

JUNIOR CAMPUS LEADERSHIP



MR ANTHONY ROWLANDS
BIS, HCMC, Principal
Anthony.Rowlands@bisvietnam.com
Mr Anthony is our Principal of BIS, HCMC. His main office is based at the Secondary Campus.



MR IAN BATTERSBY
Junior Campus Headteacher
Ian.Battersby@bisvietnam.com
Mr Ian is our Headteacher at the Junior Campus. His office is located on the ground floor, main office.



MR CHRISTOPHER MCKELVIE
Junior Campus Deputy Headteacher
Christopher.McKelvie@bisvietnam.com
Mr Chris is our Deputy Headteacher at the Junior Campus. His office is located on the ground floor, main office.



MS AMELIA KIRBY-SANDALL
Junior Campus Assistant Headteacher
Amelia.Kirby@bisvietnam.com
Ms Amelia is our Assistant Headteacher at the Junior Campus. Her office is located on the ground floor, main office.




MS LOUISE BISHOP
Director of Admissions and Marketing
Louise.Bishop@bisvietnam.com
Ms Louise oversees all admission, marketing and communication activities across the whole school. She visits Junior Campus on a regular basis. Her main office is based at the Secondary Campus.



HERE TO HELP

AT THE JUNIOR CAMPUS (JC)



 Welcome to the British International School HCMC. Our close-knit community and dedicated staff are on hand to help you every step of the way. Keep this little "Here to Help" booklet somewhere safe and refer to it whenever you need assistance with something - we are always happy to help!



ADMISSIONS



MS EMMA WESTMAN
Primary Admissions Manager
Emma.Westman@bisvietnam.com

Ms Emma oversees all admissions within the Primary campuses. Contact Ms Emma for any matters arising through the admissions process. Ms Emma is located in the admissions office of the Junior Campus, main office.



MS HUONG
Admissions Officer
Huong.Nguyen2@bisvietnam.com

Ms Huong works in admissions at the Junior Campus with Ms Emma, our admissions manager. Contact Ms Huong for any matters arising through the admissions process. Ms Huong is located in the admissions office on the ground floor, main office.



MS HANNAH MOON
Korean Liaison and Admissions Officer
Hannah.Moon@bisvietnam.com

Ms Hannah is a liaison for Korean families within our school and can also help with translation when required. Ms Hannah is available to meet by appointment.

SCHOOL BUS



MS TRANG
Bus Manager
Trang.Pham@bisvietnam.com

Ms Trang is the school bus manager. Contact Ms Trang if you have any questions about the school buses. Ms Trang is located in the main office at the Secondary Campus.

ACADEMIC AND PASTORAL



MS THANH
PA to Junior Campus HOC
Thanh.Nguyen1@bisvietnam.com

Ms Thanh is Mr Ian's Personal Assistant (PA). Please contact Ms Thanh if you would like to meet with Mr Ian or if you have any questions with regards to your child's clubs, reports or general academic administration. Ms Thanh is located in the main office on the ground floor.



MS HUONG
PA to Junior Campus DHOC and AHOC
Huong.Tran1@bisvietnam.com

Ms Huong is Mr Chris' and Ms Amelia's Personal Assistant (PA). Please contact Ms Huong if you would like to meet with Mr Chris or Ms Amelia to discuss any academic or pastoral concerns. Ms Huong is located in the main office on the ground floor.



MS CHI
Junior Campus Head TA
Chi.Ly@bisvietnam.com

Ms Chi leads the Teaching Assistants (TAs) at the Junior Campus. Ms Chi is located in the Vietnamese office on the ground floor, behind the nurse room.



MS VY
Vietnamese Coordinator (Primary)
Vy.Bui@bisvietnam.com

Ms Vy is our Vietnamese Coordinator across both our Early Years and Infant and Junior campuses. Contact Ms Vy if you have any questions or need support with after school Vietnamese lessons.

RECEPTION AND CASHIER



MS NGOC
Receptionist
N.Le@bisvietnam.com

Ms Ngoc is the Receptionist at the Junior Campus and is the first point of contact for visitors and general enquiries. Please contact Ms Ngoc if you have any enquiries. Ms Ngoc is located in Reception, main office on the ground floor.



MS NHI
Junior Campus Cashier
Nhi.Cao@bisvietnam.com

Ms Nhi is the cashier at the Junior Campus and handles all fees for CCAs, holiday camps and collects money for PTG events. Ms Nhi Cao is located in Reception, main office on the ground floor.

SCHOOL NURSE



NURSE TAM NGUYEN
School Nurse
Tam.N@bisvietnam.com

Ms Tam manages and administers all medicines from home and school. Parents must complete an administering medicine permission form if children are to take medicine in the middle of the school day. Nurse Tam's nurse room is located on the ground floor.

FACILITIES



MS LIEN
Junior Campus Facilities Manager
Lien.Dang@bisvietnam.com

Ms Lien manages the facilities at the Junior Campus. Ms Lien is located in the main office on the ground floor.



MR PHU
Head Guard
Email Ms Lien, Facilities Manager

Mr Phu is our Head Guard and works closely with Ms Lien, our Facilities Manager, to ensure our campus is safe and secure.



MS NGAN
Head Cleaner
Email Ms Lien, Facilities Manager

Ms Ngan is our Head Cleaner at the Junior Campus. Ms Ngan works closely with Ms Lien, our Facilities Manager, to ensure our campus is clean and safe.