated with kindness	Treat others kindly
Learn free of distractions	Keep from distracting others
Individuality	Accept others as they are

Teachers:

Teachers have rights to:	Teachers have responsibilities to:
Teach without interference	Prepare and present the best educational programme possible and to support each student to achieve his or her potential
A clean, safe and orderly school environment	Be clear about school rules and classroom expectations
Be treated as professionals who are able to make informed decisions about teaching and school curriculum	Uphold professional standards and continue to develop professional capacity
Be treated with respect	Respect the rights of others

Parents:

Parents have rights to:	Parents have responsibilities to:
Quality teaching programmes for their children	Assist children with their study at home by providing quality homework time and a quiet and orderly space to study
A clean, safe and orderly school environment	Inform the school about facts that could affect the child's learning (including health issues and absences)
Discuss the progress of their child or other issues with teachers and the Principal	Raise issues of concern with the appropriate teacher in the first instance, and then with the Principal
Professional management of the school in the best interests of JCS and the JCS community	Support decisions and policies of the school and raise any management concerns with the Principal
Effective and efficient financial management of the school	Meet all financial obligations by paying fees according to the prescribed schedule
Respect as a member of the JCS community	Respect others as members of the JCS community

Attendance and Absences

JCS believes that students make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school and employers alike. For a child to succeed in the school environment it is essential that a high level of attendance is maintained. It has been proven that there is a strong correlation between success and attendance. We encourage all our children to work to a personal goal of a minimum of 95%. **A child may be kept back a year if his/her attendance falls below 80% in any one academic year.** Please refer to the Attendance Policy. A copy can be obtained from the office or it can be found on the school website.

Early Dismissal

Students may not leave school during the academic day without parent permission. Parents must contact the office or send a letter signed with the child. This should be done before 8.00 am, if possible. In order to take a child out of school during the school day the parent, driver or nanny must present themselves at the school office.

Medical Absence

Student health and immunisation information must be submitted as part of the JCS enrolment form. JCS has a responsibility to ensure that all student immunisations are adequate for the overall health of the school community.

Students with communicable conditions such as gastro diseases, head lice, conjunctivitis, impetigo etc. will be sent home and must remain home until the condition has been treated and is no longer contagious. In the event that a child feels ill or falls sick during school hours, the parents/guardian will be contacted and the child will be allowed to rest in the sick-bay.

The following exclusion periods are applied for contagious diseases:

<i>Type of contagious disease</i>	<i>Guideline on length of time child should be excluded from school:</i>
Chickenpox	6 days after the appearance of the last spot
Conjunctivitis	48 hours after treatment has commenced
Diarrhoea and/or vomiting	48 hours after symptoms cease and child is eating normally again
Hand, foot and mouth virus	48 hours after fever and other symptoms have ceased. No weeping from sores.
Measles	Minimum 5 days after the onset of rash
Mumps	5 days after swelling has appeared
Ringworm	Until commencement of treatment
Rubella	7 days after onset of rash
Head lice	After appropriate treatment and all lice/eggs eradicated.

Anticipated Absence

Your child's teacher and the Principal should be notified in advance of an extended absence from school.

Late Arrival

School begins at 8.00 am. Students are to be in their classes and ready to work promptly at that time.

Temporary Withdrawal

JCS recognises that circumstances may arise which force students to temporarily withdraw from school for one or more terms. Parents may apply for a temporary leave of absence, thus reserving space in the school for their eventual return. Requests for withdrawals must be submitted in written form to the Principal in advance of the departure. There will be no refund for the time taken out of school.

THE SCHOOL DAY AT JCS

School Hours

The school day is from 8.00 am to 2.30 pm. Students are able to enter the school from 7.45 pm onwards. The JCS office is closed on public holidays.

Daily Schedule

All classes have a daily timetable that will be available for students and parents to view in each classroom at the beginning of the term. The general daily schedule at JCS is:

08.00 am	School commences
08.00 am – 08.10 am	Primary Activity / Secondary Registration and Tutor time
8.10 am – 09.05 am	Period 1
09.05 am – 10.00 am	Period 2
10.00 am – 10.15 am	Break
10.15 am – 11.10 am	Period 3
11.10 am – 12.05 pm	Period 4
12.05 pm – 12.40 pm	Lunch
12.40 pm – 13.35 pm	Period 5
13.35 pm – 14.30 pm	Period 6
14.30 pm	School finishes

School will be dismissed at 2:30 pm. Unless your child has an After School Activity, please pick up your child at 2:30 pm. Notify the office if you know you will be late or if someone else, other than yourself, will be picking up your child. This should be a rare occurrence. Class teachers remain with their class until 2.45 pm after which time, the students will re-enter the school and be supervised by the receptionist and Satpams.

School Dress Code and Uniforms

The JCS colours are dark blue, yellow and white and the uniform fabric is available for purchase from the office. A yellow and white cotton batik fabric is available for shirts and dresses, and a dark blue cotton drill is available for skirts, shorts and pants. The fabric is sold in pre-cut lengths to be sewn as desired. JCS does not prescribe the style of school clothing, but as a general guideline school clothing should be simple, modest, functional and appropriate. Denim is not part of the school uniform.

Footwear should be simple, safe and comfortable. In the interest of safety, sandals should have a back strap. **Flip-flops are not allowed.** Students are encouraged to bring indoor shoes, particularly during the rainy season.

For PE, students are required to wear navy leggings or shorts, their house T shirt and appropriate sports shoes.

Student Lunches and Snacks

JCS does not have an onsite canteen. It is the parents' responsibility to provide their child with healthy snacks and lunch to bring to school. No candy, chewing gum or fizzy drinks are allowed. JCS also encourages families to minimise plastic wrapping and disposable containers for snacks and lunch. A fridge and microwave are available at school for student use. Students are required to bring re-usable drink bottles for drinking water at school.

Throughout the year external catering services for student lunches may be available to families. Please see the Business Manager for current information regarding the availability of these catering services.

All students are supervised during snack and lunch times.

What to Bring to School

All students should bring to school each day:

1. A cap or hat
2. A snack and lunch
3. Drink bottle for drinking water
4. PE uniform (on appropriate days – please refer to the uniform section)
5. Pens, pencils and other school supplies as necessary
6. Indoor shoes
7. Change of clothes (Pre-School/Reception only)
8. Change of shoes (Pre-School/Reception only)

Students are responsible for their belongings. No valuable items should be brought to school (see note below on telephones and electronic toys).

Please refer to your child's individual Key Stage / Phase Handbook for details specific to them.

IGCSE students will be required to purchase additional course specific items. The subject teacher will inform students of the requirements.

Lost and Found

We encourage the labelling of personal items. Staff will do their best to locate misplaced articles, but JCS cannot accept responsibility for lost or stolen items. Any items found without a label will be handed in to the office.

Lost or Damaged School Property

JCS will provide students with books and other materials. It is the responsibility of students to care for these materials and return all property in good condition. JCS laptops may not be removed from the school. Students will be charged for lost or damaged materials based on the replacement cost.

Medicines

If your child is required to take medicines during school hours, these must be brought to the office where the medicine will be stored. Children must not keep medicines in their bags. Medicines must be clearly marked with the dose and any other appropriate information and will be administered only with the assistance of the JCS office or teaching staff.

Mobile Phones and Electronic Toys

Students are not allowed to bring electronic devices or other valuable toys to school – unless under strict permission from the Principal. Mobile phones may be brought to school for emergency purposes, but should remain in school bags and turned on silent at all times. Students may use the school telephone in the case of an emergency. The school cannot accept responsibility for any electronic equipment that goes missing or is damaged whilst on school property.

Invitations and Parties

Birthday party invitations may be distributed at school only under the following terms:

- Invitations are given to the teacher at least two days in advance.
- Everyone in the class is invited, or all girls or all boys in the class are invited.

If your child is only inviting a few friends, invitations may not be distributed at school. Please be sure that you follow this rule so that feelings are not hurt.

If parents wish to provide a special treat for the class on the occasion of a child's birthday, please coordinate with your child's classroom teacher at least a week in advance. **Birthday parties may not be held at school. This includes the hiring of party entertainers.**

School Calendar and Events

The school calendar includes between 180 and 185 teaching days. National holidays are observed. The calendar can be found on the website or a hard copy can be obtained from the office.

Visitors to the School

Visitors to the school (friends and relatives) are required to sign in at the security office and obtain a visitor's ID badge. Visitors are not encouraged during teaching hours as they may distract both staff and students. Parents or prospective families wishing to visit the school are requested to make an appointment and arrange for a to talk to the Principal, Business Manager or classroom teachers.

ADMINISTRATION AND FEES

Student Admission and Withdrawal Procedures

Please refer to the JCS Admissions Policy which can be obtained from the office or viewed on the school website. This policy outlines the process for enrolment of a child wishing to join JCS.

Re-Registration of Students

The school will issue a re-registration document along with fee schedule for the next academic year. Parents are asked to return the re-registration form by the due date in order for the school to plan for the coming academic year. If parents are unable to make a firm decision as to their intent, this can be noted on the form.

Tuition Fee Payment

Tuition fees are outlined in the Fee Schedule. Fee invoices will be denoted in Indonesian Rupiah (IDR) to comply with Regulation UU No. 7 (2011). Please see the Business Manager for the most recent schedule.

Please note:

1. Tuition Fees can be paid in full at the beginning of the year or in 4 instalments. Please see the Fee Schedule for details.
2. Children enrolling after the start of Term 1 will be required to pay pro-rata school fees for the portion of the school year they are in attendance. Please speak to the Business Manager for details.
3. External examinations and testing such as IGCSE, A Level or Indonesian National qualification examinations are an additional cost, separate from school fees. Parents will be invoiced as required.

Registration Fee

A non-refundable fee of 3.800.000,00 IDR per child will be paid upon registration to secure a place at the school.

Students who leave the school and return within 18 months will not be subject to registration fees. Students returning beyond this period will be required to pay registration fees. Please see the Admissions Policy.

Withdrawal policy

A parent withdrawing their child from JCS before the end of the school year will be charged up to the end of the term in which they withdraw. JCS operates a 3 term calendar: August – December; January – March; and April – June. A minimum of 2 months' written notice of withdrawal must be given to the Principal. Notice of withdrawal for the following term which is given during the holiday period, will incur the next

term's fees. This withdrawal policy is applicable in all cases including political unrest and force majeure. Any refund is subject to administrative fees. The registration fee is non-refundable.

(Note: "Withdrawal" is the date upon which the student ceases to attend and where the name is officially removed from the enrolment list. Administrative fees will be applied to refunds).

Withdrawal

In order to withdraw your child from JCS please follow these steps:

1. Inform the office in writing as far in advance as possible
2. Make sure all fees and tuition are paid in full
3. Ensure all school property is returned
4. Collect student personal belongings
5. If leaving before the reporting periods, reports will be forwarded at a later date to a nominated address
6. Refundable money will be processed within 15 working days after the student has left the school.

Please note – reports, new school application requests and recommendation letters cannot be released from the school unless the above criteria have been met.

Late Payment

All fees are due as outlined in the Fee Schedule. Payments must be made according to the stipulated due dates. If an extension to the payment deadline is required, it must be agreed with the Principal in the first instance. If payment is not received within this agreed extended period, an administration fee of **1,400,000 IDR** per child will be added to the monies owed.

If fees are not received within 2 weeks of the first due date and no arrangement has been made, an administration fee of **1,400,000 IDR** per child will automatically be applied. After 4 weeks if no fees have been received and no agreement has been made, the Principal will inform the parent(s) that their child may no longer attend JCS until all fees are paid and remove the student immediately until payment has been made.

The school administration must, at all times, strictly adhere to this policy. Any exception to this policy, if necessitated by exceptional reasons, must be approved in advance by the Principal.

Determining Tuition Fees

JCS has no external investment or endowment fund; it is funded entirely from tuition fees. JCS is a non-profit entity and all income is used to provide a quality learning experience and the development of the school facilities. Non-payment or late payment of fees causes significant operational difficulties and compromises the quality of service.

Children with Learning or Social and Emotional Needs

Unfortunately, JCS is currently not able to accept students with serious learning difficulties or special needs.

Reservations

JCS must operate within acceptable educational limits and we aim to provide a positive outcome for children and parents.

The school reserves the right to reject an application or a re-registration to JCS on the following grounds:

- **If the year group appropriate to a new applicant is already full**
- **If, in our professional judgement, the applicant or student is not suited to the programme offered by the school as set out in the entry requirements**
- **Non-payment of fees.**

When joining the school, parents are asked to complete the medical and emergency forms for the child(ren) and sign a JCS contractual agreement.

SCHOOL SAFETY AND SECURITY

Security and access to JCS facility

JCS is located in a secure facility. We have a number of procedures in place which aim to limit unauthorised access of people or visitors to the school.

- JCS vehicle stickers - Families enrolling students at JCS are encouraged to display or carry the car/bike sticker. If the school is put on high alert, identification of unknown vehicles will be required
- Security and identity checks – JCS is a small school and most vehicles and drivers are known to us. Unknown vehicles and drivers will be required to stop and provide identification to the security guards before continuing on to the school site
- Security staff - Two uniformed security guards are on duty during school hours to assist with student drop-off, pick-up, and monitor access to the school.
- Staff ID badges and electronic doors. These make entry to school difficult and identification of staff easy
- Visitor ID badges. These are bright red and easily identify any visiting adult as a visitor. All adults on site not wearing either badge are considered unexpected guests and challenged by JCS staff

If your child leaves school with someone other than a known and authorised person, the parent must inform the classroom teacher or JCS office ahead of time.

Child Protection Policy

Jogjakarta Community School has a responsibility to protect and safeguard the welfare of all our students. The school operates a clear policy which is available from the office to read on request.

Emergency SMS

In the event of an emergency affecting all school staff and students, JCS will communicate with parents via SMS from the school mobile telephone. Please ensure that any changes to your contact details or emergency contact numbers are conveyed immediately to the JCS office.

Emergency Medical Care

In the event of an accident at school or on an excursion, JCS staff will contact parents without delay. If immediate medical assistance is required and parents/emergency contact persons cannot be contacted, JCS staff are authorised to decide to take a child to hospital.

In the event that your child suffers an injury at JCS and requires medical treatment, you will be contacted by a JCS teacher who will identify themselves by his/her full name. They will also state your child's full name and his/her class at JCS.

If a child is taken to hospital while under care of JCS, you will never be asked to transfer any payment in advance. We have heard of cases in which parents are contacted informing that their child has been taken to hospital and demand money to be transferred to pay for emergency medical care. If you ever receive a message of this kind, we ask that you contact the JCS office immediately for confirmation.

Tobacco

JCS is a no smoking zone. Parents and other visitors are not permitted to smoke on school grounds – including the carpark or in sight of the students.

Internet security

Students will access the Internet as part of their schooling. For Secondary students, the Internet will be an important study tool and means to access information. Students will be taught about responsible Internet usage, and JCS will closely monitor Internet access by students.

- Access to the Internet is only available to students in supervised teaching environments
- All monitors are easily visible to the teacher or supervising adult
- Students will also be educated about online personal security and social networking at appropriate times in their schooling
- We will advise students that, in school, sites *are* monitored and the server is checked
- Inappropriate use of the Internet may result in disciplinary action.

Critical Incident Procedures

JCS has critical incident / emergency procedures for events such as fire, volcanic eruptions, earthquakes, lockdown/intruder alert and political unrest. Regular practice drills will be carried out for fire and earthquake scenarios. A policy of all our procedures is available on request from the office.