

Haileybury Astana

The School Handbook



Academic Year
2017-2018



A Message from the Headmaster



Dear Parents and Pupils

You are now part of the worldwide Haileybury community and part of UK education at its very best. This handbook will help you understand all about our school routines and also what we need to expect from you as you enjoy another year as part of Haileybury Astana.

I enclose the important policies about how the school runs and what exactly we offer as part of what is a very special and very different international experience here in Astana. Please use this handbook over the year to remind you about things and we all hope you find it helpful.

It is vital that both teachers, staff, pupils and parents work as part of team. We want to get to know you as individuals and we promise we will always deal with you and your children fairly and professionally. What we expect of parents and pupils is:

- That pupils attend school every day.
- The correct uniform is always worn.
- School rules are followed and if your child is unsure about anything, they must always ask.
- That pupils are not removed from school for any holiday or event during term time — this is what the school holidays are for.
- That parents encourage their children at home and make sure they complete all the homework they are set to a high standard in the evening and at weekends.
- Parents try and support all school events by coming along.
- That you make sure pupils take part in events after school and are fully involved in the Haileybury tradition of all round education.
- That you limit the time your child spends on mobile devices and make sure they are in bed on time and get a good nights sleep — even when they are older!

If you have any questions please ask your class teacher or Form Tutor who will be pleased to help. We are all here to support you in the years ahead as you experience a great British education to prepare you for the amazing international world all around us. Its an exciting time and we are all part of this great journey together.

A handwritten signature in black ink that reads "Jonathan Ullmer". The signature is written in a cursive, flowing style.

Jonathan Ullmer MBE

Headmaster

Haileybury Astana Mission Statement & Aims

Mission Statement

To provide our community with an educational experience which enables our pupils to fulfill their potential academically, physically, culturally and socially within a global and future context.

School Aims

- To develop pupils who are resilient, creative, independent, courageous, inquisitive and reflective in all that they do.
- To encourage these Haileybury Habits through a challenging curriculum which covers a broad and balanced range of subjects, co-curricular activities, visits and special events.
- To develop pupils who always try to understand the difference between right and wrong; their rights and responsibilities as global citizens and the need to give back to society, while encouraging both self-awareness and teamwork.
- To reflect in ethos and activity the traditions, values, heritage and cultural diversity of the Republic of Kazakhstan and those of Haileybury.

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1. Routines

Administration

Reception

The reception area is located at the main entrance.

Senior Management Team (SMT):

The Headmaster, Deputy Head and Director of Studies have their offices on the upper floor in the administrative area. The Head of Primary School has an office in KS2 area.

Administration

The Bursar, Registrar, Human Resources Manager, SIMs manager and accounts department have their offices on the upper floor in the administrative area. The school uniform shop is on the ground floor in reception. The medical centre is at KS2.

How parents can help us to do the best for your child

- Please read the policies on the school website for up to date information for parents.
- Log on to the school Portal regularly for news and information.
- Make sure that your child arrives in school on time and is collected on time.
- Understand that after 8.20am the only entrance open is the main entrance at the front of school. There is no access at KS1 or KS2 doors after 8.20am
- Let us know if your child is ill.
- Ensure regular attendance. 100% attendance is expected. Less puts your child at risk of falling behind.
- Encourage your child to participate fully in the life of the school.
- Respect the calendar dates and only take holidays outside of teaching days.
- Support the school's behaviour and discipline policy.
- Ensure your child gets enough sleep.
- Monitor your child's homework and provide a home environment suitable for study.
- Ensure your child wears the school uniform and follows the school dress code.
- Attend parent/teacher meetings and discussions about your child's progress at school.
- Support events in which your child is taking part.
- Tell us if you are concerned about your child or if something happens to affect their wellbeing.
- Support the school's policies and guidelines
- Be responsible for your child at school after the teacher has handed him / her over to you. Please respect other people's children.
- Reply to any school correspondence
- Only come in if you have an appointment or to collect your child
- If your child has forgotten something please leave it at reception.
- Do not observe lessons or wander into classrooms.
- Collect your child promptly at the end of a school day.
- Make medical appointments for after school only.
- Please note that leaving your son/daughter at home overnight without parental supervision may unsettle them and this is often reflected at school.

2. Looking after your family

Communication with the school

Good communication between school and parents is essential in avoiding misunderstandings, ensuring the smooth running of the school and ensuring the welfare of our pupils.

You will find in Appendix of this booklet the school's policy on communication with parents, which you are encouraged to read.

For general enquiries parents should contact the school receptionist. If she cannot answer a query she will be able to direct you to the correct member of staff.

Medical

It is important that all pupils' medical information is shared with the School Clinic and that all medical records are given to the doctors. We prefer that all children, both local and expats, are vaccinated in accordance with the recommendations for Kazakhstan.

The school doctors are on call throughout the school day.

- No pupil is to take a course of treatment or prescription medicine at school without the school doctors' knowledge and permission.
- After a visit to the doctor pupils will be given a medical note which they must show to their class teacher / form tutor.
- Parents will be informed about any medical issues occurring at the school.

Should a pupil become ill during the day, the doctor will arrange for appropriate medical aid and inform both teachers and parents. Pupils should not leave school because of illness without first consulting the doctor. The doctor will contact the pupil's parents and make arrangements for the pupil.

Pupil safety

The school takes pupil safety seriously and has a number of procedures in place to try to ensure that pupils come to no harm. A Health and Safety Committee meets regularly each term and staff report immediately any concerns they have about anything in the school which might constitute a hazard to our pupils.

In winter, we use the combination of wind speed and air temperature to gauge the overall outside temperature and use a chart to decide whether it is safe for pupils to play outside and if so, for how long. Children are not allowed to play outside unless appropriately dressed.

Please bear in mind that minor accidents are unavoidable in school, but we have agreed levels of staff supervision in all areas where children play to minimise the risk of accident and injury.

3. Academic

Academic standards

The school aims for academic excellence and academic work is therefore at the heart of everything we do. Although we place a high value on all the other activities which take place in the school, it is academic progress which is paramount.

Pupils who fall too far short of the expected standard by the end of the academic year may be required to re-take the year. This might arise because of poor attendance, insufficient commitment to academic work or because a pupil has had difficulty adjusting to the academic demands of the higher year group. If a form tutor or class teacher believes there is a risk that a pupil might be in this position by the end of the academic year, he/she will raise this concern at Parents' Evening and follow it up with an e-mail confirming the conversation.

We do not expect that many children will fall into this category, but in the event that this should happen, the school's decision will be final.

Homework

Homework is an integral part of the learning process. Learning is reinforced through the completion of homework. The regular and consistent completion of homework is an important part of each pupil's academic programme. It fosters habits of self-discipline, organisation, preparation and independent work early in pupils' lives as well as reinforcing, consolidating and revising work that have been covered in class.

Experience shows that if parents take an interest in their children's homework, they develop a more positive attitude towards it and it is generally done to a higher standard.

- Parents/Guardians are encouraged to provide a quiet, suitable place in which pupils can do their homework free of distractions.
- A regular time should be set aside for homework.
- Please inform the relevant teacher if your child was unable to complete a homework assignment on time. This can be done through the Pupil Planner or by email.

- If you feel that your child is struggling with their homework or receiving too much or too little, please contact the form tutor or class teacher.
- Please check and sign the Pupil Planner on a weekly basis.
- Pupils may need to use a computer to complete homework and parents are encouraged to monitor their child's use of computers and the Internet.
- Children need to achieve a balance between time allocated to homework and time spent on extracurricular and leisure activities.

Learning support (LS)

Some children may require additional support because they have a specific learning difficulty. We have two members of staff trained to assess children with learning difficulties and offer support. We can offer only limited support, however, and we are not equipped to deal with children who have anything other than relatively mild learning disorders. It is important for all known Learning needs to be declared by parents to the school on enrolment.

English as an additional language (EAL) and English Enrichment (EE)

Some children will do all or most of their English learning with an EAL teacher for a period of time. Progress is regularly reviewed and a decision is made as to when the child is ready to follow the standard English curriculum for that year group.

Children who have low levels of English may require additional help from our EAL department. The teachers in this department are specially trained to teach children whose first language is not English. Teachers who feel that a child will benefit from EAL support will have a discussion with the Head of Key Stage and Head of EAL. The Head of EAL will make an assessment of the child's needs and decide on the level of support needed.

MFL — Modern foreign languages

From Year 3, pupils who have reached the expected level in English will be offered a Modern Foreign Language option: eg. Russian or Spanish.

Reporting

Parents are naturally keen to know that their children are making good progress and feedback from the school is both formal and informal. Parents will receive a full written report at the end of the Autumn and Summer terms.

In addition there are two Parents' Evenings for every year group, one in the second half of the Autumn Term and one in the second half of the Nauryz Term.

Subject teachers, form tutors, class teachers and members of the Secondary Leadership Team may also contact parents at other times if they have particular concerns or if a problem has arisen.



4. Policies and procedures

Rewards

Basic expectations of pupils

- Be caring and considerate to everyone
- Respect all members of the school community
- Be polite and look smart all the time
- Work hard and to the best of your ability
- Respect the property of the school and other pupils.
- Use English as much as possible.
- Move between lessons quietly and without delay.

We operate a system of rewards in order to recognise pupils' achievements. Rewards are not simply given for attainment. We also highlight hard work, a positive attitude, improvements in performance or pupils being particularly kind or helpful. This might be done in Golden Assembly, which happens weekly in Kindergarten and KS1, or in the weekly KS2 and Secondary School assemblies. Newsletters highlight the achievements of individual children and Heads of House use their House assemblies in the same way.

Younger pupils might also be given stickers or other age-appropriate rewards.

We also operate the OTIS system (On Time and In School) from Kindergarten to KS2 to encourage and reward pupils with good attendance records who arrive punctually.

We also have a formal system for rewarding children from Year 3:

Yellow signatures: These are awarded by teachers to recognise good or improved academic work. A maximum of two signatures may be given in one lesson. A child receiving ten yellow signatures will receive a Yellow Card, which counts as 10 points towards the House Cup. A full yellow card may only be given for a special event with prior consent from the Deputy Head (Academic) in the Secondary School or Head of Primary in the Primary School.

Blue signatures: These are given to pupils for demonstrating Haileybury Habits. A maximum of two signatures may be given in one lesson. A child receiving ten blue signatures will receive a Blue Card. A full blue card may only be given for a special event

with prior consent from the Deputy Head in the Secondary School or the Head of Primary in the Primary School. Blue Cards are less commonly awarded than Yellow Cards, so count as 20 points towards the House Cup.

All cards are signed by both the Headmaster and the Head of House and are returned so cards can be taken home. Blue and yellow signatures are recorded in a child's planner, so parents can see how many their child has received.

There are occasional reward trips or events for pupils who have earned the most cards in KS2 or who have done well in the AAA award scheme in KS3.

Behaviour

We understand that children will sometimes make mistakes or errors of judgement and therefore behave in a way which is not acceptable to the school community. We regard teaching children how to behave well as part of the education we offer. Unless bad behaviour is deliberate, repeated or wilful, we try to avoid punishing pupils for it, especially in the lower year groups. It is, however, important that our pupils understand why certain types of behaviour are not appropriate. As our pupils get older they are expected to become increasingly aware of how to behave appropriately and take responsibility for their actions.

Showing disrespect to any member of staff, bullying, violent conduct and wilfully damaging property are never acceptable and any pupil guilty of this kind of behaviour can expect the consequences to be serious.

In Kindergarten we do not accept pupils hitting or biting staff or other children. The parents of children who behave in this way will be contacted and asked to take their children home. Children of this age and in KS1 and KS2 may lose the right to go out at playtime if they behave unacceptably.

We have few disciplinary problems and most of them are dealt with at a low level. Parents will usually only be informed if a child's behaviour has been particularly poor or if a pattern of poor behaviour is developing.

Children may be spoken to by the Head of Key Stage if their behaviour does not improve after a warning or for more serious misdemeanours.

Only more serious problems will be referred to the Deputy Head and Head of Primary and they will decide if the Headmaster needs to become involved. Matters referred to the Headmaster are likely to result in more serious punishments.

Sanctions

Time out: If a child in KS1 or Kindergarten demonstrates unacceptable behaviour the staff or teacher in charge will ask the child to take time out of the lesson or activity. This allows the child to reflect on their behaviour and understand the consequences of that behaviour. Time out may be 1-5 minutes.

Pink signature: Will be issued to pupils in Key Stage 2 and above by a member of staff for poor behaviour. A pupil receiving 10 pink signatures will receive a Pink Card, which means the loss of twenty points from the House of the pupil in question and an automatic after school detention. Parents will be informed when a Pink Card is issued.

Community Service, a Pupil behaviour contract, Form Tutor or Deputy Head Daily Report may also be issued.

Detention: Can be given by any member of staff, with the approval of the Head of Key Stage, for offences such as disruptive behaviour, lack of respect or the use of bad language. These detentions will take place on a Thursday afternoon from 3.50pm-4.45pm and take priority over other activities or CCAs.

Internal Suspension: A pupil is removed from normal activities for a period at the Headmaster's discretion and works under supervision apart from the rest of the year group.

Temporary exclusion: A pupil is sent home for a period at the Headmaster's discretion.

Permanent exclusion: For very serious offences or following written warnings by the Headmaster to parents, a pupil may be asked to leave the school.

Pupil attendance

Regular school attendance is essential for good academic work. Pupils are expected to attend school every day unless they are too ill to do so. In case of absence due to illness, parents should call the office after 8.00am and before 9.00pm on the morning of the pupil's absence. Upon returning to school after any absence, a note explaining the circumstances should be handed to the school office. If a pupil is absent for 3 days or more due to illness, a doctor's certificate is required upon his / her return to school.

Parents may request permission from the Headmaster and Head of Primary (up to yr6) for their child to be absent for reasons other than illness, but permission will not be given for children to miss school to go on a family holiday. Permission may be given in order for a child to attend a special family event at Headmaster's discretion. Please note that even authorised absence does count as "absent" in the pupil's total % attendance profile.

The attendance record will be taken after breakfast at 8.20am each morning. (Breakfast is served 7.45am-8.05am) Pupils arriving after 8.20am must report to Reception to be registered.

If a parent seeks permission for a pupil to leave school during the school day they must complete the Leave of Absence form at Main Reception, wait for this to be authorised by the Headmaster or Head of Primary, signing out when they leave and signing in when they return. Children must not leave school, unless sent home by the medical staff, without completing the Leave of Absence form.

It is not generally possible to provide work for pupils who are absent, particularly when they are very young and their lessons depend on a high level of teacher involvement. Work will not be sent home on the first or second day of illness as it is considered that pupils well enough to work at home are generally well enough to attend school. Work will not be set or marked for pupils whose absence is unauthorised.

Please find at the back of this handbook the Pupil Leave of Absence Form to be completed and submitted to the school 48 hours in advance.

House system

Each pupil from Nursery upwards belongs to one of the four school Houses. However, Kindergarten pupils do not attend House meetings.

The House are named after famous former pupils of Haileybury UK. Each House has two House Captains, one boy and one girl, chosen by the Head of House after seeking the views of the members of the House. The House meets as a group once a week. This offers the opportunity for pupils of different ages to meet and get to know each other and gives the pupils a sense of identity outside their class group.

There are House competitions during the year and the winning House for each competition puts the cup on the shelf above the House notice board outside the assembly hall. At Speech Day the House Cup is awarded to the House which has the best average

score based on Yellow, Blue and Pink Cards. There are team cups for the annual sports House competition.

New pupils starting at the beginning of the school year are allocated to a House in the first week of term to try to ensure as good balance of numbers between the Houses.

Co-curricular activities (CCAs)

Co-Curricular Activities are an important part of life at Haileybury. These give pupils the chance to develop skills, knowledge and talents which cannot necessarily be easily developed through the academic curriculum. CCAs take place during the week at lunch-times and after school. These include a range of sporting, musical and other activities for Year 1 and above. Pupils are expected to take part in at least three activities each week. Most activities are offered by members of the academic staff and are free of charge. There is usually a charge for activities offered by visiting specialists. For some activities extra equipment is required.

When Parents' Evenings take place some after school CCAs are cancelled. Pupils and parents will be informed of this in advance.

School uniform / Appearance

All pupils must wear the approved school uniform, which can be purchased from the school shop. The opening times for the school shop are 8.00am-5.00pm Monday to Friday. If you find the school shop closed, please ask at Reception.

Shoes must be black leather and style must be plain. They should be sensible (girls' shoes must have a heel of no more than 3 cm). Black trainers are not allowed.

In cooler months the formal uniform is worn. Blazers must be worn around the school and may be taken off in the classrooms and at lunch. Skirts must be knee length and shirts must be tucked in.

In the summer (between Nauryz and the end of October) pupils may wear a short sleeved white school shirt with their school house tie. Pupils do not have to wear their jackets in school, except for formal occasions. The girls up to Year 6 may wear summer dresses. Girls in the Secondary School wear the formal uniform with an optional short sleeved shirt in summer. Ties are worn all year, unless special permission is given by the Headmaster.

Hair must be clean and tidy, and for boys of reasonable length above the collar. Hair should be of consistent length. Dyed or shaved hair and extreme hair styles are not permitted. Girls up to KS4 must wear long hair tied back during the whole school day including at break

and lunchtime (this refers to hair longer than shoulder length). No body paint, tattoos or piercings are allowed. The sixth form IB girls only may wear hair loose. The dress code for IB pupils is smart business attire.

Personal property

We discourage pupils from bringing in any personal property which is of value, as it can easily be lost or broken. All personal property is brought to school entirely at the pupil's own risk.

Smart watches, mobile phones, music players and laser pens

We do not permit Smart Watches to be brought in to Haileybury. Mobile telephones must be kept in lockers, not in school bags, during the school day. For urgent calls home during the school day the reception telephone may be used with permission.

Music players and other electronic items (iPads, tablets, ebooks etc.) are not necessary during the working school day and should not be brought into school. Laser pens are not permitted at any time.

Lockers

All pupils are assigned separate lockers so that they can keep their possessions safe and secure. Pupils should get into the habit of returning books and equipment to their lockers and keep them tidy. Damage to lockers should be reported immediately. Pupils may not open other pupils' lockers or disturb their contents. The school reserves the right to inspect the contents of lockers if there are reasonable grounds to do so.

School trips

School trips are organised to enrich the educational provision of the school. These might be local, national or international. Local trips are generally free of charge but longer trips involving greater travel will generally incur a cost. Pupils and parents are informed well in advance of such trips. All trips require a risk assessment to be approved in advance and a strict pupil/staff ratio is adhered to. Parents are not permitted to accompany school trips or meet pupils during school trips. Nor are parents permitted to take their child on different flights than the group. Trips are for pupils not for parents and pupils will be excluded from participating in a school trip if parents do violate this school rule.

Music instrumental tuition

Tuition on an instrument is organised by the Music Department, who arrange tuition for pupils from Year One upwards (in most circumstances – see the music staff to discuss your own child's needs) with visiting

qualified teachers during the week. Payment for this tuition is separate from school fees. Many lessons are arranged after school each day, but because so many pupils are learning instruments, most tuition will take place during lesson time on a rota basis so the same lesson is not missed each week. Pupils learning instruments are encouraged to use the facilities in the Music Department for regular daily practice. Pupils who play an orchestral instrument are also expected to participate in the orchestra CCAs.

Use of computers

The school has two computer rooms and an IT suite in the main library for the use of pupils. These are generally available at lunchtimes. The school has safeguards in place to ensure pupils cannot access inappropriate sites. Pupils are not permitted to access social networking sites at any time from school. Pupils must not bring games or USB game uploads into school. Inappropriate use of any computer, ipad, tablet or phone in school will be heavily sanctioned. Only IB pupils may use electronic devices at school.

Libraries

The school has two libraries – the Main Library and the Junior Library. The Main Library caters for all pupils and the Junior Library is used by children up to Year 2 only.

Reading is very important, especially for our local pupils, in developing English vocabulary and pronunciation, so children are encouraged to borrow books from the library.

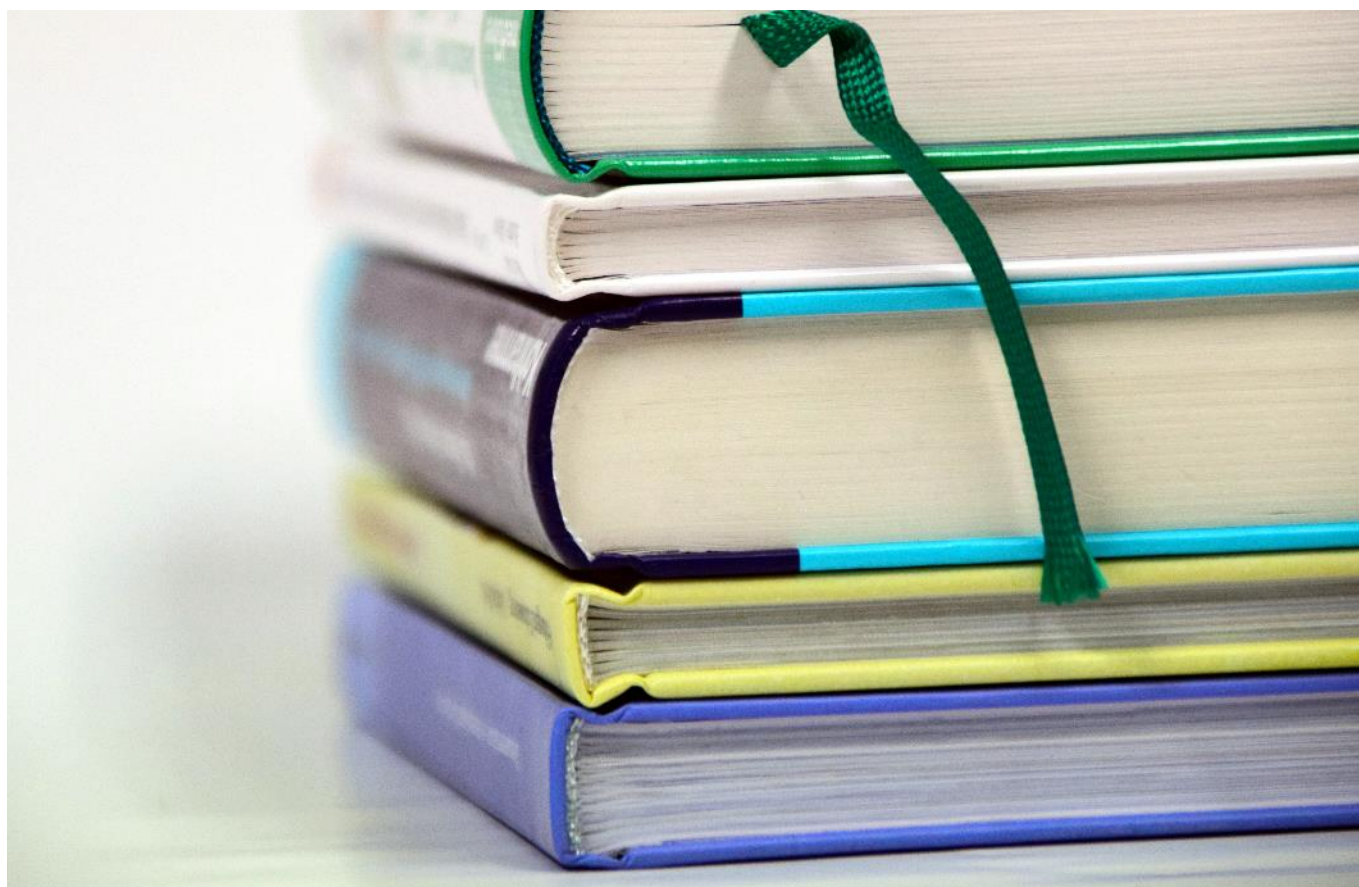
Books borrowed must be returned after 10 days. Books not returned will be assumed to be lost and parents will be asked to pay the full replacement cost.

Gifts to staff

Some pupils and parents like to show appreciation for our staff. However, we respectfully ask that no gift exceeds \$50 USD in value. Teachers are not permitted to accept gifts of a higher value from an individual family. A group of parents may give a combined gift of a higher value.

Celebrating birthdays

Many children like to celebrate their birthday with friends. However, we do not allow any food to be brought in to school at all. So no cakes or “Fast Foods” are allowed. We also do not allow toys, gifts, inflatable toys, photographers or entertainers arranged by parents. If parents wish to order a cake from the school kitchen they may do so one week ahead and this will be charged to school accounts.



5. Uniform and equipment

Kindergarten & Key Stage 1 Uniform (Nursery to Year 2)

- | | |
|---|--------------------------------|
| 1. Boys and Girls Light Blue Polo Shirt | 11. Dance shoes |
| 2. Girls Kilt Age 3-6 | 12. Summer Hats |
| 3. Boys Grey Trousers Age 3-7 | 13. School Bag - Small |
| 4. Magenta Sweatshirt (unisex) | 14. Track Suit |
| 5. Summer Dress | 15. Sports Polo Shirt (unisex) |
| 6. Girls plain navy blue tights | 16. House T-shirt (unisex) |
| 7. Girls Short White Socks | 17. Girls Athletic Shorts |
| 8. White hair accessories | 18. Boys White Shorts |
| 9. Boys Black or Grey Socks | 19. White socks for PE |
| 10. Black Plain Leather Shoes | 20. Sun hat |
-

Children up to (and including) Reception groups also need to have a spare set of clothes with them in case of mishaps.

Key Stage 2 Uniform (Years 3-6)

- | | |
|---|--|
| 1. Girls Blazer | 11. Boys Black or Grey Socks |
| 2. Girls White Shirt | 12. Black Plain Leather Shoes |
| 3. Girls Kilt Age 7-13 | 13. Art Smock Age 8-11 |
| 4. Boys Blazer | 14. School Bag - big |
| 5. Boys White Shirt | 15. Track Suit |
| 6. Boys Grey Trousers Age 8-11 | 16. House Polo Shirt (Unisex) |
| 7. Boys House Tie (to be worn all year) | 17. Sports Polo Shirt (Unisex) |
| 8. Girls House Tie (to be worn all year) | 18. Girls Athletic Shorts |
| 9. Summer Dress (Knee Length) | 19. White Shorts Boys |
| 10. Girls Short White Socks in summer, or navy blue tights. (no other colour socks, tights or leggings are allowed) | 20. White socks to be worn with PE kit |
| | 21. Sun hat |
-

Secondary school

All pupils should bring the following *equipment* to the School every day:

- Pencil case containing: uni-ball pens (blue and black gel pens), green pens, red pens, 2H pencils, pencil sharpener, eraser and a clear plastic 30 cm ruler.
- Individual folders for subjects for worksheets and additional work
- Set of colouring pencils, highlight pens, glue stick, suitable, safe non pointed scissors.
- Scientific Calculator (for years 7 and above a calculator with trigonometric functions will be required).
- Geometry set (to include set square, protractor and compass).
- *No tippex (correction fluids) are allowed in Haileybury Astana.*

Secondary School uniform (Years 7-11)

- | | |
|--|---|
| 1. Girls Blazer | 11. Boys Black or Grey Socks |
| 2. Girls White Shirt. (Long sleeve in winter, short sleeve in summer) | 12. Black Plain Leather Shoes |
| 3. Girls Kilt | 13. Art Apron |
| 4. Boys Blazer | 14. School Bag - big |
| 5. Boys White Shirt (Long sleeve in winter, short sleeve in summer) | 15. Track Suit |
| 6. Boys Grey Trousers | 16. House Polo Shirt (Unisex) |
| 7. Boys House Tie (to be worn all year) | 17. Sports Polo Shirt (unisex) |
| 8. Girls House Tie (to be worn all year) | 18. Navy Blue Shorts (unisex) |
| 9. Girls Tights (Yr 7, 8,9 navy blue or black only.
In Yr 10- 12 neutral opaque tights may be worn) | 19. Long Blue Socks (for Boys Football) |
| 10. Girls Short White Socks in summer | 20. White socks for PE |
| | 21. Sun hat |
-

Yr 12 wear smart business suits, jacket, tie or smart skirts or trousers and jacket for girls.

Leave of Absence Request Form (Pupils)

While the School does not approve of pupils missing lessons in term time, we acknowledge that there are occasions when it is unavoidable that parents will take out their child/children for good reason. If you **must** request leave during term time, please complete the form below and return it to the Headmaster/Deputy Head.

Pupil Details

Name:	Class/Form:
Name:	Class/Form:

Dates of leave Requested

Start Date:	End Date:
Number of days requested:	
Reason for leave requested:	

(Please attach any relevant documentation)

Parent's Signature:	Date:
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School Decision

Approval by Headmaster/Deputy Head:	Approved <input type="checkbox"/> Not approved <input type="checkbox"/>
Comments:	
(Headmaster/Deputy Head):	Date:

School Day 2017-2018

Time	KS1	KS2	KS3	KS4	KS5
7.45 – 8.15	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8.20 – 8.30	Registration	Registration	Registration	Registration	Registration
8.30 – 9.25	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
9.25 – 10.20	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10.20 -10.40	Break	Break	Break	Break	Break
10.40 – 11.35	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11.35 – 12.30	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12.30– 14.00	Lunch, Enrichment or Assembly	Lunch, Enrichment or Assembly	Form time/ Assembly/CCA Lunch	Form time/ Assembly/CCA Lunch	Form time/ Assembly/CCA Lunch
14.00– 14.55	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
14.55 -15.50	Lesson 6 and snack (till 15.30)	Lesson 6	Lesson 6	Lesson 6	Lesson 6
15.50 – 16.05	-	Snack	Snack	Snack	Snack
16.10 – 16.55	Optional sporting, Performing Arts and musical CCAs	Optional sporting, Performing Arts and musical CCAs	Optional sporting, Performing Arts and musical CCAs	Optional sporting, Performing Arts and musical CCAs	Optional sporting, Performing Arts and musical CCAs

Lunchtime CCAs are compulsory for everyone.

After-school sporting, performing arts, musical and paid CCAs are voluntary.

School closes 4pm on Friday only.



HAILEYBURY ASTANA

Term dates Academic Year 2017-2018.

AUGUST

MO	TU	WE	TH	FR	SA	SU
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

SEPTEMBER

MO	TU	WE	TH	FR	SA	SU
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

OCTOBER

MO	TU	WE	TH	FR	SA	SU
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

NOVEMBER

MO	TU	WE	TH	FR	SA	SU
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

DECEMBER

MO	TU	WE	TH	FR	SA	SU
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

FEBRUARY

MO	TU	WE	TH	FR	SA	SU
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

MARCH

MO	TU	WE	TH	FR	SA	SU
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

APRIL

MO	TU	WE	TH	FR	SA	SU
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MAY

MO	TU	WE	TH	FR	SA	SU
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

JUNE

MO	TU	WE	TH	FR	SA	SU
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

JULY

MO	TU	WE	TH	FR	SA	SU
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Colour codes

National Holidays	School Holidays	Teaching Days	Day of Knowledge	Haileybury Day	Speech Day
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