



## Parent Handbook

### School Calendar (2018-19)

Term 1	Term 2	Term 3	Term 4
Wednesday 15th August to Friday 12th October	Wednesday 24th October to Friday 14th December	Monday 7th January to Friday the 29th March	Monday 1st April to Wednesday 26th June

### Parent-Teacher Conferences

- Monday 26th and Tuesday 27th of November 2018
- Monday 18th and Tuesday 19th March 2019

Should you need to speak with one of your child's teachers at any other time, please contact your child's teacher to schedule an appointment.

### Campus Security

The school campus has two entrances which are both manned by security at all times. Families may only enter campus using the gate opposite of the park. Recognised parents are not required to sign in/out when dropping off or collecting their child at the beginning or end of the school day.

All other visitors will be signed in and out by security, and required to report to the school office thereafter. Non-recognised visitors are required to wear visitor badges and to return these to the security office upon their departure. When visiting the school, please only use the adult restroom on the ground floor opposite the new library.

For digital security, we request that you limit photographs to your own children or large groups. Also, please do not post photos of children on social media unless it is only of your child.

## **School Day**

Playground supervision begins at 8.10am with students expected to arrive at school between 8:10 and 8:30am. Parents dropping off students at school before this time should remain with their child until a staff member relieves them. Parents must not leave children unattended.

Whilst we encourage parents to take an active interest in their child's learning, parents are discouraged from observing classes from the corridor and/or entering classrooms during lessons to ensure that both learners and teachers remain 100% focused.

Class Dojo is a wonderful tool for parents to see the learning that is taking place on a day-to-day basis, and we plan many other opportunities for parents to visit classrooms throughout the school year. Should parents wish to discuss their child's progress, attainment and targets, parents can request meetings outside of the regular school hours.

## **After School Collection**

School finishes at 3:25pm, at which time, students using the school bus service go to their designated bus meeting point. All other students go to foyer area opposite the new library for collection.

Students should be picked up on time everyday. If you know you are going to be late, please inform the school in advance by calling: 028 3742 7827.

For safety reasons, if a student is to be collected by a DIFFERENT adult than usual, the school must be notified a minimum of four hours ahead of time, and a photo of the new adult must be emailed or texted to share with the teacher.

## **Registration Procedure**

During registration, records of lateness and absences are entered into our database. Absences are also recorded on students' reports. Between 96-98% is the expected rate of attendance. Above this is considered 'exceeding expectations'. Below 96% will be listed as 'requires improvement'.

## **Late Arrival and Early Dismissal**

If you are dropping off your child after classes have begun at 8:30 am, please ensure that you accompany them to main office so they can be registered as present and accompanied to their classroom. Students who arrive after 8:30 am will be registered as late.

If a student wishes to be dismissed early from school, an explanatory note should be sent to the class teacher by the parent. The teacher will inform the main office of their early dismissal in order to update attendance.

## **Absences**

If your child is to be absent and is due to travel on the school bus, please phone the adult on the bus at least 15 minutes before your pick-up time. Otherwise, please phone the school office between 8:15-8.45 am. Please provide your child's name, her/his class, the reason for absence and the anticipated length of absence. If your child's absence is to be prolonged, the school should be informed in writing.

We request that families plan any holidays with respect to the school calendar. Parents are also urged to schedule doctor, dentist and other appointments after school hours or during vacations where possible.

## **Lunch Break & Drinks**

Students have a choice of bringing their own lunch or having a hot lunch supplied (ordered in advance for the whole term). Information about the hot lunch program will be sent out to parents at the beginning of each month. If you have any questions, please contact the office.

We encourage our students to eat healthy, balanced lunches that should include fruits or vegetables. Students should not be sent to school with chocolates, fizzy drinks, sweets or candies.

In an effort to promote healthy eating, the school would like to encourage parents and students to eat healthy snacks and to be open minded in their food choices. Students are welcome to bring healthy snacks to share with their class with the hope of introducing students to food from other cultures.

The school will provide your child with a healthy snack during mid-morning and mid-afternoon break times. Students should also have a reusable and refillable water bottle at all times. Water is available from the water bottles situated throughout the school. Lunch boxes should be as compact as possible and labelled clearly with the student's name and class.

## **Uniform**

Children are required to come to school in school uniform which is available from the school office. Students should also wear closed-toe shoes that fit securely and allow children to move freely and safely.

In preparation for swimming classes, students of Reception age should be able to dress themselves independently. As a stepping stone to this, students in Nursery should be encouraged to put shoes and hats on independently. Parents' support with this at home is kindly appreciated. **Please ensure**

your child has a hat and water bottle in school each day. We enforce a strict 'no hat = no play' rule. We also recommend that students apply/bring anti-mosquito spray/lotion every day.

## PE Attire

Students must wear appropriate footwear for PE lessons. A complete swimming kit consists of: **swimming costume, towel, goggles, sunscreen, and a swimming cap.** All these items are compulsory.

If they have land based P.E. in the **afternoon**, we recommend that children wear their regular uniform in the morning and change into their sports uniform at lunchtime.

If your child has P.E. in the **morning**, we recommend that children wear their land-based sports uniform to school and change into their regular uniform afterwards.

A complete P.E. kit consists of: **school shirt, school shorts, trainers, cap and water bottle.** All these items are compulsory.

Students who are not dressed appropriately for PE may not be allowed to participate.

## Materials and Supplies

Materials such as pencils, scissors, etc. are supplied but students may bring their own pencil case if they would like to.

From Year 2 upwards, parents are asked to supply their child with an iPad which children are to bring to school as directed by the class teacher.

From Year 3, students are also asked to have a ukulele for weekly lessons. The school can provide help with sourcing this for you, and siblings may share a ukulele, provided they are in different year groups.

## Mobile Phones

In order to ensure the safety of our students, electronic communication and listening devices, such as mobile phones, smart watches and iPods, may not be used while on campus. If you feel your child must have a cell phone, it must remain in their backpack, **TURND OFF** or in **SILENT MODE** while at school and while on the bus.

Texting, taking photos, making and watching videos, and playing online games are not permitted anytime during the school day, unless authorised by your child's teacher. Failure to

following these guidelines will result in disciplinary action and/or confiscation of the phone/device. The mobile phone/device may be retrieved at the end of the day. This policy is in effect throughout the entire school day, including on the bus and school trips.

If parents need to contact their child, they may do so by phoning the school during school hours, or the adult on the child's bus enroute to school/home.

## Lost and Found

To minimise the number of lost items, we ask that all your child's belongings be clearly labeled with his/her name. If your child loses a specific item, please contact your child's class teacher who will do their best to locate the item. At periodic times during the school year, any uncollected items are sent to a charitable organisation. The school does not take responsibility for lost belongings.

## Communication

Good communication between home and school is essential to developing a strong home-school partnership. The following information will assist you in identifying where information may be found and with whom you may wish to speak to.

As part of our effort to minimise our carbon footprint, we use paperless communication whenever possible, therefore whenever necessary, the school will email parents with news about specific events, special announcements or changes to our normal routine. It is therefore very important that parents check their email account regularly and update the school with any change of email address.

Each week, class teachers will also email a summary of news and events. We strongly recommend that parents use this resource to keep up to date with school events and activities. Teachers will also post photos of class activities on ClassDojo, but you may also use it to message them.

All Saigon Star staff members have email addresses and parents can contact them directly about issues which concern their child. Teachers will always try and reply as quickly as possible, but please be mindful that once the workday is over, they may not respond until the following work day.

## Personal Information

It is very important for the school to have complete and up-to-date information about all of the students including people we may need to contact in case of emergency. Please make sure that the school is informed of any changes or additions by sending an email to [info@sgstar.edu.vn](mailto:info@sgstar.edu.vn)

This includes:

- Home address or telephone number

- Parents' and other contacts' details, especially mobile phone numbers and email addresses
- Medical information including vaccinations, operations, allergies and anything else of relevance. For reasons of health and safety, parents should inform the school of any medication that their child is taking.

## **Medical Information**

If a student becomes unwell at school, they will be accompanied to the school's medical room near the main office. The School Nurse (or nominated member of staff in the case of her unavailability) will evaluate the student's medical condition and make a decision about whether the student should go home. If necessary, the school will contact the student's parents to collect the child. If a student is sick, they should stay home for a period of 48 hours in order to prevent the spread of the illness to others.

## **Permission Forms**

During the year, the school may need to send out parental permission forms for a variety of activities. These forms must be signed by a parent or guardian before any student will be allowed to participate in the designated activity.

## **Educational Trips**

Field trips offer students unique learning opportunities that are not possible at school. They therefore form an integral part of the wider curriculum at Saigon Star.

All trips are organised and led by teachers but may, on occasion, include external professional guides to provide specialist knowledge or skills.

Parents can expect students to go on Educational Trips approximately once per term. Parent volunteers may also be requested on occasion.

## **Library Loans**

At the beginning of each school year, class teachers will inform parents as to the frequency and return day of library loans. To ensure that library books can be used for years to come, it is important that children are taught and encouraged to take good care of these books at home, and store them in plastic wallets to prevent them from rain or water damage. Should books become lost or damaged, the school will kindly ask parents to cover the cost of their replacement so that other members of the school community can continue to enjoy them.

# School Transport

At times, traffic in Ho Chi Minh can be very heavy and congested. For this reason, there may be times when the buses will not be on time. We therefore ask that parents remain patient and wait with their child in the morning until the bus arrives and at the bus stop after school to greet your child. Children will not be dropped off if there is no adult to collect them at the designated spot. If the designated adult is not available to collect a student, the school must be informed ahead of time. For safety reasons, If a student is to be collected by a DIFFERENT adult than usual, the school must be notified a minimum of four hours ahead of time, and a photo of the new adult must be emailed or texted to share with the teacher or bus supervisor.

Children wishing to have an occasional ride with the bus e.g. to visit a friend after school, may do so if space is available and permission has been granted ahead of time. A request to the office should be made at least one day in advance.

## Bus Guidelines

- Students should be on time for pick-up in order to respect the school schedule and the other bus riders. Buses will wait for five minutes, but if the student does not show up in that time, it will have to continue its route. Parents will then be responsible for arranging transportation to school.
- Students should be in the company of an adult while waiting for the morning bus.
- Students must be met at the bus stop in the afternoon by a parent/guardian.
- In the interest of safety, all students must be seated facing forward and wearing seat belts while the bus is moving.
- Food, drink and the use of iPads are prohibited on the bus.
- Students who are not respectful of the bus rules will be warned first and will, if necessary, be spoken to by the Class Teacher and Headteacher.
- Students who visit the Headteacher three times due to inappropriate behaviour on the bus will no longer be permitted to travel on Saigon Star school buses.

Thank you for taking the time to review this document. We hope it provided lots of useful information.