



**HANOI
TORONTO
SCHOOL**



**International
Schools
Partnership**

PARENT HANDBOOK

Minds
Confident
Curious

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INTRODUCTION

VISION

To empower our students to be global citizens who innovate, create, think critically, lead, and confidently navigate an ever-evolving global landscape.

MISSION

We will cultivate learners who are confident, creative, globally minded critical thinkers and exemplify the concept of **Amazing Learning**.

We will do this through:

Student-centered Approach

Emphasis on Creative Expression

Holistic Development

Focus on Academic and Social Growth

Inclusiveness and support

Strong Stakeholder Partnerships

Clarity and Collegiality

Value and Virtue Development

Global Mindset

State-of-the-art Facilities



GOALS AND OBJECTIVES

- Ensure students realize their potential, to become the best version of themselves.
- Ignite passion in our students.
- Build pathways where students discover their purpose and find their own place in the world.
- Foster imagination through a supportive and innovative environment.
- Instill a culture of collaboration while recognizing and transcending cultural differences.
- Provide opportunities for students to become excellent communicators.
- Immerse students in a culture of high expectations and success.



Overview

Hanoi Toronto School (HTS) is the first and only school in Hanoi, Vietnam to offer Optimized and Integrated academic programs from Elementary to High School which are aligned with the worldfamous Ontario Curriculum, the leading Canadian educational system.

We are focused on facilitating inquiry-based, STEM-enriched, 21st century skills-focused academic programs which lead directly to international universities, especially in Canada, the academic destination of choice due to its affordable tuition rates, top-ranked schools, and accessible immigration pathways.

HTS is located on Hoang Minh Giam Street in the Yen Hoa Ward, a central, premium area for education and community in Hanoi, with many thriving neighborhoods, shopping malls, local markets, public parks, and residential clusters.

International Schools Partnership

The International Schools Partnership (ISP) is a growing group of committed colleagues with 100+ schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our students, colleagues and parents. ISP is committed to getting better, all the time.

As an affiliated school of International Schools Partnership, Hanoi Toronto School's educators and students will benefit from being part of the ISP family through our active participation in a true global community which is empowered by connection, collaboration, and a focus on continuous professional, academic, and social development.



HTS is especially proud to be the sister-school of Lynn-Rose College, a premier Canadian private IB world school in Ontario and a fellow member of the International Schools Partnership. Through collaboration with Lynn-Rose College, HTS students will obtain the Ontario Secondary School Diploma (OSSD) through an innovative hybrid blended learning approach.

Education

Hanoi Toronto School is focused on the highest quality educational outcomes using the most up-to-date teaching and learning practices. Students are provided individualized opportunities in international-standard facilities and state-of-the-art learning environments. HTS students experience Amazing Learning as a promise of significant student progress, performance and achievement. Simply put, their success is our success.

Hanoi Toronto School:

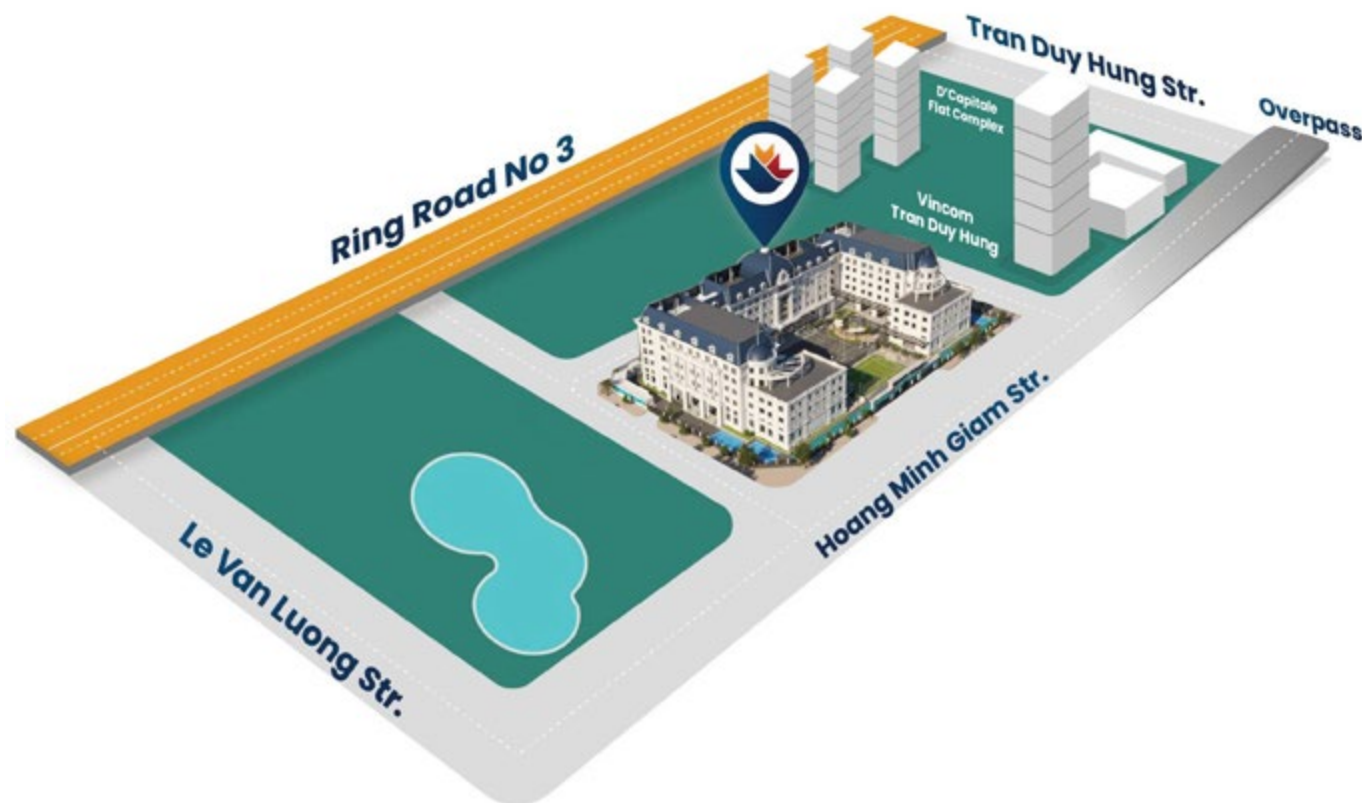
- Puts student learning first
- Enables students to attain their academic and professional goals
- Delivers positive and personalized student learning experiences
- Prepares and supports students for a rapidly changing global future

The dedicated faculty and staff at Hanoi Toronto School are committed to ensure all students grow a passion for lifelong learning and meet their highest potential both academically and personally.



Location

The school is situated right in the center of Hanoi, the capital city of Vietnam on Hoang Minh Giam,



Contact Details

General Enquiries	School Function	Email
Mr. Allen McInnis	Executive Principal	principaloffice@hanoitorontoschool.edu.vn
Ms. Jessie Nguyen	MOET Principal	bnguyen@hanoitorontoschool.edu.vn
Mr. John Slipachenko	Deputy Principal	johnslipachenko@hanoitorontoschool.edu.vn
Ms. Jenny Stones	Head of Primary	jstones@hanoitorontoschool.edu.vn
Nurse's Office		atruong@hanoitorontoschool.edu.vn
School Office		reception@hanoitorontoschool.edu.vn
Busing		tdo2@hanoitorontoschool.edu.vn
Admissions		admissions@hanoitorontoschool.edu.vn
Finance		accounting@hanoitorontoschool.edu.vn
School Shop		nvu@hanoitorontoschool.edu.vn
Student Insurance		Inguyen2@hanoitorontoschool.edu.vn
IT Support		service.it@hanoitorontoschool.edu.vn

Class Allocations

Every student will be allocated to a homeroom teacher with whom they will register each morning. In each grade, there may be more than one class. To identify them easily, each class is assigned a distinct class code.

OOP – Ontario Optimized Program

OIP – Ontario Integrated Program

OMP – Ontario MOET Program

OIP	OOP	OMP
1GI-A	1GO-A	
1GI-B	2GO-A	
2GI-A	2GO-B	
2GI-B	3GO-A	
3GI-A	3GO-B	
4GI-A	4GO-A	
5GI-A	5GO-A	
6GI-A	5GO-B	
7GI-A	6GO-A	
8GI-A	6GO-B	
9GI-A	7GO-A	
10GI-A	8GO-A	
	9GO-A	
	10GO-A	10GM-A

GENERAL INFORMATION

School Week

The school week is from Monday to Friday, inclusive.

School Hours

7:30am – 4:00pm

Time	Intro & Primary (Intro-5)	Time	Secondary & High School (6-10)
07:30-07:50	Morning Arrival	07:30-07:50	Morning Arrival
07:50-08:00	Homeroom	07:50-08:00	Homeroom
08:00-08:40	Period 1	08:00-08:40	Period 1
08:40-09:20	Period 2	08:40-09:20	Period 2
09:20-09:40	Morning Snack/ Break	09:20-10:00	Period 3
09:40-10:20	Period 3	10:00-10:20	Morning Snack/ Break
10:20-11:00	Period 4	10:20-11:00	Period 4
11:00-11:40	Primary Lunch	11:00-11:40	Period 5
11:40-12:20	Period 5	11:40-12:20	Secondary Lunch
12:20-13:00	Period 6	12:20-13:00	Period 6
13:00-13:40	Period 7	13:00-13:40	Period 7
13:40-14:00	Afternoon Snack/ Break	13:40-14:20	Period 8
14:00-14:40	Period 8	14:20-14:40	Afternoon Snack/ Break
14:40-15:00	Dismissal	14:40-15:00	Dismissal
15:00-16:00	ECAs (EAL 14:45-16:00) (Tuesday to Thursday)	15:00-16:00	ECAs (EAL 14:45-16:00) (Tuesday to Thursday)



Safeguarding

Schools are often in the best position to identify concerns early and provide or identify help for students as well as helping to prevent these concerns from escalating. HTS adheres to these basic principles:

- A child's welfare is paramount, and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of race, religion, ability, gender or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom we work.
- We work in partnership with parents/care-givers and/or other professionals to ensure the protection of students.
- All students have the same equal rights to protection, but we recognize that we need to do more for some because of their special educational needs, disability, gender, religion, or sexual orientation.

Aims and Objectives

HTS aims to:

- Provide a safe and happy environment to enable students to thrive and learn.
- Outline the systems and processes we all take to ensure that students remain safe at school.
- Raise awareness to all staff of safeguarding/child protection issues and define their roles and responsibilities in reporting possible cases of abuse.
- Identify students who are suffering, or likely to suffer harm.
- Ensure effective communication between all staff on child protection/safeguarding issues.
- Set effective procedures for staff/volunteers or third-party individuals who encounter any issues in relation to child protection/safeguarding to follow.
- Be clear with all parties, including students and their parents/care-givers, regarding our approach to safeguarding and child protection, through the provision of clear and well communicated policies.

Transport to and from School

The school provides optional transport to or from school for students whose family chooses to use this service. It is the sole responsibility of the parents to organize transport with the school and comply with the rules and regulations for school bus transportation.

Student Drop-off

All students in Grades 1, 2, 3, 4 and 5 must be accompanied by a parent, or a registered guardian, driver, or nanny, and brought to the side gates of the school. Student drop-off is between 7:30AM and 8:00AM.

Student Pick-up

The school day for Ontario Optimized and Ontario Integrated learners finishes at 2:40PM on Mondays and Fridays, and either at 2:40 or 4:00PM on Tuesdays, Wednesdays, and Thursdays depending on whether the student is enrolled in Extracurricular Activities, the English as an Additional Language Program, or due to school bus arrangements. Grade 1-5 students must be picked up by a parent, or a registered guardian.

Early Drop-off and Late pick-up

The school cannot take responsibility for students who are dropped at school or collected outside normal school hours. Staff are on duty from 7:45am to 5:00pm.

Collection of Students during the day

If a child must leave school before the end of the school day, the person collecting the child should inform the school in advance that they will be collecting their child and what time they will be collected. The school office will inform the class teacher to have the student ready and waiting in the main lobby at collection time.

Once arriving at school, the parent will need to:

- provide ID to security at the main gate
- report to the reception office to collect the waiting child(ren). (The office will then issue an early leaver pass.)
- Go to security at the side gate, hand in the early leaver's pass and exit with the child(ren).

Late Policy

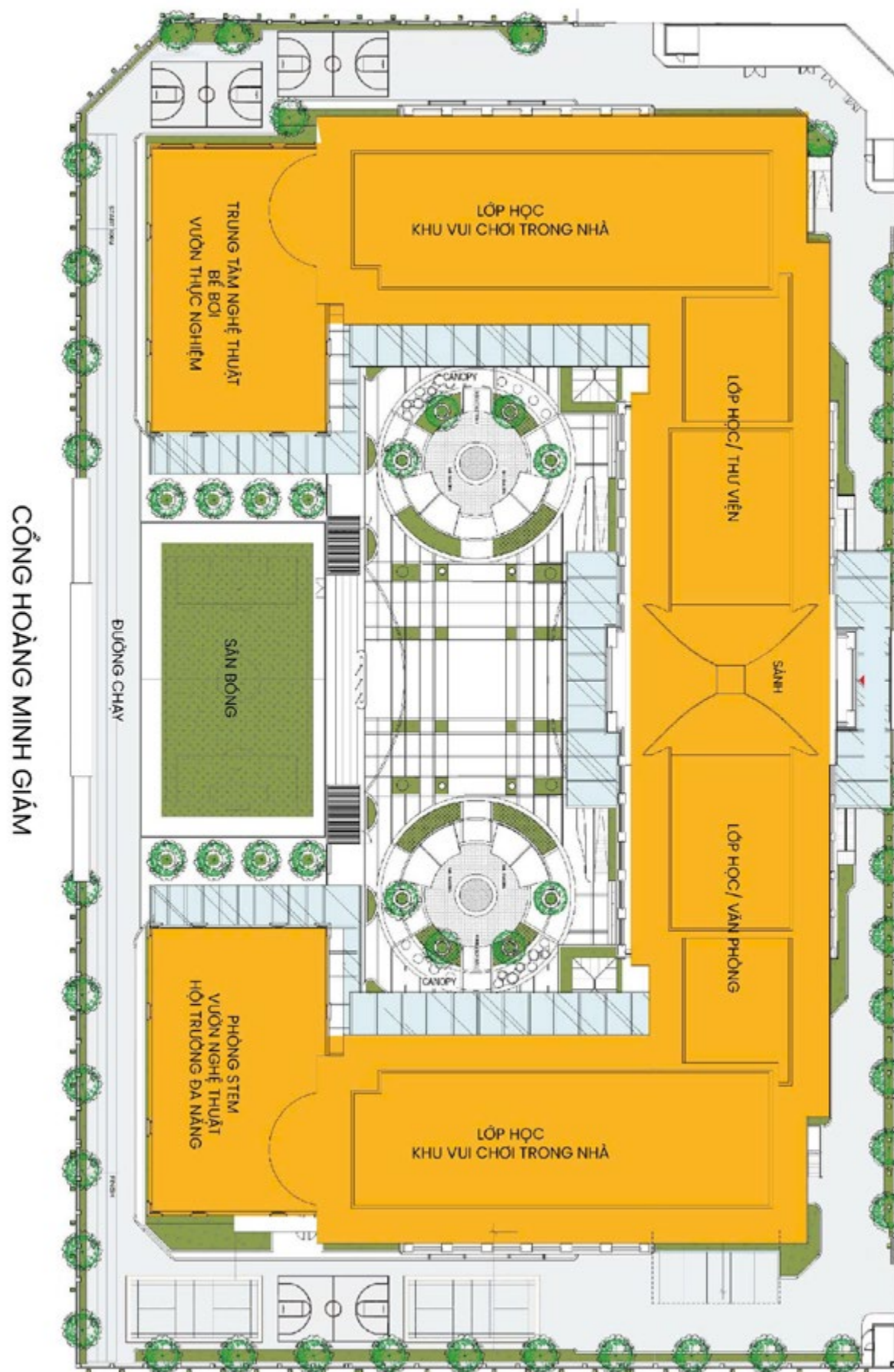
Students are expected to adhere to the school's regulations regarding class start times. They should be in the classroom by 7:50 AM each day to ensure they are ready for lessons to begin promptly at 8:00 AM. If a student is late 3 times in a week, the school will contact the parents to provide support in correcting the issue.

Dropping off Items at School during the School Day

If a child has forgotten anything at home they require at school, the parent needs to bring this to the school's reception office, and it will be taken to the child's classroom.



Campus Map



PROGRAM OVERVIEW

ACADEMIC PATHWAYS

Ontario – MOET Program (OMP)



Grade 12
Grade 11
Grade 10

Ontario Integrated Program (OIP)



Grade 12
Grade 11
Grade 10

Attend the Ontario Secondary
School Literacy Test (OSSLT) in Canada

Ontario Optimized Program (OOP)



Grade 12
Grade 11
Grade 10

OOP – Secondary (G6–G9)

OOP – Primary (G1–G5)

OIP – Secondary (G6–G9)

OIP – Primary (G1–G5)

Intro Program

Homework & Assessments

Homework

- Learners at HTS will have homework assigned regularly throughout the week based on the objectives, content, and material being covered.
- Homework will always be targeted toward essential learning revision, extension activity completion, or preparation for upcoming assessments.
- Sometimes, a teacher may implement a flipped-classroom learning strategy during which learners would be asked to explore a topic prior to it being covered in class in order to emphasize independent learning, ownership of the learning process, and developing accountability.
- Homework will always be authentic, valid, and constructive.

Tips for Parents

- Work out the best time for your child to complete their homework. Not all students are ready to (or want to) work after a long day at school. For some students, mornings work better and for others the best time is at the weekend.
- Set a schedule and set time aside to complete the work. Talk to your child about the schedule and put it somewhere where it can be seen and remembered.
- Don't try to get through all homework in one go. Spread it out over the week as best as possible.
- Turn the TV off and remove digital devices from the room. Set up a quiet and comfortable area to work where your child will not be distracted.
- Encourage independence but be on hand in case your child needs some support.
- Be positive and give praise.



Cumulative In-house Assessments & Standardized Examinations

- Learners will participate in external and Internal assessments, both formal and Informal, throughout the school year. Department of Education and Training Summative Assessments will be conducted on a termly basis.
- Formative assessment is an ongoing process undertaken through interaction and dialogue between student and teacher, marking of books, questioning and task setting. Cumulative assessments based summative methods and testing will support these judgements and will be done at regular intervals throughout each term as identified in each subject's curriculum. These assessments will be targeted to the essential learning objectives and toward constructing knowledge through the spiral curriculum approach.

Students' Belongings

Students must not bring toys or games to class unless their class teacher has given them permission to do so.

Students from Grade 1 to Grade 3 are not allowed to buy foods or drinks at the Cafeteria, and therefore must not be given money. Students from Grade 4 upwards should also not be given large amounts of money to bring to school.

Please ensure that all personal stationery items and wallets are labelled with the student's name and grade teacher.

Elementary School Supplies

For elementary students, all stationery, exercise and textbooks are provided by the school. Pencils and crayons will be kept in the classroom for the lower grades. For older grades, teachers will advise on whether a pencil case is necessary.

Drinks and Snacks

Please ensure that students have drinks carried in a non-breakable container. Glass bottles and cans are not suitable. Sensible food should be provided – no chocolate, sweets, or overly-salty snacks, like chips. We suggest a healthy sandwich and a piece of fruit. All lunch boxes should be clearly marked.

School Behaviour

A calm, orderly and caring environment is essential if students are to learn effectively. It is the responsibility of our school to provide this environment so that students and teachers can use their time effectively. All staff encourage and model the highest standards and are very supportive in helping students achieve self-discipline. Behaviour expectations are consistent throughout the school with teachers, teaching assistants and administration staff expecting the same behaviour in the classroom, in specialist lessons, in the canteen and during all play times. This consistent approach is achieved by all adults modelling polite, inclusive, and positive behaviour towards students and other adults.

The school places a great emphasis on praising our students for politeness and kindness to others. We find that students are naturally well behaved with praise, kindness, and encouragement. We encourage parents to do the same.

Students' Rights

As members of Hanoi Toronto School community, students have:

1. The right to be treated respectfully, courteously and justly in keeping with School values and natural justice.
2. The right to learn and play in a quality, supportive, clean and safe environment.
3. The right to open communication and a positive relationship with peers and staff and;
4. The right to be involved in the full educational program.

Student Code of Conduct

Students have the responsibility to:

1. Be respectful, courteous and just to others and to respect property in keeping with School values;
2. Contribute to a co-operative, supportive, clean and safe environment for all;
3. Communicate openly and seek to build and maintain positive relationships with peers, parents and staff;
4. Support actively all School rules, procedures and expectations;
5. Meet all public health requirements
6. Make the most of the educational opportunities offered by the School and;
7. Not undertake any of the following activities:
 - a. cause injury to another person
 - b. use objectionable or abusive language
 - c. name calling or use of put downs
 - d. rough or dangerous play

At HTS the 3C's underpin these high standards of excellence:

Care for ourselves

Care for others

Care for our environment

1. Care for ourselves

- Wear the school uniform with pride.
- Be punctual to school and classes.
- Be responsible for belongings.
- Behave in a responsible manner.

2. Care for others

- Consideration, courtesy, and respect should be shown at all times. Everyone should always try to understand other people's point of view.
- Students are expected to make it as easy as possible for everyone to learn, whether this takes place inside or outside the classroom.
- Students should show friendship, kindness, and care toward others.
- We greet all people with a friendly smile and say, "Hello".

3. Care for our environment

- Students keep our school environment clean and tidy.
- We look after all our school resources.
- We leave a space better than we found it.
- We know the difference between being formal and informal when moving around the school.

Behavioural Matrix

Being realistic, reflective, and consistent in the development of school-wide rules and expectations is vital to creating an atmosphere of inclusion, fairness, and equity. Students are more likely to flourish and thrive when they are clear about what is expected of them and when those expectations are reinforced in a positive manner. This also allows the children to feel supported, safe, and protected.

HTS emphasizes institution-wide regulations to decrease disruptive, undesirable, and off-task behaviour, and an increase in student performance and achievement. The student Behavioural Matrix states our expectations of student appearance and behaviour on the school premises.



Expectation	Integrity
Classrooms & Specialist Rooms	<input type="checkbox"/> Keeping hands, feet, and objects to yourself <input type="checkbox"/> Using a quiet voice <input type="checkbox"/> Entering the room quietly <input type="checkbox"/> Being considerate of other people's belongings <input type="checkbox"/> Being an active listener <input type="checkbox"/> Being positive toward learning and others <input type="checkbox"/> Trying your best at all times
Canteen & Cafe	<input type="checkbox"/> Keeping hands, feet, and objects to yourself <input type="checkbox"/> Using a quiet voice <input type="checkbox"/> Entering and exiting in an orderly manner <input type="checkbox"/> Being considerate of other people's belongings <input type="checkbox"/> Standing in line in an orderly manner and not cutting in front of others <input type="checkbox"/> Waiting for your turn patiently <input type="checkbox"/> Getting everything you need the first time <input type="checkbox"/> Using proper table manners
Bathrooms & Water Fountains	<input type="checkbox"/> Keeping hands, feet, and objects to yourself <input type="checkbox"/> Allowing others their privacy <input type="checkbox"/> Waiting for your turn patiently <input type="checkbox"/> Taking care of school property
Busses & Bus Pick-up Area	<input type="checkbox"/> Keeping hands, feet, and objects to yourself <input type="checkbox"/> Using a quiet voice <input type="checkbox"/> Being considerate of the bus driver and the bus passengers <input type="checkbox"/> Waiting patiently to get on or off the bus <input type="checkbox"/> Sharing your seat
Auditorium	<input type="checkbox"/> Keeping hands, feet, and objects to yourself <input type="checkbox"/> Using a quiet voice <input type="checkbox"/> Staying seated <input type="checkbox"/> Responding to the speaker appropriately <input type="checkbox"/> Listening with eyes on speaker <input type="checkbox"/> Entering and exiting in an orderly manner <input type="checkbox"/> Clapping at an appropriate level and at the appropriate time after a presentation, speech, or performance
Computer Labs	<input type="checkbox"/> Keeping hands, feet, and objects to yourself <input type="checkbox"/> Using a quiet voice <input type="checkbox"/> Using the computers and other equipment safely, gently, and appropriately
Halls & Stairwells	<input type="checkbox"/> Keeping hands, feet, and objects to yourself <input type="checkbox"/> Using a quiet voice <input type="checkbox"/> Using your own locker <input type="checkbox"/> Keeping your locker tidy <input type="checkbox"/> Disposing of any errant litter

Responsibility	Respect
<input type="checkbox"/> Responding to the quiet signal as soon as you hear it <input type="checkbox"/> Being on time and being prepared to learn <input type="checkbox"/> Reporting all unsafe behaviour <input type="checkbox"/> Being supportive of others <input type="checkbox"/> Staying focused and on-task <input type="checkbox"/> Keeping your uniform neat <input type="checkbox"/> Wearing your gym uniform on appropriate days	<input type="checkbox"/> Using polite language <input type="checkbox"/> Doing your own work <input type="checkbox"/> Doing your best work at all times <input type="checkbox"/> Keeping the classroom tidy
<input type="checkbox"/> Sitting at your assigned table <input type="checkbox"/> Responding to the quiet signal as soon as you hear it <input type="checkbox"/> Reporting all unsafe behaviour <input type="checkbox"/> Enjoying your own lunch or snack <input type="checkbox"/> Returning the trays to the appropriate place <input type="checkbox"/> Finishing your food and leaving on time	<input type="checkbox"/> Using polite language <input type="checkbox"/> Keeping the table and floor clean and placing the trash into the correct bins <input type="checkbox"/> Leaving the area as you found it or better <input type="checkbox"/> Keeping the food in the cafeteria
<input type="checkbox"/> Walking directly to the bathroom or water fountain by using the most direct route <input type="checkbox"/> Reporting all unsafe behaviour <input type="checkbox"/> Washing and drying your hands <input type="checkbox"/> Returning to class as soon as you are finished <input type="checkbox"/> Planning your visits during break times <input type="checkbox"/> Keeping visits as brief as possible	<input type="checkbox"/> Using polite language <input type="checkbox"/> Keeping the area clean and placing the paper towels into bin <input type="checkbox"/> Flushing appropriately
<input type="checkbox"/> Having your belongings ready before entering and exiting the bus <input type="checkbox"/> Remaining seated at all times <input type="checkbox"/> Reporting all unsafe behaviour <input type="checkbox"/> Waiting for the bus in the appropriate area <input type="checkbox"/> Keeping visits as brief as possible <input type="checkbox"/> Following bus rules at all times <input type="checkbox"/> Getting on and off bus at the correct stop <input type="checkbox"/> Knowing the schedules and pick-up locations <input type="checkbox"/> Staying alert around vehicles <input type="checkbox"/> Not playing games in the bus pick-up area	<input type="checkbox"/> Using polite language <input type="checkbox"/> Keeping the bus and the bus pick-up area clean
<input type="checkbox"/> Responding to the quiet signal as soon as you hear it <input type="checkbox"/> Sitting at your assigned spot <input type="checkbox"/> Reporting all unsafe behaviour <input type="checkbox"/> Being on time	<input type="checkbox"/> Using polite language <input type="checkbox"/> Treating the speaker with respect and as a welcomed guest <input type="checkbox"/> Treating the furniture with respect <input type="checkbox"/> Leaving the area as you found it or better
<input type="checkbox"/> Following the computer lab Procedures <input type="checkbox"/> Responding to the quiet signal as soon as you hear it <input type="checkbox"/> Reporting all unsafe behavior <input type="checkbox"/> Returning materials on time	<input type="checkbox"/> Using polite language <input type="checkbox"/> Keeping the computer and the work area clean <input type="checkbox"/> Leaving the area as you found it or better <input type="checkbox"/> Sharing the equipment
<input type="checkbox"/> Walking while facing forward, and keeping to the right <input type="checkbox"/> Walking directly to your destination by using the most direct route <input type="checkbox"/> Having hall passes available for inspection <input type="checkbox"/> Reporting all unsafe behaviour <input type="checkbox"/> Opening and shutting lockers quietly	<input type="checkbox"/> Using polite language <input type="checkbox"/> Keeping the hallways free of litter and personal items <input type="checkbox"/> Not bouncing balls or playing games <input type="checkbox"/> Not blocking the way



Behaviour Management Procedures

Foundational Principles

Everyone within Hanoi Toronto community is expected to follow our School behaviour code. The fundamental principle of our code is respect. Students, teachers and administrators are all expected to be respectful of themselves, be respectful of others, and be respectful to our School environment. Our community will not tolerate actions which are rude, disrespectful or dishonest. Good habits build strong character. The classroom teachers use developmentally appropriate practices when guiding a child's behaviour.

Helping children gain self-regulation skills is one of the most important parts of the primary years and our teachers treat each child with kindness and firmness. We are consistent in our behavioural expectations. The School practices "logical consequences" i.e. a consequence is related to the child's behaviour and acts as a solution for any challenging situation. For example, if a child spills something, he/she must help clean it up. By having the consequence directly related to the act, the child will begin to understand cause-effect relationship. On occasion a child will be sent to the principal or Deputy Principal when further guidance is needed. Parents will be kept up to date on your child's progress and any concerns that the School may have.

Guidelines

- Principal and the Designated Safeguarding Leader or the Deputy Designated Safeguarding Leader shall be overall responsible for the behaviour management in the School.
- The behaviour code as outlined in the Behaviour Management Chart is applicable during the School day, coming to and going from School, on School trips and at all events organised by the School, including travel to and from School on public transportation. It applies whenever a student is representing the School, whether in uniform or not.
- Whenever possible, staff will exert their own influence on the behaviour and progress of students in accordance with this policy/procedures. Staff are expected to follow the procedures.
- Senior managers may interview students regarding any breach of the School's Rules or in support of a staff member attempting to address behaviours of concern. A record is made of disciplinary interviews, together with any conversations with parents or guardians.
- Where, in the reasonable opinion of the Deputy Principal and/or the Principal, a student has committed a serious or very serious breach of the School's Rules as outlined in the Behaviour Management Chart, or acted or behaved in a manner that is harmful or dangerous, or a bad example, to other students at the School, the Principal may:
 - suspend the student for a specified time not exceeding five school days;
 - suspend the student and condition the enrolment; or
 - suspend the student and refer a further decision regarding the enrolment of the student to a Disciplinary Committee.
- Where the Principal suspends the student with a referral to a Disciplinary Committee, then such committee shall be convened in accordance with the requirements below.
- Student behavioural issues shall be dealt with in accordance with the following principles:
 - A progressive system which seeks to deal with behavioural issues at an early stage by the imposition of fair and just instruction or penalties that are appropriate to the offense and take into account the age of the student;
 - Where a teacher is unable to influence a student's behavior or progress in the classroom, then the matter may be elevated to senior staff;
 - Parents/guardians will be involved when a student's behavior is causing concern, to enable their assistance.
- In general terms, behaviours that violate the fundamental values of the School, are considered behavioural offenses. These offenses are classified as minor, serious and very serious in accordance with the School Behaviour Management Chart. In managing these behaviours, the School applies a deliberative system, based on its values and principles, combining due process and the good judgment of those involved in the resolution of conflicts, so that each particular case is evaluated, analyzed and resolved according to its own characteristics, taking into account the age and educational stage of each student.
- A database of student behaviour incidents and their consequences shall be accurately maintained

at all times. The Designated Safeguarding Leader or the Deputy Designated Safeguarding Leader shall ensure that all correspondence, logged incidents and staff notes use correct, fair and neutral language which at no time overstates, nor understates, facts, and which at no time pre-empt or suggests any later discipline outcomes. The Designated Safeguarding Leader or the Deputy Designated Safeguarding Leader shall ensure that staff understand that any such records may be used in a court of law, and as such should reflect the School's commitment to the fair and neutral recording of facts. Personal information included in this database will be collected, stored, used and disclosed in accordance with the relevant national law.

Behaviour Management Chart

Guidance

Teachers may enter Level 1 and 2 incidents into the school incident database. Individual staff should not directly enter a Level 3 or 4 offence. If a teacher considers a Level 3 or 4 offence has occurred, he/she must file the HTS Concern Form with the Designated Safeguarding Leader or the Deputy Designated Safeguarding Leader.

	What did i do?	Who will manage this?	What will happen next?
Level 1	<ul style="list-style-type: none"> Using hands or feet inappropriately Behaviour which disrupts other students Breaching others' personal space Not following specific safety or behaviour rules (includes : classroom, transitions, lunch area, playground, reception and buses) Using a language other than English inappropriately Being absent from an ASA when at school Being in the wrong place after school Homework persistently not completed 	<ul style="list-style-type: none"> Classroom teacher or Specialist or Supervising teacher 	<ul style="list-style-type: none"> Repetition of incident = recorded on school incident database Contact with parents (if required) Loss of privilege (eg playtime) Recess detention
Level 2	<ul style="list-style-type: none"> Persistent level 1 issues Failing to follow direction or instruction from the teacher or any staff member Misuse of any school property/ equipment Swearing – in any language Being disrespectful to any adult, staff member or teacher Consistent unsafe behaviour 	<ul style="list-style-type: none"> Classroom teacher or Specialist or Supervising teacher 	<ul style="list-style-type: none"> Recorded on school incident database Contact with parents Parent conference (if necessary) Loss of privilege (e.g playtime) Recess/lunch play detention
Level 3	<ul style="list-style-type: none"> Racism and/or derogatory remarks Bullying/provoking other students Inappropriate physical behaviour towards other students Persistent disruptive, disrespectful or unsafe behaviour Persistent failure to meet behaviour expectations of school Persistent failure to follow instructions/ complete set tasks in classroom or complete homework Absent from class/school or compulsory school event without valid excuse or permission Cheating and plagiarism Minor incidents of fighting Major insolence or rudeness to staff 	<ul style="list-style-type: none"> (Referred to) Designated Safeguarding Leader or the Deputy Designated Safeguarding Leader. 	<ul style="list-style-type: none"> Parents contacted Recorded on school incident database Recess/ lunch detention Parents notified re Internal suspension (depending on severity) Suspension conference – parent/student/ Principal or Deputy Principal



	What did i do?	Who will manage this?	What will happen next?
Level 4	<ul style="list-style-type: none"> Fighting and physical violence Ongoing major insolence or rudeness to staff Graffiti and/or vandalism Theft Severe bullying including cyber bullying Behaviour that brings discredit to the School 	<ul style="list-style-type: none"> (Referred to) Designated Safeguarding Leader or the Deputy Designated Safeguarding Leader. 	<ul style="list-style-type: none"> Parents contacted Recorded on school incident database External suspension Behaviour Contract Disciplinary Committee as per school policy

It should be noted that the above is not an exhaustive list; therefore, behaviours that meet the general definition of a serious offense or very serious offence may be classified as such even if they are not included in the above list.

Assemblies

Assemblies and other performances are held at regular intervals. Parents will be advised as to when such assemblies are scheduled to take place.

School Uniform

The uniform is compulsory for all students.

The purpose of a uniform at Hanoi Toronto School is to minimize distractions and to help students learn to keep themselves neat, modest, and well-groomed. Concern for personal appearance is an indication of self-respect and courtesy to others and creates a favorable climate for learning.

Students are expected to wear the HTS uniform at all times. The appearance of each student should reflect the high standards expected from each person at HTS. The dress code is also designed to ensure safety during the normal school day or an emergency situation. It is the belief at HTS that a high standard of dress is essential to the success of the student body and the expectation of excellence for the school.

Our policy for school uniform is based on the notion that school uniform:

Promotes a sense of pride in the school

- Engenders a sense of community and belonging towards the school
- Is practical and smart
- Makes children feel equal to their peers in terms of appearance
- Is regarded as suitable wear for school and is considered by parents as good value for money

The Role of Parents

We ask all parents who send their children to our school to support the school uniform policy. It is the responsibility of parents to ensure that their child has the correct uniform and that it is clean and in good condition.

General Guidelines

- Students must wear clean clothing that is in good condition.
- Hair must be clean and well-kept and of a natural color. Primary students with long hair must have it tied back.
- Jewelry, make-up and nail polish must be 'simple and modest' and appropriate to a school setting.
- Tattoos / fake tattoos must not be visible at any time.
- Clothing must not be too tight or short.
- All 'undershirts / under clothing' should be covered as much as possible and be white in color.
- Hats are encouraged outside the building, to promote the student's dress code and 'sun smart' awareness.
- Shoes must not reveal the toes.

Sports Teams

Students who are selected and join an official school sports team will be required to purchase a team uniform. These uniforms will be worn at all official sporting fixtures with other schools.

Dress Code Violations

A student whose clothing violates the dress code shall be given the opportunity to correct the problem at school.

Alternatively, the school will instruct the parents or designee to bring an acceptable change of clothing to school. A formal letter reminding parents of the school dress code will be sent home. In repeated cases families will be called by phone and the student will not be permitted to enter classes until they return home and change their clothing.

Grade 1 – Grade 6



Grade 7 – Grade 12



Whole school



Note: Parents are responsible for making sure students are dressed appropriately and are clean, tidy and hygienic. No face piercings are allowed.



Rewards

Rewards are used frequently to reinforce good behaviour and effort.

Verbal praise

Verbal praise is given frequently and in terms appropriate to the age group.

Letter to parents/Contact with parents

Copy of letter to be placed in student folder in office.

Public Acknowledgement

Entries in school Newsletter.

Prizes and Certificates

All Grades

Recognition is given for the following:

- Effort
- Achievement
- Progress

Certificates are given out in monthly assemblies.

Reward Points

A single Reward Point may be awarded by teachers and teaching assistants for:

- An outstanding piece of work
- Several good pieces of work / consistently good work
- Evidence of improvement in quality of work
- Evidence of genuine progress
- Consistently good effort
- Greatly improved effort
- Praiseworthy behaviour
- Sustained improvement in behaviour
- Evidence of good "citizenship" (e.g. helping others, taking the initiative, setting a good example)

Teachers record their students' Reward Points and summarize on Friday.

Student Council

The aim of the Student Council is to lead developments across the school and represent the student body. The school council will be representatives from different grades from Grades 3–7. They will work with the Deputy Principal and will assist in making decisions for the school. They will be voted in by their peers.

At HTS, we believe that a successful Student Council is integral to nurturing responsible, collaborative, and proactive young people. The Student Council aims to build a sense of community and strength within the school by complementing the school's goal to widen students' horizons, build confidence and independence and encourage excellence.

Lost Property

Our aim is to have no lost property. This can be achieved by every item the student has to be labelled. Please ensure all uniform, water bottles and equipment the student owns is labelled. Each grade will have a designated area for anything that is misplaced. Our students will look after others and their environment and will return any misplaced items to the appropriate person.

There Is a Lost and Found cabinet located In the lobby.

Swimming Guidelines

All students will have swimming lessons, which are part of the school curriculum and compulsory. A

doctor's certificate is required if for any reason your child needs to be excused. Students are required to bring the following: Swimming cap; One piece swimming costume/trunks; Flip flops and a towel. Please ensure that all clothing and footwear is clearly marked with your child's name.

Communication

Contact Information

It is necessary for us to have up-to-date telephone numbers for each parent. Please notify the School immediately if you change your phone number. It is most important that we have contact numbers in case of accidents or illness. It is also a great help if students know their parents' telephone numbers and their address.

Absences

If it is known in advance that a student will be absent, it is important that the school be informed by email or telephone as soon as possible.

School Office

HTS uses a wide variety of methods to communicate with parents, however the first point for all families is the School Office. The School Office is open during school hours to respond promptly to your enquiries.

Although circumstances may on occasion conspire to hinder our efforts, we make every effort to reply to all enquiries within 24 hours. As we encourage parents to be part of their child's educational journey, we promote clear lines of communication.

Class Email

This is the first point of contact with your class teacher. You will be able to make individual contact with your teacher to schedule an appointment. The teacher will aim to respond to you within 24 hours. If there is an important message that requires immediate attention, then please ring the school. Often, the class teacher will be best placed to answer your concerns and questions.

School Report

These will be sent to parents twice during the year, at the conclusion of term 2 and the conclusion of term 4. Any immediate questions you have regarding your children, please contact your class teacher.

Monthly Newsletters

A monthly Newsletter will be sent to parents with updates from the Principal and Deputy Principal at the end of each month.

School Website

Please refer to our school website – all whole school information will also be shared here.

Curriculum & Parent-Teacher Conferences

Curriculum Evenings

Early in the first term of every school year, each Grade hosts a Curriculum Evening for parents. This is a time when teachers make presentations to parents on their curriculum plans for the year. These sessions are seen as an important opportunity for teachers and parents to establish a strong working partnership for the year ahead.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled twice during the school year. These are an opportunity for parents and teachers to get to know each other better, as well as exchange information on their students. It will enable parents to learn of specific learning targets that have been identified for their students. Staff and parents are encouraged to keep open channels of communication and, if a concern arises with a student, not to wait until the formal conferences to share it with each other. Staff will be responsive to parents wanting to meet them over issues by setting up appointments.

**Learning Walks & Coffee Mornings**

Twice during the school year, parents will be invited to participate in a Learning Walk. This will be an opportunity for parents to get an authentic glimpse of the learning happening in the classrooms. Coffee Mornings are scheduled to be conducted throughout the school year. These will be opportunities for parents to speak with the SLT in a constructive manner regarding school operations and academic initiatives.

Excursion Policy

By enrolling your child(ren) at Hanoi Toronto School, Parents give permission for their child(ren) to attend excursions within the school day. Overnight excursions will require separate permission.

Aquatics and Swimming

By enrolling your child(ren) at Hanoi Toronto School, Parents give permission for their child(ren) to use the pool and its adjoining facilities as part of the Health and Physical Education curriculum and Extracurricular Activities.

Parent Security Card

Every family will receive 02 cards with lanyards issued to Father, Mother or authorized Guardian. Parents are required to use their Security Card with lanyard during drop-off and pick-up times. Transfer of use of any Parent Security Card to another person is not permissible. Parents are responsible for their behaviour when using Security Cards as child protection and safeguarding is vital to both Parents and the School.

Student Insurance Fee

Student Insurance as arranged by the School is mandatory for all students. Parents can maintain their current insurance parallel to the School's insurance provision. The School will inform parents of the annual insurance premium and benefits. The insurance will terminate upon student's withdrawal from the school. Parents are responsible for the return of the Insurance card by the last day of your child(ren) at school. The remaining balance will be refunded if no claims have been made by the student's last day at HTS.

Grading System**Effort grades****A = WELL ABOVE EXPECTATIONS**

Has worked extremely hard throughout the term.

B = ABOVE EXPECTATIONS

Has worked hard and concentrated well most of the time.

C = MEETING EXPECTATIONS

Has tried quite hard (not always consistently) but could exert more effort at times.

D = BELOW EXPECTATIONS

Has not worked very hard nor shown much interest in this subject.

F = WELL BELOW EXPECTATIONS

Has not made any real effort during the term.

Achievement grades**A = WELL ABOVE EXPECTATIONS**

Achieving an exceptionally high standard in all aspects of the subject

B = ABOVE EXPECTATIONS

Achieving very good standards of work, understanding and skills.

C = MEETING EXPECTATIONS

Achieving the level expected for the age group. There is room for improvement.

D = BELOW EXPECTATIONS

Work is below the expected level for the age group.

F = WELL BELOW EXPECTATIONS

Displays limited understanding and has difficulty with much of the work.

Letter Grade to Percentage Correlation

Letter	Level	Percent
A+	4	95–100%
A		87–94%
A–		80–86%
B+	3	77–79%
B		73–76%
B–		70–72%
C+	2	67–69%
C		63–66%
C–		60–62%
D+	1	57–59%
D		53–56%
D–		50–52%
F	NA	0–49%

A student is deemed to have failed a class if the cumulative percentage is 49% or less.

The Library (Opening Times 7:45 AM – 4:15 PM)

Students are allowed to take library books home. Library books must be treated with respect and carried to and from school in a library bag. These may be used for homework or for leisure. Books must be checked out using HTS's library management system.

- Library times must be strictly kept to facilitate the smooth running of the library.
- Only one class may use the library at a time.
- The students may borrow any book from the library. Some reference books may be taken from the library with permission of the librarian.
- When a book is removed from the library, either by a teacher or a student, it must be registered with the librarian.
- Borrowing limits & Length of Loan:

Grade	Reference Books	Entertainment Books	Length
1 – 5	2 books	1 book	1 weeks
6 – 8	4 books	2 books	2 weeks
9 – 12	6 books	3 books	4 weeks

Bring your own device (BYOD) Policy**Objective**

The school uses technology to enhance our mission to teach the 21st Century skills, knowledge and behaviours students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways, including through technology, throughout the school day.

To increase access to those 21st Century skills, we have introduced a Bring Your Own Device (BYOD) program. This enables students to bring their own digital learning tools to school. Hanoi Toronto School (HTS) is committed to empowering students to take control of their own learning by supporting them to use personal technology devices. This policy offers guidance for students, parents and staff to allow the effective management of these devices.

An important component of BYOD will be education in the appropriate online behaviours (digital citizenship). We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviours. In addition to



the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

Scope

Regarding the use of student personal devices on school campus: Any student who wishes to use a personally owned electronic device within the bounds of the school campus must ensure that he/she and one of his/her parents/guardians has read and understood this policy and have signed the agreement.

Violations of any School policies, administrative procedures or school rules involving a student's personally owned device may result in disciplinary action.

Roles and responsibilities

The school will:

- Respect the privacy of the personal device and will only request access to the device by technicians to implement security controls or to respond to legitimate discovery requests. The school reserves the right to collect, examine and hold any device that is suspected of violating this policy or was the source of an attack or virus infection. If the device is locked or password protected, the student will be required to unlock the device at the request of the School Leadership.
- Provide a secure network and/or cloud data storage, Internet and e-mail access to its students while on campus. Internet access will be filtered and monitored while students are utilizing the school's network.
- Support students with technical issues where appropriate, however students are responsible for the proper care of their own personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
- Take positive steps to try and ensure that pupils do not have access to undesirable material. Whilst every endeavor is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's misuse of the Internet facilities.
- Offer workshops to parents in order to provide advice on digital citizenship, e-safety, parental controls and management of their child's device.
- Ensure that students feel safe and able to report any e-safety concerns and that all e-safety concerns will be dealt with promptly, sensitively and effectively.

Students will:

- Read and agree with this policy and both parent and student will sign in acknowledgment before bringing a device into school.
- Be responsible for keeping their device in their possession or properly securing it when not in use. The school takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will bear the ultimate responsibility for securing their personal devices.
- Ensure to bring their device to school each day fully charged, although the school may provide some charging facilities, access is not always possible and could disrupt learning. Students should also take their device home, devices should not be left in school overnight, as they may be required to be used for homework, and recharged ready for the next day.
- Not engage in any attempt to bypass school security, deliberately infect the network with a virus, trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information. Students should secure their devices from open access via a password/passcode. Students may only use their own login details and must keep their passwords private and not share access with other students.
- Actively engage in our sustainability agenda by submitting work digitally rather than printing, also please note that printing from personal devices may not be possible at school.
- Use their device in a responsible and ethical manner, not to use their device to knowingly search for, link to, access or send anything that is: illegal, offensive, pornographic, threatening, abusive, defamatory or considered to be bullying. In the unlikely event of inappropriate material being accessed by accident it should be reported to a member of staff immediately.
- Be accountable for any content they post online and will engage in responsible communication practice, no spamming/sending inappropriate emails. External communication (such as making personal phone calls, text messaging or using social media) is only allowed during free time at the discretion of a member of staff.
- Ensure that devices brought into school do not contain any illegal/copyrighted material, or

unlicensed software. Ignorance of the law is not an excuse. If you are unsure, consult your child's teacher for advice.

- Not use the devices to record, transmit or post photos or video of a person or persons on campus unless directed to do so and under supervision from a teacher. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a member of staff.
- Keep devices on silent while on school campus, unless otherwise allowed by a teacher. Should there be disruptions to lessons/assemblies caused by undesirable sounds from a device, appropriate disciplinary procedure will apply. Headphones may be used with teacher permission.
- Comply with teachers' request to stop using the device, close the screen or put the device away. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Be responsible for their actions on the schools' network and for the contents of all storage areas and accounts. They must exercise appropriate data management to ensure their work is secure and backed up, the school will be able to advise on backup processes. However, the responsibility for ensuring no loss of data is with the student.
- Not use school network bandwidth for personal (non-educational) use (e.g., uploading/downloading large files and applications/games, streaming media or file sharing or using torrents).
- Not play games on their device while on school campus unless directed by a member of staff, this includes break and lunchtime.

Parents will:

- Read and discuss the BYOD policy with their child and sign the agreement (Appendix A).
- Be responsible for helping students keeping their devices.
- Discuss with their children the importance of digital citizenship regarding values and the standards that children should follow on the use of the Internet at home and school, just as they do on the use of all media information sources such as television, telephones, electronic games, movies, and radio.
- Need to establish ground rules for device use outside of the school day and set a routine to ensure the device is well maintained and charged ready for use each day.
- Not interrupt students learning by contacting them through their personal device during the school day. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure that your child is reached quickly and assisted in any appropriate way. The school reception must be the first point of contact.

Appendix A – BYOD Agreement (BYODA)

- All Parents should read the BYOD policy, discuss it with their children and ensure the student understands the requirements of compliance. Parents should then sign the BYOD Agreement. Students aged 10 and older should sign the agreement.
- This form must be returned directly to the home room teacher, or in the case of a new student, to the Admissions Office.
- The school will retain this information for future reference.
- The BYODA will remain in effect throughout the duration of the student's enrolment at the school.

Appendix B – Parent FAQ

What type of device is appropriate for school?

We are using up-to-date MDM solutions to manage all BYOD and application, protecting our students and school community. One week prior to the child's commencement of studies, the parent must bring the child's device to school and hand it over to the IT Department for inspection and installation of all necessary applications. Once installation is completed, the device will be returned. There are two types of devices that learners can use to access the Internet, applications, learning platforms, and watch videos that adhere to the required battery life specifications.

Student Devices:

Grade 1: In the upcoming academic year, iPads are provided for Grade 1 students. These iPads remain at school. Grade 1 students do not need to bring a device to school.

The following are the specifications for parents when choosing an appropriate device for their children.



Device Type	Group
Apple iPad/ Tablet	Grade 2 – Grade 4
Laptop/ Surface (Windows OS)	Grade 5 – Grade 12

Hardware Specifications:

Device Type	General Function	Minimum Hardware Specification	Group
Apple iPad	<ul style="list-style-type: none"> Apple iPad to increase interactive apps, use textbook, Versatile to use Pen, touch screen, good Wi-Fi and screen size for young students, good warranty services and support onsite at school 	<ul style="list-style-type: none"> Apple iPad Gen 10th 10.2-inch Wi-Fi 128 GB or later and Protect Case 	Grade 2 – Grade 4
Laptop (Windows OS)	<ul style="list-style-type: none"> Laptop 2-in-1 for Educations for collaboration in teaching and learning, touch screen, stylus, webcam, light, good battery time, fast charger, 13-inch, good warranty services and support onsite at school 	Manufacturers: Lenovo/ Dell/HP/Asus Type: 2-in-1 Laptop Stylus: Pen Monitor Size: >= 13.3-inch CPU: Core i3 or later Ram: >= 16GB Graphics: Integrate Iris XE Graphics Hard disk: 256GB SSD or larger OS: Windows 10/11 Edu License Camera 720 HD with Array MIC Antivirus Software	Grade 5 – Grade 12

Cyber Security & Internet Safety:

1. iPad: Use parental controls on your child's iPhone, iPad, and iPod touch – Apple Support (VN)
2. Windows Device (Laptop):
 - Parent should create one separate account as a guest account for their child on device. It could be the child's name. This will prevent students from installing any software/applications without parental permission. Parent will keep administrator accounts with a secure password.
 - Setup computer with DNS google safe search.

Does my child need to bring in a device?

In order to prepare students with 21st century skills, the use of technology is embedded throughout the curriculum. Having access to their own personal device allows maximum leverage of the technology resulting in better outcomes. Although we highly recommend students to use their own device, the school will provide access to school owned technology in parallel, ensuring that your child will not be left out if they do not have their own device. However, it should not be considered as a long-term solution.

Where can my child store his/her device when it is not in use?

Students may be provided with a secure area designated by the teachers to safely store their device

when not in use. However, it is the responsibility of the student to keep the device safe.

What if my child's device is stolen or damaged?

Students may be provided with a secure area designated by the teachers to safely store their device when not in use. However, it is the responsibility of the student to keep the device safe.

My child is bringing his/her own device to school for instructional purposes. Will they have the same level of access as they would with school-provided equipment?

Your child will have access to any of the web-based software the school currently uses, as school licensing allows. Software may run differently on different devices for varying reasons. Where particular software is required, students will be given appropriate access.

How will you handle students accessing inappropriate websites during school?

The schools' filters will block as much as possible, but we like to encourage trust. Students are still held accountable by the Acceptable Use Policy. From Early Years, they are taught digital citizenship, and this will continually be addressed during our learning.

As a parent, am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's device?

Virus protection for a Windows-based computer is a requirement. All students using personal devices must have the ability to process word, produce publications, and work on spreadsheets with formulas. Students will also require software to read pdfs. The good news is that all the above are free. The school can offer advice on these matters if required.

How will my son's/daughter's device be used in the classroom?

Student devices will be used to access resources, collaborate, complete assignments, and organize work. Educational activities may include researching information, producing documents, analyzing data, participating in surveys, producing videos, reading e-books, creating blogs, taking notes, or scheduling events. The use of the device is at the sole discretion of the teacher.

How will device-use improve learning?

Engaged learners are better learners. The Bring Your Own Device policy encourages ownership and accountability for their own learning. Many educational researchers argue that giving students authority over their own learning is best: the teacher becomes a manager and facilitator of learning, rather than a direct source of information.

• To create authenticity for learners

Learning is most powerful when it is real, meaningful and relevant. Using simple and intuitive apps, children quickly create digital products such as comics, movies, animations or podcasts. They can easily share this with their class, their parents, or even the entire world!

• To explain their learning in different ways

Students write, draw, talk and use video to explain their understanding – it could be a scientific process or how to solve a math puzzle. This supports the development of higher-order thinking skills.

• Learn collaboratively

Using apps and other tools, children will have more varied opportunities to learn with and from each other. Thanks to the Internet, this powerful collaborative learning can continue at home.

• Self-assessment

The capability for learners to identify their own strengths and next steps is crucial for them to become independent, life-long learners. The device opens new possibilities for self-assessment: for example, students can photograph and annotate their written work, record and listen back to their vocal pronunciation, or analyze slow-motion video of their basketball technique.

• Feedback to their teacher

It is essential that the teacher knows every child's strengths, as well as the areas for development. Using fun quizzing and assessment tools, children provide their teacher with regular data which can then be used to direct future learning effectively.

What is digital citizenship and why is it important?



The focus of this initiative is to teach digital citizenship, which is the responsible use of technology. Your child will learn digital skills, ethics, etiquette, self-image management, source validation, and online safety.

What happens if my child violates any terms of this policy, will the device be confiscated?

The focus of this initiative is to teach digital citizenship, which is the responsible use of technology. Your child will learn digital skills, ethics, etiquette, self-image management, source validation, and online safety.

Are students going to use the device for playing games?

Games and the use of gaming websites is only permitted for educational purposes under supervision of staff. No gaming is permitted during break times or lunch times. Not all games are suitable for your child's age group. If a child is found playing a game which is not appropriate for his/ her age group, parents will be informed. Before downloading a game/app on your child's device, you can check out the age appropriateness and educational ratings here: <https://www.common sense media.org/gamereviews>.

Will the students have an email address through the school?

Yes, all students will have an email account provided by the school.

Appendix C – Device Loan Scheme

The school has a limited number of devices available to loan to students for free. These are available on a short-term loan to ensure equity of access and are not a permanent replacement for students' ownership of their own devices.

Students must come to the IT Office with a reasonable explanation as to why they do not bring their own device to school.

Loan Process

- Since there is a limited number of devices, this service operates on a first come first served basis—there is no guarantee that devices will be available.
- If there is more demand than availability, we will operate a waiting list system.
- Students may borrow a device for a maximum of one month. If there are no other students on the waiting list, the student may renew the loan for a further month upon returning their device.
- The student will adhere to the BYOD policy in full, while borrowing a device. This includes the student being responsible for any repair/replacement costs. The school reserves the right to use the fees deposit to recoup any losses from missing/damaged devices.
- To borrow a device, a parent must sign the Device Loan form below (as well as the main BYOD agreement in Appendix A). The student may then visit the IT department to sign-out their device. After the agreed loan period, the student must return the device and any accessories to the IT department. A record-keeping photograph will be taken, and communication sent to the parent to verify the return of the device.

Borrowing guidelines for learners

- Respect property – treat it like your own.
- Keep food and drink away from all equipment.
- Report any problems or damage to a member of staff.
- Take personal responsibility for any borrowed equipment.
- Keep your device under your direct supervision or locked in your own locker.
- Ensure to adhere to all requirements of the school's BYOD policy.

ISP Group Weapons on Campus Policy

Rationale

It is the policy of ISP to promote the highest level of safety and security in all its activities, accordingly ISP HAS A ZERO TOLERANCE TO WEAPONS AND NO PERSON WHILE ON ISP PREMISES SHALL STORE OR CARRY A WEAPON THAT COULD ENDANGER THOSE AROUND THEM.

Definitions

Company = any premises that ISP or one of its subsidiaries carries out its daily business from this includes but is not restricted to all schools and offices.

A **Weapon** is defined as a manufactured device designed to injure or kill another being, or a device designed to look like a weapon. Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, crossbows, long bows, swords, martial arts weapons, prohibited blades, hunting or fishing knives, brass knuckles, replica, or imitation firearms.

A **Firearm** means any device that shoots a bullet, pellet, flare, tranquilizer, spear, dart, or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, shot guns, cannons and any ammunition for such devices.

Explosives means any combustible capable of causing serious injury including but not limited to firecrackers, black powder, dynamite, plastic explosives or blasting caps.

Process

All students, staff, parents, visitors, and contractors are strictly prohibited from possessing weapons, including firearms and explosives, anywhere on company property or off company property while attending a company event. The prohibitions apply regardless of whether any legal license has been issued to the possessor. Anyone possessing or using a weapon other than those subject to specific exceptions as detailed in **EXCEPTIONS** will be asked to immediately surrender the weapon if safe to do so and or the necessary authorities will be called to disarm said device.

All incidents involving weapons on ISP premises should **IMMEDIATELY** be notified to the Regional Managing Director, Divisional CEO and Group Head of Operational Risk

ISP schools will be responsible for ensuring that all parent and student contracts explicitly refer to this policy and by signing up to the school agreement the parent and student will be acknowledging the importance of and the terms of this policy.

Sanctions

Category	Sanction
Student	Permanent exclusion, reported to the Police and a lifetime ban from all ISP premises and events.
Staff	Dismissal, reported to the Police and a lifetime ban from all ISP premises and events. Notified to Group Head of People Operations.
Contractor/Third Party	Contract termination, permanent/lifetime exclusion from all ISP properties and events. Embargo on future contracts with ISP.
Parent or Gaurdian	Permanent severing of contract with family resulting in student(s) leaving the school at the end of the academic year and a whole family permanent/lifetime exclusion from all ISP properties and events.

The Group Head of Operational Risk and the relevant Divisional CEO (DCEO) will agree the final sanction and work with the RMD on communication and process.

[Click here for full ISP Group Weapons on Campus Policy](#)