



SECONDARY CAMPUS LEADERSHIP



**MR ANTHONY ROWLANDS**  
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HERE TO  
HELP

AT THE SECONDARY CAMPUS (SC)



## HERE TO HELP

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

Contact us for support with new student information and enrolments, settling in, transfers to NAE schools, and withdrawals.  
**Ground Floor, Building 1**



**MS NANDINI VARMA**  
Secondary Admissions Manager  
[Nandini.Varma@bisvietnam.com](mailto:Nandini.Varma@bisvietnam.com)



**MS BICH HOANG**  
Admissions Officer  
[B.Hoang@bisvietnam.com](mailto:B.Hoang@bisvietnam.com)



**MS HANNAH MOON**  
Korean Liaison and Admissions Officer  
[Hannah.Moon@bisvietnam.com](mailto:Hannah.Moon@bisvietnam.com)

### RECEPTION

First point of contact for visitors and all general enquiries.  
**Front Office - Ground Floor, Building 1**



**MS HUNTER DEEMS**  
Senior Receptionist & Parent Liaison  
[Hunter.Deems@bisvietnam.com](mailto:Hunter.Deems@bisvietnam.com)



**MS HAN DOAN**  
Receptionist  
[Han.Doan@bisvietnam.com](mailto:Han.Doan@bisvietnam.com)

### SCHOOL BUS

Contact us with any questions about the school bus, schedule, and routine.  
**Main Office, Ground Floor Building 1**



**MS TRANG PHAM**  
Bus Manager  
[Trang.Pham@bisvietnam.com](mailto:Trang.Pham@bisvietnam.com)

## AT THE SECONDARY CAMPUS (SC)

### SCHOOL NURSE

Our school clinic manages and may administer over-the-counter medicines when required by students. Contact us for further information and to update your medical information.  
**Ground Floor, Near Gate C**



**NURSE PAOLA**  
Secondary Nurse  
[Paola.Llanora@bisvietnam.com](mailto:Paola.Llanora@bisvietnam.com)



**NURSE SHEN**  
Head Nurse  
[Shena.Nojor@bisvietnam.com](mailto:Shena.Nojor@bisvietnam.com)

### COLLEGE AND UNIVERSITY GUIDANCE (CUG)

We support student applications to universities. Contact us for more information on university visits and placements.  
**Mezzanine, Building 2**



**MR PAUL RISPIN**  
Senior College & University  
Guidance Counsellor  
[Paul.Rispin@bisvietnam.com](mailto:Paul.Rispin@bisvietnam.com)



**MR MARK WESTON**  
College & University  
Guidance Counsellor  
[Mark.Weston@bisvietnam.com](mailto:Mark.Weston@bisvietnam.com)



**MS TRAM PHAM**  
Sixth Form & University  
Guidance Assistant  
[Tram.Pham@bisvietnam.com](mailto:Tram.Pham@bisvietnam.com)

### iSAMS

Contact us for information and support in setting up and accessing the iSAMS app and Schools Buddy.  
**First Floor, Building 2**



**MS THAO KHUONG**  
iSAMS Coordinator  
[Thao.Khuong@bisvietnam.com](mailto:Thao.Khuong@bisvietnam.com)



**MS HOA PHAN**  
iSAMS Assistant  
[Hoa.Phan@bisvietnam.com](mailto:Hoa.Phan@bisvietnam.com)

### CO-CURRICULAR, RESIDENTIAL EXPEDITIONS AND COMMUNITY

Contact us for support for all CCA related questions, residential expeditions and community partner queries.  
**Third Floor, Building 3**



**MS TRACEY BROWNRIGG**  
Whole School Community Manager &  
Co-curricular Coordinator  
[Tracey.Brownrigg@bisvietnam.com](mailto:Tracey.Brownrigg@bisvietnam.com)



**MS MINH TRAN**  
Community Service Coordinator  
[Minh.Tran@bisvietnam.com](mailto:Minh.Tran@bisvietnam.com)



**MS THUY CAP**  
Co-Curricular  
[Thuy.Cap@bisvietnam.com](mailto:Thuy.Cap@bisvietnam.com)

### STUDENT CENTRE

Contact us to notify us of any student absence.  
**First Floor, Building 2**



**MS NHI VO (JUNIE)**  
Welfare & Guidance Administrator  
[Nhi.Vo@bisvietnam.com](mailto:Nhi.Vo@bisvietnam.com)

### ADVICE SUPPORT AND COUNSELLING (ASC) TEAM

We are available to support families, students, and staff.  
**First Floor, Building 2**



**MS SASKIA DODDS-SMITH**  
Whole School Counsellor  
[Saskia.Dodds-Smith@bisvietnam.com](mailto:Saskia.Dodds-Smith@bisvietnam.com)



**MS ZARA PUGH**  
Whole School Counsellor  
[Zara.Pugh@bisvietnam.com](mailto:Zara.Pugh@bisvietnam.com)



**MS AN HO**  
Whole School Student Support /  
Counselling Assistant  
[An.Ho@bisvietnam.com](mailto:An.Ho@bisvietnam.com)