



SEKOLAH DYATMIKA

PARENTS' HANDBOOK TK - Class 6 2009/2010 SCHOOL YEAR



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Sekolah Dyatmika Yayasan Dyatmika Sekar Bawana

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 a sportsfield. 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
CENTER FOR OUR FACULTY AND FOR EDUCATORS
OUTSIDE THE SCHOOL**



Sekolah Dyatmika Yayasan Dyatmika Sekar Bawana

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 center 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

- **ABILITY TO PREPARE GRADUATES FOR TERTIARY EDUCATION**
- **CONTINUE TO ESTABLISH AND MAINTAIN QUALITY EDUCATION**
- **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 -

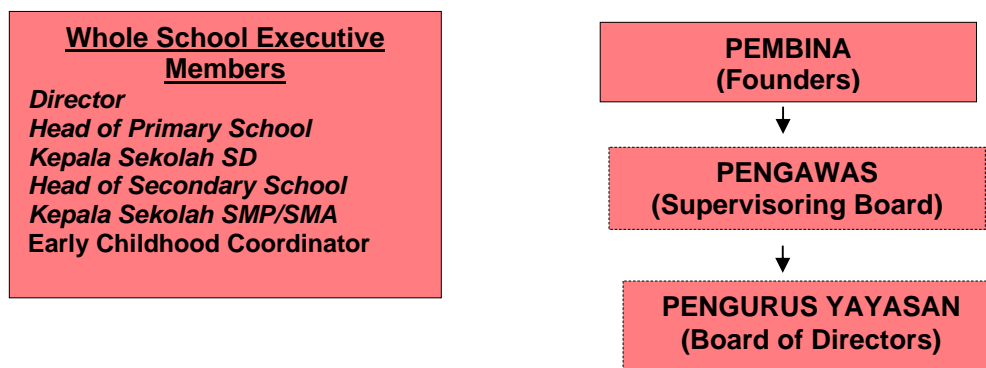
- Providing an Excellent Education
- Becoming a Lighthouse School (model for other Indonesian schools)
- Instilling Cultural Awareness both in and out of school
- Developing a Strong School Community



Sekolah Dyatmika Yayasan Dyatmika Sekar Bawana

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 classroom parent, 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.



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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 and Dyatmika Dines event committees, play an important role by initiating and organizing events that raise money for the school. Money raised by parents has been used for many things, such as, to purchase maths and science equipment, to build up our library and home reading programme, buy DVD players, install an internet radio tower and PA system. A major fundraising commitment was the building of the Wantilan for performing arts, sports and whole school activities. Recent projects have included expanding the playground for grades 1, 2 and 3, upgrading the amphitheatre and Wantilan and funding specialised equipment for the Fine Arts department. 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 Dyatmika.

PTFA Community Building Activities

Past PTFA Executive Committees have organized various events to promote community spirit within the School Community: the community BBQ, and potluck dinners to name a couple. Outreach to the neighbouring Tangtu community has been a goal of past PTFA Executive Committees resulting in improvements in the facilities at the local schools that serve the children of our Banjar. The school supports a TK programme in the banjar.

Classroom Parent Programme

Each school year, a parent is asked to volunteer from each class to coordinate the Classroom parent programme activities. The purpose of the programme is three-fold:

- 1) to facilitate communication between teachers and parents
- 2) to facilitate communication between other parents in order to help build a community of support in the classroom as well as in the school in general
- 3) to help provide emergency phone contact to parents in the event of a school emergency.

With the advice and guidance of the classroom teacher and Heads of School other forms of classroom assistance are welcomed. Parent involvement has been a part of Dyatmika's bilingual language program with both Indonesian and English speaking parents providing one-on-one assistance to our new readers.

We do request that any parent working with a student, other than their own child, follow a strict code of confidentiality, addressing their comments regarding children they are helping to the appropriate class teacher or school administrator.



OTHER POSSIBILITIES FOR PARENT 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.



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Administration Office

Office is open from 7.00am until 4.00pm, Monday – Friday

Cashier 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:

Playgroup

Session I: 08.00 am – 10.00 am

Session II: 10:30am – 12.30pm

Session III: 13.00pm – 15.00pm

TKA – 8:00am to 12:00 (half-day program) or 2:30pm (full-day program)

TKB to class 6 – 8:00am to 2:30pm

Students are also invited to attend extra curricular activities when appropriate.

Students are expected to arrive at school on time and are encouraged to be at school 15 minutes before the commencement of class. This time before school should be used by students to take their books and homework folders into class and to change library books. This is not a suitable time for students to play organized sport. No supervision is provided before 7:30 am. Please do not drop off your child at school before 7:30 am.

Dyatmika takes your child's safety seriously. Class TK – 6 students remain in their classrooms after school and are to be collected only by parents or other nominated persons known to the school staff. For your child's own safety we require that you personally report to the staff member on duty when taking your child from the school.

Students 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 children.

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 play dates or 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 if a child is absent. A telephone call, note or email to the school informing of the intended absence is required. Where advance notice is not possible, the parent or guardian should provide a note in the child's agenda book upon return to school explaining the absence.



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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 after lunch. Parents are expected to liaise with the classroom teacher beforehand. Party favours and party food, other than birthday cake, are not allowed. Teachers have been requested to ensure that invitations to private parties are not distributed at school unless all students from the classroom are included. It is best to use other means of distribution for any outside party.

Brain Food

Leading educators believe that for effective learning to take place we all need food, water and sleep. It is recommended that to switch students on to learning they have smaller meals throughout the day. The most effective foods for this are 60% alkaline such as fruits and grains. It is also important that the students drink 6 – 8 glasses of water a day. Dyatmika offers students a mixture of dried fruit, nuts and seeds which is kept in a small container on their desk. Order forms for Brain Food are distributed at the beginning of each term and should be returned with payment by the date specified. **Medical research has shown the following foods to be “Brain Builders”:**

- Bananas
- Lean beef
- Brown rice
- Cheese
- Chicken
- Eggs
- Oatmeal
- Salmon
- Tuna

We recommend that parents include these foods in their children’s diets especially on school days.

The following foods are considered to be “Brain Busters”:

- Artificial food colouring
- Artificial sweeteners
- Colas
- High sugar drinks
- White bread
- Overeating

For this reason (as well as issues with pests and rubbish) students should not have flavoured drinks during the school day.



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 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) Individual student or classroom-related issues should be discussed directly with the classroom teacher(s) either through the agenda book or face-to-face.
- 2) If a satisfactory answer is not forthcoming from the class teacher then concerns should be brought to the Head of School or Kepala Sekolah.
- 3) Issues related to school business administration should be directed to the business manager.
- 4) Issues that require changes in policy should be directed to the Yayasan, **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.

In order to make an appointment with the appropriate person, the school requests that a telephone call to the office is made to request an interview with the class teacher or Head of School. Please make all appointments through the school office and during the hours of school operation.

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. Children are encouraged to learn to vent frustrations in a more positive, respectful manner.

Firm but friendly discipline is a fundamental aspect of the relationship between teachers and children 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 children are less likely to break rules that they themselves have helped establish.

We endeavour to ensure our discipline policy remains a proactive, positive and fair policy. 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.

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



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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 – SD students only

Dyatmika conducts an optional, extra-curricular, after-school program in which the students from classes 1 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.

The creative and performing arts education program allows students to learn to express themselves through a variety of arts-based activities. This extra-curricular program may consist of painting, singing, drama, Gamelan Bali, Balinese dance, modern dance or practice for a school production.

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. In addition to this program, we will offer, at different times, opportunities for children to play basketball, softball, soccer, volleyball and cricket amongst other sports and activities. 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.

Other activities are scheduled at the beginning of each term and have included for example, computer studies, chess club, science club, French, puzzles and games, origami, forensic science, papier-mache, sewing and many others. SD teachers also sometimes offer fun English activities for ESL students (classes 1 to 6) and 'Extra maths' for selected students (classes 3 to 6).

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 and a sticker placed in the agenda book to bring parents' attention to the presence of this notice. 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 in the Resource and Technology payment. Parents will be notified if a particular field trip incurs any extra cost, such as for food.



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Camps program

Dyatmika has a camps program designed to lead towards developing independence in students.

- Classes 1 and 2 have a Family Day
- Class 3 stay back at school until after dark.
- Class 4 students spend a whole night away from home – sleeping in the school library.
- Class 5 go on a two-day camp to Candi Dasa, staying one night away from home in bungalows.
- Class 6 go to Bali's North Coast area for 3 days, staying 2 nights in a hotel in Lovina.

All of this is preparation for the more adventurous camps in High School.

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 school has a sick bed 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, one of which 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.

Home Reading Program including Reading Diaries

Classes 1 to 6 implement a bi-lingual home reading program. Each student is expected to spend some time reading in both languages each evening. Other Home-Reading activities may also be set as part of the homework. Your child is expected to participate fully in this program in order to ensure their continued progress and language development. Please fully involve yourself in this program and keep in regular contact with your child's teachers.



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. We believe these study skills must be developed early in life if they are to serve the students now as well as later in their adult lives.

You can assist your child to achieve these goals by:

- ◆ expressing your interest in what they are learning and doing in school
- ◆ establishing with your child a suitable homework period each day.
- ◆ providing a quiet, comfortable, well lit place to study.
- ◆ making homework a natural part of the learning journey through your active and positive support of what your child is doing. Never make homework a "punishment" or a negative and traumatic learning experience.
- ◆ encouraging your child's efforts to work independently, without direct parental supervision and without the aid of a tutor, but don't isolate the child from yourself – be available.
- ◆ assisting your child only after he or she has tried to figure something out on his or her own.
- ◆ spending time reading with your child every day, whether or not there is assigned homework.

Recognise that homework time may be the one time of the day when you can be with your child on a one-to-one basis. It is more than acceptable to help your child with their homework, it is not acceptable to do the homework for them.

You will receive a letter at the commencement of the school year outlining the organisation and expectations of homework at each grade level.

Please check your child's homework folder each Monday.

House Teams

All Dyatmika students are placed into 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.

Lost / Found Property

The school will not be responsible for any property brought to school by children. Bringing valuable items to school is not allowed. All mobile phones, iPods and handheld electronic games whilst not encouraged to be brought to school, for safety reasons must be handed in to the office upon arrival in the morning and may be collected at the end of the school day. Please label hats and other items of uniform, so they may be returned if found. If your child has lost something, please check at the office.

Placement of Students

Students are placed in grade levels based on their age on 31st December and their abilities. If at any time during a school year, a teacher feels that any change of placement should be made



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then observation, evaluation and consultation with other teachers, the principal, the school's director, parents and even external consultants will be carried out. Recommendations may then be made about the future placement of the child, to be effective in the next school term or for the coming school academic year.

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 like to meet with the parents of each child early in the year and a formal interview time will be arranged towards the end of first term. This allows time for the teachers to get to know your child before the interview. No written report will be made at this time, but if problems are perceived, this meeting provides a time when we can discuss what can be done.

Written reports are given at the end of each semester, ie. December and June. Teachers emphasize meaningful, positive and helpful comments about your child. The reports, along with your child's work, assessments and parent teacher conferences serve as signposts that identify his or her interests and talents as well as specific areas of weakness that need development. Parents are invited to discuss the reports with the class teacher if necessary, please make an appointment.

If your child's teacher, Head of School or Kepala Sekolah needs to discuss any matter with you, you will be contacted so an appropriate meeting time can be arranged.

If you wish to discuss any matter with your child's teacher, Head of School or Kepala Sekolah, please make an appointment as early as possible. Issues need to be discussed outside of class teaching time.

School Assemblies

Every Friday morning at 8am there is a TK/SD general assembly. Each class, in rotation, conducts the assembly, which will be conducted recognising both languages of learning. It is a chance for the school community to share experiences, recognise excellent work and resolve problems. Parents are invited and welcome to attend.

School Books and Supplies

All individual student text books are to be purchased at the school office. Exercise books, pencils, pens and erasers for classes 1 – 6 are provided in school for school use.

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



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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.

Late fees will incur a fine of 1.0% per month.

School Hours

The school day:

Playgroup

Session I: 08.00 am – 10.00 am

Session II: 10:30am – 12.30pm

Session III: 13.00pm – 15.00pm

TKA – 8:00am to 12:00 (half-day program) or 2:30pm (Full-day program)

TKB to class 6 – 8:00am to 2:30pm

Students are also expected to attend extra curricular activities when appropriate.

Students have a fifteen minute break each morning from 10.00 - 10.15. For students who use the school catering there is a light snack at this time to hold them over until lunch time.

Lunch break for : TKA (full-day) and TKB: 12.00 to 1.00pm

Classes 1 to 6: 12.15 to 1.00pm

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



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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. 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



Sekolah Dyatmika Yayasan Dyatmika Sekar Bawana

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.

Television / Mobile Phones / Computer games and Electronic hand held games

Dyatmika wishes to express the hope that television/mobile phone, computer games/electronic hand held games play a minor role in the lives of the students. There is increasing evidence suggesting excessive television and use of these gadgets is harmful to children. Not only is this due to poor program/game content, but research shows that the passive activity of sitting in front of a television/game for extended periods of time can have negative effects on a child's physical well-being, children's behaviour, discipline and performance at school.

Children should be away from the sight and sound of television while doing their homework.

Uniform Expectations

The TK uniform consists of a pair of green shorts, TK coloured T shirt and a yellow hat for both boys and girls. The SD uniform is a white polo shirt for boys and girls, green drill shorts for boys, green drill culottes for girls and a green drill hat for boys and girls. The SD sport uniform is green shorts and a white T shirt printed in house colours for both boys and girls.

Sensible, comfortable black shoes and white socks must also be worn. Unless your child's school shoes are suitable for sports, separate ones will be necessary

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". Students may come to school in their own clothes. 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 shoulders and or 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. In keeping with Indonesian school standards, SD students should have their school uniform shirts tucked in to their shorts or culottes. Sport T shirts do not need to be tucked into sport shorts. Make-up and nail polish are not allowed. Please use common sense in guiding your child's dressing habits.

For the sake of safety, students must wear shoes at all times.

Students may not wear jewellery except for a watch and simple earrings. Rings, necklaces and bracelets are inappropriate. Special permission may be given for students to wear a piece of jewellery for a particular reason upon receipt of a written request from parents. Long hair must be tied back for reasons of hygiene. Hair ornaments should not be too large or colourful.

Visiting During School Hours



Sekolah Dyatmika Yayasan Dyatmika Sekar Bawana

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 asked for ID, be given a visitor's badge and will be accompanied to the reception 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.

Written Communication with Parents

Each student in classes 1 – 6 has the following.

- a. Agenda Book – parents and teachers can communicate when the need arises. Entries made by the teacher need to be countersigned by parents. Students must bring their agenda book home each day and back again to school with them the next day. Parents must check the agenda book each day and sign homework tasks as required. A sticker is placed in the agenda book to alert parents that a letter/newsletter has been sent home. Please initial the sticker so the class teacher can see you have received the letter.
- b. Parent Letter Folder. This is a plastic folder issued to students at the start of the year. All letters to parents including Newsletters, PTFA letters and general communication will be placed in this folder.

It is the responsibility of all parents to check their children's bags regularly for the above.