

St. Andrews International School, Sathorn



St. Andrews
International School
Sathorn

Sawasdee 2022

COGNITA

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Welcome

August, 2022

Dear Colleague,

A very warm welcome to Thailand and St Andrews.

We hope that this Orientation Booklet will provide you with useful information that will help make your first few weeks in Thailand as smooth as possible.

It doesn't matter how many schools or countries you have worked in previously, settling into a new country and job takes time, can be frustrating and is hard work and tiring. Realistically it will probably be half term before you start to feel completely settled and comfortable. Just remember this is perfectly normal and everybody goes through this. If you're not sure of anything – just ask – somebody will know the answer. If they don't, then you can guarantee everybody else wants to know the answer too!

St Andrews is a very friendly school. If you have any difficulties, don't hesitate to ask for help. We are really looking forward to meeting you very soon!

Karen Pennock



The orientation program outlined below is just to get you up and running. It will not cover all that you need to know but hopefully will make you feel more confident and know who to ask to find out more.

The program is split into three sections;

1. St Andrews International School Group (*Bangkok based orientation*)
2. Our school
3. Life in Thailand

Arrival in Thailand

Some of you might choose to arrive earlier than required to enjoy Thailand and have extra time to get yourself settled. Khun Ying (Sathorn HR Manager) and Khun Bee (PA to Head of School) will co-ordinate your arrival and help with accommodation and transport as required.

The latest we would like you to arrive is the afternoon of the **Sunday 7th August** - all Sathorn campus new teachers will be staying in the Siri-Sathorn unless already based in Bangkok. The travel time to the hotel from the airport is dependent upon Bangkok Traffic (a law unto itself). The journey could take anywhere from 30 minutes upwards.

For those of you arriving before the **7th August** and staying in the Bangkok area we are happy for you to make your own arrangements and join us at Siri-Sathorn on Sunday for check in. If you have already settled in your own hotel/residence then please just keep us updated with relevant contact information.

If you need any assistance, please don't hesitate to contact Khun Bee or Khun Ying.

(**Bee** - Pimyada Osathanugrah <pimyada.o@standrews-schools.com>)

(**Ying** - Nonglak Makesuwan <nmakesuwan@standrews-schools.com>)

Orientation schedule

Sunday 7th August

Sathorn staff will arrive and check into the *Siri-Sathorn* during the morning and early afternoon.

The orientation program doesn't start until early evening. Children and dependents are welcome at events unless otherwise stated in the program.

- 5:45pm** Meet in lobby of Siri Sathorn Hotel, *walk to St Andrews Sathorn*
- 6.00 pm** Welcome drinks at St Andrews Sathorn
- 7.00 pm** BBQ at St Andrews Sathorn
- 8:30pm** Walk back to the Siri-Sathorn hotel

Siri Sathorn, Bangkok

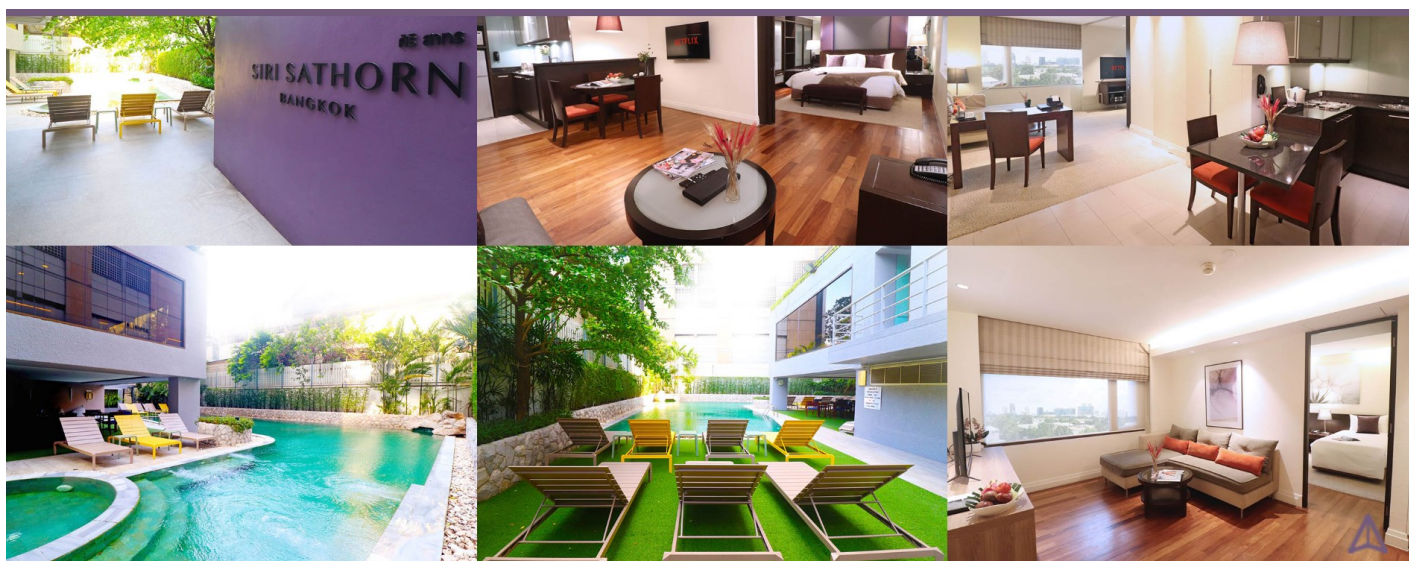
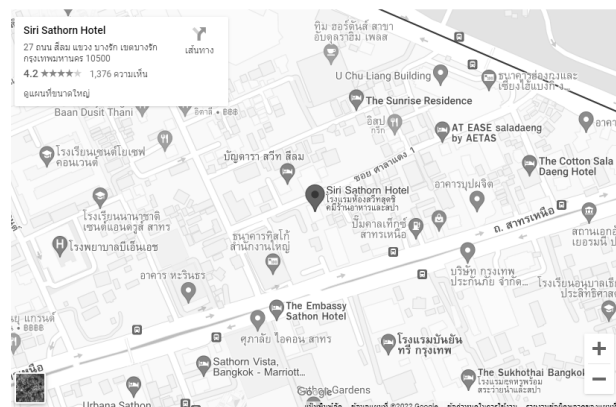
Hotel Address: 27 Soi Saladaeng 1, Silom Road, Bangrak, Bangkok, 10500.

Tel: +(662)266-2345

Fax: +(662)267-5555

Mail: info@sirisathorn.com

Mail: reservation@sirisathorn.com



Introduction at St. Andrews International School Sathorn

New staff from all four St Andrews campuses will attend the orientation introduction at our Sathorn campus on Monday 8th August. Child care will be provided by two of our experienced teaching assistants. Non-teaching partners are welcome to join the morning orientation program; however, it will cover educational issues and we realise this doesn't necessarily interest dependents.

- 08:30am** Pick up from lobby of Siri Sathorn hotel, walk to St Andrews Sathorn campus
- 09:00 am** St Andrews – Who are we and what are we all about?
- 09:45 am** Tea and Coffee Break
- 10:15 am** Thai Culture Introduction Session 1
- 12:15 pm** Quick lunch at school
- 13:00 pm** Thai Culture Session 2
- 17:00 pm** Return to Siri Sathorn Hotel – free evening



St. Andrews
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St Andrews International School
Sathorn
9, Sathorn Soi 4,
Bangkok
10500

- 08:45am** Arrive at Sathorn
- 9.00am** Meet with Helen Coleman (Deputy Head)
- Tour of School
 - Introduction to school systems (emails, iSams, Pupil Asset etc)
- 10:30am** Coffee and pastries - signing application to open SCB bank account
- 11:00am** Visit to local SCB– open account and collect ATM cards
- 12.30pm** Flexible afternoon – house hunting, time in classrooms, exploring the local area.

We will arrange for an agent to take you around to look at some of the housing available. Some of the teachers may also be on hand to show you the area they live in and help with any advice you may need.



Wednesday 10th and Thursday 11th August

We have left Wednesday and Thursday free for you to have time to search for accommodation, settle in, have some time to yourself— and just catch your breath!

*We will have an agent available again to take you around to look at various places .

We really would like you be happy and settled before you start school so we consider this time very important and will support you in this process as much as possible.

Friday 12th, Monday 15th and Tuesday 16th - Whole School Orientation

All returning teaching staff will be on campus on Friday 12th August.
During these three days we will give you time to

- Get to know your team and staff around school
- Prepare your classroom/working space
- Find out more about our daily expectations
- Find out about our curriculum
- Give you time to plan and prepare for the first few days
- Meet your class and some of the parents
- Find out more about the children in your care.

* Please don't worry, you won't know everything but please be reassured that we have a great team and network ready to guide and support you in all areas of your transition.

Friday 12th August

- 08:30am** Tea and Coffee in the Canteen – meet returning teachers
- 09.00am** *Session 1*
- Welcome
 - Focus for the year
 - Get to know your team
- 10:00am** Coffee
- 10:30am** *Session 2*
- Meet in phase Teams
- 12:00pm** Lunch in Canteen
- 13:00pm** Classroom Prep
- 14.30pm** Session 3
- 15:00pm** Staff social—on campus

Monday 15th August

- 08:30am** Meet at Sathorn
- 9:00am** Overview of Curriculum Vision
- 9.45am** Phase Meetings
- 10:30am** *Coffee Break*
- 10:45pm** Classroom Prep
- 13:00pm** Safeguarding Training
- 13:30pm** Free time (planning, team meetings etc)

Tuesday 16th August

- 08:00am** Meet at Sathorn
- 08.30 am** Final preparation for classrooms.
- 10.30am** Children and parents invited to meet visit and meet their new teachers
- 12.15pm** Lunch
- 1.00pm** Final Preparation before the first day of school.

Wednesday 17th August

First day with Students for Term 1, 2022-23

Teachers in class for 7:30am



Contact numbers

Sathorn: +66-02-632-1995

NAME	TITLE	E-MAIL	WORK Ext.
Karen Pennock	Head of School	kpennock@standrews-schools.com	109
Helen Coleman	Deputy Head of School	hcoleman@standrews-schools.com	204
Khun Bee	PA to Head of School	beep@standrews-schools.com	116
GENERAL ADMINISTRATION			
Khun Nueng	Thailand Facilities & Services Manager	nuengp@standrews-schools.com	108
Khun Game	Senior ICT Officer	mungkorn.w@standrews-schools.com	203
Khun Kat, and Khun Pan	Receptionists	phetphraow.b@standrews-schools.com and pinyaphat.c@standrews-schools.com	100 and 111
Khun Ying	HR	nmakesuwan@standrews-schools.com	Based at Green Valley Ext 921 (CISCO)

Out of Office Hours

Karen Pennock—+66 (0)844525577

Khun Bee— +66 (0)898914564

thank you