



August 2, 2021

Dear Parents:

Subject: School Year Opening 2021-2022 for Students of Grade 1-12 and EFL

Greetings from RAIS! We pray that you and your families are safe and healthy as we look forward with hope that our current situation will ease soon. We are now ready to open the new school year on **August 16, 2021**, with **online classes** as we want everyone to be safe from the pandemic situation.

The school administration would like to share the following important information for next academic year 2021-2022:

1. School Fees for Grade 1-12 and EFL

RAIS cares and understands the difficulties that parents encounter due to the current situation. The school administration has decided to give the following discount on tuition fee and general fees as shown in the table below. This rate will only apply for online learning.

School Year 2021-2022 (in THB)	Grades 1-8 & EFL		Grades 9-12	
	Semester 1	Semester 2	Semester 1	Semester 2
Tuition Fee	85,000	85,000	88,750	88,750
Discount	-5,000	---	-5,000	---
General Fee	30,000	---	30,000	---
Discount (10%)	-3,000	---	-3,000	---
Lunch (Grade 1 & 2 Only)	Wait for onsite classes to begin	---	---	---
Total Discount	-8,000	---	-8,000	---
TOTAL	107,000	85,000	110,750	88,750

**The above tuition fee and general fee discounts are applicable to the 1st, 2nd, and 3rd child.
In all other cases, the above tuition discount does not apply, only general fee discount applies.*

Parents who have **fully paid** the school fees in advance, the refund will be given **in cash** based on the above discounts. Our finance office will resend a new invoice with all the discounts via SMS to your phone.

- 1.1. **Grade 1 & 2 Lunch Fee** – Parents who have paid the **lunch fee**, the fee will be **refunded**. The new rate will be calculated based on the number of **onsite classes**. An invoice will be sent when the onsite classes begin. Parents who have not paid the lunch fee, please wait until the onsite classes begin.
- 1.2. **Free After-School Help** – The school will provide assistance to help the students during online classes. This after school assistance is **free of charge**. Please take note of the attached schedule for after school help. (See Attachment 1) You may contact Mrs. Veverly, email: mrs.veverly@rais.ac.th, Ms. Princess, email: ms.princess@rais.ac.th.

2. Orientation

- 2.1. **Student Orientation** will be conducted online from August 16 - 20, 2021 during the online class time.
- 2.2. **Parent Orientation** will take place virtually on the following dates. A Zoom link will be sent to all parents a day before the meeting through SMS.

Grade	Date	Time
1-3	18/08/2021 (Wed)	15:00
4-5, EFL	19/08/2021 (Thu)	14:00
6-7	20/08/2021 (Fri)	14:15
8	23/08/2021 (Mon)	15:00
9	24/08/2021 (Tue)	15:00
10	25/08/2021 (Wed)	15:00
11	26/08/2021 (Thu)	14:15
12	27/08/2021 (Fri)	14:15

3. General Information

3.1. Online Schedule

- a. **Grades 1-12 and EFL** (Schedule will be posted on August 9th on the school website)

Day	Time
Monday - Wednesday	8:00 - 14:50
Thursday - Friday	8:00 - 14:05

- b. **Eye Rest:** Five minutes of eye rest between periods is included in the schedule. Please see the attached sample schedule. (See Attachment 2)

- 3.2. **Online Classes** – All online class sessions will be recorded and will be posted in the Google Classroom. This will help the students to review the class session.
- 3.3. **Student Attendance** – The teachers will mark attendance every school day for all periods. If your child is unable to attend the classes, please inform the teacher.
- 3.4. **Materials for School**
- a. The school will only require important materials for online classes. Once the onsite classes begin the teachers will send the complete list of materials required for the school year.
 - b. **Returning Textbooks** – Students who have not returned the textbooks, please return them by **August 6, 2021**. The school personnel will contact you to pick up the books from your place if you are not able to bring them yourself to school.
 - c. **New Textbooks** – We request you to contact the office to pick up the new textbooks from **today until August 15, 2021**, to be ready for the classes. Please note that the office is not open on Saturdays and public holidays. On Sundays, the office is open from 8:00 am to 12:00 noon.
- 3.5. **Assessment** – Teachers will assess students' progress regularly. Classwork, homework, tests, and quizzes will be scheduled and informed to students. We request parents to check MyGrade to know the progress of your children. Teachers will give make up time to complete the missing work. **Please note that the school expects the students to submit the assignments before the deadline.** We request parents to be understanding regarding the submission of work. If your child experiences any technical difficulties and is not able to submit the work on or before the deadline date, please inform the teachers immediately.
- 3.6. **After-School Program** – Parents who require special individualized sessions may contact the PR office and they will inform you the details of the payment and schedule.
- a. **Grade 1-4, EFL:** Teacher Assistants will be online from 15:00 to 19:00 every school day.
 - b. **Grade 5-12:** Teachers will schedule time after school to help those who need more assistance to complete assignments.
- 3.7. **School Gmail Accounts** – We request all students to **change their passwords** due to security reasons.
- 3.8. **Curriculum and Instruction**
- a. The school administration will regularly monitor all the online classes to make sure that curriculum and instruction requirements are met.
 - b. Please note that the activity subject curriculums and activities will be modified to suit online learning.

- 3.9. **Student Course Outlines** – The teachers will send the student course outlines through Google Classroom during the first week of school. Please take note of the coverage for each quarter.
- 3.10. **School Calendar** – The school calendar was sent to all parents; however, it will be reviewed based on the situation and government requirements. Please take note of the attached revised calendar. (See Attachment 3)
- 3.11. **Military Training for Grade 10-12 Boys** – The school will notify the parents about the military training program when updates are available. As of the information available right now, the training will be conducted online.

4. Guidance Department, Online Programs, and Activities

4.1. Guidance Activities

- a. The counselors will attend classes to present about guidance activities during the first two weeks.
- b. The counselors will attend the Parent Orientation on the dates mentioned in **2.2**
- c. We will invite parents to participate during specific guidance programs, such as career week and other activities planned by the Guidance department.
- d. Online Guidance Classes for students will take place during chapel periods, worship time, Bible class. Topics will include cyber bullying awareness, health and wellness, reproductive health, sex education for MS & HS students, overcoming depression, etc.

4.2. Communication

- a. Regular communication will be done with parents to check on any concerns regarding students' over-all wellbeing.
- b. The counselors will attend online classes to assist students with challenges.
- c. Individual and group counselling will take place via Google Classroom, LINE, or other means of communication.

4.3. Special Educational Needs (SEN) Information

- a. **Full-time SEN Students:** the guidance department will inform parents individually about the class plans and activities.
- b. **Pull-out Program** will start when onsite classes begin.

5. Contact Information

If you have any inquiries or concerns, you may contact the personnel below:

NAME	DEPARTMENT	EMAIL
Mr. Peter Munasinghe	Principal	principal@rais.ac.th
Mrs. Sophia A. Rao	K1-3, Grade 1-5, EFL A	eshead@rais.ac.th
Mr. Francis J. G. Sherwood	Grade 6-8, Activity Subjects	mr.francis@rais.ac.th
Mr. Anand Rao Manduri	Grade 9-12, Advanced Placement	mr.anand@rais.ac.th
Mrs. Nula Hoihnu Mark	Guidance Department: K1-3, Grade 1-5, EFL A	mrs.nula@rais.ac.th
Ms. Princess Gil	Guidance Department: Grade 6-8	ms.princess@rais.ac.th
Mrs. Veverly Lou Mamulang	Guidance Department: Grade 9-12, SEN	mrs.veverly@rais.ac.th
Mr. U.D. Aloysius Mr. Sanny Lou Zamora	Curriculum Department	mr.aloysius@rais.ac.th mr.sanny@rais.ac.th

6. School Updates

- 6.1. **Vaccination** – We are glad to inform you that RAIS faculty, staff, and teachers are COVID-vaccinated, and their second dose is scheduled for August, September, and October.
- 6.2. **School Improvement** – The school administration is always finding ways to improve the facilities to enhance student learning.
 - a. **Walkway** – The walkway between building C and D and in front of the cafeteria has been renovated.
 - b. **Music Department**
 - i. **Curriculum & Resources** – The music curriculum has undergone revision to integrate Trinity College London standards. A video of the program will be made available through our school website. The school also purchased music teaching resources that will help achieve the revised curriculum.
 - ii. **Classrooms** – The 5th floor of building D2 has been restructured to provide soundproof music classes.

- c. **Hi-speed Wi-Fi** – By November 2021, building C will be fully equipped with a Hi-speed wi-fi system.
- d. **Purchase of Online Resources** – The school is improving its online learning resources and instructional delivery to effect student learning. This school year, interactive online applications are acquired to enhance teaching and learning and improve student's online engagement.
- e. **Renovation of SEN Facilities** – The 3rd floor of building E was restructured to provide spacious classrooms for SEN students for their learning activities.

RAIS appreciates your kind support and cooperation during the last school year and the summer school. We pray for the students and parents and that the current situation will improve soon. We assure you that our teachers, staff, and administration will work closely with all our students to help them to accomplish the educational goals.

Sincerely yours,



Udem Srikureja, Chairman
RAIS Board of Management