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WELCOME

Permata Bangsa School was established in the year 2000 to serve both national and international students for whom English is a second or foreign language (ELLs).

Recognized internationally as a whole school programme providing high quality bilingual education, we specialise in 21st Century, language enhanced, and global education.

At Permata Bangsa, we recognise that each child is unique. Our dedicated team of National and International staff aim to develop the individual talents of young children and to teach them to become lifelong learners.
OUR VISION

The Vision of Permata Bangsa is to create a platform for both lifelong learning and the enhancement of leadership qualities in each individual student.

To accomplish this vision, Permata Bangsa is committed to:

- Enabling students to develop deeper understanding of their immediate Indonesian culture and the cultures of the world; and to grow in international-mindedness and respect for people who are different.
- Encouraging students to strive for excellence in academic, social and spiritual development in their daily lives;
- Providing a broad and balanced curriculum which supports individual needs and allows students to achieve their full potential;
- Promoting opportunities for students to develop their ability to work co-operatively with others;
- Instilling in students the concepts of self-esteem, self-reliance and responsibility;
- Building positive relationships among students, teachers and parents;
- Teaching students the skill of applying knowledge and information to real life situations;
CURRICULUM

We provide an internationalised National Curriculum 2016, Language Across the Curriculum (LAC) – a curricular approach emphasizing language development across all content areas of the curriculum which serves to create a bilingual discourse-rich instructional setting aimed at:

✓ Academic achievement
✓ Additive bilingualism and biliteracy
✓ Cultural pluralism
✓ Dual Diploma - Indonesian National and International Qualifications (UDUK / CIE), as well as tertiary education options at either an Indonesian or foreign university

EXTRA CURRICULAR ACTIVITIES

Permata Bangsa offers an extra curricular programme to Pre-School, Primary and High School students.

The extra curricular programme is provided on a fee for service basis. At the beginning of each semester, the Principal will advise parents of proposed extra curricular activities.

Parents will be invoiced monthly in advance. If a child is absent because of illness or other reasons and the extra-curricular class is offered, then parents will be required to pay for missed classes.

Given that part-time extra curricular teachers are appointed/paid on a monthly basis, it is not possible for student to cancel enrolment during the month. In general, cancellations and new enrolments will only be done at the end of and beginning of each month respectively.
TUTORIAL / REMEDIAL PROGRAMME

Compulsory tutorials/remedial for Grades 1 through 12 are included in the tuition cost and will be organized on a needs basis as directed by teachers. These will be held from 2:15 pm – 4:00 pm. The need will be based on students’ results from reviews and the tutorial material will be directed by the teachers.

Parents will be notified when these are necessary.

ENGLISH AS AN ADDITIONAL LANGUAGE

_Sheltered Curriculum Program_

The development of high level communication skills is an essential component of any successful organisation. Some students join our school requiring support from specialist EAL teachers. This support is ongoing, generally for up to two years, or until the students are able to work independently in the mainstream classes. Individual or small group tuition is provided as necessary, primarily on an extra-curricular basis. A supplementary tuition fee is payable for the EAL programme. Admission into this programme is on the basis of available spaces and after initial assessment of all non-native English speakers.

TESTS AND EXAMINATIONS

All students are required to sit for tests and examinations on the days set by PBS. Tests are conducted throughout the year at the discretion of the teachers and Principal.

Examinations are conducted at the end of each semester.

Examination schedules are given ahead of time to allow students to have adequate preparation. Queries regarding examinations should be directed to PB prior to the Examination period.

For examinations set by the University of Cambridge – International Examinations, eg. IGCSE's / AS and A LEVELS – the examination schedules will be published by Cambridge and circulated by PBS at the beginning of the school year.

2019
SCHOOL REPORTS

Formal reports are prepared at the end of each semester in December and June. Two reports are issued – the external Indonesian National Report is prepared in accordance with the Indonesian Education Department’s policy and procedures, as well as a Permata Bangsa report which shows the students’ performance against PBS’s own curriculum. A Mid-Semester Progress Report is made available to students and parents at the end of Terms 1 and 3. E-mailed reports will also be sent where necessary.

No school reports are issued until all outstanding fees are paid.

FEE POLICY

Monthly Tuition Fee

The monthly tuition fee should be paid in the first week of each month.

Late Fees

Tuition fees which are not paid by the due date may attract a late payment fee. In addition, the school reserves the right to deny a student attendance if the lateness of payment becomes excessive. Parents who are having difficulty paying the fees are advised to contact the Administration Office.

ENGLISH SPEAKING ENVIRONMENT

All PBS students are expected to speak, read and write English during the school day.
SCHOOL REGULATIONS AND DISCIPLINE

PBS Discipline Policy
PBS operates a disciplinary procedure, the purpose and general principles of which are as follows:

Purpose and General Principles:
The purpose of this policy is to facilitate a positive school climate where each student feels safe and secure; where staff agree on general principles of discipline; where parents are kept informed of their child’s behaviour and are encouraged to support the school’s decisions; and where all students are provided with opportunities to grow in personal and social development.

Students will be encouraged in their positive behaviours and will be given opportunities to exercise greater personal and social responsibility, independence, cooperation and good judgment.

School Rules:

PLAY SAFE – Examples include, but are not limited to, the following:

- Play only in supervised areas, stay on the school grounds
- Do not touch, bring to school or keep dangerous or harmful objects. Doing so has strict consequences. – See school discipline.
- Do not throw objects around the school
- Obey the directions of teachers and parent supervisors
- Open and CLOSE doors gently into hallways – no running in and out
- Proper use of equipment and supplies
- Use all the facilities, library, computer lab, science lab, washrooms, etc. responsibly.
- Permata Bangsa has a zero tolerance policy towards any form of vandalism.
- No consumption of food and drinks in the classroom.
- No smoking on the school grounds is strictly enforced.
- Alcohol and prescribed medications are strictly banned from school grounds.
BE KIND – Examples include, but are not limited to, the following:
- Respect other’s feelings – no teasing, name calling, swearing, etc.
- Respect other’s people – no rough play, fighting, bullying*, threats, harassing, etc.
- Respect other’s property – no theft, vandalism, etc.
- Use polite words and a respectful tone of voice
- Use inside voices in the school – no noisy or rowdy behaviour

Bullying*
Permata Bangsa School has a zero tolerance to bullying policy. This includes remarks related to race, religion, physical appearance, gender and gender preference, age and social status. Cyber bullying on or off campus is also not tolerated and will incur consequences. – see School Discipline.

Classroom Consequences:
The student’s teacher is responsible for monitoring student behaviour, applying consequences when necessary, and documenting the personal and social development of each child assigned to him/her. The teacher will assign consequences for misbehaviour in a fair and judicious manner that reflects both the severity and the frequency of concern, and the student’s record of misbehaviour.

School Discipline:
If a student does not or cannot respond appropriately to classroom consequences, or is unable or unwilling to cooperate, or is disrespectful or disobedient to the adults in the school, a Parent-Teacher-Principal Conference will be called by the Principal to discuss the issues and to clarify that the student has moved from classroom consequences to school level discipline for any further misbehaviour.
An Incident Report may be filled out for any in-class or out of class misbehaviour.
The principal will assign consequences for misbehaviour in a fair and judicious manner that reflects both the severity and the frequency of concern, and the student’s record of misbehaviour.

Disciplinary Actions

- If disruptive behaviour continues, after a teacher’s warning, then a Teacher-Parent meeting may be scheduled.
- A student may be temporarily relocated from a classroom, by a Principal’s decision for continued disruptive behaviour.
- The Principal will inform the Parent(s) through a Principal-Parent-Teacher conference of misbehaviour which is unsafe, unkind, or detracts from a positive learning environment. This may be accompanied by a written warning to signal that any future misbehaviour may result in further disciplinary action.
- In the event of further incidents resulting in the issuance of another written warning, the Director’s office will be informed.
- Following the issuance of 3 (three) written warnings, the parents may be informed that the student is to be expelled from Permata Bangsa if there is any further incident of misbehaviour.

Security

Permata Bangsa School has been outfitted with CCTV and intruder systems. Tampering with these systems and infrastructure is strictly prohibited and doing shall be considered vandalism.
Normal Class Times

*Playgroup*
Playgroup’s classes commence at 09:00 am and finish at 12:15 pm daily.

*Pre-School A and Pre-School B*
Classes for Pre-School A and Pre-School B commence at 9:00 am and finish at 13:30 pm.

*Primary Grades 1 to 6*
Classes commence at 7:15 am and finish at 2:15 pm each day.

*Junior High School Grades 7 to 9*
Classes commence at 7:15 am and finish at 2:15 pm each day.

*Senior High School Grades 10 to 12*
Classes commence at 7:15 am and finish at 3:00 pm each day.

These times do not include Tutorial/Remedial Programmes, National Exam prep, extra-curricular activities

Lateness
A record will be kept by the teacher of students arriving late for school. This will be reflected in the end of Semester and School year reports.

School Assemblies
Attendance at the School Assembly is mandatory. School assemblies are part of the expected daily school routine. These are the times when students are praised for their performances for the week as well as opportunities to announce important school events and activities. Assemblies are also the time to remind students of expected personal qualities which should be displayed in all activities during the school day. Students who arrive late but during assembly should wait with the teaching staff until its conclusion.
Compulsory School Events
Compulsory school events include field trips, Outdoor Education Activities, Carnivals, the End of Year Concert and Awards Night.

School/Recess/Lunch Supervision Rules
Students are supervised at all times from the commencement of the school day. For security reasons, students are not permitted to loiter in front of the school at any time.

Field Trips and Outdoor Education Program
Enriching learning experiences are not confined to within the classroom. At PBS, students are encouraged to become active participants in learning and to be constantly aware of the surrounding community. Throughout the year, students will be provided with opportunities to participate in field trips and the Outdoor Education Program to develop personal skills and attributes and to increase understanding of the world around them.

Parents will be notified of upcoming field trips. Students must be aware that the school’s code of behaviour still applies to students during field trips.
HOMEWORK POLICY

Students normally receive daily homework and regular assignments. Homework and assignments should be completed on time. Students who present incomplete work will be subjected to disciplinary action at the discretion of the respective teacher.

The benefits of homework in a child’s education are as follows:
• Homework provides practice and reinforces the concept being taught in class;
• Homework helps the child to be independent and responsible;
• Homework communicates to the parents what the child has been taught and provides parents with an opportunity to spend quality time with their child;
• Homework completed during a specific time each day encourages positive study habits.

The attitude of the parents towards their child’s homework is most important, for it has a great influence on the child’s attitude. Parents are encouraged to support and supervise learning by consideration of the following:
• Giving encouragement to, but not doing the work for the child.
• Assisting by asking questions and offering ideas without giving answers directly.
• Discussing specific needs of the child with the teacher if the child does not understand the concepts and assignments.

Recommended times: (Guidelines only)

PSA – worksheets as required by teacher
PSB – worksheets and reading time when determined ready by teacher.
Grade 1 – 15 minutes daily and should include reading time.
Grade 2 – 20 minutes daily and should include reading time.
Grade 3 – 30 minutes daily and should include reading time.
Grade 4 – 40 minutes daily and extra reading time
Grade 5 – 50 minutes daily and reading as required
Grade 6 – 60 minutes daily and reading as required
Grades 7, 8, 9 – 60 to 90 minutes daily and reading as required
COMMUNICATION BETWEEN THE SCHOOL AND HOME

Communication Book
The Student Communication Book is used as a reminder for homework or projects that need to be done at home. It is also used as a communication link between teachers and parents.

Parents are required to sign the communication book everyday. Parents are encouraged to review the agendas with their child, such as the homework assignments, test dates, extra tutorials, school field trip and other school activities. Teachers may request a meeting with parents if a student is consistently not doing the homework, or other work as directed by the teacher.

Edupage:

http://pbi.edupage.org/ Our PBS Edupage provides parents secure login access to their children’s attendance record, grades, homework, syllabuses, etc. The website also allows administrators, teachers, students and parents to share news, information and messages. Please email admin@permatabangsa.com should you loose your login information.
DRESS CODE

Schedule for school uniforms is stated below:

Playgroup  No set uniform

Pre-School A and B
Monday  PBS Uniform
Tuesday  PBS Uniform
Wednesday  PBS Uniform
Thursday  PBS Uniform
Friday  Free Dress

Grades 1 to 12
Monday  PBS Uniform
Tuesday  National Uniform
Wednesday  PBS Uniform
Thursday  National Uniform
Friday  Free Dress

Students must wear complete uniforms with belt, black shoes and white socks. No Sandals or similar Footwear is permitted. Please note: Students should wear PB Sports uniform during sport lessons only. Sports uniform consists of PB Sport T-shirt, PB Sport Pants, Sport Shoes and Sports Socks.

School uniform should be worn so that they are visible and be of the correct size/design so as to respect what the uniform represents as well as respecting the cultures of their fellow students.

No facial make up may be used other than those for medical reasons. Students should keep their hair and bodily appearance tidy.

**Friday Free Dress** and approved out of school excursions attire, must be “polite” as to not offend the culture of other students and community. This includes not wearing clothing such as t-shirts/jackets/hats/badges with anti-social slogans.
LIBRARY

1. Library Hours
   The Library Schedule is written outside the library door. Please check the schedule at the beginning of each semester.

2. Borrowing/Returning Books
   Library membership card must be presented when borrowing books or other library materials. The library card is not transferable.
   Each student is encouraged to borrow a maximum of 2 (two) books for a period of 2(two) weeks. The books can be renewed for another 2 weeks provided that they are not reserved by another student/teacher. Books that are returned after the due date will be fined Rp. 5000/book per day. Library privileges will be denied until all loans and fines are cleared. Journals, periodicals and reference books are not to be taken outside the library.

3. Lost/Damaged Books
   Lost and damaged library books must be either replaced or paid for. For books purchased locally, the cost will be the price of the book. For books purchased overseas, the cost will be the price of the book at the current exchange rates plus delivery expenses.

NETWORK
   Use of the school’s network and internet connections are strictly only allowed during scheduled teacher monitored classes unless prior approval has been given. Hacking into the school network or internet connection, giving access information to a third party or installing a virus; shall be considered vandalism. Under no circumstances is it permitted while using the school network to conduct criminal activities such as hacking, bullying, stalking, viewing anti-social websites. This includes bookmarking and downloading such materials. Prior approval from a teacher is required if connecting personal hardware/storage such as CD/DVD, USB or Bluetooth devices. Personal social media and email is not permitted without prior approval from supervising teacher.
OTHER IMPORTANT INFORMATION

Lost and Found
Any items found in the school will be kept in the School’s Office and students can claim their lost items from the office. Such items will be kept for a period of 2 months.

Medications
Parents should inform the teaching staff via administration if their child is taking any form of medication.
Students are not to bring any form of medication onto the school premises without prior notification from the parents. If a teacher becomes aware that a student holds medication, it will be confiscated and parents informed immediately.

Musical Instruments
Students are responsible for the safety of their own musical instruments and should take them home daily.

Open Day/Visiting Days
During Open Day, parents are invited to spend time at school to learn about the school and curriculum that the school is using. On this day, parents will have the opportunity to experience first-hand the school programme; to ask questions and to become better informed about what is happening around the school.

Parent – Teacher Consultations
Parents can request meetings with teachers whenever the need arises. Time is also made available each semester for Parent-Teacher Consultations. Parents will be invited to discuss the academic progress of their child with the classroom teacher. The school strongly recommends parents take part in parent-teacher meetings to support their child’s education.
Parent Messages during School Hours

If parents have an URGENT message for a student during school hours, they can request the School’s Administrator to have the messages relayed to the student. If necessary, the student will later call the parents back. Classes will not be interrupted unless there is an emergency.

Parents’ Questions and Concerns

As educators, teachers at PBS understand the need to have clear and helpful communication with the home. If parents have questions, problems or concerns about their child’s education, the school asks all parents to use the following procedure in resolving the situation:

1. Contact the teacher directly involved by Communication Book/Written note, or messaging through EduPage;
2. If the situation cannot be resolved with the teacher, please contact the Principal;
3. Continued dissatisfaction should be directed to the Principal.

Parents/Guardians are welcome to visit the school but are required to report to the school’s office on arrival. Parents who wish to visit a teacher or the principal to discuss their child’s progress are requested to first make an appointment.

Parties

Time for birthday celebrations is restricted to 30 minutes during and including snack times. To ensure all students’ dietary requirements are not breached, classroom teachers must receive notification in advance on the relevant form. The classroom teacher will then communicate approval and give an appropriate time for the party.

Personal Belongings

- Please restrict personal items carried to school (including related books/stationary, notebooks, lunches, water bottles, PE uniforms, musical instruments, art and sports equipment). These items must be labelled.
- Students should only bring required money to school. Money and wallets must be kept by the students at all times or given to teachers for safe keeping. Money should not be left in desks.
• Hand phones must not be used at school. If necessary, and as required in an emergency, students may use the school phone facilities. If a student requires a hand phone for after-school activities, it should be also locked in their lockers during the day.
• No harmful and distracting toys should be brought on to the school premises at any time (such as radios, knives, guns).
• Permata Bangsa School will not be liable for any loss or damage of personal non approved items brought into the school or on scheduled school excursions.

Vandalism
Students are expected to treat all school property with great respect. Parents/Guardians of any student who causes vandalism will be held financially responsible for repairing/replacing damaged school property and materials.

Visitors to the School
For security reasons, all drivers, maids, baby sitters and other guests are not allowed to enter the school area during school hours. They MUST report to the Security Personnel for clearance and then report to the Administration Office.

Complaints
Students with a complaint are welcome to make an appointment with the student councillor or Vice Principal. Parents wishing to make a complaint are asked to please contact the school via phone and make an appointment.