



Kindergarten & Primary

STUDENT & PARENT HANDBOOK

2022 - 2023



Empowering the next generation of leaders

Trao quyền lãnh đạo cho thế hệ trẻ tương lai

TH School is an independent, non-denominational, co-educational day and boarding school that offers an internationally focused college preparatory education to host national and international students from 2 – 18 years of age. TH School has been authorized by the Vietnamese Ministry of Education and Training to implement a student-centered inquiry-based curriculum which blends a holistic English language-based international educational experience with essential elements of Vietnamese language, literature, history and civics.

Our Mission

We seek to empower Vietnam's future leaders to think critically, display empathy, and act with integrity.

Our Vision

To create a network of schools throughout Vietnam that provides students a holistic world-class bilingual education, state-of-the-art resources, purpose-built modern facilities and nutritious meals in an internationally minded atmosphere of high expectations, support and kindness.

TH School được xây dựng theo một mô hình giáo dục hoàn toàn khác biệt sử dụng các chương trình đào tạo Quốc tế đã được áp dụng thành công trên toàn thế giới và kết hợp chương trình Việt Nam học (Tiếng Việt, Ngữ văn, Lịch sử và GD&CD) được thu gọn một cách khoa học nhất. Vận hành theo hai mô hình bán trú và nội trú, trường chào đón các em học sinh Việt Nam và Quốc tế từ hai tuổi cho tới hết Trung học Phổ thông. Được Bộ Giáo Dục cấp phép, TH School tiên phong trong việc đưa vào chương trình học một giáo trình với nhiều cải tiến, lấy người học làm trọng tâm và khuyến khích sự tò mò của người học cũng như tạo một nền tảng ngôn ngữ toàn diện.

Sứ mệnh

Chúng tôi giúp những nhà lãnh đạo tương lai của Việt Nam xây dựng tư duy phản biện, biết đồng cảm và hành động chính trực.

Tầm nhìn

Chúng tôi sẽ tạo nên một hệ thống trường học tại Việt Nam đem lại cho học sinh một nền giáo dục đẳng cấp thế giới với cơ sở vật chất hiện đại, công nghệ tiên tiến và những bữa ăn dinh dưỡng trong một môi trường Quốc tế nơi mà mọi người nâng đỡ và giúp đỡ nhau phát triển.

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School Contact

School Offices

KINDERGARTEN OFFICE

Location: Building H, Room H104
 Open from 7:30 to 16:30
 Secretary: Ms. Bùi Ngọc Minh Quyên
 Phone: +84 (0)24 73092255 - ext. 244
 Mobile: 0903071336
 Email: quyensecretary@thschool.edu.vn

PRIMARY SCHOOL OFFICE

Location: Building C, Room C102
 Open from 7:30 to 16:30
 Secretary: Ms. Bùi Ngọc Minh Quyên
 Phone: +84 (0)24 73092255 - ext. 244
 Mobile: 0903071336
 Email: quyensecretary@thschool.edu.vn

Please call or email the KG/Primary School Office to:

- Report absences
- Report late arrival or early departure
- Obtain a copy of schedule/timetable
- Enquire about School administrative matters
- Make an appointment with Principal Yvette Jeffrey

Staff Team

Staffing for the school year 2022 - 2023

SENIOR LEADERSHIP TEAM	NAME	EMAIL
Superintendent	Stephen West	superintendent@thschool.edu.vn
KG & Primary Principal	Yvette Jeffrey	principal_cb@thschool.edu.vn

VIETNAMESE PRINCIPALS		
Kindergarten	Phan Thị Thảo Hương	pthly_kg@thschool.edu.vn
Primary	Nguyễn Thị Thu Cúc	ps_principal_vn@thschool.edu.vn

COORDINATORS		
KG/Primary	Emma Louise Davies	edavies@thschool.edu.vn

KG SCHOOL	TEACHER	EMAIL
KG1	Samantha Tania Webster	swebster@thschool.edu.vn
KG2	Olena Allday	oallday@thschool.edu.vn
KG3	Rose Koini	rkoini@thschool.edu.vn

PRIMARY SCHOOL	TEACHER	EMAIL
Grade 1	Benedine Singh	bsingh@thschool.edu.vn
Grade 2	Emma Louise Davies	edavies@thschool.edu.vn
Grade 2	Lisa Groom	lgroom@thschool.edu.vn
Grade 3	Daniel Burke	dburke@thschool.edu.vn
Grade 3	Amber Barrett	abarrett@thschool.edu.vn
Grade 4	Daniel Mark Moore	dmoore@thschool.edu.vn
Grade 4	Tali Ratzon	tratzon@thschool.edu.vn
Grade 5	Josslin Micheal Berrett	jberrett@thschool.edu.vn
Grade 5	Lisa Margaret Rose Hergaty	lhergaty@thschool.edu.vn

SPECIALIST TEACHERS	TEACHER	EMAIL
EAL	Janie Turner	jturner@thschool.edu.vn
EAL & PE (Grade 4&5)	Agata Kantorska	akantorska@thschool.edu.vn
EAL	Washiela Coghlan	wcoghlan@thschool.edu.vn
PE	Maeve Culhane	mculhane@thschool.edu.vn
Art & PE (Grade 2&3)	Nick Chappell	nchappell@thschool.edu.vn
Learning Support	Eoghan Finn	efinn@thschool.edu.vn

CO-TEACHERS	TEACHER	EMAIL
Grade 1 Co-teacher	Nguyễn Hồng Trang	trangg1@thschool.edu.vn
Grade 2 Co-teacher	Hà Thị Kim Liên	lieng2@thschool.edu.vn
Grade 2 Co-teacher	Lê Hương Giang	giangg2@thschool.edu.vn
Grade 3 Co-teacher	Hoàng Thị Trang	trangg3@thschool.edu.vn
Grade 3 Co-teacher	Trần Văn Anh	vananhg3@thschool.edu.vn
Grade 4 Co-teacher	Phạm Thị Liễu	lieug4@thschool.edu.vn
Grade 4 Co-teacher	Hoàng Việt Hà	haprim@thschool.edu.vn
Grade 5 Co-teacher	Hoàng Ngọc Trang	trangg5@thschool.edu.vn
Grade 5 Co-teacher	Đỗ Thị Thùy Linh	linhg5@thschool.edu.vn
Pre/KG1 Co-teacher	Nguyễn Huyền Trang	trangkg1@thschool.edu.vn
KG2 Co-teacher	Thái Thu Hương	huongkgvn@thschool.edu.vn
KG3 Co-teacher	Trần Thị Hoài Thu	thukgvn@thschool.edu.vn

OTHER IMPORTANT CONTACTS	NAME	EMAIL
Director of School Systems, PEACE Rep.	Trần Thị Quyên	ttquyen@thschool.edu.vn
Chief Accountant	Nguyễn Trà My	nttmy-finance@thschool.edu.vn
Admin Manager	Vũ Quỳnh An	adminmanager@thschool.edu.vn
Bus Coordinator	Phạm Đăng Khoa	pdkhoa_admin@thschool.edu.vn
Nurse	Kiều Thị Thủy	nurse_01@thschool.edu.vn

Message from the Kindergarten & Primary Principal

I would like to extend a very warm welcome to you and your family, and I am delighted you have chosen TH School to continue your child's learning journey.

Learning is at the heart of any school – rigorous, engaging and exciting learning which challenges our children to develop an increasing understanding of the world around them and their place within this. We aim to inspire all our students so that they develop a love for learning, grow as individuals and succeed wherever their future lies.



Our International Curriculum with our specially adapted Vietnamese curriculum provides a basis for the holistic development of all our students. Our focus on academic, personal and international goals supports our learners to act with integrity in an ever increasingly interdependent world.

We look forward to another exciting year ahead! There will be much that we can do together to help your child have a smooth transition to our school. I hope that this handbook will provide some of the most essential information about how we operate and also about the exciting and enjoyable learning your child will experience.

Best wishes



Yvette Jeffrey
KG & Primary Principal

TH School Mission & Vision

OUR MISSION

We seek to empower future leaders to:

- think critically
- display empathy
- act with integrity

We seek to:

- Provide a safe, secure and academically stimulating environment
- Support learner outcomes focusing on inquiry, collaboration, play and personal development
- Provide a holistic environment with a focus on students' physical, intellectual and social/emotional development.
- Immerse students in an educational community that develops the essential qualities of passion, gratitude and humanity
- Offer a curriculum that encourages learners to engage the world as global citizens valuing international mindedness and an appreciation for diverse points of view
- Cultivate bilingualism focusing on English and Vietnamese language acquisition
- Develop within students the ability to work independently and collaboratively, think critically, analyze data then make informed decisions
- Encourage a deep sense of service and responsibility to protect the rights of all people and the environment
- Innovate with technology to enhance learning
- Inspire creativity through active problem solving and the fine arts



OUR LEARNING DEFINITION

Learning is a continuous process that integrates knowledge, skills and understanding with the real-world application of this process, allowing us to act with integrity in an interdependent world.

TH School Academic Programme

The TH School curriculum has been developed to align with founder Madame Thái Hương's vision of delivering a holistic English medium international programme incorporating essential elements of Vietnamese language, literature, history, and geography. The KG/Primary curriculum incorporates the International Early Years Curriculum (IEYC) and the International Primary Years Curriculum (IPC) alongside the TH School bespoke Vietnamese curriculum. KG/Primary

students spend 80% of the school day studying the TH School international curriculum (IEYC and IPC) taught in English by expatriate teachers and 20% of the school day studying the TH School Vietnamese curriculum taught by host national teachers in Vietnamese with the goal of complete bilingualism. Regardless of curriculum, students are encouraged to enquire and think critically in their subjects and develop their independent study skills.

INTERNATIONAL EARLY YEARS CURRICULUM (IEYC) FOR 2 TO 5-YEAR-OLDS

In our Kindergarten (KG), we believe our children learn best through play and interacting directly with their learning environment. This provokes curiosity in the world around them and stimulates them to think for themselves, solve problems, work with others to gain an increasing understanding of the world and how it works and their place within this world.

Children start in Kindergarten when they turn 2 years old. In KG, children will learn in both English and Vietnamese. There is roughly 80/20 split. All classes have an International Teacher and a Vietnamese Co-Teacher.



TH School follows the [International Early Years Curriculum \(IEYC\)](#), which is developed by Fieldwork Education and designed around eight learning principles that are considered essential to children's learning and development.

1. The earliest years of life are important in their own right.
2. Children should be supported to learn and develop at their own unique pace.
3. Play is an essential aspect of all children's learning and development.
4. Learning happens when developmentally-appropriate, teacher-scaffolded and child-initiated experiences harness children's natural curiosity in an enabling environment.
5. Independent and interdependent learning experiences create a context for personal development and are the foundation of international mindedness.
6. Knowledge and skills development lead to an increasing sense of understanding when children are provided with opportunities to explore and express their ideas in multiple ways.
7. Ongoing assessment, in the form of evaluation and reflection, is effective when it involves a learning-link with home.
8. Learning should be motivating, engaging and fun, opening up a world of wonder for children where personal interests can flourish.

INTERNATIONAL PRIMARY CURRICULUM (IPC) FOR 5 TO 11-YEAR-OLDS

Our [International Primary Curriculum](#) ensures rigorous learning through exciting and globally relevant themes. It uses the latest research into how children learn best, and we tailor learning experiences so that students can deepen their understanding of their own culture and identity, whilst also developing an increasingly international perspective. The IPC provides children with subject goals, personal learning goals, and uniquely, international learning goals.

Subject goals: Subject goals cover the knowledge, skills and understanding we want children to develop across the units of learning. There are subject learning goals for:

- Language
- Arts
- Mathematics
- Science
- ICT & Computing, Technology
- History, Geography
- Music, Physical Education, Art and Society



Personal Goals

Students will be taught in such a way that they develop the personal qualities of:

- | | | | |
|--|-----------------|-----------------|-----------------|
| • Adaptability | • Communication | • Respect | • Empathy |
| • Curious, creative, critical thinkers | • Resilience | • Being ethical | • Collaboration |

International Learning Goals

International learning goals are unique to our curriculum and help young children begin the move towards an increasingly sophisticated national, international and intercultural perspective. Each thematic IPC unit includes an international aspect, to help develop a sense of ‘international mindedness.’

Mascot

Thaddeus, named by the children, is the manifestation of all the personal goals. The turtle is important in Vietnamese mythology and the following story outlines its significance.

Stories of the Hoàn Kiếm turtle began in the fifteenth century with [Lê Lợi](#), who became an emperor of [Vietnam](#) and founder of the [Lê Dynasty](#). According to legend, Lê Lợi had the sword named [Heaven's Will](#) given to him by the Golden Turtle God, [Kim Qui](#).



One day, not long after the war and the Chinese had accepted Vietnam's independence, Lê Lợi was out boating on the lake. Suddenly the Golden Turtle God surfaced, prompting Lê Lợi to return Heaven's Will and thank the divine turtle for its help. The Golden Turtle God took back the sword and disappeared into depths of the lake. Lê Lợi then renamed the lake [Hoàn Kiếm Lake](#), meaning "The Lake of the Returned Sword" (Wikipedia).



Academic Calendar & Structure of the Day

Semester dates

SEMESTER 1
9th August to
23rd December

MID-TERM BREAK
10th to 14th October

SEMESTER 2
30th January to
16th June

MID-TERM BREAK
3rd to 7th April

Academic Calendar

For the relevant academic calendar, please refer to the appendices or the [school website](#).

Kindergarten Day: Pre-K & KG1

Breakfast	7.30 – 8.00 AM
Registration	8.00 – 8.10 AM
Learning Time	8.10 – 9.20 AM
Snack & Outdoor Learning	9.20 – 9.40 AM
Learning Time	9.40 – 11.00 AM
Lunch & Sleeptime	11.00 AM – 1.30 PM
Snack & Outdoor Learning	1.30 – 1.50 PM
Learning Time	1.50 – 3.00 PM



Kindergarten Day: KG2 & KG3

Breakfast	7.30 – 8.00 AM
Registration	8.00 – 8.10 AM
In-Class/ Outside Learning	8.10 – 9.40 AM
Snack & Outdoor Learning	9.40 – 10.10 AM
In-Class Learning	10.10 AM – 12.10 PM
Lunch & Sleeptime	12.10 – 1.20 PM
Outdoor Learning	1.20 – 1.40 PM
In-Class Learning	1.40 – 3.00 PM

Primary Day: Grades 1–3

Breakfast	7.30 – 7.55 AM
Registration	8.00 – 8.10 AM
In-Class Learning	8.10 – 9.40 AM
Snack & Outdoor Learning	9.40 – 10.10 AM
In-Class Learning	10.10 – 12.10 PM
Lunch & Outdoor Learning	12.10 PM – 1.00 PM
In-Class Learning	1.00 – 3.00 PM



Primary Day: Grades 4–5

Breakfast	7.30 – 7.55 AM
Registration	8.00 – 8.10 AM
In-Class Learning	8.10 – 10.10 AM
Snack & Outdoor Learning	10.10 – 10.40 AM
In-Class Learning	10.40 AM – 12.10 PM
Lunch & Outdoor Learning	12.10 PM – 1.00 PM
In-Class Learning	1.00 – 3.00 PM



Co-Curricular Activities (CCAs)

At TH School, co-curricular activities are integral to our holistic approach to education and life-long learning. They provide a wealth of opportunities to extend learning beyond the classroom and for our students to develop their own passions and skill sets.



Campus Regulations

Security at Arrival & Leaving Campus

TH School is a closed campus. Visitors must report to the main security gate with ID in order to receive a Visitor's Pass. Parents are expected to show school ID card at the gate when entering the campus. Other visitors are expected to wear School badges at all times when on the campus.

During the school hours, students are not allowed to leave school without parental and Principal's permission.



TH School ID Card

The TH School ID card is issued to:

- Identify the card holder as a current member of the TH School community.
- Allow access to school facilities to the extent of the card holders eligibility.

Student Cards

All registered students shall be issued a student card for the duration of their tenure at TH School. Homeroom teachers keep KG/Primary ID cards in a safe place to be used when necessary, eg. when checking out books from library or for use as ID cards on school trips.

Parent Cards

All registered parents shall be issued parent cards. Cards will be shown at the gate when entering the campus. Parents may be asked to show their cards when picking up their child(ren) at the class or other pick up points. Note: there will be no lanyards for wearing, parents can keep the card in their wallet.

Parents will use the TH School card to borrow books from the library and enjoy discounts when purchasing goods/services from campus kiosks.

Child Pick-Up Cards

Designated pick up persons will be issued a “Pick-Up” card. Parents must register specific “pick-up” designees with the TH Admissions Team.

Card Issuance

The TH Admissions Office will issue ID cards.

Card Maintenance

All cardholders are responsible for keeping the card safe and in good working condition. Hole punching, bending, folding, or any other damage to the card, losing the card by negligence, accident, or theft will result in the cardholder being required to pay the replacement fee for a new card. If the card is not functioning properly due to the printing error, a replacement card will be issued at no charge.

Lost or stolen TH School ID cards must be reported to the TH Admissions Office to protect data and school access.

TH School will provide a replacement card for a fee of **VND 50,000**. Replacement of cards will take 10 working days.

Cancellation and Deactivation of ID Cards

ID cards are the property of TH School. ID cards must be returned and cancelled when a student (parent) no longer attends TH School. ID cards will be valid for 4 years from the date of issue. After this period, a replacement card will be provided free of charge.

Supervision

All TH Students in KG and Primary must be supervised at all time on the campus. At the end of the school day students are expected to leave the campus. Our outdoor learning/play areas such as the KG playground and the basketball courts are not to be used unless supervised by a member of TH School staff.

Students' Belongings

Please take time to label all of your child's belongings.

TH School takes reasonable precautions to ensure general security of property within the school buildings. However, students should not bring valuable personal belongings, money, toys, food, or items of sentimental value to School. Please also remove jewellery from children. For personal safety, necklaces, bracelets, and other forms of jewellery should not be brought into school. TH School is not responsible for replacing lost, misplaced, stolen, or damaged belongings and valuables.

Prohibitions

TH School is a no smoking campus. Therefore, smoking is not allowed on the campus at any time. In addition, the following are not allowed on campus for health and safety reasons:

- Dogs or any other pets, except service animals
- Weapons of any kind (real or imitation) - this includes toy guns
- Explosives
- Food orders and deliveries from external vendors except for approved celebrations such as birthday

Students are not permitted to use or be involved with the use or distribution of alcohol, tobacco, or drugs at any school-sponsored activities both on or off campus. The use, possession or distribution of drugs is strictly prohibited and illegal. Violation of this regulation will result in expulsion.

What to Wear

At TH School we encourage our students to take responsibility for their learning and their behaviour. Students are provided with uniforms and we strongly encourage, but not make daily use compulsory.

PE uniform and sports shoes must be worn on days when students have PE or an afterschool club which involves physical activity. Children not wearing the correct attire will not be able to take part in PE activities as this could jeopardise their safety or the safety of others.

When involved in field trips or sporting events students should wear school uniforms.

For formal school ceremonies, school uniform or formal national dress code will be required for attendance.

Examples of formal ceremonies include: Opening Day celebration, International Day, etc.





Air Quality & Sun Safe Policy

The school monitors outdoor air quality (AQI) each morning and follows [the protocol outlined HERE](#).

AQI measurements can be found on this [LINK](#).

We are also a sun safe school. Students are required to wear hats when learning and playing outside all year round. Please label these with your child's name.

Absences or Late Arrival & Early Leaving

Absences or Late Arrival

Parents must phone the KG/Primary School Office at +84 (0)2473092255 – ext. 232 before 08:00 to inform the school of their child's absence or late arrival.

Absences which have not been notified are then checked by the School Secretary.

Parents of children with unexplained absences are phoned by the School Secretary to determine the whereabouts of the child.

For planned absences, you will need to inform the Principal using [this document](#). We would urge parents to use the school holidays for family travels. Everyday your child is not in school will affect their learning progress.

All absences appear on the student's record. In the event that a student and/or family choose to be on a planned absence, the school will not set up extra work.

Early Leaving

TH School is a closed campus. As such students may not leave the campus without parental and administrative permission. If a child needs to leave campus before the end of the school day, parents must contact the KG/Primary School Office and let them know when the child will be collected and by whom. Please report to the Primary/KG secretary who will assist in collecting the child.



Student Behaviour: Make the Right Choice

The IPC/IEYC have eight personal goals which are used as a guide to the behaviours we wish to see develop across the school. One of these goals is being ethical, which we translate into “making the right choices”. Our approach to behaviour has been built on this principle.

TH School is a friendly and caring place where students are free and safe to learn and play. All our behaviour standards are based on ensuring that the students act in a safe, sensible and caring manner and that they take responsibility for their own behaviour and the choices they make.

This is emphasised and underpinned by a positive attitude to their own and others’ learning and well-being. Students are taught to respect each and every person regardless of age, nationality or gender. The school does not tolerate bullying or racism of any description. All incidents relating to bullying or racist behaviour are referred immediately to the Principal.

If students do not conform to our personal goals, there are various class strategies teachers can employ as part of their day to day management of the class. If a child persistently chooses not to follow the personal goals, teachers will discuss this with the Primary/KG Coordinator and work together to support the child to make the right choices. Parents will be informed at this stage, if they have not been informed before. If there is no improvement, the Primary/KG Principal will become involved and will organise a meeting with the parents to discuss next steps.

Anti-Bullying Guidelines

TH School is committed to the safety and protection of children and all members of our school community. Every member of TH School community is expected to treat self and each other with respect and dignity. We develop and maintain a whole school approach to prevent and tackle bullying behaviours by adopting key principles drawn from best practices:

- A positive school culture and climate;
- A school-wide approach;
- Implementation of education and prevention strategies (including awareness raising measures);
- Effective supervision and monitoring of students;
- Supports for staff;



- Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
- Ongoing evaluation of the effectiveness of the anti-bullying policy.

The focus of the school shall be placed on prevention by building a positive school culture and climate. However, when a concern is identified, set protocols shall be followed to investigate, communicate with people involved, support the victim and restorative justice procedure consequences will be applied

Library

Library Hours

8:30 am - 4:30 pm Monday to Friday. The library is closed during the school holidays.

Parents can accompany children to the library after school but they should not be left unattended after school.



Library Policy

TH School's library is a place for reading, researching, and learning. Therefore, we expect everyone to keep it clean, quiet and to respect other readers. Consumption of food, drinks is not permitted in the library.

Students can borrow up to 2 books at one time and up to 14 calendar days. When the due date expires, if the borrowers want to continue to borrow the materials, they have to bring the materials to the library to apply for an extension. With respect to rare or valuable books/documents, students must read the materials in the library.

Students are expected to respect the loan periods and return in time so that others can use the resources/books. Lost, or damaged items must be replaced with the exact same items by the borrower, or he/she will be billed with the cost of the item plus shipping and processing.

In the future, the library can be used by the parents as well.



Bus Services

TH School offers a bus service from many districts within Hanoi using convenient pick-up and drop-off points. All buses are equipped with seat belts, and students are required to use them when travelling.

Pick-up: Pick-up locations will be safe, central and close to your place of residence. Parents need to make sure to bring their child on time for the bus pickup.

Drop-off: Parents must collect their child promptly. In case parents cannot pick up their child on time, they will need to inform the bus monitor beforehand and alternative arrangements will need to be made for transportation by parents.

Students should behave in a respectful manner at all times whilst on the bus and follow the instructions set by the bus monitor.

Each bus driver is accompanied by a bus monitor whose responsibility is to ensure that safety procedures are followed and that children are collected and dropped off at correct venues. School keeps parents informed of the contact details of the bus driver and monitor of their child's bus. Please contact Mr. Khoa, bus coordinator at Tel: (+84) 904393889 or pdkhoa_admin@thschool.edu.vn to:

- Report student absences
- Report any safety infractions
- Report any inappropriate behaviours
- Notify change of address
- Obtain phone number of the bus monitor

For any changes in bus routes, pick up and/or drop off address, please use this [FORM](#).

Eating at School

At TH School, students' meals are designed according to Vietnam's Nutritional Pyramid, developed by the country's leading nutritional experts at the TH Nutritional Institute.

Students are provided:

- A wholesome breakfast
- Morning refreshment with fruits, milk and/or yogurt
- A healthy lunch
- Snack during afternoon break for Pre-KG and KG1
- Snack for those attending clubs at 3.15pm



We source our dairy products from [TH True Milk](#) and our organic fruits and vegetables from [FVE](#), as well as other trusted vendors. Students are taught and encouraged to develop independence in making nutritional choices.

*Note: if your child has food allergy, please advise Ms. Ha Kitchen office at phone + 84 (0)2473092255 - ext 226, or email ntha_kitchen@thschool.edu.vn.

Food ordered by the students and deliveries from external vendors are prohibited.

Medical & Health Care

Student well-being underpins academic success. We pride ourselves on offering not only everyday pastoral care and support for our students but also opportunities for students to develop their physical abilities to stay healthy along with a specially designed nutritional programme.

STUDENT MEDICAL RECORD

A [student medical form](#) must be submitted before starting school as part of the application process. Parents need to keep the school updated on any medical matters relating to their child.

SCHOOL HEALTH OFFICE

The School Health office with a registered nurse is open from 8:00am - 4:30pm Monday to Friday. The primary purpose of the School Health Office is to provide first aid to students, staff and visitors.



ANNUAL HEALTH CHECK

Every year around the last week of September, TH School will contract a reputable Medical provider to conduct annual health check for all students. The health check results will then be shared with parents, and a copy is kept in student file. The health check provider is also expected to run comparative reports on overall student health.

Sickness

Our Health Office has the ability to manage minor accidents or first symptoms of sickness. Students will be sent home if they develop symptoms such as temperature of 37.5 or higher, vomiting, diarrhoea, viral or bacterial conjunctivitis, or any illness that preventing them from participating in class or could be infectious.

Student should be kept at home if the above symptoms/sickness have not been fully treated.

Please note that children who have been sick or who have diarrhoea should be **kept at home for 24 hours after the last bout of being sick or having diarrhea**. This is to stop spreading the illness to other children and teachers. Please support with this.

SICKNESS HANDLING PROCEDURES

TYPE OF SICKNESS	PROCEDURES
Minor sickness Symptoms include: <ul style="list-style-type: none"> • Temperature less than 37.5 Celsius • Minor bruises • Minor injuries 	<p>Step 1: Teacher who sees the symptom takes the student to the Health Office.</p> <p>Step 2: School nurse examines and assesses the student's condition. Parent is informed. The student is treated and sent back to classroom or sent home if necessary being collected by parent or authorized adult.</p> <p>Step 3: Teacher and parent are informed of the situation. Incident report is created and kept on student file.</p>
Emergencies <ul style="list-style-type: none"> • Temperature higher than 37.5° Celsius • More serious injuries needing evaluation by a doctor 	<p>Step 1: Teacher informs School nurse and Principal</p> <p>Step 2: School nurse calls ambulance to take the students to designated hospital (named on student medical insurance card) or to Medical University hospital in case of critical emergencies.</p> <p>Step 3: School nurse/School Admin officer calls parent.</p> <p>Step 4: Student is taken for emergency treatment by the School nurse.</p> <p>Step 5: Teacher and Principal are informed of the situation. Incident report is created and kept on student file.</p>

Step 6: Student returns to school with physician's approval and recommendations (if necessary) for follow up treatment.

*Parents are contacted at the earliest opportunity and are kept updated as appropriate

*If the School is unable to contact a parent the School will contact the child's designated emergency contacts.

*In an emergency situation the School reserves the right to authorize medical treatment if the School is unable to contact the parent or designated emergency contacts.

USE OF MEDICINE

All medicines or any medication supplements are to be kept and distributed by the school nurse. The students are not allowed to self-medicate. Parents should hand over the medicines to the school nurse and request for medicine administration by filling in [THIS FORM](#) with clear dose and time.

Parent Guidelines

Guardianship

All TH School students must be under the guardianship of a parent or legal guardian at all times. Parents/guardians are responsible for updating the school when there are any changes in contact details and parental/guardian status.

TH School Constructive Communication Policy

Constructive school communication is essential for a healthy school environment. A desire for student success is the number one thing that ties all school community together. Parents need to have clear guidelines as to what communication channels should be pursued when seeking information, raising queries or concerns.

Communication Channels

TH School uses a number of media platforms to engage with our parents. Each platform has a different function and is outlined as follows:

PLATFORM / TOOL	FUNCTION
Website	For updates, calendar, short announcements and repository for school newsletters; repository of information about the school for prospective parents and school policies
Facebook / Newsletter "TH Spotlight"	Used to celebrate events and share photographs and videos
Calendar / Blogs / Google Classroom	Weekly information about each of the Departments – KG/Primary, Secondary School, Co-Curricular program
Google Classroom / Seesaw	For each Class / Grade group
Email / Phone	Direct communication with teachers, staff and administration
Reports	In December and June, parents will receive an individual report on the attainment and progress made by your son/daughter. This highlights the main learning outcomes relevant for the year group and the progress your child is making towards these.
Scheduled Parent Teacher Meeting	Across the course of the year Parents will be invited for individual meetings with their child's class teachers. This will be to share strengths and areas that parents can support at home.

Raising Queries & Concerns

In order to ensure swift and effective action with concerns or queries, students and parents are encouraged to speak/write directly with the person who can answer or solve the problem. In other words, it should be handled at the level closest to the issue. Parents and students should first discuss any problems with their teacher if appropriate and then the respective Principal and finally the Superintendent if needed.

Please note that during the school day the teachers are busy teaching and supervising your children so there will be delays in responding to you. For urgent matters, please call the School Office.

TH School Parents Engagement Association for Collaborative Enrichment (PEACE)

PEACE exists as an advisory body to promote communication and collaboration between the Parents and the School with the fundamental aim of enhancing the educational and holistic development of the students. Any decisions and course of action will respect and incorporate the fundamental tenets of the School mission and vision. PEACE is organized and operates as a voluntary support association.

Member of PEACE: All members of the present parents/guardians of present students of TH School are automatically members of the PEACE.

Class Representatives: Class Representatives are nominated at the beginning of each academic year and volunteer to serve as a representative for each class.

Executive Committee: The Executive Committee members are elected by and from the General Committee. The duties of the Executive Committee are to identify, lead and implement, with the support of the PEACE members, activities in pursuit of the objectives set. The Executive Committee also works closely with the School in organizing and volunteering for school activities.

More information about PEACE can be seen in the [PEACE bylaws](#).

Birthday celebrations at school

Students are made to feel extra special on their birthday. They are presented with a TH card and sung to at the Friday assembly. (Birthdays are celebrated after the event – unless the birthday is during the following weekend or holiday).

If a parent wishes to celebrate their son's/daughter's birthday in class, we can allow the last 15 minutes of the day for this. Parents should arrange everything including the cakes, plates, utensils, etc. Please use recyclable items where possible and avoid single use plastic. If they wish, siblings could join the celebration and the parents should notify the teachers of these children the day before.

Parent Volunteers

For the richness in students' learning and for the nurturing of a vibrant, positive community building, school will quite often need parent volunteering in various school activities, such as:

- Take part in orientation for new families
- Organize community fairs
- Assist in career days, concerts, or other school events
- Take part in students' service-learning trips
- Organize and participate in social, community building events
- Provide translation or language assistance



Home Learning Guidelines

We encourage parents to help your children to take charge of their own home learnings, and as Dalton Miller-Jones, Ph.D. says "We want them to be responsible for their successes and failures, show them how engaging learning is, and that the motivations for learning should be the child's intrinsic interests, not an external reward."

For students at kindergarten and primary levels, research has found that home daily reading will have the greatest positive impact on academic success. We strongly encourage that daily reading at home in both English and mother tongue.

Parents can also help by creating an environment in which children can engage in many activities that have positive impact on their learning such as time outdoor, physical exercise, family time, games/board games with siblings and/or neighbour friends.

Gift Giving Policy

TH School acknowledges that Vietnam has a beautiful culture of expressing appreciation and gratitude. The School however discourages students and parents buying and giving gifts to school teachers and staff. Student made cards, simple handicrafts or flowers are examples of acceptable gifts to express appreciation to teachers for special events such as Teacher's Day and Tết. More substantial gifts are strongly discouraged and will be donated to TH Community Fund. Cash gifts of any amount are prohibited.

Parent Contact Details

It is important that the School has accurate contact details of parents and guardians. Parents are expected to keep all contact information (email, phone, address, etc.) up to date. Any change in contact can be updated by the KG/Primary office.





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