



SEKOLAH DYATMIKA

**PARENTS'
HANDBOOK
High School
2009/2010
SCHOOL YEAR**



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WELCOME TO SEKOLAH DYATMIKA.

This is the beginning of the 14th year of operations for this non-profit community school, founded on the dreams and aspirations of a small group of parents committed to providing the best education possible for their children here in Bali. The dream began in 1996 with only 27 students enrolled in grades 1-4. Several of the original Indonesian teachers from that very first Dyatmika class are still with us today, committed to the same vision as the founding group of parents: excellent education in a caring environment.

Relying on parent enthusiasm and participation, Dyatmika quickly became known as a promising alternative Indonesian school, committed to adding one grade per year until the completion of high school. This year we are proud to report an enrolment of around 300 students in grades K-12, employing 80 staff and offering classes on a campus with seven major buildings, a playground and sports field. Our buildings take full advantage of sea breezes and views from our beautiful campus, overlooking rice paddies and the ocean.

We sincerely hope that you and your child find your experience at Dyatmika a satisfying and rewarding one. As part of our efforts to ensure a smoothly operating school, we request that parents discuss all relevant aspects of this PARENTS' HANDBOOK with their children in order to help familiarize them with the values and expectations at Dyatmika

MISSION STATEMENT

WE ARE A NON-PROFIT SCHOOL, DEDICATED TO ACADEMIC EXCELLENCE AND TO PRODUCING RESPONSIBLE AND CONSCIENTIOUS MEMBERS OF SOCIETY.

WE ASPIRE TO BE A ROLE MODEL, ESTABLISHING DYATMIKA AS A TEACHER TRAINING AND REFERENCE CENTRE FOR OUR FACULTY AND FOR EDUCATORS OUTSIDE THE SCHOOL.



OUR CHARTER

The Dyatmika Foundation was established for the purpose of building a non-profit school that would meet the needs of children in Bali and prepare them to be conscientious adults in tomorrow's world.

The guiding principles of the Dyatmika school comprise what the foundation believes to be basic pillars of a prosperous and responsible society: moral integrity, religious and social tolerance, intellectual capacity, broad knowledge, civic responsibility, cultural preservation and sensible management of the natural environment. These principles, directly and indirectly, are fundamental to the educational vision of Dyatmika.

Dyatmika strives to implement a broad, up-to-date and rigorous curriculum that teaches children the indispensable skill of how to learn. Students develop their critical thinking and creative skills in an atmosphere that respects their natural abilities and personal interests, while encouraging them to reach beyond their own perceived boundaries.

The school recognizes how the values and unique social and cultural traditions of Bali have served to create a stable and tolerant society. The observation of these values at school, as well as specific instruction in the native language, music, art and customs of Bali are a cornerstone of Dyatmika's commitment to cultural preservation. As the increasing cultural diversity of families in Bali is reflected in the student body, the atmosphere of Dyatmika is one of respect and celebration, and the teachers aim to draw enrichment from the variety of races and religions represented at the school.

Through a comprehensive program of community service, Dyatmika is committed to developing in each student the capacity for compassionate response and exemplary citizenship. Students and graduates possessing a lasting commitment to public service are one measure of Dyatmika's success as an educational institution.

Furthermore, Dyatmika strives to instil in all its students an innate and profound sense of responsibility toward the natural environment and its inhabitants, both through curriculum enrichment and through field work on the school's premises as well as outside the school.

In the interest of fostering global understanding among peoples and in providing the students with essential communication skills, Dyatmika requires and provides for a high level of proficiency in the Indonesian and English languages, with the hope that further language acquisition will be sought and more easily attained by its graduates.

The school believes in the importance of teaching as a profession and is committed to the welfare and intellectual development of its teachers. The school provides ongoing in-house teacher training, opportunities to attend outside seminars as well as invites professionals into the school for training and exchange programs.

Recognizing that only a limited number of children can attend, Dyatmika aspires to establishing itself as a teacher training and resource centre for educators outside the school, and to serving as a role model to schools island and nationwide.

Founders Yayasan Dyatmika Sekar Bawana



OUR SCHOOL VISION

- TO PREPARE GRADUATES FOR TERTIARY EDUCATION
- TO CONTINUE TO ESTABLISH AND MAINTAIN QUALITY EDUCATION
- TO BE RECOGNIZED AS A LEADING PRIVATE NATIONAL PLUS SCHOOL IN INDONESIA

To help us achieve these goals we have defined certain values that not only guide our organization and its employees, but also serve our children in realizing their own aspirations, beyond the formative years of primary and secondary education.

Values we look for in accepting new families to Dyatmika -

- Commitment to our Vision & Mission
- Dedication to supporting children's best interests
- Acting as caring adult role-models
- Demonstrating initiative through active support of the school programs and activities

Values we strive to cultivate in our students -

- A sense of belonging and responsibility to a community
- Model citizenship
- Self-discipline
- Appreciation and respect for others
- To be solution-oriented
- To communicate well
- Cultural awareness and sensitivity

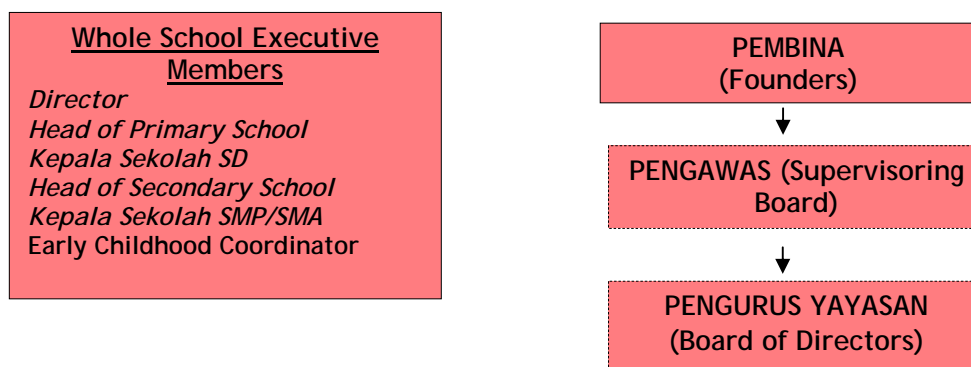
The values that our school community refers to when we assess our performance are -

- Providing an excellent education
- Becoming a 'lighthouse school' (model for other Indonesian schools)
- Instilling cultural awareness both in and out of school
- Developing a strong school community



DYATMIKA SEKAR BAWANA FOUNDATION STRUCTURE

The Founders of Dyatmika and the Dyatmika Sekar Bawana Foundation have appointed two governing bodies. The first is the **Yayasan Board** which oversees all aspects of the Foundation's activities and the second is the **Whole School Executive** which oversees the various activities of Dyatmika School. The Yayasan consists of the founders, volunteer parents and volunteer members of the Balinese business community. The Director attends Yayasan meetings as a non voting member and acts as liaison between the Yayasan and the Whole School Executive. The Yayasan's role is to ensure that the vision and mission of the Foundation is adhered to and that sound business and fiscal policies are being followed by the Whole School Executive. The Whole School Executive is made up of senior teachers and educational administrators. Their role is to oversee the effective running of the school on a day to day basis and to ensure that the values mentioned above are nurtured through the curriculum and other activities of the school. They are also responsible for the smooth running of the bilingual academic programme for all classes and professional development for teachers and student teachers.



Parent Involvement

Dyatmika is founded upon strong parental involvement. As such, parental involvement is both welcomed and actively encouraged. To become involved please speak to your house group leader, classroom teacher or Head of School / Kepala Sekolah for information. The following description of activities is meant to help you decide where your particular interests, time and expertise could be best used.



Parents, Teachers and Friends Association

The PTFA is an Association of Parents, Teachers and Friends 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 community, in keeping with the vision and mission of Dyatmika.

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

PTFA Executive Committee

The PTFA is lead by an Executive Committee consisting of a Chairman, Vice Chairman, Treasurer and two Secretaries, one providing Indonesian and the other English language communication. Monthly meetings and social events are organized by this committee with the help of PTFA members.

PTFA Fundraising Committees

The parent fundraising committees, such as the Annual Dyatmika Bazaar, Dyatmika Dines and other event committees, play an important role by initiating and organizing events that raise money for the school. In the past the money raised by parents has been used for many things. These include buying specialized equipment, sponsoring our teacher exchange programme in Australia, building the wantilan (an outside covered area used for all sorts of sports activities, assemblies and larger meetings), building a full size basketball court and sponsoring the Bali Schools' Science Fair. The camaraderie of meeting new parents and friends is one of the most enjoyable aspects of joining one of these committees which contribute so much to improve Dyatmika.

Other possibilities for parental involvement

Do you have skills that you are willing to share? Please consider conducting or assisting in an extra-curricular activity e.g. sports, arts & crafts, or games. Parent help is also welcomed for special activities such as assisting with production of the yearbook or volunteering as an event photographer (stills or video).



Administration Office

The office is open from 7.00am until 4.00pm, Monday - Friday

The cashier, in the office, is open from 7.30am - 12.00pm, 1.00pm - 3.00pm

The school telephone / fax number is 461 874

The school email address is info@dyatmika.org

The school's website can be found at www.dyatmika.org

Arrival and Pick-up

The school day, High School

| | |
|--------------------|--------------------|
| House Group: | 07.55 am - 8.00 am |
| Morning classes: | 8.00am - 12.25pm |
| Afternoon classes: | 13.05pm - 14.45pm |

Students are expected to arrive at school on time and are encouraged to be at school **10 minutes** before the commencement of house group. This time before school should be used by students to organise their lockers and prepare for the day ahead. This is not a suitable time for students to play organized sport. No supervision is provided before 7:45am as teachers must prepare for lessons and attend a morning briefing. Please note that House Group time is very important as essential information as well as student registration happens at this time.

Parents should note that it is essential that your child arrives at school on time and must be collected from school on time. After school hours, all teachers are busy in professional development meetings or preparing work and are not available to supervise students. It is furthermore distressing to students to be continually picked up late or to arrive late for classes.

Please remember to let the class teacher or office know if you have changed your child's pick up routine for a particular day. Students may use the office telephone to call their parents if they have not been picked up from school; however students may not use the office telephone to arrange other social engagements.

Please realise that during extra-curricular activities your child is voluntarily supervised by teachers and other parents or specialist consultants. To avoid inconvenience to these school personnel, students who are repeatedly picked up late will not be permitted to continue in the extra curricular program.

Attendance

Regular attendance is necessary for students to benefit fully from the school's educational opportunities and parents are asked to exercise discretion regarding absences.

Where possible, advance notice should be provided of a child's absence. A telephone call or note to the house group leader or an email to the high school principal informing of the intended absence is required. Where advance notice is not possible, the parent or guardian should provide a note addressed to the house group leader or head of high school explaining the absence.



When a student needs to leave school during school hours, a written request must be given to the class teacher beforehand. Under no circumstances are students allowed to leave the school grounds during school hours without explicit permission.

It is not recommended for students to take extended holidays outside the scheduled school holidays, however if this is unavoidable, parents are required to inform the school in writing, at least one month in advance.

Birthdays

On birthdays, if desired, students may bring a cake to school, to share with classmates at lunch break. Parents are expected to liaise with the house group leader beforehand. Party favours and party food, other than birthday cake, are not allowed.

Change of Address

Please notify the office immediately of any change in your address or contact details or the details of the person you nominated to be contacted in an emergency. This information is vital and should be kept current at all times. It is the parents' responsibility to ensure any changes to this information are brought to the immediate attention of the school and that the regular requests that emanate from the school confirming these details are completed accurately and returned promptly to the school.

Communication Procedure

Dyatmika is a diverse community of parents, teachers and administrators originating from over 20 different countries. Given this broad range of languages, cultures, experiences and expectations, it is vitally important to have clear lines of communication in order to promote smooth school operations. To achieve an optimal level of communication we ask that parents adhere to the following guidelines:

- 1) Complex individual student or classroom-related issues should be discussed directly with the Head of High School or Kepala Sekolah. Parents can also keep in regular touch with class teachers through our email system (see appendix 2). However, please note that teachers have a heavy workload and it may not be possible to reply to enquiries the same day.
- 2) Issues related to school business administration should be directed to Ibu Lila in the main school office.
- 3) Issues that require changes in policy should be directed to the Yayasan, only **after discussion with the Director**. Parents may be directed to write a letter to the Yayasan regarding their concerns if the scope of the problem requires a Yayasan decision.

Please note that it is essential to make an appointment with the appropriate person; the school requests that a telephone call to the main office or high school office is made to request an interview. It is **not possible** to meet parents on an ad hoc basis during teaching time. Please make all appointments through the school office and during the hours of school operation.

Contact Details

Contact details in high school:

High School principal email address is jyoung@dyatmika.org

High School secretary email address is lmegia@dyatmika.org

SEKOLAH DYATMIKA

P.O. Box 3509 Denpasar 80035

Jalan Pucuk Bang Kesiman Denpasar 80237 Bali Indonesia

Tel (+62 361) 461 874 Fax (+62 361) 461 874 info@dyatmika.org www.dyatmika.org



The phone number of high school principal and high school secretary is: 0361-461 874 ext 108.

Discipline

All members of the school community uphold high standards of behaviour, friendliness and courtesy, and are 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 frustrations in a more positive and respectful manner.

Firm but friendly discipline is a fundamental aspect of the relationship between teachers and students at Dyatmika. Students learn far more from teachers whom they like, trust and respect. At the beginning of each school year, class rules are established with both teachers' and students' input. It has been shown that students are less likely to break rules that they themselves have helped establish.

We endeavour to ensure our discipline policy remains proactive, positive and fair. We acknowledge that parents will be informed of any transgressions of this policy by their child. We expect parents' support of the consequences employed as a result of breaches of our school rules.

Email

In order to save costs and improve efficiency, all letters out from the high school as well as the school newsletter will be sent to your email address electronically. Please ensure that your email address is accurate and that all Dyatmika correspondence does not end up in your spam mail. If you require hard copy then please inform Ibu Linda the high school secretary.

Emergency Telephone SMS system

In the case of an emergency where all parents need to be given information quickly, the school will send out an SMS to all parents using a computer programme at school. This will only reach you if we have your up to date handphone number so please make sure we have your current number.

This new system will replace the former phone tree system.

Extra Curricular Activities

Dyatmika conducts an optional, extra-curricular, after-school program in which the students from classes 7 to 12 are encouraged to participate. Dyatmika students usually have the opportunity to choose from sporting activities, creative and performing arts, and additional academic activities. Parent participation in conducting or assisting with any after school activity is always encouraged.

Students also have an opportunity to participate in an after-school community sports program involving schools within the local area. This program is coordinated by teachers and parents from the participating schools. The success of this program is dependent upon involvement from parents. The activities selected rely upon the availability and commitment of parents. We encourage you and your child to become active members of the community and school sports programs.



Field Trips

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. The permission form must be signed by a parent or guardian and returned to the school as usual. 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, such as food.

Flag Raising Ceremony

The flag raising ceremony is held on the 17th or the closest school day of each month. Students should wear the complete school uniform (not sports uniform) on those days.

Health

The high school has two bunk beds for students who feel ill during school hours. Students may rest on the bed while waiting for their parents to take them home. The school is equipped with first-aid kits and basic first aid equipment, a first aid kit accompanies students on excursions.

The principal and teachers reserve the right to send a student home if they consider the student too ill to attend classes. In this event, the parents will be informed by phone. If parents cannot be contacted, the student will remain in the sick bed for the rest of the day.

The parents of a sick child diagnosed as suffering from a serious infectious disease, such as measles or chicken pox, are requested to inform the school as soon as possible. They will be expected to keep the 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.

From time to time we have reports of cases of head lice in the school community. It is important to check your child's head regularly for signs of infestation. Should lice be found, then the child should be excluded from school and a thorough treatment program implemented, using a recommended application, to eradicate the lice and eggs from the head, clothing and bed linen. Students may return to school once the treatment program has been implemented. Students with long hair should have it tied back at all times and students may not share hats, brushes or combs.

Common sense and exercising caution prevents many, but not all accidents. 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.

Homework

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 in how your child approaches his or her homework.



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 SMA students following the international Cambridge program 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 study periods during the school day where they are required to undertake private study in order to prepare for major examinations.

House Teams

All Dyatmika students are placed in a school house. The houses are: Cempaka (yellow), Pucuk (red), Sandat (green) and Tunjung (blue). Houses encourage friendly competition within the school by allowing some ready-made, whole-school teams to be formed. Aside from sport times, the houses are used to encourage participation in various school activities. Sport T shirts are printed in house colours and the Dyatmika school backpacks are embroidered in house colours.

Mobile Phones and I Pods

Students have permission to bring mobile phones and I Pods to school. However they can only be used at snack time and lunch time. During class time, these expensive items must be locked safely in the student locker with mobile phones switched off. Only senior students in classes 11 & 12 under the discretion of the High School Principal and teaching staff may be given the privilege of using their I Pod during study periods. Please note that we expect parents to consider whether or not it is necessary for their child to bring I Pods and other expensive items to school in the first instance.

Property and Lockers

The school will **not** be held responsible for any property brought to school by students. All mobile phones, I Pods, laptop computers, cameras and other expensive items must be locked in the student locker and it is the student's responsibility to buy a sturdy lock to ensure maximum security.

Reporting to Parents

At Dyatmika, education is seen as a partnership between parents and teachers. 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 'Meet the Teacher' meetings (at least once a semester) as well as parent evenings.

Written reports are given at the end of each semester i.e. December and June.

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 Head of School or Kepala Sekolah 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 negative patterns which may affect learning.



School Assemblies

Every Friday afternoon at 12.05pm there is a high school assembly. It is a chance for the high school community to share experiences, recognise excellent work, resolve problems and plan ahead.

School Fees

1. Admission Fee

The Admission Fee is used to build and develop school buildings and facilities. It must be paid upon the receipt of the acceptance letter for new students. Please note that the admission fee is paid on entrance to the TK, SD, SMP or SMA and is non-refundable even if your child does not complete his/her education at Dyatmika.

2. Resource and Technology Fee

This covers class and office facilities, display materials, classroom instruments and equipment, sports and playing equipment, library books and technology resources. The Resource and Technology Fee is a non-refundable, annual fee and is to be paid no later than the 15th April for the following school year.

3. School Fees

These are used for the operational costs of the school including teaching equipment, teachers and staff salaries and other administrative costs. School fees are due every 4 months (3 times a year: August to November; December to March; April to July). They are due in advance, not later than the fifth day of the 1st month of each period of 4 months. Late fees will incur a fine of 1.0% per month. There is a 5% discount for school fees paid for the whole year if paid at the beginning of the school year before August 15th.

Payment of Fees

All payments (except for admission fee payments) can be transferred to:

Account Name: Dyatmika Sekar Bawana Yayasan Account No: 00-1175-9800

Bank Danamon Indonesia Cabang Hayam Wuruk Denpasar, Jl. Hayam Wuruk No. 130, Denpasar.

To assist with administration procedures, please fax a copy of bank transfers to the office (fax no. 461874), attention Ibu Lila, Business Manager.

School fee payments may also be made in the school office by cheque only. Cash payment of school fees cannot be accepted at the school office.

Cash payments for school meals, uniforms or books may be made at the school office from 8.00am - 12.00pm each day.

School Meals

A balanced diet is an integral part of a child's physical and intellectual development and all students are expected to eat lunch. There are presently four different catering menus to choose from. The charge for this meal is calculated monthly and must be paid in advance when menus are submitted at the end of each month. Menus must be submitted by the due date specified in order for students to receive their lunches. Aqua is provided free of charge to all students.



Students may also choose to bring lunch from home provided that it is healthy. Fast food, sweets and flavoured drinks are not permitted. It is preferable for students to bring their lunch with them each morning. For security reasons parents/drivers are not encouraged to bring food in for students at lunchtime, but if this does occur, parents/drivers must report to the school office on entry to the school.

Students may not leave the school grounds during school hours (including during extracurricular activities) to go to nearby warungs.

School Transportation and Car Parking

Car pooling has proved to ease the burden of commuting as well as minimise traffic at the school and is highly recommended. Details of other parents in your area are available at the office or through your classroom parent. Parking space is only available within the school grounds on the basketball court area. All cars parked in the school car park must be parked with the front of the car facing outwards. Cars may not be parked with the engine running. All cars that enter the school parking area must have a parking sticker issued by the school - these are available in the school office.

Please note for security reasons no car may park in the school grounds without a sticker. Each year a new sticker is issued. All old stickers must be destroyed. If you change your car mid year, please get a new parking sticker from the office. Please hand in the old sticker so we can cancel it.

Parents are requested to be considerate toward the residents of the Tangtu community by driving slowly. **MAXIMUM SPEED IN THE BANJAR IS 20 KMH.** Parents and drivers are requested to drive cautiously, not block driveways and public roads and refrain from using private driveways to turn cars around. **Please note the one-way traffic direction in the Banjar for Dyatmika parents and drivers.**

There is a system for dropping off students in the mornings: Please have students ready with all their bags & hats before entering the car park. Cars with high school students only can drop off students in the lane right beside the basketball court. High school students should then walk in through the car park watching for traffic. If the car is entering the parking area with younger students as well, students should alight from the driver's side of the car. Drivers, house staff or babysitters should not get out of the car with the students, school staff are provided to accompany young students to their classes. Once students have been dropped off, cars should leave the car park immediately unless the parent or driver needs to visit the school office or talk to teachers. This system is designed to expedite traffic flow and ensure the safety of students in the car park.

After school, drivers waiting to pick up students should wait in the area behind the temple until 2.30pm when they may proceed to classrooms. Drivers who are picking up SMP/SMA students should not park until 2:45pm.

The school entrance area is reserved for staff parking only.

Security

Photo ID tags are required for parents and drivers who regularly bring students to school and pick them up. Application forms for photo ID tags are available from the satpam post and should be completed and returned to the school office. Parents or drivers who do not



have photo ID cards will need to get a visitor pass each time they visit the school. All possible visitors to the school, connected to your family, should also be listed in the school office. When they arrive at the school they will need to fill in the visitor book and give the satpam their driver's license or ID card in exchange for a visitor pass. Visitor passes will not be issued to unauthorized visitors

Smoking

No smoking is allowed on the school grounds. This rule applies to all members of the school community, including parents, guardians and drivers.

Student ID Cards

Student ID cards are made each year and can be purchased at the school office (for classes TK-6) and the SMP/SMA office (for classes 7-12). The cost per card is Rp.10,000. Replacement cards may also be ordered. The cost of replacing lost cards is Rp.20,000.

Uniform Expectations

School uniforms, including the sports uniform must be ordered at the office. A small uniform stock is maintained and orders may be placed at the end of second term and again at the end of the school year for the following year. Students are required to wear the school uniform Monday to Thursday and hats are to be worn at all times while playing outdoors. Students are free to use their own school bag; however there is a Dyatmika backpack available for sale in the school office. The school has designated Friday as free dress day and students may come to school in their own clothes. However, they are required to dress neatly and appropriately. In keeping with Indonesian values, excessively short skirts, dresses or shorts as well as singlets and tops which do not cover the midriff are not allowed. It is important that students wear shoes suitable for playing sport; slip-on shoes and backless sandals are not allowed. This applies to boys and girls.

In addition to wearing uniforms and observing the Friday dress code, all students should come to school clean and neatly groomed. Please use common sense in guiding your child's dressing habits.

For the sake of safety, students must wear shoes at all times, including when they arrive at school and are dismissed. The only exception is when students are going to and from the pool for swimming.

Students may not wear excessive jewellery. Long hair must be tied back for reasons of hygiene; this applies to both genders.

Visiting During School Hours

If parents visit the school during school hours they must report to the satpam on duty. A telephone call will be made to the primary or secondary school office. The parent will then report to the office. Visitors to the school will be accompanied to the office by a satpam.

What to Bring and Not to Bring

Parents are reminded that students may not bring money (other than for official school activities), toys, 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. Any items that are brought to school and which are illegal or considered hazardous will be immediately confiscated. In this instance, parents should be



aware that suitable and severe consequences, such as suspension or exclusion, could be enforced.

No extra snacks, sweets or food and drink of any kind are allowed on school premises, except when students are participating in extra curricular activities in which case a healthy after school snack should be brought. (See School Meals).

Withdrawal of Students

Three months notice in writing must be given to the Head of School / Kepala Sekolah before withdrawal of a student from the school, including withdrawal at the end of the year. Failure to give such notice will incur a payment of three months' tuition fees.



Appendix 2

Email contact information for teaching staff

| NAME | ROLE | @dyatmika.org |
|---------------------|--|----------------------|
| Pak Ruta | Whole school National Curr. Advisor | kruta |
| Pak John | HOS / English | jyoung |
| Pak Candra | Principal SMP/A / Business Studies | mcandra |
| Pak Ketut Pitar | Music | kpitar |
| Ibu Sukeni | Agama Hindu & Budaya Bali | wsukeni |
| Pak Made Parwita | Art | mparwita |
| Ibu Amulya | English / Cambridge Coordinator | amalaki |
| Ibu Sarah | English / Psychology/Counsellor | sarmstrong |
| Ibu Ayu Puspita | General English / IELTS / ISL | apuspita |
| Ibu Elizabeth | English UN / ESL / ISL | epermatasari |
| Ibu Trisnayani | Bahasa Indonesia | ktrisna |
| Pak Pete | Science | pbrowne |
| Ibu Bindu | Science | bindu |
| Ibu Putu | Science | sputu |
| Ibu Ary | Science / Health | kary |
| Pak Fréd | Maths | flalaz |
| Pak Ketut Mahardika | Maths | kmahardika |
| Pak Alit Sudartama | Maths | psudartama |
| Ibu Jane | Geography / Travel & Tourism | jwall |
| Ibu Djuliaty | History / Citizenship / Sociology | dharun |
| Ibu Jolly | Economics / Geography / Business Studies | jtamara |
| Pak Wayan Artha | Geography UN | warta |
| Pak Philip | Sports/ PE /Health | pcarey |
| Pak Bowo | Sports / PE | wsusilo |
| Ibu Barbara | Art | bbrowne |
| Pak Kim | Information Technology | kmccarthy |
| Ibu Ivy | Counselor | sivy |