4th August 2017

Dear Parents,

Term 1 2017 - Welcome back to all TBS families
I hope that you and your families are enjoying your summer break and that the children are beginning to get excited about returning to school on Monday 14th August (or starting school for our new TBS learners!). We are currently finishing off the final deep clean and small-scale renovation work and our ground staff and administrative teams are all busy preparing for the start of term. All our new teachers have arrived safely and are currently enjoying their orientation training week as well as getting to know Kathmandu. The full TBS team will be in school from Monday for our training and preparation week!

Informal ‘Meet and Greet’ for new TBS parents
There is an informal ‘Meet and Greet’ opportunity on Wednesday 9th August at 11am for new learners and parents. This is a chance for you and your children to meet primary class teachers and/or secondary mentors and to have another look at the school before we start on Monday, August 14th. Please email Ms. Manisha Bajracharya if you have any queries.

Start times on August 14th and parent information sessions
To ensure a smoother start to term for all parents and children, there are different start times on Monday 14th August. This should mean the car park is less overwhelmed on the first morning (but please do be patient and careful if you do have to use the car park)!

Monday 14th - All primary children (Foundation 1-Year 6) return at 8.15am with an information meeting for all primary parents in the Library at 8.20am once children are settled with their teachers (NB - the school opens at 8am and there is playground supervision from this time).
Monday 14th - All secondary students (Years 7 - 13) return at 10.00am with an information meeting for all secondary parents in the Library at 10am.

Clubs & Activities
Our clubs and activities do not start until Week 3. We will send out information about clubs on Thursday 17th August. The first block of clubs runs across Terms 1 and 2 and we will have a parent information session on Thursday 17th August at 8.20am for those who have not been through the club sign-up process before and for those who would like a refresher.
During Week 1 and 2 the PE department will be letting students know about the sports team trials in football, basketball and volleyball. More information about how teams are selected can be found on the noticeboard by the coffee stand and on the PE website.

Ms. Rachana Adhikari, Clubs Coordinator

NB - Information for those who have signed up for individual music lessons will be sent out next week.

TBS Community Shop
The TBS Community Shop is open for business from Monday 7th August and this is the link to the TBS community shop website where a full price list can be found.
The TBS Ethos and Mission

For those who are new, and to remind all parents, TBS aims to provide ‘excellence at the top of the world’ and our vision statement is below. We implement this vision through the TBS learning policy as well as other key policies, which are all available on the website. Our most recent BSO OFSTED inspection report can also be found there, in which we were praised for being ‘an excellent school’ which ‘provides an outstanding quality of education and demonstrates an exceptional flexibility in meeting the learning and personal needs of its students’. We also received a number of awards in 2017 including the British International School of the Year Award.

Weekly newsletter

We will continue to publish our weekly newsletter which has links to the various class and subject pages at the bottom left of page 1 (see left). The footer (below) has links to key staff you may need to contact and clicking on their name will take you to their email.

Meet the Staff Afternoon - Monday 14th August (2.30pm and 3.30pm)

At the start of the academic year it has been customary to hold relatively informal meet the teacher sessions. This year we would like to invite parents to visit the school at 2.30pm (primary) or 3.30pm (secondary) for an informal opportunity to meet class teachers and/or mentors. Our Librarians, the School Nurse, the clubs organiser, and the ICT team will also be available. Teachers will be in classrooms so there is an opportunity to meet them informally and to see where the children will be learning in 2017-18.
Office managers & Information for parents

Ms. Nancy Khetan  Marketing & Events
Ms. Sajiya Maharjan  Sixth Form Office
Ms. Sona Chhetri  Secondary Office
Ms. Lumina Shrestha  Primary Office
Ms. Mahima Manandhar  Primary Office
Ms. Isha Tamrakar  School Shop

For many parents our office managers are the most regular point of contact and an invaluable source of information. They are Ms. Sajiya Maharjan for Sixth Form (Years 12 & 13), Ms. Sona Chhetri for Secondary (Years 7-11), and Ms. Lumina Shrestha and Ms. Mahima Manandhar for Primary (F1 -Year 6). They should be contacted if children are absent or if you have any queries. They compile an information booklet which is updated in the light of any queries they receive.

Welcome to our new TBS colleagues!
As always at the start of a new academic year we welcome new colleagues to the TBS team who we will support to settle into life at TBS. We also have some staff who are taking on new responsibilities and our full staff list can be found on our website here.

Final points - Further questions and safety on site
TBS takes the safety of your children very seriously so please do ask your drivers to be very careful in the car park, ensure there is close supervision of your children on the school grounds (before 8am and once we have released them back to your care at the end of the day) and do let TBS staff know of any Health & Safety issues. If you are worried about a child’s well-being from a safeguarding perspective then do contact Ms. Gemma Caines, Mrs. Emma Malla or any of the TBS safeguarding team (their pictures are displayed near the front gate and around school). We also share our safeguarding policy and our visitors policy. It is important that all parents visibly display their ID cards whilst on the school site and if you do forget your ID badge please obtain a temporary visitors pass (we do need photographic ID to issue this temporary pass). It is important we are all extremely vigilant and we thank you in advance for your cooperation in keeping the children safe.

This is a busy school so there is a great deal happening - I am sure you would not want it otherwise - but there can be a great deal to take in at the start of term (including everything in this letter!). All of the information we share is available online and you can follow us on twitter (@TbsKathmandu) to get daily stories about the sheer variety of learning experiences that occur during the school day. Our school nurse, Mrs. Pabitra Deula, is available in the playground every morning from 8am as are our ICT support staff, Mr. Rahul Jwarchan and Mr. Soyam Khanal, so if you have any ICT questions you can visit their ICT Help Desk (which will be in the TBS community shop if there is rain).

Finally, I look forward to welcoming all TBS families back to school on August 14th and I hope 2017-18 will be an even more successful, fun and exciting year for all the children than 2016-17.

Yours sincerely

Dr. John Moore
Principal

PS - The administrative team have already sent out an email regarding the annual forms that we will require parents to return on or before the first day (and paper copies will be available from the Admissions Office next week if you did not receive them via email at the end of last academic year).