

Sekolah Dyatmika

PARENT HANDBOOK



2022/2023

 **Cambridge Assessment
International Education**

Cambridge International School



**Perkumpulan
Sekolah SPK Indonesia**

SPK School (Satuan Pendidikan
Kerjasama)

Contents	Page
1. Welcome	3
2. General information	
Key people	4
Admin hours	5
School shop	5
Contact us	5
Find out more about us	5
3. The school day and transport	
School hours and punctuality	5
Parking	6
After school pick up	6
Transport	7
4. General expectations	
Attendance	7
Student behaviour	8
Respect for all	8
Uniform	8
Single use plastics	9
5. Security, health and safety	
ID tags	9
Campus security	9
Personal property / Lost property	9
Health records	10
Wellbeing	10
Anti-bullying	11
Lunch	11
Hydration	11
Fogging	12
Smoking and drugs	12
Internet	12
Social media	12
Photographers employed by parents	12
Phones and other devices	12
Parent absence from Bali	13
Emergencies	13
6. Communication	
Engage parent portal / App	14
Emergency communication	14
Email	15
Your contact details	15
Dyatkika online	15
School publications	15
Making appointments	15
Contacting teachers	15



Class parent representatives	15
Communicating your concerns	16
7. Teaching and learning	
Placement of students	17
Cambridge Assessment International Examination (CAIE)	17
7a Early Years/Primary	
Early Years Programme	17
The Primary School	17
Home Reading	18
Additional support for language learning (English and Indonesian)	
and mathematics	18
Reporting to parents	18
7b High School	
The Cambridge Programme	18
The Double Award Programme	20
Careers and University guidance	21
Home room and daily classes	21
Homework	21
Additional support for language learning (English and Indonesian)	
and mathematics	21
Text books and library books	22
Swimming	22
Reporting to parents	22
Library	23
8. Wider student life	
Extracurricular activities	23
House groups	23
School assemblies	24
Field trips and camps	24
Birthdays	24
9. School community	
PTFA	24
Community Garden	24
Independence Day/flag raising ceremonies	24
Saraswati Day	24
10. Finances and administration	
School fees	25
Leaving Dyatmika	25
Official documents for International students (Government requirement)	25
Official documents for Indonesian students (Government requirement)	25
Student ID cards	26
11. Appendices	
School Fees and Cambridge Examination Fee	27
Email Addresses	30
School Site map	34
Emergency Evacuation maps (Fire and Tsunami)	35



1. Welcome

Welcome to the 2022-2023 academic year at Dyatmika School, our 27th year of school operation. Part of Dyatmika School's success so far is the result of dedicated and talented academic and administrative staff working closely with our supportive families to sustain strong school to home connections.

This handbook aims to give you useful, accessible information and guidance about Dyatmika to help us maintain a positive school community and a smoothly operating school. We therefore request that parents:

- discuss all relevant aspects of this Parents' Handbook with their children in order to help familiarise them with the values and expectations at Dyatmika;
- are themselves familiar with the contents of this handbook;
- note that as part of enrollment procedures, all parents signed their agreement to follow school policies and procedures (including the information in this handbook).
- regularly check emails for important information shared by the respective Heads of School

I encourage you to visit Dyatmika's website to find out more about the school and learn more about the School Charter and the Learner Profile. These underpin all aspects of school life ensuring Dyatmika students are well-rounded, civic minded individuals who display moral integrity and respect towards others.

Dyatmika students thrive through our commitment to student wellbeing and provision of a bilingual, academically rigorous education that is complemented by a focus on The Arts and Sports. We are proud that our programmes enable students to leave Dyatmika well equipped for their future learning in the world's top universities and in their lives beyond school.

I thank all Dyatmika families for your continued support in the year ahead and extend a warm welcome to all new Dyatmika families.

Best Wishes,

Jonathan Turner
Director



Child Protection & Safeguarding statement

Dyatmika School believes that Child Protection and Safeguarding is the responsibility of all members of the school community. The school conducts background-checks on all staff and adults working in Dyatmika prior to their appointment to ensure they are safe to work with children and have no criminal record. We are committed to ensuring that all Dyatmika students are kept safe and free from harm as a result of neglect or abuse: employees, volunteers and parents are expected to share this commitment. The school does not condone physical punishment in any way and promotes the use of alternative methods such as positive behaviour management.



2. General information

About our school

We encourage you to find out more about our school by visiting the school's website. The following links may be particularly useful:

The [Dyatmika School Charter](#)

Dyatmika's [Learner Profile](#) and the [Learner Profile with expanded characteristics](#)

A map of the school campus can be found in Appendix 11.3.

Key people

Whole School Executive

Jonathan Turner, Director

Lilawati Adhikang, Business Manager

Nick Bridges, International Head of EYP and Primary

Jonathan Cherry, International Head of High School

Cokorda Agung Anre Juniana, Head of SPK Accreditation

Ayu Sugati, National Head of EYP and Primary

Ni Putu Martini, National Deputy Head of EYP and Primary

Ketut Mahardika, National Head of High School

Ida Ayu Kade Surya Utami, Deputy National Head of High School

I Made Adnyana, Early Years Coordinator

Early Years/Primary School

Wayan Rona, Head of EYP and Primary School Office

Lindy Burgess, Team Leader - Early Years

Melissa Bautista-Turner, Team Leader - Primary Prep & Class 1

Ben Guichard, Team Leader - Class 2 & Class 3

Alison Nall, Team Leader - Class 4 & Class 5

High School

Putu Indrayani (Iin), HS Admin Office Supervisor

Philip Stanier, Academic and Pastoral Leader (Class 6-8)

Kevin Johnson, Academic and Pastoral Leader (Class 9-10)

Andy Charlton, Academic and Pastoral Leader (Class 11-12)

Max Ashley-Cooper, High School University and Careers Coordinator

Karen Shorter, Extra Curricular Activity Coordinator

Administration and Campus

Made Aswin Sugihartana, Campus Facility Service & Security Manager

IB Denny Ary Djodhi, Campus Facility Service & Security Assistant

Arie Fujiro, IT Manager

Komang Armiyani, Senior Accountant

Ayu Widi, Head of HR & General Affairs

Sukma Wedanti, Enrolment Officer

Ketut Suseni, Cashier

Poppy, Purchasing & Assistant Senior Accountant

Komang Supariati, Accounts Receivable

School Counsellors

Ridzki Akbar Samsulhadi, Counsellor

Ni Putu Wirmayani, Counsellor



Admin hours

School offices

7.00 am until 4.15 pm Monday to Friday. Please phone or email.

+ 62 361 461 874

+ 62 82 144 007 678

info@dyatkika.org

financedept@dyatkika.org

enrolment@dyatkika.org

hsoffice@dyatkika.org

primaryoffice@dyatkika.org

Parents on the campus

Following the easing of pandemic related restrictions, we have entered a transition period whereby parents are welcome on the school campus for planned events and activities. These include pre-arranged meetings with staff, watching fixtures and performances, coffee mornings, school tours, workshops, PTCs and to visit the school shop. Parents must wear their school ID tags whilst on campus.

School shop

The school shop is open every day from 8am - 3pm. Parents are welcome to visit the shop during these hours to purchase items for their children. The school shop is also open during school holidays, please follow admin office hours.

Contact us

Telephone: (+ 62 361) 461 874

Mobile Phone: +62 82 144 007 678

Email: info@dyatkika.org

Enrolment WhatsApp: +62 81 139 961 90

More about Dyatkika

You can find out more about our school via the [Dyatkika website](#).

3. The school day and transport

School hours and punctuality

On-campus

EYP/Primary

Please do not drop your child at school before 7:30 am as supervision is not provided before then.

Playgroup	8.15 am - 12.15 pm
TK	8.00 am - 12.00 pm (half-day programme) 8.00 am - 2.15 pm (full-day programme)
Primary Prep to Class 5	8.00 am - 2:30 pm



Punctuality: All attendance records are kept up to date through the Engage Administration System. Students who are late to class will be recorded as being late unless there is an accompanying explanation. This is also true of any whole day absence. The teachers must have written proof, normally an email, with explanations of lateness or absence. If there is no explanation, then the absence is recorded as "Unauthorised". Parents will be contacted by the Office Secretary if there are two consecutive days of "Unauthorised" lateness or absence. If there are three consecutive days of unexplained lateness or absence, then the Head of School will contact parents.

High School On-campus

Students must arrive at school before 7.45am to ensure they are on time for Home Room at 7.50 am

Arrive	7.30 am - 7.45 am
Homeroom	7.50 am - 8.00 am
Morning classes	8.00 am - 12.30 pm
Afternoon classes	1.05 pm - 2.45 pm
Period 8	2.45 pm - 3.30 pm (for some Class 11 subjects, and extra English and Maths support classes)

Punctuality: If your child is late, the applicable Academic and Pastoral Leaders will email to let you know. APLs will follow the High School punctuality procedure for persistently late students. Arriving after 8 am is extreme lateness and recorded as absent in Engage for the morning session. Students arriving after 8 am must sign in at the High School office.

Parking

Carparks

Please note that:

- All drivers must follow the instructions of the school's Satpams
- All car parks are no smoking areas

Parking stickers / Car Park Pass

All cars and motorbikes that enter the school parking area must have a current parking sticker. All old stickers must be destroyed. If you change your vehicle, please ask for a new sticker.

Drop off areas

In drop off areas, please make sure that:

- students are ready with all of their belongings before the car stops.
- students exit on the school/shelter side of the car
- drivers, house staff or babysitters should not get out of the car with students; school staff will assist young students.

After school pick up

Please:

- pick up your child on time
- let the school know if you have changed your child's pick up arrangements



EYP/Primary

For safety reasons, Primary students are not permitted to travel by Taxi, Gojek, Grab car or similar transportation without a parent, guardian or pembantu.

High School

High School students with responsibility for Primary siblings must provide active supervision.

Transport

Carpools

Carpooling reduces the traffic coming to and from the school and is highly recommended. It also fits with the school's environmental ethic. Contact the main office for details of other parents in your area.

Traffic flow and speed limits

Parents and drivers are requested to be extremely considerate towards the residents of Banjar Tangtu:

- Maximum speed is 20 kph
- Do not block driveways or turn cars there
- Follow the one-way system around the top of the school

Helmets

All motorbike drivers and passengers must wear a motorcycle helmet. This is both a school and a legal requirement.

CCTV and school staff observation will be used to monitor the wearing of helmets. Emails may be sent to families who are not following this required safety precaution.

NB - for third and subsequent warnings, a penalty of a one-day student suspension from school will be issued.

Senior student drivers

Senior High School students who are of legal driving age and possess a legal Indonesian driver's licence may drive a motorbike or car to school with prior written permission from their parents AND the Head of High School. **NO passengers may be taken by a student. Student motorbike riders are limited to 250cc motorbikes and they must wear a good quality helmet.**

4. General expectations

Attendance

Full attendance is necessary for students to benefit fully from the school's educational opportunities. The school's attendance policy stipulates an absolute minimum of 90% attendance. Students should not take extended holidays outside scheduled school holidays as this may adversely affect the progress and achievement of your child. Doing so may jeopardise the required 90% attendance and subsequently, the place in school.

Primary School

In case of either lateness or absence, please email primaryoffice@dyattmika.org with the student's name, class and the reason for the occurrence.

High School

Parents should provide advance notice of any known absence by emailing hsoffice@dyattmika.org. The relevant APL will then make contact to explain whether the absence can be recorded as approved. Absence such as illness must also be reported to hsoffice@dyattmika.org. If your child is absent without communication from home, we will send you an email that day so you can inform us of the reason for absence.



When a student needs to leave school during school hours, a written request must be sent to hsoffice@dyatmika.org. Under no circumstances are students allowed to leave the school grounds during school hours without explicit parental permission.

Student behaviour

Student expectations are outlined in the Dyatmika Learner Profile. All members of the school community uphold high standards of behaviour, friendliness and courtesy. Everyone is expected to demonstrate thoughtful regard for others at all times. No violence in any form is allowed within the school community and no bad language is tolerated. Students are encouraged to learn to vent any frustrations in a positive, respectful manner.

Firm, fair discipline is a fundamental aspect of the relationship between teachers and students at Dyatmika. Students learn far more from teachers who they like, trust and respect.

We endeavour to ensure our discipline procedures remain proactive, positive and fair. Students are also actively involved in helping to solve any discipline problem. Parents will be informed if there are any transgressions of behavioural expectations by their child. We expect parents' support for the consequences employed as a result of breaches of behaviour expectations.

Respect for all

Dyatmika has a caring and friendly school community. We believe that the best chance of everyone having a positive experience of Dyatmika is when relationships are respectful, professional and protect the safety and wellbeing of everybody.

The school has clear behaviour guidelines for students and also expects that all adults, including parents, will:

- Act in line with the caring ethos and values of the school
- Treat all members of the school community with respect, using appropriate written and spoken language and behaviour
- Approach others for help to resolve a concern in an appropriate manner

Dyatmika is grateful to have a parent community that is characterised as a mutually respectful partnership that has the education and wellbeing of students at its core. However, occasionally persistent disrespectful or aggressive behaviour towards staff members on the part of parents has been displayed. Please be aware that such behaviour has no place at this school and may result in a ban for parents from entering the campus and, finally, the withdrawal of the child/ren's school place.

Uniform

Students wear school uniforms from Monday to Thursday.

School uniforms can be purchased from the school shop. A small uniform stock is maintained and orders may be placed at the end of the second term and again at the end of the school year for the following year.

Skirts, shorts and skorts should not be shorter than fingertip length when the arm is placed by the student's side. Students who are improperly dressed may be sent home to change or parents asked to bring in uniform of a suitable length.

For the sake of safety, students must wear shoes at all times, including when they arrive at school and when they are dismissed. Slip-on shoes and backless sandals are not allowed.

Students may not wear excessive or distracting jewellery. Stud earrings are required for safety reasons for participation in PE and other physical activities. Necklaces or bracelets are not a part of school uniform.



Friday is a free dress day. Students are required to dress neatly and appropriately. Clothing must meet length requirements and not be transparent nor revealingly tight. Singlets and tops which do not cover the shoulders and midriff are not allowed. Please use common sense in guiding your child's dressing habits.

Students who are improperly dressed may be sent home to change or parents asked to bring in suitable attire.

All students should come to school clean and neatly groomed.

Students are encouraged to use a backpack for their belongings as they are better for posture than other bag styles. There is no school design of bag or backpack.

Hair

Colouring of hair should be limited to natural (human) hair colours. Primary students with long hair should keep it tied up.

NB. We ask that parents coming into the school vicinity also avoid revealing clothing.

Single use plastics

Dyatmika aims to not use single-use plastic in daily operations, the canteen and the school shop. Students should bring a refillable water bottle. Please avoid the inclusion of foods wrapped in single use plastic for snacks and lunches.

5. Security, Health and Safety

Security: ID tags

Photo ID tags are required for all adults on the school premises, including parents, drivers and pembantus. If families require new ID tags for any reason, please contact the school office and an application form will need to be completed. A nominal fee will be charged for lost IDs.

In the event that a driver or other member of house staff leaves your employ please ensure that their pass is taken from them and returned to the school.

Campus security

The school campus has Satpam (security) presence 24/7.

The school has a comprehensive system of CCTV cameras that assist Satpams to monitor outdoor areas and the streets around the school. In the event of infringement of security or safety, digital recordings can be consulted.

Personal property / Loss of personal property

Although school security is supported by Satpams and the extensive network of CCTV cameras, the school will not be held responsible for any property brought to school by students. All mobile phones, iPads/Phones, laptop computers, cameras and other expensive items must be kept safely by students or left at home.

In the case of loss parents are encouraged to ask their children:

- where the item was last seen (e.g. at Extracurricular, Music, Art, the library) to check that the item was not left there
- that they have checked in **lost property** currently located in the High School/Primary School offices and in their classroom
- to inform class teachers/home room teachers and ask for assistance



Once these checks have been done then please contact the relevant Academic and Pastoral Leader (High School) or the Head of Primary / EYP for further assistance.

Please don't bring

Parents are reminded that students may not bring to school games, sharp instruments or anything unrelated to learning. Prohibited items will be confiscated by the teacher and kept in the school office until collected by a parent or guardian from satpams, by prior arrangements.

Any items that are brought to school and which are illegal or considered hazardous will be confiscated. In this instance, parents should be aware that suitable and severe consequences, such as suspension or exclusion, could be enforced.

Health

Covid-19 guidelines

The Covid 19 situation is fluid please follow [this link](#) to view our latest guidance.

Health records

The school must have up to date medical and health records for your child/ren. Every year we ask for updated health information so that in the case of an emergency we know about your child's situation, for example if they suffer from an allergy. Please update information in the Engage parent portal.

Illness and infectious diseases.

The school reserves the right to send a student home if they consider the student too ill to attend classes or if the student has a communicable disease that could jeopardise the health of other students. In this case, the parent or guardian will be contacted. The School has sick beds and isolation rooms where students can wait until their parents can take them home.

If your child is diagnosed with a serious infectious disease, such as measles or chickenpox, you are requested to inform the school as soon as possible. Parents are expected to keep their child at home until the doctor states in a letter to the school that the child is fit to attend school once again. In the interest of the health of the entire school population, the school reserves the right to alert parents of diseases or parasites to which their child may have been exposed.

Head lice

Parents should check students for head lice regularly and report any instances to primaryoffice@dyattmika.org. In order to prevent further spreading, if a student is found to have head lice, they are to be kept away from the campus until they are completely free from both head lice and their eggs.

Injuries and first aid

In the event a student is injured, every effort will be made to contact the parents or other persons registered on the student's application form. Minor injuries will be treated at the school.

In the event of an injury requiring professional medical attention, we will attempt to contact parents to agree to a medical facility to meet at, and transfer the student using staff transport. If contacting is not appropriate or possible, we will use staff transport to transfer the student to Kasih Ibu hospital, Saba.

The school employs a nurse and many staff have basic training in first aid with a few who have extensive training. The school is equipped with first-aid kits stationed at various points around the campus.

Medications

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

Wellbeing

Student wellbeing involves the school taking a holistic view of each student and creating teaching and learning environments that enable students to be healthy, happy, engaged and successful. Class teachers in the Early Years/Primary and Academic and Pastoral Leaders / Home Room teachers in High



School take a particular interest in students' wellbeing. Parental concerns should, in the first instance, be directed to them.

The school will contact parents with concerns about student wellbeing and have two school Counsellors who provide additional student support.

Anti-bullying

Dyatmika is committed to the prevention of bullying behaviour by creating a positive school environment and culture. Staff, students and parents work together to prevent incidents of bullying.

All teachers at Dyatmika share the responsibility for addressing bullying through class programmes, playground duty supervision and by modelling behaviour consistent with the School Charter/ Learner Profile. The following points guide related procedures:

- All instances of suspected bullying or inappropriate behaviour are to be responded to by staff
- Parents are encouraged to contact the school, not other parents, if they suspect a bullying issue.
- The school will reinforce with students the importance of reporting incidents of inappropriate behaviour involving themselves or others. Staff will respond appropriately and proportionally to each situation.
- Parents will be contacted if their child is alleged to have been bullied or experienced inappropriate behaviour, or if their child appears to have behaved inappropriately or bullied someone else.
- Appropriate and proportional consequences may include a verbal apology, writing a letter of regret, completing a reflection process, loss of privileges.
- After the incident has been investigated and addressed, each case will be monitored to see that repeated bullying behaviour does not take place.
- Referral to the School Counsellors may take place where it is deemed by the school/parents that it may be beneficial.

Lunches, snacks and other food at school

A balanced diet is an integral part of a child's physical and intellectual development and all students are expected to eat lunch.

Different lunch menus from caterers are available to choose from, two of these are based at the school canteen. Menus for the next month can be found on the Engage Parent Portal. The charge for pre-ordered meals is calculated monthly and must be paid in advance, by the due date of the 5th day of each month, paid to the school.

Please note that the school CANNOT be responsible for ordering lunch for your child. This is solely the responsibility of the family. Although not encouraged, some parents may choose to deliver hot food to the school for their children to eat at lunch time. To do so, parents/drivers must report to the security post at the main entrance to the school where the lunch must be left on the designated tables before 12.00, midday. From there it will be delivered by school staff for primary students. High school students collect from the tables themselves.

For High School students only there are daily sales available at the school's canteen.

The school does not accept food delivered by Gojek Services.

The school respects and facilitates fasting during the holy month of Ramadan.

Hydration

Children have smaller reserves of body fluids than adults and need to rehydrate regularly. Dyatmika provides ready access to water for students to refill their water bottles free of additional charge. For reasons of health and hygiene please ensure that your child has their own water bottle with them every day.



Fogging

During the times of the year when mosquitoes are prevalent the school carries out fogging (spraying), using neem based sprays to avoid exposure to toxins.

Smoking and drugs

No smoking is allowed on the school grounds, including car parks. This rule applies to all members of the school community, including parents, guardians and drivers. As an integral part of our school health education programme, we are committed to educating young people about the dangers of smoking cigarettes.

We expect all Dyatmika parents to support the school in delivering this important health education message.

Students wearing a Dyatmika school uniform should not smoke at school or in public. Under all circumstances, students are forbidden to smoke in school or in any areas adjacent to the school campus, including in warungs. Students who do not respect this rule will be warned and possibly suspended from school.

Students may not possess or use any type of alcohol or any illegal drug substance on campus or at any school related activity. Students who do not respect this rule will be possibly suspended from school.

Internet

All students will need to access the internet during their course of study.

The school strives to block inappropriate sites and prevent access to sites that do not augment the programme of study at school. Students are also expected to be responsible internet users. Lessons about being safe online are included in the IT curriculum. Parents also have access to related information through the school's subscription to *National Online Safety*.

Social media

At Dyatmika we are concerned about the safeguarding of all of our students.

Dyatmika does not give permission for you to take videos or pictures of other students during school time or events to post on your personal accounts. Similarly, our staff have a right to their privacy and we ask that you seek their permission before posting their image online.

Dyatmika staff are not permitted to share their personal contact details (e.g. email, WhatsApp) with parents. Please do not ask them to make contact outside school communication channels.

Photographers employed by parents

In the interest of child safety and not disrupting school activities, Dyatmika does not allow photographers employed by parents to operate at school.

Phones and other devices

Students are permitted to have electronic devices (for example, mobile phones, tablets and laptops) in school at their own risk; Dyatmika is not responsible for any loss, theft or damage.

These devices (including headphones) should not be used on the school site without permission from a member of the teaching staff. This includes snack time and lunch time. Instances of permission may be within lessons when devices are used for research, quizzes for example, or by Class 11/12 in the supervised study room.

If a device is within sight without permission, staff will confiscate the device which will be placed in a school safe. Students may retrieve this at the end of the day however if there are repeated breaches of



this expectation, devices will be confiscated and stored securely until a parent or guardian can come to Dyatmika to collect it, by arrangement from satpams.

The purpose of this policy is to promote a positive learning environment, to build a strong community based social environment, and to reduce anxiety and attachment to technology, phones and social media.

Parents can contact the school office with important messages for their children.

Please also note that we expect parents to consider whether or not it is necessary for their child to bring expensive items like the latest I-Phone to school in the first instance. The school will NOT, under any circumstances, be responsible for the loss of these items.

Parental absence from Bali

Dyatmika School expects parents to ensure that:

1. Their children have adequate supervision by a responsible adult, other than household help.
2. Appoint a temporary guardian and notify the school in writing as far in advance as possible, at least one week before.
3. Parents should complete the 'Notification of Temporary Guardianship' form for each time parent/s are away from Bali and make sure that the form is signed by the parent. Please find the form in the parent portal in Engage.
4. The appointed guardian needs to live directly with or close to the student/s as illness, accidents and unforeseen problems can occur at any time. Domestic help does not qualify as an acceptable guardian, regardless of the age of the student.

Please be assured that the school's concern in this matter is not intended to interfere with personal responsibilities of parents. Past experience has shown that while a student is attending Dyatmika, the school must be able to contact parents or their guardian at any time.

Emergencies

At the time of publication, Government Covid-19 regulations for schools are that:

- **All people must wear masks when indoors**
- **The school is to continue to provide additional facilities for frequent hand washing and checking temperatures**
- **The requirement for physical distancing no longer applies**
- **Extracurricular activities will be permitted on the school campus**
- **Sporting fixtures against other schools will be permitted**
- **Parents are permitted onto the school campus for special events, meetings, coffee mornings, workshops, fixtures etc. Access is still a little more restricted than pre-covid times, but we will move to a more open campus as the year progresses.**

Student Safety

In the event of an emergency our first goal is to ensure the safety of your children.

Contact details and communications

Please ensure that your contact details are updated at all times via Engage. Also update the contact details for your child/ren.

Communication from school in an emergency will be via SMS / School Stream App. The WhatsApp groups via the PTFA will also be utilised if required.. Please do not call the school as staff will also be involved in carrying out emergency procedures.

Emergency procedures and drills (See Appendix 11.4 for evacuation map)

Dyatmika has defined procedures with detailed instructions for any emergency that may result in risk to the safety of our students or staff members. These emergency plans draw on effective procedures used in schools internationally, along with recommendations from Embassies and the Indonesian Government.



The school regularly undertakes emergency drills to ensure that all staff and students are familiar with the safety procedures. Reports on drills assist us to make any improvements to procedures.

Collection of students in an emergency

Parents must follow instructions about how to collect their children. It is critical that all students are accounted for and that any dismissal is orderly and safe. Students will only be permitted to leave with you or the people who you have nominated on the Emergency Pick Up - Release form.

If you are in the school vicinity (e.g. car parks/community garden/shop) during an emergency drill or emergency

You must follow the directions of school staff during an emergency or emergency drill. To not do so will mean that staff attention is distracted from students.

6. Communication

Engage Parent Portal / Parent App

Please familiarise yourself with the Engage parent portal as that is where you will find:

- your details, contact details, child information including medical;
- termly grades and school reports;
- your child's timetable, homework and attendance;
- a list of your child's teachers;
- Extracurricular sign up;
- newsletters, PTFA meeting minutes;
- schemes of work for study assistance.

A [video guide](#) to using the Engage Parent Portal and its features can be found via the school website.

School Stream Communication App

From 1st November 2022 onwards, the school will be using a dedicated communication app to push messages to parents. This will be used for day to day messages, regular news, updates and reminders. The school will continue to use email for more formal messaging such as (but not limited to) invoices for tuition fees, key letters and information that may need to be referred back to by parents.

To download the school stream app, parents should [follow these simple instructions](#). Once downloaded the school will approve permissions and parents will automatically begin receiving any messages specifically related to their children in the school, or whole school messages.

Emergency Communication

In the case of a personal emergency for your child, you will be contacted immediately using your emergency contact information.

In the case of a school wide emergency where all parents need to be given information quickly, the school will send out an SMS to all parents / use the dedicated School Stream Communication App. This will only reach you if we have your up to date mobile phone number so please make sure we have your current number by updating it in the Engage parent portal.

Student phone calls from the school using school phones are limited to emergencies and a student must have permission from the Head of School before making a call from the office.



Email

In order to improve efficiency and to be environmentally friendly, all letters and notices as well as the school newsletter will be sent to your email address through the Engage portal. Please ensure that Dyatmika correspondence does not end up in your spam mail.

Your contact details

Please enter any new contact information into the relevant section of the Engage parent portal. This information is vital and should be kept up to date at all times. It is parents' responsibility to ensure any changes to this information are current.

Dyatmika online

Please familiarise yourself with the Dyatmika website at www.dyatmika.org. We encourage parents to follow us on [Facebook](#) (Sekolah Dyatmika) and via [Instagram](#) (sekolahdyatmika) to stay abreast of key events and news taking place each week.

School publications

Newsletter

The school newsletter is sent to you every two weeks via email. You can also see our latest [news](#) on the school website.

Annual Report

Dyatmika's Annual Report is sent to parents in both English and Indonesian. The report informs parents about:

- Dyatmika's ethos
- Progress made towards Dyatmika's strategic plan
- Measures of Dyatmika's educational excellence
- School finances

Booklets

A range of booklets are available via the school website and / or in Engage including:

- Extracurricular Activities for Primary / High School
- Course choices for Class 9 and 10 (IGCSEs) and Class 11 and 12 (AS and A Levels)
- University Handbook
- Sports booklet

Making appointments

The school operates an 'open door policy' whereby parents are welcome to meet with teachers if the need arises. Any such meetings must be arranged via email in advance with the relevant teacher to ensure a mutually convenient time can be arranged. These meetings may take place in person at school, or online - depending on mutual agreement.

Contacting teachers

Teachers will only use school email with students or parents and only communicate with them on appropriate school business. For safeguarding and privacy reasons, teachers are not permitted to disclose their personal telephone numbers and email addresses to students or parents. Please do not ask them to do so. Teachers are able to use school phones when on campus.

Google classroom is used as an educational tool for teachers to share lessons resources and for students to access materials and upload assignments. It is an excellent organisational tool that is used predominantly in High School.

Class Parent Representatives

Each school year, a parent is asked to volunteer from each class to coordinate communication (arranged by the PTFA). The purpose is to facilitate communication between:

- teachers and parents
- Heads of School and parents
- other parents in order to help build a community of support in the class group as well as in the school in general
- school and parents in the event of a school emergency

Guidance on the role of class representatives can be accessed by [following this link](#).

Communicating your concerns

Dyatmika is a diverse community of parents, teachers and administrators originating from many different countries. Given this broad range of languages, cultures, experiences and expectations, it is vitally important to have clear lines of communication to promote smooth school operations.

The school wishes to respond to concerns before they become complaints. Please approach the appropriate person at school as soon as a concern arises.

To help us maintain strong lines of communication, we ask that parents contact the school directly in the event of questions or concerns arising as follows:

- 1) Individual student or classroom-related issues should be discussed directly with the Teacher concerned. Parents can also keep in regular touch with class and subject teachers through our email system (see appendix to this handbook). Please note that teachers have a heavy workload and it may not be possible to reply to enquiries on the same day or outside office hours.
- 2) Some issues may need to be addressed by Team Leaders (Primary) or Relevant Academic and Pastoral Leaders (High School). Usually this is for more serious issues or if an issue is felt not to have been fully addressed by the teacher in the first instance.
- 3) Parents may need to speak directly with the relevant Heads of School. In the majority of cases, parents should first have spoken with teachers or the Primary Team Leaders/High School Academic Pastoral Leaders, however more serious concerns may require direct contact with the Head of School as a first point of contact.
- 4) Issues related to school business administration should be directed to the Business Manager via financedept@dyatmika.org
- 5) The Director of school is always available to address any issues that have not been resolved in the previous levels outlined above. Parents may contact the Director by emailing directly to: jonathanturner@dyatmika.org or via the general Director's office email address: directorsoffice@dyatmika.org. Issues that require changes in policy / procedures or issues of a whole school nature should be discussed with the Director. Parents may be requested by the Director to write a letter to the Yayasan regarding their concerns if the scope of the problem requires a Yayasan response.
- 6) The PTFA also plays a role in aiding communication channels for Issues of general interest (i.e. not personal matters). This group is in regular communication with members of the Whole School Executive as part of our parent-school partnership. However, the majority of issues are expected to be directed to the school in the first instance to allow us to respond and resolve issues.

Please also see sections about reporting to parents in the next section of this handbook.

7. Teaching and learning

Placement of Students

Students are placed in class levels based on their age and on their previous school history, in line with Indonesian government regulations.

Cambridge Assessment International Examinations (CAIE)

Cambridge Assessment International Examinations (CAIE) is the world's largest provider of international qualifications for 14 – 19 year olds. It is a not-for-profit organisation. Students in over 150 countries study the Cambridge International Curriculum, which develops successful students in primary and secondary education. It is a flexible framework, underpinned by the best educational and assessment practice.

The Cambridge International Curriculum, takes students from Primary Prep through to university entrance. The Cambridge Lower Secondary programme provides a natural progression for children from the Cambridge Primary programme and builds on and develops their knowledge and skills in Mathematics, English and Science. Cambridge Lower Secondary also offers Dyatmika a means of tracking students' progress from 11 to 14, with an integrated package of teaching, learning and assessment materials. Our teachers of this programme receive first class support from CAIE through publications, online resources, training, workshops and professional development.

7a Early Years / Primary

Early Years Programme (EYP)

At Dyatmika, EYP includes Playgroup and TK. It provides a thematic approach to learning where our students' social, emotional and intellectual abilities are fostered in a safe, welcoming and beautiful environment.

Our learning programmes use an active, hands-on and creative approach, where creativity and inquiry lead our young students to explore their world through focussed learning experiences. Activities are developmentally appropriate for our young students at Dyatmika, where they are encouraged to ask questions and explore their world.

Our Early Years Programme encompasses a holistic approach that encourages the rich development of language for young learners in both English and Indonesian and introduces the students to a range of structured play-based activities in art/craft, music, the natural and scientific world, and physical activities.

The Primary School

The Primary School includes classes Primary Prep to Class 5, and covers the Cambridge international curriculum for English, Maths and Science as well as the National curriculum of Indonesia for Pendidikan Pancasila, Agama and Bahasa Indonesia. Art, Music and Physical Education are taught by specialist teachers and incorporate a blended approach, where dual instruction is permitted and practised.

Each class is led by two class teachers; one English speaking international teacher and one bi-lingual national teacher, and is supported in each lesson by a bi-lingual teaching assistant. This allows Dyatmika to adopt a truly bi-cultural approach and provides each student with the support to master both English and Bahasa by the time that they reach High School.

The Dyatmika school charter provides the principles that our community instils within our primary students every day. The principles range from 'Global Mindedness' to 'Resilience' and from 'Kindness' to 'Independence'. The school charter helps to guide our students to become well rounded citizens who are prepared for the future. We encourage parents to locate our school charter within our website materials in order to support the understanding and assimilation of Dyatmika's principles.

Home reading

Home reading is to be completed and recorded in student journals and signed by the students' parents or guardian each week. We ask parents to encourage and promote a love of reading and to ensure that home reading is completed no less than three times each week. Our school library is open every break and lunch-time for borrowing and returning books. It is important that students read in both Bahasa and in English.

Additional support for language learning (English and Indonesian) and Mathematics

In the Primary School, language support is available in both languages; English (EAL) and Bahasa Indonesia (BIPA). Students are identified at the beginning of each year and work in small groups. Students develop at different rates and for this reason, when students have developed their own skill levels in language development, they are able to transition back into the regular programme. In the Primary School, Mathematics support is also available for students from Class 1 to Class 5. Again, students are identified at the beginning of each school year and work with a support teacher who will assist with the conceptual understandings in Mathematics.

Reporting to Parents

At Dyatmika, education is seen as a partnership between parents, teachers and students. Our teachers are available via their Dyatmika email addresses and are always happy to address concerns and questions openly and directly throughout the school year.

In the Primary School full written reports are uploaded on to the Engage parent portal at the end of terms 2 and 4. These reports indicate the level of achievement of learning outcomes across all curriculum areas. Parent Teacher Conferences (PTCs) take place during the year, usually in Term 1 and Term 3, to complement our reporting cycle.

All teachers in the Primary School are available to meet and discuss student progress at any time, [this](#) includes specialist teachers if the need arises. Please make an appointment via email.

7b High School

The Cambridge Programme

The key benefits of the Cambridge Lower Secondary Programme in Classes 6, 7 and 8

The Cambridge Lower Secondary programme is designed to be flexible – Dyatmika combines it with the required elements of the Indonesian national curriculum. The teachers can use the materials from Cambridge in a way that is most suitable for the students at Dyatmika.

The Lower Secondary programme has been designed to link seamlessly with the Cambridge Primary programme (offered from Primary Prep to Class 5) and to provide excellent preparation for students who will go on to study Cambridge IGCSE courses in Classes 9 and 10.

The Cambridge Lower Secondary Programme:

- Develops successful students – it is a framework for education success for students aged from 11 – 14 years.
- Is internationally benchmarked. This allows Dyatmika to measure standards over time.
- Helps teachers assess students' learning as they progress.

Dyatmika uses this feedback to improve teaching, support learning and to report student progress to parents.

The Cambridge International General Certificate of Secondary Education (IGCSE) in Classes 9 and 10



The Cambridge Assessment International General Certificate of Secondary Education (IGCSE) is one of the most recognised qualifications around the world. Cambridge IGCSE courses are renowned for developing vital educational skills, including development of knowledge and understanding, oral skills, problem-solving, initiative, teamwork and investigative skills. The resulting qualification provides a foundation for higher level courses of AS and A Levels.

Cambridge IGCSE caters for different levels of ability with a choice between core and extended papers in many subjects. The core curriculum is based on an overview of the subject and is suitable for students expected to achieve grades C to G. The extended curriculum is more challenging and designed for students who are expected to achieve grades A* to C. Grades achieved through either route have the same value.

Cambridge IGCSE offers a flexible course of study that gives candidates the freedom to choose subjects that are right for them, whilst providing them with a broad knowledge base and lifelong skills. Further detail can be found on the [High School](#) section of our website, by scrolling down to the 'Learning in High School section'.

How is Cambridge IGCSE taught?

At Dyatmika, students are encouraged to study a wide range of subjects at Cambridge IGCSE level, at the same time. Students who do this can also qualify for the award of the International Certificate of Education – an additional qualification that recognises students who pass exams in seven or more subjects from different subject areas. The syllabus is set by Cambridge, and it is taught by experienced English speaking Dyatmika teachers. The course differs for each subject, but there is a mix of assessment methods throughout, including coursework, practical exercises, oral and listening tests, projects and written examinations.

Examination information

Cambridge IGCSE courses take two years to complete and exams are taken at the end of that period. Examinations are held in May/June and October/November each year with results issued in August and January respectively. As Dyatmika is a registered CAIE Centre, students study for, enter and sit the exams at Dyatmika.

An examination fee must be paid by parents before students are entered for their examinations. Please see fee information in the appendices for more details.

Where is Cambridge IGCSE accepted and recognised?

Cambridge IGCSE is a high-profile qualification. It has exactly the same value in admitting students to institutes of further education and employment as the UK equivalent – GCSE.

- Cambridge IGCSE is comparable with GCE O Level and the UK GCSE
- Cambridge IGCSE has an excellent reputation amongst international schools worldwide
- Cambridge IGCSEs are recognised as a reliable record of attainment which counts towards entry to universities and colleges around the world
- A good grade (i.e. C or above) in Cambridge IGCSE English First Language is accepted for entry by almost all universities in the UK and many in the USA, Canada and Australia as evidence of adequate competence in the English language

What are Cambridge AS and A Levels?

GCE Advanced (A) Level is one of the most recognised qualifications around the world. For over 50 years, Cambridge A Levels have been accepted as proof of academic ability for entry to universities and colleges. They are also important to employers who frequently demand A Levels as a condition of job entry.

Advanced Subsidiary (AS) Level represents the first half of a full A Level course and gives students the opportunity to study a broader range of subjects without committing to doing a full A Level. Students can choose to complete an AS Level examination, and then stop studying for that particular subject. Alternatively, after gaining an AS Level qualification, students can complete the remaining course of study in order to take the A Level assessment.

Cambridge A and AS Levels offer a flexible course of study that gives students the freedom to select the subjects that are right for them. Further detail can be found on the [High School](#) section of our website, by scrolling down to the 'Learning in High School section'.

How are A and AS Levels taught?

Cambridge A and AS Levels offer such flexible programmes that there is a lot of diversity in the way they are taught. Typically each AS Level course would require guided learning time in class, in the library or resource centre of 180 hours. For A Levels the learning requirement would be 360 hours.

The syllabus is set by Cambridge, and it is taught by experienced English speaking Dyatmika teachers. The course differs for each subject, but there will be a mix of assessment methods, which may include coursework, practical exercises, oral and listening tests, projects and written examinations.

All syllabuses will require students to develop analytical skills and their application of knowledge in individual study. Cambridge A Levels demonstrate students' content knowledge in a subject as well as their ability to present a well reasoned argument, to understand and apply principles and to acquire deep understanding of a body of knowledge. Studying for Cambridge A Levels is academically challenging, but offers excellent preparation for study at university or college.

Examination Information

Cambridge A Level courses take two years to complete with exams taken at the end. Cambridge AS Level examinations are taken after a year either as part of the A Level course, or as a qualification in their own right. Alternatively, the AS Level qualification can be taken at the end of a two year course. Examinations are held in May/June and October/November each year with results issued in August and January respectively.

As Dyatmika is a registered CAIE Centre students study for, enter and sit the examinations at Dyatmika school. An examination fee must be paid by parents before students are entered for their examinations.

Where are Cambridge A and AS Levels accepted and recognised?

Cambridge International A Level is a 'gold standard' qualification. It has exactly the same value in admitting students to universities as the UK equivalent, and is accepted as an entry qualification by universities worldwide.

- Good A and AS Level grades are a key to admission for all the world's major English speaking universities and many non-English speaking universities.
- Good grades at A Level can result in up to one full year of advanced standing or credit at universities in the USA and Canada.
- AS Level carries half the weighting of an A Level and is typically awarded half the credit value.

This is a general guide. To find out the exact number of A and AS Levels and grades required for further study it is advisable to contact the individual university or institute of higher education. There are some examples below that should help for university study in the USA.

- Yale University awards credit for grades A and B.
- Harvard University requires three A Level subjects at grades A and B.
- Boston University grants advance credit for grades A, B and C.
- New York University grants advance credit for grades A, B and C.

The Double Award Programme

National Students with Indonesian citizenship or dual nationality (Indonesian and one other)

The regulation 31/2014 from the Indonesian Ministry of Education, Culture, Research, and Technology stated that all national students (Indonesian citizenship or dual nationality - Indonesian and one other) are required to take National Mandatory Subjects (Bahasa, Civics - Pancasila, Religion) and to sit in National Assessment.

Following the latest regulation on National Assessment, all national students are required to take National Literacy, Numeracy, and Characters Assessment in classes 5, 8, and 11 and a school-based final assessment in classes 6, 9, and 12.

These students will graduate from Dyatmika with the double award consisting of both Cambridge and National Certificates, giving them the widest choice for further education.



Careers and University guidance

An annual Class 8 and 10 course choice evening, provides course choice guidance and how this links to university. Course choice booklets, produced each year, ensure correct information about courses to prepare for university. Please see these on the [school website](#).

Dyatmika annually updates and publishes University application guidelines booklets. One to one mentor and application guidance meetings twice termly with Classes 11 and 12 students. Students and parents are able to access the bridgeU site for comprehensive information you will receive details.

Dyatmika has appointed a member of academic staff to coordinate careers guidance and university information. In addition, a specialist university counsellor for the USA visits Dyatmika each year.

A university fair and visits/workshops are held at Dyatmika annually. This will be amended this school year. There are various workshops and information sessions for parents throughout the year.

Dyatmika students go on to top universities and colleges in Indonesia and around the world.

Home Room and daily classes

Students meet in their Home Room each morning, followed by 7 lessons of 50 minutes each, timetabled around a snack break and lunchtime. Some students are timetabled extra classes for English and/or Mathematics in period 8. This is also the case for some Class 11 students, depending on their subject choices.

Students must follow and participate in the daily homeroom programme; daily activities are scheduled to ensure students are ready for learning, and demonstrating characteristics of the Dyatmika Learner Profile.

Students must be prepared for classes with their own equipment and scientific calculators (these can be purchased from the High School office). Students are expected to engage with learning in all subjects, and contribute to a respectful and productive learning environment, working together as a class with the teacher to achieve learning objectives.

Homework

In High School routine homework assignments play an integral role in your child's education at Dyatmika. Your understanding of, and attention to, this role can make a critical difference to how your child approaches his or her homework. All assignments are set on Google Classroom, and appear on the Engage Pupil Portal; these can also be viewed on the Engage Parent Portal. Guidelines on homework, including how much time should be spent each day, and how we follow up on any missed homework can be found in the documents section on the [Engage Parent Portal](#).

Homework is not only important in reinforcing the work completed at school, but is equally important in helping your child develop desirable work and study habits. The students are given the skills and instructions at school to be able to complete the assignments independently. It should also be noted that it is essential that students have the right balance between work and play.

Please note that students following the International Cambridge certificate programme are required to complete many assignments at home working independently and guaranteeing that it is their own work. Also it should be noted that all Class 11 and 12 students have some study periods during the school day where they are required to undertake private study in order to prepare for major examinations. Please note that plagiarism is completely unacceptable and can have serious consequences in the presentation of student work.

Additional support for language learning (English and Indonesian) and Mathematics

All High School students are taught English First Language, and as many as possible Bahasa First Language. Indonesian as a Second Language extra support is offered to students who may need this.



All students with limited English or Indonesian proficiency will be tested for placement in these programmes. This is usually in small groups either in the classroom with the rest of the class or sometimes as a separate support group outside the classroom; extra classes for English and Maths are also provided after school. This extra support will cease once the child's listening, speaking, reading and writing skills are strong enough to integrate confidently in the class group.

Various other subjects provide support classes and workshops where demand is seen.

Text books and library books

Please see information sent about:

- resource pickup
- online purchases from the school
- library borrowing during HBL

Class 6-10 text books and other printed resources are provided for use in class by the school. Students are responsible for keeping those books in good condition; damage needs to be paid for by parents (the cost of a replacement). AS and A Level students require their own copies of textbooks for each subject.

These can be bought online from the school shop and range in price from IDR 350,000 to IDR 850,000. Copies are also located in the Library.

Please see the Text Book policy in the Engage Parent Portal.

All students can check books out of the library once they are registered. If students take library books home they are fully responsible for them. Books must be returned in good condition and on time. Any damage to books or loss of books will be charged to the family. If library books are not returned, then school reports will not be issued.

Swimming

The swimming programme for class 6 is an integral part of the physical education curriculum and is an essential safety skill for life. It is not optional. Please keep in mind that if your child is well enough to attend school then they should be well enough to go swimming. If there is a medical condition that prevents your child from swimming then a note from your doctor stating the reason and the estimated length of time your child should be excused needs to be given to your child's teacher. Please be sure your child brings a towel and bathing suit in a waterproof bag on their swimming day. All High School classes have the opportunity to attend training sessions ahead of the BSSA swimming competition.

Reporting to parents

At Dyatmika, education is seen as a partnership between parents, teachers and students. Therefore it is important that we share information about each student's academic, social and personal progress. With this in mind, we will ensure regular information for parents.

Parents can make contact to discuss student progress at any time and appointments can be made via email. Depending on the Covid-19 permissions, such appointments may be face-to-face, or may need to be conducted via online video conference.

High School upload all reports to the Engage Parent Portal. Grade and effort updates are given at the end of each term, together with full written reports at the end of terms 2 and 3 for Class 10-12, and terms 2 and 4 for Class 6-9.

Grades and effort ratings are analysed each term; students achieving above target and/or showing outstanding effort follow our rewards programme; those achieving below target and/or showing low average effort follow a 'Student Progress Plan' and/or 'Effort Report'. Parents receive information and updates on these interventions.

Regular meetings are held by staff responsible for the pastoral care of your child. If at any time a teacher feels that a student is not performing to the best of his/her ability, then the Academic and Pastoral Leader or relevant Head of School will arrange a time to discuss the matter with you. Please note that



teenagers have many ups and downs and that we must monitor behaviour and academic performance over a reasonable period of time to establish patterns which may affect learning.

Library service

About Our Library

The Dyatmika library is located above the main office and is open to all students and parents from Early Years to Class 12. Our collection includes physical books in Bahasa Indonesia and English, electronic books available on Tumble Book Library through the [library website](#), and online Encyclopedia Britannica. We strive to represent as many diverse worldviews and experiences as possible through our carefully curated books. Our librarians and language teachers guide our students in finding books that they can enjoy and are most appropriate for their age and reading level. However, we also highly encourage parents to be involved in their child's reading selection and experience.

Borrowing Library Materials

Physical books are loaned out each week during class library time or at other times when the library is open.* Students and parents can also use the online form on the [library website](#) to borrow books for pick-up or renew loans.

Library Hours

The Dyatmika library is open weekdays (except on public holidays), including during school holidays, from 7:30 a.m. until 4:00 p.m.*

Library Fees

Students are asked to return books on time, but there are no fees for late books. However, lost books must be reported and will be charged. Please note, that your child's reports or documents may not be released if there are outstanding overdue or charges.

Swimming

The swimming programme is an integral part of the Physical Education curriculum in applicable classes and is an essential safety skill for life. It is not optional. Please keep in mind that if your child is well enough to attend school then they should be well enough to go swimming in most instances. If there is a medical condition that prevents your child from swimming then a note from your doctor stating the reason and the estimated length of time your child should be excused needs to be given to your child's teacher. Please be sure that your child brings a towel and bathing suit in a waterproof bag on their swimming day.

8. Wider student life

Extracurricular activities

The Dyatmika extracurricular programme has been designed to supplement, deepen and encourage social skills such as leadership, cooperation and teamwork as well as furthering academic attributes involving problem solving, perseverance and learned application.

Our extracurricular program is available to view via the engage website or through booklets which can be obtained via the main office. Parents are encouraged to note sign-up times and activities at the beginning of each term. Once a student is signed-up to an activity, there can be no cancellations. Payment shall be sought without exception.

House groups

All Dyatmika students are placed into a school house group. All siblings are in the same house. The houses are: Cempaka (yellow), Pucuk (red), Sandat (green) and Tunjung (blue). Houses encourage friendly competition within the school.



School assemblies

School assemblies are seen as a means of community building, celebration, sharing of news and prompting the Dyatmika learner profile.

Field trips and camps

Field trips occur throughout the year and are planned to enrich topics that are taught in the classroom. Information regarding the field trip and permission forms will be sent home several days prior to any trip by email. The permission form must be signed by a parent or guardian and returned to the Primary or High School office as appropriate, unless otherwise specified in the trip letter. Any student who has not returned the signed permission form cannot join the trip. The cost of most field trips is covered by the school fees. Parents will be notified if a particular field trip incurs any extra cost, say for food.

Dyatmika has a Camps programme designed to encourage and build team spirit, develop an appreciation for 'the classroom with no walls' and to inspire a sense of adventure. The camps are seen as an integral part of the school programme and are therefore mandatory.

Each year some subject based trips are offered as enrichment to students. These may be within Indonesia or to countries within the region. While such trips are not mandatory, they are tied to curriculum outcomes and students can gain deeper understanding by taking part. **Students will not be able to participate if their fees are unpaid.**

Birthdays

Please seek permission from the class or home room teacher, prior to a birthday celebration, ensure that cakes are organised into individual servings i.e.. muffins and that no cutlery is required.

9. School community

PTFA

The PTFA is the Parents, Teachers and Friends Association of Dyatmika whose objective is to facilitate the development and further improvement of the school by using the available resources of parents, teachers, friends and the wider community, in keeping with the vision and ethos of Dyatmika. All parents and teachers are automatically PTFA members once they join the school.

An important function of the PTFA is to maintain positive, close communication between parents, teachers, students and the community. This is accomplished by providing a forum for constructive ideas and feedback to flow between school leadership and parents. We encourage parents to take an active role in Dyatmika through the PTFA.

Please find out more about [PTFA](#) by visiting the school website.

Community Garden

Dyatmika has established the Dyatmika Community Garden to bring together all sections of the school community in a shared garden, following permaculture principles.

For students the Dyatmika Community Garden represents a unique opportunity for them to be actively engaged with their environment through their curricular learning and Extracurricular Activities.

Independence Day / Flag raising ceremonies

Dyatmika honours and celebrates Indonesian Independence Day each year through a flag raising ceremony. Students and staff also join a flag raising ceremony on the 17th of each month (where the 17th falls on school days).

Saraswati Day

Saraswati Day is recognised by the school community and details will be shared directly with parents ahead of Saraswati Day.



10. Financial and administrative matters

School fees

Please read carefully the current fee details in the appendices so that you are aware of all related policies and procedures.

For 2022-23 please note that late payment fees are not being applied. Late payment fees will resume for 2023-24.

Please note other sanctions for any overdue fees. These include the non-release of reports and examination results, as well as the exclusion of students from the school until fees are paid, once a series of reminders via email have been sent and phone communication has been initiated by the school.

Contact financedept@dyatmika.org

Please also note that an additional examination fee must be paid by parents before students are entered for their Cambridge examinations.

Please see the full [Enrolment Policy](#) available on the school website.

Withdrawal of students from Dyatmika

If you are withdrawing your child from Dyatmika, you must give the school written notice at least 60 days notice prior to your child's last day of attendance, including for withdrawal at the end of the academic year. Please send this notice to the Head of School.

As a not for profit school, Dyatmika must retain cash flow to fund the stable operation of the school moving forward. This is a major consideration in the setting of policy regarding school fees. The school is careful to make clear to parents that there is a financial penalty for withdrawing a student from the school within 60 days of the last day of attendance, i.e. holidays are not included in the time period. This is because Heads of School need to be available for observations and/ or testing, and for processing other academic aspects of enrolment (Please also see the [fee information](#) for the current school year in the appendices and on the school website).

Official documentation for International students (Government requirements)

Under the rules of our current school licence, there are document requirements that apply if your child is an international student. Without these documents your child cannot attend school at Dyatmika.

1. **KITAS**

Your child must have a current KITAS visa. You must provide the school with a copy of the current KITAS. This is a Government requirement.

2. **Study permit**

A study permit is a Government requirement for foreign students while they are studying at an SPK (Satuan Pendidikan Kerjasama) school like Dyatmika. The permit lasts for one year and must be renewed every year. It is currently free of charge. Please see the school website for information about how to get a [study permit](#).

Official documentation for Indonesian students (Government requirements)

Under the rules of our current school licence there are document requirements that apply if your child is a National student. Without this document your child cannot attend school at Dyatmika.

1. **Kartu Keluarga**

Your child must have a current Kartu Keluarga. You must provide the school with a copy. This is a Government requirement.



Student ID Cards

Student ID cards can be obtained by emailing the respective Primary Office or High School. (for Classes 6-12). The cards are free and can be used to obtain student discounts, for example. Replacement cards may also be ordered at a cost of IDR 10.000.

11. Appendices

11.1 - School Fees and Cambridge Examination Fee

Dyatmika School Fees Year 2022-2023 (IDR)

Tuition fee (4 times a year)

Tuition fees are used for the operational costs of the school.

Due: **Period 1** - 5 August; **Period 2** - 5 November;

Period 3 - 5 February; **Period 4** - 5 May

Tuition fee sibling discount

2.5% discount for siblings of children in the same family for 2nd, 3rd, 4th children (and so on). This discount is only applied when fees are paid by the due date.*

* This is waived until end of Semester 2 2022-2023

Teaching and Learning Resources fee

(non-refundable at any point)

This fee covers classroom teaching and learning resources, sports equipment and library resources. Due: once a year, 5 June 2022.

Admission fee

(non-refundable at any point)

This fee is used for the development and maintenance of school buildings and facilities, including technology networks and equipment. The admission fee is paid upon entrance to each level of schooling (Early Years, Primary Prep, Class 1, Class 6, Class 7, Class 10). Due 5 June 2022.



Description	Early Years			Primary		High School	
	Playgroup	Kindergarten (TK)		Primary Prep	Class 1-5	Class 6	Class 7-9 (SMP)
		Half Day	Full Day				
TUITION FEE 4 times a year Period 1 - 5 August, Period 2 - 5 November, Period 3 - 5 February, Period 4 - 5 May Annual payment in advance by 15 August.	8,172,500	11,928,750	14,807,500	15,825,000	17,768,750	17,768,750	23,526,250
TEACHING AND LEARNING RESOURCES FEE (non-refundable) Annual payment in advance by 5 June 2022.	2,625,000	2,940,000	59,230,000	63,300,000	71,075,000	71,075,000	94,105,000
ADMISSION FEE (non-refundable) First payment: in advance on acceptance into Dyatmika. If continuing on to the following section of the school (see Admission fee above), payment by 5 June 2022.	11,550,000 (For 2 years)	5,775,000 (For 1 year if not paid during PG)	2,940,000	5,775,000 (For 1 year)	36,575,000 (For 5 years)	7,315,000 (For 1 year)	36,385,000 (For 3 years)
							27,263,750
							5,985,000
							109,055,000
							5,985,000
							36,385,000 (For 3 years)
							36,385,000 (For 3 years)

Late payment fine

The late payment of fees incurs a fine to cover lost bank interest and additional accounting procedures. Fines are:
30 days late – IDR 200,000; 60 days late – IDR 400,000; 90 days late – IDR 600,000; 120 days late – IDR 800,000; 150 days late or over – IDR 1,000,000.

* This is waived until end of Semester 2 2022-2023

Non-payment of fees

Non-payment of fees After 30 days overdue a reminder is issued. After 60 days overdue a reminder is issued and the parent/guardian asked to contact the school. Failure to pay fees (with or without a payment plan in place for 2022-2023) will result in the withholding of reports and official education certificates. Students' attendance may be interrupted or the school place withdrawn.

Fee schedule for students on acceptance to Dyatmika

Within 7 days of acceptance students new to Dyatmika pay:
• Full Admission fee for the level of schooling (non refundable)
• Teaching and Learning Resources fee (100% if starting in Terms 1 or 2; 50% if starting in Terms 3 or 4)
• For students attending at the start of the year, the Tuition fee is paid on 5 August.
• For students starting during the year, the Tuition fee is paid from the 1st day of the month (no part months).

Withdrawal (leaving Dyatmika) during the school year

If a student is withdrawn from Dyatmika the school must be informed in writing 60 days prior to the last day of attendance at school, including withdrawal at the end of the school year. If notification is not given, the parent/guardian will incur a fine of 2 months of tuition fees.

Payment methods

Parents / guardians are given instructions in each invoice for making a bank transfer. Cash is not accepted. Payment by credit card specifically for Indonesian Citibank card holder only. Email to financedept@dyatmika.org for the arrangement.

Please note

Additional payments apply for school lunches, uniforms and some school authorised activities and text books. Please see the information over the page about additional payments for Cambridge examinations. The terms and conditions stated on this page are subject to change.

Cambridge Examination Fees

Cambridge Assessment International Education charge a fee for students who take examinations at IGCSE, AS and A Levels. These fees must be paid by parents before students are entered into examinations, in line with Cambridge's regulations.

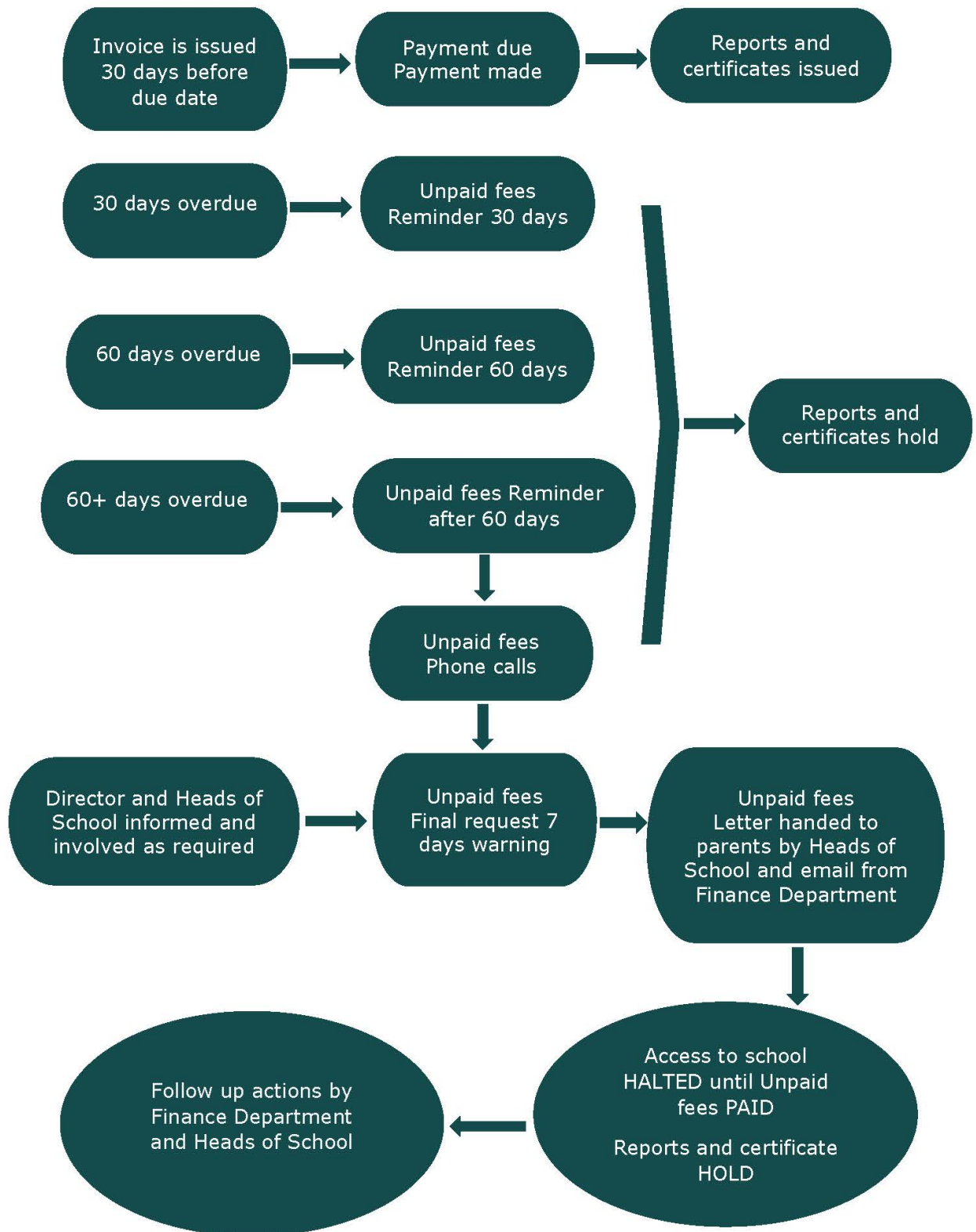
In order to streamline the process of examination entry, parents are asked for an advance payment during October to cover the cost of all examination fees. In 2021-22 this payment was:

Class	Cambridge Exam Fees
Class 10	IDR 14 million
Class 11	IDR 7 million
Class 12	IDR 6.5 million

Please note:

1. Cambridge change their fees slightly each year and exact fees are affected by the IDR to GBP exchange rate.
 - The exact cost is calculated after the entries are confirmed, and retrospective invoices issued.
 - Any surplus fees are credited against future school fees.
 - Any shortfall due to major currency fluctuations are billed to parents.
2. Examination entries are only processed once fee payment is received. Delays in payment by parents will result in a 'late entry fee', following Cambridge Assessment International Education's procedures. The school cannot absorb late fee costs; it is billed to parents.
3. Dyatmika does not charge any additional administration fees for these examinations.
4. Parents will receive a letter early in the school year when examination fees are to be paid.
5. Parents are responsible for fees associated with any examination resits.
6. Please note that Dyatmika's policy is that the failure to pay school fees (with or without a payment plan in place) will result in the withholding of reports and official education certificates. Paying the Cambridge examination fee does not allow access to Cambridge certificates when other school fees are unpaid. This is stated on the fee table.

Fee Payment Process Chart



11.2 - Email Addresses

We are proud of our staff. You can read more about them on the [staff section](#) of our website.

Email addresses of Administration staff

Name	Role	@dyatmika.org
Jonathan Turner	Director	jonathanturner
Lilawati Adhikang	Business Manager	lilawati
Cokorda Agung Anre Juniana	Head of SPK Accreditation	cokanre
Ni Komang Sukma Wedanti	Enrolment	sukmawedanti
Ni Luh Nyoman Sutriasih	Enrolment	sutriasih
Silayani	Receptionist	silayani
Ni Ketut Ayu Hary Widiastuti	Head of HR & GA	ayuwidi
Ni Nyoman Srutiningsih	HR & GA Assistant	sruti
Made Aswin Sugihartana	Campus Manager	maswin
IB Denny Ary Djodhi	Asst Campus Manager	ibdenny
Komang Supariati	Account Receivable	skomang
Ketut Suseni	General Cashier and Tax	ksuseni
AA Gde Putra Adnyana (Agung Putra)	Receiving and School Shop Officer	agungputra
Komang Armiyani	Senior Accountant	armiyani
Poppy Ikanawati	Purchasing Officer and Asst. to Senior Accountant	poppy
Arie Fujiro	IT Manager	arie
Komang Arya Natanegara	IT Application Supervisor	karya
I Md Putra Danahita	IT Infrastructure Supervisor	putra
I Komang Bayu Segara	IT Application Support	bayu
Dewa Gede Puja Wirata Sindu	IT Infrastructure Support	dewa.sindu
Putu Ayu Chintia Devi Pendit	IT Administration Officer	chintia
Putu Irin Nandya Ayutami	Library Assistant	putuirin
Ni Made Sri Pratamawati	Library Assistant	msri
Putu Indrayani (lin)	HS Office Supervisor	indrayani
I Dewa Ayu Rai Wirathi	HS General Administration	rai
Putu Sri Wahyuni	HS General Administration	psrie
Rita Septiawati	HS General Administration	rita
I Wayan Rona	Head of EYP & Primary Office	rona
Made Sri Rahayu	EYP/Primary School Office Supervisor	rahayu
IGA Dewi Alam Sari	EYP/Primary General Administration	adewi
Ni Luh Putu Diana Ratnasari	Multimedia Assistant	diana

Email addresses of Primary School teaching staff

Name	Role	@dyatmika.org
Nicholas Bridges (Nick)	International Head of EYP/ Primary EAL Primary	nick
Ni Ketut Ayu Sugati	National Head of EYP/ Primary & BIPA 1- 5	kayu
I Md Adnyana (Dekna)	Coordinator EYP PG Teacher	madnyana
Ni Made Yasni	PG Teaching Assistant	myasni
Ni Putu Novita Shandra Dewi	PG Teaching Assistant	shandra
Lindy Jaine Burgess	Coordinator EYP PG Teacher/ TK Teacher (E)	lindy
Ni Putu Pebri Ariati (Eby)	TK Teacher (I)	pebri
Ni Luh Komang Alit	TK Teaching Assistant	kalit
Putu Dinia Suryandani	TK Teaching Assistant	dinia
Melissa Turner	Team 2 Leader/PP Teacher (E)	melissa
Ni Putu Martini	PP Y Teacher (I)	martini
Ni Made Mestriani (Ade)	PP X Teacher (I)	mestriani
Ni Gusti Ayu Paramiyogi	PP Y Teaching Assistant	paramiyogi
Ni Komang Putri Adnyani	PP X Teaching Assistant	putri
Philippa Hodge	Class 1 Teacher (E)	philippa
Nyoman Sri Utami	Class 1 X Teacher (I)	nutami
Ni Nyoman Sulistiari	Class 1 Y Teacher (I)	sulistiari
Ni Made Suniasih	Class 1 X Teaching Assistant	suniasih
Putu Shela Widiawati	Class 1 Y Teaching Assistant	widiawati
Ben Guichard	Team 3 Leader/ Class 2 Teacher (E)	beng
Erni Hastuti	Class 2 Y Teacher (I)	ehastuti
Kadek Meri Puspita	Class 2 X Teacher (I)	mpuspita
Kadek Nina Harnin	Class 2 X Teaching Assistant	nina
Defrina Martha W	Class 2 Y Teaching Assistant	martha
LP Kusumadewi Yuliani (Dewi Yul)	Class 3 Teacher (I)	kyuliani
Ni Putu Wismayani	Class 3 Teaching Assistant	wismayani
Alison Nall	Team 4 Leader/ Class 4 & 5 Teacher (E)	alison
Lusia Setyawati	Class 4 Teacher (I)	lsetyawati
I Made Renga	Class 5 Teacher (I)	mrenga
Ni Pt Hindira Laxmi	Class 4 & 5 Teaching Assistant	laxmi
Ni Luh Kade Duwinitia Ningsih	Class 4 & 5 Teaching Assistant	duwinitia
Agnes Ikarini Damayanti	Support Teacher Language	iagnes
Putu Surya Mahardika	IT Teaching Assistant	surya
Devi Octavia Simatupang	Art Teacher (I)	octavia
Heni Kusumawati	Art Teaching Assistant	hkusumawati
Irvandi Yusup	Music Teacher	irvandi

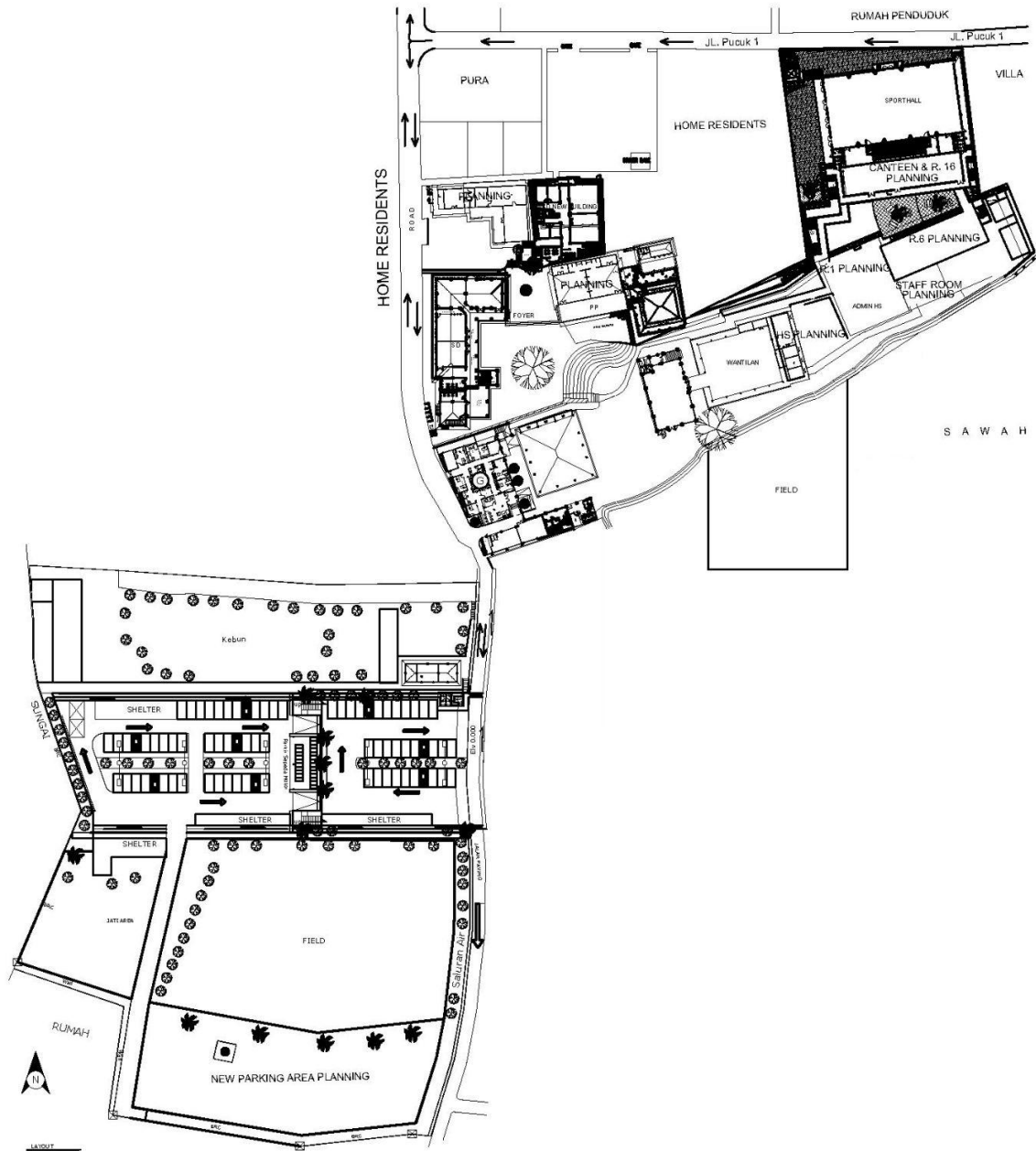
Samuel Yunius Sayoga (Sammy)	Music Teacher	samuel
IA Kt Kusuma Widiastuti (Dayu)	Music Teaching Assistant	dayu
Wibowo Susilo	PE / Sports	wsusilo
Michael Kunu	PE / Sports	mkunu

Email addresses of High School teaching staff

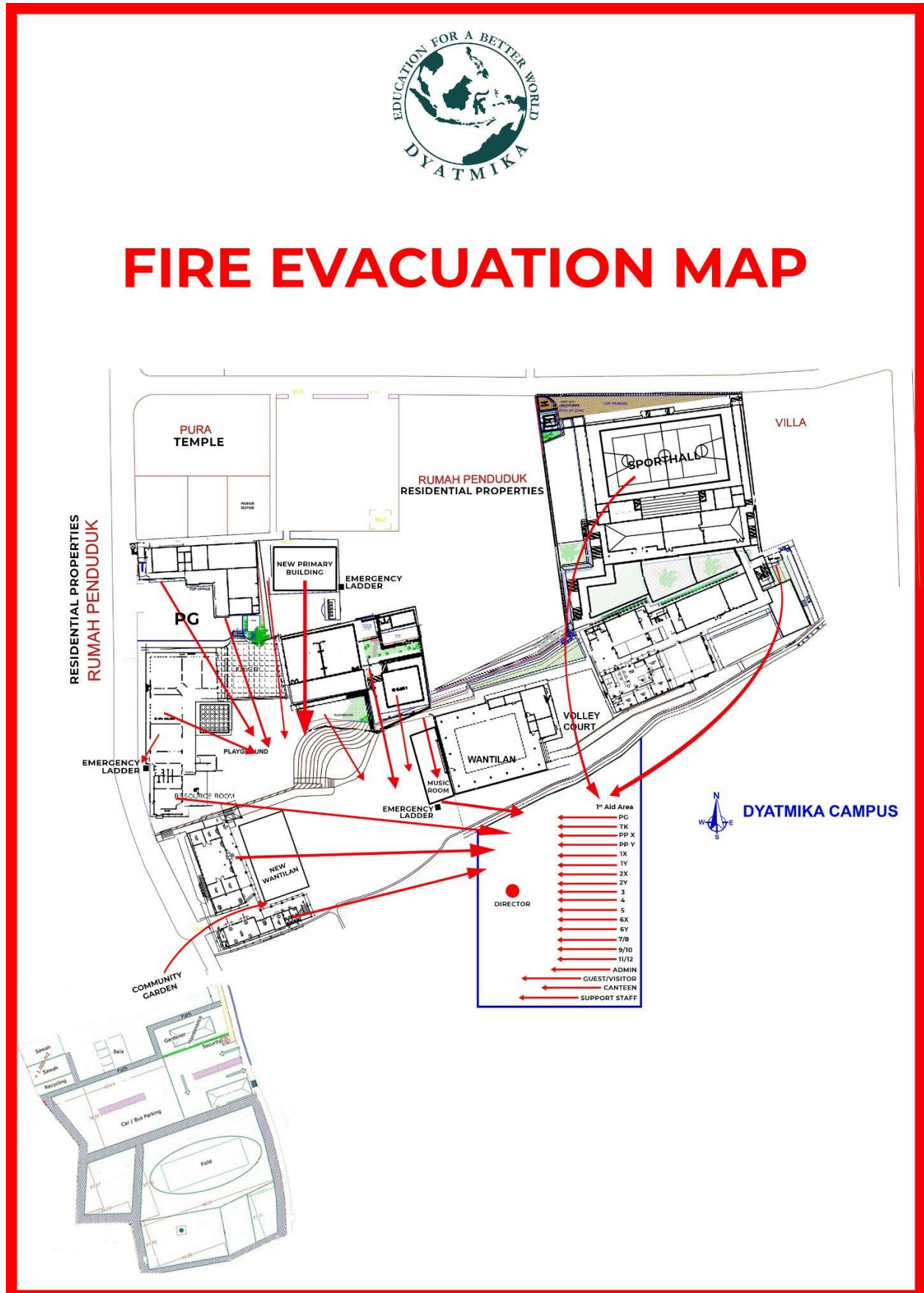
Name	Role	@dyatmika.org
Ketut Mahardika	National Head of HS / Maths / Phys	kmahardika
Jonathan Cherry	International Head of HS / Maths	jcherry
Ida Ayu Kade Surya Utami	Deputy Head of HS / IT / Business	suryautami
Nadine Winspur	Head of English	nadine
Andrew Charlton (Andy)	English / Academic Pastoral Leader Cl. 11-12	andrew
Iman Al-Hameed (Mani)	English	mani
Max Henry Wilfred Ashley-Cooper	English / HS Careers and University Coordinator	max
Kadek Mardika	English	mardika
Yurista Pratiwi	Head of Bahasa Indonesia	yurista
Ketut Trisnayani	Bahasa Indonesia / Indonesia UN	ktrisna
Elizabeth Permatasari	Bahasa Indonesia / ISL Teacher	epermatasari
Ni Putu Eka Maryani Dewi	Bahasa Indonesia / ISL Teacher	maryani
Christian Pedersen	Head of Science / Physics	christian
Lindsay Oliver	Science (Biology) Teacher	lindsay
Margaret Barrass	Science (Chemistry)	margaret
Ni Kadek Ary Anggreni	Science / Citizenship DA	kary
Ni Kadek Fitria	Head of House / Science	fitria
Fitri Nur Indah Sari	Laboratory Assistant Teacher	indah
Helen Briggs	Head of Mathematics	hbriggs
George Guilbert (Josh)	Mathematics Teacher	george
William Sharp	Mathematics Teacher	william
A. A. Gd. Agung Kusuma Yudha	Mathematics / Mathematics UN	kusumayudha
Kadek Widiastari	Mathematics Teacher	kwidiastari
Ni Made Suparmiti	Mathematics / Science Teacher	suparmiti
Ni Luh Putu Sri Arthini	Mathematics UN / Science UN / Budaya Bali	sputu
Sarah Smith (Sez)	Head of Social Sciences / History	sarahs
Kevin Johnson	Academic & Pastoral Leader Cl. 9-10 / Social Sciences / History	kevin
Laurence Green	Geography	laurence
Philip Stanier	Academic Pastoral Leader Cl. 6-8 / Geography	pstanier

John Connolly	Head of Business & Economics / Community Garden Coordinator	jconnolly
Ben Wilson	Business Studies Teacher	benwilson
Jo -Anne Farrelly	Economics Teacher	joanne
Agus Dita Saputra	Head of House / Economics	agus
John Stoddart	Head of IT	jstoddart
Rebecca Way (Beci)	IT Teacher	rebecca
I Gede Merta	IT	merta
Karen Shorter	English (Class 6)	karen
Clara Dayinta	Bahasa Indonesia / PKn (Class 6)	clara
Hana Dwi Herlina Irjayanti Kawab	Class 6 Teaching Assistant	hana
Ridzki Akbar Samsulhadi	Counselor / Health	ridzki
Putu Wirmayani	Counselor / Health	irma
Satya P Sasongko	Psychology / Health / Library	satya
Claire Ann Dockray	Head of Art / Art Teacher (E)	claire
Caroline Besterman (Caz)	Head of Music/ Music Teacher (E)	caroline
Irvandi Yusup	Music Teacher	irvandi
IA Kt Kusuma Widiastuti (Dayu)	Music Teaching Assistant	dayu
Philip Carey	Head of PE / Health	pcarey
Wibowo Susilo	PE / Sports	wsusilo
Mikael Kunu	PE / Sports	mkunu

11.3 - School Site map



11.4 - Emergency Evacuation maps (Fire and Tsunami)



EARTHQUAKE / TSUNAMI EVACUATION MAP

