



Parent Handbook

School Calendar (2016-17)

Term 1	Term 2	Term 3	Term 4
Monday 22nd August to Friday 16th October	Monday 24th October to Friday 16th December	Tuesday 3rd January to Wednesday 5th April	Monday 17th April to Wednesday 21st June

Parent-Teacher Conferences

- Wednesday 12th October 2016
- Wednesday 19th April 2017

Should you need to speak with one of your child's teachers at any other time, please contact your child's teacher to schedule an appointment.

Campus Security

The school campus has two entrances which are both manned by security at all times. Recognised parents are not required to sign in/out when dropping off or collecting their child at the beginning or end of the school day.

All other visitors will be signed in and out by security, and required to report to the school office thereafter. Non-recognised visitors are required to wear visitor badges and to return these to the security office upon their departure.

School Day

Playground supervision begins at 8.10am with students expected to arrive at school between 8:10 and 8:30am. Parents dropping off students at school before this time should remain with their child until a staff member relieves them. Parents must not leave children unattended.

After School Collection

School finishes at 3:30pm, at which time, students using the school bus service go to their designated bus meeting point. All other students go to reception area outside the main office for collection.

Students should be picked up on time everyday. If you know you are going to be late, please inform the school in advance by calling: 08 3742 7827.

If a child is to be collected by someone other than the normal parent/guardian, a phone call must be made to the office in advance to indicate who will collect your child.

Registration Procedure

During registration, records of lateness and absences are entered into our database. Absences are also recorded on students' reports. Between 96-98% is the expected rate of attendance. Above this is considered 'exceeding expectations'. Below 96% will be listed as 'requires improvement'.

Late Arrival and Early Dismissal

If you are dropping off your child after classes have begun at 8:30am, please ensure that you accompany them to main office so they can be registered as present and accompanied to their classroom. Students who arrive after 8:30am will be registered as late.

If a student wishes to be dismissed early from school, an explanatory note should be sent to the class teacher by the parent. The teacher will inform the main office of their early dismissal in order to update attendance.

Absences

If your child is to be absent and is due to travel on the school bus, please phone the adult on the bus at least 15 minutes before your pick-up time. Otherwise, please phone the school office between 8:15-8.45am. Please provide your child's name, her/his class, the reason for absence and the anticipated length of absence. If your child's absence is to be prolonged, the school should be informed in writing.

We request that family's plan any holidays with respect to the school calendar. Parents are also urged to schedule doctor, dentist and other appointments after school hours or during vacations where possible.

Lunch Break & Drinks

Students have a choice of bringing their own lunch or having a hot lunch supplied (ordered in advance for the whole term). Information about the hot lunch program will be sent out to parents at the beginning of each month. If you have any questions, please contact the office.

We encourage our students to eat healthy, balanced lunches that should include fruit or vegetables. Students should not be sent to school with chocolates, fizzy drinks, sweets or candies.

In an effort to promote healthy eating, the school would like to encourage parents and students to eat healthy snacks and to be open minded in their food choices. Students are welcome to bring healthy snacks to share with their class with the hope of introducing students to food from other cultures.

The school will provide your child with a healthy snack during mid-morning and mid-afternoon break times. Students should also have a refillable water bottle at all times. Water is available from the water bottles situated throughout the school. Lunch boxes should be as compact as possible and labelled clearly with the student's name and class.

Uniform

Children are required to come to school in school uniform which is available from the school office. Students should also wear closed-toe shoes that fit securely and allow children to move freely and safely.

In preparation for swimming classes, students of Reception age should be able to dress themselves independently. As a stepping stone to this, students in Nursery should be encouraged to put shoes and hats on independently. Parents' support with this at home is kindly appreciated.

PE Attire

Students must wear appropriate footwear for PE lessons. When swimming lessons are due to take place, class teachers will contact you the week before and ask you to prepare a swimming costume, goggles, a towel and sunscreen. Students who are not dressed appropriately for PE may not be allowed to participate.

Materials and Supplies

At the beginning of each school year, parents are asked to make a small contribution of 600.000VND, with which, the school will use to provide all necessary stationery, books, folders, and art supplies.

In addition, students from Year 1 – Year 6 are requested to have their own pencil case of basic equipment such as pencils, crayons, scissors (round tipped), erasers and a 12 inch ruler. Older students may be asked by class teachers to purchase additional items such as a protractor for Maths.

From Year 2, parents are asked to supply their child with an iPad which children are to bring to school as directed by the class teacher.

From Year 3, students are also asked to have a ukulele for weekly lessons. The school can provide help with sourcing this for you.

Lost and Found

To minimise the number of lost items, we ask that all your child's belongings be clearly labeled with his/her name. If your child loses a specific item, please contact your child's class teacher who will do their best to locate the item. At periodic times during the school year, any uncollected items are sent to a charitable organisation. The school does not take responsibility for lost belongings.

Communication

Good communication between home and school is essential to developing a strong home-school partnership. The following information will assist you in identifying where information may be found and with whom you may wish to speak to.

As part of our effort to minimise our carbon footprint, we use paperless communication whenever possible, therefore whenever necessary, the school will email parents with news about specific events, special announcements or changes to our normal routine. It is therefore very important that parents check their email account regularly and update the school with any change of email address.

Each week, class teachers will also email a summary of news and events. We strongly recommend that parents use this resource to keep up to date with school events and activities.

All Saigon Star staff members have email addresses and parents can contact them directly about issues which concern their child.

Personal Information

It is very important for the school to have complete and up-to-date information about all of the students including people we may need to contact in case of emergency. Please make sure that the school is informed of any changes or additions by sending an email to enroll@saigonstarschool.edu.vn

This includes:

- Home address or telephone number
- Parents' and other contacts' details, especially mobile phone numbers and email addresses
- Medical information including vaccinations, operations, allergies and anything else of relevance. For reasons of health and safety, parents should inform the school of any medication that their child is taking.

Medical Information

If a student becomes unwell at school, they will be accompanied to the school's medical room near the main office. The School Nurse (or nominated member of staff in the case of her unavailability) will evaluate the student's medical condition and make a decision about whether the student should go home. If necessary, the school will contact the student's parents to collect the child.

Permission Forms

During the year, the school may need to send out parental permission forms for a variety of activities. These forms must be signed by a parent or guardian before any student will be allowed to participate in the designated activity.

Educational Trips

Field trips offer students unique learning opportunities that are not possible at school. They therefore form an integral part of the wider curriculum at Saigon Star.

All trips are organised and led by teachers but may, on occasion, include external professional guides to provide specialist knowledge or skills.

Parents can expect students to go on Educational Trips approximately once per term. Parent volunteers may also be requested on occasion.

Library Loans

At the beginning of each school year, class teachers will inform parents as to the frequency and return day of library loans. To ensure that library books can be used for years to come, it is important that children are taught and encouraged to take good care of these books at home, and store them in plastic wallets to prevent them from rain or water damage. Should books become lost or damaged, the school will kindly ask parents to cover the cost of their replacement so that other members of the school community can continue to enjoy them.

School Transport

At times, traffic in Ho Chi Minh can be very heavy and congested. For this reason, there may be times when the buses will not be on time. We therefore ask that parents remain patient and wait with their child in the morning until the bus arrives and at the bus stop after school to greet your child.

Children wishing to have an occasional ride with the bus e.g. to visit a friend after school, may do so if space is available and permission has been granted ahead of time. A request to the office should be made at least one day in advance.

Bus Guidelines

- Students should be on time for pick-up in order to respect the school schedule and the other bus riders.
- Students should be in the company of an adult while waiting for the morning bus.
- Students must be met at the bus stop in the afternoon by a parent/guardian.
- In the interest of safety, all students must be seated facing forward and wearing seat belts while the bus is moving.
- Food, drink and the use of iPads are prohibited on the bus.
- Students who are not respectful of the bus rules will be warned first and will, if necessary, be spoken to by the Class Teacher and Headteacher.
- Students who visit the Headteacher three times due to inappropriate behaviour on the bus will no longer be permitted to travel on Saigon Star school buses.

Thank you for taking the time to review this document. We hope it provided lots of useful information.