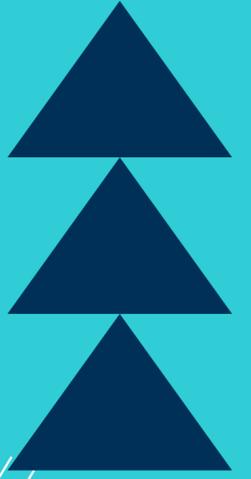




BRITISH INTERNATIONAL SCHOOL
HO CHI MINH CITY
A NORD ANGLIA EDUCATION SCHOOL

HERE TO HELP

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



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

EARLY YEARS AND INFANT CAMPUS LEADERSHIP



MR SIMON HIGHAM

Principal

Simon.Higham@bisvietnam.com

Mr Simon is our Principal of BIS HCMC. His main office is based at the Secondary Campus.



MRS MARY MCALOON

Headteacher

Mary.Mcaloon@bisvietnam.com

Ms Mary is our Headteacher at the EY&I Campus. Her office is located on the 3rd floor.



MS SARAH CURRAN

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 OLLY DOWDEN

Assistant Headteacher

Oliver.Dowden@bisvietnam.com

Mr Olly 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 admissions, 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.



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 HUONG NGUYEN

Primary Admissions Manager

Huong.Nguyen2@bisvietnam.com

Ms Huong oversees all admissions within the Primary campuses. Contact Ms Huong for any matters arising through the admissions process. Ms Huong is located in the admissions office of the Junior Campus, main office and visits EY&I Campus on a regular basis.



MS JENNIFER SONSER

Primary 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 HUYNH

Primary 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

Admissions Officer, Korean Liaison and College and University Guidance Support

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 VAN NGUYEN

Bus Manager

BISBus@bisvietnam.com

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

ACADEMIC AND PASTORAL



MS VAN PHO

PA to Headteacher

Van.Pho@bisvietnam.com

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



MS HUONG TRAN

PA to Deputy Headteacher and
Assistant Headteacher

Huong.Tran1@bisvietnam.com

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



MS THANH NGUYEN

Head Teaching Assistant

Thanh.Nguyen4@bisvietnam.com

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



MS LOC NGUYEN

Vietnamese Coordinator

Loc.Nguyen@bisvietnam.com

Ms Loc is our Vietnamese Coordinator across the EY&I Campus. Please contact Ms Loc if you have any questions or need support with after school Vietnamese lessons.

RECEPTION AND CASHIER



MS THU NGUYEN

Receptionist

Thu.N@bisvietnam.com

Ms Thu is the receptionist at the EY&I Campus and is the first point of contact for visitors and general enquiries. Please contact Ms Thu if you have any general enquiries. Ms Thu is located in the Reception on the ground floor.

SCHOOL NURSE



NURSE MI NGUYEN

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 DO

Facility Manager

Huong.Do@bisvietnam.com

Ms Huong manages all the facilities at EY&I campus and she is located in the main office on the 3rd floor.



MR SANG LE

Head Guard

[Email Ms Huong, Facility Manager](#)

Mr Sang ensures our campus is safe and secure.



MS MY NGUYEN

Head Cleaner

[Email Ms Huong, Facility Manager](#)

Ms My ensures our campus is clean and safe.