



2020-21



















Our Vision

To be an **outstanding learning community** that is **internationally-minded**, inspiring **all members** to **achieve their potential**.

Our Mission

At Bangkok Prep we will ensure that:

learners will reach their full potential both academically and in preparation for life beyond Bangkok Prep;

we will provide an enriched curriculum in which innovation, sustainability, creativity and health are highlighted;

we will inspire students to achieve their best through collaborative learning in a safe and enjoyable learning environment;

we will develop globally minded, passionate learners who uphold the Bangkok Prep Life Values of being honest, holding high moral standards and having integrity and empathy towards others.





















School Background

Bangkok International Preparatory & Secondary School (Bangkok Prep) was founded in 2003 by two educators who had previous extensive experience in international education in Thailand and Vietnam. Friends and family members who shared a similar vision and philosophy also expressed a genuine interest in supporting the venture.

The school was the recipient of the 2009 Prime Minister's Award for Best Service Provider in International Education in Thailand. It is accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC) and is a member of many Thai and International affiliated agencies and associations. The school is a prominent member of FOBISIA and competes successfully in BISAC with other prestigious international schools in Bangkok.

The school is in a very strong position with a growing student body, year-on-year improvement in student outcomes, and staff retention at its highest in the school's history. Fundamentally, the school's success has been due to a team of dedicated staff who have made the school what it is today. The current staff body are characterised by their commitment, excellence and dedication to an exceptionally unique student body.

The school has been fortunate enough to benefit from the leadership of some high-profile and respected Heads of School: Keith Wecker (former Head of School at NIST International

School, Bangkok) led the school through a period of considerable growth and improvement between 2007 and 2014. Equally, Val Thomas-Peter (former Head of School at Alice Smith School, Kuala Lumpur) led the school between 2014 and 2018 and oversaw the opening of a new Secondary Campus, an increase in academic standards and a significant rise in student numbers. Similarly, Duncan Stonehouse has a wealth of leadership experience in highly-respected British international schools, and is currently the Head of School at a particular exciting time in the school's history. The school's current leadership team is well-established with the average length of service being seven years.

School Structure

The school is proprietary, with shareholders providing significant initial financing for the securing of the prime residential site and ongoing facilities construction. One of the major shareholders is the License Holder, Khun Patrada Yomnak ('Khun' is the Thai term for Mr or Mrs) who liaises closely with the Head of School. The school is governed by a Board of Directors and an Executive Board, comprising seven trustees, License Holder, Parent Representatives and the Head of School. The Executive Board meets at least once per term and reports back, via the Head of School, to the school community. The current Head of School has an excellent working relationship with the Thai License Holder and the members of the Executive School Board and Directors.



















Management Structure

The Senior Management Team comprises six members, each of whom has significant management experience in British International Schools. The Head of School, Duncan Stonehouse, who chairs the SMT, has been associated with international schools for over 13 years and joined Bangkok Prep in August 2014 having worked in the Senior Management Team at The British School Al Khubairat in Abu Dhabi. He is also the Co-Chair for Professional Development for the International Schools Association of Thailand (ISAT).

The License Holder, Patrada Yomnak, holds a Master's Degree in Education and has been previously associated with other international schools in Bangkok and Hanoi. She had held a senior administrative position at the Ministry of Education. She has been involved in teaching and as an advisor at Chitralada Palace School. She is currently Co-Chair of the Government Liaison Committee of the Executive Committee of ISAT.

The Head of Secondary is Tia Court-Smith, a UK national, who took up the position in August 2019. Prior to this, she was Deputy Head of Secondary at Bangkok Prep.

The Head of Primary is Brad Owen, a UK national, who took up the position in August 2017. Prior to this, he worked in British Schools in Shanghai.

The Deputy School Manager, Mike Supat Rajkich, is a Thai national who was educated and employed overseas. He has been employed at the school for 10 years and overviews the campus, admissions office and many other aspects of school management. He speaks three languages.

The Assistant School Manager, Pim Yomnak holds a second Master's Degree in International Education Administration. She has been employed at the school for more than 10 years and overviews the Marketing Department, campus development, and many other aspects of school management.

Staff

Currently there are approximately 150 expatriate staff, a team of Thai language teachers, and a generous number of Teaching Assistants and Learning Mentors. The majority of teaching staff are UK nationals and most have had prior experience in other international schools. The school, like most international schools in Thailand, has a sizeable proportion of second language speaking students. The school limits the number of students with learning obstacles and provides additional Learning Support when necessary. Prospective teachers are expected to differentiate for the level of emerging English speakers in classes and adapt their teaching styles accordingly.

















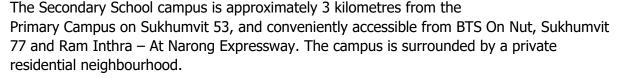


School Description and Facilities

Bangkok Prep accepts children from 3 to 18 years of age. The school follows the EYFS in Early Years, the National Curriculum for England for Key Stages 1-3, and students work towards I/GCSE qualifications in Years 10 and 11, and A Levels in the Sixth Form (Years 12 and 13).

The Primary Campus occupies possibly the most central and easily accessible site of all international schools in Thailand. Located adjacent to the BTS Skytrain station, Thong Lor, it provides convenience as well as a safe and secure location in one of Bangkok's most desirable residential neighbourhoods in Sukhumvit Soi 53.

Our Primary Campus houses a range of learning spaces available to teachers and children including modern spacious classrooms and specially designed 'break-out spaces' to develop collaborative learning opportunities. Our EYFS facilities now include open planned learning spaces with exclusive indoor and outdoor learning facilities. We have a well-stocked library and online digital library, an outside games field with synthetic astroturf, a seated Auditorium – complete with an array of audio-visual equipment, Black Box drama facilities, purpose built art and music facilities and our very own 25-metre Primary swimming pool.



The state-of-the-art technology and facilities that are available at the new Bangkok Prep Secondary Campus feature modern classrooms and science labs, a full-sized sports field, a 50-metre swimming pool, tennis courts, a sports complex, a creative arts, drama and music centre and an auditorium.

School Size and Environment

The school has over 53 different nationalities in its student population: the largest being Thai, followed by significant numbers in the British, Australian, Korean, Japanese, American and Indian communities.

At present, the enrolment is approximately 1,250 students from Nursery through Year 13 with interest in the school growing year-on-year. The recent separating of the Primary and Secondary Campuses has enabled the school - having previously been operating at capacity - to increase its enrolment. The school has maximum class sizes of approximately 22 students, with five or six classes/forms in most year groups. The students are a delight to teach. Like most international schools in Thailand, the many of students are second language English speakers. However, English is the language of instruction.



















Curriculum

The school offers the National Curriculum of England which it adapts to the needs of the student population. In Secondary, I/GCSE is offered as a precursor to A Levels, leading the students towards university education.

We provide an adapted English curriculum that is internationally relevant and academically rigorous. We consider the whole child, developing students' strengths and helping them to overcome their weaknesses with a strong and supportive formal and informal curriculum.

As an international school it is important that our curriculum reflects the spectrum of cultures and nationalities that are represented in our community, whilst remaining true to our English curriculum roots. We have a strong focus on being 'Internationally Minded' and endeavour to deliver a significant proportion of our curriculum in an international context.

In addition to this, Bangkok Prep is also committed to the development of a sustainable global community. Our curriculum is rich and varied, interweaving our Life Values and placing emphasis on the skills needed to become responsible global citizens. We are committed to the promotion of the UN's Global Goals for Sustainable Development, interweaving the goals within our curriculum and actively seek opportunities to not only develop our children's understanding of global issues, but to encourage and empower them to take action.



Accreditation

The school was granted full 10-year accreditation status in March 2011 with joint Accreditation by CIS (Council of International Schools) and NEASC (New England Association of Schools and Colleges) as well as ONESQA (Thai Quality Assurance). As well as being an authorised examination centre, the school is a member of ISAT (International Schools Association of Thailand), TISAC (Thailand International Schools and Activities Conference), and BISAC (Bangkok International Schools Athletic Conference). The school is an active member of FOBISIA (Federation of British International Schools in Asia) and regularly takes part in its activities across the region, as well as some senior members of staff being involved in key committees. The school's membership of FOBISIA also affords us excellent CPD opportunities.

The school has an upcoming accreditation visit from CIS in 2021 for which it is currently preparing.

Student Performance

As a school, we believe that examination results are not everything. However, equally, we are incredibly proud of how our students perform. Results in recent years have shown year-











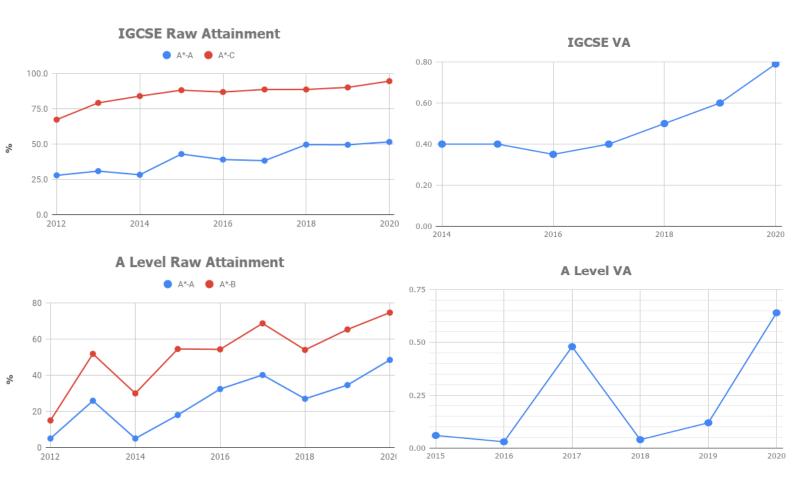








on-year improvement, with value-added attainment being a particular strength of student performance. The graphs below give some indication of how well our students perform:



School Year and Day

The school operates a northern hemisphere academic year from mid-August to late June. Classes begin from 07:45 in Primary and 08:00 in Secondary. An extensive Extra Curricular Activities programme for students is offered each day. Some activities are outsourced to local providers. Each teaching staff member is required to offer at least one Extra Curricular Activity per week, with additional remuneration for additional approved activities.

Finances

The school is in the very enviable position of being financially stable, with additional support by the major shareholders. The school's enrolment has been increasing each year and the Board has ensured that tuition fees are kept at a competitive level commensurate with the other schools of a similar size and reputation within Thailand. The school faired incredibly well in the COVID-19 crisis with student numbers remaining highly stable and even increasing between the previous and current academic years.





















Strategic Planning

The school's strategic plan has been established in line with the identified vision of being 'an outstanding learning community that is internationally-minded, inspiring all members to achieve their potential'. The Philosophy and Objectives and Life Skills statements can be found on the website. The strategic development plan links both sections of the school for future developments. It covers the following six key areas:

- 1. Leadership and Governance
- 2. Safeguarding
- 3. Outstanding Learning
- 4. Staffing and Staff Development
- 5. Wellbeing and Community
- 6. Infrastructure, Resources and Communication

Conditions of Service

The 2021-22 full-time teachers' remuneration and benefits package is contained in Appendix 1. Newly recruited staff are placed on the salary scale Point according to prior full-time teaching experience with maximum entry level at Point 6. One additional Point can be awarded for an approved Master's Degree. All salaries are paid entirely in Thai Baht which is readily convertible to major foreign currencies. Taxation is according to Thai law and an example of calculation is included in Appendix 3. Some UK staff recruited directly from the UK may be eligible for taxation rebates. The cost of living in Bangkok is much lower than Western cities and the salary provides for a comfortable lifestyle for the employee. A housing accommodation subsidy is provided for all teaching staff and most staff live within a short distance of school. Taxis are cheap and plentiful, but staff residing in Bangkok for a reasonable period of time often purchase motorbikes or cars. For overseashired staff, airfares are provided at the commencement and conclusion of a two year contractual term, together with a mid-contract cash professional allowance payment. Health insurance is provided for the employee, as well as the costs of obtaining the various work permits and teaching license. A bonus incentive is provided for staff renewing beyond the initial two-year period. Full details are provided in contracts.

Responsibility Allowances

The school has identified numerous positions within both the Primary and Secondary schools where paid Positions of Responsibility (POR) are offered on a yearly basis. These positions offer successful applicants experience in middle level management and recipients report direct to their line manager and the Head of Primary or Secondary.

Contractual Requirements

Full requirements and conditions are contained in contracts. Full-time Primary teachers are expected to be on the campus between 07:15 and 16:00, and Secondary teachers are



















expected to be on the campus between 07:30 and 16:15. Teaching staff are expected to teach up to an 80% timetable, and may take on class tutor group responsibilities. Staff are also required to undertake duties.

Staff Meetings

Primary staff meetings commence at 14:45 and Secondary staff meetings commence at 15:25 once a week after school until about 16:15. Other subject/year group meetings may be held during the school day or after school.

New Staff Arrival and Orientation

Staff recruited to commence the new school year at Bangkok Prep will receive further details in a booklet entitled 'New Staff Arrival and Orientation Information 2020-21'. Key points covered will include

- Pre-arrival preparation and paperwork
- Non-Immigrant B Visa procedures
- Work Permits
- Taxation and entitlements
- Accommodation
- Helpful hints on Thailand and Thai Culture/customs
- Bank opening
- Medical services

Life in Bangkok

School-Living

The Primary Campus is located on the corner of Soi 53 and Sukhumvit Road. Its central position, directly adjacent to the modern and efficient skytrain BTS station Thong Lor, makes access to Bangkok life so easy. The Secondary Campus is situated near Soi 77 in the newly established T77 residential complex. It is close to the BTS Station On Nut. Both campuses are situated in one of Bangkok's upmarket residential areas (Sukhumvit) which is in the centre of much of Bangkok's shopping, restaurants, plazas, and embassy expatriate life. Taxis are air-conditioned and very cheap and getting around in non-peak hour traffic is quite reasonable considering the size of the city.

Most teachers live in apartments within a 2km radius of each campus, and, as well as using the above modes of transport, some have bought cars or motorbikes. The side streets (sois) are alternate ways of travelling rather than using the main Sukhumvit Road. These sois are clearly labelled in English numbers and follow a logical sequence. An underground railway system also opened up a few years ago and provides alternative transportation. The new modern airport, Suvarnabhumi, is located on the same side of the city as the school and access time to the airport is now only 30-40 minutes.



















and affordable on your salaries if you so wish.

Apartments

Apartments are comfortable and air-conditioned and are generally well-furnished. Prices vary significantly and you will be given assistance and advice upon arrival on the range and style of apartments. Rents are negotiable and the accommodation allowance assists you in your living style. Some staff try to live within their accommodation allowance, whereas others are prepared to pay extra for their personal lifestyle preferences. Accommodation costs are generally a little cheaper the further you move away from the Sukhumvit Road area. Home help and cleaners are readily available

Eating and Shopping

Both campuses are located within easy distance of supermarkets and shopping centres. A wide range of international food and supplies are available, as well as fresh local produce. Bangkok has taken on a very sophisticated style over the past 10-15 years with superb restaurants catering for all culinary tastes, great nightclubs/pubs/and cinema centres showing the latest movies at a very reasonable price. There are numerous balls and dinner dances throughout the year catering for celebration of expatriate national events days (St Patrick's Ball, St Andrew's Ball, St David's Ball, Rugby Club Balls etc.) – a good chance to dress up and join a table at one of the many five star hotels in town.

Weekends/Vacations

Whilst Bangkok offers so much to do, many staff try to get out of town for a weekend or long weekend to the beaches or islands. The Eastern Seaboard is now very accessible by public bus or hiring a taxi and Pattaya, Rayong, or Koh Samet are only 2-3 hours' drive away. Additionally, Hua Hin, Cha Am on the southern beaches are also 2-3 hours' drive/or train away. Chiang Mai in the north is a 1 hour flight, and Phuket and Koh Samui have regular flights. Culturally historic cities of Sukhothai, Ayutthaya and Kanchanaburi are wonderful places to visit.

Bangkok is also a hub for flights to Laos, Vietnam, Myanmar, Nepal, Singapore, Hong Kong or Malaysia – all no more than 2.5 hours' flight time. Australia is only a 9 hour flight away to Melbourne or Sydney. Hotel/bungalow accommodation costs within Thailand are affordable and negotiable. The quality of expatriate life in Bangkok is good and should not be compared with the Bangkok that tourists see! Most staff finds their social niche in Bangkok and thoroughly enjoy life here. Sporting clubs (football, rugby, tennis, gyms etc.) are all readily accessible for those wanting a more active life.

Bangkok is what you make of it! It is a great city waiting to be explored!



















Appendix 1 **Remuneration and Benefits** 2021-22

Salary	Point	Years Prior Teaching	Monthly Gross (THB)				
	12	-	120,000				
	11	-	118,000				
	10	-	116,000				
	9	-	114,000				
	8	-	112,000				
Gross salary paid	7	-	110,000				
monthly (pro-rata) on last working day	6 (Max entry)	6+	108,000				
last working day	5	5	105,000				
	4	4	103,000				
(Max entry: Point 6)	3	3	101,000				
	2	2	99,000				
	1	0< 2	97,000				
	Α	NQT	93,000				
	В	NQT	91,000				
Accommodation Allowance	37,000 THB gross (first two-year contract), increasing to 42,000 THB gross for second and subsequent contracts.						
*Air fares (Employee)	Start of contract – least cost economy, one way from approved point of origin. End of contract – least cost economy, one way flight to approved point of origin. Contract renewal – least cost economy, return flight to approved point of origin and Bangkok. Dependent non-working spouse eligible.						
*Shipping Allowance	15,000 THB gross upon arrival, and departure after three or more years' service.						
*Relocation Allowance	15,000 THB gross for overseas-hired employee upon arrival.						
Mid - contract Professional Allowance	56,000 THB gross paid at the end of the first year of the initial two-year contract. The allowance will be paid in subsequent contracts providing a flight entitlement is not paid.						
Bonus	10% of gross salary, including any POR, for a two-year extension beyond the initial two-year contract (paid at end of fourth year).						
Health Insurance	Premium paid for expatriate teaching employee only. Covers all provinces in Thailand (subject to limitations). Subsidy paid (12,000 THB) towards dependent non-working spouse and child/ren medical (options).						
Lap Top Computer	Provided for staff as indicated on the contract.						
Activities Payment above contract obligations	Payment according to established rates for second and subsequent approved Extra Curricular Activity offerings.						
Position of Responsibility Allowance	Ranging from 2,000-25,000 THB gross per month, depending upon position.						
Permits	Initial single non-immigrant B visa – paid by the employer for the employee and legal dependents. Renewal of non-Immigrant B visa – paid by the employer for the employee and legal dependents.						



















	Work Permit – paid by employer annually			
	Teaching License – paid by the employer annually			
	Multiple Re-Entry Permit – paid by the employer once per academic year, if requested.			
	Overstay fees are the responsibility of the employee			
	Initial accommodation (up to 10 nights) paid for by employer for employee and approved dependents.			
Upon Initial Arrival	Initial medical examination (required for work permit)			
	Initial photographs (required for permits)			
Dependent Children Education	Tuition fees only provided for up two eligible dependent children			

^{*}Applicable for overseas-hired staff only



















Appendix 2 POR Structure 2021-22

Position	Allowance (THB Gross/month)
POR 7 – Assistant Head	25,000
POR 6 – Key Stage Leaders	20,000
POR 5 – Faculty Leaders	16,000
POR 4 – Year Leaders	12,000
POR 3 – HOD + 4	9,000
POR 2 – HOD + 2	6,000
POR 1 – Special Projects	1,000-2,000



















Appendix 3 Sample Approximate Tax Calculation

For a 12-month fiscal year (January-December)

- Single employee
- Individual approximate taxation will be determined by the school upon your arrival

Deduction before tax

Employment standard deduction: 100,000 THB
Personal allowance: 60,000 THB
Non-Working Spouse allowance (legally married): 60,000 THB
Child allowance: 30,000 THB

Calculation of tax

Taxable income = Gross income – Deductions (using data above), where Gross income includes salary, housing allowance, professional, mid-contract allowances, bonus, etc.)

- First 150,000 THB of taxable income is taxed at 0%
- Taxable income over 150,001 THB up to 300,000 THB is taxed at 5%
- Taxable income over 300,001 THB up to 500,000 THB is taxed at 10%
- Taxable income over 500,001 THB up to 750,000 THB is taxed at 15%
- Taxable income over 750,001 THB up to 1,000,000 THB is taxed at 20%
- Taxable income over 1,000,001 THB up to 2,000,000 THB is taxed at 25%
- Taxable income over 2,000,001 THB up to 5,000,000 THB is taxed at 30%
- Taxable income over 5,000,001 THB is taxed at 35%

Example (Single hire)

(Salary 100,000 Baht + Housing Allowance 30,000 THB = 130,000 THB per month)

Gross income = 1,560,000 THB Deductions before tax = 160,000 THB

Therefore, Taxation Income = 1,560,000 - 160,000 = 1,400,000 THB

Tax on first 150,000 = 0% of 150,000 = 0 THBTax on next 150,000 = 5% of 150,000 = 7,500 THBTax on next 200,000 = 10% of 200,000= 20,000 THBTax on next 250,000 = 15% of 250,000 = 37,500 THB = 20% of 250,000 = 50,000 THBTax on next 250,000 = 25% of 470,000Tax on next 26,000 = 100,000 THB = 215,000 THB Therefore Total tax Therefore Net Income = 1,560,000 - 215,000= 1,345,000 THB

N.B.: approximate only, dependent on previous employment status (if within Thailand) and subject to any other additional allowances (e.g. gross professional mid contract allowance, gross POR, gross bonus, etc.)



















Appendix 4 2021-22 School Calendar

School	Calen	dar Ad	caden	ic Ye	ar 20	21-22		As of 22nd November 2019
Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Important Dates
							1	2nd: New overseas staff arrive
	2	3	4	5	6	7	8	43rd - 13th: Overseas-Hired Staff Induction
August	9	10	11	12	13	14		12th: Mother's Day - holiday
2021	16	17	18	19	20	21		16th - 18th: Staff Training Days (no classes)
	23	24	25	26	27	28		18th : New Students' Orientation
	30	31						19th: Term 1 commences
		Ţ,	1	2	3	4	5	21st Aug: ECA Expo
	6	7	8	9	10	11	12	220174891 2011 2740
September	13	14	15	16	17	18	19	
2021	20	21	22	23	24	25	26	
	27	28	29	30				30th: Staff Training/Team Building (no classes)
				- 50	1	2	3	1st: Staff Training/Team Building (no classes)
	4	5	6	7	8	9	10	13t. Stair Franking, Feath Ballaing (no classes)
October	11	12	13	14	15	16	17	13th: Anniversary of King Rama IX's Passing - holiday
2021	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	25th: day in lieu of 23rd Chulalongkorn Memorial Day - holiday
	1	20	3	4	5	6	7	25th. day in fied of 25rd Chulaiongkorn Methorial Day - Holiday
	8	9	10	11	12	13	14	
November	15		17		19			
2021		16		18		20	21	
	22 29	23 30	24	25	26	27	28	
	29	50		_	_	-	-	
			1	2	3	4	5	6th: day in lieu of 5th December (Father's Day) - holiday
December	6	7	8	9	10	11		10th: last day of Term 1
2021	13	14	15	16	17	18		13th December - 31st: Term 1 break
	20	21	22	23	24	25	26	
	27	28	29	30	31			31st : New Year's Eve - holiday
						1	2	
	3	4	5	6	7	8	9	3rd: Term 2 commences
January 2022	10	11	12	13	14	15	16	
January 2022	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
		1	2	3	4	5	6	1st: Chinese New Year
February	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	14th - 18th: half-term break
2022	21	22	23	24	25	26	27	16th: Macha Bucha - holiday
	28							
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
March 2022	14	15	16	17	18	19	20	
i idi dii Edee	21	22	23	24	25	26	27	
	28	29	30	31	23	20	2/	
			30	7.	1	2	3	1st: last day of Term 2
	4	5	6	7	8	9		4th - 15th: School breaks
April 2022	11	12	13	14	15	16		6th: Chakri Memorial Day - holiday
April 2022	18	19	20	21	22	23		13th - 15th: Songkran - holidays
	25	26	27	28	29	30	24	The state of the s
	43	20	- 4/	- 20	- 29	30	1	17th: Easter / 18th: Term 3 commences
	2	2	4	F	<i>c</i>	7	0	4th: Coronation Day - holiday
	2	3		5	6		8	4th: Coronation Day - holiday
May 2022	9	10	11	12	13	14	15	and the card was on the LA LEI
10 2000 P 000000 - 500	16	17	18	19	20	21	22	16th: day in lieu of 15th May (Visaka Bucha) - holiday
	23	24	25	26	27	28	29	
	30	31		_			_	
			1	2	3	4	5	3rd: HM The Queen's Birthday - holiday
June 2022	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				29th: last day of school
July 2022					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	27th: day in lieu of 13th July (Asalha Bucha) - holiday
	18	19	20	21	22	23	24	28th: HM The King's Birthday - holiday
	25	26	27	28	29	30	31	29th: day in lieu of 1st May (Labour Day) - holiday

Total: 182 School Days

Colour Codes

School Vacation Days First/Last day of term for New staff arrive New staff Induction Days Weekends

Public Holidays - office closed / no classes

Staff Training Days - no classes

note: Calendar dates may be altered if the Thai Government announce changes to public holidays.

































