



**International College
Hong Kong**
HONG LOK YUEN

PARENT HANDBOOK
2017-2018

Learning Together, Thoughtfully.



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CHAPTER 1

WELCOME TO OUR SCHOOL

MESSAGE FROM THE PRINCIPAL



Welcome to International College Hong Kong, Hong Lok Yuen.

I am delighted that you have chosen to educate your child / children at our dynamic school, which has been delivering excellence in education for more than 30 years.

Our teaching staff has been recruited from around the world and is bringing a wealth of experience to our school community. Collectively, we are giving our children the skills, understanding and vision they need to succeed in the world and become truly global citizens.

This handbook is aimed at helping you to become familiar with the policies of our school. It provides a summarised version of information that can be found in other documents and on the school website.

At ICHK Hong Lok Yuen, students receive a high quality education and we believe in encouraging and fostering the talents of every child. Our guiding values are at the core of everything we are doing, both inside and outside the classroom.

Children come from many different countries, representing more than 30 different nationalities. They are articulate, often in more than one language, confident, eager to learn, enjoy their play and show real care for each other and their environment.

Together, we strive to develop confident young people with creative and inquiring minds, equipping them with the skills and knowledge that will bring them success in their future lives.

I look forward to welcoming you to our school, and am confident that your family will be a real asset to our community.

Ruth Woodward

Principal



THE SCHOOL CULTURE

Parents often tell us how much they are struck by the depth of the family and community feel at our school.

Our strong community ethos is something we are very proud of, and one of the key reasons why so many choose to educate their children with us.

This positive climate for learning is sensed by visitors very quickly and we believe that the personal touches that we add set us apart from other schools.

Students achieve more when schools and parents work together and parents can help more if they know what the school aims to achieve.

Our open door policy means staff will always make time to speak to parents and close connections are formed as a result.

We have excellent channels of communication with our families and the sense of pride that students, teachers and parents take in our school becomes quickly evident to all who visit us.

We have created a true community school, which provides a supportive environment where children of all cultures and abilities can thrive.

The Council of International Schools has applauded the school as “a welcoming and friendly place with a strong sense of community, characterised by fairness, trust and mutual respect.”

The Visiting Team concluded that “a caring, supportive atmosphere pervades the school and it is clear that the needs of the child are central to the programme.”

It is this ethos that underpins everything we do at ICHK Hong Lok Yuen.

MISSION AND CORE VALUES

Our mission is to be a vibrant and caring community developing creative, enthusiastic, confident learners who will take action in an ever-changing world.

We provide high quality education through our shared core values:

- celebrating individuality and diversity
- fostering the talents of every community member, inspiring all to reach their full potential
- developing skills, knowledge and understanding to become inquiring lifelong learners and global citizens
- respecting ourselves, each other and the environment
- benefiting from the outdoors at any opportunity



CHAPTER 2 STAFF AND GOVERNORS

LEADERSHIP TEAM

The school's Senior Leadership Team consists of the Principal and two Deputy Principals. The Principal is responsible for the overall running of the school and together with the Deputy Principals helps to formulate the long term educational goals and lead teaching and learning.

TEACHING STAFF

Our teachers are recruited from all around the world and bring a wealth of experience to the school. They are enthusiastic, caring, passionate about primary education, internationally minded and totally committed to the interests of our students and the school.

We have teachers from countries including the UK, New Zealand, Canada and Australia, and they are complemented by a support team which includes assistant teachers in all classes.

There are specialist teachers in Physical Education, Music, Chinese Studies, English as Additional Language Learning Support and Digital and Information Literacy.

The school has additional support staff for the library, the learning support programme and ICT.

The teacher (and teacher assistant) to student ratio ranges from around

1:5 in pre-nursery,

1:8 in nursery,

1:12 in reception to year 3 and

1:24 in the upper years.

LEARNING SUPPORT AND ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

We have thorough systems in place to identify learning needs and our experienced staff work closely with students and parents, to ensure children receive the support they require.

We have strong Learning Support and EAL programmes in place, along with speech therapy and occupational therapy on site.

See chapter 3 for more detailed information.

BOARD OF GOVERNORS

The governing body works in close partnership with the school's senior leadership team.

The aim is to provide the school with sound direction and ensure that students have the best opportunities to achieve their goals. The Board is made up entirely of parents, elected by other parents from the school, and anyone over 18, with a few exceptions, can take up the role.

To find out about joining the Board of Governors call the Director of Administrations and Operations on 3955 3000 or email lchan@ichkhly.edu.hk



CHAPTER 3 OUR SCHOOL

ACCREDITATION

We are an independent school, approved by the Hong Kong Education Department.

We are an accredited member of the Council of International Schools, which is the premier worldwide accreditation service for international schools, and also a member of the Association of China and Mongolia International Schools.

The school has also been accredited by the International Baccalaureate to deliver the Primary Years Programme.

We have links to other schools via sporting and other inter-school competitions.

TEACHING AND LEARNING

Curriculum

The school uses the International Baccalaureate Primary Years Programme (IBPYP) for its curriculum framework. This is an international model catering for learning and teaching from Nursery to Year 6. Our curriculum promotes the development of the whole child, with emphasis on social, physical, emotional and cultural needs, as well as academic development.

The IB Learner Profile and Attitudes become a major focus in classrooms. They become a common set of core values throughout the

school, which are built on every year, and are central to the school community.

For further information see the IBPYP website.

Units of Inquiry

The school uses a concept-driven, inquiry approach to teaching and learning.

It organises Units of Inquiry under transdisciplinary themes. Nursery and Reception students complete four Units of Inquiry and students in Years 1 to 6 complete six units. These Units help students to develop an understanding of each of the following themes.

- *Who We Are*
- *Where We Are in Place and Time*
- *How We Express Ourselves*
- *How the World Works*
- *How We Organise Ourselves*
- *Sharing the Planet*

Our concept-driven curriculum allows students to move beyond memorising facts and mastering skills and onto engagement with significant ideas. It puts facts and skills in context. It also allows students to use and challenge their prior knowledge, explore new ideas and develop deeper understandings of the world.

Each Unit of Inquiry develops learning across all subject areas. Students acquire vital thinking, social, communication, self management and research skills.



Our students are exposed to new knowledge across the following subject areas: Mathematics, Languages (English, Chinese), Social Studies, Science, The Arts (Visual Arts, Music, Drama) Personal, Social and Physical Education. There is a strong focus on Language and Mathematical development across the school, as well as Information Literacy and Communication. The extended curriculum offers a wide variety of extracurricular activities, all of which broaden and enrich the education we offer.

Our vision is to be a leader in outdoor learning and Forest School education. Our beautiful green campus provides us with the perfect location to develop this pioneering approach in Hong Kong. Research shows that if children have regular access to a rich outdoor environment, they will have greater self-esteem, be more confident and develop better concentration, resilience and independence. Innovative work is underway to establish our very own Forest School area and outdoor classroom in our grounds. We are also working towards becoming the first school in Hong Kong to gain a Learning Outside the Classroom Mark.

Learning Support and English as an Additional Language (EAL)

From Nursery to Year 6, we constantly monitor student's individual progress. If at any point we think the student requires extra support, then we will contact you and advise you of the specialist help we can provide.

An assessment will be carried out and on occasions an individual education plan will be put in place.

In some cases students will have 1:1 support throughout the day.

We can meet the needs of a variety of students who may display aspects of speech and language difficulties, dyslexia or be on the Autistic/Asperger spectrum.

We work closely with educational psychologists, occupational therapists and speech and language specialists.

We also have an English as an Additional Language (EAL) teacher who is responsible for coordinating English support lessons, diagnostic assessment and screening throughout the school. As an international school, we will accept a student who is new to English if it is thought he/she will learn quickly through immersion. Students who are over four years old may be placed on a special individualised programme of intensive English. There is an additional tuition fee for this programme.

As an exception, parents may be required to pay for extra individual tuition or extra teacher assistance for students in Year 1 and beyond who have not made the expected progress in English as they have progressed through the school.

Please see our Learning Support policy for more detailed information.



Assessment and Reporting

Assessment is central to all teaching and learning at our school. It is an ongoing process of gathering and analysing information on student learning. It identifies what students know, understand, can do and feel at different stages in the learning process. It involves a range of information, collected in different situations over time. Assessments are analysed and evaluated to provide feedback to students, to inform the next steps in learning and to ensure that teaching and learning is significant, relevant, meaningful and challenging.

Reporting is about communicating what students know, understand and can do. It describes the progress of the students' learning and identifies areas for growth. Reporting at our school involves parents, students and teachers as partners. It is comprehensive, honest, fair and credible and aims to be clear and understandable to all parties.

Reporting to parents, students and teachers occurs through:

- parent/teacher conferences (twice a year)
- student-led conferences (once a year)
- student portfolios (ongoing process)
- formal written reports (twice a year)
- "sharing with the community" celebrations (at least once a year per year level)
- formal and informal meetings

Home Learning

Home learning is provided to enable parents to share in the learning process and for students to take responsibility for organising and completing work independently.

All home learning is relevant to what is being taught in class and should provide an insight into activities in the classroom.

We encourage parents to take an interest in home learning, being involved if possible. Home learning is not meant to become a burden or cause friction between you and your child. If these issues are arising please talk to your class teacher.

Reception students will begin to have reading homework later in the year.

For students in Years 1 and 2, homework should take no longer than 10-15 minutes per night and will include some English and Maths work.

In Years 3 and 4 students will receive approximately one and a half-hour's work a week and in Years 5 and 6, two and a half-hours per week.

It is expected that all children read at home at least three times a week and preferably everyday.

Students who take a leave of absence during school term will not be given additional home learning, but may be expected to write a journal.



SCHOOL ROUTINES / ORGANISATION

Starting School

Starting school is a major milestone in life. When your child starts school, we want them to feel secure, to feel that they can manage without you or your helper to assist, and to learn how to relate to new groups of children and adults.

Children settle into the routines of Nursery and Reception far more quickly if they are able to complete certain tasks like dressing themselves with only a little help.

The first few weeks may be unsettling for your child. Please try to be particularly patient with them during this time and do not hesitate to tell us if there are any problems.

Above all, be positive about school. Rather than talk about any concerns in front of your child, make arrangements to speak with the teacher privately. We will always be pleased to meet with you.

For older students who are new to the school, making friends is often the most important concern.

We will always pair your child with a buddy to show them around school and help them get used to our routines.

Many students have had to make fresh starts and understand what it feels like to be new to the school. As a parent, try not to be over anxious, keep in touch with the teacher, and join into the school community yourself.

School Hours

Pre-Nursery

(January-June) 1pm-3pm Monday, Tuesday and Thursday

Nursery

(half day) 8.15am-11.30pm

Nursery

(full day) 8.15am-3pm

Reception and Primary

8.15am-3pm.

School closes at 2pm on Wednesdays.

Term Dates and Holidays

The academic year starts at the end of August. There are three terms, which end just before Christmas and Easter and at the end of June. We observe all Hong Kong public holidays and have one week half-term break in late October / early November and another at Chinese New Year.

During the year, four days are normally scheduled as staff development days, when children are not required to come to school.

Please see the school calendar on the website for specific dates.



Timetable

Copies of student timetables will be made available to parents at the start of the school year on the class web page.

Lunch and Break Times

All students have a 20 minute morning breaktime to play and eat a snack they have brought to school. This should consist of a piece of fruit, a sandwich or other savoury food. They should also bring a water bottle to school.

All students require a packed lunch, which should be stored in a named container, or insulated cool bag. Lunches are stored in our air-conditioned classrooms until they are needed.

Lunch break is from 12:05-12:55pm for Nursery to Y2 and 12:30-1:20pm for Y3-Y6. All students have a light lunch from 11:50-12:20pm on Wednesdays.

Years 1 to Year 6 students eat in the school hall, during one of three 25 minute sessions.

We encourage children to have good table manners and eat as much of their lunch as possible. We promote healthy eating at all times.

Reception students have lunch in their classrooms.

There are family picnic lunches on the school field on the last Friday of each month and we invite you to come and join us.

We encourage children to stay at school for lunch, as part of learning how to socialise and to eat and play together. We encourage children to have good table manners and eat as much of their lunch as possible. We promote healthy eating at all times.

Lunch Drop Off Times

If you need to drop off a hot lunch please do so between 11:30-12:00 at either the Kindergarten gate or main school gate.

Absences / Lateness

All absences are recorded. Please always inform us in the morning of any absences via the office or class teacher. The school bell rings at 8:15am when students proceed to class. Lessons all start promptly at 8:20am. Being on time to school is very important. We will contact you if your child is continually late for school.

Leaving the Premises During the Day

If you take your child out of school during the day for any reason, please always sign out at the School Reception Office.

Assemblies

These are held most Friday afternoons, and are aimed at promoting the ethos of the school, celebrating student achievements, sharing teaching and learning about special events or festivals. Upper & Lower school assemblies are also held.

Parents are invited to one assembly per class throughout the year.



PE and Swimming

We promote a healthy lifestyle at the school and sport is a very important part of the curriculum.

We run a comprehensive programme and our playing field gives students the chance to take part in a wide variety of sporting activities.

Swimming lessons are compulsory and are held during the warmer season for all students from Years 1-6, Reception students swim during the final term. Lessons are cancelled if there is inclement weather. Always check the web page if in doubt.

Every year we hold sports days for the Kindergarten, the lower school (Y1 and Y2) and the upper school (Y3-6).

We run a well researched Perceptual Motor Program, which teaches children vital skills including movement and the development of perceptions and language.

Nursery students should wear their ordinary uniform with trainers for PMP on the relevant days. Reception-Year 3 students come to school in their PE kit. Y4-6 students bring a PE kit and get changed before the lesson.

During the swimming season, students may wear their PE uniform during the whole day.

Library

All students visit the library and are able to borrow books on a weekly basis. Books should be well cared for and returned on the appropriate day. Students will not be allowed to borrow more books until all copies have been returned. Parents will be asked to pay for unreturned or lost books.

Representing School at Sport

The school has a long tradition of participating in sports events across Hong Kong. Many students have been proud to represent the school in different competitions including football, hockey, rugby, swimming, athletics, netball and basketball.

We compete in boys and girls football tournaments and host our own football event inviting other international schools from across Hong Kong.

We play tag rugby, cricket, hockey, netball and basketball, have a cross-country running club and participate in Aquathons and athletic meets.

Lost Property

There is a cabinet in the school grounds which contains lost property. There are also monthly lost property displays, which usually coincide with picnic lunch. At the end of each term any unclaimed items are disposed of or given to charities.



Photography and Videos

During your child's time at school, we may take photographs to be used in printed materials, school literature or on the school website. We may also make video or sound recordings for educational use. Occasionally the school may be visited by the media (television or newspapers) who may wish to take photographs, video or sound recordings.

Parents should indicate on the ORCHARD under student profile if they do not wish their child's image to be used.

Secondary School

Students graduating from Year 6 go to our secondary school International College Hong Kong (ICHK).

Staff work hand in hand to support students during this transition and taster days are organised for Year 6 students during the year.

The academic curriculum at ICHK is centred on the UK National Curriculum in Years 7 to 9, GCSEs in Years 10 and 11 and the IB Diploma Programme in Years 12 and 13.

Visit www.ichk.edu.hk to find out more about the school, their debentures and fees.

SCHOOL TRANSPORT

The school uses Top Do Co for its bus services and there is provision for most locations in the New Territories.

If you would like your child to travel by bus, please contact the company at topdoco@hotmail.com or phone the bus co-ordinator on 3689 9608.

For more information on routes, please see the Transportation section of our website.

Once at school, bus helpers take kindergarten children into their classrooms. Primary students are dropped off in the playground.

At the end of the day, assistant teachers escort students from Nursery-Year 2 to their buses. Students from Years 3-6 walk to their buses. Two staff members are on duty at each gate.

For more details regarding the bus routes please contact the school on 3955 3000.



Getting to ICHK Hong Lok Yuen

By Car

Drive northwards along the Tolo Highway (route 9) past Tai Po and towards Fanling.

Exit at the signs for Hong Lok Yuen (exit 7).

Take the second exit off roundabout.

At the traffic light, turn right to Hong Lok Yuen.

After the security post, go over the brow of the hill and take the first left hand turn which will bring you to the school gates.

By Public Transport

Take the MTR East-Rail train to Tai Wo Station, then a 10 minutes taxi ride to the school.

Road Safety and Car Parking

Whilst we are fortunate that our school is situated on an estate far from any main road, congestion can still occur at peak times.

To ensure the safety of students, it is vital that all adults and children obey our Road Safety Code, we work closely with Hong Lok Yuen Management to enforce this.

Students who cycle to school may leave their bicycle at the bike rack in the car park.

All children under 11 years of age should be accompanied by an adult, and all cyclists (including adults) are expected to know and abide by the rules of cycling safely.

We encourage students from the Hong Lok Yuen community to walk to school if possible.

This is beneficial for health but also helps to reduce vehicle congestion around the school.

For parents who drive to school, car entry labels to the HLY estate are available from the school office.

SCHOOL RULES

Discipline

Discipline in school is everyone's responsibility and our expectations are high. On the whole, students at ICHK Hong Lok Yuen are very well behaved. There is a clear policy that sets out protocols in the event of misbehaviour.

Uniform and jewellery

We expect all students to wear the correct uniform. Shoes should be black, trainer type shoes are acceptable as long as there are no coloured markings. Trainers for P.E. should be predominantly white.

All students and parents should comply with the school uniform expectations. Please ensure all items are clearly labeled with student names.



Uniform can be purchased from the school on Thursdays 8am-4pm (lunch time 12:30pm-1:00pm). We also operate a second hand uniform shop from the parents room. Specific times are posted on the school notice board and are included in the parents bulletin. For specific uniform information, please see the website.

Alternatively, you can purchase uniform directly from the supplier:

Aston Wilson Ltd, 2/F, Will Strong Development Building, 59 Parkes Street, Jordan, Kowloon. Phone: (852) 2523 2517 / Fax: (852) 2526 4455. Email: astonwilson@biznetvigator.com

PE uniform and school swimming towels are available to purchase through the school office.

Jewellery should not be worn in school. If students do have earrings then these should be covered for PE. Any type of dangly earring is unacceptable. School holds no responsibility for any lost items.

Money

If a child needs to bring money into school to purchase anything or pay for a school visit, please ensure it is in a sealed envelope clearly marked with name and class.

Personal Student Belongings

Students should not bring any toys or electronic items to school. The only exception is for students who have a prolonged bus journey. Any such items will be the student's responsibility and will be kept by the teacher during school hours.

If a student needs a phone to contact parents, then these should be given to the teachers for safe keeping during the day.

Sporting equipment is allowed at school (although no wheeled equipment). Trading cards such as Pokemon may be brought into school but will be banned for a time if they become a cause of conflict. Footballs are to be carried in a separate bag. School cannot accept any responsibility for the loss of items.

Class Celebration and Sweets

No parties are to be held for the end of term (Y1 - Y6) or individual student birthdays. Cakes and other goodies are to be taken home at the end of the school day, not eaten at school.



Computer Use and Internet

The school places a strong emphasis on Information Communication Technology.

Students across the school have access to iPads and Macbooks, and we also have many cameras for students to use. There are TV monitors and Apple TV in every classroom and wireless availability throughout the school and grounds. Students become proficient in all areas, including film making and podcasts. We continually strive to keep up to date with all mobile technology.

A comprehensive ICT Policy is in place to ensure appropriate use of technology at all times.

FACILITIES

Field and Play Areas

We are fortunate to have extensive grounds including a very large field. This field is for authorised school use only. Students are not permitted to play in the grounds after school hours, unless waiting for an activity, when they must be directly supervised by an adult. The large play equipment on the field is for students over the age of five. Bikes, scooters or skateboards are prohibited from school grounds. Please note that for Health and Safety reasons, parents and students are not allowed to bring dogs on to the school grounds.

Swimming

We use the club swimming pool next door to the school.

Library

We have an excellent library with a wide collection of English books along with Chinese and Dutch language books. It is also a media centre with laptops and desktops available for student use and research purposes. There is a flat screen TV which is available for students to watch appropriate curriculum linked DVDs. Each week, students have the opportunity to borrow books. Please encourage them to look after these books and return them in good condition.

The School Garden

We have a very active gardening club and herbs and vegetables are grown. Each class has its own plot and is encouraged to take responsibility for the produce. There is a small pond that attracts frog spawn at certain times of the year. The area can be used to support our learners in a number of areas, for example, science, art, and environmental sustainability.

Music Room

The school has a state-of-the-art music room where all students are given opportunities to discover a broad range of musical experiences. There is also a school choir for interested students.



EXTRA CURRICULAR ACTIVITIES AND EDUCATIONAL TRIPS

After School Activities

As a small school we pride ourselves on the diversity of after school activities we can provide for students. There are two types of clubs, some of which are staffed by professionals from outside organisations whilst others are staffed by teachers.

Outside providers of activities like rugby, soccer and piano will charge a fee and parents deal directly with the company or individual responsible. Each year a variety of free clubs is offered by teachers on a termly basis, to reflect the interests of the children. Bookings are on a first come first served basis.

We also have a Dutch School, that operates twice a week from 3:30 pm to 6:00 pm. For further details please check the school website.

Educational Visits

Educational visits are an integral part of the school's curriculum. Students make visits to important cultural and heritage sites in Hong Kong, along with local businesses and an annual trip to China is organised for students in years 4-6.

In recent years students have visited the 10,000 Buddha's Temple, The Wishing Tree, Organic Farm, Sha Tin Jockey Club, Fanling Recycling Centre, Heritage Museum, Tai Po Waterfront Park and Kadoorie Farm.

Camps

Students from Year 3-6 go on an annual camp. Camps enhance social development and independence from home as well as being closely linked to the development of Social Science experiences and concepts. Camps are part of the curriculum and compulsory for all students.

Insurance

Your child is covered by school insurance. For further information please contact the Senior Finance Assistant in the finance office.

THE SCHOOL COMMUNITY

Parent Involvement

We are very proud of the strong community atmosphere at ICHK Hong Lok Yuen and we believe that the involvement of parents is one of the things that make our school special. As a parent or friend you are able to help at the school, join one of our committees or become a class link member.



Class Link Parent

The class link system plays a vital role in our communication with parents. Each class has a link parent who acts as a central contact for sharing information within the school, and providing feedback and ideas in a positive environment.

It is a forum for general school matters to be discussed and is aimed at strengthening relations in our community.

It is not designed to address personal issues, and these should be communicated privately, where they can be resolved in an appropriate manner.

The parent representative fulfils the following role:

- Contact person for new parents (groups lists will be given)
- Liaison between school and class parents
- Supporting teachers with class events, eg helpers for trips, bake sales
- Supporting the Fundraising committee
- Providing ideas for school events and fundraising
- Providing feedback to School Leadership Team and Governors
- Promoting friendships between students and parents
- Supporting discussion on relevant school issues and improvements

PMP programme

Our Perceptual Motor Programme teaches children important movement and communication skills and parents and volunteers play a vital role in ensuring its success. Parents help supervise activities with small groups of children. The sessions are led by the school's PE teacher and assistant teachers are also present to guide and supervise the learning.

Fund Raising Committee

Parents can join the Fundraising Committee, which organises various activities for students and adults throughout the year.

Parental Help in School

We always welcome help in the classroom, in the library, accompanying classes on school trips and supporting teachers in running after school clubs. The school uses the expertise of many of our parents who give talks to students on cultural celebrations, professions and hobbies. These visits are linked to units of inquiry and provide children with a greater understanding and help them make connections to the world.

Community Events

A number of school concerts, sporting tournaments, fundraisers and social events are organised for parents and children throughout the year. The dates for all scheduled events are included in the school calendar.



COMMUNICATION WITH PARENTS

The school has excellent communication channels with parents.

All parents are given access to our school intranet, The Orchard, where you will find online school reports and curriculum information.

A special meeting is held for all new parents at the start of each school year, to provide information about the routines, experiences and requirements of each class.

Parents can communicate with teachers via email and staff are available in the playground at the end of every day if there are queries and concerns.

For general matters, advice and concerns the Principal and Deputy Principals are available in the playground in the mornings and after school.

In the first and second terms parents can review their child's progress with their teacher at special interview sessions.

At the end of the first term, parents receive a progress report and in the third term they receive a final report of their child's progress throughout the year. There are also Student Led Conferences where your child will share their work and examples of their learning from the year.

Parents are also welcome to make an appointment with staff anytime throughout the year.

Parent Complaints

If you have any concerns/complaints, please contact the person concerned. If parents consider that an issue is still unresolved, then it is important to make an appointment with the Principal.



CHAPTER 4 HEALTH AND SAFETY

CARE AND SUPERVISION OF STUDENTS

Child Protection

The school has a comprehensive CP Policy. For further information please see the policy.

Student Welfare and Safety

The health, safety and welfare of the students is of paramount importance. Please always approach a member of staff immediately if you have any concerns.

Wellbeing and Mindfulness

Our Wellbeing Policy underpins all teaching and learning at school. We value the link between emotional wellbeing and academic achievement, and we know that happy children are the best learners. Mindfulness is included in all classes because of the benefits for learning, concentration and stress reduction.

Anti Bullying

As a school, we are committed to ensuring that every child is happy and motivated to learn, and staff invest a great deal of time into the social and emotional development of students. We work to ensure that students have respect, tolerance and care for others.

We have a thorough Anti Bullying policy, which encourages all children to 'tell an adult' and know that they will be listened to.

Internet Access

All staff comply with the school's comprehensive ICT Policy, and there are systems in place to ensure that students have controlled access to the internet.

Nut Free Policy

Food containing nuts is not to be included in any child's food throughout the school to protect children at risk of an anaphylactic reaction.

Children who are allergic should be identified at enrolment and food containing nuts is not to be included in any child's food.

Parents should liaise with the school and provide up-to-date medication/Epi-Pens. A review will be conducted at the start of each school year.

If an attack occurs, teachers will use the Epi-pen and an ambulance will be called.

HEALTH AND SAFETY

Accident Reporting

There are procedures in place for any accidents that occur during school hours and parents will be contacted about any incidents deemed to be of concern. This is a precautionary measure and will alert parents if the student, later in the day, shows signs of being affected by the accident.



First Aid

Basic first aid equipment is kept in the school reception area, resource room and on each floor of all buildings. The school receptionist will usually be able to deal with first aid needs that cannot be met in the classroom.

Medication

Whenever possible medication should be administered at home. However, if your child needs to take medication during school hours parents need to fill out a prescription medication administration form and provide the medication in the original container.

If a student has any type of ailment, it is very important to inform the class teacher, the office and the Physical Education teacher if appropriate. Students who suffer from asthma and need to bring inhalers to school should give them to the class teacher for safe keeping, together with instructions for use. Please do not send your child to school if they are at all unwell, to prevent spread of infection, especially if they are showing the following symptoms, fever, running or inflamed eyes, rash, vomiting, diarrhea or excessive coughing. A child should remain at home at least 24 hours with no fever, diarrhea or vomiting following an illness. Please inform the school if your child suffers from a severe food or medical allergy, in addition, to advise on any counteractive medication required e.g. Epi-pen.

Sickness in School

Students who are sick or require anything other than very minor first aid attention can be taken to the Reception Office for attention during lesson time, and parents will be contacted. Please arrive at school to collect them as soon as possible.

Medical Service

The school uses the services of a registered optometrist and an audiologist, who visit every year and test students for any hearing or visual difficulties. This is carried out by private practitioners and fees are charged.

Immunisations are carried out according to the Hong Kong government's health guidelines each year. On an annual basis the government offer health screenings and dental checks for primary students free of charge.

Health Crisis

The school has a comprehensive policy for health crisis. From time to time the Hong Kong Education Department issues health warnings, which are always communicated to parents via email.

Head Lice

Please always inform the school if there is a case of head lice. A message will be sent to parents. Please ensure you comply with the contents.



Hot Weather and Pollution Warnings

We have systems in place to monitor weather and air quality and will restrict outdoor play/ PE if the temperatures are too high. Please ensure that students have a hat and wear sun screen.

Emergency Procedures, to Include Fire Alarm and Evacuation.

All staff are aware of the fire evacuation and lock down procedures, and practice fire drills are staged every term.

Security

All visitors to school should sign in at the Reception Office and wear a visitor's badge. Security issues are taken very seriously.

SCHOOL CLOSURE POLICY

From time to time school has to close due to inclement weather. If it is before school, a message is placed on the front screen of the website and an SMS message sent to parents. If closure takes place during school hours, parents should come and collect their child. School buses will run as long as it is safe to do so. Please read the Policy on the website for further information.



CHAPTER 5

FEES AND CHARGES

SCHOOL FEES AND ASSOCIATION CHARGES

For the latest tuition fees and associated charges, please check the school website www.ichk.edu.hk.



CHAPTER 6

GETTING TO KNOW HONG KONG

Aside from popular attractions like Disneyland, The Big Buddha and Ocean Park, there is a wealth of family friendly activities to be experienced in Hong Kong. The region is rich in opportunities for people of all ages to explore. Below are just some of the popular attractions you may like to visit as a family.

Family Friendly Outings

Kadoorie Farm and Botanical Garden, Tai Po, <http://www.kfbg.org.hk>

Tai Po Waterfront Park, Tai Po, <http://www.lcsd.gov.hk>,

Hong Kong Wetland Park, Yuen Long district, <http://www.wetlandpark.gov.hk>

The Lavender Garden and the Rainbow Organic Strawberry farm, pick your own strawberries (Dec-April), Fanling, www.lavendergarden.com.hk

Mapopo Community Farm and Market, Fanling, <http://www.mapopo.wordpress.com>

Tai Tong Lychee Valley, Yuen Long, <http://www.yl.hk/taitong>

Cycling in Tai Mei Tuk, there are several cycle rental shops and good Thai restaurants in the village.

Hiking at the Plover Cove Reservoir, take the Pat Sin Leng Nature Trail

Lion's Nature Education Centre, Sai Kung, <http://www.lnec.gov.hk>

Family hike in Sai Kung Country Park, visit the Sheung Yiu Folk museum, wide range of restaurants around the Hoi Pong square in Sai ung, www.heritagemuseum.gov.hk/eng/museums/sheungyiufolk.aspx

10 Thousand Buddhas Monastery (Man Fat Sze), Po Fook Hill at Pai Tau Village, Sha Tin

Snoopy World, New Town Plaza, Sha Tin, <http://www.snoopycentre.pigeond.net/world.htm>

Chi Lin Nunnery and Nan Lian Garden, Diamond Hill, <http://www.discoverhongkong.com/eng/attractions/culture-chilin-nunnery.html>

Weekend market on the Goldcoast seafront, wide selection of restaurants at the Piazza, Castle Peak Rd, Castle Peak Bay, Gold Coast, <http://www.goldcoastpiazza.com.hk>

Beaches

Half Moon Bay (Hap Mun Bay), sampan from Sai Kung Public Pier

Trio Beach, sampan from Pak Sha Wan Pier (close to Hebe Haven)

Dalang Bay, (Big Wave Bay), several small noodle restaurants with terrace in the area. Challenging hike, better suited to older children.



Indoor Activities

Hong Kong Heritage Museum, Sha Tin,
<http://www.heritagemuseum.gov.hk/eng/>

Science Museum, Tsim Sha Tsui,
<http://www.sciencemuseum.org.uk/>

Hong Kong Museum of History, Tsim Sha Tsui,
<http://www.lcsd.gov.hk/CE/Museum/History/>

Hong Kong Museum of Art, Kowloon,
http://www.lcsd.gov.hk/CE/Museum/Arts/em_US/web/ma/home.html

Bumbletots, softplay centre, Ma on Shan,
<http://www.bumbletots.com.hk>

Ice Skating Rinks

Elements shopping mall, Tsim Sha Tsui,
<http://www.rink.com.hk>

Glacier skating rink in Festival Walk shopping mall, Kowloon Tong,
<http://www.festivalwalk.com.hk/en/fun/glacier.php>

Megaice, in Megabox shopping mall, Kowloon Bay,
<http://www.megaice.com.hk>

Useful Online Resources

www.littlestepsasia.com

www.expatliving.hk

www.saikung.com

www.geoexpat.com

www.sassymamahk.com

www.hkmadame.com

www.ppp.com.hk/educational-publishing/playtimes

www.AsiaXPAT.com



CHAPTER 7 FURTHER HELP

We have aimed to include as much information as possible for parents in this guide, but if you require any further help please do not hesitate to ask. Your requests for help will always be respected and our staff will always be willing to provide helpful advice and guidance.

***Please also visit the school website
www.ichk.edu.hk.***



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