



Students and Parents Handbook Ambassador Bilingual School



Royal Words

There are only two true disciplines:

General discipline: the rules laid down in the body of the law and other regulations.

Self-discipline, which should govern each individual to be sincere.

One must behave oneself in accordance with the sincerity of one's heart, showing character and determination, making a covenant with oneself. This is regarded as true discipline, appearing to be more effective and surer than the code of law. It is also one of the keys that contributes to the ability to comply with the code of law. It is essential that this discipline be birthed from one's conscience, wisdom, intelligence and thorough contemplation until the true cause-and-effect is realised. When this discipline has been filtered through wisdom and intelligence, one will become conscious of good and evil. It is sacred, able to protect and safeguard the one who practises it against dangers and decline in morality. It protects both the heart and the mind, and leads to prosperity, dignity, honour and power....

(Unofficial translation) Royal Address of His Majesty the King

On the Occasion of the Presentation Ceremony of the Swords to Graduates from
Chulachomklao Royal Military Academy, Royal Thai Navy Academy and Royal Air Force Academy

Wednesday 25 March B.E.2524 (1981)

Dear Students and Parents,

It is with great pleasure that I welcome you to the 2015-2016 academic year at Ambassador Bilingual School.

The last academic year proved to be a year of excellent student achievement for our students with not only successes in national competitions but also outstanding results in both our internal and external examinations.

The school continues to grow in numbers, size and variety:

- Our teaching staff has been supplemented with new and additional Thai and foreign staff.
- Our amenities are being expanded to include facilities, secondary building, art room, PE room and additional programs.
- Our student body and teaching staff now include many nationalities from across Asia and the rest of the world, giving our students an advantage in becoming global citizens of the future.

No matter how we grow in variety and number, the school maintains the priorities of student-centred education. We will continue to provide our students with challenges in the classroom and in our extra-curricular activities, challenges intended to encourage them to reach their full potential academically, socially, emotionally and physically.

I am also pleased to be able to announce that, during the coming year, the school will add more facilities and provide further opportunities to support our students' development. Specifically, we will be introducing an advanced music programme, a selection of special electives for the secondary school and building new classrooms for the more senior grades.

At ABS, we strive to ensure that our students act both responsibly and independently, whether at school or within their own community at large. These aims continue to form the foundation for all of our efforts both inside and outside of the classroom.

I would like to join with the academic and support staff and the school administration to wish our students a most successful and enjoyable year.

Yours sincerely,

Aj. Amporn Garmolgomut

Manager of Ambassador Bilingual School

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Section 1 History / Overview / General Information

Ambassador Bilingual School started from Kiatpattana Computer and Language School (CEC – E20) which was founded by Chugiat and Amporn Garmolgomut. They started out tutoring English, maths and computer studies to children of the age 3 years old and up. CEC produced many bilingual students who passed their TOEFL, TOEIC and IELTS tests. CEC also provided conversational courses taught by native speakers. On completion of the courses, students have been recognized by many schools, workplaces and other organizations. CEC have various branches all over northern Thailand in locations such as Chiang Mai, Chiang Rai, Phitsanulok and Lampang. Chugiat and Amporn both created and planned all the lessons for CEC themselves.

In 2011, Amporn Garmolgomut founded a Nursery School called “Little Stars Bilingual Pre-School” on Soi 13, Srimankarajarn Road, Chiang Mai. Amporn’s intention was to help working parents with a safe and wonderful place for their children to learn in small class sizes with just 8-15 students ranging from 1 to 5-6 years old. Curriculum based activities support the child’s physical, mental and social development in subjects like English, maths, music and art. Little Stars Bilingual Pre-School taught children to learn with confidence as they became bilingual with happy personalities. Many parents recognized these values and would like their children to carry on studying into higher grades.

In 2008, Little Stars Bilingual Pre-School had total of 120 children aging from 1 to 5-6 years old with Amporn as the school license holder, Mrs Anantaporn Bunting as the school Director, Miss Anyarath Pripanapong as the HR Manager, Mrs Nari Pikunthong as the Finance Manager and Mrs Worapan Nuntawong as the Manager of Student Record Department.

Staff included 7 Thai teachers, 6 foreign teachers, 7 teaching assistants, 1 cook, 3 cleaners and 2 bus drivers. Facilities include 1 building with 7 classrooms, 3 bedrooms, 1 canteen, 1 activity room and a gym and playground. A total of 2 Ngan (200 square wa)

In 2008, Little Stars Bilingual Pre-School had looked to expand a school and in year 2009, a bilingual school called “Ambassador Bilingual School” was opened in May, located at 222 Superhighway – Chiang Mai Lampang Road.

In 2011, Ambassador Bilingual School was granted permission to teach Kindergarten 1-3 and Primary 1-6 with addition permission in 2012 to open Secondary levels, grade 7-9 and finally secondary grades 10-12 in year 2014. Currently ABS is open from Kindergarten to Grade 12



Name of School (Thai)	YuwathutSuksaPatana School (Y.S.)
Name of School (English)	Ambassador Bilingual (ABS)
Type of Education	General Education (Bilingual Program)
Level of study	Pre-school to Secondary Levels (Mathayom 6)
Location	No. 222 Chiangmai-Lampang Super Highway, TambonNong-pheung, AmphurSarapee, Chiangmai



School Emblem: Circle with school's name and address inside

Name in English: Yuwathut Suksa Patana School(Y.S.)

Name in Thai: โรงเรียนยุวทูตศึกษาพัฒนา

Executive Board

Mrs Amporn Garmolgomut Position: School Licensee/Manager

Mr Chugait Garmolgomut Position: Executive Committee

Mr Preecha Supaganjanapan Position: School Director

Vision

Ambassador Bilingual School aims to provide comprehensive, progressive bilingual education to help students develop into fully functioning members of both Thai and English language communities throughout the world. We seek to break down the language and cultural barriers between Thai and non-Thai speakers to help promote a more harmonious, peaceful and positive society.

Mission

- * To develop proficiency in Thai and English language skills.
- * To enhance students' life skills, virtues, morality, and behaviour.
- * To enhance students' ICT skills.
- * To encourage students' to be kind and caring to others.
- * To enhance students' health (both physical and mental) with physical activities.

Motto

“Building Character through True Values”

Goals

- The core values of kindness, honesty, co-operation, diligence and responsibility form the basis for true and lasting success. ABS fosters these characteristics in all our students and uses them as a starting point for everything we do.
- We appreciate the uniqueness of each child. We seek to help students grow intellectually, emotionally and spiritually by modelling good character and teaching methods.
- We strive to promote a healthy self-image. As students learn to love and respect themselves, they will also learn to appreciate and respect others and to be valuable contributors to their family, community, and society.
- We use the five cognitive skills (describing, finding similarities and differences, sequencing, classifying and forming analogies) to ensure our teaching is both child centred and teacher directed. Work is planned to emphasise responsibility and progression rather than self-centred competition. We seek to foster a sense of healthy self-esteem and pride in accomplishment.
- We promote outdoor activities and sports events to teach students that games are more fun when shared with others. We teach how to compete fairly and we encourage the building of social skills to help children learn ways to foster friendships and participate constructively in group activity.
- We strive to be an inclusive school offering quality education at an affordable price.

Academic Curriculum

The curriculum at Ambassador Bilingual School is based on the overarching Thai Government standards (the Basic Education Core Curriculum B.E.2551) combined with the American Common Core Standards Curriculum for English subjects, eg. English Language, Mathematics, Science, Physical and Welfare Education from Grade 1-12, are based on an integrated curriculum which combines the Thai National Curriculum with the Californian Core Curriculum. These standards facilitate the teaching of the sciences in both English and Thai and thereby enhance the understanding of the students.

Students will be tested periodically throughout the school year during class time, these grades, along with subjective and objective observations make up the largest percentage of the grade given. The children will also be streamed into ESL and TSL classes, if their abilities need to be improved for their grade level.

Concept

The curriculum at Ambassador Bilingual School is based on the overarching Thai Government standards (the Basic Education Core Curriculum B.E.2551) combined with the Californian, Core Curriculum for core English subjects (English Language, Mathematics, and Science). It is based on the principle that each learner has wisdom, virtue, and is ingrained with the ability to learn and develop to reach his full potential.

Objectives

The curriculum at Ambassador Bilingual School aims at developing learners to become good individuals, have respect for others' dignity, exercise freedom in expressing their thoughts, have principles in living their lives, possess logical and peace-producing problem-solving skill, have contentment that comes from practicing "sufficiency economy". The learners are expected to produce the following desirable characteristics:

1. Knowing and following one's own religious principles. Practicing moral, ethical and social values in everyday living.
2. Having appreciation of oneself and others; showing self-discipline; aiming at self-development.
3. Possessing skills and personal principles for everyday living.
4. Possessing the ability to learn by oneself; having creativity; seeking knowing; loving reading, writing and researching.
5. Having global knowledge; keeping oneself up-to-date on the latest development; having skills and potential in management, communication, using technology in aligning one's thought, applying working methods to situation; anticipating future tendency to change appropriately.
6. Possessing skills and thinking process, analyzing, synthesizing, building wisdom, especially in the areas of mathematics, science, and foreign languages.
7. Having an interest in exercising; knowing how to stay healthy; steering clear of and avoiding factors and behaviour that may lead to accidents. Having good personality; being emotionally stable and living happily with others.
8. Being effective in producing and consuming; having the value of being a producer rather than a consumer.
9. Understanding the Thai history; being proud of Thainess, being good citizens; believing in democratic way of life and democratic ruling where the king is the head.
10. Having consciousness in preserving language, arts and culture, tradition, sports, wisdom relating to indigenous knowledge, natural resources, environment and public property.
11. Having patriotism – national as well as local; devoting oneself to doing good things and contributing to the society's well-being.
12. Having harmony in both arts and music.
13. Having love and spirit of sportsmanship
14. Having positive attitude toward honest earning.

The 8 Desirable Characteristics

1. Patriotism for nation, religion, and king
2. Honesty and loyalty
3. Discipline
4. Pursuing knowledge
5. Contentment
6. Career devotion
7. Appreciation for 'Thainess'
8. Generosity

Learning Standards

The learning standards are regulations which stipulate the quality for learners with regards to knowledge, skills, process, moral and ethical values, and social values according to each informative knowledge group. There are 2 characteristics:

1. Learning standard – Basic education
It is the learning standard in each informative knowledge group when the learner has completed the basic education.
2. Learning standard – Level
It is the learning standard in each informative knowledge group when the learner has completed each level, such as Prathom (elementary) 3 and 6, and Mathayom (Secondary) 3 and Mathayom (High School) 6.

School Hours (Elementary-Secondary)

The school day runs from 08:10 to 16:00.

Students may arrive at school from 07:30 but are required to arrive in good time for morning line-up at 08:10.

Elementary-Secondary students finish their last class at 16:00.

Daily timetable

08:10 – 08:40 National flag raising

0845 – 10:10 Class time

10:15 – 10:30 / 10:45 – 11:00 Morning break

10:30 – 12:00 Class Time

12:00 – 12:40 Lunch break (starts at 11:45 for grades 1 and 2)

12:40 – 13:25 Class Time

13:25 – 14:10 Class Time

14:10 – 14:30 Afternoon break

14:30 – 15:15 Class Time

15:15 – 16:00 Class Time



**YUWATHUT SUKSA PATANA SCHOOL REGULATIONS
PERTAINING TO THE ASSESSMENT AND EVALUATION OF SECONDARY LEVEL OF
EDUCATION BASED ON
THE BASIC EDUCATION CORE CURRICULUM B.E.2551**

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As declared by the Ambassador Bilingual School to use the overarching Thai Government standards (the Basic Education Core Curriculum B.E.2551) in accordance with the mandate from the Ministry of Education No. Soh-Poh-Toh 293/2551 dated 11 July B.E.2551 regarding the use of the Basic Education Core Curriculum B.E.2551, it is appropriate that the school stipulates regulations concerning the assessment and evaluation of secondary level of education based on the Basic Education Core Curriculum B.E.2551 to assess and evaluate secondary students effectively and in line with the above mandate.

Therefore, the executive committee of the curriculum and academics of the Ambassador Bilingual School, with the approval of the school's executive committee, has stipulated the following regulation:

No.1 This regulation shall be entitled "The Regulation of the Ambassador Bilingual School concerning the assessment and evaluation of secondary level of education based on the Basic Education Core Curriculum B.E.2551 and 2552".

No.2 This regulation takes effect from school year 2557 onwards.

No.3 All other regulations and rules that contradict this regulation are cancelled. This regulation is to be observed hereon.

No.4 This regulation is to be imposed along with the Curriculum of the Ambassador Bilingual School B.E.2553 according to the Basic Education Core Curriculum B.E.2551 and the Curriculum of the Ambassador Bilingual School B.E.2557 based on the Basic Education Core Curriculum B.E.2551, Level 3 (Grade 10-12).

No.5 The school board must comply with this regulation.

SECTION 1 PRINCIPLES OF ASSESSMENT AND EVALUATION

No.6 Followed is the criteria for assessment and evaluation.

6.1 The educational institution is responsible for evaluating the learners by involving all concerned.

6.2 The assessment and evaluation must be in accordance with and cover the standard of learning/indicators of learning substance groups stipulated in the curriculum. Arrangement for assessing reading, analytical thinking and writing, desirable characteristics as well as self-development activities must be made.

6.3 In order to assess the learners, their development, demeanor, observing the learning behaviour, participation in activities, and testing must be done together in the learning process appropriately in relation to each level and pattern of education.

6.4 The assessment and evaluation are parts of the process in learning management, and must be carried out by means of various technical methods in order to achieve a holistic coverage of the learners' knowledge, thinking, process, behaviour, and attitude by using an appropriate measuring tools, natural subject and the learners' level on the basis of accuracy, justice and reliability.

6.5 The objectives of the evaluation are to develop and improve learners, and develop learning management and grading.

6.6 Chances are open for both learners and assessing officers to evaluate learners.

6.7 Transfer of academic results between educational institutions and other patterns of education is permissible according to the educational institution's regulation.

6.8 The educational institution is responsible for documenting evidence of education as proof of the evaluation, study reports which record educational qualifications and results of learners' study.

SECTION 2 ASSESSMENT AND EVALUATION METHODS

No. 7 The educational institution is to carry out the assessment and evaluation by using the 4 factors, ie the 8 Learning Substance Groups, Analytical Reading and Writing, Desirable Characteristics and Development Activities for Learners.

No.8 The assessment and evaluation by 8 Learning Substance Groups are the assessment of knowledge, ability in Cognitive Domain, Affective Domain, and Psychomotor Domain according to the indicators of the curriculum. This will lead to the conclusion of learners' learning result according to the following learning standards.

8.1 Teacher in the institution declares indicators, measuring methods, and evaluation, criteria for passing the indicators and minimal criterion for passing each subject before managing learning activities in each learning substance group.

8.2 Teacher in the institution assesses the learners before studying to examine the learners' basic knowledge and awareness of what they are about to learn.

8.3 Teacher in the institution assesses the learners while they learn to find the outcome of their learning and arrange for extra tuition to enhance students' ability and knowledge in order to pass the assessment according to the indicators and use the marks obtained to merge with the marks at the end of the semester.

8.4 Teacher in the institution organizes term-end evaluation to decide on the learning outcome.

No. 9 In assessing the learners' reading, analytical thinking and writing, teacher in the institution carries out the assessment according to the criteria laid down by the educational institution

No.10 In assessing the learners' desirable characteristics, teacher in the institution or authorized person carries out the assessment together with evaluation of each level according to the criteria laid down by the educational institution.

No.11 In assessing self-development activities every semester, let the educational institution set up guidelines for evaluation and assign an officer to be in charge of the activity and carry out an evaluation according to the indicators.

SECTION 3 CRITERIA FOR ASSESSMENT AND EVALUATION

No.12 Grading

Elementary Level

12.1 Students must have no less than 80% attendance.

12.2 Students must receive an evaluation according to the set indicators and through each indicator.

12.3 Students must receive an evaluation for every subject.

12.4 Students must be assessed and receive an evaluation of "Excellent", "Good", or "Pass" in reading, analytical thinking and writing, desirable characteristics and receive a "Pass" in self-development activities.

Secondary and High School Levels

12.5 Testing according to individual subjects, learners must have no less than 80% attendance for that particular subject throughout the whole semester.

12.6 Students must receive an evaluation according to the set indicators and meet the criteria of each indicator of no less than 50% or qualify at least for a "Pass".

12.7 Students must receive an evaluation on every subject.

12.8 Learners must receive an evaluation according to the criteria laid down by the educational institution, and receive a pass for reading, analytical thinking and writing, desirable characteristics and self-development activities.

Grading

- ABS does not use external moderation but uses formative and summative assessment.
- Formative assessment provides information that is used to plan the next stage of learning.

Summative assessment aims to give teachers and students a clear insight into students' understanding

Summative assessment is the culmination of the teaching and learning process, and gives the students opportunities to demonstrate what has been learned.

- Student written work samples
- Students reading samples
- Teacher observations

Students receive grades throughout the term from their subject teacher. These grades are based on the classroom participation, attendance, continuous assessment tests and projects throughout the term – (70%).

At the midpoint and the end of the term, students take midterm and final exams - (30%). The two scores are added to form the final grade.

If a student is finding the curriculum difficult, a meeting will be set up with parents to set up strategies to help the student be successful.

13.1 By judging the levels of learning results in each group of learning substance, numeric symbols will be used to identify 8 levels of grading. Any subject that contains credits must show the result level of Grade 1 or higher. Followed are guidelines for grading.

Scores in percentage	Grade	Implication
80-100	4	Outstanding
75-79	3.5	Excellent
70-74	3.0	Good
65-69	2.5	Quite good
60-64	2.0	Satisfactory
55-59	1.5	Fair
50-54	1.0	Pass the minimum criteria
0-49	0	Below criteria

13.2 In assessing reading, analytical thinking and writing, there are 4 levels of judgment with their interpretation as follows:

“Excellent” means having the ability and showing the quality in reading, analytical thinking and writing not less than 80% during the evaluation in each semester.

“Good” means having the ability and showing an acceptable quality in reading, analytical thinking and writing.

“Pass” means having the ability and showing an acceptable quality in reading, analytical thinking and writing more than 50%, but not up to 80%.

“Fail” means there is no substantial work which shows the ability in reading, analytical thinking and writing, or, even if there is any, the work which needs to be improved is more than 50%.

A fail will mean that the student does not meet the requirement of the set criteria by having less than 80% attendance in each semester, not completing and classroom activities, teacher’s informative test, homework and attitude towards learning and receiving a grade lower than 50%.

***Students and parents will be notified after each mid-term if their son/daughter is struggling with the curriculum. If this occurs the following will be adhered to:**

- Parent and teacher meeting to discuss strategies to help the student.
- Recommendation to help students access the curriculum:

Action	Responsibility
Attend school every day	Parent and student
Complete homework	Student and parent
Complete classwork	Student and teacher
Tutoring during recess	Teacher and student
Extra class work	Teacher and student
Attend homework club	Parent, teacher and student (extra fee)
Tutoring at home or school	Parent, teacher and student (extra fee)
English tutoring at home/school-parent, teacher and student (extra fee)	

13.3 Assessing the desirable characteristics should include all types of characteristics for learners’ promotion and graduation. There are 4 levels of judgment with their interpretation as follows:

“Excellent” means learners have adopted the desirable characteristics as ones’ habit and applied them in their daily living for the interest of their and public welfare. This is judged on the basis of evaluation with excellent result of 5-8 characteristics, and no lower-than good result is to be found.

“Good” means learners sometimes exhibit the ability to comply with the rules so as to be accepted as follows:

1. Excellent level in 1-4 characteristics and not one characteristic receives lower evaluation result than good level, or
2. Excellent level in 4 characteristics and not one characteristic receives lower evaluation result than pass level, or
3. Good level in 5-8 characteristics and not one characteristic receives lower evaluation result than pass level.

“Pass” means learners acknowledge and comply with the conditions laid down by the educational institution as follows:

1. Pass level in 5-8 characteristics and not one characteristic receives lower evaluation result than pass level, or

2. Good level in 4 characteristics and not one characteristic receives lower evaluation result than pass level.

“Fail” means learners have awareness and exhibit less than the criteria and condition set by the educational institution considering from the “Fail” level result of more than 1 characteristic.

13.4 Self-Development Activities

Assessing criteria of the learners’ self-development activities include learners’ attendance, participation, and works according to the educational institution’s criteria and the result will be either “pass” or “fail” based on the following 3 aspects of the self-development activities.

1. Counselling activity
2. Students’ activity, which consists of:
 - 2.1 Boy/Girl scout community service and Reserve Officer Training Cops
Learners have to choose between the two.
 - 2.2 Group activity or club
The lower and upper secondary learners are required to participate in both 2.1 and 2.2. The upper secondary learners can choose to participate in either 2.1 or 2.2.
 - 2.3 Social and public service activity
The following letters can be used to indicate the assessment result.

“P” means learners have attended, participated in and produced some works in the self-development activity according to the educational institution’s criteria.

“F” means learners have attended, participated in, but did not produce any work in the self-development activity according to the educational institution’s criteria.

If learners receive an “F”, the educational institution is responsible for providing an extra tutorial session whereby learners can make up for the absence of their work. The result can then be altered from “F” to “P” as long as the make-up activity is done within the academic year. Any exemption is up to the discretion of the educational institution.

14. No.14 Conditional grading

In order to take the final tests at the end of each term—and thereby successfully finish the school year—students must be in attendance at school for 80% of the semester. Any unexcused absences from school that reach 20% of the school term will result in the student being restricted from taking the final tests for the term until the missed days are completed through the summer school/holiday program or any other means that the school allows. Once those days are made up, the student can then take his or her final exams and get credit for the term.

15. This rule does not apply for individual classes. If a student is absent from a class without excuse or permission, the student receives a “0” for that day. If a student’s total score is a 0 or 1 in a specific class, that student can still take the final exam for that class and is not forced to attend summer school. However, if the student wishes to attend summer school to improve his or her grade for that class, that option is available to him or her.

No. 16 Inevitable incident, which makes the evaluation impossible, such as sickness. After learners has taken the examination or submitted the outstanding assignment or solved the problem, they can receive the normal grade (0-4).

No. 17 If the educational institution has decided that it is not a case of inevitable circumstance, after learners has taken the examination or submitted the outstanding assignment or solved the problem, they will receive no higher than grade "1".

No.18 If a student is absent without excuse for 40% or more of the term, that student will not be able to take the final exams for the semester nor will that student be allowed to attend the summer school/holiday program in order to improve his or her grades. Students who miss 40% or more of the term must retake the term in order to receive credit for that term.

No. 19 This rule does not apply for individual classes. For individual classes, the student will receive a "0" but has the option to improve that score through summer school or any other means that the school allows.

No.20 Promotion to the next level

.Learners will receive the result of the evaluation every semester and be promoted to the next level at the end of the academic year according to the following criteria:

Basic course – Learners receive a pass for all the subjects according to the criteria of the educational institution.

Extra course - Learners receive a pass according to the criteria of the educational institution.

Learners will receive an evaluation and a pass according to the criteria of the educational institution in reading, analytical thinking and writing, desirable characteristics and self-development activities.

The average grade for the current academic year should not be lower than 1.00.

If learners do not meet criteria in passing the evaluation in any subject, the educational institution may consider giving them an extra class in the following semester.

No.21 When considering promoting learners to the next level, if learners have any deficiency in some indicators but are still capable of developing and getting an extra remedial study, the educational institution may use its discretion to promote them to the next level.

No.22 Transfer of academic result

The educational institution may allow for the transfer of academic result of learners on various grounds, such as transferring of educational institution, changing of educational pattern, transferring of curriculum, dropping, transferring from abroad. Moreover, there is transfer of knowledge, skills, and experiences from other learning resources, such as organization, religious institution, institute for vocational training, family study.

Transfer of academic result should be processed before the commencement of the first semester or at the start of the first semester at the educational institution where the applicant is a student. Student who gets the transfer of academic result must continue in the educational institution where the transfer takes place for at least 1 semester. The educational institution determines the subjects, the number of credits that should be transferred as appropriate.

The educational institution may use the guidelines below in considering the transfer.

22.1 Considering from the evidence of education, aptitude of learners in various aspects.

22.2 Considering from knowledge, hand-on experience, testing, interview, etc.

22.3 Considering from ability and performance test.

22.4 If there is a substantial reason whilst studying, students can request for a study of a certain subject at the educational institution/other organization and transfer the result. This must be approved by the executive committee of curriculum and academic affairs of the educational institution.

22.5 Transfer of academic result can be executed by a transfer of academic result committee of at least 3 persons.

22.6 Transfer of academic result must be in accordance with the criteria and regulation of the educational institution in charge of the transfer. Methods of transfer of academic result must be in accordance with the declaration of the Ministry of Education and relevant regulations.

SECTION 4 CRITERIA FOR GRADUATION

No.23 Graduation for Elementary Level

23.1 Learners study basic course of 480 hours, extra course not more than 40 hours per year and 4 self-development activities per year.

23.2 Learners must possess an evaluation of basic course and meet the criteria of at least grade “1”.

23.3 Learners possess an evaluation in reading, analytical thinking and writing at “excellent”, “good”, or “pass” level.

23.4 Learners receive an evaluation for desirable characteristics at “excellent”, “good”, or “pass” level.

23.5 Learners participate in self-development activities and receive a “pass” for all activities.

No.24 Graduation for Secondary Level

24.1) Learners have attained basic and supplementary courses, with a distribution of 66 credits for basic courses and a number of credits for supplementary courses as prescribed by the respective educational institutions.

24.2 Learners must receive not less than 77 credits for the whole curriculum – among these 66 credits belong to the basic course, and not less than 11 credits belong to the extra course.

24.3 Learners receive an evaluation in reading, analytical thinking and writing at a “pass” level according to the criteria set by the educational institution.

24.4 Learners receive a “pass” for the evaluation for desirable characteristics according to the criteria set by the educational institution.

24.5 Learners participate in self-development activities and receive a “pass” for all activities stipulated by the educational institution.

No.25 Graduation for secondary Level

25.1 Learners have attained basic and supplementary courses, with a distribution of 41 credits for basic courses and a number of credits for supplementary courses as prescribed by the respective educational institutions.

25.2 Learners must receive not less than 77 credits for the whole curriculum – among these 41 credits belong to the basic course, and not less than 36 credits belong to the extra course.

25.3 Learners receive an evaluation in reading, analytical thinking and writing at a “pass” level according to the criteria set by the educational institution.

25.4 Learners receive a “pass” for the evaluation for desirable characteristics according to the criteria set by the educational institution.

25.5 Learners participate in self-development activities and receive a “pass” for all activities stipulated by the educational institution.

SECTION 5 STUDENTS' REPORT

No.26 Report on the grade results must be sent out to inform both the learners and the concerned parties of the progress, evaluation result and development in other areas of the learners at least once every semester. The results will be used for further improvement, correction and supporting the learners' learning development more effectively. The results will be used as a data for issuing the learners' documented students' report, inspection, confirmation, certification and qualification according to the educational institution's regulation.

SECTION 6 EVIDENCE OF EDUCATION

No.27 The following evidence of education must be documented and supplied.

27.1 Evidence of education stipulated by the Ministry of Education consisting of:

1. Transcript (BhohPoh 1)
2. Certificate of Qualification ((BhohPoh 2)
3. Graduate's Report (BhohPoh 3)

27.2 evidence of education stipulated by the educational institution is the document which has been compiled for recording the learners' development, learning results and important data as follows:

1. Report on individual learner's quality development result
2. Record of individual learning in each subject
3. Cumulative record
4. Certifying letter
5. Attendance record

Announced as of 16th January B.E.2557

(Mr. Preecha Supaganjanapan)

Director of YuwathutSuksaPatana School

Communication between parents and school

Information exchange between parents and school is done through:

1. Parent – teacher conference
2. Student’s progress report
3. Parent-teacher discussion
4. Student manual
5. Parent – student orientation
6. Newsletter
7. Visit to student’s house
8. Grades’ News Website - <http://absbilingualschool.com/ABSgradesnews/>
9. Telephone No. 053 – 308935-6, 053-142597
10. www.absbilingualschool.com
11. Email: abs_bilingualschool@hotmail.com

Student’s assessment

Student’s report will be issued twice a year (school year). The report will either be sent home or picked up at the school. The report will show the examination results, the grades acquired in each semester together with student’s GPAs throughout the year. Parents will be required to affix their signatures on their child’s report as an acknowledgement.

The school will keep records of every student’s assessment both in documents and in electronic files.

Academics

- Develop good learning habit, practice discipline and planning to work. Develop thinking skill to enhance learners’ self-confidence, to be a creative thinker, competent learner, build up a spirit of team-work, and to be a productive participant in school’s activities.
- Reinforce work covered in class
- Extend and enhance work covered in class
- Prepare for the next topic
- Cover work of a type not suitable for the classroom
- Develop skills and habits
- Develop the ability to plan and meet deadlines
- Develop good study habits, self-discipline and organization
- Cultivate thinking skills that enable students to become independent enquirers, creative thinkers, reflective learners, team workers, self-managers and effective participants in school

Homework, Grading, and Student Evaluation

Homework is an integral part of a student's learning opportunities at ABS. Homework is given regularly, but the amount and type of homework is dependent on the age and abilities of the student. ABS seeks to develop increasingly independent learners, who take responsibility for their own work. Homework makes an important contribution to this process and therefore it is hoped that the students complete every homework assignment. Homework for English subjects will be given on Tuesdays and Thursdays to all students. Homework for Thai subjects will be given on Mondays and Wednesdays.

Students are expected to;

- Record homework in their Homework Books
- Show their homework books to their parents
- Complete homework to the best of their abilities
- Submit their homework at school on time
- Ask for help when necessary and in good time
- Respond to feedback

Parents are expected to;

- Look at the Homework Book and discuss the tasks with their child
- Record any concerns in the Homework Book so that teachers can work in partnership to help with issues
- Provide a quiet environment and home where their child can engage in homework

K1 - K3-will be assigned homework based on unfinished classroom assignments. Once a week additional activities will be suggested in the form of an informal note from the teacher. This note will outline additional ways that a parent can enhance the learning opportunities of their children. Parents are advised to see homeroom teachers once a week to view classroom work.

Grade 1-6

In the elementary grades 1-6, teachers will write the homework on the whiteboard or given homework assignment sheets, and students are expected to copy or record it into their Homework Books. The Homework book should be initialled signed by the parent to confirm that the homework has been completed. Comments can be added by the parent. The teacher will then initial that the homework has been assessed and recorded. Any further feedback will be provided by the teacher in the Homework Book. At appropriate points in the school year, all teachers will make a judgment regarding student engagement with homework. Based upon completion rate and commitment the student will be graded and this grade will become part of the report card.

*For Grade 1-6, teachers will be the one who will assign homework to students.

Homework Club

Homework club is offered during the week after school for a nominal fee. Teachers will help the students complete any homework assignments in such a way that will help them understand their work better.

Classroom Expectations

Students are expected to conduct themselves in a professional manner to help productive studying for themselves and fellow students.

Behaviour or dress causing or likely to cause distraction in the classroom will be addressed to the student by the teaching staff.

Classroom rules must be understood and followed.

STUDENTS' ACTIVITIES



Admission

Both the Elementary and Secondary Sections of ABS accept students from Grade 1 to Grade 12. The curriculum at Ambassador Bilingual School is based on the overarching Thai Government standards (the Basic Education Core Curriculum B.E.2551) combined with the Californian, Common Core Curriculum for English subjects (English Language, Mathematics, and Science).

1. Regulations for admission for Grade 1 according to the Basic Education Core Curriculum B.E.2551 combined with the Californian, Common Core Curriculum for core English subjects.
 - Grade 1 : current male/female student in K3
 - Grade 7 : current male/female student in G6
 - Grade 10 : current male/female student in G9
 - * Grade 10 EP Curriculum of the Ministry of Education accepts student's transfer during the semester. In such a case, applicant is required to produce evidence and student's report from previous school.
2. Opening hours for admission and registration:
Mon - Fri , 08:10 – 17:00 hrs
3. Application form can be obtained and submitted at the Director's Office Building.
4. Requirements for registration (all photocopies must be endorsed and certified true copy).
 - * 4 current photos (1 inch or 1 ½ inch) of student
 - * 1 copy of birth certificate or house registration
 - * 1 copy of a letter certifying the student's status
 - 1 copy of parents' house registration and ID cards
 - 1 copy of parents' passports
 - A medical record

Request for a new student card (in case of loss)

1. Student has to pay a fee of Bht100 for a new student card at the finance office.
2. Student then produces the receipt to the registrar to get his/her photo taken and a new student card issued.
3. Student can pick up the student card at the reception.

Request for student record

Student who wishes to obtain an education record, such as transcript (BhohPoh 1) , Certifying letter (BhohPoh 7) , etc., must fill in a request form available at the registrar office. Appointment will then be made for document collection.

Withdrawal and Termination

1. Withdrawal during the school year
Students, who wish to withdraw in the middle of the school year, should follow the guidelines below.
 - (1) Students who wish to withdraw will need to have the parents contact the reception and must not have any outstanding fees paid.
 - (2) Withdrawal form can be picked up at the reception office.
 - (3) Once the withdrawal form is completed, the finance office will check on any outstanding fees.
 - (4) A completed withdrawal form together with 3 photos (1 or 1 ½ inch) must be submitted to the reception.

Remark: In case of resignation in the middle of the educational program, withdrawal must be filed within the first two weeks after the new term has started. Failure to do so will result in student having to pay a full tuition fee.

2. Withdrawal at term-end
Student must follow guidelines in No. 1 (above). However, the school's registrar should be notified before April 30th of the current year. Failure to do so will result in the student having to pay a full tuition fee of the 1st semester of the next school year according to the regulations of the Ministry of Education.
3. Termination
Termination by the school applies to the following:
 1. Graduation
 2. Withdrawal
 3. Decease
 4. Expel

Request for Certifying Letter

To obtain a certifying letter from the school, student has to follow the procedure below.

- (1) Obtain the relevant form from the registrar at reception.
- (2) Complete and submit the form together with two 2- inch photos. Appointment will then be made for document collection.

Remark:

- For current student, 1 inch or 1 ½ inch photo taken not more than the past 3 months with straight face, no ornament, is required (express-taking photo or Polaroid is not acceptable).
- For graduate, 1 inch or 1 ½ inch photo taken not more than the past 3 months with white shirt, straight face, no ornament, is required (express-taking photo or Polaroid is not acceptable).

Certification fees:

1. Transcript	Bht50.00/document
2. Behaviour certificate	Bht50.00/document
3. GPA certificate	Bht50.00/document
4. Sportsmanship certificate	Bht50.00/document
5. English proficiency certificate	Bht50.00/document

Request for alteration in student's record

Student who wishes to make any change in the student's record must follow the procedure below.

- (1) Obtain the relevant form from the registrar at reception.
- (2) Complete and submit the form together with official documents certifying the change.

School fees and payment policy

Code of conduct for parents, officers and committee

1. Parents are required to settle all the tuition fees and any other fees stipulated by the school before the start of the semester or otherwise stated by the school. Late payment will result in a fine.

Payment methods

1.1 Cash can be paid at the finance office of the school during working hours: 08:00 – 17:00 hrs (except public holiday).

1.2 Credit card (VISA or MASTER) with a 3% surcharge.

1.3 Bank transfer

1.3.1 Siam Commercial Bank (Kadsuankaew Branch)

A/C Name : Chugait/Amporn Garmolgomut

A/C No. : 868-2-00401-2

1.3.2 Siam Commercial Bank (Kadsuankaew Branch)

A/C Name : YuwathutSuksapatana School

A/C No. : 868-2-10563-0

1.3.3 Bangkok Bank (Kadsuankaew Branch)

A/C Name : Chugait/AmpornGarmolgomut

A/C No. : 531-0-11999-4

Please retain the bank slip as proof of payment for the school office.

2. Parents will be given a reminder if the deadline is not met. In case of further delayed payments, the school's committee will follow up with the parents.
3. In case of continued delay in payment, the student's report will be withheld until payment is made. If student's report is not collected, student will not be allowed to continue to a higher level at the school.
4. The school may have to collect other fees than the ones stipulated by the MOE that may be necessary for school development. These extra charges will be specified in the school receipt issued to parents and will have already been approved by school committee.

School library

A Thai – English library is located on 1st floor of the elementary building, and 1st floor of the secondary building. There are many corners, such as reference corner, teachers' corner, English corner, newspaper/journal/magazine corner, etc.

Service hours

Monday – Friday, 08.10 – 17.00 hrs

Who is eligible to use the library service?

1. Students
2. Teachers
3. Staff (janitors and security guards)
4. Outsiders are not eligible

Requirements for membership

1. One 1- inch or 2- inch photo.
2. Application for membership can be submitted to the librarian.
3. In case of loss, a new membership card has to be issued with a charge of 10 Baht.

Rules for Borrowing and Returning

1. Student from G1-3 is allowed to borrow 3 books at a time for a period of 3 days.
2. Student from G4-9 is allowed to borrow 3 books (different titles) at a time for a period of 3 days.
3. Student from G10-12 is allowed to borrow 3 books (different titles) at a time for a period of 3 days.
4. Only a valid library card holder is allowed to borrow books.
5. In case of loss or damage of the book(s) borrowed, the borrower must report it to the librarian or the officer in charge and arrange for compensation.
6. If the books are returned after the deadline, a fine of 5 Baht per book per day will be imposed.
7. If the books are not returned on the due date, a reminder will be sent out. However, if there is still no action taken, the class teacher and the head teacher will be notified respectively.

Library Rules

1. Leave any personal belongings (except valuables) on the shelves in front of the library.
2. No food or drink allowed in the library.
3. No loud noise in the library.
4. Keep chairs in place after using.
5. Have the book(s) checked by the librarian or officer in charge before leaving the library.
6. Using Cell phones or tablets is not permitted unless being used for studying.

Library Services

1. Foreign and Thai books in general.
2. References.
3. Newspapers and journals.
4. Answering questions and helping with research.
5. Manuals and examination preparation textbooks.
6. Teaching media and CDs.
7. Internet service.

Student Guidance Room

Rules

1. School advisors and student guidance counsellors jointly divide students into 2 groups: Students that are able to access the curriculum and students that find it difficult to access the curriculum.
2. All the teachers, parents/community work together to provide counselling to encourage, improve, prevent, and solve any problem for students with a follow- up and an evaluation on their learning
3. For students who are able to access the curriculum, the school will promote and develop potentials in students, including parents and school advisors through various activities.
4. For the group of students who are not able to access the curriculum may consist of students with emotional, behavioural problems, students who have short concentration, and who may have problems with social skills, the school will arrange for school counselling, student guidance counsellors, caretakers to jointly provide individual counselling and organize special enhancement program. There will also be follow-up work to evaluate the output. If, however, the case has proven to be too difficult, a specialist will be approached for further help.

Services

1. Compiling and keeping records of individual student.
 - *Keeping student's accumulating registration record.
 - *Doing a survey on interests, aptitude, personality and learning behavior
2. Information service
 - Producing books and documents on developing living skills.
 - Organizing seminars, lectures and debates and inviting qualified speakers to talk on interesting topics which will benefit learners.
 - Displaying informative boards/signs.
3. Providing counselling service on studying, emotional and physical adjustment, and other issues, in order to create a better understanding in oneself and the environment for self-improvement and adaptation, and enable learners, parents of all levels as well as school's personnel, to eventually guide themselves.
4. Putting the right man for the right job
 - Guiding students to do activities that suit their aptitude, ability and interest.
 - Considering suitable candidates for scholarships.
5. Providing a follow-up and evaluation so that the acquired data will be used as resources for operation and improvement of students' guidance service.
 - Follow-up on various projects of students' guidance service.
 - Follow-up on further education or career of students, including presentation to officers involved.

First-Aid Room

Services

1. The school has a first-aid kit for basic medical treatment. The school nurse will administer suitable medication.
2. The school will provide first-aid and notify parents before sending a sick or injured student to the nearest hospital.
3. In case of accident, the school will notify parents immediately and take the injured child to the nearest hospital. Medical fees will be covered by the insurance company according to the agreed terms.
4. A one-year accident insurance coverage is available for all students at a minimal fee.
5. In collaboration with the local medical team, the school provides an annual health check for every student.
6. Updates on contagious or seasonal diseases are sent out to parents, students, teachers and school's staff to encourage vigilance.
7. The school nurse gives advice to students, teachers and school's staff concerning health and symptoms of ailments.
8. In case of serious illness, the nurse will notify the parent and arrange for the student to be sent home or taken to the nearest hospital.

First-Aid Room Rules

1. The first-aid room opens from 07.30-17.00 hrs.
2. The school nurse keeps regular records of sickness and accidents that take place within the campus.
3. The patient has to notify the school of any allergies and allergies to medication.
4. The patient has to notify the school of any congenital disease(s).
5. The patient is not allowed to take any medicine without the nurse's consent.
6. The patient who needs to rest must obtain permission from his/her teacher first.
7. No noise is allowed to avoid disturbing the patient.
8. No food is allowed in the first-aid room.
9. In case of serious accident, the school will notify parents immediately and take the injured child to the nearest hospital.
10. In case of illness beyond first-aid, the school will notify parents and take the injured child to the nearest hospital. Medical fess will be borne by the parents.
11. Any student who has been diagnosed with a serious or contagious disease, such as conjunctivitis, measles, mumps, etc., must be kept at home until the child is clear of any symptoms. Before returning the child to school, a doctor's approval must be provided to the school.
12. In case of any epidemic, the school will organize for the local hospital or the local health station to come and talk about on that topic.

Research and Development

1. Parents will assess the outcome of the school's education management in various areas according to the basic standards (Soh-Poh-Toh) annually.
2. Parents will contribute to giving useful insight into the school's research operation once every semester.
3. The school will announce the research outcome and development via journals and www.absbilingualschool.com

Nutrition

1. The school will provide lunch and food supplements for all students daily.
2. School's Coffee Shop caters beverage and food for students, parents, and teachers.

Code of Conduct

1. Students must queue up in a single file for food and drinks.
2. Students must not make loud noise in the canteen. They should practice good table manners.
3. After students have finished their food or drink, they must:
 - 3.1 Put the plates or food containers in the designated place.
 - 3.2 Put water bottles, lids, glasses, plastic bags and others in the bin by sorting them accordingly.
 - 3.3 Use the canteen during the time set for each level.
 - 3.4 Consume their food and drink in the canteen or within the area assigned by the school.
 - 3.5 Bring their glass or water bottle from home for hygiene reason.

Technology and Information Science

Services

Computer service and help is available for students who wish to do research during break time and after-school hours when teachers or school staff are present.

Code of Conduct

1. Students must strictly conform to the rules of the Computer Centre in taking care of and using the devices. Students are expected to report any damage or faulty device found in the centre.
2. A virus scan is necessary before students use their personal handy drive.
3. Students must not misuse, change or download any program without permission.
4. Students are not allowed to take computer and any apparatus out of the computer centre.
5. Students must check their personal belongings before leaving the computer room.

Transportation

The school operates school bus service in Chiang Mai and in Lamphun. Our school bus, which carries the name, address, and telephone number of the school, is regularly maintained to ensure complete safety for your child. Our drivers are experienced, polite and well-trained.

For your child's comfort and enjoyment whilst on the bus, there is a school bus assistant, or 'bus monitor', on board. Her role is to take care of the students. Each bus is equipped with a First-Aid kit, drinking water and a mobile phone in case of emergency.

STUDENTS' ACTIVITIES



DRESS CODE

Students should dress in a neat, clean, modest, and appropriate manner. All students are required to wear school uniform purchased from the ABS office and to adhere to the dress code. The school reserves the right to make final decisions as to what is acceptable school dress.

Dress or hair that distracts either students or staff from maintaining a positive academic environment is discouraged. Students should refrain from drawing negative attention to themselves through dress or behaviour.



School Uniform

Student Uniforms Grades 1-12

The uniform for this level consists of the school top and either a plaid blue skirt (shorts with a skirt front) or dark blue shorts or trousers (pants). The skirt must reach the knee when a female student is in the standing position.

The school top is required and supplied in 3 colours: white, yellow, and blue. Boys and girls should wear close-toed shoes. No sandals or crocs of any kind are allowed.



Sports Uniform

The sports uniform consists of our standard school issue blue shorts and T- shirt. This uniform is a requirement for physical education days, along with appropriate running shoes and socks (no sandals, please).

Scouts:



Cub Scouts (Grades 1-3)

Younger boy and girl scouts are required to wear the standard school issue white scout t-shirt with the school badge on the right shoulder along with neckerchief, woggle and scout cap.



Boy and Girl Scouts (Grade 4-6)

Boy and girl scouts are required to wear the standard scout uniform as stipulated by the Ministry of Education:

Boy Scouts:

- Khaki shirt and shorts, neckerchief with provincial badge, scout cap.
- School badge on the right shoulder of khaki shirt.
- White name label with name embroidered in black letters worn on the right side of the shirt chest.
- Belt with standard tiger buckle.
- Khaki socks turned down with the edge under the knees.
- Standard scout issue brown laced canvas shoes.

Girl Scouts:

- The Girl Scout suit consisting of a green short sleeved shirt and long skirt, cap and neckerchief.
- Green cap with wing and girl scouts badge on the middle of cap.
- School badge on the right shoulder of the shirt.
- School label on the right shoulder of the shirt
- Neckerchief with provincial badge.
- Green, pleated, calf length skirt.
- Black leather belt, 3 cm wide with the standard issue metal Girl Scout buckle.
- White socks, folded down with the edge under the ankle and plain leather black shoes.

Boy and Girl Senior Scouts (Grade 7-9)

Boy and girl scouts are required to wear the standard scout uniform as stipulated by the Ministry of Education. School's sports and scout uniforms are available from the school office.

Personal Appearance and others

We request that all girls with long hair please tie it up or back. Extravagant and/or very noticeable make-up and nail-painting are not permitted. For both girls and boys, hair dying is permitted *only* if the colour is a natural hair colour for that student, such as black or brown.

Children are encouraged to wash their hands regularly, especially after using the toilet and to brush their teeth after eating. A toothbrush and toothpaste should be brought to school by each student and replaced as required.

Students are asked not to wear jewellery other than a wristwatch. If a child is wearing an icon or amulet for religious reasons, it should be concealed under clothing and removed during sports sessions for safety.

Girls wearing earrings are asked to wear only ear studs for their own safety and protection. Boys are not allowed to wear earrings at school. Tattoos should not be visible at all times.

ABS cannot control or dictate how a student dresses after school. However, we respectfully ask parents and students to be aware that ABS students are ambassadors for the school. We ask that, if students wear their uniform after school hours, they wear it proudly and behave in a manner showing respect for themselves, their parents and the school.

Personal property and safety

- 1) The school strongly recommends that parents consider carefully what personal belongings students should be allowed to bring to school. Electronic devices and mobile phones are actively discouraged as per our Student Behaviour policies and the school must stress that, although staff will actively supervise all students to the best of their abilities, responsibility for any loss or damage of personal property remains with parents and their children.
- 2) To contact student or teacher during school hours, parents must go to the school office. No visitors are allowed to go up to the classrooms.

ATTENDANCE

Absence

If a student is absent, parents are requested to advise the office at the earliest opportunity, preferably in advance. On return to school the student should present a note, signed by a parent or guardian, to the office explaining the absence.

The office will co-ordinate with the teachers to make the necessary arrangements to complete any schoolwork missed. Students are responsible for completing any class work and homework missed due to absence.

If a student is absent for 3 or more days, please contact the office to arrange independent study support.

Absence Consequences

Any student who for any reason (excused or unexcused) is absent for fifteen(15) days in one semester or for thirty (30) days in one school year will be at risk of not passing that year level and not being promoted to the next grade. The final decision to fail a student due to absence rests with the Principal and the school administration.

For those students whom the ABS staff deem habitually and excessively tardy to school, every third instance of being late to school will count as an unexcused absence from school. Parents will be notified with a letter if this system is put in place for their child.

Excused Absences

Planned absence forms are available from the reception desk. Forms must be completed and signed by a parent or guardian. The office should be notified of planned absences as early as possible. A completed form or a note is also required should a student need to leave the school during the day for any reason.

Failure to make advance arrangements can disadvantage a student's academic performance.

Missed work will be due according to arrangements made in advance between students and teachers.

Late Arrival Policy

Students are expected to be punctual; to be prompt in arriving for line-up to sing the Thai national anthem and to be prompt in arriving for their classes and other school activities. This is not only for students' own benefit but also to avoid interruptions that disadvantage other students who have arrived on time.

Students arriving late to school must report to the office prior to going to class to collect the relevant form from the office. Students with 3 or more lateness will receive a lunch detention

Arriving at school after 08:30 will be considered 'tardy', tardiness of students will be recorded in students' report cards.

Obtaining permission to go outside the campus

Students who wish to leave the campus during school hours must follow these steps:

1. Any student, who wishes to leave the campus, must have a good reason. Student must first obtain a permission and be accompanied by their parent. A permission form can be obtained from the students' activity department.
2. Parent is to submit the form to the students' activity department of each level.
3. Student has to produce a copy of the form to the security guard.
4. Student must keep the form with him/her while staying outside the school as evidence.
5. When the student returns to the school, he/she should return the form to the students' activity department.
6. Student who leaves the campus without permission will be considered as skipping the class.

Student's manners and paying respect

1. Students must obey and follow the rules and regulations given from their teachers.
2. Students must have be polite in words and manners, knowing when to say "Sawaddee-Krub", "Sawaddee-Ka" or "Kortod-Krub", " Korthod-Ka", to teachers , adults and fellow students.
3. Students should remain standing while the teacher walk past, and if it is at a close distance, students must pay respect by bowing or "wai".
4. If students walk or run past a teacher, they should stop and pay respect by bowing or "wai", and wait until the teacher passes by.
5. Students should remain standing in straight gesture when talking to a teacher allowing a good distance between both. Students should pay respect by bowing or "wai" after the conversation is over.
6. Students must pay respect to teachers both in- and outside of the campus by putting their hands together (wai) and saying "Sawaddee-krub " or "Sawaddee-ka".
7. Students in scout uniform have to pay respect according to how they have been trained.
8. Students must pay respect when meeting a teacher at the front gate. If students arrive with many bags, they should put them down first before paying the respect.
9. When students walk in line, it is not necessary for them to stop to pay respect.
10. Students must be polite and gentle to other people. They must not use swearing or inciting words.
11. Students must not behave in any way that will defame the school.
12. Students should not engage in sexual acts with one another while at school. This includes kissing and cuddling.
13. Ambassador Bilingual School has a strict stance on drugs. If students are discovered with drugs in their possession, parents will be immediately notified, and the students may not return to class for the rest of the day until the proper punishment has been determined for them.

Participation in school's activities

For an effective organization of school's activities and benefits for all the students, the school has rules and guidelines which students should follow.

No.1 Every student must give full participation in all the school's activities.

No.2 Student, who abstain from activities organized by the school without informing the teachers in charge, are considered 'absent', and lack of participation and will, therefore, get an 'F' (Fail) in that activity.

Study and use of facilities

1. During class hours and whether the teachers are in the classroom, students are to remain seated. They must comply strictly to class rules. They should not make too loud noise and disturb others if they wish to walk or leave the classroom.
2. Students who wish to leave the classroom during class hours must ask the teachers for permission.
3. Students are expected to pay attention in class and obey the teachers with respect. They must not display inappropriate manners.
4. Students must be organized when making a transfer to another classroom.
5. Students must help keep school environment clean and tidy. Trash must be properly disposed of in garbage bins.
6. Students are not allowed to bring food or drinks into classroom.
7. No students are allowed in the classroom during break time. Unless they are with a teacher.
8. Students are expected to take care of school's property. Any student who destroys property of the classroom, scribbles on the wall and desks or causes damage to public property will be held responsible for his action.
9. Students must help save power, water, electricity and consumables at the school. For example, they should turn off the lights when leaving classroom, or after use, etc.
10. Students must not be involved in selling personal items or other services at the school.

Traffic inside the campus

1. Opening and closing the gates during business hours:
 - 1.1 Dropping off and picking up in the morning and afternoon can be done through Gate 1 (Entrance) and Gate 2 (Exit).
 - Gate 1 – (Entrance) is open in the morning from 06.15 – 10.00 hrs.
 - (Entrance) is open in the afternoon from 14.30 – 18.30 hrs.
 - Gate 2 – (Exit) is open in the morning from 06.15 – 10.00 hrs.
 - (Exit) is open in the afternoon from 14.300 – 18.30 hrs.
2. To contact the school during business hours, (08.15 - 15.30 hrs), visitors should exchange the ID card (with a school badge). Parking must be done at the designated parking area only. Parents will receive an authorized sticker which must be displayed clearly on the wind screen for security guards to see.
3. Parents are requested to be punctual when sending students to school in the morning and collecting them in the afternoon. Parents who cannot collect their child(ren) at the stipulated hours will have to contact the teacher in charge in front of school building. Please note that the gate will be closed at 18.30 hours.
4. Speed limit within the campus is 20 km/hour.
5. School traffic rules and regulations must be strictly adhered to.

Lining up and walking in a row

1. Students go up to classrooms in 2 rows without playing or talking.
2. Students are to line up in the order of their height (with the shortest one at the top of the row).
3. Teachers are assigned to stand at different places where students walk past.
4. Teachers should walk at the front of the line when walking with students.

Caring for school's property

1. Students must not scribble on or damage the chairs, tables, walls, doors, windows, and other property in and out of the classrooms.
2. Students must not scribble on or damage the building and the environment of the school.

Fraudulence in examination

1. The student will receive an 'F' (Fail) in that subject.
2. His behaviour will be recorded by the academic department and the student's activity department.
3. The student's parents will be notified.

ABS Discipline Behavioural Plan

Discipline is a practice that helps students obey rules and policies, both in and out of school. Disciplinary methods are ways administered to students in order to create learning from mistakes, as well as provide opportunities for students to improve their behaviour.

Disciplinary Methods Permitted at ABS

1. Verbal warning/reminder
2. Refer student to acting teacher and/or teacher's aid(s)
3. Take away privileges enjoyed by other students inside the classroom or during breaks
4. Assigning special tasks
5. Contact parents
6. Refer student to English Director or English Coordinator
7. Detention
8. In-school suspension
9. Suspension of extracurricular activities
10. At-home suspension
11. Termination of student status- Expulsion

*A disciplinary method that is not permitted under any circumstance is corporal punishment, which is defined as punishment that causes bodily harm to students, and includes hitting or pushing students.

Quick Reference Guide to the 2015 – 2016 Discipline level System

This guide depicts brief examples of offenses at each of the disciplinary levels and the consequences available to administrators.

ABS School Discipline Chart

T Y P E	Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
A	Late to class, or other commitment Out of class w/out hall pass General disruptive behaviour or coming to class unprepared All criteria in ABS incident report	Teacher handles in class	Teacher handles in class	Teacher handles in class/ incident report & Administration	In school detention, loss of recess, Note to parents	Parent Conference With teacher
B	Late to school	Sign in School	3Xlate =lunch detention	Notify parents & Administration	Every time late detention /3 late =1day absent	Every time late after school detention and/or Holiday/summer school to make up time lost by being late.
C	Dress code (uniform, inappropriate clothing makeup, jewellery, etc.)	warning	Lunch detention	Student will remain in office until they have correct uniform	Notify parents & Administration	Parent. Administration meeting
D	Skipping Assembly, or classes w/out permission Unexcused absence Bullying Dress code (uniform, inappropriate clothing, Use of electronic items (phones, smart pads, mp3, games etc...) in class w/out permission	Teacher handles in class/ Incident report In school detention/ loss of recess	Teacher handles in class/inform parents/ Incident report/ In school detention Electronic devices will be confiscated	In school detention/ loss of recess/ Incident report Meet with Administration/ Contract	Parent Conference/ Committee action plan	To be determine for individual cases
E	Failure to serve detention, Cheating, plagiarism, or falsifying information Profanity or verbal abuse Fighting or physical assault Vandalism, graffiti,	Administration In school detention, loss of lunch break/ Incident report	Administration In school detention, loss of lunch break, suspended from recreational events/ Incident report Notify parents	Parent conference with Administration/ Committee Action Plan	Out of school suspension/ In school suspension	Expulsion

	property damage Bring toy weapons to school Leaving Campus w/out permission Using Social Media with intent to bully Sexual harassment/behaviour Swearing at an adult Forgery illegal activities Cigarette smoking Theft					
F	Bringing weapons to school, Drugs or alcohol in school & at school functions Physical Assault (causing hospitalization) Property damage (causing fire ,or hospitalization)	Administration Parent conference and/or Committee Action plan	Expulsion/ Parents & Administration			

Categorization and Utilization of Disciplinary Methods

1) In School (at school, during school hours, or at school events) – all ABS staff have authority

Methods accepted in order of severity: verbal warning/reminder, refer student to acting teacher and/or teacher’s aid(s), refer student to administration.

Recommended Disciplinary Action Progression For Repeated Offense By Level of Severity:

1) In Class (during class time) – the acting teacher and teacher’s aid(s) have authority

Level A

1. Late to class
2. Out of class without pass
3. General disruptive behaviour or coming to class unprepared
4. All the criteria mentioned in the ‘**ABS Class Incident Report**’ (please see attached)

2) In Class (during class time) – the acting teacher and teacher’s aid(s) have authority

Methods accepted in order of severity: verbal warning/reminder, take away privileges enjoyed by other students inside the classroom or during breaks, assign special tasks, contact parents, refer student to administration.

Level B

1. Skipping Assembly or class without permission
2. Unexcused absence
3. Dress code (uniform, inappropriate clothing, makeup, jewellery, etc)
4. Use of electronic items (phones, smart pads, mp3, games etc) in class without permission

3) Special Cases (student referred by any staff to administration for discipline)

Level C

1. Failure to serve detention.
2. Cheating, plagiarism or falsifying information
3. Profanity or verbal abuse
4. Fighting or physical assault
5. Bullying
6. Vandalism, graffiti, property damage
7. Leaving Campus without permission
8. Using social media with intent to bully
9. Sexual harassment/ behaviour
10. Swearing at an adult
11. Forgery
12. Illegal activities
13. Cigarette smoking
14. Theft

4) Special Cases (student referred by any staff to administration for discipline)

Level D

1. Bringing weapons to school
2. Drugs or alcohol in school and at school functions
3. Physical Assault (causing hospitalization)
4. Property damage (causing fire, or hospitalization)

Consequences for level A, B, C and D

1. Class Incident Report
2. Student contract
3. Teacher handles in class

4. In school detention & student assignment sheet
5. Confiscation of electronic devices
6. Meeting with Administration
7. Parent/ Teacher conference
8. Parent Conference
9. Correct dress code violation
10. Committee action plan
11. Exclusion from extracurricular activities/ & events
12. Withdrawal from special privileges
13. In – school suspension
14. Out of school suspension
15. Expulsion

Expulsion from school—for either a specified period of time or for the rest of the term—is our school’s most extreme form of punishment, and it is reserved only for those instances where a student’s behaviour is considered by the ABS staff to be illegal and/or dangerous to others in the ABS on-campus community. Expulsion is a measure of last resort, but it is within the school’s right to use it when necessary. Examples of behaviour that could lead to expulsion include taking drugs, bringing a weapon to school, physical fights with peers, and unusual displays of disrespect to teachers or staff.

Student Expression

Students are entitled to present their personal opinions. Students who publish and/or distribute handwritten, printed, or pictorial material on the school premises are responsible for its content. Arrangements for publication and distribution of printed materials must be made in advance through the office of the director. This is to ensure that the times, locations, and methods of publication and distribution are appropriate and do not jeopardize the mission of the school. Student expression must not cause disruption to the educational process nor present health or safety hazards.

Locker Use

Lockers are available for use by all secondary students. The school retains the authority over each locker and may gain access at any time. You may use a lock to secure the locker, but the school director or designee must be given a key or combination to that lock so as to allow access. Any lock to which the school does not have the key or combination will be removed.

ABS Cell Phone & Electrical Device Policy

In an effort to promote appropriate use of technology while keeping the integrity of the classroom instruction intact, the ABS cell phone policy will allow students to use their phones during designated times throughout the day.

Students are permitted to use cell phones during break and lunch time. Student must refrain from using cell phones and electrical devices until they are on the bottom floor in secondary building and outside classroom in primary.

Students may not use their phones during instruction time. This means cell phones must be turned off or placed on silent and put away before entering the classroom. Headphones may not be visible during instructional time. Also, phones may not be used outside of the classroom during instruction time. For example, leaving for the restroom, locker, library, or any other location outside of the classroom.

Teachers may permit use of cell phones and /or electrical devices for academic activities related to curriculum and will notify students when this type of use is authorized.

When a device is in use in the classroom, students WILL NOT:

- **Answer an incoming SMS (text) message or phone call**
- **Be on any social media site (Facebook, Twitter, etc...)**
- **Access or play any game or access any entertainment site on their device**
- **Access or use any application (app) on their device unless expressly instructed to by the instructor**
- **Take any picture or video that the instructor has not expressly asked you to take**
- **Upload any picture or video taken in any class to any social media site or website**
- **SMS (text) message or email any picture of video taken in class to any person, including themselves**
- **Access any type of mobile web browsing for any reason unless directed by the instructor**
- **Take any picture, video or text any class assignments or assessments without permission**

Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year.

Phones that are used, or are visible, will be confiscated by the classroom teacher/staff member and turned into the main office.

- **1st offense** - Cell phone confiscated and returned at the end of the day/3 day lunch detention.
- **2nd offense** - Cell phone confiscated and returned to parent/guardian/ 5 days lunch detention.
- **3rd offense** - Cell confiscated and returned to parent/guardian/ 1 day in-house detention.
- **4th offense** - Cell confiscated and returned to parent/guardian/ 2 days in-house detention.

Any additional offenses will result in 3 days in-house detention and a conference with parent or guardian.



DISCLAIMER Form 2015 - 2016

These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed read the terms and conditions carefully and understand(s) their significance.

The School shall decline responsibility for the following:

- All students **Grade 5 through to 12 at ABS** are responsible for their learning and need to arrive at school before 08:30am. (*Note: There will be days when the school bus/ or traffic delays will affect students arriving on time*). Students continuously arriving late for class will miss essential areas of learning, which could affect students overall subject performance.

If an ABS student is late they will be issued a late 'white pass' which they will have to present to their teacher. A total of three white passes will result in a midweek detention held during the lunch time hour.

- Students are not permitted to use toys, phones, smart pads, I-pods or any other electronic device during class unless authorized by a Teacher.

ABS School cannot be held responsible for damaged or lost electronic items which students bring onto school premises. The parent(s) / guardians understand that during the program at ABS, in case of a mishap or an unforeseen accident on the premises, neither ABS nor its teachers/staff will be liable or responsible.

By signing this form, we agree that the above mentioned information is true and correct. We also agree to the terms and conditions that are explained above.

Signature of Parent _____ **Date** _____

Remark

The school reserves the right to alter and amend part(s) of this Handbook at any time. However, the change(s) will be announced through the school website and the PR board.

สัญญาพันธกิจ **Official Pledge**

(สำเนา copy)

ทำที่โรงเรียนยุวทูตศึกษาพัฒนา

222 ถ.ซูเปอร์ไฮเวย์เชียงใหม่-ลำปางต. นongphung. Sarapee, เชียงใหม่

Written at Ambassador Bilingual School

222 Chiangmai-Lampang Super HighwayRoad, Nong-Pheung, Sarapee, Chiangmai

Dateวันที่.....เดือน.....พ.ศ.....

สัญญาพันธกิจร่วมฉบับนี้ทำขึ้นระหว่างข้าพเจ้า This pledge is jointly made between

Mr/Mrs.....อายุ Age.....ปี yearsอยู่บ้านเลขที่having a registered office at (address)

.....หมู่ที่ Moo No.ถนน Road.....ตำบล Tambonอำเภอ

Amphur.....จังหวัด Province

ซึ่งเป็นผู้ปกครองของด.ช./ด.ญ. Parent ofเลขประจำตัว ID No.ซึ่งต่อไปใน

สัญญาพันธกิจจะเรียกว่า “ผู้ปกครอง” ฝ่ายหนึ่งกับโรงเรียนยุวทูตศึกษาพัฒนาซึ่งต่อไปในสัญญาพันธกิจนี้จะเรียกว่า “โรงเรียน” อีกฝ่ายหนึ่งทั้งสองฝ่ายตกลงทำสัญญา

พันธกิจร่วมกันฉบับนี้ดังมีรายละเอียดต่อไปนี้ hereinafter called “the Parent” of the one part; and Ambassador

Bilingual School having its registered office at 222 Chiangmai-Lampang Super HighwayRoad, Nong-

Pheung, Sarapee, Chiangmai, hereinafter referred to as the “School” of the other part. The Parent

and the School mutually agree as follows:

ข้อ 1. ผู้ปกครองตกลงและมอบหมายให้โรงเรียนดำเนินการอบรมสั่งสอนด.ช./ด.ญ. The Parent agrees and appoints the school to teach(student’s name)ซึ่งต่อไปในพันธกิจนี้จะเรียกว่า “นักเรียน” ให้เป็นไปตามหลักสูตรกฎข้อบังคับและระเบียบวินัยของโรงเรียนภายใต้การกำกับดูแลของกระทรวงศึกษาธิการในระดับ hereinafter called “The Student” according to the curriculum, rules, regulations and discipline of the school under the supervision of the Ministry of Education for education level..... และโรงเรียนตกลงรับมอบนักเรียนเข้าศึกษาตามสัญญาพันธกิจนี้ And the School agrees to accept the Student under this pledge.

ข้อ 2. โรงเรียนมีหน้าที่จัดบุคลากรตลอดจนเครื่องมือเครื่องใช้และสัมภาระในการสอนที่ดีและมีคุณภาพเข้าทำการอบรมสั่งสอนนักเรียนจนกว่าจะจบหลักสูตรหรือจนกว่าจะมีการยกเลิกสัญญาพันธกิจนี้ The School is responsible for the employment of personnel, instruments, materials and devices of quality standard for teaching the Student until completion or until the termination of this pledge.

ข้อ 3. ผู้ปกครองและนักเรียนยอมรับตามพันธกิจนี้ว่าจะปฏิบัติตามกฎข้อบังคับระเบียบวินัยและข้อปฏิบัติของโรงเรียนตลอดจนประกาศกระทรวงศึกษาธิการกฎกระทรวงฉบับต่างๆที่ออกตามความในประกาศของคณะปฏิวัติฉบับที่ 132 ที่บังคับใช้อย่างเคร่งครัดรวมทั้งจะต้องไม่กระทำความผิดต่อกฎหมายบ้านเมืองตลอดจนประเพณีอันดีงามของสังคม The Parent and the Student agree with this pledge and will adhere to the rules, regulations and discipline of the school, including other regulations stipulated by the Ministry of Education according to the Declaration of the Revolutionary Council No. 132 that has been decreed, and will not violate the Legal Positivism and the fine tradition of the society.

ข้อ 4. ตามสัญญาพันธกิจนี้เพื่อเป็นการตอบแทนในการที่โรงเรียนดำเนินการให้เป็นไปตามพันธกิจนี้ผู้ปกครองมีพันธกิจที่จะต้องชำระค่าเล่าเรียนค่านำร่องการศึกษา ค่าจัดหาบุคลากรตลอดจนค่าวัสดุอุปกรณ์ต่างๆตามตารางเวลาอัตราและระยะเวลาในการชำระเอกสารที่แนบมาทำพันธกิจนี้และทุกฝ่ายให้ถือเอาเอกสารดังกล่าวเป็นส่วนหนึ่งของพันธกิจฉบับนี้

In return for the school's operation to fulfill this pledge, the Parent has an obligation to pay school fee, maintenance fee, hiring of personnel including the costs of study materials according to timeline and rates in the annex. All the annexes are a part of this pledge.

ข้อ 5. สัญญาพันธกิจฉบับนี้มีกำหนดระยะเวลา This pledge is valid for a period ofปีyear(s) นับตั้งแต่วันที่ ผู้ปกครองได้ลงนามในพันธกิจนี้ from the date on which the Parent affixes the signature.

ข้อ 6. หากนักเรียนและ/หรือผู้ปกครองประพฤติหรือปฏิบัติฝ่าฝืนสัญญาพันธกิจฉบับนี้แต่เพียงข้อใดข้อหนึ่งให้ถือว่านักเรียนและ/หรือผู้ปกครองตกเป็นฝ่าย ผิดสัญญาพันธกิจฉบับนี้โรงเรียนสามารถบอกเลิกพันธกิจฉบับนี้ได้ทันทีและหากสัญญาพันธกิจฉบับนี้ถูกยกเลิกเพิกถอนไปไม่ว่ากรณีใดๆให้พ้นสภาพการเป็นนักเรียนตาม พันธกิจนี้สิ้นสุดลงด้วยซึ่งผู้ปกครองมีหน้าที่นำนักเรียนไปเรียนยังสถาบันอื่นทันทีโดยโรงเรียนจะออกหลักฐานแสดงผลการเรียนให้นักเรียนต่อไป If the Student and/or the Parent do not adhere to any of the agreement stated on this pledge, it is regarded as an act of violation against this pledge; thus the school has the right to revoke it. The revoke of this pledge on any ground implies that the Student will no longer belong to the School, and the Parent has a duty to take the Student to other educational institute. The School will issue a student report in due course.

สัญญาพันธกิจนี้ทำขึ้นเป็นสองฉบับมีข้อความถูกต้องตรงกันทุกประการผู้ร่วมลงนามใน พันธกิจนี้ได้อ่านและเข้าใจข้อความในพันธกิจนี้ดีแล้วเห็นว่าตรงตามเจตนาของผู้ร่วมในสัญญาพันธกิจนี้แล้วจึงได้ลงลายมือชื่อไว้เป็นสำคัญต่อหน้าพยานและต่างยึดถือไว้ ฝ่ายละฉบับ This pledge has an exact and correct duplicate. Both parties have read and understood all details in this pledge and all of the pledge documents and have hereto appended their respective signatures and affixed their seals (if any) in the presence of witnesses. Each party holds one copy of the pledge.

ลงชื่อ Signed..... นักเรียน Student ลงชื่อ Signedผู้ปกครอง Parent
(.....) (.....)

1. ลงชื่อ Signed.....พยาน Witness 2. ลงชื่อ Signedพยาน Witness
(.....) (.....)

ลงชื่อ Signed.....ตัวแทนโรงเรียน School's representative
(.....)

STUDENTS' ACTIVITIES



ใบลาหยุดเรียน **ABSENCE FORM**

เขียนที่ Written at.....

วันที่ Date.....

เรื่องRe:ขอ () ลาป่วย Sick Leave () ลากิจ Personal Leave

เรียนTo:ครูประจำชั้น Class teacher of

ข้าพเจ้า I..... เลขประจำตัว ID No.

นักเรียนชั้น Class.....มีความจำเป็นไม่สามารถมาโรงเรียนได้ตามปกติเพราะ is not able to come to school due to

() ป่วยเป็น Sickness (specify).....

() มีกิจธุระเรื่อง Personal reason concerning.....

จึงขออนุญาต () ลาป่วย () ลากิจมีกำหนด.....วันคือวันที่.....ถึงวันที่.....

Therefore, I would like to take a () Sick Leave () Personal Leave from..... to

จึงเรียนมาเพื่อขออนุญาตหยุดเรียนในวันดังกล่าวข้างต้น

ผู้ปกครองรับรองParent's confirmation

ด้วยความเคารพ Sincerely Yours,

ลงชื่อSigned..... ลงชื่อSigned.....

(.....) (.....)

ผู้ปกครองParentนักเรียน Student

หมายเหตุ ขอให้ครูประจำชั้นเย็บใบลาหยุดเรียนไว้ในสมุดเช็คชื่อนักเรียน

Remarks This form should be stapled to student's attendance record.

SCHOOL ENROLMENT INFORMATION



LITTLE STARS
AMBASSADOR
BILINGUAL SCHOOL (ABS)

Building Character through True Values

*Cultivating excellence in character,
academics, communication skills
and relationship building*

PLEASE VISIT OUR WEBSITE AT
www.absbilingualschool.com

We are excited that you are interested in Ambassador Bilingual School (ABS) (or, transliterated from Thai into English, Yuwathut Suksa Patana School). We welcome applications from families seeking to enrol children in a school that is committed to high academic standards and to the success of its students. It is our desire to provide a safe and happy environment for your child to develop fully physically, emotionally, spiritually, intellectually and academically (EQ and IQ). We provide an English Programme (EP) as well as an International Programme (Inter) with highly qualified and experienced teachers.

พวกเราที่มีความยินดีเป็นอย่างยิ่งที่ท่านสนใจในโรงเรียนแอมบาสเดอร์บิลิงกิวสกูล (ABS) หรือชื่อภาษาไทย “ยูวาทูตสุกษาพัฒนา” พวกเราขอต้อนรับทุกครอบครัวที่กำลังมองหาโรงเรียนที่มุ่งเน้นความเป็นเลิศทางด้านวิชาการและความสำเร็จของนักเรียนแต่ละคน เรามีความปรารถนาอย่างยิ่งที่จะจัดสภาพแวดล้อมให้บุตรหลานของท่านได้เติบโตและพัฒนาอย่างเต็มที่ ทั้งด้านร่างกาย, อารมณ์, จิตใจ, สติปัญญา และการเรียน (ทั้งอีคิวและไอคิว) ขณะนี้ทางโรงเรียนได้จัดให้มีการเรียนการสอน 2 แบบ คือ แบบสองภาษา (EP) และแบบนานาชาติ (International) โดยคุณครูที่มีคุณวุฒิและมากด้วยประสบการณ์ทุกคน

- You can enrol your child for our next school year now. We are receiving students from Nursery (18 months old) to Grade 12 (18 years old).
- ท่านสามารถสมัครเรียนให้บุตรหลานของท่านในการเรียนในปีการศึกษาหน้าตั้งแต่นี้เป็นต้นไป เรารับนักเรียนตั้งแต่ชั้นนอสเซอร์รี (18 เดือน) จนถึงมัธยม 6 (18 ปี)
- This application provides a basis for admission. When submitted at enrolment, it will serve as the foundation for the student's permanent record. Therefore, please ensure that the information provided is accurate.
- ใบสมัครนี้ถูกจัดขึ้นเพื่อใช้ในการสมัครเรียนและเมื่อกรอกข้อมูลและยื่นในการสมัครแล้ว ข้อมูลนั้นจะถูกเก็บไว้เพื่อใช้เป็นที่ประวัติของนักเรียนและเป็นข้อมูลให้กับโรงเรียนในการดูแลนักเรียนแต่ละคนอย่างถูกต้องเหมาะสม ดังนั้นกรุณาให้ข้อมูลที่ถูกต้องและเป็นจริง



Individual personal visits to the school can be arranged to work with YOUR schedule. Just contact our visitor coordinator at 081 950 6659 or 053 308935-6 or by email, abs_bilingualschool@hotmail.com.

ท่านสามารถนัดเยี่ยมชมส่วนตัวเป็นรายบุคคลได้ตามเวลาที่ท่านสะดวก ติดต่อฝ่ายประชาสัมพันธ์ที่ 081 950 6659 หรือ 053 308935-6 หรืออีเมล abs_bilingualschool@hotmail.com



SCHOOL FEES :

ค่าเล่าเรียน :

Level ระดับชั้น	Students per class จำนวนนักเรียนต่อห้อง	Entrance fee ค่าแรกเข้า	Tuition Fee per semester ค่าเล่าเรียนต่อเทอม	Book fee per year หนังสือต่อปี	Lunch fee per semester อาหารต่อเทอม	Activity Fee per year ค่ากิจกรรมต่อปี
A) EP Programme (โปรแกรมสองภาษา)						
Nursery เด็กเล็ก (1.6-2yrs/ขวบ)	15 - 18	10,000 ฿	34,650 ฿	-	3,500 ฿	Nursery เด็กเล็ก 1,500 ฿
Pre-school เตรียมอนุบาล (2-3yrs/ขวบ)	15 - 18	10,000 ฿	34,650 ฿	1,500 ฿	3,500 ฿	Pre-school เตรียมอนุบาล 1,500 ฿
K1, K2, K3 อ.1, อ.2, อ.3 (3-6 yrs/ขวบ)	15 -18:(K1) 16 - 20:(K2,K3)	10,000 ฿	33,000 ฿	K1&K2: 2,500 ฿ K3: 3,000 ฿	3,500 ฿	K1, K2 อ.1, อ.2 1,750 ฿
G1 - G4 ป.1- ป.4 (7-10 yrs/ปี)	20 - 26	10,000 ฿	41,250 ฿	7,000 ฿	3,500 ฿	K3 อ.3 2,500 ฿
G5 - G6 ป.5- ป.6 (11-12 yrs/ปี)	25 - 30	10,000 ฿	41,250 ฿	7,000 ฿	3,500 ฿	G1 - G3 ป.1 - ป.3 2,500 ฿
G7 - G12 ม.1- ม.6 (12-18 yrs/ปี)	25 - 35	10,000 ฿	41,250 ฿	8,000 ฿	4,000 ฿	G4 - G5 ป.4 - ป.5 3,000 ฿
B) International Programme (โปรแกรมนานาชาติ)						
K1, K2, K3 อ.1, อ.2, อ.3 (3-6 yrs/ขวบ)	18 - 20	15,000 ฿	41,250 ฿	K1&K2: 3,000 ฿ K3: 5,000 ฿	3,500 ฿	G6 ป.6 3,500 ฿ Including graduation
G1 - G3 ป.1- ป.3 (7-9 yrs/ปี)	20 - 26	15,000 ฿	55,000 ฿	10,000 ฿	3,500 ฿	G7 - G9 ม.1 - ม.3 3,000 ฿
G4 - G6 ป.4- ป.6 (10-12 yrs/ปี)	20 - 26	20,000 ฿	71,500 ฿	10,000 ฿	3,500 ฿	G10 - G12 ม.4 - ม.6 2,000 ฿
G7 - G12 ม.1- ม.6 (12-18 yrs/ปี)	25 - 35	20,000 ฿	77,000 ฿	12,000 ฿	4,000 ฿	

OTHER FEES :

ค่าธรรมเนียมอื่นๆ :

School uniform (Baht/Set) ชุดนักเรียน (ราคาต่อเซต)	N-Pre (เตรียมอนุบาล) 1,100 ฿ Uniforms ชุดนร.	K1-K3 (อ.1-อ.3) 1,500 ฿ Uniforms (inc. P.E.) ชุดนร. & พละ	G1-G6 (ป.1-ป.6) 3,500 ฿ Uniforms (inc. P.E. & Scouts) ชุดนร. & พละ & ลูกเสือ	G7-G12 (ม.1-ม.6) 4,000 ฿ Uniforms (inc. P.E. & Scouts) ชุดนร. & พละ & ลูกเสือ
School bus ค่ารถรับ - ส่ง	2,000-4,000 ฿/month (two-way) 2,000-2,500 ฿/month (one-way)		2,000-4,000 บ./เดือน (ไป-กลับ) 2,000-2,500 บ./เดือน (เที่ยวเดียว)	
Accident insurance ประกันอุบัติเหตุ	400 ฿/year		400 บ./ปี	
Stationery set อุปกรณ์การเรียน	500 ฿/Term		500 บ./เทอม	
Bed set ชุดเครื่องนอน	500 ฿ (Nursery-K2)		500 บ. (เตรียมอนุบาล - อ.2)	

N.B. fees may be subject to change without notice.

หมายเหตุ ราคาตัวอาจมีการเปลี่ยนแปลงได้

METHODS OF PAYMENT :

วิธีการชำระเงิน :

- By cash.
- By credit card (VISA and MasterCard) with a 3 % bank charge.
- By cheque (Cashier's cheque only) payable to "Yuwathut Suksapatana School".
- By bank transfer:
 - Bank : Siam Commercial Bank (Kadsuankaew Branch)
A/C Name : Chugait / Amporn Garmolgomut
A/C No. : 868-2-00401-2
 - Bank : Siam Commercial Bank (Kadsuankaew Branch)
A/C Name : Yuwathut Suksapatana School
A/C No. : 868-2-10563-0
 - Bank : Bangkok Bank (Kadsuankaew Branch)
A/C Name : Kaitphattana language and computer school
A/C No. : 531-0-11999-4

- เงินสด
- บัตรเครดิต (VISA หรือ MasterCard) มีค่าธรรมเนียม 3%
- เช็คชื่อบริษัทหรือเช็คชื่อบริษัท "โรงเรียนยุวทูตศึกษาพัฒนา"
- โอนค่านับบัญชีธนาคาร
 - ธนาคาร : ธ.ไทยพาณิชย์ สาขาภาคสวนแก้ว
ชื่อบัญชี : ชูเกียรติ / อัมพร กมลโกมุต
หมายเลขบัญชี : 868-2-00401-2
 - ธนาคาร : ธ.ไทยพาณิชย์ สาขาภาคสวนแก้ว
ชื่อบัญชี : โรงเรียนยุวทูตศึกษาพัฒนา
หมายเลขบัญชี : 868-2-10563-0
 - ธนาคาร : ธ.กรุงเทพ สาขาภาคสวนแก้ว
ชื่อบัญชี : โรงเรียนสอนภาษาและคอมพิวเตอร์ เกียรติพัฒนา
หมายเลขบัญชี : 531-0-11999-4

*Please retain the bank slip and submit it to the school office as proof of payment.

*โปรดนำหลักฐานการโอนมาแสดงต่อเจ้าหน้าที่การเงินเพื่อรับใบเสร็จจากทางโรงเรียน

ACADEMIC YEAR : 2015

- Summer School : 23 Mar - 1 May 2015
- Semester 1, : 11 May - 25 Sep 2015
- Semester 2, : 19 Oct - 11 Mar 2016

ปีการศึกษา : 2558

- ซัมเมอร์ : 23 มีนาคม - 1 พฤษภาคม 2558
- เทอม 1 : 11 พฤษภาคม - 25 กันยายน 2558
- เทอม 2 : 19 ตุลาคม - 11 มีนาคม 2559

ALL APPLICANTS :

- ☑ A copy of parents' ID cards/passports
- ☑ A copy of parents' house registration/visa
- ☑ A copy of student's house registration/visa
- ☑ A copy of student's birth certificate/passport
- ☑ 4 Photos (2") of student
- ☑ Transcript from previous school, for applications for grade 1 and above

เอกสารประกอบการสมัครเรียน :

- ☑ สำเนาบัตรประชาชนหรือหนังสือเดินทางของผู้ปกครอง
- ☑ สำเนาทะเบียนบ้านหรือหนังสือเดินทางที่มีวีซ่าของผู้ปกครอง
- ☑ สำเนาทะเบียนบ้านหรือหนังสือเดินทางที่มีวีซ่าของนักเรียน
- ☑ สำเนาสูติบัตรหรือหนังสือเดินทางของนักเรียน
- ☑ รูปถ่ายนักเรียนขนาด 2 นิ้ว 4 รูป
- ☑ ใบรับรองการศึกษาจากโรงเรียนเดิม (ถ้ามี)
- ☑ สำเนาการสมัครเรียนระดับประถมศึกษาขึ้นไป