

WISDOM BRIDGE INTERNATIONAL SCHOOL

STUDENT-PARENT HANDBOOK

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Academic Year 2026-2027

"Wisdom: The Bridge to a Brighter Future"

Welcome Message from the Administration

Welcome to the Wisdom Bridge International School community. This handbook has been meticulously crafted to furnish you with essential information regarding our institution, its policies, and operational procedures. Please read it thoroughly and retain it for future reference.

We are steadfastly committed to providing a secure and supportive learning environment for all of our students. As WBIS proudly expands into secondary education for the 2025-2026 academic year, this handbook reflects our full offering — from Early Years through to IGCSE — and the expectations, opportunities, and support structures that underpin every stage of your child's journey.

Sincerely,

The Wisdom Bridge International School Administration

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1. Introduction

About Wisdom Bridge International School

Wisdom Bridge International School is committed to nurturing future leaders through a comprehensive education that fosters both academic achievement and personal growth. Our curriculum emphasises practical learning, project-based approaches, and a child-centred focus.

We provide state-of-the-art facilities, including sports grounds, a music room with professional instruction, a computer lab for coding education, and a well-stocked library. Our goal is to equip students with the knowledge, skills, and values necessary to make a positive impact on the world.

Mission and Vision

Wisdom Bridge Vision

"Wisdom Bridge acts as a channel for our youth, helping them access excellent educational opportunities and gain deep knowledge. Our school bridges the way for your successful future, filled with wisdom."

Wisdom Bridge Mission

- At Wisdom Bridge International School, our mission is to empower students to achieve academic excellence and personal growth.
- We are dedicated to providing a nurturing and inclusive environment where students can access superior educational opportunities and develop a profound understanding of the world.
- Through a holistic approach to education, we aim to bridge the gap between knowledge and wisdom, preparing our students to become compassionate, responsible, and innovative leaders of tomorrow.

WBIS Motto

"Wisdom: The Bridge to a Brighter Future"

Decisive Values

WBIS learning forms/ Decisive values

Opening Remarks:

At Wisdom Bridge, we believe that a strong foundation of Decisive-values/Learning forms is essential for fostering a positive and nurturing educational environment. Our school Decisive-values/Learning forms

reflect our commitment to creating a community where every student feels respected, supported, and inspired to reach their full potential. We encourage our students to embody these values in their daily interactions, promoting not only academic excellence but also personal growth and social responsibility.

As partners in your child's education, we invite you to embrace these Decisive-values alongside us. Together, we can cultivate a culture of kindness, integrity, and respect that will empower our students to thrive both in school and beyond.

Integrity	The adherence to moral and ethical principles in academics. Upholding integrity means that students, teachers, and schools commit to conducting themselves ethically in all academic activities, including research, writing and assessments. Integrity is crucial in fostering a culture of credibility and mutual respect within educational environments. It encourages students to value original work, properly attribute sources, and engage in honest collaboration. By promoting integrity, educational institutions not only enhance the learning experience but also prepare students for ethical behavior in their future professional lives.
Accountability	We hold ourselves accountable for our own actions, admit when we failed standards, and always strive to be our best selves. Ultimately, accountability fosters a culture of excellence and integrity within educational settings, promoting a shared commitment to achieving high standards and improving student outcomes.
Respect	Fundamental value that underpins a positive and effective learning environment. It involves recognising the inherent worth and dignity of every individual- students, teachers, and staff alike. Respect in education is about creating a culture where everyone is treated with dignity, fostering an environment conducive to learning, growth and collaboration. Also prepare students for respectful interactions in their future endeavors.
Innovation	The act of introducing new ideas, methods, or practices that enhance teaching and learning processes. It encompasses a wide range of approaches aimed at improving educational outcomes and making learning more effective, and engaging. In education is about embracing change and continuously seeking ways to improve the educational

	experience, ensuring that it remains relevant and effective in preparing students for the challenges of the future
Compassion	The ability to recognise and empathise with the suffering of others, sympathetic consciousness of others' distress with a desire to alleviate it. It is also about building a caring community that prioritises emotional well-being and encourages positive interactions, ultimately leading to a more enriching learning experience for everyone involved.
Excellence	Striving to achieve the best possible outcomes in academic and extracurricular activities, sporting, and artistic pursuits. By offering a variety of clubs and activities that encourage students to explore their interests and talents.
Creativity	Creativity is an essential value in school that inspires both students and staff to think creatively, discover new concepts, and express themselves in original ways. By integrating this value into the school environment, students are empowered to become inventive thinkers and self-assured individuals.

The Decisive-values upheld by this school serve as a vital instrument for enhancing the teaching and learning environment. By integrating these values, we promote reflection, provide reminders, and ensure accountability, while fostering a sense of belonging and holistic development for our students. These values guarantee that every student, irrespective of their background or abilities, has the opportunity to feel valued, achieve success, and be an integral part of the school community.

2. Academics — Curriculum & Key Stages

Wisdom Bridge International School Curriculum

Wisdom Bridge International School adheres to the UK curriculum and implements the Pearson Edexcel iPrimary examination board and syllabus. Our curriculum is meticulously crafted to align with the UK curriculum while integrating Myanmar language, culture, social studies, and life skills.

Key Stages

- Early Years
- Key Stage 1 (Years 1 & 2)
- Lower Key Stage 2 (Years 3 & 4)
- Upper Key Stage 2 (Years 5 & 6)

Early Years & Primary Level (Ages 4–11)

Subjects: English, Mathematics, Science, Computing, World Around Us, Physical Education (PE), Personal, Social, Health and Economic Education (PSHE), Art and Design, and Music.

- **Faculty:** Qualified and professional teachers.
- **Professional Development:** Comprehensive support from Pearson, including in-person and virtual training for teachers in specific subject areas.

iPrimary Assessment

Students are required to pass the Primary Checkpoint Year 6 International Examination, administered by Pearson UK, at the end of Year 6.

iLower Secondary Level (Ages 12–15)

- **Core Subjects:** English, Mathematics, Science, Computing, Global Perspective, PE, Art, Foreign Language,

I Lower Secondary Assessment

Students are required to pass the Primary Checkpoint Year International Examination, administered by Pearson UK, at the end of Year 9.

International General Certificate of Secondary Education (iGCSE) Level (Ages 15 to 16)

• Students continue to study English, Maths, and Science, but they can then choose some of the subjects which they would like to study. For those two years, pupils follow courses leading to the **International General Certificate of Secondary Education (IGCSE)**.

Future Development

• The school plans to expand its curriculum offerings incrementally, commencing with the iPrimary level and progressively introducing iGCSE and Advanced level programs.

3. Grading and Assessment

Wisdom Bridge International School utilizes both formative and summative assessments to evaluate student progress. Our assessments are aligned with the standards of the Pearson UK curriculum and the Ministry of Education (MOE) standards. Formal paper reports are issued twice per academic year, in December and May.

Grading Criteria

Student grades across all year levels are based on four criteria:

Assessment Results	Performance in formative and summative assessments.
Classroom Performance	Engagement, participation, and quality of work.
Effort & Attitude	Demonstrated effort in learning areas.
Homework & Projects	Completion and quality of assigned work.

These criteria are used to ascertain a student's level of achievement, categorized as **emerging, expected, or exceeding**. This information contributes to a student's results in the iPrimary checkpoint assessments at levels **P1, P2, and P3**.

Emerging	The student is beginning to develop the expected skills and knowledge.
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Expected	The student is meeting the expected level for their age/year group.
Exceeding	The student is performing significantly above the expected level.

Throughout the academic year, we provide informational sessions to parents and students regarding examinations and preparatory knowledge. We maintain a commitment to ensuring that our grading and assessment system remains transparent and comprehensible to both students and parents.

Secondary Assessment — IGCSE

In Key Stage 3 and 4, students are assessed through a combination of:

- Formative and summative assessments within class
- Classroom performance and teacher observation
- Demonstrated effort and homework completion
- iLower Secondary Checkpoint at the end of Year 9
- IGCSE examinations at the end of Year 11

4. Academic Support at Wisdom Bridge International School: Fostering 21st-Century Skills

Wisdom Bridge International School is committed to a 21st-century educational model that prioritizes the development of essential skills for the modern world. Our approach is grounded in the 5Cs: **Collaboration, Cooperation, Metacognitive Thinking, Creativity, and Citizenship**. These core principles are woven into every aspect of our curriculum and teaching methodology.

The WBIS 5Cs Framework

1. Collaboration — working effectively in teams
2. Cooperation — supporting and helping one another
3. Metacognitive Thinking — reflecting on and understanding one's own learning
4. Creativity — generating new ideas and thinking outside the box
5. Citizenship — contributing positively to the community and the world

Differentiated Learning

We recognize that every student is unique and learns at their own pace. Therefore, we implement a differentiated teaching and learning strategy in every class. This approach ensures that all students can achieve success and progress, regardless of their starting point. Our lessons are designed with three levels of success criteria in mind:

ALL	Fundamental concepts and skills that every student should master.
MOST	More advanced concepts and skills that most students should achieve.
SOME	Extension activities and challenges for students who are ready to delve deeper and push their learning further.

Active Learn Digital Platform

To support our commitment to 21st-century learning, we provide all students with access to the Active-Learn digital platform. This platform facilitates both in-class learning and independent study at home. Active-Learn offers a wealth of resources, including interactive activities, practice exercises, and personalized feedback. By leveraging technology, we empower students to take ownership of their learning and progress at their own pace.

Benefits of the Active-Learn Platform

- **Reinforcement and Revision:** Students can review and consolidate their understanding of key concepts.
- **Deeper Understanding:** Interactive activities and multimedia resources promote deeper engagement and comprehension.
- **Extension and Challenge:** Students can access additional materials and challenging tasks to extend their learning.
- **Personalized Learning:** The platform adapts to individual student needs and provides tailored feedback.

Holistic Development and Future-Ready Skills

At Wisdom Bridge International School, we believe that academic success is just one aspect of a well-rounded education. By fostering the 5Cs and providing a supportive and challenging learning environment, we aim to develop students who are not only academically proficient but also:

- **Critical Thinkers and Problem Solvers:** Equipped to analyze information, evaluate evidence, and make informed decisions.
- **Effective Communicators and Collaborators:** Able to work effectively in teams, communicate ideas clearly, and respect diverse perspectives.
- **Creative and Innovative:** Inspired to think outside the box, generate new ideas, and take intellectual risks.
- **Responsible and Engaged Citizens:** Aware of their role in society and committed to making a positive contribution.

Through our comprehensive academic support and commitment to 21st-century education, we strive to prepare our students for success in school, university, and beyond.

Homework

What is Homework?

Homework is any work assigned outside lesson time, either independently or with parental support. It is specific to current learning and appropriately challenging.

Purpose of Homework

- To consolidate and reinforce skills, particularly in literacy and numeracy.
- To extend school learning through additional reading or research.
- To develop independent study habits and self-discipline (especially for secondary students).
- To help parents support learning at home and gain insight into school approaches.

Homework Diaries

From Year 1 upward, all students keep a homework diary sent home daily and signed by parents. Secondary students are responsible for managing their own diary and tracking deadlines independently.

How Can I Help My Child?

- Take an interest in what they are studying and encourage their efforts.
- Provide a quiet space and suitable materials for study.
- Encourage them to speak English as much as possible.
- Read with or listen to your child read each evening.
- Help your child become independent — check their uniform, equipment, and schedule.
- Attend Parent-Teacher Conferences to discuss progress.

5. Student Life @ WBIS

At Wisdom Bridge International School, student life is characterised by a joyful and supportive learning environment that emphasises a strong work ethic, ethical learning practices, care, cooperation, and positive relationships between teachers, students, and staff. The school prioritizes student safety, security, and well-being, fostering an atmosphere conducive to effective learning. Students are expected to adhere to school policies and expectations, demonstrating diligence, passion, enthusiasm, and active engagement in their academic pursuits.

Extracurricular Activities and Weekend Classes at Wisdom Bridge International School

Extracurricular Activities

Sports

- Swimming
- Badminton
- Basketball
- Football
- In-House competitions

Weekend Classes

- Language skills: English Code syllabus for PEIC examinations.

Benefits of Extracurricular Activities and Weekend Classes

- Develop physical fitness and coordination
- Enhance teamwork and communication skills
- Promote creativity and problem-solving abilities
- Provide opportunities for students to pursue their interests and talents
- Foster a sense of community and belonging
- Help students to become well-rounded individuals

Professional Trainers

Our extracurricular activities and weekend classes are led by professional trainers who are passionate about their subjects. They are dedicated to helping students reach their full potential and achieve their goals.

How to Sign Up

Students who are interested in participating in extracurricular activities or weekend classes should contact their homeroom teacher or the school office.

House System — Secondary

Following best practice from leading international schools, WBIS Secondary will introduce a House System to foster community spirit, leadership, and identity. All secondary students will be assigned to a house upon enrolment. The House system supports special events, community service learning, and cooperation across year levels.

Information Learning Centre (Library)

The WBIS Library (ILC) is an integral part of our curriculum, providing a warm, resource-rich environment to develop lifelong reading and research skills.

- Wide range of fiction and non-fiction for Early Years through to Secondary.
- Students may borrow up to two books at a time (one week loan, renewable once).
- Books lost or damaged beyond use will incur a replacement cost.
- Secondary students have extended borrowing for research projects.

6. School Policies

6.1 Attendance

Regular attendance is essential for academic progress. Students are expected to attend school for no less than 80% of the Academic Year. Parents must notify the school office by 8:00 a.m. on any day their child will be absent.

- A child should be fever-free for 24 hours before returning to school.
- A child with a fever of 37.5°C or above will be sent home immediately.
- For absences due to planned events, written notice must be given to the class teacher in advance.

6.2 Early Dismissal

Parents wishing to collect children before the end of the school day must inform the School Office at least three (3) hours before the desired pick-up time. Early dismissal is granted for illness or with a valid written parental request.

6.3 Dress Code

Wisdom Bridge International School Uniform Policy

Wisdom Bridge International School has a uniform policy for both daily wear and sports wear. Students are required to wear the school uniform on school days.

Daily Wear Uniform

- WBIS polo shirt (tucked into trousers/skirt)
- WBIS shorts or long trousers
- WBIS school shoes or sports shoes (no sandals, flip-flops, or heels)
- WBIS lanyard with name card

Sports Wear Uniform

- WBIS sports shirt, WBIS sports shorts, WBIS sports shoes

Primary Level Students

- Primary level students are not allowed to dye their hair.

Secondary Dress Code

- Secondary students are held to the same uniform standards as primary pupils.
- Hair should be clean and neatly groomed; excessive hair colouring is not permitted.
- No make-up, perfume, or jewellery unless for a special occasion and with prior approval.

- Logos and badges (other than WBIS) are not permitted.

Bags and Lunch Containers

- Bags and lunch containers should be labeled with the student's name.

Lost and Found

- We will have a lost and found basket for any forgotten items, but students are responsible for searching for any items they have forgotten in the past.

6.4 Prohibited Items

Students are asked to leave the following items at home:

- Toys, dolls, games, or personal entertainment devices
- Matches, lighters, or any incendiary items
- Pocketknives, weapons, or any item resembling a weapon
- Tobacco, alcohol, or any illegal substance

Mobile Phones & Electronic Devices

Mobile phones and personal electronic devices are NOT permitted at school for safety, security, and learning-focus reasons. Any device found in use without permission will be confiscated until the end of term, or for the remainder of the year for repeat offences. The school takes no responsibility for the loss or damage of confiscated devices.

7. Secondary School — Behaviour & Discipline Policies

At WBIS, a positive and disciplined school environment is central to quality education. The following policies apply across all year groups, with specific provisions for secondary students where indicated.

7.1 Strictly Prohibited Conduct

The following are strictly prohibited at all year levels:

- Use or possession of illicit substances, alcohol, or tobacco.
- Disrespectful, physically or verbally abusive behaviour toward students or staff.
- Possession or use of weapons (including toy or model weapons).
- Theft or vandalism of school or personal property.
- Gambling of any kind.
- Inappropriate physical or sexual conduct.
- Leaving school grounds without permission.
- Violation of the dress code.
- Attendance below 80% of the academic year without valid reason.

7.2 Consequences Guide

In the event that school rules are not followed, the following framework is applied. The Headmaster/Principal retains the right to determine the appropriate consequence for any given situation.

MINOR MISBEHAVIOUR	
INCIDENTS / BEHAVIOUR	POSSIBLE CONSEQUENCES
1. Unexcused or frequent tardiness 2. Disruptive behaviour in class 3. Leaving school grounds without permission 4. Inappropriate public displays of affection 5. Failure to follow classroom rules 6. Persistent dress code violations 7. Persistent disobedience	1. Parent notification 2. Student/Parent meeting with Senior Staff 3. Time Out or Detention 4. Community service 5. In-school suspension 6. Student/Parent/Principal meeting 7. Escalation to Major consequences

MAJOR MISBEHAVIOUR

INCIDENTS / BEHAVIOUR	POSSIBLE CONSEQUENCES
- Disrespectful behaviour toward school personnel - Cheating on exams, homework, or projects - Theft of another student's belongings - Vandalism or destruction of property - Fighting or inciting a fight - Possession or use of tobacco products	- Parent notification (required) - Detention or Community Service - Zero marks for the affected assignment - In/out-of-school suspension (up to 5 days) - Student/Parent/Principal meeting - Disciplinary letter in permanent record

EXTREME MISBEHAVIOUR

INCIDENTS / BEHAVIOUR	POSSIBLE CONSEQUENCES
- Possession or use of illicit drugs or alcohol - Assault (verbal or physical) - Bullying (any form) - Breaking into school property or lockers - Possession or use of weapons	- All Major Misbehaviour consequences - Immediate out-of-school suspension (up to 10 days) - Convening of Discipline Advisory Board - Parent/Student/Principal meeting - Recommendation for permanent expulsion

7.3 Probation, Suspension, and Expulsion

Probation

Probation is a formal warning that a student's behaviour is unacceptable. It lasts for a specified period. If no improvement occurs, suspension or expulsion follows. If probation has been applied twice in a year and a further negative action occurs, suspension is automatic.

Suspension

Suspension means a student temporarily loses the right to attend school. A suspended student may not participate in any school activities during the suspension period. Before returning to class, the student and parents must meet with the Principal or Deputy Principal.

Expulsion

Expulsion is a permanent dismissal from WBIS. Grounds include: persistent disruptive behaviour, disregard for rules, violation of the law, lack of parental cooperation, and circumstances that prevent the school from meeting the child's needs. Students who are expelled will not be permitted to re-enrol.

7.4 Fighting

Fighting is prohibited. A student initiating aggressive physical behaviour will be placed on probation for the first offence. A second offence results in suspension; parents must meet with the Principal before the child may return. A third offence may result in expulsion.

8. Academic Integrity

8.1 Academic Honesty

Academic dishonesty — including cheating — is taken very seriously at WBIS. While students are often encouraged to work collaboratively, they must also demonstrate independent proficiency. Giving or receiving unauthorised information during graded work constitutes a violation.

8.2 Plagiarism (Secondary Level)

Your academic work should reflect your own understanding and original ideas. Plagiarism occurs when you use someone else's words or ideas without giving them proper credit, which is not permitted at our school. To maintain your academic integrity, always:

- Mention where you found your information.
- Use correct citation formats to acknowledge your sources.
- Be proud of and identify your own original ideas.

If you ever feel uncertain about how to reference your research, your teachers are here to help! Please keep in mind that intentional plagiarism is treated seriously; it can lead to a zero on your work or, in major cases, course failure and a permanent mark on your record.

9. Technology & Acceptable Internet Use

WBIS has an Acceptable Use Policy governing all internet access and electronic communications. Parents are required to sign an agreement giving permission for their child to use school networked services.

Internet Use Rules

- Students must have teacher permission to use the school internet.
- Students may not use another person's internet account or password.
- All internet use must be classroom-related. Personal 'surfing' is not permitted.
- Downloaded content must be appropriate and curriculum-related. No games or inappropriate material.
- Any case of cyber-bullying — in or out of school — will be treated very seriously by the Principal.

Important — Social Media & Parents

Social networking sites may not be used to make allegations about staff or students, post negative or offensive comments about WBIS or its community, or threaten violence.

The school reserves the right to take legal action where posted content is defamatory or constitutes harassment.

Parents are responsible for monitoring their children's online activity.

Private and confidential discussion with the school is always the preferred channel for concerns.

10. Anti-Harassment & Bullying Policy

In order to provide an environment of mutual respect, tolerance, and sensitivity, every member of the WBIS community — parents, students, faculty, and staff — must follow guidelines for appropriate behaviour. Inappropriate behaviour that disregards the self-esteem of others is unacceptable.

Examples of Prohibited Behaviour

- Obscene or suggestive jokes, verbal abuse, insults.
- Display of explicit, offensive, or demeaning materials.
- Veiled threats or intimidation.
- Comments that are demeaning with respect to race, religion, ethnic origin, or gender.
- Cyber-bullying via any electronic platform.

Consequences will be in line with the Behaviour & Discipline Policies (Section 7). The school treats all bullying complaints seriously and confidentially.

11. Parent-Teacher Association (PTA) | မိဘဆရာအသင်း

Wisdom Bridge International School: Comprehensive Information for Parents

I. Pearson Curriculum: A Holistic Approach to Education

- **Early Years Foundation Stage (EYFS):** Focuses on building a strong foundation through play-based learning, fostering creativity, social skills, and early literacy and numeracy.
- **Primary Years:** Integrates inquiry-based learning, encouraging students to explore, question, and connect knowledge across subjects.
- **Secondary Years & IGCSE:** Prepares students for higher education with a rigorous curriculum, advanced coursework, and exam preparation.
- **Blended Learning:** Combines traditional classroom instruction with interactive online resources, educational apps, and multimedia tools to enhance engagement and personalize learning experiences.
- **21st Century Skills:** Equips students with critical thinking, problem-solving, communication, collaboration, and digital literacy skills to thrive in a rapidly changing world.

II. Teaching and Learning Procedure: Nurturing Individual Potential

- **Differentiated Instruction:** Teachers employ various strategies to cater to diverse learning styles, abilities, and interests, ensuring all students reach their full potential.
- **Active Learning:** Students take an active role in their education through hands-on activities, group projects, presentations, and real-world applications of knowledge.
- **Technology Integration:** Technology is seamlessly integrated into lessons to facilitate research, communication, creativity, and individualized learning pathways.
- **Assessment for Learning:** Ongoing assessment provides valuable feedback to teachers and students, guiding instructional decisions and promoting continuous improvement.
- **Positive Learning Environment:** A supportive and inclusive classroom culture fosters respect, collaboration, and a love of learning.

III. Educational Events: Enriching the Learning Experience

- **Expert Speaker Series:** Renowned child psychologists, pediatricians, educators, and specialists share insights on child development, parenting, and educational best practices.
- **Parent-Teacher Conferences (PTC):** Regular meetings allow parents and teachers to discuss student progress, address concerns, and set collaborative goals.

Student-Led Conferences (SLC): Students take ownership of their learning by presenting their work, reflecting on their progress, and setting future learning targets.

- **Workshops and Seminars:** Parents can attend workshops on topics such as literacy development, technology integration, and supporting learning at home.

Curriculum Nights: Provides an opportunity for parents to learn about the curriculum, meet teachers, and explore classroom activities.

IV. Parent Involvement: Partners in Education

- **Classroom Volunteers:** Parents can share their expertise, skills, and passions by volunteering in classrooms, leading activities, or accompanying field trips.
- **Parent-Teacher Association (PTA):** The PTA organizes events, fundraisers, and initiatives to support the school and foster a strong sense of community.
- **Home-School Connection:** The school provides resources, tips, and online platforms to help parents support their child's learning at home.
- **Parent Education Programs:** Workshops and seminars equip parents with strategies to promote academic success, social-emotional well-being, and positive family engagement.

V. Additional Support Services

- **Learning Support:** Individualized support is available for students with diverse learning needs, including those with special educational needs and English language learners.
- **Counseling Services:** Qualified counselors provide support for students' social-emotional well-being and mental health.
- **Extracurricular Activities:** A wide range of clubs, sports, and activities enrich students' learning experiences and promote personal development.

Wisdom Bridge International School is committed to providing a world-class education that empowers students to become lifelong learners, responsible citizens, and compassionate global leaders.

12. Communication & Contact Information

Wisdom Bridge International School provides various communication channels to facilitate effective and timely communication between parents, teachers, and the school. These channels include:

Communication Channels

Viber Community	A private online community where parents can connect to be shared School information and to invite the School Events.
School-Hub Application	A mobile application that allows parents to access real-time updates, receive notifications, and communicate directly with teachers and the school administration.
Facebook Messenger	A social media platform where parents can connect with the school through its official Facebook page and receive regular updates and announcements.
School Website	The school's official website includes a dedicated section for parents, providing access to important information, resources, and contact details

Hotline Number	A dedicated phone number that parents can use to contact the school directly for urgent matters or to speak with a school representative.
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Concerns and Complaints Procedure

WBIS recognises that parents have a right to raise concerns, and an orderly procedure exists to ensure fair and timely resolution.

Stage 1 — Informal	Speak with the Homeroom Teacher. Most matters are resolved at this stage.
Stage 2 — Formal	Put the complaint in writing to the Principal. A meeting is arranged within 5 working days.
Final Decision	The Principal's decision is final. All parties are notified in writing with reasons given.

Important Communication Notes

Personal communication between parents and Teaching Assistants (TAs) is not appropriate. All academic, behavioural, and wellbeing enquiries should be directed to the class teacher.

Parents should not approach or challenge another student directly regarding any incident. The Principal must be informed first.

The school will communicate via letter, email, or viber. It is the parent's responsibility to read and respond to all school communications.

Emergency & Medical

First Aid	All incidents are recorded on an Incident Report Form. Parents are notified of any accident.
Medication	Must be accompanied by a signed parent/guardian or physician letter specifying dosage. Medication is held by the school nurse. Never place medication in a student's bag.
Illness	A child should not be sent to school if unwell. Notify the office by 8:00 a.m. A fever of 37.5°C or above means immediate collection by parents.

Emergency Drills

Emergency and fire drills are conducted each term. The Crisis Management Team reviews all emergency procedures on a continuous basis. Students are briefed on emergency procedures at regular intervals throughout the year.

Thank You for Choosing WBIS

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"Wisdom: The Bridge to a Brighter Future"