

Ref: ISB/sec/n/26-0002
14th August 2025

Dear Parents and Guardians,

Re: Welcome to the new academic year 2025/26

Welcome to another exciting year here at ISB. We would like to warmly welcome all our new students and families joining our school community. We are committed to working closely with you to promote your child's academic achievement and personal growth in their educational journey. Please have a constructive conversation with your child about the following school rules, arrangements and expectations for a successful start to their new academic year:

Monday 18th August 2025 - Day 1 for all Secondary students Year 7 - 13 including Year 12 (induction):

Drop-off

- The school gate will open at **6.50am**. Primary children will usually be dropped off using the front gate.
- To ease traffic flow, please drop off your Secondary child at the gate near the swimming pool/field and tell them to head towards the piano steps/library.

Secondary tutor group registration begins at 7.15am

- Year 7 should meet at the piano steps and view Tutor group lists displayed outside the library. We will guide Year 7 students from the piano steps to their tutor rooms located near the Secondary office (1st floor).
- Year 8-13 students should head towards the piano steps; we will guide students to their tutor rooms.

Uniform and equipment

- Your child should come in full school uniform with black shoes.
 - They should bring their school bag, laptop, water bottle, stationery, a small padlock, and packed meals (if any).
- NOTE:** Box cutters must not be brought into school. Please ensure your child brings scissors instead.

Edulink App

The Edulink App is now accessible. You and your child can use this app to view:

- Timetable – we follow a two-week timetable (Week A/Week B), with Week A starting on 19th August 2024
- Homework tasks
- Reports
- Attendance data - please click on 'statutory academic year'
- Achievement (House) Points – these are reset to '0' at the start of each new academic year.
- Send/receive messages
- Booking ECAs and Parent-Teacher Meetings

For any Edulink queries, please contact Ms. Lee, Secondary Pastoral Admin: pastoralcommunity@ac.isb.edu.bn

Attendance

Your child should aim for high attendance (**at least 96%**) as this greatly impacts their learning, progress and well-being. High attendance is important for your child because:

- Statistics show a direct link between under-achievement and attendance below 95%
- Students with high attendance make better progress, both socially and academically
- Students with high attendance also find school routines, workload, and friendships easier to cope with.

Please see: [Student news and notices \(sharepoint.com\)](https://sharepoint.com)

To benefit your child, please take note of ISB term dates when booking trips to avoid your child missing school.

For unavoidable absences, contact Ms. Lee, admin: pastoralcommunity@ac.isb.edu.bn

Punctuality

Your child is expected to be on time daily for registration, which begins promptly at **7.15am**. The gate opens at **6.50am**, so there is ample time for your child to arrive on time and feel prepared to start their day on a positive note. Students who arrive late miss out on important notices, assemblies, tutor group activities, and learning experiences. They may also feel self-conscious around their peers and teachers.

After-school Safeguarding and Health & Safety notice

To support the safeguarding and health of your child, students are **not** allowed to be unsupervised in school buildings (classrooms, labs, theatre, etc.) or at the back sports courts after school ends at 2.20pm:

- Students not in an ECA or Ugama should head to the front gate area for pick-up after 2.20pm.
- Students who have an ECA or Ugama should go to the gate for pick-up immediately after their ECA or Ugama.
- Students with a late ECA can wait at the canteen, friendship circle, or front gate areas only.
- Students are welcome to use the library for silent study until 4pm, then they must head to front gate for pick-up.

NOTE: ECAs do not run in the first two weeks of each term, so please pick up your child promptly at 2.20pm.

Uniform

Students are expected to always be in full school uniform, except during PE and Performing Arts lessons where they will be in PE kit and appropriate sports shoes. On PE days, students should come to school wearing their PE kit and change into uniform right after PE. Your child's PE and Performing Arts teachers will allocate sufficient time for students to change for their next lesson.

If students wish to wear a hoodie or cardigan, they can wear **only the new ISB hoodie or cardigan**. Students are not allowed to wear any other hoodies/cardigans/jackets or any old ISB hoodies.

Devices (laptops, tablets, mobile phones, earpieces, headphones, smart watches, etc.)

- To support students in developing their friendships, social and communication skills, **students are not allowed to use any device from 7am to 2.20pm, unless instructed or permitted by teachers during lessons.**

Note: IB students are permitted to use devices for independent work during their study/free periods.

We will remind students of this rule and expectations. For any misuse of student devices, staff will collect and store devices in the Secondary Office until the end of the school day. Your child may use the phone in the Secondary Office if they need to contact you urgently during the school day. Similarly, you can contact us (Tel: 2330608 ext. 555) if you need any assistance. The nurse will contact you if your child is unwell.

Lockers

Students should bring a lock to store their belongings in the lockers provided as they constantly move from lesson to lesson throughout the day. Please go through the items in your child's school bags and **ensure all valuables are kept at home. Students should also not carry large amounts of cash in school.**

New e-purse system for canteen:

Please use the **new e-purse system** which allows you to pre-order, make payment and top up your child's canteen card.

- Please find attached details of how to log on and use the system [HERE](#).
- For parents requiring ID cards, please contact Ms Rachel Lee: admissionmgr@ac.isb.edu.bn
- Pre-ordering is strongly recommended if you purchase from the canteen, as it allows your child more time to rest, eat and socialise, without the need to queue.
- Pre-ordered meals are available for prompt collection from the poolside cafe at the start of break and lunchtimes.

Home-School Communications

Please see information on the Secondary Parent website: [Home | Isb Secondary \(secadminmgr.wixsite.com\)](http://Home | Isb Secondary (secadminmgr.wixsite.com))

You will also find weekly updates here: [in the loop | Isb Secondary \(secadminmgr.wixsite.com\)](http://in the loop | Isb Secondary (secadminmgr.wixsite.com))

For any queries, please contact Ms. Shilla, Secondary Senior Admin Officer: secadminmgr@ac.isb.edu.bn

Thank you very much for your kind attention and support.

Yours sincerely,



Ai Ling Wong
Deputy Head of Secondary
Student Welfare & Guidance
alingwong@ac.isb.edu.bn



Dr. Peter Jones
Head of Secondary
Pjones@ac.isb.edu.bn