



BRITISH VIETNAMESE INTERNATIONAL SCHOOL  
HANOI  
A NORD ANGLIA EDUCATION SCHOOL

# PRIMARY PARENTS HANDBOOK 2023 - 2024



## PRIMARY PARENT HANDBOOK 2023 - 2024

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## WELCOME

### **A very warm welcome to the British Vietnamese International School, Hanoi**

The purpose of this handbook is to provide essential information about school routines and expectations. Please take some time to read through the information so that you can be better prepared to support your child at school. If, after reading the booklet, you still have unanswered questions, feel free to approach me or my colleagues directly and we will do all that we can to clarify things for you.

Learning is a collaborative activity with children receiving help from a variety of places. The best results are achieved when parents, children and the school work in partnership together. Your continued interest, involvement and support are essential for the on-going development of your child and will be very much welcomed and appreciated by the school. We understand that starting at a new school can be daunting for many children. We will do all that we can to help your child feel comfortable at school and to help them settle in quickly.

Since February 2015, the British Vietnamese International School Hanoi has been a part of the Nord Anglia family of schools, and you can be confident in the choice you have made. We feel very proud of the educational opportunities available to our students, and we believe your child's time with us will be happy and successful.

We look forward to meeting you in due course.

Principal

Head of Primary

## BVIS MISSION STATEMENT

The British Vietnamese International School seeks to provide an outstanding education through dual language instruction in English and Vietnamese. Students become independent learners by means of enquiry, reflection, and perseverance. At BVIS, we act with integrity, treat one another with care and respect, and learn together as responsible global and Vietnamese citizens.

BVIS achieves its mission by:

- Nurturing true bilingual proficiency in Vietnamese and English.
- Promoting and celebrating Vietnamese customs, history, and traditions in order to provide a suitable cultural foundation for Vietnamese nationals, whilst providing a meaningful context for those of other nationalities.
- Fostering universal values such as personal integrity, respect for others and care for community and global issues.
- Nurturing independent learners who are: enquirers, proactive, responsive, creative, collaborative, reflective, flexible, enterprising, and able to persevere.



## I. GENERAL INFORMATION

As part of the global family of Nord Anglia Schools, the school reserves the right to update the terms and conditions for parents, as and when required. Please find below the school Terms and Conditions in place at the British Vietnamese International School Hanoi:

**<http://bit.ly/BVISHanoi-terms-and-conditions>**

On enrolment, the placement of a child in a specific class is normally dependent on date of birth, but we may also take into consideration exposure and experience in English language. Primary-aged children from Year 4 upwards undergo an online cognitive test, that does not test prior knowledge, as well as a short interview to assess a child's language competency and academic potential in a dual language environment.

All children are catered for through a differentiated curriculum. The child's interests and abilities are considered in the planning and delivery of activities; all children are encouraged to meet challenges with confidence. This means that children within the class may be working at varying levels, according to their understanding at that time.

Class sizes are intentionally small. Teaching Assistants work alongside teachers, to give the children the individual attention they require.

Primary School						
	Key Stage 1		Key Stage 2			
Year	Y1	Y2	Y3	Y4	Y5	Y6
Age	5 – 6	6 – 7	7 – 8	8 – 9	9 – 10	10 – 11

## 1. School Structures and Timings

### 1.1 The school year

The school year is divided into three terms: This year, Term 1 runs from August to December, Term 2 from January to April, and Term 3 from May to June. If parents need to take their children out of school during term time, they must seek written permission, in advance and in writing, from the Head of Primary or, if you have children in both Primary and Secondary, from the Principal. Holidays are generous, so we ask families not to request holidays during term time unless there are exceptional circumstances.

For further details, please refer to the school calendar on the BVIS website:

**[www.bvishanoi.com](http://www.bvishanoi.com) > Parents' Essentials > Term Dates**

## **1.2 The beginning of the school day**

School starts at 08:30 for all students. Students should aim to be in school by 08:15. Children are expected to be on time and to attend every day.

Parents and drivers need to be aware of the traffic on the streets outside the school. They must minimize congestion by dropping children in the designated area only. No vehicle should park or wait for an extended period of time near to the school gates, nor should it block the pavements. All parents, carers and drivers must follow and respect the instructions of the guards on duty who are acting in the interests of all the children. Unless children have a leave pass or travel by bus, it is expected that an adult will accompany them to school.

There are staff on duty from 07:45 onwards to supervise the children. Any child who arrives before 07:45 remains the responsibility of the parents or another designated adult until they can gain entrance to the school.

## **1.3 End of school**

The school day finishes at 15:05 (non - ECA days) and 16:05 (ECA days).

At the end of the school day parents, drivers, and carers are requested to collect their child from their classroom. Anyone collecting a child must have the Parent Card.

If a parent, driver, or carer collecting the child has forgotten the card, that person will be required to sign in as a visitor according to Section 7 – Securities Procedure. Before leaving the premises, a 'Permission to Leave' note from the School Reception must be collected from the Reception and given to the guard at the gate.

Your child's safety is our main concern. We want your children to remain as safe as possible at this time. They will only be permitted to leave the premises with an authorised adult or sibling in Year 5 upwards, both of whom must have the Primary child's swipe card.

A child will not be allowed to go home with another parent unless the school has been informed in advance in writing. For Safeguarding reasons, authorisation must be sought and granted at least 4 hours in advance.

If you have more than one child in school, then older siblings in Year 3 and above should go to their youngest sibling's classroom at the end of the day.

## 1.4 Leaving card

Leaving Permission is for Year 4- Year 6, who are living in Royal City

- Send a request to Ms Huyen, Primary Receptionist at [huyen.vu@bvishanoi.com](mailto:huyen.vu@bvishanoi.com), who will send you either an electronic or a hard copy of the form at your convenience.
- Complete the form and return the hard copy to Ms Huyen.
- Leaving card will be delivered to your child afterward.

## 2. Communication

The school believes that good communication between parents and school is essential. We need to have up-to-date details of your email and postal addresses and telephone numbers, including emergency contacts. We will check your details at the beginning of each school year but if there are changes during the year, please inform the school office at **[enquiry@bvishanoi.com](mailto:enquiry@bvishanoi.com)**. Parents should comply with the school's request for contact details (and any medical information on your child) in a timely fashion so that we can care for your child appropriately. As much of our information to you via email, this is important that all of your details are kept up to date.

The following list is a sample of the ways in which the school tries to keep in close contact with parents.

### 2.1 Ongoing Communication - ClassDojo

To keep you informed of your child's learning and of the ongoing events in your child's class and year group, we use ClassDojo. Your class teacher will regularly add pictures/videos or make comments about areas of learning in which your child is involved and developing within the classroom. It is a great way for you to see what activities are happening over the term. You will be alerted if your child receives a Dojo reward for displaying our School Values, detailed in our Aide Memoire. You can add your own comments on ClassDojo and upload photo evidence of your child doing activities at home. Parents will be asked to check ClassDojo on a regular basis. We encourage you to participate on this with your child.

For support logging in to ClassDojo, please contact **Ms. Giang Pham (Phone 024 6266 8800 | EXT 131)**

### 2.2 Learning Platforms

Within the Primary setting, extensive use is made of ClassDojo, a highly effective and collaborative communication tool for students and parents, informing both parties of the learning being undertaken. This resource will



enable you to track your child's Home Learning activities, view the curriculum content of your child's programme, see their daily timetable, and communicate with your child's teachers.

From Year 3 to Year 6, Home Learning, including VSE (Virtual School Experience), is carried out using Office 365 tools such as TEAMS and OneDrive. Your children will be introduced to these platforms once they start school, and parent workshops will be delivered throughout the year to provide support for parents. The use of learning platforms is a highly effective part of blended learning.

### **2.3 School Yearbook**

This will be sent home at the end of Term 3 and will provide a colourful souvenir of the year.

### **2.4 Reports and Parent/Teacher Conferences (PTCs)**

There will be a number of Parent/Teacher Conferences scheduled during the year. Written reports will be uploaded on the Parent Portal each year:

**End of Term 1** – Your child's first report detailing effort and achievement for that term and identifying ways in which you can help your child's future learning.

**End of Term 2** – A progress report.

**End of Term 3** – A report summarising the progress that your child has made over the year.

At the end of Term 1, the progress report will form the basis for discussions at the first PTC. Further PTCs will be held towards the end of Term 2. At the end of Term 3, the school sets time aside for parents should they wish for an optional PTC at that time.

You may, of course, request additional meetings with the teachers, Head of Primary or the Principal at any time by prior arrangement with the school office

**Ms. Giang Pham (Phone 024 6266 8800 | EXT 131).**

### **2.5 Questions, concerns, or complaints**

The first point of contact for any parent who needs more information is your child's class teachers. If they cannot resolve the problem for you, then please contact the Head of Year. If further resolution is needed, then please contact the Assistant Head or Deputy Head and finally the Head of Primary. All staff will endeavour to solve any issues that you may have. For rapid communication, please call **024 626 68800 ex. 333** or email **giang.pham@bvishanoi.com**.

### 3. Absence and Lateness

#### 3.1 Absence procedure

##### On the day of an absence:

Before 08:30 please inform the receptionist **[huyen.vu@bvishanoi.com](mailto:huyen.vu@bvishanoi.com)**, or **telephone: 024 626 68800 (EXT 333)** either by phone or email, that your child will not be attending school. A suitable reason must be given to the staff members or email to the Receptionist at **[huyen.vu@bvishanoi.com](mailto:huyen.vu@bvishanoi.com)**. If your child is sick or unwell, brief details of the symptoms need to be supplied.

If no reason is given for your child's absence, then an unauthorised absence mark will be put in the register for the days that they do not attend school. Office staff will contact you on the first day of absence. Thereafter, the school will use the same absence code until your child returns to school, unless otherwise informed by parents or carers.

Where possible, it would be helpful to indicate for how long you expect your child to be absent.

#### 3.2 On returning from an absence

All children must only return to school if they are fully well or have been deemed fit to return to school by a doctor. An email should be sent to the Primary Reception: **[Huyen.vu@bvishanoi.com](mailto:Huyen.vu@bvishanoi.com)** or telephone: **024 626 68800 (EXT 333)**.

Children who return to school with a medical certificate should bring it to the nurse. The office staff will take a photocopy of it and file it in the child's personal folder.

Any child returning from illness, but still showing clear symptoms, will be immediately sent to the nurse. If a child has been suffering from diarrhoea or vomiting, then the school requires a period of 48 hours without symptoms before the child may return to school. This is for health and safety reasons to ensure no cross contamination with other students.

#### 3.3 Lateness

The register is taken before classes start at the beginning of the morning and afternoon sessions. A note is made on the register to indicate absent students and late comers. Any child arriving late to school needs to report to the building Reception: **[huyen.vu@bvishanoi.com](mailto:huyen.vu@bvishanoi.com)** or telephone: **024 626 68800 (EXT 333)** to register late. Parents will be informed in Termly Reports (absences, lates) of the attendance record for their child.

The Assistant Head, Deputy Head or Head of Primary will become involved with those who are frequently late to school.

If you know in advance that your child is going to be late or needs to leave school early on a particular day, then a message should be sent to the receptionist the day before.

### **3.4 Keeping the school informed**

Whenever possible, medical and dental appointments should be made outside of school hours so as not to disrupt the children's learning. If this is not possible, please advise the school of any appointments made.

We respectfully ask families not to make requests for holidays during term time unless there are exceptional circumstances.

### **3.5 Contacting the School in case of out-of-hours emergency**

The school has in loco parentis responsibility for students whilst they are in school or on a school-approved activity. If, for any reason, parents need to contact the school for an out of school emergency, they should contact the relevant Head of Section, through their PA.

Early Years and Primary PA:

**Ms. Giang Pham**

Email: **giang.pham@bvishanoi.com**

Telephone: **(024)62668800 (EXT 131)**

## **4. Dress Code**

### **4.1 School uniform**

The uniform is a means of showing our identity and pride in our school to the wider community as well as being practical school wear. All students are expected to wear the specified school uniform every day in the appropriate manner.

During the winter months, children should wear the BVIS sweater or windbreaker, which can be worn both inside and outside of the classroom. No undershirt of any kind under short-sleeve T-shirt should be worn.

Children may wear sensible 100% black trainers or shoes and these should be without laces for the younger children. In addition to this, all children should wear white or black socks or tights.

All children with long hair should have it tied back with a plain, soft hair band. No colourful bandana-style head bands or hair accessories which include hard bobbles are to be worn. Boys may not wear their hair up in top knots with bands, clips, or ribbons. Hard Alice bands should not be worn. Only hair accessories which are based on school colours should be worn. If in doubt, please see your child's class teacher.

Boys are not permitted to wear earrings or studs. Girls may only wear earrings that will not get caught in clothing or long hair, which may therefore prove to be a source of injury for themselves or others. The PE department may require the removal or suitable covering of studs in PE lessons for safety reasons. Children should always wear school hats when they are outside to protect them from the sun.



## 4.2 PE Kit/ Swimming

Sports kit should be worn for PE lessons, house events, sports clubs and ECAs as well as sporting fixtures and events. Sports kits for students consists of a house

T shirt and black shorts. Sports shoes should be non-marking and have either laces or Velcro fasteners. Students can wear their PE uniform and sports shoes to school on days when they have PE lessons. The class teachers will inform you of the PE timetable.

Children need to bring a school swimsuit to school with a towel and flip flops for wearing around the pool. Students should wear a swimming hat during swimming lessons. It is the parents' responsibility to label all their child's school uniform with his/her name and class including underwear, swimwear, and towels. A Lost Property box is located in the Primary Reception area. Any clothing, which is labelled, will be returned to the parent or directly to the student.

Please remember to keep checking your labelling as it may wear off with washing.







  
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## **5. Food and Catering**

### **5.1 Catering company**

Food is prepared for the students by our catering company: Caterers. Further details of the company, their policies and practices can be found at: **<https://thecaterers.vn/en/school-canteen/>**. Strict protocols for food hygiene, preparation, menu choices and presentation are applied to ensure that students are provided with a healthy meal each day.

### **5.2 Snacks**

We recognize that having a healthy and balanced diet helps to develop a healthy lifestyle and promote well-being throughout your child's life. We carefully monitor the food your children eat during the day and ensure it is nutritious to help them grow and develop normally.

All students are supplied with a healthy mid-morning snack and drink. In addition, in the afternoon, the children in Year 1 and Year 2 receive fruit and a drink, such as yoghurt or milk.

### **5.3 Lunch**

BVIS provides a set lunch for all Primary students, as part of the fee structure. Menus are published in advance. To access the lunch menus please go to: **<https://www.nordangliaeducation.com/bvis-hanoi/parent-essentials/lunch-menu>** .

All Primary children eat their lunch in the Primary Dining Hall. There are staff on duty during both snack and lunchtimes. Children are expected to be independent at these times, but staff also encourage children to try the food available and to eat their whole meal.

### **5.4 Birthdays**

Providing arrangements have been made with the class teachers in advance, we are happy for the children to bring in and share cupcakes or a birthday cake with their classmates to celebrate their birthday. Please note that, for practical reasons, we can only share a cake; we cannot share other food or distribute party bags to other children within the school.



## **6. Medical Information**

### **6.1 Medical emergencies**

If an accident or sudden serious illness occurs at school, we will make every effort to contact parents. Please keep the office informed of any change in home, business, or emergency phone number.

When a medical emergency situation arises, we will transport the child to the hospital designated in their compulsory medical insurance documents unless parents have specified a different clinic or hospital. A responsible adult from the school will accompany the child to the clinic and await the arrival of the parents. An Accident Report Form will be completed and kept as a record. The parent/carer needs to bring the student ID card and medical card to the hospital for hospital procedures and payment.

### **6.2 Medical procedures**

A completed medical form for each child enrolled must be submitted before entry to the school. This form must be updated annually by parents so that the school has accurate records of all medical issues. Parents must provide any information relating to their child's allergies.

Asthmatic children should always have their medication with them. The school should be notified if your child is asthmatic so all staff can identify them and know the medical procedures to help them when they have an attack in school.



Generally speaking, if a child is fit to attend school, they are fit to swim. If children are unable to swim due to a medical condition, parents must provide school with an appropriate medical certificate.

The school nurse will attend to children who become ill or injure themselves during the school day. The school will contact parents to take their child home if she/he becomes ill during the day and is unable to stay at school. Any child who has been seen by the nurse and has received medical attention will be issued with a note informing parents of the actions taken.

If, by prior agreement, the school nurse is going to administer prescription medicines to a child, then the parents must hand the medicines to the nurse along with the prescription given from the doctor detailing dosages. Children requiring antibiotics should stay at home until they have completed the course of medicine.

### **6.3 Communicable diseases**

A student with an infectious condition or illness **MUST** be kept at home and present a medical certificate upon returning to school. Children who have had a temperature above **37.7°C (or 99.8°F)** must stay at home for **at least 24 hours**. As a guide, students are considered contagious during the following periods:

1. **Chicken pox:** 5 days from the onset of the rash, or until all the blisters have dried. Symptoms: fever, headache, rash/ blisters that start on the trunk, and spread on the face and limbs.
2. **German measles (Rubella):** 6 days from the appearance of the rash. Symptoms: brief red rash, enlarged glands in the neck.
3. **Measles:** 4 days from the onset of the rash. Symptoms: fever, cold, headache, generalised rash
4. **Mumps:** 5 days after the onset of the swelling, or until the swelling has gone down. Symptoms: fever, swelling and tenderness of glands at angle of the jaw.
5. **Infectious hepatitis:** 7 days from the onset of jaundice, or 7 days from the onset of symptoms if there is no jaundice. Symptoms: headaches, abdominal pain, nausea, vomiting, usually fever. Skin and eyes may or may not turn yellow.
6. **Scarlet fever or strep throat:** 24 hours after commencing antibiotic treatment. Symptoms: sore throat, fever, rough red rash for scarlet fever, usually behind the ear, on the armpits and chest.

7. **Conjunctivitis:** the student SHOULD NOT attend school until treatment is effective, or until discharge from the eye has ceased. It is highly infectious and should be treated right away. Symptoms: itching of the eyes, watering, redness and discharge from eyes.
8. **Head lice:** if a child is found to have head lice or nits or eggs the parents will be contacted and the child will be sent home. The whole class will be checked for head lice and a letter will be sent out. Once affected children have been treated and there are no more lice or nits present, they may return to school.
9. **Hand, foot and mouth:** 5 - 7 days or until fully recovered. Symptoms: fever, headache, sore throat, ulcers or blisters inside or around the mouth, sores or rashes on the palms of the hand and soles of the feet.
10. **Impetigo:** Until the lesions have crusted or healed, or 48 hours after commencing antibiotic treatment. Symptoms: fluid or pus-filled blisters or sores on the legs or feet that eventually turn into deep ulcers.
11. **Scabies:** The child may return to school after the first treatment. Symptoms: intense itching and rash.
12. **COVID:** The child may return to school after testing negative.

When a student has a bad cough or cold, or other common but highly contagious illness, parents are asked to keep the child at home so that the illness is not spread to other children.

The presence of the Covid-19 virus has taught us that timely and open communication of any communicable disease is of vital importance in keeping your child, and others, as safe as possible.

**Children who have had episode/s of vomiting or diarrhoea should remain at home for a further 48 hours after the last incident of this illness.**

## **7. Security Procedures**

### **7.1 Security procedures on entering and leaving school**

During a normal working week, the purpose of gate control is to ensure the safety of children and staff at school, as well as the protection of school buildings and property. Guards should be entirely satisfied that each person who is seeking to enter or leave the school grounds has a valid reason for doing so.

## **7.2 Entrance and exit procedures**

Students: Only children in school uniform will be allowed access unchallenged.

Parents/carers/drivers: All parents are issued with a Parent Card with a photograph of the child and barcode on it, for access to school. Use of the bar-coded swipe cards is required, or else parents/carers that do not have a valid card must sign in as a visitor. Cards must be swiped on the way in and on the way out. Guards will check that photographs match the children for families they do not know personally.

All visitors (including parents without swipe cards) will be asked to exchange a personal ID card (such as driving licence) for a Visitor's Pass at the gate. All visitors wear a visitors' badge on a lanyard while they are in school, for easy identification.

All teaching and non-teaching staff wear an identification badge on a lanyard so that they can easily be identified.

## **7.3 Beginning of a weekday**

No visitors before 07:45, unless by prior arrangement.

## **7.4 End of a weekday**

No entrance by visitors after 17:00 unless by prior arrangement.

No entrance by parents/students after 17:00 unless participating, watching, or collecting from a school authorised event.

Traffic outside school becomes congested at the beginning and the end of the school day. Extreme caution should always be exercised. For picking up and dropping off students, drivers are instructed to follow the school guidance exactly, to avoid accidents. No vehicles should obstruct general traffic movement or park on the pavement. Children should keep to the pavement when walking to and from school. Please parking underground parking area when attending school events.

## **7.5 Weekend**

School is closed to visitors, children and parents throughout the weekend.

Gate control may be relaxed for approved activities, like social events. During events out of school hours, the duty of care for the children lies with the parents who are attending the event, and not with the school.

Gate control can only be relaxed with the advance written approval of the Head of Primary or Principal.

## **7.6 School Buses**

Our bus service is managed internally by our own Bus Coordinator, who is a long-standing member of the Facilities Department. Through a contractual arrangement with ABC, a 3rd party company, the school provides bus services to and from many districts within Hanoi. BVIS takes its responsibilities to parents and students extremely seriously. We conduct rigorous random checking procedures for driver/bus monitor performance, and vehicle quality, the registering of all students using this service on and off the bus, and frequent and regular meetings with the management of the contractor and BVIS staff to review and maintain a high level of service, safety, and comfort.

Arrival and departure from school is a carefully managed process that ensures no buses are moving until all vehicles have their required passengers. All buses are fitted with seat belts, first aid kits, and emergency evacuation equipment (hammer, fire extinguisher) to ensure student well-being. Bus monitors are equipped with mobile phones to communicate effectively with school management staff, parents, and carers who may be collecting their child(ren) at drop off points. Our Bus Coordinators communicate closely with parents.

All students are required to follow essential safety standards of being seated, wearing belts throughout the duration of the journey, and are required to behave well and respect all staff and other users of the bus service. The bus monitors are acting in lieu of BVIS staff and therefore are to be respected and have their instructions followed by all students using this service. Failure to follow these instructions may lead to students being asked to find alternative transport to school. In this eventually, there will be no refund of bus fees.

If your child will not take the bus, please inform receptionist through phone **024 62668800 (ext 333)** or email **[huyen.vu@bvishanoi.com](mailto:huyen.vu@bvishanoi.com)** at least 15 minutes before the end of school.

## **7.7 Playtimes**

There are always staff on duty to supervise children in the playground area and Dining Hall.

There are designated areas and times for students of differing ages to play various types of games.

## **7.8 Playground apparatus**

Children are encouraged to play safely on the climbing apparatus and with the other equipment. Children should keep their shoes on in the playground area and wear the correct footwear at all times.

Designated safety zones near steps are clearly marked out; care must be taken by students in assessing hazard as well as being mindful of others around them.

There are also areas where children can sit quietly if they wish.

## **7.9 Classrooms**

Children are not allowed in any of the classrooms or learning spaces without an adult being present.

Children are taught how to use classroom equipment, like scissors and staplers, safely.

No medicines are stored in the classroom except for asthma inhalers (and always with the knowledge of the class teachers and the school nurse).

Children are not allowed in the swimming pool area, Sports' Hall, STEAM rooms, Library or Dining Hall, unless accompanied by a supervising adult.

## **7.10 Pastoral Care**

Young people need support in developing emotionally and socially so that they are most appropriately able to use their thoughts and feelings to guide their behaviour and develop personal awareness, emotional resilience and other social skills. This will enable them to enjoy and manage their lives now, and in the future, to become more effective learners and active citizens. Class Circle Time and Personal, Social, Health Education (PSHE) are important features of the education provision of the school.

Essential to this process are the Class Teachers who have both regular contact with the students and maintain academic and behavioural overview of the students in their groups. They are fully assisted by the Assistant Head, Deputy Head and Head of Primary.

## **7.11 Fire drills, Lockdown and Emergency Evacuation**

In the event of an emergency, an alarm will sound. The building should then be evacuated in a speedy but orderly fashion. No one should stop to retrieve possessions.

Details of evacuation routes and routines are displayed in every room, and everyone concerned with the school is familiar with these. Class teachers instruct the children in their classes, accordingly, take registers, and maintain a disciplined approach to teaching children how to react and conduct themselves in an emergency, should there ever be such an occasion.

After leaving the building, children and adults assemble in the designated areas in class lines. Children and teaching staff are then checked against the register to ensure they have all vacated the building, and visitors' names are checked against the signing-in book and swipe card information.

### **Fire Drill**

There is at least one fire drill each term to practise the evacuation procedure.

### **Lockdown**

To prepare children in the event of an unlikely major incident (intruder, gas leak etc.), we practice lockdown termly, so the children know how to react sensibly and calmly in the face of potential danger. The Primary campus is locked down on the sound of an alarm, and children practice how to remain quiet and orderly until the procedure is over.

## **7.12 Lightning and Air Quality Policies**

### **Lightning Policy**

BVIS uses a lightning detector for all outdoor activities. If a storm is approaching, the detector warns the teacher, and the area is cleared. The detector also indicates when it is safe to go back outside. Given our location surrounded by high buildings each with their own conductor, this scenario is unlikely. We do, however, also operate this system on school trips, and the eventuality is considered in assessing risk.

### **Air Quality**

We monitor air quality daily and keep comparative data for our site, as well as other air quality monitoring stations in Hanoi. If the ratings are deemed to be too high, such that the respiration of young people may be affected, then we reserve the right to keep the children indoors until the air quality has improved. The AQI Policy is available on the website for parents to read. It is in line with international standards for air quality.

All classrooms, dining halls, libraries and meeting rooms are now equipped with air purifying units.

## **7.13 Smoking/Alcohol**

BVIS operates a no-smoking/alcohol-free policy on campus. This is to be observed equally by students, parents, visitors and staff.

## **7.14 Insurance**

All students are expected to be insured through their parents' own health plan. The school is therefore not liable for medical bills resulting from an accident at

school unless negligence is proven against the school. School trips carry basic insurance to cover accidents but not illness.

It is strongly recommended to take out year-round family travel insurance.



## **8. Valuables**

We strongly recommend that children do not bring jewellery, money, or other personal items of value to school. If students do bring in any items of value (scooter, children's bicycle) to school, they should be named clearly, and the class teacher should be informed.



Every effort will be made to teach all children to value their own and other people's belongings. The school cannot accept responsibility for the loss or breakage of any of the children's personal items.

If the child wears earrings, please ensure that for safety reasons suitable studs replace these while at school. No looped or dangling earrings are permitted. Boys may not wear earrings at any point in school time. The PE Department may require the removal or suitable covering of studs in PE lessons for safety reasons.

## **9. Contact**

Parents are welcome to make contact with senior teachers or their child's class teacher or subject teacher, using the correct communication channel outlined in 2. Communication section.

We will always endeavour to respond promptly to emails and Dojo messages, during working hours from Monday to Friday.



## **II. ACADEMIC INFORMATION**

Parents should also refer to the Early Years Parent Handbook if they have children in that section of the school.



A variety of methods are used in teaching students. We provide age-appropriate material and tasks, focusing on developing independent learning skills and a passion for learning. We differentiate for every child.

Learning may take place in one-to-one sessions, in class, on day and residential trips, in extra-curricular activities, through lecture-style delivery or online. This list is not exhaustive, but it provides an indication of the breadth of opportunity available to both students and teachers to deliver our rich and varied educational experience.

## **1. Primary School**

### **1.1 Learning at the Primary School**

At BVIS, we are global citizens, learning together. The school places an emphasis on the individual's responsibility not only to the school but also to the wider community in Vietnam and beyond. This is true for both students and staff; we also value parents' partnership in this vision.

In addition, all children are involved in special events and celebrations throughout the year to develop their personal learning and international awareness. Some of these events may include:

- Moon Festival
- Christmas
- Tet celebrations
- Community projects focusing upon identified local areas of need
- Special themed days/weeks e.g.: Book Week, International Week

### **1.2 Virtual School Policy**

Should schools be forced to close or suspend the provision of on-campus education for any reason, including a Force Majeure Event for one week (or more), the affected school will implement the Nord Anglia Virtual School Experience. Virtual Schooling shall form part of the one-off exceptional support that the school may provide to parents and students in such circumstances.

Virtual Schooling will be delivered to all our students whatever their age. We do, however, recognise that the age of the student and their wellbeing mean that it is essential that screen-time is balanced against offline activity. Further details about our Virtual School Experience and Policy are available on the Nord Anglia Education website at **<http://bit.ly/NAE-VSE>**.

## **2. Academic Support**

### **2.1 English as an Additional Language (EAL)**

Every student entering our school will have had a different exposure to English language prior to the point of entry into the school. Levels of proficiency are assessed and extra support for English as an Additional Language (EAL) is offered at no extra charge. Parents of children requiring this help will be consulted, but if the school decides that a child needs this extra help, then it will be compulsory. This need is continually assessed and may be adapted during the school year to meet the student's needs.

There is no additional cost for the EAL provision.

### **2.2 Vietnamese as an Additional Language (VAL)**

Vietnamese Additional Language (VAL) is also provided at BVIS for those children requiring extra support with their Vietnamese.

There is no additional cost for the VAL provision.

### **2.3 Learning Support (LS)**

The British Vietnamese International School encourages all children to develop their full potential but recognises that some children may progress at different rates to their peers. Such children may require an Individual Education Plan (IEP) to help break down the learning into smaller and more achievable goals. The school has a Learning Support Department to oversee this programme.

Parents will be consulted if a child is experiencing particular difficulties in a given area and an Individual Education Plan will be written for the child to address their specific needs. This is shared with parents.

Children in the vast majority of cases will normally proceed to the next class at the beginning of each school year.

## **3. Behaviour and Discipline**

### **3.1 Discipline**

The school has a Positive Behaviour Policy. All staff are expected to implement this in a consistent, fair, and nurturing fashion.

Appropriate behaviour is encouraged through positive reinforcement of good behaviour. Good behaviour can be rewarded with ClassDojo points (House points).

Class Circle Time is used to discuss and decide strategies to deal with any problems.

If a child constantly behaves inappropriately then parents may be asked to be involved in a behaviour modification programme, involving co-operation between home and school, with the possible involvement of the Learning Support Department.

Stories, plays, songs and the school assembly are used as vehicles to reinforce positive moral values and the school's fundamental aims. The assembly also provides an opportunity to celebrate individual and group achievements.

### **3.2 Our expectations**

Both the school and the individual have expectations of each other:

- Parents should support and uphold the school's rules and values.
- Children have the right to expect that the school is safe, secure and friendly. It is the school's fundamental responsibility to provide this.
- All school staff expect students to behave in a way that will contribute to a happy environment, and they will discourage any kind of behaviour that undermines this.
- Children should do all they can to ensure a positive learning environment for themselves and for all others.
- Children must respect the feelings, needs and rights of others, and they should expect to receive the same in return.
- Children should wear the correct uniform and should take pride in their appearance.

Failure to observe these expectations in a considerate and consistent manner may, in extreme circumstances of noncompliance, lead to a request that the child be withdrawn from the school. Students travelling by bus must follow the safety instructions set by the school and implemented by the bus monitors.

### **3.3 Rewards**

As a school, we delight in celebrating the achievements of our students, both inside and outside of school. We are very happy to hear from parents about their child's achievements outside of school.

A child from each class will be awarded the 'Star of the Week' certificate. This certificate will be given as a reward for extra effort, consideration for others or other achievements and will be awarded at weekly assembly.

Over the course of the year, students may receive certificates and badges to celebrate their success in consistently demonstrating one of our School Values.

The School Values are Integrity, Respect, Caring, Enquiry, Reflection and Perseverance.

Assemblies at the end of each term provide an opportunity to recognise the achievements of all students through the presentation of certificates.

#### **4. Extra-Curricular Activities (ECAs)**

Children are encouraged to independently choose Extra-Curricular Activities throughout the year to broaden their interests and skills. We are always keen to listen to students' ideas for activities they wish to participate in, and we welcome suggestions from parents about additions to the ECA programme.



From Year 1, these activities are an integral part of the school programme. They extend the educational and recreational opportunities for all the children who take part in them. Activities are held after the normal school day, from 15:05 until 16:05. Some, however, may be organised before the start of the day and others during lunchtimes.

Some activities may have a small charge to cover costs – these form part of the paid extra-curricular activities programme. ECAs by external providers may run from 15:05 to 16:30.

#### **4.1 PE Kit/ Swimming**

Sports kit should be worn for PE lessons, house events, sports clubs and ECAs as well as sporting fixtures and events. Sports kits for students consists of a house T shirt and black shorts. Sports shoes should be non-marking and have either laces or Velcro fasteners. Students can wear their PE uniform and sports shoes to school on days when they have PE lessons. The class teachers will inform you of the PE timetable.

Children need to bring a school swimsuit to school with a towel. Goggles are optional, they may help with water confidence. Students with long hair should wear a swimming hat. It is the parents' responsibility to label all their child's school uniform with his/her name and class including underwear, swimwear, and towels. A Lost Property box is located in the Primary Reception area. Any clothing, which is labelled, will be returned to the parent or directly to the student.

Please remember to keep checking your labelling as it may wear off with washing.

#### **5. House System**

It is traditional in many British international schools to operate a 'House system'.

This forms the basis for friendly competition between children and staff and involves children from all the year groups working together to accumulate points for their House. A House Cup is presented at the end of each term to the house with the most points.

All children are assigned to one of four Houses: Hanoi (red), Saigon (blue), Hue (yellow) and Dalat (green). Siblings are not necessarily allocated the same Houses. Points can be awarded for any aspect of school life e.g., good behaviour, effort, initiative, good work. The accumulated number of points is totalled each week and forms part of a weekly assembly.

Your child's House is indicated by the first two letters of their Dojo account name: Ha, Sa, Hu or Da.

## **6. Music, Art, Drama and Dance**

Whilst education has previously been considered predominantly in terms of academic achievements, this attitude is thankfully changing. An increased emphasis is now being placed on social and cultural development through curriculum areas such as music, art, drama, dance and sport. These areas help to develop within students' confidence, creative and self-expression.

### **6.1 Juilliard Music and Dance**

Your child will follow an innovative embedded arts curriculum created in collaboration with The Juilliard School, a world leader in performing arts education. Our embedded arts curriculum includes music and dance. In Music, engaging activities developed by Juilliard will help your child understand the language of music and develop creative skills such as improvisation and composition. The Juilliard Creative Dance Curriculum is an innovative programme designed to engage children in the theoretical and practical aspects of dance. Not only does it focus on embedding fundamental dance skills, but it also promotes cultural awareness, expression, collaboration, critical thinking, and opportunities to develop English language. Throughout each topic, children develop new skills and gain deeper knowledge transferable to other areas of the curriculum. There are ample opportunities in both Music and Dance for the children to perform and showcase their outstanding achievements.

### **6.2 Drama**

Another commonly accepted sign of culture, drama is becoming increasingly important. The ability to perform in front of audiences equips students with skills in communication, self-confidence, as well as in addressing, persuading, or influencing groups of peers and critics. Drama is also an excellent vehicle for cultivating aspects of teamwork and collaboration.

All students therefore will be encouraged to participate in and enjoy their involvement in such activities. We welcome the support of parents to enable this to happen and we trust that parents will come to enjoy the performances, productions and creative output of their children.

### **6.3 STEAM**

Inspired through our Nord Anglia collaboration with the Massachusetts Institute of Technology (MIT), your child will follow an integrated STEAM (Science, Technology, Engineering, Art and Maths) curriculum. This inspires students to think more broadly and to solve problems with a hands-on approach. It

cultivates progress from project-based learning through collaborative exploration, to problem-based learning which focuses on real-world problems, and to place-based learning where students learn by doing. Ultimately, your child is encouraged to think deeply so that they have the chance to become the innovators, educators, and leaders of our future, who can solve the most pressing challenges facing it.

## **7. Home Learning**

All children will participate in a Home Learning programme. Children are expected to read English and Vietnamese daily and to learn vocabulary set by the class teachers.

Teachers will also set a weekly maths activity.

All students have access to Nord Anglia's Global Campus, we encourage children to explore learning tasks on this platform in line with their interests.

If your child experiences difficulty with home learning tasks, please contact the classroom teacher. Homework tasks should be completed by the student with only minimal support from parents, personal tutors, or older siblings.

## **8. Reading**

### **8.1 Library Books**

Every child in the school can borrow library books. Parents should appreciate that these items are loaned to children in good faith. These will be checked out by the librarian and the borrower is responsible for their return in good condition. A replacement charge will be levied on lost or damaged books.

There are weekly library sessions, and all children are requested to change their books during these sessions or during break times and after school, if necessary.

Children may keep the books for a longer period if they so wish by checking them out again on or before the due date.

### **8.2 Reading books**

Every child of Primary School age has access to reading books in both English and Vietnamese. The book is matched to ability and is part of a progressive reading scheme, until the child reaches the stage of 'free reading' at appropriate fluency levels. Children are expected to bring their reading books home every evening as reading at home is an integral part of their homework. They can also access levelled online reading resources using 'Bug Club'. You will be sent login details for your child(ren).

Graded readers are also available to Primary students to ensure the most appropriate reading level for each child.

### **8.3 Bug Club**

Bug Club is an online reading programme for Primary students that is engaging and interactive. Teachers will assign books to students regularly that are pitched at an appropriate level. Children should use Bug Club daily to help improve their English reading ability.

## **9. Parent Support**

### **9.1 Home Learning - How you can help?**

As a parent, there are many ways in which you can support your child's learning. Firstly, you can encourage them to read regularly and discuss what they have read with them. You can also ensure that your home is a talkative environment, rich in the communication of ideas. This will help to develop their language and comprehension skills. You can also help them to practice their numeracy skills, for example by playing games that involve counting or using money.

Teachers and parents need to work together to ensure that children meet the objectives of the tasks set for completion out of school. Parents can do this by:

- Motivating and supporting their child
- Establishing an appropriate study area, where it is quiet and there are no/few distractions
- Providing the resources they require e.g., pencils, erasers, paper
- Establishing a set time each day for homework to be completed for younger children and, for older children, helping them to set their own times and to keep to this timetable
- Helping the child develop basic organisational skills, such as recognising priorities and working to deadlines
- Complete entries in the Student Diary to inform the teacher of any unusual circumstances or problems encountered by the child.

Additionally, you can take them on educational trips, such as to museums, galleries, and historical sites.

### **9.2 Maths - how you can help?**

Children's Maths homework helps them to practice and consolidate their skills and knowledge, develop and extend their techniques and strategies as well as prepare them for their future learning.

## **Year 1 and Year 2**



- Show an interest in what your child is doing with numbers and participate in puzzles and games
- Encourage your child to talk about what they have been doing and what they are going to do next
- Help your child to use things around the home to support their mathematical understanding e.g., ordering cups by size, looking for shapes around the house or counting stairs
- Praise their efforts to build up confidence. Rather than simply pointing out that an answer is wrong, you could say, “Can you check your answer using a different method?”
- Play mathematical games using software packages to develop skills.

### **Years 3, 4, 5 and 6**

- Show an interest in what your child is doing
- Provide your child with games and software to help practise their skills
- Encourage your child to discuss mathematical strategies for solving problems, helping to clarify the process needed
- Help your child to learn their multiplication tables and show them how to apply these in different situations by asking questions
- When appropriate, allow the use of a calculator or any other mathematical tool for checking answers
- Point out the uses for Maths in the world around us
- Ask “real life” Maths questions e.g. “How much change should I get....?” or “Can we make this recipe for 8 people instead of just 2?”
- Encourage your child to talk about what they have been doing and what they are going to do next
- Help them to use things around the home to support their mathematical understanding e.g., ordering cups by size, looking for shapes around the house or counting stairs
- Praise their efforts to build up confidence. Rather than simply pointing out that an answer is wrong, you could say, “Can you check your answer using a different method?”
- Play mathematical games.

## **9.3 Reading - How you can help?**

### **Year 1 and Year 2**

- Keep reading sessions short and regular
- Build your child’s confidence by offering lots of praise and encouragement. Rather than pointing out that an answer is wrong, you could say, “You are almost right. Let’s try again together!”

- Encourage your child to see how reading can be useful (finding out information, following instructions) and enjoyable (reading a story)
- Ask your child questions about the text to be sure they have understood what they have read
- Act as a model for your child. Let your child see you reading for a variety of purposes, including enjoyment. Read your child a bedtime story.

### **Years 3, 4, 5 and 6**

At this stage, children are developing further reading skills and parent involvement can help them develop these.

- Keep reading sessions short and regular
- Encourage your child to read quietly before going to sleep
- Make sure your child knows the purpose for their reading e.g., finding information, pleasure, skimming for essential elements etc.



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