



Mandalika  
Intercultural  
School

# PARENT HANDBOOK



Ver. 1.4

2024/25



**CAMBRIDGE**  
International Education

Cambridge International School



Association of  
National and  
Private Schools



**GenEx**  
Generational Education Exchange



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# 1. A Welcome Message from the Principal



Dear MIS Students and Parents:

Since I arrived in Lombok with my wife and four children, I have been humbled and amazed by the sheer warmth and kindness of those we have met, and as you walk through our new state-of-the-art school campus and peer into our classrooms, you see and feel what the country we are living and learning in represents - Bhinneka Tunggal Ika – unity in diversity.

I want each MIS student to study, learn and play in an intercultural environment, developing the 21st century skills of creativity, critical thinking, communication and collaboration. Our parents and families are from all around the world and so every MIS student will respect and celebrate our differences with enthusiasm and interest, always remaining open minded to understand different cultures, nationalities, opinions and beliefs.

We hope that this handbook serves as a useful resource for parents and students. The expectations that we have for our students and parents are carefully detailed and outlined in the following pages. It is an extremely exciting time to be a part of our growing MIS community and we look forward to learning and working with you towards another successful, record-breaking year at Mandalika Intercultural School!

If you have any questions or concerns, please do not hesitate to contact me.

Yours Sincerely,

Mr Chris J. Bradshaw  
MIS Principal

# 2. General Information

## Visions and Values



*“MIS students learn the necessary skills to surf the ever-changing waves of life, remaining adaptable and balanced along the way!”*

### MIS R.E.A.C.H Values

Our 5 core values can be simply but powerfully counted on one hand. A hand that we use in connection with our head and heart to R.E.A.C.H our full potential, allowing us to create and positive impact and ultimately be of true service to others.



# School Calendar of 2024-2025

July 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	*15	16	17	18	19	20	21
	22	23	24	25	26	27	28
1	29	30	31				

School Holidays: June 24 – July 26  
 7: Islamic New Year  
 22-26: Teacher's Preparation Days (No School)  
 29: Start of Term 1 \*Lombok Secondary Alliance begins on July 15 (G9/10 students)

August 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

16: Independence Day Family Event  
 27: Curriculum Night

September 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
							1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

School Holidays: September 23 – October 4  
 16: Prophet Muhammad's Birthday (No School)  
 20: End of Term 1

October 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5	6
1	7	8	9	10	11	12	13
2	14	15	16	17	18	19	20
3	21	22	23	24	25	26	27
4	28	29	30	31			

School Holidays: September 23 – October 4  
 4: Teacher's Preparation Day (No School)  
 7: Start of Term 2  
 18: PT Conferences (No School)

November 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
4					1	2	3
5	4	5	6	7	8	9	10
6	11	12	13	14	15	16	17
7	18	19	20	21	22	23	24
8	25	26	27	28	29	30	

December 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
							1
9	2	3	4	5	6	7	8
10	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

School Holidays: December 16 – January 10  
 6: Mandalika Beach Run  
 13: End of Term 2 Assembly (Half-day)  
 25: Christmas Day

January 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5
	6	7	8	9	10	11	12
1	13	14	15	16	17	18	19
2	20	21	22	23	24	25	26
3	27	28	29	30	31		

School Holidays: December 16 – January 10  
 1: New Year's Day  
 8-10: Teacher Days (No School)  
 13: Start of Term 3  
 27: Isra' Mi'raj (No School)  
 29: Luna New Year (No School)

February 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
4	3	4	5	6	7	8	9
5	10	11	12	13	14	15	16
6	17	18	19	20	21	22	23
7	24	25	26	27	28		

March 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	16
10	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

School Holidays: March 24 – April 4  
 21: End of Term 3  
 29: Nyepi (No School)  
 31-1: Idul Fitri (No School)

April 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5	6
1	7	8	9	10	11	12	13
2	14	15	16	17	18	19	20
3	21	22	23	24	25	26	27
4	28	29	30				

School Holidays: March 24 – April 4  
 4: Teacher's Preparation Day (No School)  
 7: Start of Term 4  
 11: PTS Conferences (No School)  
 18: Good Friday (No School)

May 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
4				1	2	3	4
5	5	6	7	8	9	10	11
6	12	13	14	15	16	17	18
7	19	20	21	22	23	24	25
8	26	27	28	29	30		

1: International Labor Day (No School)  
 12: Buddha Day (No School)  
 29: Ascension Day of Jesus Christ (No School)

June 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
8							1
9	2	3	4	5	6	7	8
10	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

School Holidays: June 16 – July 21  
 6: Iduladha (No School)  
 13: End of Term 4 Assembly / Intercultural Day

X	= School Day
X	= Term Start/ End Day
X	= School Holiday (No School)
X	= Public Holiday (No School)
X	= Teacher days (No School)

Terms		
Term 1 : July 29 – September 20	2024	
Term 2 : October 7 – December 13	2024	
Term 3 : January 13 – March 21	2025	
Term 4 : April 7 – June 13	2025	

School Days	Total Days
39	EY – Grade 8 students: 180
49	Grades 9/10 students: 190
48	
45	

\* Please note: 1) This calendar is subject to change. 2) There is no school at the weekend (Saturday & Sunday)

## Admin Hours

Our school office is open from 8:00 AM to 4:30 PM, Monday to Friday.

Contact us Phone: +62 811-2891-9009

Email: [info@mandalikaschool.org](mailto:info@mandalikaschool.org)

Website: [www.mandalikaschool.org](http://www.mandalikaschool.org)

## How to Contact the School

Parents are encouraged to address any issues or concerns with the relevant person, such as a homeroom teacher. When parents email the school, they can expect a reply within 24 hours, either directly addressing the email content or receiving a 'holding email' indicating that they will receive further communication within 5 working days. If the recipient of the email cannot immediately address the raised issue, he/she will seek further clarification and respond within 5 working days. For matters unrelated to academic progress or wellbeing, parents can refer to the list of key school contacts below.

Type of enquiry	Point of contact	Mailbox
Admissions	Ms. Ririn	<a href="mailto:admissions@mandalikaschool.org">admissions@mandalikaschool.org</a>
Uniforms	Ms. Ririn	<a href="mailto:ririn@mandalikaschool.org">ririn@mandalikaschool.org</a>
School lunch	Ms. Annisa	<a href="mailto:annisa@mandalikaschool.org">annisa@mandalikaschool.org</a>
Finance	Ms. Ema	<a href="mailto:accounts@mandalikaschool.org">accounts@mandalikaschool.org</a>
Safeguarding	Ms. Miwa	<a href="mailto:safeguarding@mandalikaschool.org">safeguarding@mandalikaschool.org</a>



## 3. Structures of the Day and Transport

### Structures of the Day

The school day runs from 8:25 AM to 3:30 PM, Monday to Friday.  
The schedules for Early Years, Primary, and Lower Secondary are as follows:

#### Early Years

Toddlers & Playgroup	Half-day program: 8:25 AM – 12:00 PM Full-day program: 8:25 AM – 3:00 PM
Junior Foundation	8:25 AM – 3:00 PM
Senior Foundation	8:25 AM – 3:30 PM

\*Please do not drop your child off at school before 8:15 AM as supervision is not provided before then.

#### Primary / Lower Secondary

Arrival	8:15 AM – 8:25 AM
Homeroom	8:30 AM – 8:45 AM
Morning classes	8:45 AM – 12:00 PM
Lunch and recess	12:00 PM – 12:45 PM
Afternoon classes	12:45 PM – 2:30 PM
Cross-curricular activities (CCA's)	2:30 PM – 3:15 PM
Homeroom	3:15 PM – 3:30 PM
Dismissal	3:30 PM

\*Please do not drop your child off at school before 8:15 AM as supervision is not provided before then.

Friday Early Dismissal	Toddler - Junior Foundation: 2:30 PM Senior Foundation - Secondary: 2:45 PM
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### Transport

#### Helmets

All motorbike drivers and passengers must wear a motorcycle helmet. This is both a school and legal requirement. The wearing of helmets will be monitored through CCTV and school staff observation. Families not adhering to this required safety precaution may receive emails. For third and subsequent warnings, a penalty of a one-day student suspension from school will be issued.



## EY/Primary

For safety reasons, we request that students be accompanied only by a parent, guardian, or a trusted adult during drop-off and pick-up.

## Parking

For drop-off and pick-up, there are two designated areas for temporary parking. Adults on bikes without helmets must park outside the school gate before dropping off or picking up their child(ren).

If you are driving a car or a bike with a helmet, you can enter the campus for drop-off and pick-up. Please drive slowly as you enter and leave the campus for students' safety and follow the one-way flow system in the drive-in area.

## 4. General expectations

### Drop-off and Pick-up

Please ensure timely drop-off and pick-up for your child. Students can enter and leave from either the main gate or the back gate. The back gate will be open between 8:00-8:30 AM and 3:15-3:45 PM and will not be accessible for half-day students. Contact the school promptly if your child is arriving late or being picked up 5 minutes later than the scheduled times. Also, inform the school immediately if you have changed your child's pick-up arrangements.

#### Toddlers/Playgroup/Junior Foundation

For drop-off and pick-up, please collect and drop off your child directly at their classroom. For their safety, please ensure to walk with your child in the parking area.

#### SF/Primary/LS

**Drop-off** – You may either drop off your child at the school gate or in Manta Hall. We encourage you to leave your child with the staff on supervision in Manta Hall to promote their independence and avoid walking them to their classroom. For the younger students (SF-G2), please walk with them in the parking area for their safety.

**Pickup** – Wait for the homeroom teacher to bring your child to Manta Hall and avoid collecting them in the café area to ensure a smooth flow during the busy pick-up time. For the younger students (SF-G2), please walk with them in the parking area for their safety.

## Parental Responsibility

We believe that good school attendance is central to raising student achievement, fostering good personal and emotional development, and ensuring that all students fulfill their potential. We have an expectation that all students attend school on time every day with minimal disruption to flourish. Students with poor attendance tend to achieve less in both Primary and Lower Secondary school, leaving them vulnerable to falling behind.

Parents play a central role in ensuring their children attend school. If a child starts to miss school due to absences, they are likely to be less motivated to learn, have difficult relationships with their peers and teachers, less commitment to their learning, and are at risk of underachieving.

Daily attendance is taken by homeroom teachers at 8:30 AM and is regularly monitored to ensure all students are meeting a minimum of 90%. We will contact parents via the school WhatsApp if your child is absent and you have not contacted the school. Please ensure the school has up-to-date email addresses and telephone numbers to quickly identify a missing child.

Parents are to notify the school at least one day in advance of a planned absence by requesting permission via email. Under no circumstances are students allowed to leave the school grounds during school hours without explicit parental permission.

## Uniform

Students are required to adhere to the dress code while attending MIS on a daily basis. They shall wear the school uniform designated for their age category and/or learning activity, with the exception of announced special occasions. All MIS students must wear hats when in the sun during class or break times. Students without hats must stay in covered areas.

### **Early Years Students:**

Boys and girls are required to wear the MIS Blue T-shirt with the logo.

### **Primary & Secondary Students:**

Girls: MIS navy blue knee-length skirt or shorts, and a MIS polo shirt with the logo.

Boys: MIS navy blue shorts and MIS polo shirt with the logo.

PE Uniform/Kit: MIS PE shorts and shirt with the logo are to be used during PE lessons and can be worn to/from school and for the full day at school.

### **Special Occasions:**

On special occasions or designated days, students may be allowed to wear themed or casual dress, as communicated by the school in advance.

## Student Behavior

MIS students are supported and guided to practice and demonstrate positive and safe behaviors both within and outside the MIS community. Our core R.E.A.C.H. values are simple but powerful tools for students to understand the meaning of the values and demonstrate respect, enthusiasm, appreciation, courage, and honesty in their real life. Students are expected to respond emotionally and intelligently to others and the environment, treat others with tolerance, respect, and consideration, and understand the importance of service.

Our clear behavior management policy is one of the keys to successful and effective teaching and learning. At MIS, we aim to create a positive culture where students are recognized for their successes, and timely, appropriate action is taken to address unwanted behaviors. Staff should work collaboratively to maintain high standards of behavior, help students take responsibility for their actions, and maintain accurate records to facilitate future action.

We expect parents, students, staff, and board members to work together to achieve the highest standards of behavior, both within the school and while traveling to and from school, in accordance with our positive behavior management policy.

Click on the titles below to read our Student Code of Conduct and Positive Behavior Management Policy.

[MIS Student Code of Conduct](#)

[Positive Behaviour Management Policy](#)

## MIS Community

We promote creating a caring environment that welcomes and embraces diversity, ensuring that individuals of different backgrounds, identities, abilities, and perspectives feel valued and included. Our mission is to increase awareness and support equal opportunities, respect, and acceptance for all members of the community, regardless of their ages and differences. This also includes adults in the school community, such as staff and parents.

We are very fortunate to have supportive parents who share a mutual interest and respect for the quality of education and well-being of their children. To continue working positively and respectfully within our Golden Triangle system, we'd like to remind you of the following:

- Uphold the school's caring ethos and values in your actions.
- Demonstrate respect to all members of the school community through appropriate written and spoken language and behavior.
- Seek assistance from others when addressing concerns respectfully and appropriately.

## 5. Communication

### Student Email

Students in Primary and Lower Secondary school are provided with email accounts that they are expected to use for submitting assignments, signing up for educational digital resources, and communicating with their peers and teachers.

### Emergency Contact

In the event of your child's emergency, the primary caregiver registered on the list will be contacted immediately.

In the case of any school-wide emergency requiring immediate communication with all parents, the school will utilize the MIS announcement on WhatsApp and SMS as emergency contact methods.

### MIS Community on WhatsApp

We have various groups in the MIS community on WhatsApp. Please ensure to join the following groups once your child is enrolled with us to ensure that you are always kept up to date with school events and information provided by the school. These groups are for primary caregivers only, not for babysitters and grandparents.

You are expected to join the following groups:

- MIS Announcements
- Parent Support Group (PSG)
- Relevant Group (Early Years; Primary; Lower Secondary)

It is optional for you to join:

- MIS Sports Club
- MIS Promos
- Other dedicated groups that may in the future be added

**MIS Announcements:** The school uses this group for one-way communication to inform something important that applies to all age groups and/or important events for parents to note.

**PSG:** This group is open to MIS parents for a two-way conversation to discuss matters related to events and gatherings organized by PSG. **Individual issues or grievances should not be raised in this forum.** Individual issues should always be discussed with teachers in the first instance or with the head of department should there not be a satisfactory way forward found. Issues with Fees are expected to be discussed through the admin office.

Relevant Group (EY; Primary; LS): Designed for parents to have *a safe place* to discuss questions, comments and suggestions. Heads of departments and teachers use these groups to communicate something related to their class or department to parents. It is not meant for parents to discuss or complain about their child's experience at school.

## Your Contact Details

Ensure to inform the school whenever the primary caregivers' contact has been changed so you can be kept up to date all the times.

## Communication with Teachers

You are encouraged to speak directly with your child's homeroom teacher for any updates and concerns you wish to share. You can have a face-to-face discussion during drop-off or contact the homeroom teacher by email to make an appointment.

If you'd like to speak to your child's subject teacher, please reach out to the head of the department via email so they can assist in making an appointment for you.

Head of Early Years: Ms. Miwa ([miwa@mandalikaschool.org](mailto:miwa@mandalikaschool.org))

Head of Primary: Mr. Lingga ([lingga@mandalikaschool.org](mailto:lingga@mandalikaschool.org))

Interim Head of Secondary: Mr. Chris ([chris@mandalikaschool.org](mailto:chris@mandalikaschool.org))

## Communicating Your Concerns

Our MIS community is blended with students, teachers, admin and office staff, supporting staff around the school, and parents from various countries, cultural backgrounds, and languages. We thrive on proactive, honest, and respectful communication at all times to continue growing as one big community. We'd like to hear from you and your child as early as you identify an area of concern so it doesn't become just a complaint. Please keep in mind to communicate respectfully and be patient, as it may take us some time to hear from all involved parties to ensure that we are not only basing facts on a child's story.

- For classroom-related matters, please contact your child's homeroom teacher.
- If a classroom-related matter keeps recurring, and you are concerned that the matter has not been addressed effectively, please contact the head of the department immediately.
- If you have a concern about your child's homeroom teacher, please contact the head of the department.
- If you have a concern about the head of the department, please contact the principal directly.

## 6. Teaching and learning

### Early Years (Toddlers, Playgroup, Junior Foundation)

Our Early Years curriculum is guided by the Early Years Learning Framework for Australia, which emphasizes Belonging, Being, and Becoming. Our space includes both indoor classrooms and an outdoor patio with a garden, sandpit, and bike track. Early Years students also have access to the primary playground and are supervised at all times.

We offer a holistic, play-based, and hands-on learning experience to our Early Years students, maintaining a class size of 15 students for the Toddlers class and 20 students for Playgroup and Junior Foundation classes. This allows our Early Years teachers to get to know and work closely with each student, providing individualized care and attention throughout the day.

Their day is structured with flexibility to allow for playful and meaningful learning opportunities that often take place organically. We respect the role of lifelong learners in leading their own learning through play, maintaining an inviting and welcoming learning environment.

Throughout the day, students are exposed to ample opportunities to engage in practicing their social and emotional, physical, fine-motor, and early literacy and math skills, helping them flourish as confident and creative individuals and successful lifelong learners.

### Primary (Senior Foundation - Grade 6)

The Cambridge Primary program embarks learners on an exciting journey, nurturing their development to become confident, responsive, reflective, innovative, and engaged. By offering Cambridge Primary, we provide a broad and balanced education, helping learners thrive throughout their schooling and life.

With up to 11 subjects in their curriculum, our primary program establishes excellent foundations for the next stage of education. It also offers numerous opportunities to foster creativity, expression, and personal well-being in various ways.

Our primary classrooms are designed for multipurpose learning, accommodating whole-group, small-group, collaborative, and individual activities. Located by the primary field with a beautiful view over the hills, the primary classrooms are convenient for a diverse range of learning experiences. The primary field, soccer field, and Manta Hall for play and physical activities are fully accessible, as well as the outdoor café and garden for outdoor learning and projects.

We implement effective vertical streaming for English and Maths, offering these core subjects in the first and second periods across primary. This approach allows our diverse students, with rich multicultural and language backgrounds, to learn in their optimal environment. They receive instruction at a comfortable and appropriately challenging level, regardless of the homeroom they belong to.

The following subjects are taught in Primary:

- English
- Mathematics
- Science
- Global Perspectives
- Digital Literacy
- Bahasa Language
- Social and Emotional Learning
- Art
- Music
- Physical Education
- Library
- Eco Club

## **Lower Secondary (Grade 7 – 8)**

We are excited to announce the pilot launch of our MIS Hybrid Secondary Program starting in Semester 2, January 2025 for grade 7-8 students. The building blocks of this program are connected and engaged by a mentored, independent, self-leaning approach.

This innovative program combines traditional secondary learning on campus with the flexibility and independence of a homeschool model, supported by a digital learning management system.

Students will benefit from the social and leadership opportunities of being part of a school community, including roles such as house captains and student council leaders. They will also engage in diverse on-campus activities like art, music, physical education, careers guidance, and social-emotional learning.

The program focuses on fostering independent study skills, self-discipline, and time management while encouraging deeper engagement through teacher-guided Socratic discussions and creative small-group projects that contribute to the school and local community.

## **Upper Secondary (Grade 9 – 12)**

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We currently do not offer an upper secondary program. However, as our lower secondary students progress to upper secondary in the near future, we will take this into consideration.

## **Indonesian Curriculum - Primary students**

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Our school exclusively follows the Indonesian curriculum for Primary students, starting from grade 1. Consequently, students will only receive reports based on the Indonesian curriculum from grade 1 onward.

In the Primary level, our school provides subjects aligned with the Indonesian curriculum, namely Indonesian, Agama (Religion), and Civics. Agama lessons are conducted once a week during Co-Curricular Activities (CCA). It is crucial to note that Agama lesson assessments, including practical and final exams, contribute to the overall student report.

Grade 6 Indonesian students will undergo school final exams at MIS. Upon completion of grade 6, students will be awarded a graduate certificate issued by our school.

## **Indonesian Curriculum – Middle School and Secondary School**

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MIS will exclusively provide Agama, Bahasa Indonesia, and Civics subjects. Any concerns or inquiries related to the grade 9 final exam should be addressed with the School Leadership Team (SLT).



## Reporting and assessment

Our assessment and reporting schedule, along with parents' conference dates, can be found below.

Reports come in two forms. End of Semester reports come at the end of each semester being half yearly in December and at the end of the academic year in June. End of Semester reports are fuller reports which provide details on progress regarding the whole semester. Progress Reports are streamlined reports which provide a snapshot of current progress and are also used to inform for the impending Parent Teacher Conferences (PTC) and Parent Teacher Student Conferences (PTSC).

All MIS teachers are available to discuss student progress at any time. Please make an appointment via email for a face-to-face meeting.

	Early Years	Lower Primary – Lower Secondary
August	Curriculum Night	Curriculum Night
October	End of Term 1 Progress Reports	End of Term 1 Progress Reports
November	PTC	PTC
December	End of Semester 1 Academic Progress Reports	End of Semester 1 Academic Progress Reports
March	PTSC End of Term 3 Progress Reports	PTSC End of Term 3 Progress Reports
June	End of Semester 2 Academic Progress Reports	End of Semester 2 Academic Progress Reports

## Newsletters

Newsletters are catered specifically to the Early Years, Primary, and Lower Secondary Schools and issued weekly for EY and twice per term for Primary and Lower Secondary Schools. They aim to provide information about what has happened, what is happening, and what is coming up in regards to our school life and community. We try and provide lots of photos so you can get a feel for what is happening in the classroom. Don't be too surprised to see a photo of your child busy learning and having fun!

## Eco School

MIS is an eco-friendly school currently registered with Eco-Schools and is in the process of attaining the Eco-Schools Green Flag accreditation. The Eco-Schools program provides a simple, seven-step framework empowering young learners to make a difference in our school, local community, and beyond. By connecting our MIS learning to three or more of the Ten Eco-Schools Topics, we aim to provide meaningful learning opportunities that prompt young learners to consider environmental changes they can make in their school and everyday lives.

Applying for Eco-Schools accreditation is the perfect way to acknowledge, reward, and celebrate the ecological achievements of young learners. It clearly demonstrates that their hard work is appreciated, providing them with the confidence and motivation needed to continue actively engaging with environmental issues throughout their lifetimes. Finally, it also communicates to local communities that MIS is forward-thinking and promotes youth-led environmental education and action.

## Technology

We embrace technology and recognize it as a powerful tool that can enhance learning and support our students in their studies. We encourage students to use technology safely to help them learn independently and facilitate communication with their teachers. Students should learn to use technology responsibly and effectively, contributing to their journey to higher education, the world of work, and their vocation.

For this reason, we expect all upper primary students and above (Grades 3+) to bring a laptop or tablet to school. Early years and lower primary students are not permitted to bring their laptops or tablets to school, but they will have access to a wealth of resources and technology on campus.

While we permit and encourage the use of laptops and tablets for learning and educational purposes, we recognize that mobile phones can be unhelpful and unhealthy distractions for students. Mobile phones are strictly prohibited in the classroom and will be confiscated if seen during lesson periods. The only exception is if the teacher requires their use as part of their pedagogy during a specific class or teaching project.

Students who come to school with mobile phones will have them safely locked away in the admin center. They will be given controlled access to their mobile phones for a short period during the lunchtime period to contact family and friends if deemed necessary.

Click [here](#) to learn more about our policy on electronic devices and social media.

## Homework

Homework plays an important role in supporting each student's success at school. It is assigned by teachers to reinforce, supplement, and extend classroom teaching into the home environment. Homework expectations for primary and secondary students will be clearly communicated by their designated homeroom teacher at the beginning of each new term.

Students are encouraged to organize their out-of-school time to ensure all home-work is completed on time. Students encountering difficulties with their home-work are advised to meet with their teachers before school starts in the morning. All homework assignments should be completed on time; otherwise, they will be subject to the action steps outlined in the school's positive behavior management policy.

## **Co-Curricular Activities**

Throughout the academic year, students of all ages at MIS have the opportunity to engage in the Co-Curricular Activities (CCA) program. Participation in CCAs is a valuable investment in the overall development and well-being of students, providing them with a more comprehensive and enriching educational and well-being experience.

Some CCAs involve community service or outreach programs, fostering a sense of responsibility and civic engagement among students. This helps them develop a broader understanding of their role in society. Exposure to various CCAs allows students to discover and cultivate hobbies and interests that can become life-long passions. This not only adds richness to their lives but also provides a healthy outlet for self-expression and creativity.

## **Mindfulness-Based Social and Emotional Learning**

We place a high emphasis on incorporating social and emotional learning into our students' daily educational experience. SEL (social and emotional learning) is the process of acquiring necessary social and emotional skills for everyday success. These skills include understanding ourselves and our abilities, using self-control, setting goals, maintaining positive relationships, having empathy for others, making positive decisions, and much more. Essentially, social-emotional learning skills are life skills, crucial in the classroom, at home, with friends, in future relationships, and beyond.

In our early years setting, discussions and guiding our young learners to practice social-emotional learning skills are crucial parts of their daily learning. As our primary and lower secondary students become more equipped to practice these skills independently, they are nurtured and guided in a safe and positive environment where making mistakes while interacting with peers and teachers is allowed. This approach encourages them to reflect on their behavior choices and consider alternative courses of action. Our restorative practice approaches ensure that students and teachers feel safe and respected in our school environment mutually.

Our Primary and Lower Secondary students receive explicit SEL (social and emotional learning) lessons weekly where they learn and practice important social-emotional learning skills. Our Primary students also come together every Friday to discuss our monthly themes (aligned with our R.E.A.C.H values) and practice their SEL skills by engaging in mindfulness practices such as meditation, yoga, and team-building games.

## **House System**

The school is divided vertically into four Houses: Sharks, Mantas, Barracudas, and Komodos. The house system is one of the most distinctive characteristics of an MIS education and is central to our school's culture and ethos. The house system

at MIS is a core component of school life, providing students with a strong sense of community, belonging, and building leadership skills.

All students are allocated to one of the four Houses, each named after inspiring animals existing in the region of West Nusa Tenggara. Each House has its own House color, a house leader, and a vice house leader.

The House system is a fun and vibrant element of school life. Students will take part in a range of House events and competitions and will meet regularly with their House peers and staff, developing a strong allegiance to their House over the course of their time at MIS. House events include sports events and competitions, charity events, team-building activities, performing arts events, and recitals. Students will accumulate points for their houses through participation in House activities and events, as well as earning house points after accumulating class-dojo points for their excellent performance within classrooms.

## **School Assemblies**

School assemblies, held regularly on Mondays and concluding each semester, serve as a unifying platform for the entire school community. These gatherings offer a multitude of benefits, facilitating effective communication of important updates, celebrating achievements, and showcasing cultural diversity. Assemblies contribute to character education, emphasize positive behavior, and provide inspirational talks to motivate students. Through guest speakers and performances, students gain diverse perspectives and experiences. These occasions not only encourage a sense of pride and motivation but also create leadership opportunities for students.

## **Field Trips**

School field trips, occurring 2-3 times a year for Early Years students and 4 times a year for Primary and Lower Secondary students, offer indispensable hands-on learning experiences beyond the classroom. These outings enrich students' academic and personal development by providing real-world applications of theoretical concepts, fostering critical thinking, and promoting social bonding. Field trips, facilitated with parent permission slips, contribute to a well-rounded education, making lessons more memorable and relevant, while instilling a love for learning and broadening students' perspectives.

## **Birthdays**

Please seek permission from the class or homeroom teacher prior to a birthday celebration and ensure that you are aware of the dietary needs of your child's peers. We ask you to consider providing healthy birthday treats (birthday cakes are acceptable) and avoid candy, lollipops, or soda, please.

## 7. Well-being, Health and Safety

### Campus Safety

We consider providing a safe school environment for students as our top priority. We have two security guards on duty 24 hours a day, along with gardeners and cleaners to ensure the campus remains safe and clean at all times. CCTV cameras are strategically placed across the campus to provide remote surveillance, ensuring visual coverage and recording footage in case of emergencies or incidents.

### Visitors to the School

School visitors should notify the administrative team or receptionist upon arrival, providing details about the purpose and relevance of their visit, along with the intended date and time. All visitors are required to check in at the reception before accessing any other areas of the school.

### Personal Property/Lost Property

While the school's security is reinforced by CCTV cameras, it is important to note that the school will not assume responsibility for any personal property brought onto the premises by students. Items such as mobile phones, iPods/iPads/Phones, laptop computers, cameras, and other valuables must be securely kept by students or left at home.

In the event of a loss, parents are advised to prompt their children to:

- Identify the last known location of the lost item (e.g., CCA, Music, Art, the library) and check whether it was inadvertently left there.
- Verify the lost property collection points in the school office and their respective classrooms.
- Inform their class teachers or homeroom teachers for immediate assistance.

After conducting these checks, please reach out to your child's homeroom teacher for further support.

A gentle reminder to refrain from bringing prohibited items to school, including games, sharp instruments, or anything unrelated to the learning environment. Any confiscated items will be held in the school office until collected by a parent or guardian.

It is crucial to understand that items brought to school that are deemed illegal or hazardous will be confiscated, and parents should be aware that severe consequences, such as isolation in the admin office or suspension, may be enforced in such cases.

## **Medical, Health, and Clinic Procedures**

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It is our school policy to promote a safe and supportive environment for all students. Our pastoral care processes are carefully designed and regularly reviewed to provide support and care for all students. All teaching and non-teaching staff undergo regular first aid training. We have a designated clinic in the school that can be accessed by students as needed for first aid treatment.

Medical information on all students is required upon enrollment from parents/guardians to ensure the school appropriately caters to students during normal school activities. Additional information will be sought for participation in excursions and trips. Any new health problems, changes to conditions, medication, or special requirements must be communicated to the school immediately.

As a school, we promote good health to our students and have clear guidelines on when a child should not come to school due to illness. We understand that young children are often in close proximity to each other, so please be reassured that we are very conscientious about our students' health and do everything we can to reduce the risk of illnesses spreading.

As a school, we exclude all students who have a temperature above 37.5 degrees Celsius and ask that they remain at home until they have been fever-free for 24 hours without medication. Students are prohibited from returning to campus with the use of fever-reducing medication. Any student with gastric symptoms (vomiting or diarrhea) must also be kept home until they have been symptom-free for 48 hours. This reduces the risk of these infections being passed on to others. Specific exclusion times for other common infective childhood illnesses, as set out illness occurs during term time, we send out notifications to the specific grades affected, reminding parents to be vigilant. Additional deep cleaning of the school environment will also be organized.

To keep your child healthy and safe throughout the day, please complete the Medical Health Record form for your child. This form provides information about any pre-existing health conditions or concerns that we may need to cater for. We ask that if your child's health status or your emergency contact details change, you contact the Admissions department immediately.

If a student becomes unwell during the school day or sustains an injury, teachers will bring students to the school clinic. The school nurse will carry out any necessary first aid, and then parents will be contacted if the child requires further medical attention from a doctor or hospital. Even if your child is well enough to return to class, they will receive a note to bring home informing you of the reason for their visit. In the case of an injury to their head or another serious condition, parents will be contacted immediately. If the school nurse agrees the student is too ill to remain in school, the nurse will call the parent to pick up.

## Head Lice

Parents should check students for head lice regularly and report any instances to the school nurse. To prevent further spreading, if a student is found to have head lice at home, they are to be sent home immediately to receive treatment at home. As soon as the number of head lice and their eggs drops, they are allowed to re- turn to campus.

## Medications

No medication will be dispensed to students by the school personnel without written permission from parents.

## Well-being & Safeguarding

Our school is committed to promoting the holistic well-being of every student, fostering an environment that supports their physical, mental, and emotional health. Our aim is to create a nurturing and safe atmosphere conducive to optimal learning and personal development, equipping our students with the tools and resilience to deal with life and flourish academically and emotionally. The school will contact parents with concerns about student well-being and has a safeguarding team who provide additional student support.

MIS recognizes our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavor to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection, and justice. We also support the rights and well-being of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Article 3 of Law No. 23 of 2002 of the Republic of Indonesia on Child Protection states:

“The protection of a child is intended to guarantee the rights of a child so that they may live, grow, develop, and participate to an optimal level in society in accordance with their value and dignity as human beings. They will be protected against violence and discrimination to ensure that they develop into qualified, noble, and prosperous Indonesian children.”

This policy describes our values and beliefs, as well as the strategies we will use to meet this commitment, including:

- Supporting staff and volunteers to understand risks and to recognize and report suspicions of child abuse and neglect.
- Implementing training about child protection and the Code of Conduct for all staff and volunteers involved with MIS.

We ask that parents familiarize themselves with our Safeguarding and Child Protection Policy on our website. Parents are important members of our school community, and it is important that they understand how we protect and safeguard our students and how they can support us in doing so.

## **Reporting Procedure**

Everyone, including children, needs to know whom they can approach to disclose and discuss abuse or seek support and advice. Members of staff must report any concerns, allegations, or disclosures of child abuse immediately to the Child Safety Coordinator, in person, by email, or telephone. A suspicion should be based on facts such as disclosure of abuse from the child or family member or professional judgment based on observations of the child. The Child Safety Coordinator will then make a referral to the appropriate authority.

Mandalika Intercultural School has appointed Ms. Miwa Bradshaw as the Child Safety Coordinator. She will be the first point of contact to provide advice and support to children, parents, and employees/volunteers regarding the safety and well-being of children.

The Child Safety Coordinator will:

- Take seriously any concerns or complaints reported.
- Support the child, staff, or other parties making the complaint.
- Listen to the wishes of the child.
- When appropriate, work in partnership with the parents or other caregivers to protect the child.
- Act on all complaints/concerns immediately.

## **Meals, Snacks, and Water**

A child's physical and intellectual development is closely linked to maintaining a balanced and nutritious diet. Therefore, all students are expected to partake in lunch, as eating together is an important part of the school's culture.

MIS currently does not have an exclusive lunch provider. As a result, the responsibility for ordering lunch for students rests solely with their families; the school cannot assume this role.

For morning snacks and lunches, please ensure that only healthy and nutritious food items are provided. Instant pot noodles are strongly discouraged as they offer minimal nutritional value and may pose a safety hazard due to the hot water required.

Families who drop off their children's lunches should place them on the designated drop-off table by the cafeteria before 12:00 PM. Additionally, the school accommodates and respects fasting practices during the holy month of Ramadan.



Children have a smaller reserve of body fluids compared to adults, highlighting the importance of regular hydration. Students have convenient access to free water refill stations to replenish their bottles. To prioritize health and hygiene, it is essential that students bring their water bottles daily.

## **Smoking and Alcohol Use**

Smoking is strictly prohibited within the school premises, including car parks, for all members of the school community—students, staff, parents, guardians, and drivers alike. As an integral aspect of our school’s health education program, we are dedicated to enlightening young minds about the hazards associated with cigarette smoking.

We anticipate full support from MIS parents in reinforcing this crucial health education message. Students wearing the MIS school uniform are strictly prohibited from smoking on school grounds or in public. Under no circumstances are students allowed to smoke within the school premises or in any areas adjacent to the campus, including warungs. Failure to adhere to this rule may result in warnings and potential suspension from school.

Furthermore, students are prohibited from possessing or using any form of alcohol or illegal substances on campus or during any school-related activities. Non-compliance with this regulation may lead to potential suspension from school.

## **Parents’ Dress Code**

Parents are encouraged to maintain a respectful and modest dress code while on school premises. We believe that dressing appropriately contributes to creating a positive and professional environment within our school community.

We request parents to consider the following guidelines when choosing their attire:

- **Modesty:** Please choose clothing that is modest and avoids excessive exposure. Refrain from overly revealing or provocative attire.
- **Respect for Cultural Sensitivities:** Be mindful of cultural sensitivities within our diverse community. Avoid clothing that may be considered offensive or inappropriate in a multicultural setting.
- **Comfort and Practicality:** While we encourage respectful attire, we also recognize the importance of comfort and practicality. Please choose clothing suitable for various school activities and weather conditions.
- **Role Modeling:** As parents, you play a significant role in shaping the school environment. Your choice of attire serves as a model for our students. We appreciate your cooperation in creating a positive atmosphere within our school community.

## Social Media

We prioritize the safeguarding of all our students, and respecting privacy is a fundamental aspect of our commitment. Some parents have chosen not to grant permission for the use of their children's images and/or names online.

We kindly request that parents refrain from capturing videos or photos of other students during school hours or events for personal online posting. Additionally, our staff members have a right to privacy, and we ask for your consideration in seeking their permission before sharing their images online.

To maintain professionalism and uphold privacy standards, MIS staff members are not authorized to share their personal contact details, including email and WhatsApp, with parents. We appreciate your understanding and request that all communication with staff be conducted through official school channels.

## Emergencies and Drills

Child and community safety always remains our top priority. To ensure preparedness for various potential emergencies, regular drills are conducted monthly. In our specific context in Lombok, these drills predominantly focus on earthquakes, tsunamis, lockdowns, and volcanic eruptions.

If a parent or community member happens to be present at the school during a drill or an actual emergency, it is crucial to carefully follow staff instructions. Missteps in such situations could pose a risk to lives, especially through unsafe searches for individuals who may appear to be missing.

It's important to note that in the unlikely event of a natural disaster, communication lines may be temporarily disrupted. However, rest assured that we will continue to care for children until they are safely collected.

## 8. Parent Support Group

MIS recognizes that parent involvement is crucial for our students' success and the success of the school as a whole. All MIS parents are encouraged to become actively involved with the school through the Parent Support Group (PSG). Through the PSG, parents work in partnership with the school to support a range of school programmes and special events. The PSG coordinates parent workshops, charity events and fundraising, as well as social gatherings involving the school, parents and the community.

The aims of the PSG are to advance the education and welfare of the students by:

- Promoting close cooperation and communication between parents and teachers.

- Studying and discussing matters of common interest related to education and student welfare.
- Engaging in activities that support and advance the education of students in school, including fundraising and after-school activities.

## 9. Finances and Administration

Please ensure thorough review of the current fee details provided in the links below to ensure comprehensive understanding of all associated policies and procedures. Failure to settle overdue fees may lead to the withholding of reports and examination results, as well as potential exclusion of students from school. This action will be taken after a series of reminders have been sent via email and phone communication has been initiated by the school.

[Annual Fee Schedule 2024/25](#)





Mandalika  
Intercultural  
School

# REACH for a Better World



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