AIT International School

Parent Handbook

2026-2027

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Mission Statement

The mission of AIT International School is to provide a holistic education in a stimulating and caring international environment that will help build a positive attitude towards learning. Our educational principles are based on values that will support the growth of a reflective and responsible member of our society.

Educational Principles

To integrate school values in all school activities. Values form the core of all school activities: policies and decision-making, curriculum priorities, teaching and learning practices.

To educate through real life situations. The content of education springs from the students themselves and their association with the world around them.

To encourage effective communication. Communication is a two-way process. Effective communication can help us to avoid conflict and to solve problems. Open and honest communication is also important for making friends and having healthy relationships.

To respect freedom of expression. Freedom of expression upholds the right of all to express their views and opinions freely. Freedom of expression is a cornerstone of democratic rights and freedom.

To support holistic development. Holistic development recognizes the importance of the whole while realizing that the parts are dependent on each other. Holistic education is concerned with the development of every person's intellectual, emotional, psychological, physical, social, cultural, creative, artistic, and spiritual potential.

To encourage creativity. Approaching problems differently and unconventionally from a new perspective.

To foster self-motivated learning. When we approach learning willingly, we can regard learning as a personally significant process. It enhances social inclusion, active citizenship, and personal development.

To foster responsibility. We are accountable for our actions and their consequences.

To positively contribute to the community. Close partnership between parents, students, AIT, and teachers ensures a sense of belonging, which encourages a sense of worth and positive contribution to the community.

Core Values

Communication
Cooperation
Creativity
Equality
Freedom of Expression
Integrity
Reflectivity
Responsibility

Safety

History and Development of AITIS

AIT International School was founded within the academic framework of Asian Institute of Technology (AIT) by special agreement with the Thai Ministry of Education, in 1974. At that time, the school was named *AIT Child Center,* and it offered education for children between the ages of 5 to 12. The President emphasized this in the statement to the Institute's Trustees in 1975: "The Child Center has an important role in attracting more faculty to live on campus".

In March 1980, a group of parents started a day-care service for younger children (between 2.5 and 5 years). Later, as the number of children increased, the service was expanded and became known as the *Playschool.* The Playschool obtained a License in April 1996 and was officially registered as *AIT Playschool.*

In 1996, the merging of the Playschool and Child Center was recommended and was approved by the AIT President on July 25, 1996. These moves unified and simplified the school management structure and led to improved coordination, both academically and administratively.

Since 2000, the school was known as the *AIT Community School* (AITCS), and it was divided into Junior School (former Child Center) and Pre-Kindergarten (former Playschool).

On November 4, 2009, the President of AIT gave the school permission to officially use the name *AIT International School (AITIS).* Today, AITIS is divided into two sections: Pre-Kindergarten and Elementary. Most students are still children of AIT employees and students, but since 2007, the school has

Security

increasingly received students from outside the AIT Community.

Curriculum Overview

In AITIS, learning is understood as an active, situational process. It is a process that is based on previous learning and results in building new knowledge, skill, attitude, and preference.

AITIS follows an international curriculum that is based on AITIS core values and educational principles. The curriculum develops enjoyment of and commitment to learning. It aims to help pupils become responsible and caring citizens who work for the common good, and commitment to sustainable development at a personal, local, national, and global level. The curriculum promotes an enquiring mind and capacity to think independently, creatively, critically, and rationally.

All instruction is in English, and our certified teachers are either native speakers or highly fluent in English. Our teachers are our biggest asset, and they are given opportunities to continually hone their craft through professional development. We offer Thai for native speakers as well as Thai for beginners to help students adapt to living in our beautiful host country.

Pre-Kindergarten section curriculum (Nursery –Kindergarten)

Pre-Kindergarten consists of Nursery, Pre-K 1, Pre-K2, and Kindergarten classes. The curriculum in Pre-Kindergarten focuses on all-round development of the child's physical, social, emotional, and cognitive development. This curriculum forms a theme-based entity to provide children with a broad variety of experiences that will enable them to develop their skills for smooth transitions through kindergarten.

At the beginning of each school year and school semester, the respective class and subject teachers will provide families with more detailed plans including overall themes and focus areas.

Elementary School section curriculum (Grade 1 – Grade6)

Elementary School consists of G1 – G6 classes. The curriculum in Elementary includes the following subjects: Counselling (G4-G6), Language Arts, Mathematics, Science, Information and Communication Technology, Social Studies, Music and Visual Arts, Library, Thai Language, and Physical Education (G1-G6).

At the beginning of each school year and school semester, the respective class and subject teachers will provide families with plans of what children will learn during each semester.

Teaching Methods

In AITIS, teaching is child centered. This means that the teacher considers the different learning styles and backgrounds of the children when planning and deciding about educational activities. Adapting different teaching styles and strategies allows all children to maximise their potential and influence their own learning.

The teaching methods used are varied: they range from informal instruction such as class discussions or small group discussions to direct teaching, textbook reading, worksheets, essays, portfolios, projects, field trips, guest speakers, inquiry-based and problem-solving learning, information processing strategies through brainstorming and mind mapping activities, and role-playing activities. All teaching methods promote the prior AITIS educational principles.

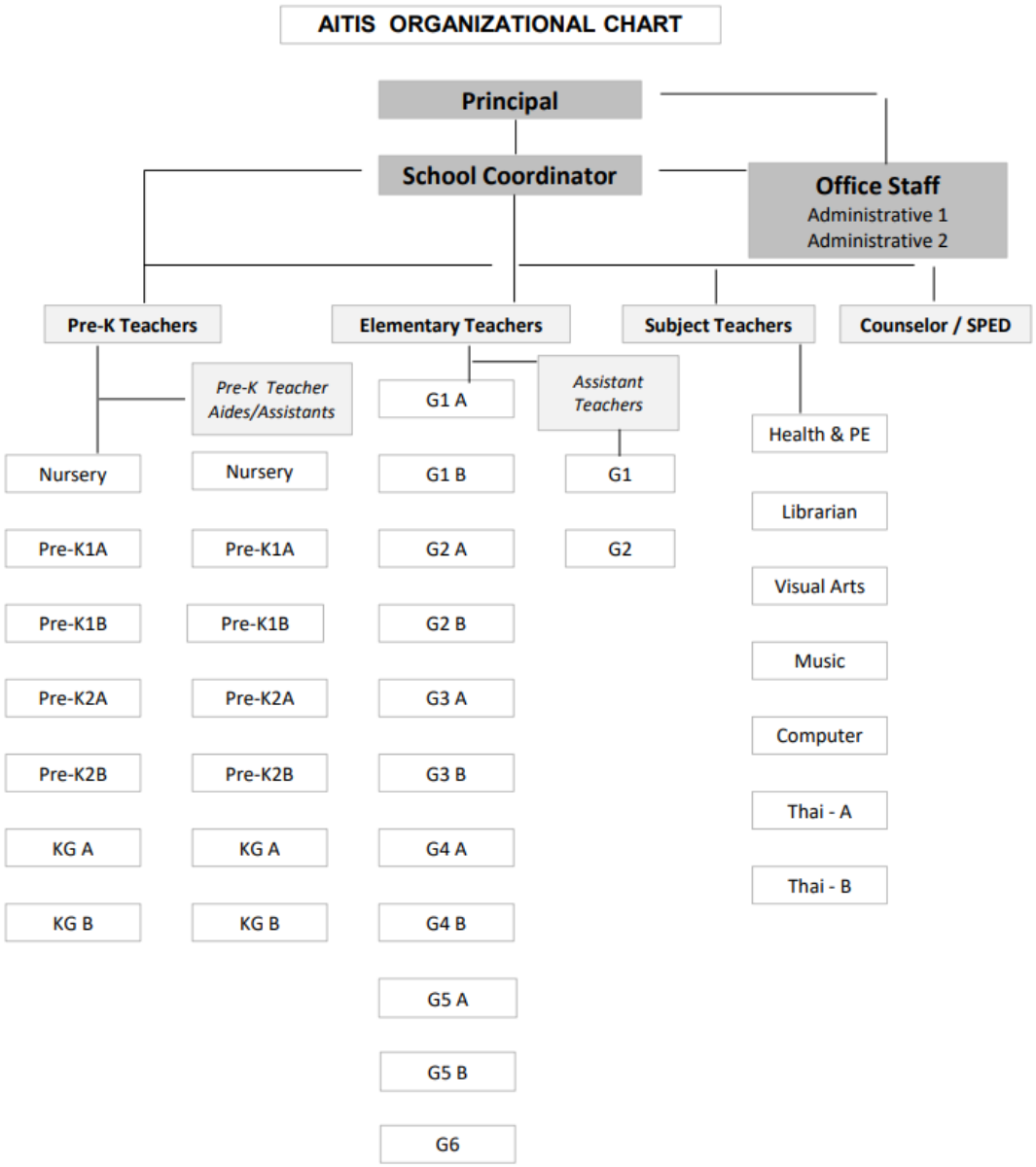
GENERAL INFORMATION FROM A TO Z

Absences

If you know your child will be absent, contact your child's class teacher or the school office. This should be done within 24 hours of the absence. Provide a written excuse upon the student's return to school. Students are responsible for making up all the work being missed while they are absent. When a student's absences are excessive, the teacher will notify the principal.

Leave of absence for more than two weeks is seen as exceptional and it will need the principal's approval.

Administration and Organization



AIT International School functions as a Unit of AIT and it is under the supervision of the AIT Vice President for Administration and Development. The AIT International School Director is the AITIS Principal. All AITIS staff members are under the direct supervision of the AITIS Principal.

Position	Name	Main responsibility areas	Contact details
Principal/Head	Mrs. Oluwayemisi Ayoola Thomas	Educational leadership; Administrative and operational oversight; Budget and development etc.	yaduloju@ait.ac.th 02-524-5993
School Coordinator	Ms. Megha Gurung	School admission tests; Instructional materials and equipment; Student discipline; Elementary substitute teachers; Assemblies etc.	megha_gurung@ait.asia
Special Education and Counselling	Mrs. Hasmina Guiani Ambor	Assessing special education needs; Individual education planning and support; Guidance and counselling.	hasmina@ait.asia
Administrative Officer 1	Ms. Jeeranan Sethakriangkrai (Khun Jeeny)	Student database and certificates; School fees; Work contracts; Work and purchasing orders, budgeting etc.	jeeranan@ait.asia 02-524-5984
Administrative Officer 2	Ms. Kingkan Kohklang	Photocopying, printing, and distributing documents and mail. First aid and first aid kit etc.	kkohklang@ait.asia 02-524-5984

After School Activities

After School Activities (ASA) are additional opportunities for growth and development, supporting the AITIS formal instructional program. ASA gives students an opportunity to pursue special interests that contribute to their holistic well-being. AITIS offers a wide selection of ASA that are supervised by dedicated AITIS teachers and are held within AITIS school premises, Tuesdays, Wednesdays, and Thursdays from 3:00 – 4:00 pm.

Every school year, we offer ASA sessions for our G1-G6 students from August to May. To cover the activity costs, we will charge a nominal fee from the participating children. All fees include instructional materials, and equipment necessary for the activity. A packed snack is required for your child to enjoy before or after the activity.

Assessment and Reports

AITIS uses different forms of assessment: observations, tests, activities, projects, portfolios, self-evaluations, peer-evaluations, and presentations. All AITIS students receive Progress Reports at the end of the first semester and Report Card at the end of the school year.

Portfolios

Portfolios are purposefully selected collections of student work representing a range of student performance. In Pre-K, teachers compile 'Evaluation Portfolios' for each child to document progress towards AITIS standards. From Nursery to Kindergarten, portfolios are passed from one grade level to the next for reference purposes.

Progress Reports

Progress reports are issued at the end of the first school semester for all students from Nursery to Grade 6. AITIS Progress Reports provide information and feedback regarding the progress your child is making towards specific learning objectives according to each grade level; academically and socially.

Grade 1 to Grade 6 student progress is evaluated as follows:

Effort Evaluation:

Excellent (E)

Very Good (VG)

Good (G)

Satisfactory (S)

Needs Improvement (I)

Achievement Grades:

Grade	%	Scale
A+	97– 100	4.0
A	90 – 96	3.5
B+	86 – 89	3.0
B	80—85	2.5
C+	76—79	2.0
C	70—75	1.5
D	60 – 69	1.0
F	Below 60	0

Report Cards

Report cards are distributed at the end of the school year for all students from Nursery to Grade 6. Should your child leave AITIS in the middle of the semester, please contact the school office at least one month prior to the leaving date.

Pre-K to kindergarten levels achievement is evaluated as follows:

Achieved (A)

Developing (B)

Needs Practice (C)

G1-G6 effort and achievement follows the same grading as Progress Report.

Attendance Policy

Daily and punctual school attendance is essential for each student to foster positive academic development. Students are expected to be in school, in class, and ready for instruction according to the school timetable. Please try to organize doctor's appointments, holidays etc. outside of regular school times. **The school accepts responsibility for children from 7:35 am.** A student must be in attendance for a minimum of 80% of the total attendance of each semester.

Parents are requested to pick up their children on time as the school is unable to assign supervision duties after children are dismissed. The school does not provide supervision for elementary school students after 14:45 hours, unless they have enrolled in After School Activities. For any after-school activity, a special sign-up from parents is needed.

Books, Supplies, and Materials

Books, Supplies, and Materials are provided to students of various grades as shown below. Also shown below are any charges related to damaged books.

Category	Nursery to Pre-K2	Kindergarten to Grade 1	Grade 2-6
Textbooks	Not applicable	Not applicable	The textbooks will be distributed to students at the beginning of each semester. Usage charges of **1000 Thai Baht** to cover normal wear-and-tear will be charged at the beginning of each semester for the grade 6 and **500 Thai Baht** for grades 2-5. Students are encouraged to take care of all textbooks throughout the semester. Damages like highlighting, torn pages, and discoloration of pages due to wetness from ink, rain, water, drinks, oil, etc., will result in the student replacing the book. Alternatively, the student can repay the school per the current market price of

Category	Nursery to Pre-K2	Kindergarten to Grade 1	Grade 2-6
			the textbook, and the school will make the purchase.
Workbooks	Workbook costs will be charged to each student at the beginning of each semester based on the grade level. Students are expected to take good care of their workbooks. If a workbook is lost or damaged, students will be required to pay the actual cost for its replacement.		
Stationery	Provided by the school	Students from Kindergarten to Grade 6 are expected to bring their personal stationery and notebooks as advised by the respective Class and Subject teachers. Parents should avoid buying toy-like stationery to minimize distractions in the classroom. The AITIS notebooks can be purchased at the AIT Bookstore. Please consult your child's teacher before buying notebooks as there are different types of notebooks required for each grade level.	
Library	All classes from Nursery to Grade 6 have one weekly Library lesson with the library teacher. Students are always encouraged to borrow books to read at home and use the library to find information for a range of purposes. The school library is open for teachers and students to read and/or borrow books from Monday through Friday, 8:05 a.m. to 3:30 p.m. Students/teachers are responsible for the books they borrow. Therefore, if a book is lost or returned in damaged condition (torn pages, highlighting, wetness from water, juice, ink, oil, etc.), the Penalty will be either to replace the book with a new one or pay the current market price of the book.		

Calendar

The AITIS school year is from August to June. The school year calendar and the Co-curricular Calendar for each semester can be accessed on AITIS website www.aitis.ait.asia.

Co-curricular Activities

Varied Sports and Recreational activities are lined up throughout the year for our students. Activities like the Monsoon Marathon, School Camp, Sports Day, Annual Day, and more, create a fun filled,

exciting and healthy venue where children can exhibit and apply not just their learned motor skills, but their positive sociological and psychological skills as well.

The co-curricular activities are indicated on the calendar. Please be reminded that each activity date can be changed depending on the school situation.

Communication

Please inform the school office immediately if any of your contact information changes. This applies to home and work telephone numbers, e-mail addresses, and home location. We need to keep our database up to date as we may need to contact you urgently.

From School to Home

AITIS provides numerous means for parents to receive information about school events. During the school year, the school communicates regularly with parents through emails, Google Classroom, AITIS quarterly bulletin, AITIS Parents' Notice Board, and Friday Folders and chit-chat/assignment books.

Parents emailing list.
All AITIS parents are included in the parents' emailing list that is administered by the school. Please note that the list is not a public list and parents cannot use this list to send messages.

Friday Folder

The AITIS Pre-Kindergarten section uses the Friday Folder as one of the weekly communication tools between your child's teachers and you. It is used to send your child's completed craft work to review with parents. This practice also allows you to form a holistic picture of the study unit, its objectives, and the progress your child has made. Our Pre-K section teachers also send home children's activity books. Parents are requested to review the contents of the Friday folder on a regular basis, sign the form on the folder, and return it through their child on the following Monday.

The elementary section uses Friday Weekly Note which is sent through each Google Classroom created by homeroom teachers. Daily homework is sent through the homework notebook which parents need to initial when your child completes his/her homework. Subject notebooks and test papers can also be sent home to communicate students' progress.

AITIS Bulletin

AITIS Bulletin is published quarterly within the school year. It can be accessed on the school website.

From Home to School

Parents are encouraged to maintain ongoing open communication with the AITIS staff responsible for their child's education and well-being. This can best be done through emails, private line messages or other platforms that connect the parent and the respective teacher. The school also organizes two

Parent-Teacher Conferences per year; one in each school semester to discuss the progress and well-being of your child. Parents are also welcome to book an appointment with their child's teachers throughout the year by email or by calling the school office during school hours.

Issues of Concern

For your child's well-being and for the school to be able to handle your concerns as soon as possible, it is imperative that issues of concern are addressed promptly to the appropriate staff member. Parents are to first address the AITIS staff member involved directly (e.g., class teacher or subject teacher).

Grievance Process Overview

AIT International School is committed to fostering a positive and respectful partnership with parents. We recognize that concerns may occasionally arise and encourage them to be raised promptly so they can be addressed fairly, professionally, and constructively. The Grievance Process outlined below provides a clear pathway for resolving concerns while promoting open communication and maintaining the well-being of all members of the school community.

Grievance Process

1. Purpose

The purpose of this policy is to provide a clear, fair, and transparent process for addressing concerns or complaints raised by students, parents/guardians, or staff members. AIT International School is committed to maintaining a safe, respectful, and supportive learning environment for all members of the school community. Concerns and grievances will be addressed in a timely, professional, and confidential manner, with the aim of resolving issues constructively while protecting the welfare and dignity of all individuals involved.

2. Scope

This policy applies to grievances related to, but not limited to:

1. Student Welfare and safety

2. Academic concerns and learning support

3. Teacher–student or parent–teacher concerns

4. Bullying, harassment, or inappropriate conduct

5. Implementation of school policies and procedures

6. School facilities, resources, or the learning environment

This policy applies to students, parents/guardians, teachers, and staff within AIT International School.

Safeguarding Override

Matters involving child safeguarding, serious misconduct, or potential legal violations will be handled in accordance with the school's Child Protection and Safeguarding Policy and may bypass the standard grievance process to ensure immediate and appropriate action.

3. Guiding Principles

The grievance process will be guided by the following principles:

Fairness

All parties involved will be given the opportunity to present their perspectives and will be treated impartially.

Confidentiality

Information related to grievance will be shared only with individuals directly involved in reviewing or resolving the matter.

Timeliness

Concerns will be acknowledged and addressed within a reasonable timeframe to ensure prompt resolution.

Respect and Professional Conduct

All interactions during the grievance process must be conducted respectfully and in accordance with the school's professional standards.

Child Protection

The safety and well-being of students will remain the school's highest priority in all grievance investigations and decisions.

4. Grievance Reporting Procedure

Level 1: Informal Resolution

Parents/guardians or students are encouraged to first discuss concerns directly with the relevant classroom or subject teacher whenever appropriate.

Process

1. Schedule a meeting with the teacher or communicate via email.

2. Clearly explain the concern and seek clarification.

3. Attempt to reach a mutually acceptable solution.

Timeline

The teacher should acknowledge or respond to the concern within 1–2 school days.

Many concerns can be resolved effectively at this stage through open communication.

Level 2: Formal Complaint to the School Coordinator

If the concern cannot be resolved at Level 1, the complainant may submit a formal written grievance to the School Coordinator.

The complaint should include:

1. Name of the student (if applicable)
2. A clear description of the concern or incident
3. Date(s) and location(s) of the incident(s)
4. Individuals involved
5. Any relevant supporting documentation

6. The requested or expected resolution
Timeline
1. Acknowledgment of receipt within 2 school days
2. Review and initial investigation completed within 5–7 school days

Level 3: Administrative Review
If the matter remains unresolved, the grievance may be escalated to the School Principal.
The administration may:
1. Review of the complaint and investigation findings
2. Conduct additional interviews where necessary
3. Request further documentation or clarification
4. Determine appropriate actions or resolutions
A written response outlining the decision and next steps will be provided for the complainant.

Level 4: Final Appeal
If the complainant remains dissatisfied with the outcome, a final appeal may be submitted to the Governing Authority of AIT International School.
For AITIS, the final reviewing authority is the Vice President of Administration and Development (VPAD).
The decision issued at this level will be considered final.

5. Investigation Process
During the review of grievance, the school may take the following actions:
1. Interview students, teachers, and staff involved in the matter
2. Review written records, emails, or other relevant communications
3. Examine relevant school policies or procedures
4. Seek mediation between parties when appropriate
5. Consult with appropriate school personnel or safeguarding officers if required
6. ***Provide appropriate counselling, well-being support, or pastoral care to any student who has been affected by the incident or grievance, where deemed necessary, to support their emotional well-being throughout and following the investigation.***

All investigations will be conducted fairly, objectively, and without bias.

5A. Student Well-being Support

Where a grievance involves or affects a student, the school may provide appropriate counselling, wellbeing support, or pastoral care during and after the investigation. The nature and duration of the support will be determined based on the student's individual needs and the circumstances of the case, with the student's safety and emotional well-being remaining the school's priority.

6. Protection from Retaliation
AIT International School strictly prohibits retaliation against any individual who raises a grievance in good faith.
Students, parents, or staff members who report concerns will be protected from intimidation, harassment, discrimination, or adverse consequences resulting from the reporting of grievances.
Any acts of retaliation may result in disciplinary action.

7. Confidentiality
All grievance reports and related proceedings will be handled with appropriate confidentiality to protect the privacy and well-being of students and staff.

Information will only be shared with individuals who have a legitimate role in resolving the issue.
While the school will strive to maintain confidentiality, complete confidentiality cannot always be guaranteed where disclosure is necessary to conduct a fair investigation or ensure student safety.

8. Record Keeping
The school administration will maintain records of:
1. Formal complaints submitted
2. Investigation processes and findings
3. Actions taken or interventions implemented
4. Final resolution outcomes
All documentation will be stored securely and handled in accordance with the school's data protection and record management policies.

9. Communication
To ensure transparency and awareness, the school will
communicate the grievance procedures through:
1. Parent and student orientation sessions

2. The Parent Handbook
3. The school website
4. Official school communication channels

Parents and students are encouraged to familiarize themselves with the grievance procedures to ensure concerns can be addressed efficiently.

10. Additional Policy Provisions
Complaint Submission Timeline
Complaints should normally be submitted within 30 calendar days of the incident or concern. Complaints submitted after this period may still be reviewed at the discretion of the school administration.

Anonymous Complaints
The school may receive anonymous complaints; however, the ability to investigate or respond may be limited if sufficient information is not provided.

False or Malicious Complaints
The school expects all grievances to be submitted in good faith. Intentionally false or malicious accusations may result in appropriate disciplinary action in accordance with school policies.

11. Review of Policy
This policy will be reviewed periodically by the school administration to ensure that it remains effective, relevant, and aligned with best practices and international school standards.

AIT International School
Grievance Resolution Process (Attachment 1)

Concern Identified
(Student / Parent / Staff)
|
▼
Step 1
Informal Discussion with Teacher
(Classroom / Homeroom / Subject Teacher)

Response within 1–2 school days
|
▼
Issue Resolved?
/ \

YES NO
| |
Process Ends ▼
Step 2
Formal Complaint Submitted
to School Coordinator
(Written Email or Letter)

Acknowledgement within 2 days
|
▼
Step 3
Administrative Review
Investigation conducted
(5–7 school days)

10

Interviews / Documentation Review
|
▼
Step 4
Decision and Resolution
Written response provided
|
▼
Still Unsatisfied?
/ \
NO YES
| |
Process Ends ▼
Step 5
Final Appeal
School Principal → VPAD
(Final Decision)

AIT International School
Grievance Submission Form (Attachment 2)
This form is used to formally submit grievances to the school administration.

1. Complainant Information
Name of Person Submitting Complaint:

Relationship to School:
☐ Parent / Guardian
☐ Student
☐ Staff Member
☐ Other: _____
Email Address:

Phone Number:

Date of Submission:

2. Student Information (if applicable)
Student Name:

Grade/Class:

Homeroom Teacher:

3. Nature of the Complaint
Please indicate the category that best describes the concern:
☐ Academic Concern
☐ Student Welfare / Safety
☐ Bullying or Harassment
☐ Teacher–Student Concern
☐ School Policy / Procedure
☐ Facilities or Learning Environment
☐ Other: _____

4. Description of the Concern
Please provide a clear description of the concern, including relevant details.

5. Date and Location of Incident(s)
Date(s):

Location(s):

6. Individuals Involved
Please list any individuals involved in the situation.

7. Actions Already Taken
Have you discussed this issue with a teacher or staff member?
☐ Yes
☐ No
If yes, please provide details:

8. Supporting Documents
Please attach any supporting documents if available:
☐ Emails
☐ Messages
☐ Photos
☐ Other Documentation

9. Desired Resolution
Please describe the outcome or resolution you are seeking.

10. Declaration
I confirm that the information provided in this complaint is accurate to the best of my knowledge and is submitted in good faith.
Signature: _____
Name: _____
Date: _____

Counselling

AITIS Counsellor gives guidance and counselling to AITIS students for early intervention and responds to students who are experiencing immediate on-going problems, concerns, or crises which interfere with their learning. All teachers are given instructions of the school referral procedures, and students and parents are also able to individually book a time for meeting with the Counsellor.

Disciplinary Policy

When a student breaks a school rule, consequences are inevitable. The consequence is always related to misbehavior. Parents will be contacted if a serious behavioral problem occurs.

Disciplinary action procedure:

- Verbal warning
- Contacting parents
- Informing school Coordinator
- Informing the school Principal
- Calling a parent-teacher conference

In serious offenses, a student might be suspended for a maximum of five school days. Serious offenses include:

- Posing a danger to the physical well-being of other pupils or self
- Injuring or bullying another person (or threatening to hurt another person)
- Continued and willful disobedience
- Intentionally damaging or stealing private or school property (or threatening to do so)
- Sexually harassing another person
- Using racial or ethnic slurs, profanity, or obscene language
- Severely disrupting school or classroom activity
- Leaving the school without permission or cutting classes excessively

A student facing suspension will receive an oral or written notice of the charges. Any evidence(s) is subject to an informal hearing with the student's parent/guardian.

An immediate suspension can be imposed only when a student is disruptive after a serious incident and only for the remainder of that school day. Before immediate suspension, the school will notify the parent/guardian. The informal hearing will then be arranged at a later date. While under school suspension, a student may be required to attend counselling and complete regular schoolwork at home.

Document from AITIS

Official documents are often requested by parents from the AITIS office. AITIS has been generous for years in giving out official documents free of charge irrespective of the number of copies. Starting from the August semester of the 2023/2024 school year, AITIS office will charge a minimum cost of **20 Thai Baht** per page of official documents requested from the school office. Each document will carry the school letterhead and school stamp. **Payment will be made on request**.

Dress Code

The AIT International School Dress Code is important. It is one way by which we identify ourselves as a school community and it promotes a strong, cohesive school identity that supports high standards

and expectations in all areas of school life. It promotes harmony, a sense of unity and school pride among different groups represented in the school. It also enhances security. All parents are required to purchase the appropriate uniform items from AIT Bookstore.

Hair should be neatly groomed and kept out of the eyes. Shoulder length or longer hair should be kept tied back from the face. No unnatural hair colors are accepted, such as pink, blue, or green.

Girl's front and side view





Boy's front and side view




The School Uniform:

Boys: White school shirt and green school shorts, black shoes, and white socks.
Girls: White school shirt and green school short skirt, black shoes, and white socks.




PE/PHE:

Nursery to Kindergarten:

All children are to wear Green T shirt, short black pants (available in AIT Bookstore), White socks with sport shoes and cap on their respective PE days.





Grades 1-6:

All children are expected to wear the Physical Education (PE) uniform according to their respective House color and trainers (athletic shoes) during PE classes with a comfortable cap or hat. The PHE teacher will place new students in their respective houses before buying the PHE uniform.









AITIS students **(Nursery through Grade 6)** are required to wear **BLACK SHOES** as shown below with the GREEN **and WHITE school uniform. SNEAKERS or SPORTS SHOES are only allowed when students are in P.E. uniform.**

School Shoes and Socks samples









PLAIN WHITE SOCKS must be at least 2 inches above the ankle.





Equipment from Home

Students are discouraged from bringing any unnecessary items or equipment from home to school. No expensive items, such as jewelry, electronic devices are allowed to be brought to school. The school takes no responsibility for items that are lost. (Mobile phones, smart watches are to be deposited in the school office and checked out before going home)

Skateboards, roller skates/blades or scooters are prohibited from being used in the school area, particularly in the parking area, during school hours, and immediately before and after school hours.

Festivals and Celebrations

AITIS honors both Thai and International celebrations and festivals, in order to help our students, learn and appreciate the rich multicultural life of our community. Please inform your child's class teacher if there are any events which you may not want your child to take part in, such as religious affiliations or convictions.

Field Trips

All children are expected to participate in field trips as part of the AITIS curriculum. Field trips are planned to give children an opportunity to explore the world in a different setting other than the traditional school classroom. Notification of a field trip regarding the destination, date, and other relevant information will be sent home with your child before every trip. A nominal fee for school field trips will be collected from students. Parents or guardians must sign a separate permission slip for each trip.

General Rules

In AITIS, **We**:

- do not use any vulgar, profane, or obscene words in any language.
- are courteous and respectful of each other.
- walk – do not run – in the classroom, in the assembly area and in the corridors.
- do not stay inside the classrooms without teacher supervision.
- eat and drink in the designated areas: at the Canteen or in the lunch classroom.
- park bicycles in the designated area properly.
- leave chewing gum at home.
- keep our school clean – we throw all trash in trash bins.
- line up quickly and quietly in Assemblies.
- are responsible and clean up our own mess.
- play safely and don't fight – or pretend to fight.
- do not bring pets or other animals to school except when allowed for science projects or show and tell.
- keep belongings to ourselves.
- come to all classes prepared to learn.

Health

Each student will be given a Medical Form to be filled in at the onset of enrolment. Medical information needs to be updated at the end of each school year. The information will be maintained with the students' records at the school. It is very important that an updated emergency contact number is provided to the school so that parents can be reached when it is needed.

First Aid is provided at the school in case of minor injuries and illness. Most AITIS staff members are trained to give first and secondary care, and their skills are updated regularly. In a case of more severe illness or serious accident during the school day, parents/guardians will be notified immediately. If necessary, emergency services of AIT Clinic (located inside the AIT campus) will be obtained, and the parents/guardians will be informed accordingly.

Parents are advised to keep their child at home in case of sickness (fever, diarrhea, vomiting, eye infection, cough, etc.) wherein a child cannot participate in the entire day program. The class teacher must be informed of any medication, illness or condition which may influence the student's schoolwork.

Homework Guidelines

Homework extends classroom learning and develops independence and a sense of responsibility. All students from kindergarten onwards need a Home Assignment Notebook. Every day, the students

must enter their homework tasks in their Home Assignment Notebook (the respective class teacher will help Kindergarten students). This notebook also acts as a daily link between the school and home.

Every child works and learns at a different pace. Approximate homework times are as follows:

KG and Grade 1	15 – 20 Minutes
Grade 2 and 3	20 – 40 Minutes
Grade 4, 5, and 6	40 – 60 Minutes

It is important to develop good study habits by setting aside regular time for your child to study at home. Please provide guidance to your child if needed, thus ensuring that completed and accurate assignments are returned by the due date. Students are responsible for making up any assignment missed during their absence. If your child has problems doing his/her homework, please inform your child's class teacher.

House System

AITIS Elementary school children are placed in a House system on admission to the school. There are four Houses: Red, Yellow, Blue, and Purple. All students are required to wear house color PE shirts (available in AIT Bookstore). Each House is organized by a House Master (a teacher) and assisted by a House Captain and Co-captain (a student from Grade 5 or 6).

The House System encourages social interaction, healthy competition, team building, and discovery of self-identity. The school organizes various House activities and competitions throughout the year. The Houses collect points from most activities and the House with most points will be awarded a House Trophy after the last whole Elementary school activity of the year.

Insurance

The AITIS has a Group Accident Insurance with Dhipaya Insurance Public Co. Ltd that applies to any official school trip that includes an overnight stay. Insurance covers losses or injuries arising from physical injury, which is caused by an accident during school hours.

The medical cover is 10,000 baht and 100,000 baht for loss of life/permanent disability. For more details, please contact the school office. Any amounts more than the above must be paid for by the parents.

Language Policy

The official language of AITIS is English officially used as our medium of instruction. It is used inside and outside the classrooms and it is also the communication language of the school. In case language assistance or translation is needed, we request our parents to contact the school office.

The linguistic and cultural diversity of AITIS is both a strength and a rich resource in the promotion of language learning. AITIS encourages the development of the mother tongue and first languages* of its students through an ethos of acceptance and celebration of linguistic diversity within the community.

* The *mother tongue* language is the one that a student identifies with as their culture of origin, and it is also the language used at home. The *first language* is the one that the individual is most proficient in.

Lost and Found

The lost and found box is located at the school office, where lost items may be claimed. It is always wise to label personal items with the child's name, so that it can easily be identified.

Office

AITIS office hours are from 7:45 to 11:45 hours and from 12:45 to 16:30 hrs.

AITIS Office	**Position**	**Name**	**Email, phone number**
	Principal	Mrs. Oluwayemisi A. Thomas	yaduloju@ait.asia 02-524-5993
	School Coordinator	Ms. Megha Gurung	megha_gurung@ait.asia
	Administrative Officer 1	Ms. Jeeranan Sethakriangkrai (Khun Jeeny)	jeeranan@ait.asia 02-524-5984
	Administrative Officer 2	Ms. Kingkan Kohklang	kkohklang@ait.asia 02-524-5984

Parental Support

In AITIS, we strongly believe that parents play a vital role in the education of their child/children. When parents have questions about any matters such as class/home assignments, tests, behavior, and/or curriculum, they are encouraged to schedule an appointment to see their child's teacher.

AITIS also encourages support from parents in all school activities, including co-curricular activities and fund-raising events. One excellent way to support the school is also to join the school Parent-Teacher Association (PTA). The PTA needs volunteers to assist them with various events throughout the year.

Parent-Teacher Association (PTA)

PTA is an official organization of the school, and it is composed of all parents of students attending AITIS and teachers. The membership fee of **500 Thai Baht** is collected at the beginning of every semester with the tuition payments. AITIS PTA encourages active involvement of all parents for the wellbeing of students. Each class is expected to select two (2) parent representatives to coordinate activities during the school year. The PTA is run by the PTA Council Volunteers at the beginning of the school year.

Parent-Teacher Conference (PTC)

PTC is your chance to get detailed feedback on your child. It helps teachers communicate regarding the areas your child is excelling in and to give specific ideas of how to support and improve your child's development and performance. PTCs are organized twice a year: one during the first semester and one during the second semester. Your child's class teacher will inform you about the exact dates and times.

Safety and Security

Schools are required to care for the safety and welfare of the students under their care. This duty requires the school to take the necessary and reasonable steps to ensure student safety from known, and reasonably foreseeable, risks of harm or injuries. In AITIS, this duty of care concerns all staff.

AITIS has 'crisis plans' in place to meet emergencies that could arise during the school year. The principal and staff review these annually. Fire drills are held regularly at least one time per month, and procedures are frequently reviewed. Evacuation routes are posted prominently in every classroom and hallway and each grade has an exact assembly point in the school yard.

The school has emergency procedures to evacuate the building in case of fire or other emergencies. All rooms have instructions posted inside on emergency procedures to ensure that students and staff are familiar with these instructions.

Drop Off and Pick Up Process

AITIS continues to enhance its safety procedures. In collaboration with the 2025/2026 PTA teams, an electronic student pick-up system has been introduced. This new system will be launched at the start of the 2026/2027 school year, providing a safer, more efficient, and more organized student dismissal process.

AITIS Smart Pick-up System

Parent User Manual

AIT International School (AITIS)

2026-07-31

Introduction

Welcome to the **AITIS Smart Pick-up System**. This guide provides step-by-step instructions for parents to onboard and use the system. The system uses a Line Official Account (OA) combined with a mobile web application to make student dismissal secure, organized, and frictionless.

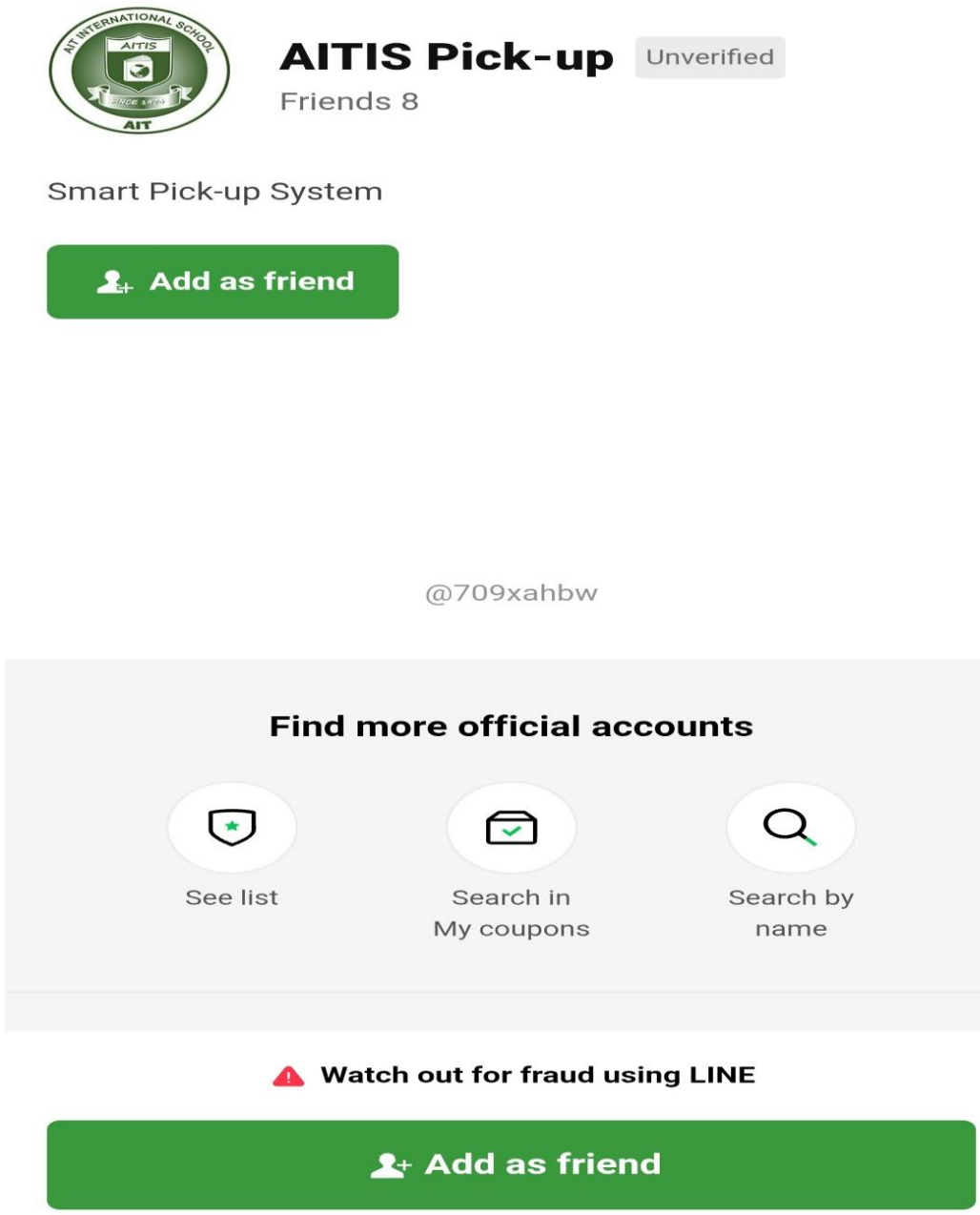
Onboarding & Authentication Flow

Step 1: Add the “AITIS Pick-up” Line Official Account

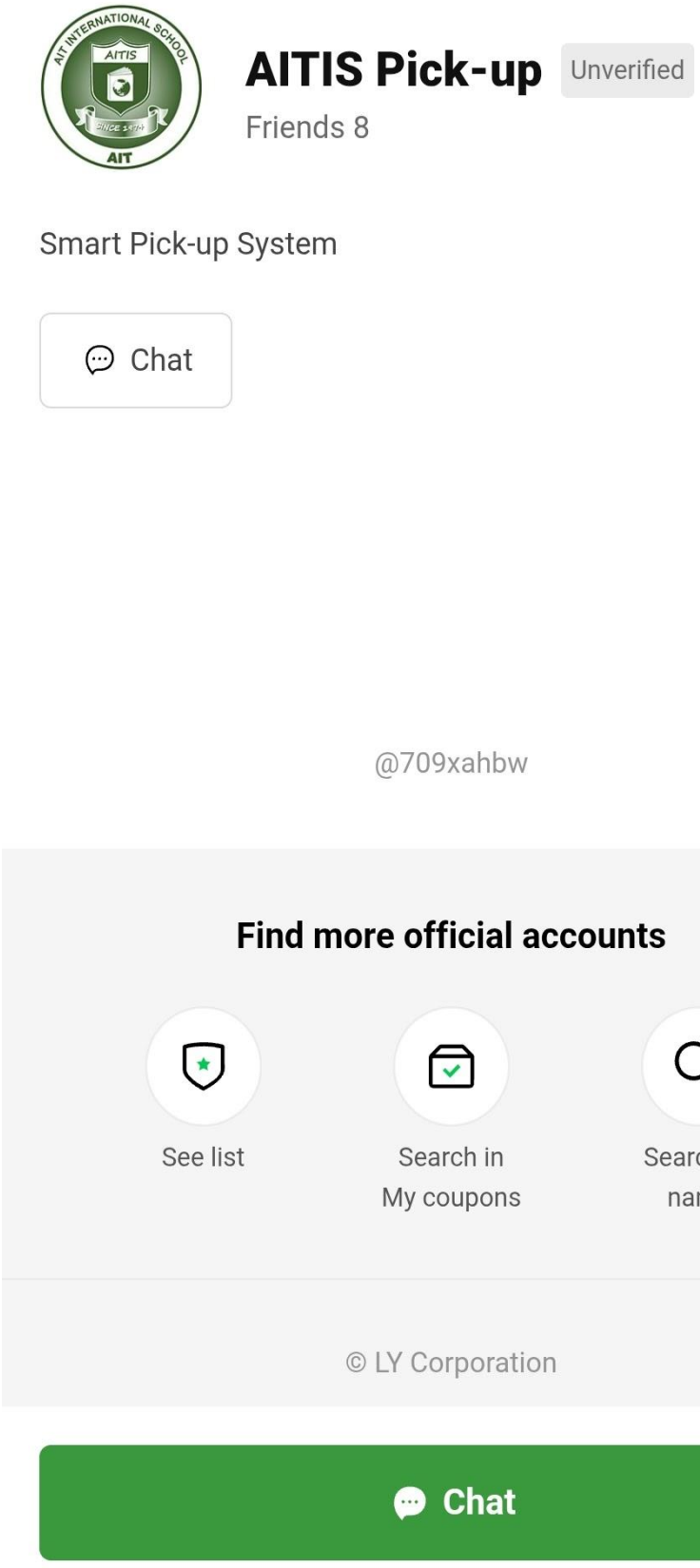
Scan the QR code below or search for the Line ID **@709xahbw** on your mobile device to locate the account.

Scan QR Code to Add Friend

Once found, you will see the official account page. Tap **Add as friend** and then tap **Chat** to begin.



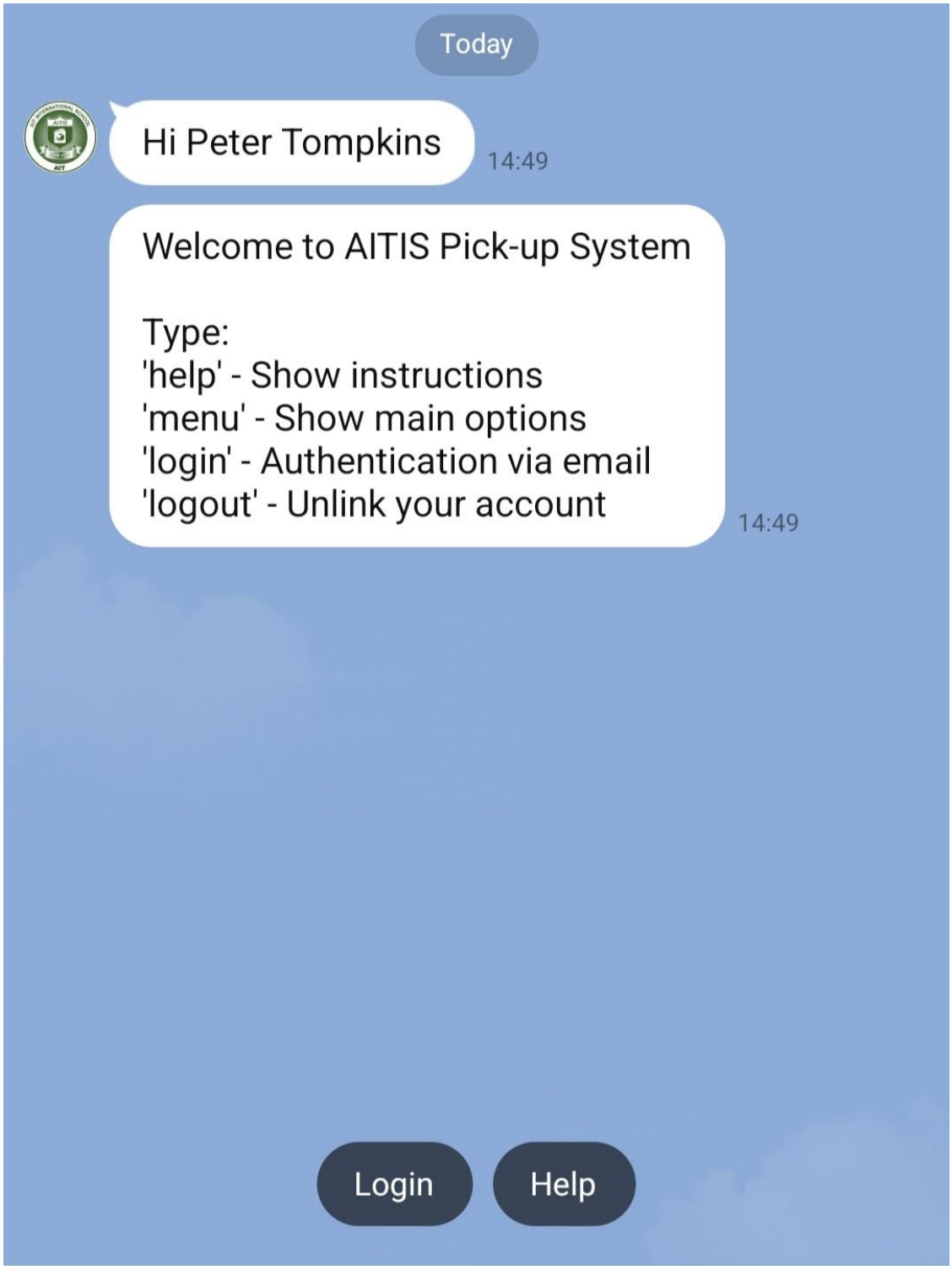
Adding Friend and Opening Chat Window



Adding Friend and Opening Chat Window

Step 2: Receive the Welcome Greeting

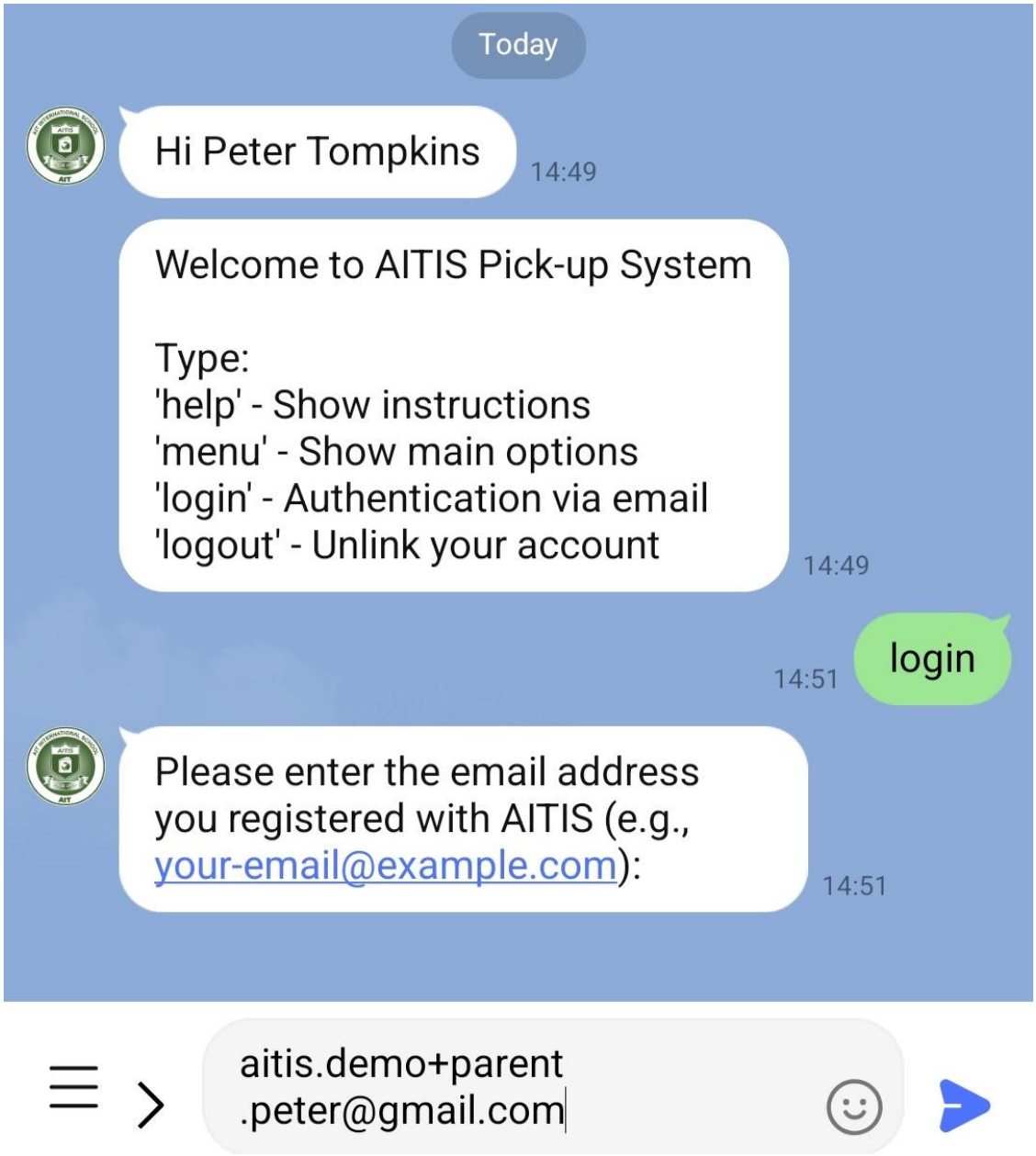
When you open the chat, you will be greeted by the welcome message which introduces the bot's keywords (help, menu, login, and logout) and includes an automatic quick reply menu at the bottom.



Initial Greeting Card and Quick Replies

Step 3: Start Email Verification

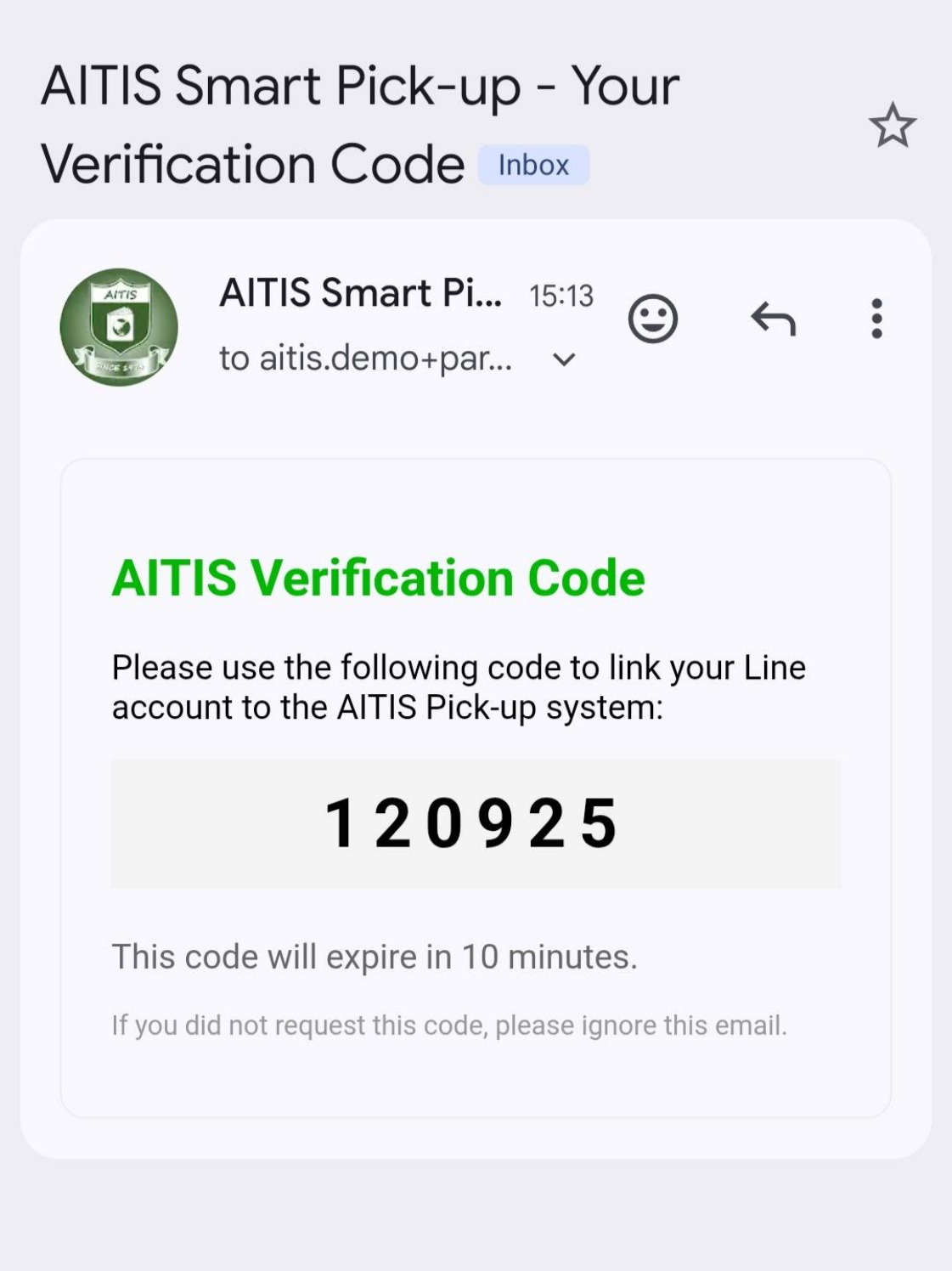
Tap the **Login** quick-reply button or type login. The bot will ask you to enter the email address you registered with the school.



Prompts for School Registered Email

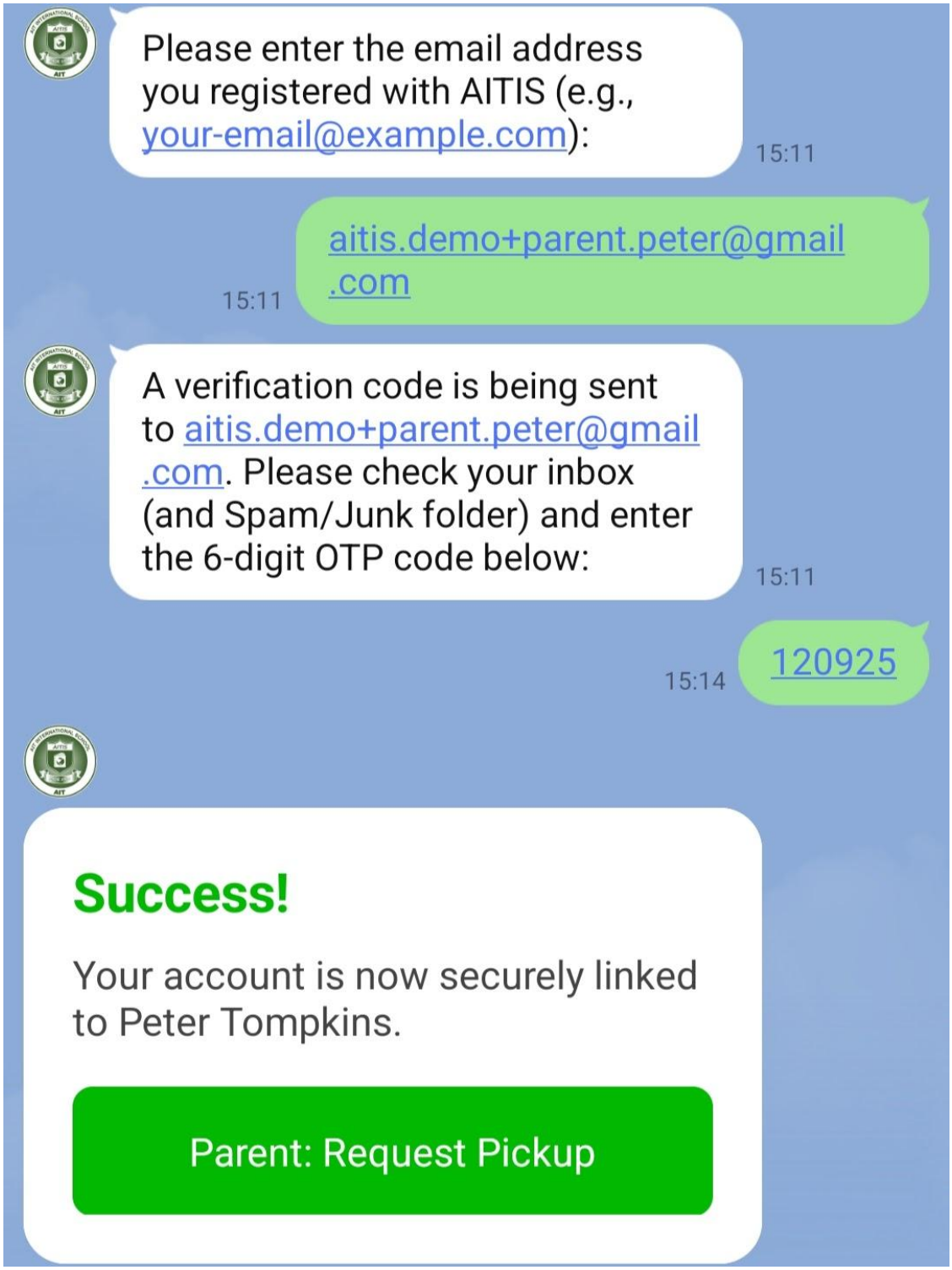
Step 4: Submit OTP Verification

Type and send your email address. The system will send a 6-digit verification code (OTP) to your email. Check your Inbox (and check your Spam/Junk folder if you do not receive it within 10 seconds).



Sample OTP Verification Email

Type and submit the 6-digit OTP code directly into the chat. Upon successful verification, you will see a success message with a link button to request pickup.

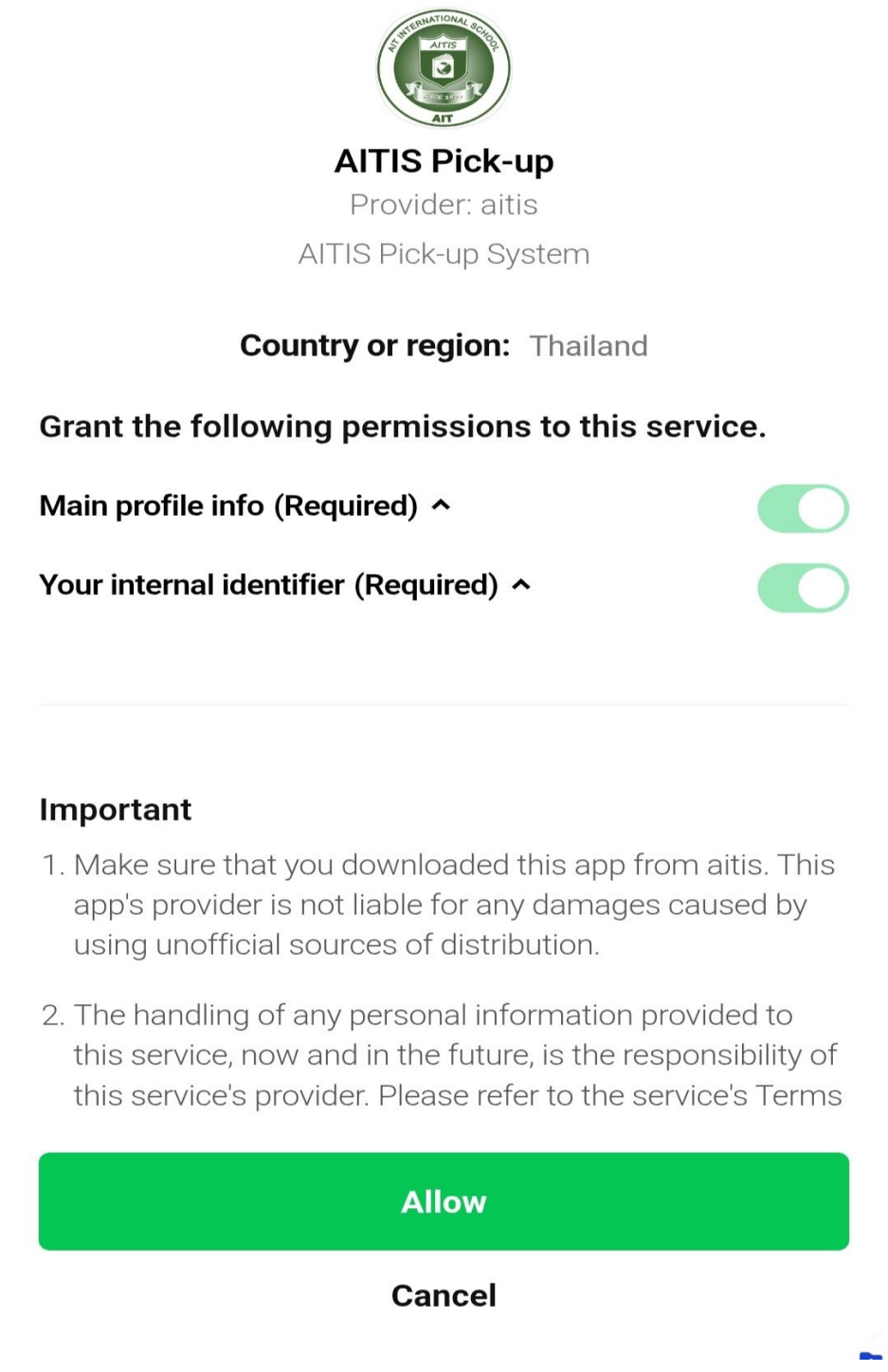


Successful Account Linkage and Portal Entry Button

Requesting Student Pick-up

Step 5: Open the Portal and Allow Permissions

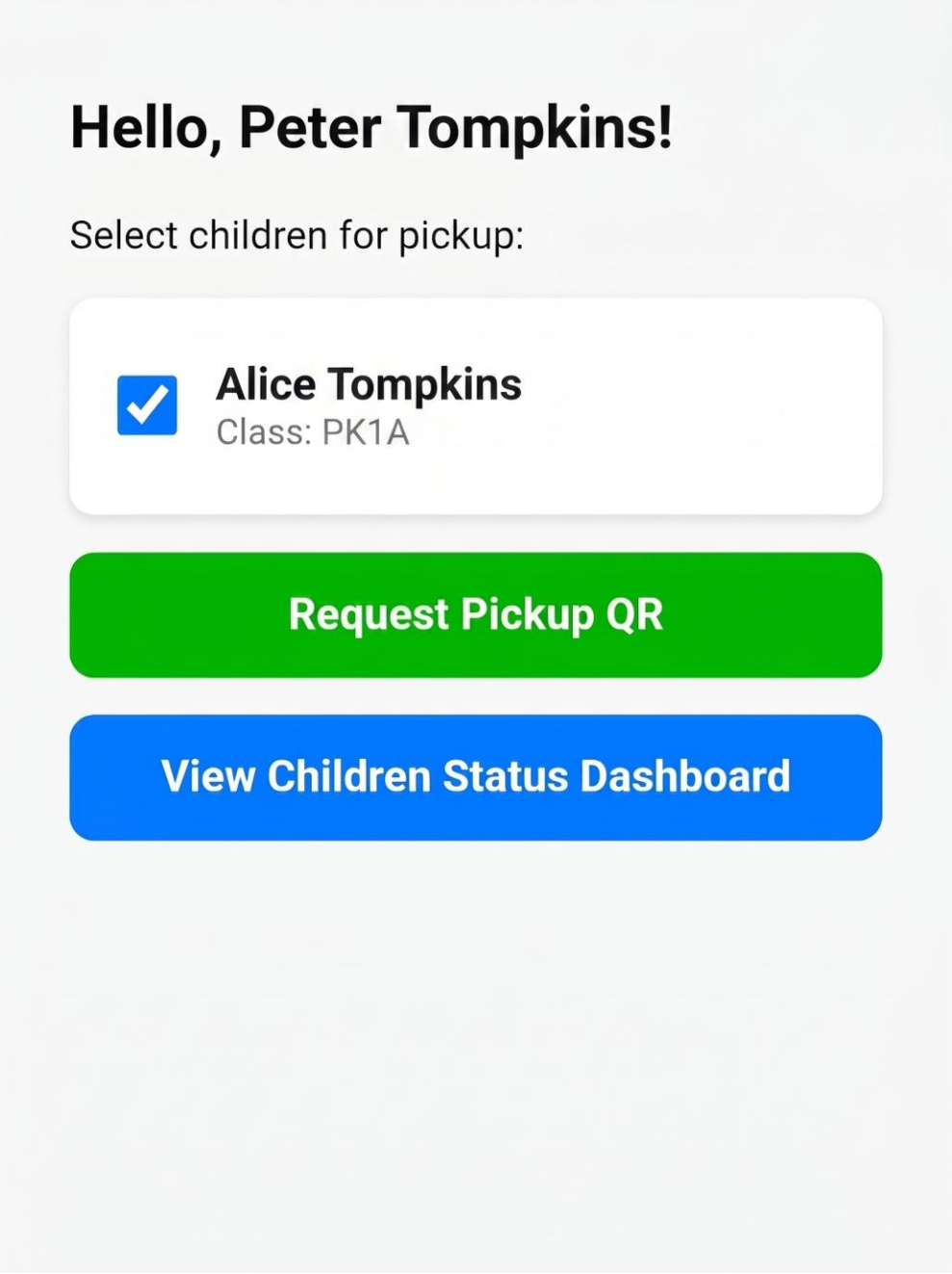
Tap the **Parent: Request Pickup** button. If prompted by Line, tap **Allow** to grant required permissions to load the student list.



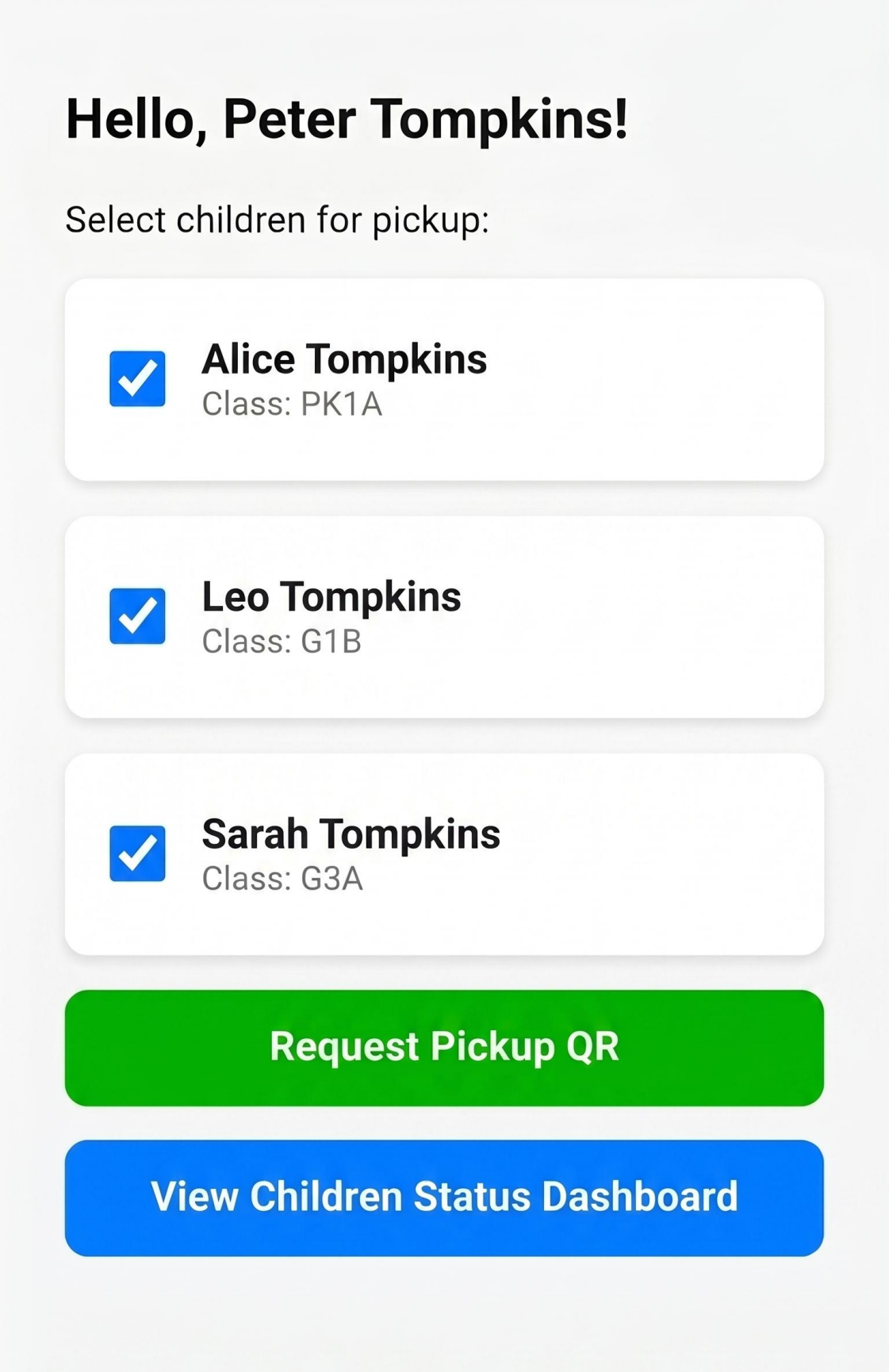
Line App Permissions Request Screen

Step 6: Select Children & Request QR

You will see the list of your children registered at AITIS. Check the box next to the children you wish to pick up (single child or multiple children in the family), and tap the **Request Pickup QR** button.



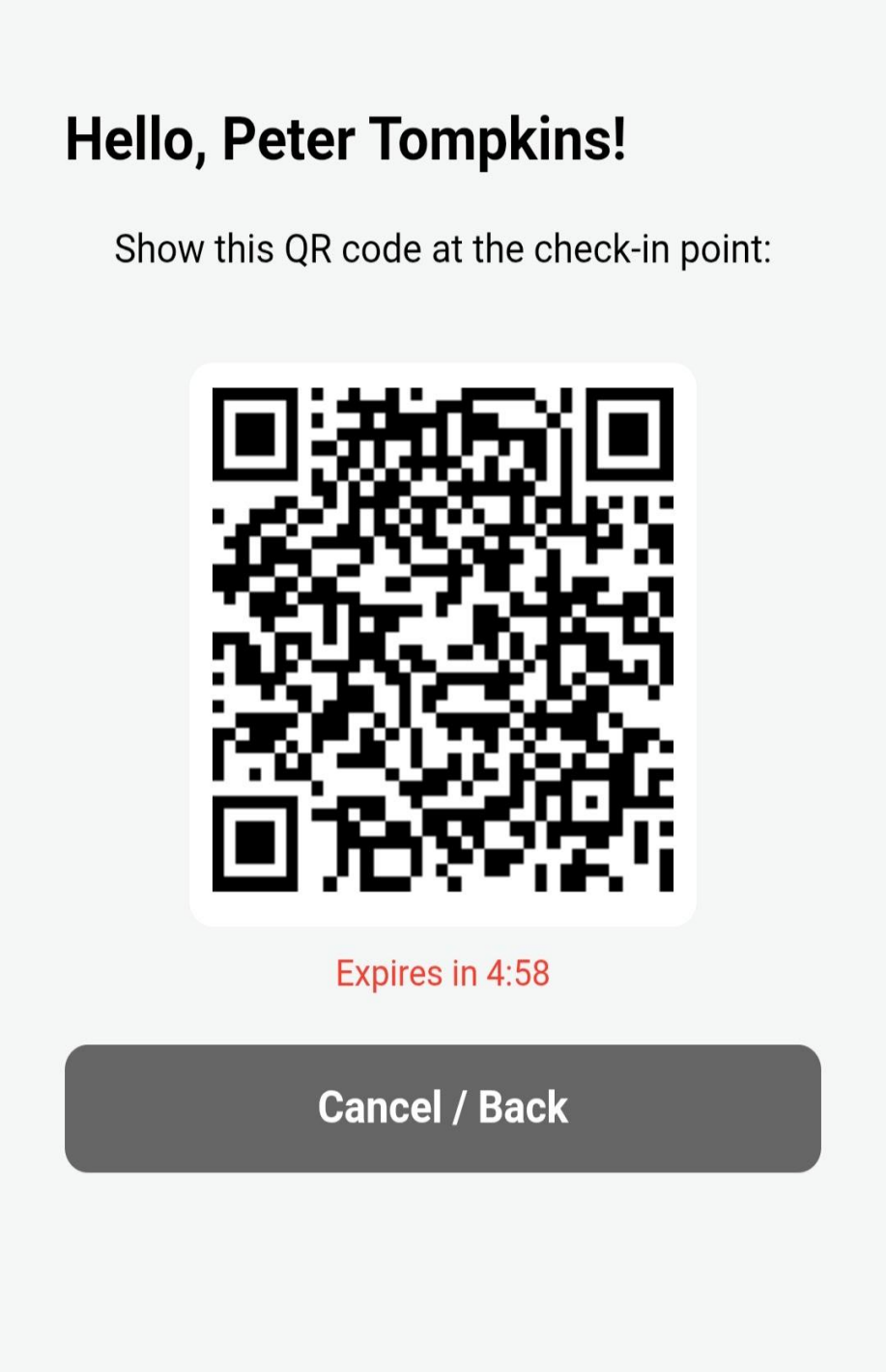
Selecting Single Child or Multiple Children in the Family



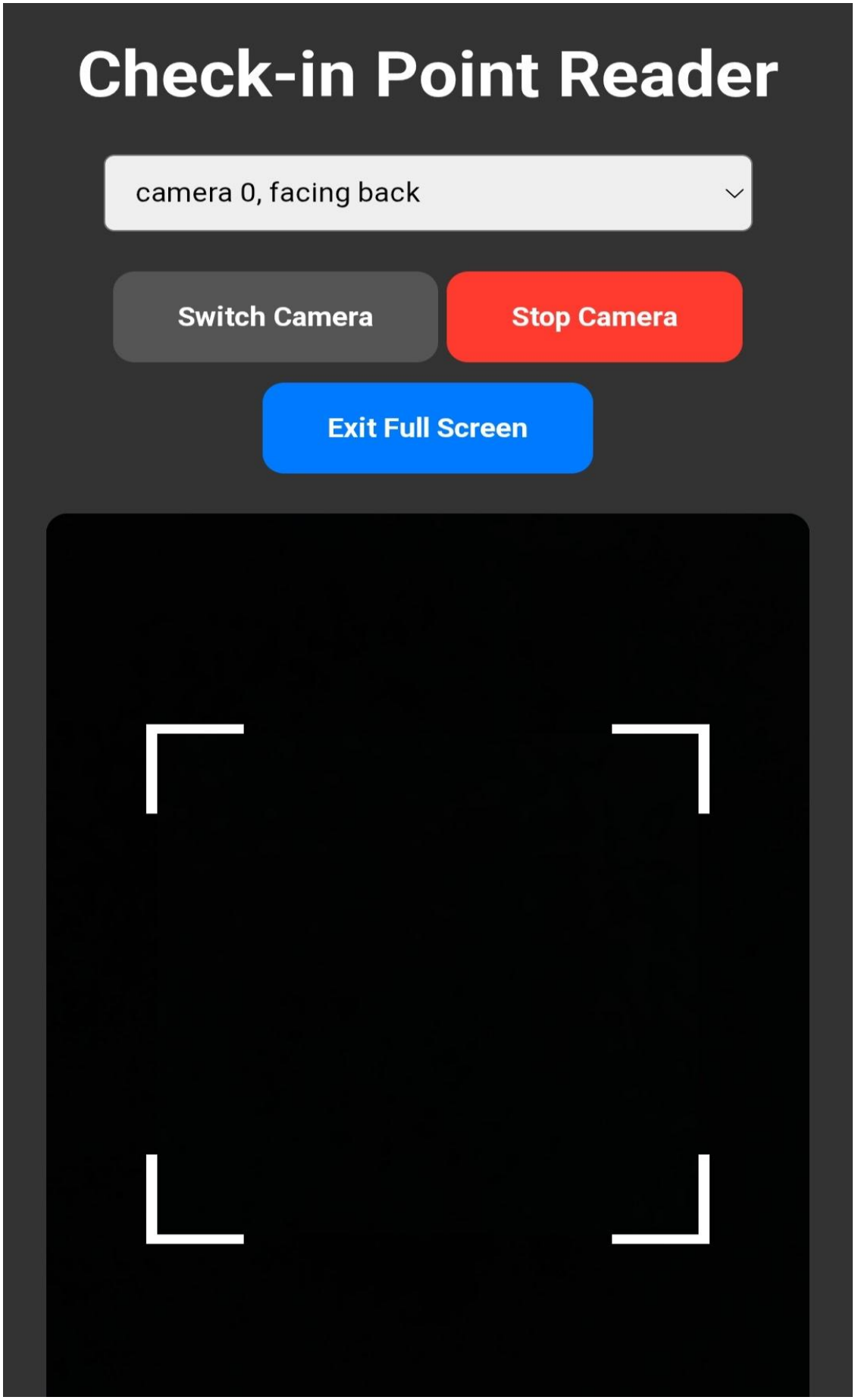
Selecting Single Child or Multiple Children in the Family

Step 7: Scan QR at the Check-in Point

The system will generate a secure, time-limited QR code valid for 5 minutes. Hold your phone screen up to the QR scanner kiosk (using mobile phone) or hardware scanner device provided at the check-in point.



Generated QR Code, Check-in Scanner Kiosk (Mobile Phone), and Hardware Scanner Device


Check-in Point Reader
camera 0, facing back
Switch Camera
Stop Camera
Exit Full Screen

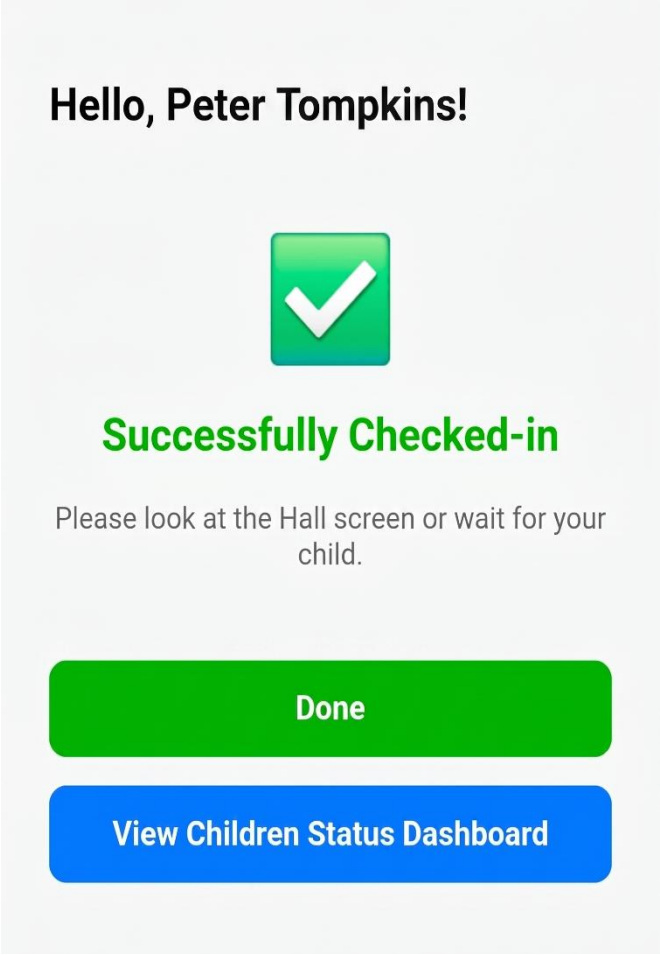


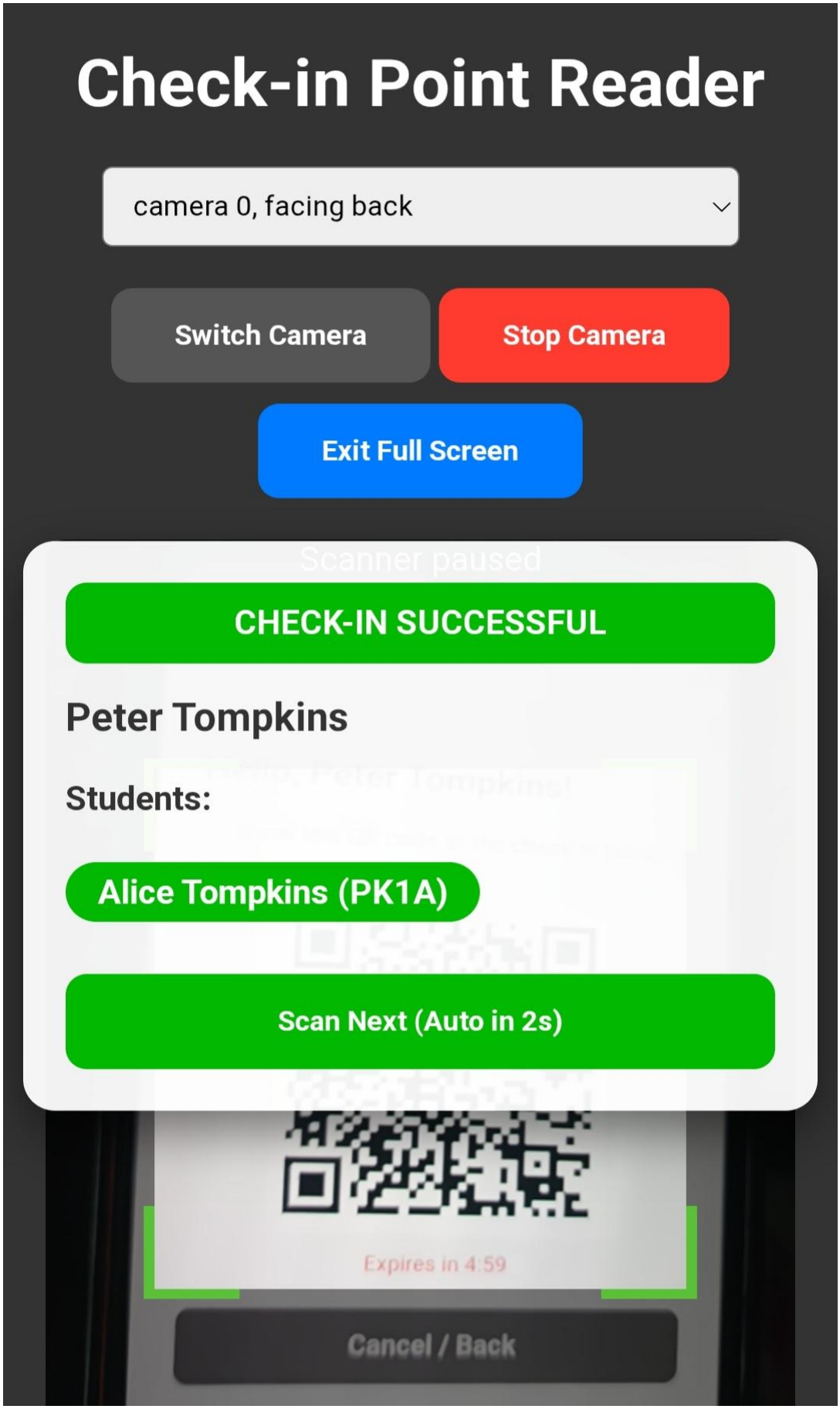
Generated QR Code, Check-in Scanner Kiosk (Mobile Phone), and Hardware Scanner Device

Step 8: Check-in Point Confirmation

Once scanned, your phone screen will automatically transition to a green confirmation page, and the check-in reader will play a “Ding” sound to confirm successful check-in.

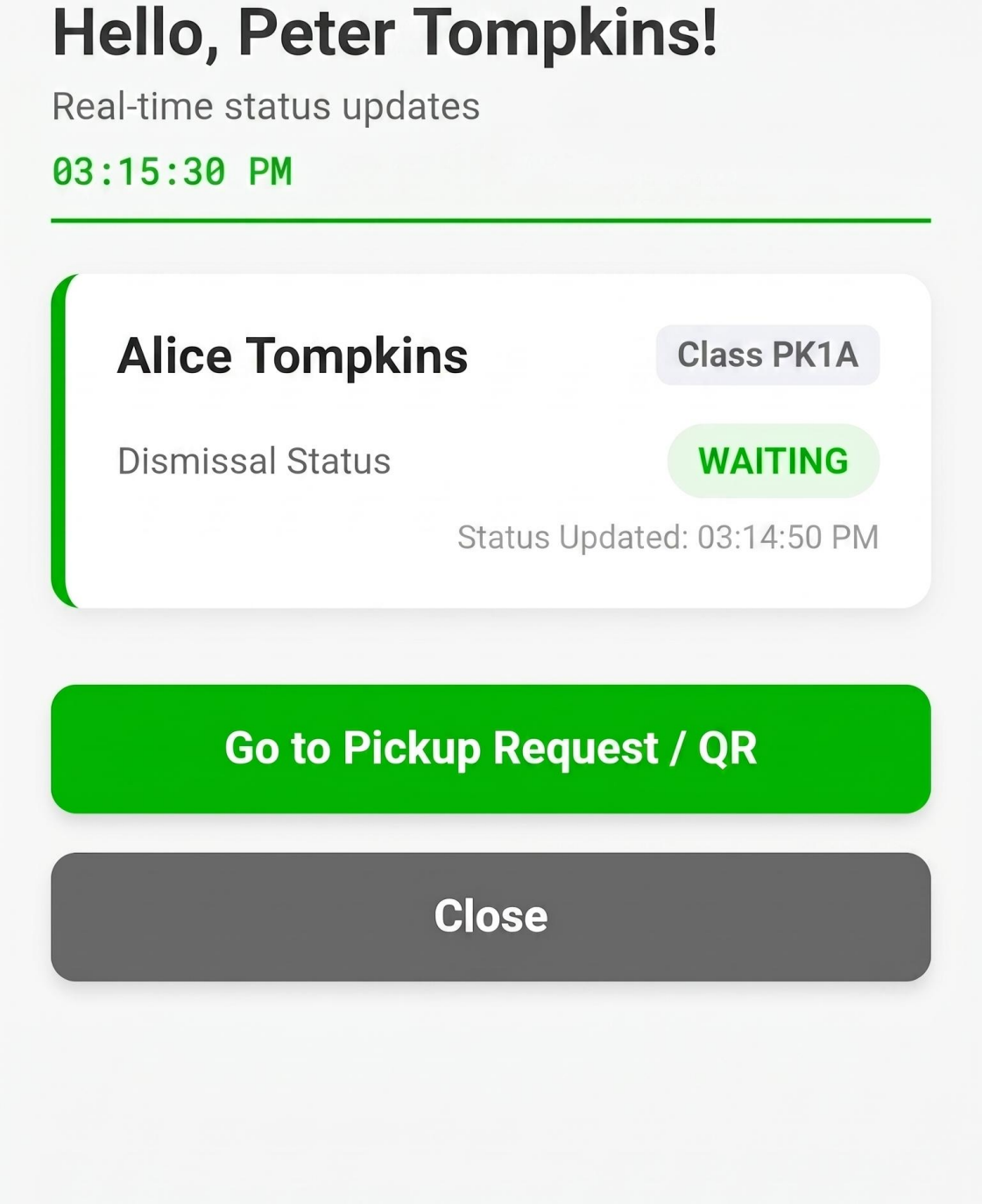
Parent Screen and Scanner Kiosk Success Confirmations



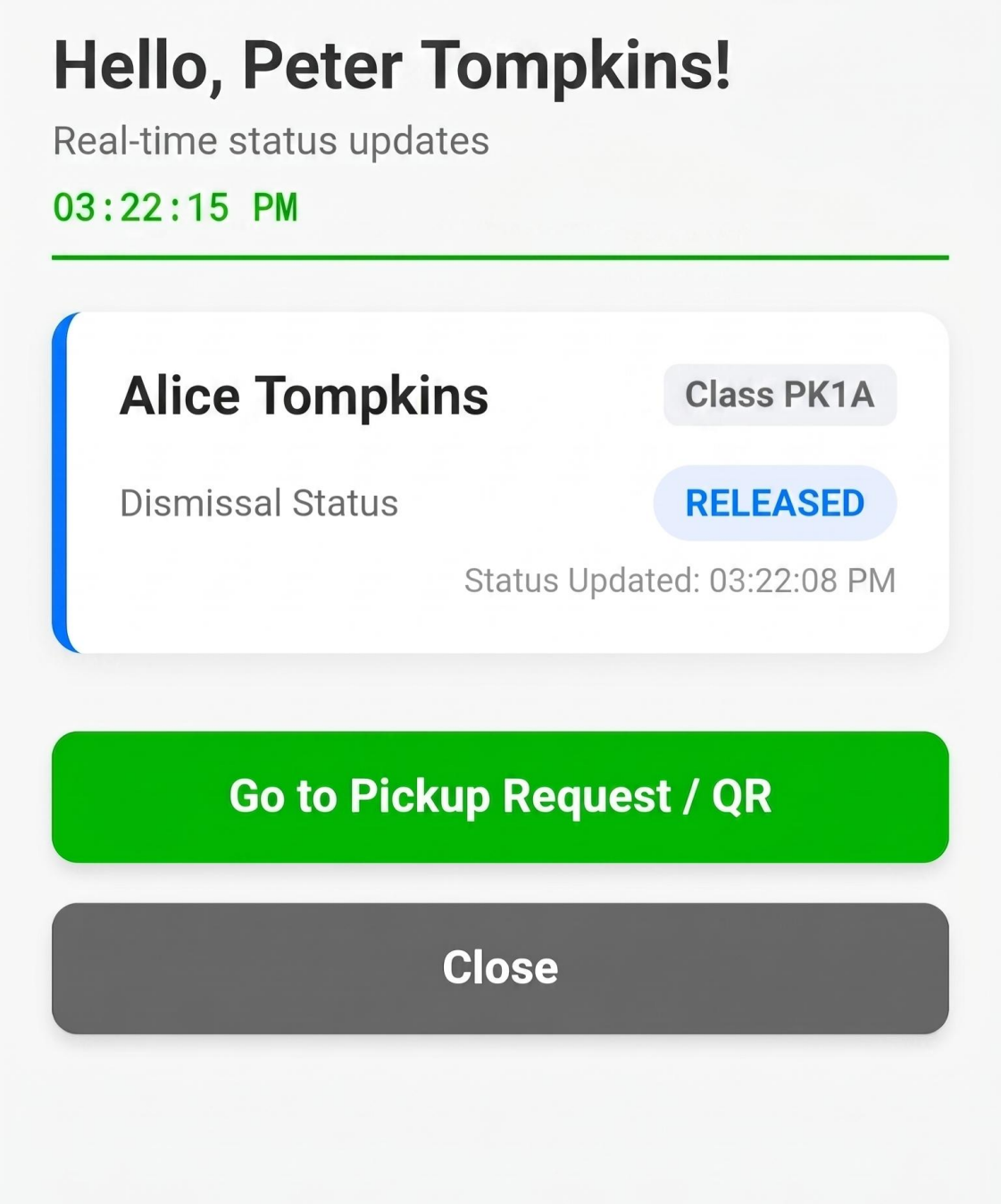

Check-in Point Reader
camera 0, facing back
Switch Camera
Stop Camera
Exit Full Screen
Scanner paused
CHECK-IN SUCCESSFUL
Peter Tompkins
Students:
Alice Tompkins (PK1A)
Scan Next (Auto in 2s)
Expires in 4:59
Cancel / Back

Parent Screen and Scanner Kiosk Success Confirmations

Parents can also tap on **View Children Status Dashboard** to track real-time pick-up progress (showing **Waiting** state upon check-in, and **Released** state once approved by the teacher).



Parent Live Status Dashboard (Waiting and Released States)

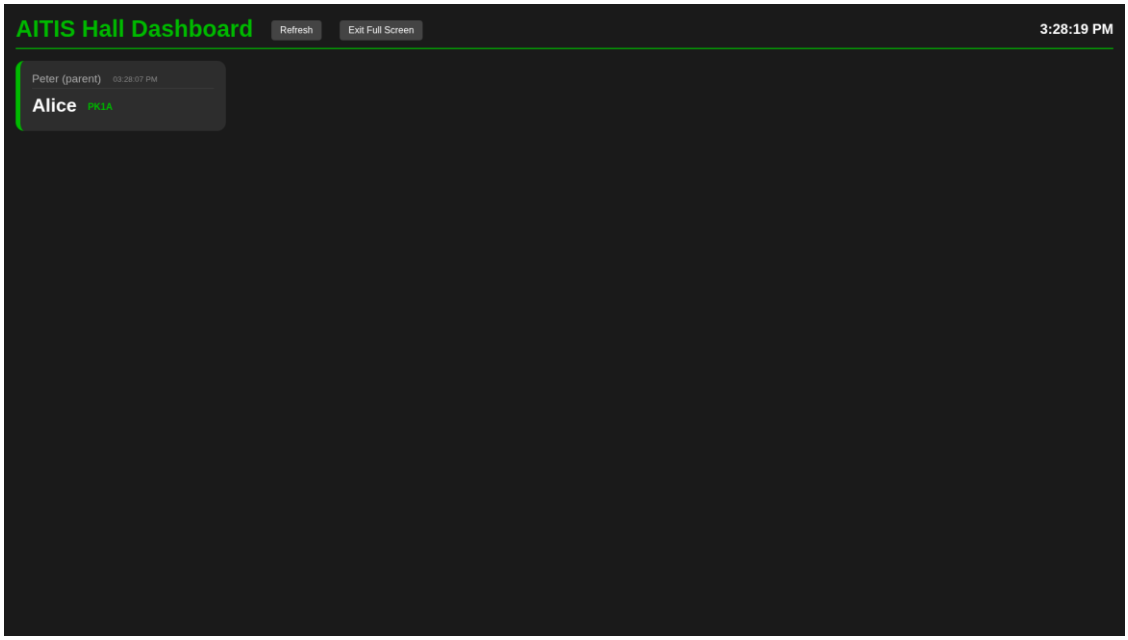


Parent Live Status Dashboard (Waiting and Released States)

Hall Dashboard Queue & Student Release

Step 9: Monitor Queue Arrival

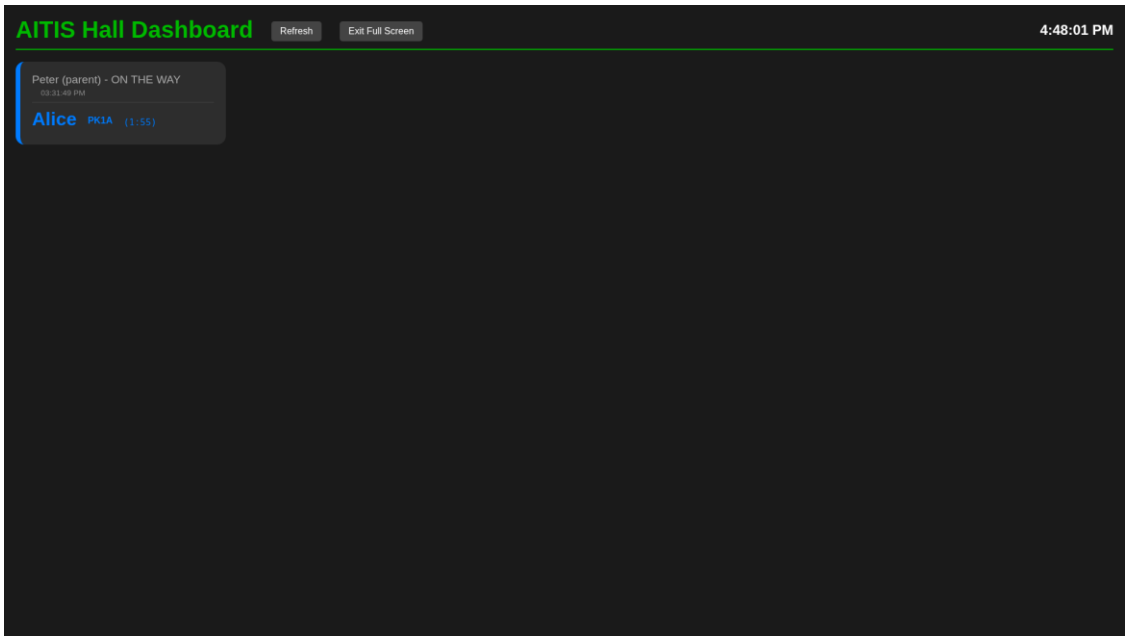
Once scanned at the check-in point, your children's names will appear on the big screen in the waiting hall, and the audio engine will announce their arrival. At the same time, the class teacher is notified.



Waiting Student Listing on Hall Monitor

Step 10: Classroom Release

Once the class teacher clicks **Release** on their console, the student block on the Hall Monitor will turn **Blue** and show a 2-minute countdown timer. You may proceed to collect your children at the designated dismissal point.



Released Student Transition State with Live Countdown

Safety rules for bicycles and cars

Bicycles should be parked in the designated area provided for bicycle parking only. It is advisable to use bicycle locks for security reasons. Parents should instruct their children to ride the bicycle on the left side of the road and observe traffic rules.

Car parking is provided next to the portable classrooms. No cars should be parked between the building ST 11 and ST 12 as the space is part of the school emergency exit route. Parents are requested to drive slowly and cautiously while driving in the school vicinity.

School Hours

Pre-Kindergarten section (Nursery-Prek2):

Morning: 8:00 - 11:45 hrs.
Snack break: 9:25
Lunch break: 11:00-11:30 hrs.
Afternoon: (Monday-Thursday) 12:45 - 14:45 hrs. (Friday) 12:45 to 14:05 hrs.
Day-care: (Monday-Thursday) 14:45 - 16:OO hrs. (Friday) 14:05 to 16:00 hrs.
Day-care facility is only for children whose both parents are working or studying (*Nursery – Pre-K2).*
***There is no Day-care session for kindergarten children.**

Elementary sections (KG-Grade 6):

Morning: 8:00 – 11:45 hrs.
Short Break: 9:25 - 9:45 hrs.
Lunch Break: 11:45 -12:45 hrs.
Afternoon: 12:45 - 14:45 hrs. (Monday-Thursday)
12:45 to 14:05 hrs. (Fridays)
After School Activities: 15:00-16:00 hrs.

Staff members are assigned to take supervision duty from 7:30 hours each morning. For safety reasons, parents are discouraged from sending their children to school before this time. *Staff members will not be assigned to undertake supervision duties after school hours, Parents are encouraged to pick up their children after school hours.*

AITIS Examinations

School Readiness Assessment

AITIS conducts school readiness tests for all new students. The School Readiness Test is planned under the guidance of the school coordinator. The teachers involved are the Special Education teacher, Health and Physical Education teachers, Classroom teachers, and the administrative staff.

The tests are based on age-related development milestones, critical indicators of the children's degree of school readiness. A developmental milestone is a skill that a child acquires within a specific time frame. They develop in a sequential fashion, which means that a child will need to develop some skills before he or she can develop new skills. The critical indicators, in turn, are Cognitive Development (which includes intellectual, perceptual, language and numerical development, reasoning ability, memory, and general knowledge); Physical, sensory, and motor development; and emotional and social development. The information gained from the School Readiness Test will be shared with the child's parents and is strictly confidential and will only be used for placement purposes.

Semester-End Exam

AITIS conducts semester-end exams for students of grade 4, 5 and 6. These exams consist of Language Arts, Science, Social Studies, and Mathematics and are designed to facilitate better transition of students from AITIS to other schools.

Snack and Lunch

For Nursery - Pre-K2 children, morning snacks are provided by the school and paid for by the parents. Kindergarten – grade six students are expected to bring healthy snacks from home or buy from the school canteen.

Kindergarten to grade 6 students living inside AIT may go home during lunch time.

Lunch supervision will be provided for non-AIT children, and AIT children whose both parents are working or studying only.

We encourage children to bring healthy food to school. No candies or carbonated drinks are allowed except with permission on special occasions.

If parents wish to send some food with their child to be shared with his/her classmates, e.g., for birthday celebrations, the class teacher should be informed in advance so that she/he has enough time to inform the other children' parents. This will in turn help other parents make necessary arrangements with their respective lunch providers.

Special Education

Special Education is part of AITIS additional support services designed to assist students who need additional support and help in managing curriculum requirements and in participating fully in school life. Special Education teachers will work in close collaboration with parents.

Our school can admit and serve students with mild learning difficulties who demonstrate the ability to access and benefit from our regular curriculum and program with limited assistance (up to four lessons per week) from our Support Learning Program. Students with special learning needs will be admitted based on the admissions committee's review of the following:

- Previous school records and placements of the student
- Assessments of current academic achievement level, motor assessment test, emotional and social assessment
- Individual Educational Plan (IEP)

Admission to one grade level may not ensure continued enrolment in the next school grade level as the school may not be able to meet the individual educational needs of a student with learning difficulties as they progress through the grade levels due to the increased level of academic requirements at progressive grade levels.

AITIS does not offer modified grades or alternative diplomas and does not provide physical or occupational therapy services.

AITIS is not able to admit students with:

- Low cognitive functioning
- Physical disability that hinders accessing of all AITIS facilities
- Conduct disorder
- Both learning disabilities and limited English language proficiency

Shadow Teacher

In the AITIS Pre-Kindergarten section under certain circumstances, the school allows parents to hire a '*shadow teacher*' for their child to act as support to the child during the classroom set-up and to facilitate in participating appropriately in class activities. For more information, please contact the AITIS Special Education teacher and the school office.

Student Council

Student Council is being led and governed by students and is designed to provide a forum for students to serve, promote, and demonstrate their leadership skills among students. The platform also helps them voice out matters of interest to the school administration. The Council is open to grade 4-6 students. The position of president, vice president, and the secretary of the Student Council are contested and voted for at the beginning of the school year. All other Student Council positions can be nominated and voted for by respective class members. AITIS Counsellor serves as advisor for the Student Council.

Summer Camps

AITIS organizes student camps during the summer holidays. Summer camps are fun-filled learning and educational activities targeted to give students a boost in key skills such as social, team building, daily life skills, and physical activities.

The school office will send a summer camp pre-registration form to the parents in the beginning of May. The final camp list will be published after the pre-registration deadline is over. Based on the pre-registrations, the school will decide which camps will be offered. Priority will be given to those children who filled in and sent the pre-registration form by the given deadline.

Tardiness

Any student who arrives late in school disrupts the class and often misses important lesson concepts already being covered. Pupils who are late should be ready to explain tardiness before entering the classroom. Parents may also telephone the school office prior to arrival at the school. Tardiness is recorded daily in our attendance book. This will also reflect in your child's progress and report cards.

Teaching Staff

Pre-Kindergarten Class Teachers	**Grade**	**Class teacher**	**Email**	**Assistant/Aid**
	Nursery	Mrs. Janice	jjane@ait.asia	Khun Monta
	Pre-K1A	Ms. Christia	apollo@ait.asia	Khun Prangjit
	Pre-K1B	Ms. Marifel	marifelmalingin@ait.asia	Khun Prangjit
	Pre-K2A	Mrs. Nanette	nanettegatela@ait.asia	Khun Mayuree
	Pre-K2B	Mrs. Maylyn	may-shishido@ait.asia	Khun Nattaya
	KG-A	Mrs. Yvette	yvette@ait.asia	Khun Sunny
	KG-B	Ms. Mary	georgette@asia	Khun Gritsana

Elementary School Class Teachers	**Grade**	**Class teacher**	**Email**
	G1-A	Ms. Shandhini	shandhinik@ait.asia
	G1-B	Mrs. Jocelyn	wopong@ait.asia
	G2-A	Mr. Angelo	anjelo@ait.asia
	G2-B	Mrs. Aparna	aparnaroshin@ait.asia
	G3-A	Mrs. Farzana	farzana_aasim@ait.asia
	G3-B	Ms. Zarish	zarish-shahzad@ait.asia
	G4-A	Mr. Ernesto	ernesto@ait.asia
	G4-B	Mrs. Marichu	lmarichu@ait.asia
	G5-A	Mr. Frank	echufrank@ait.asia
	G5-B	Mrs. Jennifer	jenniferl@ait.asia
	G6	Mrs. Anushree	Anushree-pal@ait.asia

Subject Teachers	**Subject**	**Teacher**	**Email**
	Music	Mr. Kultawat	kultawat@ait.asia
	Visual Arts	Mr. James	james@ait.asia
	Computer	Mrs. Vinita	vinita@ait.asia
		Ms. Israt	israt-nipa@ait.asia

	Library	Mrs. Jejay	jejay@ait.asia
	Thai A	Mrs. Natvara	natvara@ait.asia
	Thai A	Ms. Aporn	aporn@ait.asia
	Thai B	Ms. Anyapak	anyapak@ait.asia
	Math G. 4-6	Mr. Earl	demerin@ait.asia
	Health and PE	**(NY – G.3)** Mr. Jun **(G.4 - G.6)** Mr. Earl	junphimart@ait.asia demerin@ait.asia

Special Support Teachers	**Area**	**Teacher**	**Email**
	Special Education/ Counselling	Mrs. Hasmina	hasmina@ait.asia

Elementary School Assistant Teachers	**Name**	**Email**
	Miss Janya	Janyad@ait.asia
	Mrs. Nantaphan	nantaphan@ait.asia
	Mr. Shafic	shafic@ait.asia

Thai Placement Policy

AITIS offers two levels of Thai language at each grade level. Thai A and Thai B.

Thai A is pure Thai Language and Thai B is Thai language and culture.

The school will place your child in the Thai group as follows:

Thai A

If both parents are Thais otherwise specified by both parents.

Mixed-Parents

- If one parent is Thai, the student can take up THAI-A or THAI-B.

However, if THAI-A is chosen, it is the responsibility of the parents to make the necessary follow- up in order to help the child with the learning of the language. Thai-A classes are conducted fully in Thai and no option of English explanation is provided.

Thai B

Non-Thai – Students in this category will have to take up THAI-B. However, if any student wants to learn THAI-A there will be a pre-assessment by the THAI-A teacher to determine whether the student can join Thai-A class or not)

Transfer and Withdrawal

If you need to transfer/withdraw your child from the school, AITIS requires one-month prior notice in writing from the concerned parents/guardians. The notification should indicate the students' last day of attendance.

The parents or guardians would be issued a 'clearance form' from the office indicating that all the fees and debts have been paid and all the items (textbooks, Library books etc.) belonging to the school have been returned before the withdrawal is effective. Without the filled and signed clearance form, the school will not be able to issue the Student's Leaving Certificate.

Transition Program

As part of our Guidance and Counselling program, to facilitate the transition from Elementary school into Secondary school, AITIS has established a special transition program for Grade 6 students and parents.

The Grade 6 program includes a character-building camp during the first school semester, and a transition afternoon organized with selected international schools in the beginning of the second school semester.

Character Building Camp is a whole day activity that is done on the school premises, and it is full of team building, socialization, and communication activities.

Transition Afternoon. Depending on the graduating class, the transition activity will be planned. It can be an in-person invitation of interested international school representatives, who come and introduce their middle and high school sections. The event will also offer you an opportunity to ask questions related to secondary school studies.