

EY&I 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.



MS DEIRDRE GRIMSHAW
EY&I Campus Headteacher
Deirdre.Grimshaw@bisvietnam.com
Ms Dee is our Headteacher at the EY&I Campus. Her office is located on the 3rd floor.



MS SARAH CURRAN
EY&I Campus Deputy Headteacher
sarah.curran@bisvietnam.com
Ms Sarah is our Deputy Headteacher at the EY&I Campus. Her office is located on the 3rd floor.



MR NEIL GORTON
EY&I Campus Assistant Headteacher
Neil.Gorton@bisvietnam.com
Mr Neil is our Assistant Headteacher at the EY&I Campus. His office is located on the 3rd floor.




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 EY&I Campus on a regular basis. Her main office is based at the Secondary Campus.



HERE TO HELP

AT THE EARLY YEARS AND INFANT CAMPUS (EY&I)



 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 and visits EY&I Campus on a regular basis.



MS JENNIFER SONSER
Admissions Officer
j.sonser@bisvietnam.com

Ms Jennifer manages admissions at the EY&I Campus. Contact Ms Jennifer for any matters arising through the admissions process. Ms Jennifer is located in the admissions office on the lower ground floor.



MS NGUYEN
Admissions Officer
nguyen.huynh@bisvietnam.com

Ms Nguyen manages admissions at the EY&I Campus. Contact Ms Nguyen for any matters arising through the admissions process. Ms Nguyen is located in the admissions office on the lower ground floor.



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 VAN
PA to EY&I HOC
van.pho@bisvietnam.com

Ms Van is Ms Dee's Personal Assistant (PA). Please contact Ms Van if you would like to meet with Ms Dee or have any questions with regards to your child's club, reports or general academic administration. Ms Van is located in the main office on the 3rd floor.



MS NHI
PA to EY&I DHOC and AHOC
Nhi.Mai@bisvietnam.com

Ms Nhi is Ms Sarah's and Mr Neil's Personal Assistant (PA). Please contact Ms Nhi if you would like to meet with Ms Sarah or Mr Neil to discuss any academic or pastoral concerns. Ms Nhi is located in the main office on the 3rd floor.



MS HA
EY&I Campus Head TA
Ha.Dinh@bisvietnam.com

Ms Ha leads the Teaching Assistants (TAs) at the EY&I Campus. Ms Ha is located in the main office on the 3rd floor.



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 MY
Receptionist cum Cashier
m.pham@bisvietnam.com

Ms My is the receptionist cum cashier at the EY&I and handles all fees for CCAs, holiday camps and collects money for PTG events. Ms My is located in Reception on the ground floor.

SCHOOL NURSE



NURSE MI
School Nurse
mi.n@bisvietnam.com

Ms Mi 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 Mi's nurse room is located on the ground floor behind Reception.

FACILITIES



MS HUONG
EY&I Campus Facilities Manager
huong.do@bisvietnam.com

Ms Huong manages the facilities at the EY&I Campus. Ms Huong is located in the main office on the 3rd floor.



MR SANG
Head Guard
Email Ms Huong, Facilities Manager

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



MS MY
Head Cleaner
Email Ms Huong, Facilities Manager

Ms My is our Head Cleaner at EY&I Campus. Ms My works closely with Ms Huong, our Facilities Manager, to ensure our campus is clean and safe.