

MYANMAR INTERNATIONAL SCHOOL

Parent & Student Handbook • Academic Year 2026–2027

— TODAY'S LEARNERS, TOMORROW'S LEADERS —

Founded in 2009 in Yangon's Yankin Township, Myanmar International School (MIS) is a leading independent coeducational day school offering an all-through British curriculum for students aged 3 to 18 (Nursery to Year 13). Accredited by Cambridge International Education and WASC, the institution guides learners through Cambridge Primary, Lower Secondary, IGCSEs, and A-Levels to prepare them for top universities worldwide. Supported by an international teaching staff, a diverse multicultural student body, and extensive extracurricular programs in sports, arts, and leadership, MIS emphasises holistic personal development, critical thinking, and global citizenship alongside academic excellence.

MIS provides a highly structured 'hands-on' approach to learning where students are given opportunities to develop skills through practical investigation, research, and self-guided learning. Students are supported to become creative thinkers who are increasingly independent. In addition, students' self-discipline, self-reliance, and health are nurtured within a happy, supportive school community.

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1. Introduction from the School Director

I would like to give a warm welcome to all the parents and students of MIS for the new academic year. I am very pleased and honoured to be joining the school and look forward to working with the whole school community to further build on the many strengths of the school. One of my first impressions upon coming to MIS has been the warmth and friendliness of the students, staff and parents whom I have met. MIS feels less like an institution and more like an extended family where everyone cares for each other with kindness, something I place great emphasis on. I have also been impressed with the strong academic foundations across the school and look forward to further strengthening these over time. A school education is far more than learning academic subjects in lessons. It encompasses the whole learning experience from participating in our daily Flag service, our broad range of extracurricular activities and

clubs and of course residential trips within Myanmar and beyond. I hope that you find this guide useful and look forward to working with you to achieve the very best from the MIS experience.

2. Vision and Mission

Mission

The mission of MIS is to nurture lifelong learners of today to become globally aware and compassionate leaders of tomorrow.

Vision

MIS aims to cultivate compassionate and responsible citizens who lead principled change in the local and global community.

We Accomplish This By:

- Providing students with academic, physical, and social skills to develop into responsible, compassionate, and confident global citizens through collaborative relationships.
- Offering English Language Learners a supportive, nurturing, and conducive environment to improve English communication skills.
- Inspiring, educating, and empowering our students to be inquisitive, responsible, lifelong learners.

3. Schoolwide Learning Outcomes (SLOs)

Critical Thinkers & Problem Solvers: Analyse information, think logically, and solve real-world problems creatively.

Effective Communicators: Express ideas confidently and fluently in English and other languages across diverse media.

Global Citizens & Principled Leaders: Demonstrate integrity, cultural empathy, environmental responsibility, and leadership.

Self-Directed Lifelong Learners: Set personal goals, reflect on growth, and maintain intrinsic motivation for knowledge.

4. Safeguarding and Child Protection

MIS is dedicated to maintaining a safe, secure, and supportive environment for all students. All staff members undergo background checks and rigorous training in safeguarding procedures. Any concerns regarding child safety or welfare are promptly investigated according to our strict child protection guidelines. Myanmar International School (MIS) prioritises the safety, security, and well-being of every student above all else. We uphold a comprehensive Child Protection Policy—accessible on our school website—which is routinely reviewed and updated to align with international best practices and safeguarding standards.

The Designated Safeguarding Lead (DSL) for MIS is Ms Nan, supported by designated Deputy DSLs across the primary and secondary campuses to ensure student welfare is actively monitored.

Campus Access & Visitor Guidelines

To maintain a safe learning environment, MIS enforces strict entry procedures:

Single Point of Entry: All visitors, including parents and guardians, must report directly to the Main Reception upon arrival on campus.

Parent & Guardian Identification: Parents and authorised student pickup contacts are issued official MIS identification badges, which must be displayed at all times while on school grounds. Accessing classrooms or campus facilities—whether to drop off forgotten items, attend scheduled parent-teacher conferences, or make general inquiries—is only permitted after checking in at Reception.

5. Admission to MIS

Admission to MIS is based on academic placement assessments, language proficiency evaluations, and previous academic records. MIS welcomes students of all nationalities and backgrounds who meet our entry criteria.

6. Year Groups & Age Structure

MIS uses dates of birth to place students in the appropriate Year Group, using 1 September as the boundary date:

Division	Section	Year Group	Age Range
Primary	Lower Primary	Nursery	3–4 yrs
Primary	Lower Primary	Kindergarten	4–5 yrs
Primary	Lower Primary	Year 1 – Year 2	5–7 yrs
Primary	Upper Primary	Year 3 – Year 6	7–11 yrs
Secondary	Middle School	Year 7 – Year 9	11–14 yrs
Secondary	High School	Year 10 – Year 11 (IGCSE)	14–16 yrs
Secondary	High School	Year 12 – Year 13 (A-Level)	16–18 yrs

7. The School Day & Daily Timetables

Classes are structured to optimise student-teacher interaction, ensuring individualised attention and cooperative learning dynamics.

Nursery & Kindergarten Daily Schedule

Session / Activity	Start Time	End Time	Duration
Registration	8:15 AM	8:30 AM	15 mins

Lesson 1	8:30 AM	9:00 AM	30 mins
Lesson 2	9:00 AM	9:30 AM	30 mins
Lesson 3	9:30 AM	10:00 AM	30 mins
Mid-Morning Break	10:00 AM	10:15 AM	15 mins
Lesson 4	10:15 AM	10:45 AM	30 mins
Lesson 5	10:45 AM	11:15 AM	30 mins
Lunch Break	11:15 AM	11:45 AM	30 mins
Lesson 6	11:45 AM	12:15 PM	30 mins
Lesson 7	12:15 PM	12:45 PM	30 mins
Mid-Afternoon Break	12:45 PM	1:00 PM	15 mins
Lesson 8	1:00 PM	1:30 PM	30 mins
Lesson 9	1:30 PM	2:00 PM	30 mins

Years 1 – 6 Daily Schedule

Session / Activity	Start Time	End Time	Duration
Registration	8:00 AM	8:25 AM	25 mins
Lesson 1	8:25 AM	9:00 AM	35 mins
Lesson 2	9:00 AM	9:35 AM	35 mins
Lesson 3	9:35 AM	10:10 AM	35 mins
Mid-Morning Break	10:10 AM	10:30 AM	20 mins
Lesson 4	10:30 AM	11:05 AM	35 mins

Lesson 5	11:05 AM	11:40 AM	35 mins
Lunch Break	11:40 AM	12:20 PM	40 mins
Lesson 6	12:20 PM	12:55 PM	35 mins
Lesson 7	12:55 PM	1:30 PM	35 mins
Mid-Afternoon Break	1:30 PM	1:50 PM	20 mins
Lesson 8	1:50 PM	2:25 PM	35 mins
Lesson 9	2:25 PM	3:00 PM	35 mins
Lesson 10 (Tue, Wed, Thu only)	3:00 PM	3:25 PM	25 mins

Secondary Daily Schedule (Academic Year 2026–2027)

Session / Activity	Start Time	End Time	Duration
Registration	08:00 AM	08:15 AM	15 mins
Period 1	08:15 AM	09:00 AM	45 mins
Period 2	09:05 AM	09:50 AM	45 mins
Period 3	09:55 AM	10:40 AM	45 mins
1st Break	10:40 AM	10:55 AM	15 mins
Period 4	10:55 AM	11:40 AM	45 mins
Period 5	11:45 AM	12:30 PM	45 mins
2nd Break	12:30 PM	1:05 PM	35 mins
Period 6	1:10 PM	1:55 PM	45 mins
Period 7	2:00 PM	2:45 PM	45 mins

Period 8	2:50 PM	3:35 PM	45 mins
Clubs / After-School Activities	3:40 PM	4:15 PM	35 mins

Punctuality, Arrival & Pick-Up Protocols

Arrival: Students should arrive around 07:45 AM in time for Flag and registration, which starts at 08:00 sharp. Late arrivals disrupt learning, miss key updates, and must sign in at Reception. Repeated tardiness will incur sanctions.

Pick-Up: Parents must collect students promptly at dismissal and notify the School Office immediately if delayed.

Attendance & Absences: Regular attendance is directly linked to academic success. If your child will be absent, please notify the School Reception or Homeroom Teacher on the morning of the absence.

8. A Cambridge and WASC School

MIS is fully accredited by Cambridge Assessment International Education and the Western Association of Schools and Colleges (WASC). These accreditations guarantee that our academic benchmarks align with international standards recognised by universities worldwide.

9. The MIS Curriculum (Primary to Sixth Form)

Our comprehensive curriculum integrates Cambridge Primary, Lower Secondary, IGCSE, and Advanced Level (A-Level) pathways alongside Myanmar cultural and language studies.

Primary Education (Key Stages 1 & 2 | Ages 5–11)

Primary education at Myanmar International School provides a nurturing and academically stimulating environment designed to help young learners thrive. The school integrates the Cambridge International curriculum and lessons are delivered by internationally qualified teachers supported by classroom assistants, ensuring individual attention and care. The academic foundation is further enhanced by specialist teachers in Music, Physical Education, and languages—including Myanmar, Spanish and Mandarin—alongside hands-on learning through field trips, ICT laboratories, and library resources.

Lower Secondary Education (Key Stage 3 | Years 7–9)

The Lower Secondary curriculum follows the Cambridge International Curriculum, providing a broad, balanced, and academically rigorous foundation for students as they transition into adolescence. Learners study a comprehensive array of subjects—including English, mathematics, science, humanities, art and design, ICT, PSHE, and languages—designed to build critical thinking, resilience, and effective communication skills. The English program places a strong emphasis on high literacy standards, fluency, public speaking, and analytical writing. This well-rounded grounding ensures students are fully equipped with the subject knowledge and independent study habits needed for upper secondary qualifications.

Upper Secondary Education (Key Stage 4 | Years 10–11)

During Key Stage 4, students embark on two-year courses leading to the prestigious Cambridge International General Certificate of Secondary Education (IGCSE) examinations. Students typically study eight subjects, combining essential core disciplines—such as mathematics, at least one science, and a humanity, with electives

tailored to their individual talents and future goals, ranging from business studies and economics to ICT and separate sciences. Myanmar is studied as an language but is not examined at IGCSE.

Sixth Form Education (Key Stage 5 | Years 12–13)

The Sixth Form program centers on Cambridge International AS and A-Level qualifications, serving as a gateway to top universities worldwide. Students generally select four AS-Level subjects in Year 12, advancing three of those subjects to full A-Level completion in Year 13. To ensure total university readiness, the curriculum integrates targeted IELTS language preparation, structured independent study periods, and specialised PSHE guidance focused on higher education choices and life skills. Beyond academics, Sixth Formers serve as key student leaders and positive role models across the school community.

10. Homework Policy

Homework reinforces classroom learning, develops self-discipline, and encourages independent study habits appropriate to each year level. At Myanmar International School (MIS), homework consolidates classroom learning, reinforces core skills, builds independent study habits, and keeps parents connected to their child's education. Parents are encouraged to actively support learning at home, such as reading with their child in English or Myanmar and providing good homework routines. Students in Year 7 will receive around 60 to 90 minutes of homework per day increasing to up to 2 hours when students are studying for their IGCSEs.

Organisation & Monitoring

Class Dojo: Used to post messages, merit points and send newsletters home.

Google Classroom: Used for assigning and submitting work starting from Year 3 onwards.

Expectations: Late, incomplete, or forgotten homework may result in school sanctions.

Daily Homework Allocations

Year Group	Expected Daily Duration
Years 1 – 6	Up to 30 minutes
Years 7 – 8	1 – 1.5 hours
Years 9 – 11	1.5 – 2 hours
Years 12 – 13	2 – 3 hours

11. Assessment, Reports and Targets

Student progress is continuously assessed through formative and summative evaluations. Formal report cards are issued at the end of each semester. Parent-Teacher Conferences are held mid-semester, twice annually.

12. Attendance and Punctuality

ATTENDANCE REQUIREMENT: All students are expected to maintain at least **95%** attendance. Students in Year 1 to Year 13 should be in school before 08:00 for the daily Flag ceremony whilst students in Early Years should be in school by 08:15.

Year Level	Arrival Time	Departure Time
Nursery & KG	8:15 AM	2:00 PM
Year 1 – Year 2	Before 8:00 AM	3:00 PM
Year 3 – Year 6	Before 8:00 AM	3:00 PM (Mon/Fri) 3:25 PM (Tue/Wed/Thu)
Year 7 – Year 13	Before 8:00 AM	3:35 PM (Regular) 4:15 PM (with Clubs)

13. Student Health & Leaving Campus

The school clinic is staffed by qualified medical personnel. Students are not permitted to leave campus during school hours without authorised written permission.

14. Code of Conduct & Anti-Bullying Policy

MIS enforces zero tolerance for bullying, harassment, or disruption of learning. Positive behaviour, respect, and personal integrity are expected from all community members.

15. Mobile Phones & Acceptable Use Policy

The Primary School maintains a strict no-device policy. In the Secondary School, mobile phones are not allowed to be seen or heard during the school day. Electronic devices (laptops and tablets only) must be used strictly for educational purposes under teacher supervision. Phone use by students is prohibited between 07:45 and 15:35 (unless permitted by a teacher or used at Reception). Unauthorised phones will be confiscated and returned after a period of time: 1st time (End of school day), 2nd time (After one week), 3rd time (After one month). Parents should not call student mobiles directly during school hours, urgent messages must go through the main School Office.

16. School Rules & General Conduct

School Day & Attendance

Late Arrival: Sign in at reception if arriving after 8:00 AM (8:15 AM for EYFS). The school front door closes for 5 minutes at 08:00 whilst the Flag ceremony takes place. Anyone in Year 1 and above who arrives after the door closes will be recorded as late.

Canteen: Queue properly at the back for lunch.

Lockers: Secondary students must provide their own lock and keep lockers tidy. No food allowed; lockers must be cleared at year-end.

Illness: Obtain permission (and an infirmity card during secondary lessons) to visit the school doctor. Go directly to the doctor outside lesson times.

Campus Bounds: Leaving campus during the school day requires School Director permission.

Restricted Areas: The road and car parks are out of bounds during the school day.

Dress & Appearance

Uniform: Wear full, neat uniform (or approved kit/trip attire) as outlined in the Parents' Handbook.

Hair: Must be neat, clear of eyes, off the collar for boys, and dyed only in a single natural colour. Approval rests with the School Director.

Perfume: Permitted in moderation.

Makeup: Not allowed.

Jewellery: Female students may wear one pair of plain studs/small sleepers only (no necklaces or bracelets). Male students may not wear jewellery.

Prohibited Items & Activities

Banned Items: Alcohol, tobacco, non-prescription drugs, solvents, weapons/replicas, and flammables/matches/lighters are strictly prohibited.

Banned Behaviour: Gambling, theft, vandalism, and abusive or disrespectful behaviour are forbidden.

Technology Use: Tablets and laptops are for educational use only; electronic games are prohibited during school hours.

Chewing Gum: Prohibited on school grounds.

Valuables: Do not bring large amounts of money or high-value items to school.

General Behaviour & Etiquette

Respect: Always treat all students and adults with respect.

Language: English must be spoken at all times, except during language classes (Myanmar, Mandarin, Spanish).

Anti-Bullying: Bullying will not be tolerated in any form.

Conduct: Public displays of affection and inappropriate physical relationships are prohibited.

Safety: No running inside school buildings.

17. Library & Parent Partnership

The School Library serves as a learning hub stocked with physical books, digital databases, and research materials. Parents are encouraged to actively engage in their child's educational journey through regular home reading, monitoring homework, and participating in school activities.

18. Contact Us & Complaints Procedure

For inquiries or concerns, parents should follow the established communication hierarchy to resolve issues constructively:

Subject Teachers: For specific lesson or subject queries.

Homeroom Teachers: For general academic progress and routine pastoral concerns.

Head of Department: For pastoral issues needing escalation.

School Leadership: For formal, complex, or serious matters, parents should contact the School Director or Principal directly via Reception.

19. Safety and Security Procedures

MIS conducts termly emergency drills, with safety procedures regularly reviewed by the School Director and Senior Leadership Team.

1. Fire Evacuation (Continuous Alarm)

All Visitors & Parents: Follow staff instructions and move immediately to the designated assembly point via the pre-determined route.

Student Care: Leave all children in the care of school staff, who will safely evacuate students according to school protocols.

2. Lock-Down / 'Duck and Cover' (Discontinuous Alarm)

Immediate Action: A discontinuous alarm with the message 'Duck and Cover' initiates an immediate campus lockdown.

Visitors & Parents: Report to the nearest room and follow staff directions immediately.

Protocol: All rooms will be locked, and lights/electronics switched off where possible. Everyone must remain hidden and completely silent until the official 'all clear' is announced.

20. Withdrawals & Financial Policy

Withdrawals

Notice Required: To withdraw a student during the school year, parents must submit a written request to the School Office one term in advance and confirm the exact leaving date one month in advance.

Clearance & Records: All clearance procedures must be completed before student records or transcripts will be transferred.

Financial Responsibility: Parents remain financially responsible for tuition fees for the remainder of the academic year unless a prior agreement is made.

Required Withdrawal Grounds

The school reserves the right to ask a student to withdraw under the following circumstances:

- Persistent neglect of work or poor attendance.
- Failure to meet academic standards or progress (including students on academic probation).
- Poor citizenship on or off campus.
- Failure to cooperate, or parent/guardian actions that contradict school rules, policies, or the Adult Behaviour Policy.
- Unpaid financial obligations.

22. Home-School Agreement Form (2026–2027)

AGREEMENT SIGN-OFF: I, parent/guardian, have read and fully understand the rules, regulations, and policies outlined in the MIS Parent/Student Handbook for Academic Year 2026–2027. I agree to support the school leadership and teachers in ensuring my child's academic progress, behaviour, and safety standards.

Parent/Guardian Signature: _____ Date: ____ / ____ / 2026

Student Signature (Years 3–13): _____ Date: ____ / ____ / 2026

Appendix: School Policies

Use of Photographic and Digital Images

The school regularly captures photos and videos of students participating in activities for academic records, marketing, publications, social media, and promotional displays. To protect student safety:

Name Privacy: Full names are never published alongside photos without explicit parental consent.

Consent: Parents are asked to sign a consent form allowing MIS to feature their child's achievements in official school media.

ICT Acceptable Use Policy

Information and Communications Technology (ICT) refers to any electronic device or application used to access, send, receive, or record data (text, audio, image, or video). This policy protects students, staff, and school technology resources. All students must read and adhere to these guidelines.

Respectful & Responsible ICT Behaviour

Students Must:

- Respect all ICT equipment and immediately report any damage to a teacher.
- Use ICT resources exclusively for educational purposes unless granted explicit teacher permission or designated personal time.
- Maintain the same standards of respect and conduct online as in person.
- Respect copyright laws and credit original sources for ideas, text, and media.
- Keep personal passwords and schoolwork secure.
- Use appropriate language in both private and public messages.
- Report any inappropriate behaviour, cyberbullying, or objectionable online content to a teacher.
- Print only essential, school-related work.

Students Must Never:

- Plagiarise or claim someone else's work as their own.
- Share or post personal information, photos, or audio of themselves or others without authorisation.