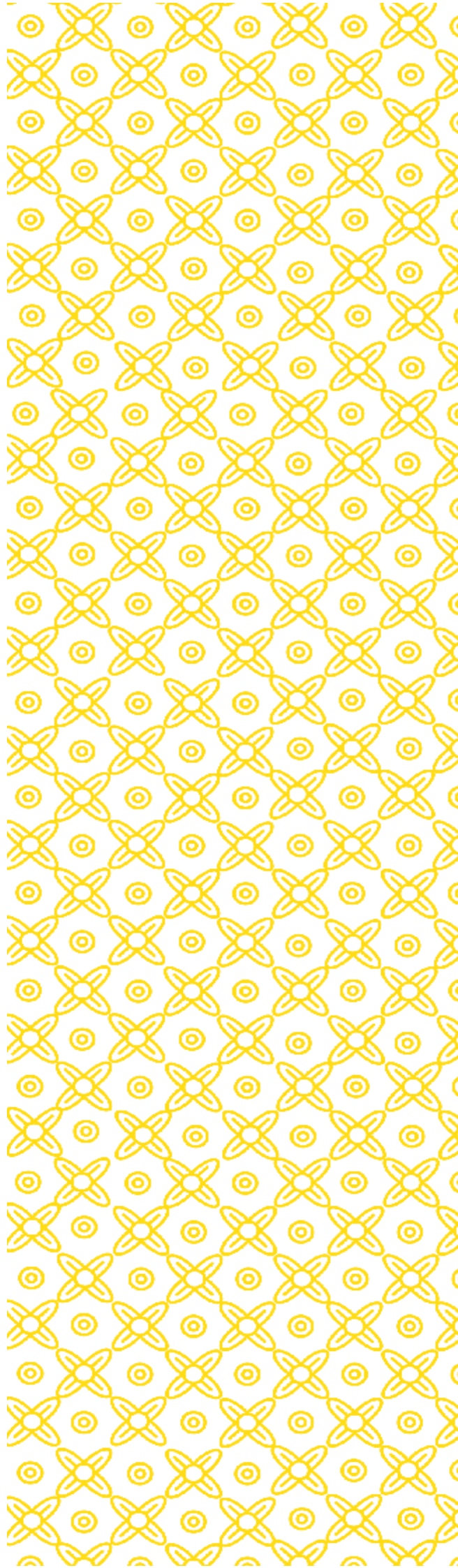


# **JOGJAKARTA COMMUNITY SCHOOL**

**Parent and Student  
Handbook**  
Updated August 2025



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## THE PRINCIPAL'S WELCOME

Dear JCS Families,

Welcome to Jogjakarta Community School (JCS)! We are delighted to have you and your family with us, and we look forward to sharing a positive and rewarding learning journey together.

At JCS, we believe that a strong partnership between home and school is key to a child's success. We are committed to providing a safe, inclusive and inspiring environment where every learner is supported to grow academically, socially and emotionally.

This Parent Handbook has been prepared to help you understand our school's values, routines and expectations. We hope it will serve as a helpful guide as you settle into the school year.

Please know that our doors are always open. Whether you have a question, concern or idea to share, we welcome your involvement and look forward to building a strong connection with your family.

Warm regards,

Amber Breen  
Principal

## SCHOOL CONTACT INFORMATION

### Staffing 2025-2026

Our staff is composed of dedicated classroom educators, administrators and ancillary workers. Knowing who to contact at school is often confusing. We should not 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.

#### Senior Management Team (SMT)

<b>Principal</b>	Ibu Amber	<a href="mailto:principal@jogjacommunityschool.org">principal@jogjacommunityschool.org</a>
<b>EYFS Coordinator</b>	Ibu Sabine	<a href="mailto:coordeyfs@jogjacommunityschool.org">coordeyfs@jogjacommunityschool.org</a>
<b>Primary Coordinator</b>	Ibu Amber	<a href="mailto:coordprimary@jogjacommunityschool.org">coordprimary@jogjacommunityschool.org</a>
<b>Secondary Coordinator</b>	Ibu Kristen	<a href="mailto:coordsecondary@jogjacommunityschool.org">coordsecondary@jogjacommunityschool.org</a>
<b>Human Resources Manager</b>	Ibu Dias	<a href="mailto:humanresources@jogjacommunityschool.org">humanresources@jogjacommunityschool.org</a>

#### Early Years

<b>Fireflies</b>	Ibu Desy	<a href="mailto:desylucia@jogjacommunityschool.org">desylucia@jogjacommunityschool.org</a>
	Ibu Yose	<a href="mailto:yosefany@jogjacommunityschool.org">yosefany@jogjacommunityschool.org</a>
<b>Butterflies</b>	Ibu Eve	<a href="mailto:eve@jogjacommunityschool.org">eve@jogjacommunityschool.org</a>
	Ibu Gaby	<a href="mailto:gabrielamaria@jogjacommunityschool.org">gabrielamaria@jogjacommunityschool.org</a>
<b>Reception</b>	Ibu Sabine	<a href="mailto:coordeyfs@jogjacommunityschool.org">coordeyfs@jogjacommunityschool.org</a>
	Ibu Ria	<a href="mailto:ria@jogjacommunityschool.org">ria@jogjacommunityschool.org</a>

#### Primary: Key Stage 1

<b>Yr 1-2</b>	Ibu Tes	<a href="mailto:1-2teacher@jogjacommunityschool.org">1-2teacher@jogjacommunityschool.org</a>
	Ibu Devy	<a href="mailto:devy@jogjacommunityschool.org">devy@jogjacommunityschool.org</a>
	Ibu Septi	<a href="mailto:septi@jogjacommunityschool.org">septi@jogjacommunityschool.org</a>

#### Primary: Key Stage 2

<b>Yr 3-4</b>	Ibu Amber	<a href="mailto:coordprimary@jogjacommunityschool.org">coordprimary@jogjacommunityschool.org</a>
	Ibu Engga	<a href="mailto:engga@jogjacommunityschool.org">engga@jogjacommunityschool.org</a>
	Ibu Dina	<a href="mailto:dina@jogjacommunityschool.org">dina@jogjacommunityschool.org</a>
<b>Yr 5-6</b>	Pak Jan-Len	<a href="mailto:5-6teacher@jogjacommunityschool.org">5-6teacher@jogjacommunityschool.org</a>
	Ibu Rini	<a href="mailto:riniutami@jogjacommunityschool.org">riniutami@jogjacommunityschool.org</a>

#### Secondary: Key Stage 3-5

<b>English</b>	Ibu Kristen	<a href="mailto:coordsecondary@jogjacommunityschool.org">coordsecondary@jogjacommunityschool.org</a>
<b>Mathematics</b>	Pak Ryan	<a href="mailto:maths@jogjacommunityschool.org">maths@jogjacommunityschool.org</a>
	Ibu Beatriks	<a href="mailto:beatriksmaria@jogjacommunityschool.org">beatriksmaria@jogjacommunityschool.org</a>
	Pak Rijal	<a href="mailto:rijal@jogjacommunityschool.org">rijal@jogjacommunityschool.org</a>
<b>Science</b>	Ibu Glomarie	<a href="mailto:science@jogjacommunityschool.org">science@jogjacommunityschool.org</a>
	Ibu Beatriks	<a href="mailto:beatriksmaria@jogjacommunityschool.org">beatriksmaria@jogjacommunityschool.org</a>
<b>Global Citizenship</b>	Ibu Dira	<a href="mailto:dira@jogjacommunityschool.org">dira@jogjacommunityschool.org</a>
	Ibu Abby	<a href="mailto:eal@jogjacommunityschool.org">eal@jogjacommunityschool.org</a>

#### Specialists

<b>Physical Education (PE)</b>	Pak Fuad	<a href="mailto:fuadrahmad@jogjacommunityschool.org">fuadrahmad@jogjacommunityschool.org</a>
<b>Business Studies</b>	Ibu Christine	<a href="mailto:christine@jogjacommunityschool.org">christine@jogjacommunityschool.org</a>

ICT	Pak Fuad	<a href="mailto:fuadrahmad@jogjakartacommunityschool.org">fuadrahmad@jogjakartacommunityschool.org</a>
	Pak Dinno	<a href="mailto:computerscience@jogjacommunityschool.org">computerscience@jogjacommunityschool.org</a>
EAL	Ibu Abby	<a href="mailto:eal@jogjacommunityschool.org">eal@jogjacommunityschool.org</a>
Maths Support	Pak Ting	<a href="mailto:ting@jogjacommunityschool.org">ting@jogjacommunityschool.org</a>
Bahasa Indonesia	Ibu Rini	<a href="mailto:riniutami@jogjacommunityschool.org">riniutami@jogjacommunityschool.org</a>
	Pak Ting	<a href="mailto:ting@jogjacommunityschool.org">ting@jogjacommunityschool.org</a>
Art	Ibu Hari	<a href="mailto:art@jogjacommunityschool.org">art@jogjacommunityschool.org</a>
Choir	Ibu Eve	<a href="mailto:eve@jogjacommunityschool.org">eve@jogjacommunityschool.org</a>
Dance	TBC	

### **Administration**

School Office		<a href="mailto:info@jogjacommunityschool.org">info@jogjacommunityschool.org</a>
Operations Manager	Pak Bruri	<a href="mailto:opsmanager@jogjacommunityschool.org">opsmanager@jogjacommunityschool.org</a>
Finance Team	Ibu Almi	<a href="mailto:accountant@jogjacommunityschool.org">accountant@jogjacommunityschool.org</a>
	Ibu Aghni	<a href="mailto:finance@jogjacommunityschool.org">finance@jogjacommunityschool.org</a>
Human Resources Manager	Ibu Dias	<a href="mailto:humanresources@jogjacommunityschool.org">humanresources@jogjacommunityschool.org</a>

Our teaching staff may be contacted via their email or through the School Office.

**School Phone Number: 0811 257 6164**

**Email: [info@jogjacommunityschool.com](mailto:info@jogjacommunityschool.com)**

### Introduction

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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 Pearson Edexcel UK Curriculum. JCS follows the Pearson Edexcel programme of study which culminates in our students being able to sit the International General Certificates of Secondary Education (IGCSE) and Advanced Level (A-Level) qualifications. We can also assist in preparing learners for the Indonesian national examinations should families want both qualifications.

Our ethos and core values are founded on respect, diversity, global awareness and acceptance. Our holistic 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 children, young people, staff and parents alike.

JCS prides itself on its welcoming atmosphere to learners and their families. Learners 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, the Netherlands, Romania, USA, Germany, Korea, Australia, New Zealand, UK, Sri Lanka, 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)

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The PFA is a vital element in the fabric of our school community. It promotes a partnership between parents and the school. Parents of JCS are automatically members of the PFA and are welcome to attend all of their events. The PFA’s 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 learners of the school
- help and support events throughout the school year
- fundraise for identified projects that benefit all our children

### Communication and Language Policy

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JCS teachers have an “open door” policy and welcome appointments to talk with 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 Office for assistance.

## YOUR CHILD'S EDUCATION AT JCS

### JCS Teaching

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Jogjakarta Community School (JCS) follows the Pearson Edexcel UK curriculum, providing learners with an internationally recognised and transferable curriculum. As a small school with an excellent learner-teacher ratio, JCS is able to respond to the individual needs of our learners. JCS academic staff comprise an expatriate Principal as well as expatriate and Indonesian classroom teaching staff. Part-time teachers are contracted to teach specialist subjects. The learning programme is divided into three phases: Early Years Foundation Stage (EYFS), Primary and Secondary.

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 Fireflies and Butterflies Preschool children who go home at 12.00 pm.

While we warmly welcome parents to visit the Learning Blocks between 7:45am–8:00am and again after 2:30pm, we kindly ask that all parents allow learners and teachers to begin the school day promptly at 8:00am. This helps ensure a calm and focused start to the day for all our JCS learners. Thank you for your understanding and support.

#### Year Group Placement:

Child's age on 1 <sup>st</sup> September	Pearson Edexcel-aligned JCS year group placement		
2	Fireflies (Preschool 1)	Early Years Foundation Stage (EYFS)	
3	Butterflies (Preschool 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

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#### 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, four and five-year-olds. The Fireflies and Butterflies classes are play-based while Reception children will also learn through guided lessons in Jolly Phonics and Mathematics.

#### Primary Years Programme



Our Primary classrooms provide a dynamic and engaging environment nurturing children to become self-directed, motivated and conscientious lifelong learners. Our Primary learning programme, based on the Pearson Edexcel UK curriculum, includes English, Mathematics, Science, History, Geography, Art, Choir and Dance, Computing, Physical Education (PE) and Indonesian.

### **Secondary Years Programme**

The Secondary programme of study prepares learners for the British externally set Pearson Edexcel International Examinations. The International General Certificate in Secondary Education examinations (IGCSE) and A-Levels are recognised worldwide including at top colleges and universities.

#### Key Stage 3

Learners in Key Stage 3 study the three core subjects: English, Mathematics and Science. They also study Global Citizenship, ICT, PE, Art, Indonesian, and an elective subject (extended Art or PE).

#### Key Stage 4

Learners in Key Stage 4 (IGCSE) engage in an immersive, two-year learning experience led by specialist staff. They study three core subjects: English or English as a Second Language, Mathematics, and Science. In addition to these, learners choose from a range of optional subjects, including Business Studies, Economics, Computer Science, History, Global Citizenship, or specialised science subjects such as Biology, Chemistry, and Physics. Most learners register for a total of five to six subjects. They also participate in Physical Education (PE), Indonesian, and an Elective—selecting from extended Art, PE, or Music. Examinations for both core and additional subjects are set by Pearson Edexcel and administered at JCS. These may be taken throughout the two-year course (modular) or all at the end (linear), depending on the subject.

#### Key Stage 5

Key Stage 5 learners at JCS prepare for International Advanced Level (A-Level) examinations set by Pearson Edexcel. They typically study three to four subjects, chosen based on their abilities, interests, and university aspirations. There are no compulsory subjects at this stage. Current subject offerings include Art, English Language, History, Physical Education, Physics, Information Technology, Mathematics, and Psychology. At JCS, we are committed to supporting each learner's individual pathway and make every reasonable effort to accommodate their academic needs and interests, particularly as they transition from Secondary education to university or other post-secondary opportunities.

Further details relating to your child's curriculum studies can be found in the Secondary Handbook.

### **JCS Houses**

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On enrolment at JCS each learner is allocated to a House and will purchase their PE t-shirt based on this. For many of our whole school activities and for our varied sporting carnivals, learners will be competing in Houses. Our Houses have been named after three characters from the Mahabharata: Nakula (Red), Sadewa (Blue) and Srikandi (Green).

### **School Facilities**

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JCS is located in a secure facility. The learning block includes classrooms, a library, outdoor learning spaces, outdoor playground and multi-purpose space for specialist classes and activities. Outdoor and indoor play areas are available. The facilities also include staff and student toilets, a school office and a snack/lunch area.

### **Personal Laptop Programmes**

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Secondary learners are required to bring a personal laptop to school on a daily basis. Facilities will be provided at school to enable learner access to WIFI, printers and charging stations. Laptops and laptop maintenance are the responsibility of the learner. In the Primary year groups, Year 1-6 learners have the option to be involved in a Bring Your Own Device or BYOD programme. This programme is voluntary and allows learners who have access to a personal laptop, tablet 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.

## After School Activities (ASA)

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We offer a range of ASA which are open to JCS learners and children from the local community. The ASA includes sports, culture, arts and other activities that support the intellectual, physical and social development of our learners. 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 learners may select to participate in up to 4 activities per week.

## Birthdays

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At JCS, we recognise the significance of celebrating your child's birthday with their school friends and are happy to accommodate simple celebrations in the classroom. However, it is important to keep in mind that these events are optional, and families are under no obligation to celebrate birthdays at school.

In order to ensure that these celebrations do not disrupt teaching and learning, we kindly ask families to follow the guidelines below when planning a birthday celebration at school:

- **Notify the teacher/s in advance:** please contact your child's teacher at least 3 days before the celebration to make arrangements. We know that birthday information may be shared in the class parent Whatsapp group, however it is also very important that teachers are informed directly of your plans, preferably before parents. We also ask that family members joining the class celebration are kept to a maximum of two people.
- **Scheduled celebration time:** simple celebrations with a birthday cake will be scheduled for 9:45am, just before snack time and at 11.30am for our Preschool children, to ensure minimal disruption to the learning schedule. We kindly ask that you limit contributions to a cake, cupcakes or fruit. Parents will need to bring in paper plates together with spoons. Please also note that decorations, balloons or similar items cannot be hung or displayed during these celebrations.
- As many Year 5-6 and Secondary learners no longer want a birthday cake at school, a shared lunch, such as pizza, can be arranged as an alternative celebration. These lunches should be delivered to school by 11.55am. We ask families to choose either a cake or a lunch to share.
- Cakes or lunches should only be for the birthday child's classmates, this is to avoid learners in other classes from becoming upset.
- **Food Guidelines:** please check with your child's teacher regarding any food allergies or dietary restrictions within the classroom before finalising your plans.
- **Goody Bags:** if you choose to provide goody bags, we ask that they be kept simple and small enough for children to carry home on their own. Just like birthday cakes and shared lunches, we ask that goody bags are only given to the birthday child's classmates so as to avoid learners in other classes becoming upset at not receiving a treat.
- Birthday parties may not be held at school, this includes the hiring of party entertainers or the hanging of decorations.

We greatly appreciate your cooperation in following these guidelines to help us maintain a balance between celebrating special moments and ensuring a productive learning environment.

## Environmental Programme

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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. Learners 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, learners and families are encouraged to not only participate in our adopted initiatives but also bring new ideas to the table.

Our Change Makers environmental initiative is a wonderful programme that gives learners hands-on experience with a variety of 'green' activities. These include tending to the school vegetable garden, managing our composting system and sharing practical tips to encourage environmental awareness both at school and at home.

## Education Outside the Classroom (EOTC)

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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

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JCS provides a progress report of learner achievement during Term 1 that is given at the Parent Teacher Conference. Another Parent Teacher Conference is held in Term 2. 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.

## Home Learning

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

### **Primary**

Learners in our Primary phase will have small amounts of home learning activities set over the week. The amount of time spent on these tasks will depend on the activity itself and may extend for several pieces to complete a project. Reading is an important activity both in school and at home and we ask parents to encourage children to read every night.

### **Secondary**

Secondary teachers will set tasks as and when it is appropriate to consolidate learning. These tasks will be posted in Google Classroom.

### Key Stage 3

The amount of time spent on home learning 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 home learning may be set over a longer period. The learner will know the submission date and it will be assigned in Google Classroom.

#### Key Stage 4

Learners in Key Stage 4 will be working towards International General Certificates in Secondary Education examinations (IGCSE) and their home learning will be aligned to the requirements of those courses.

#### Key Stage 5

Learners in Key Stage 5 will be set more demanding home learning tasks as the courses dictate and will involve many different tasks.

Over and above set home learning tasks, Secondary learners should review class notes each evening to consolidate their learning. This may take a few minutes or a little longer depending on a learner'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 learners 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 of home learning can be found in the individual key stage handbooks.

### Seesaw and Google Classroom

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Seesaw and Google Classroom are online tools that are used by teachers and learners in EYFS and Primary (Seesaw) and Secondary (Google) classrooms and which also helps parents keep track of their child's learning. For Primary and Secondary learners, these platforms allow parents to see the details of the learning tasks their child has been set, as well as submission status. These platforms also provide parents with a deeper insight into the tasks our learners receive and, more importantly, it helps learners to improve their organisational skills, time-management, and keep on top of their workload. Login details will be provided to all learners and parents at the beginning of the school year.

### Positive Behaviour

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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 positive behaviour is encouraged through mutual respect, praise and reward. All members of the school community are valued as individuals. Our EYFS, Primary and Secondary phases promote positive behaviour using age appropriate programmes. For all ages, certificates are awarded to learners 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.

#### **Rewarding Learners**

At JCS, teachers give house points to encourage and motivate learners to achieve their potential and recognise effort. Learners may receive house points to recognise something they have done well, collaborating with peers, problem solving or meeting a personal or team goal. House points may be taken away if behaviour or expectations are not met by learners.

Parents are encouraged to celebrate the house points that learners receive and use any lost points as a starting place 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 house points does not mean the child is 'bad' or their behaviour is 'bad', it is simply a way of reinforcing

to learners the positive behaviours that we wish to see at school. If you have any concerns or questions about house points, feel free to meet with your child's classroom teacher.

### **School Discipline Expectations**

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

At JCS, actions such as inappropriate language, bullying, name-calling, rudeness and disrespect will have disciplinary consequences. Bullying includes any form of repetitive, 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 learner's behaviour, or if a single incident is serious enough, a learner 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.

### **Parent-School Communication**

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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 via their school email. For queries relating to school operations, please contact the Office by phone or using the [info@jogjacommunityschool.org](mailto:info@jogjacommunityschool.org) email address.

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 Office with any urgent matters which cannot wait for an email response. Parents are welcome to visit with a teacher before and after school to discuss their child's progress and school experience 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 email.

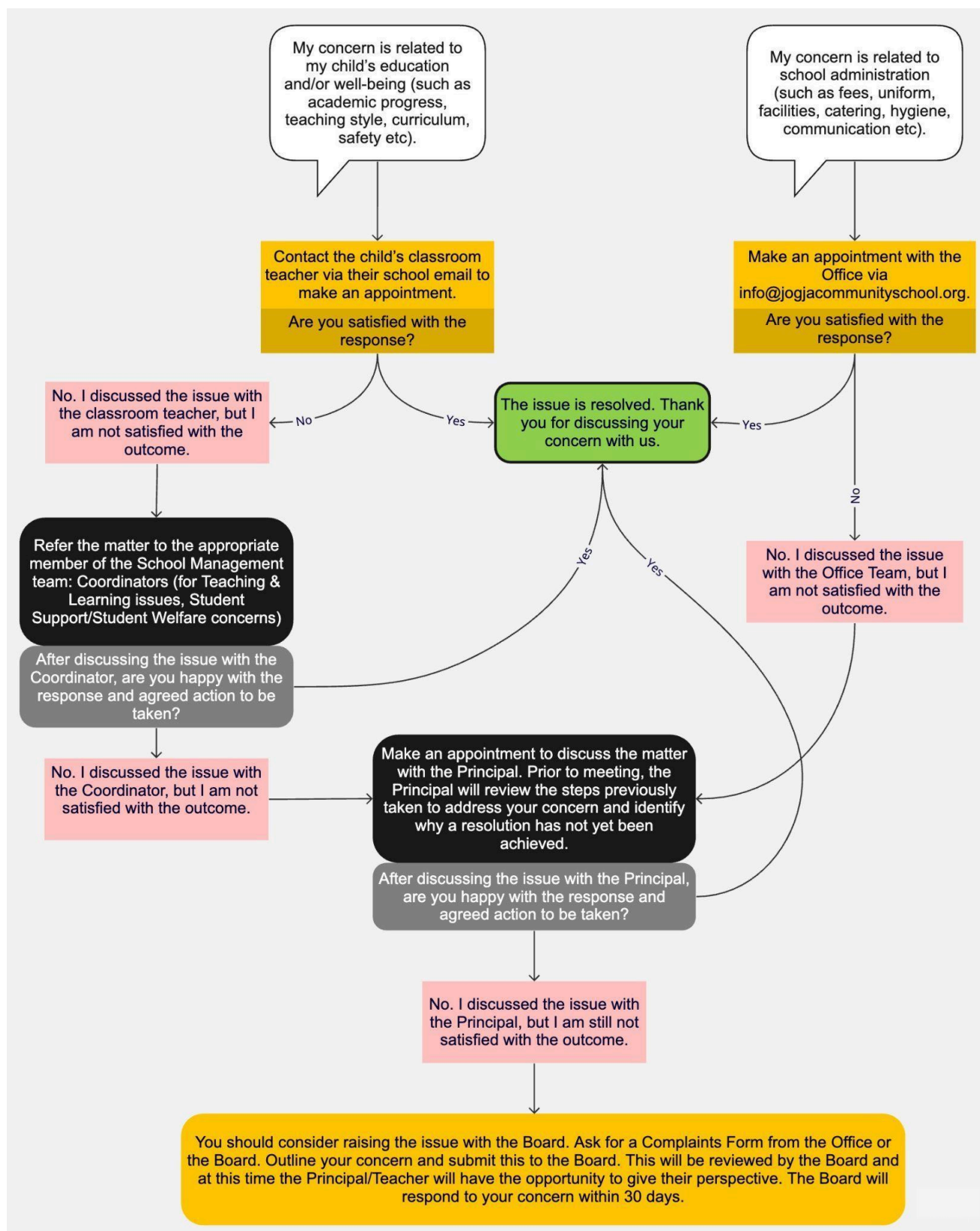
Each year group will also operate a WhatsApp group for parents to share general information. A Class Parent Representative (CPR) will be selected and part of their responsibility will be to share information on school events and initiatives between families and the classroom teacher/s.

### **Complaints and Feedback Process**

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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 with us so we are able to take appropriate action.

Any complaints and grievances should be first discussed with the appropriate teacher. The following chart shows the process to be followed in seeking resolution to a complaint and/or concern:



## 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 learners
- modelling, reinforcement and rewarding responsible behaviour are key to enabling learners 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.**

**Learners:**

<b>Learners have rights to:</b>	<b>Learners have responsibilities to:</b>
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:**

<b>Teachers have rights to:</b>	<b>Teachers have responsibilities to:</b>
Teach without interference	Prepare and present the best educational programme possible and to support each learner 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:**

<b>Parents have rights to:</b>	<b>Parents have responsibilities to:</b>
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

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JCS believes that learners 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 learners 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**

Learners may not leave school during the academic day without parent permission. Parents must contact the Office or send a signed letter 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**

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

Learners 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 classroom.

The following exclusion periods are applied for contagious diseases:

<b>Type of contagious disease</b>	<b>Guideline on length of time child should be excluded from school:</b>
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. An extended absence is 3 or more school days.

### **Late Arrival**

School begins at 7.50 am for Secondary and 8.00 am for Early Years and Primary. Learners are to be in their classes and ready to work promptly at that time. If learners arrive late, they must first go to the Office to be recorded on the school online register and collect a 'late card' to give to their teacher. Once that has been done, learners go straight to their classroom to start their school day.

### **Temporary Withdrawal**

JCS recognises that circumstances may arise which force learners 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 School Office or Principal in advance of the departure. There will be no refund for the time taken out of school.



### School Hours

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

### Daily Schedule

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

08.00 am	EYFS and Primary Registration
08.05 am – 08.55 am	Period 1
09.00 am – 09.45 am	Period 2
09.45 am – 10.15 am	Snack
10.20 am – 11.10 am	Period 3
11.15 am – 12.05 pm	Period 4
12.05 pm – 12.40 pm	Lunch
12.45 pm – 1.35 pm	Period 5
1.40 pm – 2.30 pm	Period 6
2.30 pm	School finishes

08.00 am – 08:10 am	Secondary Registration and Form time
08.10 am – 08.50 am	Period 1
08.55 am – 09.35 am	Period 2
09.40 am – 10.20 am	Period 3
10.20 am – 10.45 am	Snack
10.45 am – 11.30 am	Period 4
11.35 am – 12.20 pm	Period 5
12.20 pm – 12.55 pm	Lunch
12.55 pm – 1.40 pm	Period 6
1.45 pm - 2.30 pm	Period 7
2.30 pm	School finishes

School will be dismissed at 2:30 pm. Unless your child has an After School Activity (ASA), 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 learners at the school entrance until 2.45 pm after which time, the learners will wait in the lobby and be supervised by the Office team or security.

### School Dress Code and Uniforms

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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 trousers. The fabric is sold in pre-cut lengths to be sewn as desired. Currently, 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. During the rainy season, learners are encouraged to bring indoor shoes.

For PE, learners are required to wear dark-coloured leggings or shorts, their house T-shirt and appropriate sports shoes.

For safety reasons, jewellery, clothing, footwear and hairstyles should be neat and appropriate for school.

## Snacks and Lunches

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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 learner use. Learners are required to bring reusable drink bottles for drinking water at school. All learners are supervised during snack and lunch times.

Through the year, external catering services for learner lunches may become available to families. Please see the Office for current information regarding the availability of these catering services.

## What to Bring to School

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All learners should bring to school each day:

- A cap or hat
- A snack and lunch (unless delivered at lunch time)
- Drink bottle for drinking water
- PE uniform (worn on appropriate days – please refer to the uniform section)
- Pens, pencils and other school supplies as necessary (your child's teacher will let you know)
- Change of clothes (Preschool/Reception only)
- Change of shoes (Preschool/Reception only)

It is important that these items are clearly labelled with your child's name as learners are responsible for their own 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 learners will be required to purchase additional course specific items. The subject teacher will inform learners of the requirements.

## Lost and Found

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

## Lost or Damaged School Property

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

## Medical Information Update Reminder

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If your child's medical profile changes at any point during the school year, it is very important that you inform both the School Office and your child's teacher(s) as soon as possible. This ensures that we can respond appropriately and provide the necessary support should a medical situation arise.

## Medicines

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If your child is required to take medicines during school hours, these must be brought to the Office or given to the classroom teacher where it will be stored securely. Learners 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

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Learners are not allowed to bring electronic or valuable toys to school, besides laptops, Ipads or tablets that are used for learning in the classroom. Mobile phones may be brought to school for emergency purposes, but should remain in school bags and turned on silent at all times. Learners 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.

## School Calendar and Events

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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

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

### Learner Admission and Withdrawal Procedures

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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 Learners

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The school will issue a re-registration document along with the 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.

### Tuition Fee Payment

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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 our Finance Team for the most recent schedule.

Please note:

1. Tuition Fees can be paid in full at the beginning of the year or via a standard instalment plan. 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 Finance Manager for details.
3. External examinations and testing such as IGCSE, A-Level or Indonesian national examinations are an additional cost, separate from school fees. Parents will be invoiced as required.

### Registration Fee

Currently, a non-refundable fee of IDR 10,000,000 per child will be paid upon registration to secure a place at the school. This fee will also include one set of yellow batik and blue drill uniform fabric and a House t-shirt. Please see the Finance Team or Office for current details on all fees.

Learners who leave the school and return within 12 months will not be subject to registration fees, but will need to pay a deposit of IDR 10,000,000 to secure a place in the class. Learners returning beyond this period will be required to pay registration fees. Please see the Admissions Policy.

### Withdrawal Policy

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#### 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 learner's 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 learner has left the school with written notification.

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

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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 IDR 2,000,000 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 IDR 2,000,000 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 learner 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

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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

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JCS will consider all enrolment requests relating to learners with additional needs on an individual basis. If your child requires additional support, this may necessitate a dedicated staff member or significant extra resources. In this case there may be additional cost to the parent (by prior agreement only).

## Reservations

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JCS must operate within acceptable educational limits and we aim to provide a positive outcome for learners 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 learner is already full
- If, in our professional judgement, the learner 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 enrolment forms for their child(ren) and pay the non-refundable registration fee.

### Security and Access to JCS Facility

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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.

- 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 learner 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 lanyards - These are bright red and easily identify any visiting adult as a visitor. All adults on site not wearing a lanyard are considered unexpected guests and will be approached 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

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JCS has a responsibility to protect and safeguard the welfare of all our learners. The school operates a clear policy which is available from the Office to read on request.

### Emergency Whatsapp

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

### Emergency Medical Care

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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 or Office staff 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.

## Smoking

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

## Internet Security

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

- Access to the Internet is only available to learners in supervised teaching environments
- All monitors are easily visible to the teacher or supervising adult
- Learners will also be educated about online personal security and social networking at appropriate times in their schooling
- We will advise learners that, in school, sites *are* monitored and the server is checked
- All learners, staff and parents will sign an Acceptable Use Agreement outlining the expectations and guidelines of internet use at JCS
- Inappropriate use of the Internet may result in disciplinary action.

## Critical Incident Procedures

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