



Welcome to

Wellington College Bangkok



JUNIOR SCHOOL

Academic Year 2025 - 2026

WELCOME TO WELLINGTON COLLEGE BANGKOK

We are excited to welcome you to Wellington College Bangkok Junior School.

This Handbook aims to tell you everything that you need to know regarding your child's experience when they start school, however if you have any further questions then please just ask. We are always here to help.

ARRIVAL AND COLLECTION

ARRIVAL (beginning of the day)

Arrival for students from Year 1 upwards begins at 7.00. Students should not arrive before this time as adult supervision is not available. Students from Year 1 upwards enter the school independently, saying goodbye to their parents at our student entrance gate or Skylight Building entrance (Years 5 and 6 only). This gate remains open until 7.25, at which time students will need to enter through the Lobby areas.

Between 7.00 and 7.15, Junior School students play on the Front Field area (weather and AQI allowing). At 7.15, the bell will ring, class teachers will arrive and the children will line up to go to their classroom.

Registration starts at 7.20 and closes at 7.30. Any child who arrives after this time will be logged as late.

Every day will begin with 1:1 reading/ continuous provision (Years 1 and 2) or Prep (Years 3 to 6), followed by THRIVE (our wellbeing programme). We have specifically designed this programme to provide all children with the best start to their day, so please arrive on time to ensure your child does not miss out on any of their learning opportunities.





COLLECTION (end of the day)

The school day has staggered finish times to support the ease of collection.

Year 1	14.55
Year 2	15.00
Years 3 and 5	15.40
Years 4 and 6	15.45

All children in Years 1 to 4 should be collected promptly from the Junior School Dining Hall at their collection time. Years 5 and 6 can be collected from the Theatre Plaza area.

Anyone collecting a child must show their school ID before teachers are able to dismiss children. Parents must inform the Class Teacher if there will be a change to the regular collection arrangements, providing ID for any unknown adults.

Students who travel by school bus will be taken by an adult onto the bus, where they will be checked in by the Bus Monitor.

Students who take part in Wellington Extra will be taken to their activities by school staff at the end of the school day. Parents should therefore collect at the end of these activities:

Years 1 and 2	16.00
Years 3 to 6	17.00

EARLY COLLECTION

Occasionally you may need to collect your child early. Where possible please inform the Class Teacher in advance so that we can adjust your child's schedule accordingly.

Please report to the Junior School Reception Desk (Years 1 to 4) and Skylight Building Reception Desk (Years 5 and 6) on arrival where our team will contact the Class Teacher and a school adult will accompany your child to meet you.

For safeguarding reasons, we cannot allow parents to collect from the classroom during the school day.



ABSENCE

When a child is absent from school, parents should use 'InWellington' – our parent communication tool - to complete an absence request form (further information regarding this can be found under our 'Stay in Touch' section below). This information will automatically be sent to our school office and your child's class teacher so that they are aware of the absence.

Please include the reason for absence and anticipated length of leave. If we have not received communication by 8.00, the School Secretary will phone home to ask where a child is.

MEALS

Our weekly menus are shared with parents within our '**Week Ahead**' newsletter, as well as through '**InWellington**'.

SNACK TIME

A healthy snack and fresh milk are provided for all children in both the morning and afternoon, according to the schedule for the year group.

LUNCH

Lunches are prepared onsite and provide nutritious and appetising options appropriate to children. Children will sit with other members of their year group or House, and will be expected to demonstrate proper table manners whilst enjoying their lunch. Students with allergies and dietary restrictions will have meals prepared for them specifically.

Please note that we operate a **nut-aware campus** and, for this reason we ask that no supplementary food or snacks are sent in with children at any time.

FOR EACH SCHOOL DAY YOUR CHILD WILL NEED

- Water bottle (refillable)
- Sunhat – Wellington follows a strict 'Play Safe, Wear a Hat' policy. If your child is not in possession of a sunhat, they will have to stay indoors or in the shade for their own health and safety
- Their swimming kit or PE kit on their class timetabled days
- Reading book and reading diary

They do not need pencil cases or writing tools as these are all provided by the school.

Please label all your child's belongings so that we are able to return them should they go missing.

Money must not be brought to school unless required for a fundraising event.



UNIFORM

We believe that our school uniform promotes a sense of pride in our school and solidarity between students. School uniform is expected to fit the student appropriately, be cleaned on a regular basis. It cannot deviate from the style and colour choices. Students are expected to present themselves in a neat, clean, and professional manner at all times.

In Years 1 and 2, children may wear a safe shoe for play outside. These are ideally a black leather shoe or trainer.

From Year 3 upwards, these must be black shoes - students can also bring in trainers to change into for break and lunchtimes.

On PE and swimming days, all children can wear their PE kits to school.

School uniform and sports kits are available exclusively from our school shop. Specific uniform requirements can be found on the school website.

House shirts are required on days where events and competitions take place. Please look out for email updates.

JEWELLERY/ MAKE-UP

For safety reasons no jewellery may be worn by Junior School students except with explicit permission from the Head of Junior School. Make up and nail varnish is not appropriate and should not be worn at school.

HAIR

Hair is to be clean, neat and tidy at all times. No excessive use of hair styling agents i.e. gel, mousse, hairspray, wax and other hair products for unconventional or unnatural hairstyles is permitted.

Haircuts should not be distracting in any way and may not hang over the eyes. Hair colour must be consistent with natural hair colour.

Hair of shoulder length or longer is to be worn tied back as a health and safety measure.





CURRICULUM

Our students follow the National Curriculum for England and Wales. This rigorous program builds year on year, leading to internationally recognised qualifications at 16 (iGCSEs) and 18 (A Levels).

Students study English, Maths and wellbeing daily, building on their skills as the year progresses. History, Geography, Science, Art and Computing are taught throughout the year using a thematic approach to engage and inspire students.

PE (including swimming), Thai, Mandarin, Music, Library and Science (from Year 3) are taught by Specialist Teachers. Art and Computing specialist teaching is also provided from Year 3 upwards.

Each half term teachers will provide a Curriculum Leaflet with information for the upcoming units of work. They will also provide a weekly newsletter each Friday afternoon at 16.00, detailing upcoming learning for the following week.

THE SCHOOL DAY

YEARS 1 AND 2

7.00 – 7.20	Arrival
7.20 – 7.30	Registration
9.20 – 9.50	Break Time
11.45 – 12.435	Lunch Time
14.30 – 14.50	Afternoon Snack Time
15.00	Collection

YEARS 3 TO 6

7.00 – 7.20	Arrival
7.20 – 7.30	Registration
9.55 – 10.25	Break Time
12.40 – 13.30	Lunch Time
15.25 – 15.30	Afternoon Snack Time
15.45	Collection



ENRICHMENT

Enrichment is an opportunity for students to further deepen their understanding and interests in subjects across the curriculum, or perhaps have the opportunity to try something new that they would not normally have the chance to do.

Students in Years 1 and 2 can select Enrichment activities once a week, and those in Years 3 to 6 twice a week.

Prior to the start of each term's Enrichment, children are supplied with a list of options for their phase in the school – these range from language learning to sports, from the arts to technology. All activities are run by school staff and, where necessary, these staff have the appropriate qualifications to teach their activity.

PREP

Students in Year 3 and above have one lesson of Prep at the start of every day. Prep is similar to homework in many ways – providing students with an opportunity to apply their understanding of concepts taught in lessons with increasing independence. The difference, however, is that as this learning is conducted within the school day and with the availability of their class teacher and ALT, students can be supported and challenged as required.

Sessions take place in classes or year groups and are designed to meet each individual student's requirements.

Although we expect that the majority of Prep should be completed at school, unfinished tasks and other home learning will sometimes be sent home for completion. Children throughout the Junior School are also expected to read every night to support their progress in this foundational subject area.





HOUSES AND PASTORAL CARE

Pastoral care at Wellington is central to our ethos - it affects and influences every aspect of our role as educators, as well as the developmental process of the students in our care. We understand that each student is unique, with individual needs, potential, limitations, circumstances, feelings, opportunities and expectations. Our ethos is to be concerned for the child as an individual and to develop the all-round potential that is within them.

The four Houses at Wellington College International Bangkok are selected from the 17 houses established by our parent school in England. Wellingtonians undoubtedly feel that their House is very much their home within the school and it is a real strength when every student feels that their House is the best.

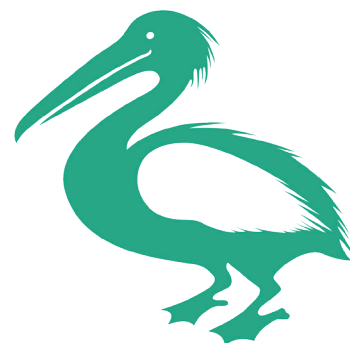


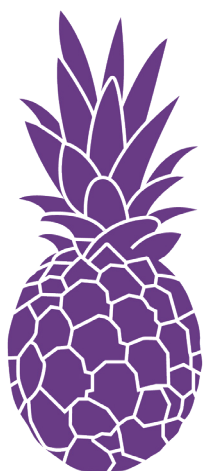
STANLEY

The Stanley name has a long association with the College. Edward Stanley, the 14th Earl of Derby, was Prime Minister at the death of the Duke of Wellington, and it was he who first sketched out a proposal to Queen Victoria for a national monument to the Duke in the form of a school for the orphans of officers.

WELLESLEY

Arthur Wellesley, 1st Duke of Wellington, was, in the words of Queen Victoria, "The greatest man this country has ever produced". At Waterloo, he faced Napoleon in battle and although he described it as, "A close run thing", the allied army successfully held its line in the face of repeated assaults. A less glorious political career followed, with the Duke attracting criticism for his staunch opposition to reform, but as political passions dissipated, his reputation recovered and on his death he was accorded the rare honour of a state funeral.



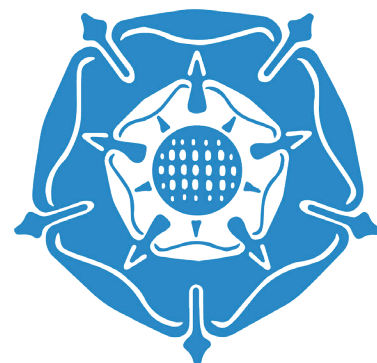


APSLEY

Named after Apsley House, the London townhouse of the Duke of Wellington. The house was given the popular nickname of Number One, London, since it was the first house passed by visitors who travelled from the countryside after the toll gates at Knightsbridge. The Duke's equestrian statue can be seen across the busy road, cloaked and watchful, the plinth guarded at each corner by an infantryman.

BENSON

Edward White Benson was Archbishop of Canterbury from 1883 until his death. He was previously a schoolmaster and was the first Master of Wellington College from 1859 to 1872. Benson was largely responsible for establishing Wellington as a public school, closely modelled on Rugby School, rather than the military academy originally planned.





MEDICAL

To ensure the safety and wellbeing of all our students and staff members, Wellington College has a fully equipped Medical Centre which is run by qualified nursing professionals.

If a child is seen by the Nurse for a minor complaint that requires no action, you will receive an automated email. This is only to notify you that your child has been checked over and there is no cause for concern. You can follow up with the Class Teacher if you wish.

When a child requires treatment or has sustained an injury, parents will be contacted by phone as soon as it is safe to do so. For this reason, please ensure that we always have up to date contact details. Providing care for the student will always be our first priority.

In an emergency, your child will travel with a school adult to **Samitivej Srinakarin hospital**. Parents will be contacted immediately in a situation such as this.

If your child has symptoms of a contagious illness (such as Covid-19, Gastroenteritis, Norovirus, Hand Foot and Mouth Disease, Herpangina, Influenza etc) parents must not send them to school until they have been seen by a doctor. Any diagnosis of these illnesses must be shared with the school as soon as possible so that we can take the appropriate measures. In some cases, this may include closing classes to limit the spread of infection.

Students who are absent from school with any infectious illness are required to stay at home for the requested number of days and only return to school when it is safe to do so.

Students suffering from diarrhea, vomiting or a fever of more than 37.5° C need to be kept at home for 48 hours after their last episode.

All student's temperatures are checked on entry to school every morning. If a child begins exhibiting symptoms during the school day, they will be assessed by the School Nurse and parents contacted if necessary. We ask that children are collected promptly to limit the risk of infection to other children.

We are regularly visited by the Bangkok Public Health Team who inspect our facilities and hygiene practices, advising on all health-related matters.



MEDICATION

If your child has been prescribed medication by a doctor that needs to be administered during the school day it must be clearly labelled in English with your child's name, class, time, dosage and what the medication is for. This should then be passed directly to the School Nurse.

HEALTH AND SAFETY/ EMERGENCY PROCEDURES

AIR QUALITY

We know that air quality in Bangkok can be poor at some times of the year. To ensure the safety of all our students we monitor AQI (using US measures) throughout the day, and specifically before each outdoor activity. These in the moment readings provide us with a basis to make decisions regarding whether or not children are allowed to go outside.

Parents can add the Air Visual app to monitor 3-hour average levels around the school. Please be advised that levels in different areas of Bangkok can vary widely so it is best to look at the reading taken in the school grounds.

All classrooms are fitted with air purifiers. These run continuously during periods of high pollution but are on standby throughout the year as Air Quality can spike unexpectedly.

When Air Quality is poor, students are restricted to indoor activities. They may also be required to wear a mask. Very young children are particularly susceptible to the effects of pollution so we act with more caution in the case of Early Years students.

WEATHER

The school tracks lightening through an alarm system. If lightening is in, or likely to be in, the area (within 10km) all outdoor activities are cancelled and children remain indoors until the storm has reached a safe distance.





FIRE

The school is regularly inspected by local and international bodies to ensure that our fire safety measures meet all required standards.

To ensure that everyone knows what to do in the unlikely event of a fire, regular campus wide drills are held. If you happen to be in school during one of these drills, or you hear the fire alarm at any time, please follow the instructions of school staff and evacuate the building.

KEEP IN TOUCH

Your child's Class Teacher is your key point of communication at the school, available in person at the beginning and end of each day, as well as being contactable by email. It is usually not possible for teachers to read or reply to emails during the school day, but they will reply to you as soon as they are able to.

If you have an emergency and need to speak to the school immediately, please always phone the school office.

InWellington

This is our key communication platform to parents, providing a range of information about the school including all contact details for staff members, school menus, and a range of other information.

Please ensure that you have downloaded and gained access by following these details.

Accessing inWellington:

1. Click on this link <https://inwellington.wellingtoncollege.ac.th/login>
2. You will have the option to login in via Google, Apple or Microsoft single sign-on.
3. You can only login using the same account that you have provided to the school. For example, if you received this email on your Gmail account, please select the Google option and enter your Gmail address and Gmail password.
4. You will arrive at the inWellington homepage



Adding the inWellington web app to your phone:
Instructions on how to do this are provided here in English and here in Thai.

You can also follow us on Instagram: **wellingtoncollegebangkok** or Facebook: **Wellington College International Bangkok**, as well as keeping up to date with key information through our weekly newsletter.

If further information is needed, please contact:

Years 1 and 2 – **Cate Hamilton – Deputy Head** (c.hamilton@wellingtoncollege.ac.th)

Years 3 to 6 – **Gill Elrick – Deputy Head** (g.elrick@wellingtoncollege.ac.th)

Hannah Jeffs - Head of Junior School (h.jeffs@wellingtoncollege.ac.th)





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#WeAreWellington