

Ref: ISB/sec/n/26-0073
2nd January 2026

Dear Parents and Guardians,

Welcome to Term 2 - School begins on Tuesday, 6th January 2026

Happy New Year 2026 and welcome to another exciting term here at ISB. We would like to take this opportunity to welcome all 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 and expectations for a smooth start to Term 2:

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 \(sharepoint.com\)](#)

Absences

To benefit your child, please take note of the ISB term dates when booking your family trips to avoid your child missing any days of school. For any unavoidable absences, contact Ms. Lee, pastoral 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.

Safeguarding and Health & Safety notice

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 at **2.20pm**.
- Students who have ECA or Ugama should go to the front gate for pick-up immediately after their ECA/Ugama.
- Students with a late ECA can wait at the canteen only.
- Students are welcome to use the library for silent study until 4pm, then they must go to the front gate for pick-up.

Important note for safeguarding

ECAs will begin in Week 3, so students must go straight home at 2.20pm during Weeks 1-2, unless they attend Ugama.

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 cardigan** introduced in the school shop in Term 3, 2023/2024. Students are not allowed to wear any other hoodies/cardigans/jackets or any ISB hoodies.

Students must follow the ISB student dress code (shoes, hair color, etc): [Student Dress Code updated 09.08.24](#)

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 7.00am 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.**

Home-School Communications

Please see information on the Secondary Parent website: [Home | Isb Secondary \(secadminmgr.wixsite.com\)](https://secadminmgr.wixsite.com/home-isb-secondary)

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

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,



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Student Welfare & Guidance
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Dr. Peter R Jones
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