

TH *School*



# TH School

## STUDENT & PARENT HANDBOOK

2020-2021



## 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 GDCD) 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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## Secondary Principal Message

Dear Secondary School Students and Parents,

Xin chào and welcome to TH Secondary School. At TH School, we recognize the importance of supporting and inspiring students to be internationally-minded, global citizens ready to take on present and future challenges. When teaching addresses and reflects multiple dimensions of learning, students are motivated and engaged. In turn, deeper learning and stronger identity development occur; students flourish and feel a deep sense of community and purpose. We do this by coupling challenging and relevant instruction with high expectations and appropriate levels of support in all aspects - cognitive, social and emotional of the student development. We strive to see and understand students for the unique individuals they are and to provide them with engaging and active learning experiences that develop the essential skills needed to take on today's world and tomorrow's questions and challenges.

Deep learning and conceptual understanding occur when students are consistently provided with opportunities for inquiry. This enables students to naturally develop as critical thinkers and problem solvers. When students are guided beyond simple skill and content knowledge acquisition toward deep, conceptual understanding, they are encouraged to think outside the box, to innovate and to make essential connections across disciplines critical in today's world. By providing students with contextually relevant, responsive practices and strength-based approaches, we prioritize the whole child and provide them with learning experiences that foster a love of learning that will follow them throughout their lives.

I am privileged to have the opportunity to play a role in your child's journey and look forward to the meaningful learning experiences we will all have as part of the TH School family.

"Alone we can do so little; together we can do so much" - Helen Keller



Heather Pineda MEd, MCert

Heather Pineda  
International Secondary Principal  
[hpineda@thschool.edu.vn](mailto:hpineda@thschool.edu.vn)

## Academic Calendar & Structure of the Day

A current TH School calendar can be found here [on our website](#). It is based on approximately 180 days of instruction. We operate using a semester system consisting of approximately 18 weeks, or 90 days each.

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

School grounds open at 7:15 each morning and close at 16:30 pm unless otherwise scheduled and indicated on the school calendar. All day students are expected to leave the campus at this time.

## SCHOOL CONTACTS

### SECONDARY OFFICE

#### For Chua Boc Campus

Location: Building B, Room B106

Open from 7:30 to 16:30

Secretary Grade 6 - 8: Ms. Nguyen Thu Ha

Secretary Grade 9 - 12: Ms. Mai Ngoc Van

Phone: +84 (0)2473092255 – ext. 210

Email:

[secondarysec\\_cb\\_02@thschool.edu.vn](mailto:secondarysec_cb_02@thschool.edu.vn) (Gr. 6 - 8)

[secondarysec\\_cb@thschool.edu.vn](mailto:secondarysec_cb@thschool.edu.vn) (Gr. 9 - 12)

#### For Hoa Lac Campus

Location: Level 3, Building H

Open from 7:30 to 16:30

Ms Doan Minh Anh

Phone: +84 24 7309 2255 - ext 305

Email:

[secondarysec\\_hl@thschool.edu.vn](mailto:secondarysec_hl@thschool.edu.vn)

Please call or email the Secondary 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 Heather Pineda

## PARENT CONTACT DETAILS

It is important that the School has accurate contact details of parents and guardians. Parents are expected to keep all this information up to date and notify the school of any changes that occur throughout the year.

## IMPORTANT SECONDARY CONTACTS

	NAME	EMAIL
International Secondary Principal	Heather Pineda	<a href="mailto:hpineda@thschool.edu.vn">hpineda@thschool.edu.vn</a>
Director of Boarding	Sandie Fowler	<a href="mailto:sfowler@thschool.edu.vn">sfowler@thschool.edu.vn</a>
Assistant Principal - Chua Boc Campus	Jane Ball	<a href="mailto:jball@thschool.edu.vn">jball@thschool.edu.vn</a>

Assistant Principal - Hoa Lac Campus	Nick Bernhard	<a href="mailto:nbernhard@thschool.edu.vn">nbernhard@thschool.edu.vn</a>
Secondary Counselor	Michelle Lockwood	<a href="mailto:mlockwood@thschool.edu.vn">mlockwood@thschool.edu.vn</a>

## OTHER IMPORTANT SCHOOL CONTACTS

	NAME	CONTACT DETAILS
Superintendent	Pete Kennedy	<a href="mailto:superintendent@thschool.edu.vn">superintendent@thschool.edu.vn</a>
Director of School Systems	Tran Thi Quyen	<a href="mailto:ttquyen@thschool.edu.vn">ttquyen@thschool.edu.vn</a> (+84) 2473092255 – ext. 285
Director of Admissions and Marketing	Pham Thanh Nga	<a href="mailto:ptnga@thschool.edu.vn">ptnga@thschool.edu.vn</a>
Boarding House Deputy Manager	Dinh Thi Thao	<a href="mailto:dtthao_pa@thschool.edu.vn">dtthao_pa@thschool.edu.vn</a> (+84) 2473092255 – ext. 104
Chief Accountant	Nguyen Thi Tra My	<a href="mailto:financemanager@thschool.edu.vn">financemanager@thschool.edu.vn</a>
Office Manager	Pham Thu Thuy	<a href="mailto:officemanager@thschool.edu.vn">officemanager@thschool.edu.vn</a>
Bus Coordinator	Pham Đang Khoa	<a href="mailto:pdkhoa_admin@thschool.edu.vn">pdkhoa_admin@thschool.edu.vn</a> (+84) 904393889
Nurse		<a href="mailto:nurse_01@thschool.edu.vn">nurse_01@thschool.edu.vn</a>

## The School Day

The secondary school day is organized into six lessons a day, with each lesson being 60 minutes long. Classes are scheduled on a 4-day routine schedule where students rotate through eight different classes every four days in order to maximize instructional time. All students have a 10-minute homeroom time at the start of each day. After school activities begin at 3:15 at the Chua Boc campus and at 3:00 on the Hoa Loc campus. Extracurricular activities end by 4:30 and the school also closes at this time unless evening activities are planned.

## TH Secondary School Curriculum Overview

The TH School curriculum has been developed to align with Madame Thai Huong’s vision and is tailored specifically to meet the needs of our students. Vietnamese Literature, History, Geography and Civics are taught alongside a bespoke international curriculum designed to support the development of essential skills needed to best prepare our students for the future. We strive to continually support students to explore new ideas and to become the problem-solvers of the future in a rapidly changing world. Students at TH School will inquire about the world around them, be challenged to think critically and develop the competencies required to navigate and successfully adapt with a sense of meaning, purpose and true happiness.

## GRADES 6 & 8

The International Middle Years Curriculum (IMYC) is a rigorous academic program designed around the critical needs of the adolescent brain. Our program has a holistic focus, with special attention paid to the development of students' personal dispositions and values of international mindedness. Aimed at inspiring and engaging students, units cover globally relevant themes such as communication, entrepreneurship, challenge, and responsibility.

Our Middle Years program offers most subjects in English, including: Mathematics, Science, English, Humanities, Art, Music, Physical Education STEM with social-emotional learning. Vietnamese subjects— Vietnamese Literature and Culture, Vietnamese History, Civics, and Geography — are offered as part of the program in Vietnamese. Our non-Vietnamese students are able to take advantage of classes in Vietnamese Language and Culture.



## GRADES 9 & 10

Students in Grades 9 and 10 undertake a holistic educational program following an 80/20 format. 80% of the curriculum is taught in English, while the remaining 20% is taught in Vietnamese focusing on the essential elements of the Vietnamese curriculum.

In order to fulfil our holistic philosophy, TH School offers a broad-based group of subjects that include; English, Science, Mathematics, Humanities, Visual Arts, Music, Physical Education and 21st Century Skills/Advisory. Courses taught in Vietnamese focus on the

essential elements of Vietnamese Language, Literature, History, Geography and Civics. Our non-Vietnamese students are able to take advantage of classes in Vietnamese Language and Culture.

In consultation with teachers, students may also be entered for Cambridge IGCSE Exams in English as a Second Language, Science and Mathematics.

## GRADES 11 & 12

The A-Level program is a rigorous pre-university internationally recognized course of study that culminates with external exams at the end of Grades 11 and 12. TH students in Grades 11 and 12 take three subjects of their choice, that could lead to an A level or AS qualification. As part of the TH curriculum, A-Levels are supplemented with required courses in English language and Vietnamese literature, history and culture.

A-Level Courses are tailored to student needs and currently include Mathematics, English, Biology, Chemistry, Physics, Business Studies, Global Perspectives, Travel and Tourism, Digital Media and Design and others available when demand is large enough to constitute the creation of a class.





## Boarding at TH School

TH School is proud to offer the only international standard Boarding School in Vietnam on our Hoa Lac campus. TH Boarding is a home away from home where students can live and study in an international education environment. Our current 100 Boarders are among the first families to be able to access the best of world education and experienced teachers in a secure and friendly Boarding setting in Vietnam.

The inclusive nature of Boarding makes this a positive choice for students giving them the opportunity to live, work and study with others who will become their life-long friends. For many of our students who live outside Hanoi, Boarding is the only way to attend TH School, many of whom travel long distances to join us. We also offer weekly Boarding for students at our Hoa Lac campus who live closer to school and want the benefits of Boarding while enjoying weekend family time.

As a purpose-built facility, Boarding is at the heart of our Hoa Lac campus . The majority of students in Hoa Lac live on site as Boarders and it is their home for most of the year and enjoy greater access to school facilities such as sport, art and music rooms and other activities available on evenings and weekends. Excursions and additional opportunities for collaboration provide Boarders with the time to focus on personal development in areas such as:

✧ *Confidence*

✧ *Independence*

✧ *Self-study skills*

✧ *Self-motivation*

✧ *Respect*

✧ *Self care and domestic chores*

✧ *Social skills*

✧ *Responsibility*

✧ *Tolerance for others*

✧ *Innovation*

✧ *Cultural awareness*

✧ *Community services*



Supervised Prep each evening allows each grade level to work with their classmates to help consolidate learning, work on group assignments and be fully prepared for the next school day. Our English Academy gives intensive study and practise for our Boarders who are beginning their English development.

TH Boarding is a total experience - learning does not end at the end of classes and start again the next morning. Boarding students are supported 24 hours a day, to live and learn together as they develop important self-care and independence. Students take part in afterschool activities and we have busy weekends with activities and excursions.

Our Boarding 'Top Ten Rules' - a student developed standards for living together in our TH family. Like all families, living in Boarding involves compromise and thoughtfulness. Our Boarders are proud that they have developed their own code for living together in the form of a top ten rules. Reflecting on TH School's focus, we focus on 'Kindness' as our daily aim - everything we do with kindness benefits ourselves and everyone around us.



# TH Golden Rule

## KINDNESS IS KEY

Treat others as you wish to be treated. Be kind, always.



- ### 1 Speak English

TH School is proud to be an English speaking school. Speak English, hear English, live English!
- ### 2 No illegal substances in our school

We don't like what this can do to people, and we want to feel safe, without pressure.
- ### 3 Don't disturb learning

We are here to learn. Please don't stop us!
- ### 4 Be respectful of others, especially our elders

We are all worthy of giving and expecting respect. We need to treat everyone the same - respectfully.
- ### 5 Please ask first

**DON'T GO INTO MY ROOM OR TAKE MY THINGS WITHOUT ASKING**

We need the chance to share with you and I want you to respect my decision to keep my own things.
- ### 6 No fighting, No bullying

We all want to feel safe and happy. We should never take that away from others.
- ### 7 Keep our house clean and tidy

We are proud of our home at TH Boarding - let's take care of our spaces.
- ### 8 Please respect our sleep

**NO NIGHTTIME NOISE, CLOSE DOORS QUIETLY, WALK SLOWLY**

We need set times for sleep routines. We all work better when we have enough rest.
- ### 9 Embrace other cultures

**LEARN ABOUT OUR FRIENDS**

We all get so much more from life when we understand others- let's start with our TH friends.
- ### 10 Listen to everyone

We can all learn from others. We start by listening.

Remember what is important to us in our Boarding community. Share • Always say 'Hello' • Be on time • Help others

## Student Assessment & Feedback

In order for students to make progress in their academic pursuits and skills for life, ongoing and effective assessment and feedback opportunities must be built into what they do on a day to day basis (formative assessment). In addition, each subject area identifies a series of common checkpoint tasks/ assessments that produce evidence to provide a more summative measure of performance for each student. This information will be shared through reports, as well as through our student-led parent conferences.

Skills and knowledge are mapped across the curriculum and specific feedback for each student and steps for improvement in each area will be provided as part of ongoing and formative assessment. Reciprocal and reflective feedback is part of the Individual Academic and Enrichment Portfolio for their learning experiences and will be available on the Engae platform for parents in addition to school reports. Full details of when the Student-led conferences and assessment reports are available on the school calendar.

## Home Learning Expectations

Home Learning includes assigned work and study. The amount of homework that students receive depends on grade level. Each subject will allocate tasks agreed upon in a collaborative effort between all grade level teachers to ensure that students have a balance and are not overloaded when the school day ends. All tasks and details of can be found on our student information system.

In grades 6 and 7 each task should take approximately 20 minutes; therefore students should expect on average 40 minutes of home learning each evening.

In grades 8, 9 and 10 each task should take approximately 30 minutes; therefore students should expect on average one hour of home learning each evening.

- Reasons for not completing home learning assignments should be validated by an adult through email or on the student information system.
- All homework tasks should be recorded in the student diary with subject and due date.
- We advise that students avoid learning home learning tasks for the last minute and plan ahead.
- If a student is struggling with home learning tasks, they should ask for help from their teacher before the deadline

In grades 11 and 12, students will be spending on average about two to three hours each evening on home learning; although it will vary depending on task and time management, specific subject requirements and deadlines throughout the year. At the start of the school year, students are given an overview of the major deadlines for their A-Level subject areas. In grade 11, students are supported in finding ways and methods for independent study and planning and in managing deadlines over the two-year course work they will have during A-Levels.

Students are expected and encouraged to:

- Meticulously plan their time using a calendar / diary of their choice including long term deadlines, studying for exams etc
- Communicate and discuss with teachers, before any deadlines, if they are unable to meet those deadlines
- Speak with their teachers if they are struggling with workload and deadlines
- Ensure they are not spending a disproportionate amount of time on one subject, and if so be sure to communicate this as soon as possible

## Supporting a Positive Learning Culture

### Motivating Through Recognition

#### RECOGNIZING SUCCESSES & ESTABLISHING EXPECTATIONS

We aim to provide students with opportunities to embody TH School values. Goal settings and recognition play an important role in identity formation and developing self-efficacy and motivation in students. We recognize and celebrate social and academic achievement and progress.

We celebrate the work and behaviour of students on a day to day basis in a variety of ways including:

- Verbal acknowledgement – through subject teacher
- Written acknowledgement on student work
- 'Shout Outs' during assemblies and advisory periods
- House points – recorded by teachers and staff on the school information management system.
- Referral to leadership teams for verbal acknowledgement
- Contact with parents

More formal rewards include:

- Termly celebration assemblies
- House point certificates – bronze (50), silver (100), gold (150), platinum (200)
- Subject/event specific certificates and awards
- The TH School Challenge
- Speech Day prizes for specific subjects; tutor prizes for consistently upholding the TH School values
- The Madam Thai Huong TH Award for outstanding overall contribution to the school
- House Competitions run throughout the school year between our four Houses- Turtle, Phoenix, Qilin and Dragon.
- Students participate in a variety of events across a range of cultural and sport

#### STUDENT SAFEGUARDING: ARRIVING & LEAVING THE CAMPUS

TH School is a closed campus. Visitors must report to the main security gate with identification in order to receive a Visitor's Pass. Parents are expected to show their 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 school hours, students are not allowed to leave school without parent and principal permission. Students will need to collect a permission card to leave the site from the secondary office.

### 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. To maintain currency, they will be updated when students transition from one division of the school to another. Secondary Students are responsible for keeping their own cards.

### 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.

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

### 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 a 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 no more than 4 years from the date of issuance. After this period, if not already done, an updated replacement card will be provided free of charge.

## Student Belongings & Lost Property

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

TH School takes reasonable precautions to ensure general security of property within school buildings and campus. However, students should not bring valuable personal belongings, an excessive amount of money or items of sentimental value to school. TH School is not responsible for replacing lost, misplaced, stolen, or damaged belongings and valuables.

Whatever comes to school must be clearly named. All students are responsible for their own belongings. This helps the students (and us) find mislaid clothing and belongings. Lost property will be centrally stored and all attempts to reunite lost items with their owners will be made. Lost property may be retrieved before the start of school, at break times or at the end of the school day from the lost property area.

## Prohibitions

TH School is a non- smoking campus. Smoking/vaping is not allowed on the campus at any time. Additionally, 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)
- Explosives
- Food orders and deliveries from external vendors except for approved celebrations

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.

## Dress Code

At TH School we expect our students to take responsibility for their learning and behavior. In turn, students are guided toward carrying themselves in a manner that reflects positive attitudes, success and self respect. As part of this unique approach, students are provided with and expected to wear provided TH School uniforms to wear for both formal and informal occasions. PE uniforms are to be worn for all PE lessons. Students will be provided with alternative PE clothing if needed

The following standards apply:

- Shorts must cover the thighs
- Footwear must be trainers, sandals or shoes.
- Slippers, Flip flops and Crocs are not permitted.
- Pajamas are inappropriate for school use
- Clothes should not be torn, dirty or unkempt
- Inappropriate/offensive messages on clothing are not permitted
- Extremes in styles should be avoided
- Revealing clothing cannot be worn
- No cleavage or underwear can be exposed



When involved in field trips or sporting events students should dress appropriately for the activity but are not required to wear the school uniform..

For formal school ceremonies, a formal dress code will be required for attendance. Examples of formal ceremonies include: Opening Day celebration, Graduation, etc.

## Air Quality & Sun Safe Policy

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

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

We are a sun-safe school; students are encouraged to wear brimmed hats when learning and playing outside as well as

## Absences or Late Arrival & Leaving Early

### Absences or Late Arrival

Parents must phone the Secondary School Office at +84 (0)2473092255 – ext. 210 before 08:00 to inform the school of their child's absence or late arrival. A note in advance for a planned absence is appreciated.

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

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 extra work. It is the responsibility of the student to communicate with teachers regarding assignments and content covered and to make up for these on their own.

Students who are persistently tardy or absent may receive positive behavior interventions, such as providing students with mentors for daily check or receiving organizational and time management support. Additional information regarding attendance can be found in the TH School behavior and expectation policy.

## 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 Secondary School Office. The office will then provide a student pass to be shown to the security guards at the main gate allowing the student to leave the campus..

## Student Behavior & Expectations

An overall culture of positive and mutual respect is nurtured when all members of the school community feel safe, are treated with respect and dignity and value one another. This is everyone’s responsibility. Students at TH School understand that they are responsible for their actions and that their actions have direct and indirect effects on others. All members of the community take collective responsibility in promoting positive behavior and responding properly to inappropriate behaviors.

At TH School, we believe that students are the drivers of their learning. Teachers support and facilitate learning experiences, but each student has the responsibility for ensuring that they are fully engaged. To this end, we expect our students to:

- Relate well with their friends, teachers and staff
- Be responsible to self and others
- Be thoughtful, caring and supportive
- Be respectful
- Work collaboratively
- Be resilient
- Be active enquirers
- Be self-directed in their learning
- Manage time commitments
- Complete set tasks

## Out of bounds areas of the school

During the day there are areas of the school where students are not permitted to go for safety reasons. For more details of this please refer to the Student Behavior and Expectation Policy



### Behavior Management

A climate that fosters effective learning in all areas of the school community is at the heart of what we do. This cannot be left to chance. Establishing and building positive and trusting relationships among and between staff, students and parents is the cornerstone of student growth and success.

We are building and nurturing a supportive environment in which we are establishing behavior expectations that:

- Establish clear expectations of behavior.
- Expect students to act in a responsible, reflective manner and to exhibit self-regulation
- Provide opportunities for students to develop empathy, support one another and develop critical social awareness to enhance a sense of belonging and personal identity.
- Strive to prevent all forms of bullying.
- Work together with parents to create a lasting and trusting partnership between home and school.

To do this, we use restorative practices to support student development of self and social awareness, empathy and respect and by encouraging them to think about how their behaviors affect others. Restorative practices allow all parties to have their say and to be listened to.

Additional information regarding our Student Behavior and Expectation Policy can be found [here](#).



### Academic Integrity

TH School places a high value on honesty and integrity. All members of the school community (students, staff, faculty, parents and administration) are expected to behave with integrity and academic honesty.

The TH School [.Academic Integrity Policy](#) provides specific information about student expectations. The Student Behavior and Expectation Policy further explains consequences for inappropriate behaviors and decisions made against integrity guidelines. Policies can also be found on school website

## Teaching & Learning at TH

### Language Philosophy and Principles

Language provides the foundation for learning. We educate all students to think and communicate through inquiry for a holistic world-view and to develop as open-minded communicators who understand and appreciate their own cultures, stories, perspectives, values, beliefs and attitudes as well as foster the same towards others. We do this through a variety of modes of communication through the development of skills by implementing the following principles:

- Language is the foundation of all learning and demonstration of understanding
- English is the primary language of communication and instruction at TH School and is used when in mixed language social groupings at all times
- TH School is enriched through engagement in the local community; Vietnamese traditions and culture are celebrated and cultivated through Vietnamese study programs and Vietnamese language is offered at all grade levels.
- TH School provides students with ample opportunities to develop confidence as effective communicators in the use of language.
- All TH School faculty and staff are language teachers; the development of writing, speaking, listening and reading is a community effort and responsibility.
- All TH School faculty and staff exhibit and promote understanding of students' cultural identities and backgrounds as a part of teaching the whole child in all areas of the school community
- TH School recognizes the use of translanguaging in academic and social settings as a means of supporting students to develop language skills by expanding linguistic repertoires without detracting from the language acumen already possessed by students.



## Care for Students

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 themselves and each other with respect and dignity.

To this end, we expect our students to inculcate valuable personal dispositions enabling them to:

- Relate well with their friends, teachers and staff
- Be responsible to self and others
- Be thoughtful, caring and supportive
- Be respectful
- Work collaboratively
- Be resilient
- Be active enquirers
- Be self-directed in their learning
- Manage time commitments
- Complete set tasks

In return our staff will deliver engaging instruction by creating learning tasks that are:

- Active
- Interactive
- Appropriately challenging
- Purposeful
- Connected with students' interests

They will establish a positive learning environment by nurturing a sense of belonging, significance, and emotional safety so that students feel comfortable taking risks and working with a variety of peers

They will provide effective management by creating a calm, orderly environment that promotes autonomy and allows students to focus on learning

They will deliver developmentally responsive teaching by using knowledge of child development, along with observations of students, to create a developmentally appropriate learning environment.

## Student Services and the Student Journey

Our student support services include a range of emotional, health, and guidance support structures available for students. Structures are built around trusting and compassionate relationships, mindfulness, responsive practices and restorative practices for cohesion and equity for all.

All TH School students will be provided with an Individual Academic and Enrichment Portfolio designed to support and track learning throughout their student journey. We believe in supporting students holistically and are fortunate to have well-qualified student services staff able to support pathway planning in all areas of cognitive, social and emotional development. Counselors and specialist teachers are trained to support students with diverse learning needs in all areas. The Student Service Team works closely with all teachers and staff to ensure the needs of all students are appropriately identified and met.



## Counseling at TH School

Our counselor can be found providing social and emotional learning advisory classes as well as university and career guidance workshops for students. School counselors also play an integral role in data decision meetings, providing behavioral interventions, monitoring students and providing input in all areas of school programming. Occasionally, students struggle and can benefit from additional support beyond that of which they receive from their families, friends and teachers.

If your child experiences, exhibits or talks about any of the problems below, please get in touch with your child's teacher, the counselor or a member of the leadership team. Early detection and action is key, and ignoring or dismissing potential problems as just a phase can prove detrimental to the wellbeing of our students.

- Bullying
- Eating disorders
- Self-harm
- Depression or other emotional challenges
- Extreme stress
- (Suspected) Abuse

Our counselor serves as a student advocate and will provide support and coping strategies, provide interventions and work with all relevant members of the school community to ensure student wellbeing.

TH School Counselors are available to students and parents as needed to talk about student journey and pathway planning at any time.

The school nurse addresses immediate health issues that arise during a school day, provides basic health and first aid services, and coordinates any required external or emergency medical assistance; the nurse also oversees efforts to prevent the spread of contagious infections or conditions.

## 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 program.

Our School Health office with a registered nurse is open from 8:00 - 17:00 Monday to Friday. The primary purpose of the School Health Office is to provide first aid to students, staff and visitors.

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



## Student Medical Record

Completed student medical forms 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. Parents are requested to update the school of any medical conditions/allergies their child may have at the start of each school year. The parent also signs this to give the nursing team/teacher permission to administer over the counter medication should it be required.

**Medical authorization form:** This is filled in by a parent if a student requires administration of a regular or prescription medication. Students are not allowed to carry medication in their school bags or lockers.

**Emergency contact details:** It is important that parents supply a current mobile or home phone number and the details of a designated emergency contact to the school.

**Head Lice:** If the school is informed or discovers a case of head lice, all parents are informed and linked to the head lice advisory. Students are not sent home if found to have head lice during the school day; however, parents are informed and advised. Students may return to school once treatment has been started.

## Sickness Handling Procedures

Our health office manages minor accidents or the initial onset of sickness. If students develop symptoms that indicate a contagious or infectious illness, such as: a temperature of 39C or higher, vomiting, diarrhea, viral or bacterial conjunctivitis, or any illness that prevents them from participating in class. If the above illnesses have not been fully treated, students are to remain at home until it is safe for them to return to school without risking the health of others.

When students do become ill, they are encouraged to see the nurse. However, students need to get a permission slip from their teacher. If they become ill at break or lunchtime they must report to the secondary office for a permission slip. In matters of emergency, students can be taken to the nurse by an adult immediately.

In order to prevent the infection of other students and staff, please keep children who have been sick with fever or who have diarrhea at home for 24 hours after elevated temperatures have subsided or the last bout of diarrhea. We thank you in advance for your support with this.

TYPE OF SICKNESS	PROCEDURES
<p><b>Minor sickness</b> Symptoms include:</p> <ul style="list-style-type: none"> <li>• Temperature less than 39° Celsius</li> <li>• Minor bruises</li> <li>• Minor injuries</li> </ul>	<p><b>Step 1:</b> Teacher/Teaching Assistant who sees the symptom takes the student to the Health Office.</p> <p><b>Step 2:</b> 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><b>Step 3:</b> Teacher and parent are informed of the situation. Incident report is created and kept on student file.</p>
<p><b>Emergencies</b></p> <ul style="list-style-type: none"> <li>• Temperature higher than 39° Celsius</li> <li>• More serious injuries needing evaluation by a doctor</li> </ul>	<p><b>Step 1:</b> Teacher/Teaching Assistant informs School nurse and Principal</p> <p><b>Step 2:</b> 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><b>Step 3:</b> School nurse/School Admin officer calls parent.</p> <p><b>Step 4:</b> Student is taken for emergency treatment by the School nurse.</p> <p><b>Step 5:</b> Teacher and Principal are informed of the situation. Incident report is created and kept on student file.</p>
	<p><b>Step 6:</b> Student returns to school with physician’s approval and recommendations (if necessary) for follow up treatment.</p> <p>*Parents are contacted at the earliest opportunity and are kept updated as appropriate</p> <p>*If the School is unable to contact a parent the School will contact the child’s designated emergency contacts.</p> <p>*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.</p>

## Uses 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 a clear dose and time.

## Extracurricular Activities



Beyond the classroom, TH School organizes a rich extra-curricular program based on student interests, passions and strengths. Participating in extracurricular activities provide students with the opportunity to develop social and communication skills as well as to explore and pursue their interests that contribute to personal identity development.

Students may wish to choose several activities throughout the week that and/or attend supervised homework clubs when available. Students are encouraged to play a role in determining which activities are offered at TH Schools. When students participate in activities that play to their strengths, that they are passionate about and that provide them with a sense of belonging and purpose, they become motivated and develop a sense of commitment that transfers to all areas of life. Activities may include: community service activities, sports, cooking, book club, chess, STEM, wellness, debate, Model United Nations (MUN), dance, drama, film club, choir, body balance, Zumba, and others.

The duration of extracurricular activities depend on student interest and the type of activity. Activities such as MUN, Student Council and working with school publications, for example, last all year, while cooking and book clubs could run for shorter periods of time.

## Community Service

Participation in community service and the greater good is widely recognized as an essential way to develop a strong sense of belonging and community. By exposing students to the experiences of others, they develop empathy, a sense of gratitude and engage in reflective practices and evaluate personal values and attitudes. We continue to strive to ensure that participating in humanistic and environmental community service opportunities provides a foundation for our extracurricular programming in order to allow students to:

- Appreciate responsible citizenship beyond the classroom developing increased empathy
- Increase awareness and understanding of the broader community and the role they play in this
- Experience the intrinsic benefits that come from serving others and making a difference in the community
- Gain an increased sense of self-efficacy, responsibility and purpose
- Apply personal strengths and learning beyond the classroom
- Grow through self-appraisal and reflective practice

Participation in community service can be on any scale, small or large, ranging from personal volunteering through NGO organizations such as Operations Smile, Heartbeat Vietnam, to environmental campaigns, give-back drives, service projects, gratitude operations or starting one's own service project. Involvement in community service opportunities builds character in a unique way and provides students with opportunities to grow in every aspect of their lives.



## Student Trips

As part of the learning journey, TH School organizes off-campus trips for our students. The opportunity to join a trip provides unique learning and skill and relationship building experiences for all. There are 3 types of trips offered by TH School.

### RESIDENTIAL TRIPS

Each grade level participates in a 3-day residential camp, typically in November. These trips focus on team-building, personal and team challenges, and, depending on grade level, will focus on one or a combination the following themes:

- Culture
- Environment
- Community service

Please note: These trips are compulsory for all students as they play a vital role in contributing to each student's holistic wellbeing, and they underpin the philosophy of the school. All costs are covered by the school.

### FIELD TRIPS

These are trips that involve an entire class of students and are aligned to the school's curriculum. Field trips reinforce and expand the learning outcomes for students by providing 'hands-on' experiences in selected environments. They may be excursions to environmental, historical or cultural sites within or beyond Hanoi and will be conducted either during or outside of school hours.

## Conferences, contests and academic trips

Sports, arts, robotics, debate groups ... travel to other locations to engage in regional and international competitions. Student groups are restricted to those who have qualified for the competition. Examples include the World Scholars Cup, Young Entrepreneurs, Robotics Championship and various sports events.



## Trip Preparation

Well in advance of any trip, a risk analysis and management plan are completed and submitted to the Superintendent and other authorities for approval. About a month before the trip, a letter explaining the rationale of the school trip and the itinerary will be sent to parents. The letter should include duty lists, packing lists, and other relevant information concerning the trip. Parents will be asked to sign a consent form, and students will be asked to sign a contract detailing behavioral expectations during the trip.



### Library

Our library hours are from 8:30 to 16:30 Monday to Friday. It is also open from 18:00-20:00 for boarding students at the Hoa Loc campus. The library is closed during school holidays.



### Library Policy

TH School 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 are not permitted in the library and it is a phone free zone.

Students can use the library at break time and lunchtime.

Students can use computers to do homework and research whilst in the library.

Students can borrow up to 2 books at one time for 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.



## E-Safety

TH School fully understands that technology is an essential element in 21st century life for education. It is a tool that empowers our students to inquire, learn, think critically, communicate and collaborate. Technology use is, therefore, a part of the statutory curriculum and a necessary instrument for students and teachers.

E-safety training is to be embedded within the Personal Social and Health Education (PSHE) curriculum and includes:

- **Privacy & Security:** Students learn strategies for managing their online information and keeping it secure.
- **Digital Footprint & Reputation:** Students learn to protect their own privacy and respect others' privacy.
- **Self-Image & Identity:** Students learn the benefits and risks of presenting themselves through different personas online and their effects on their sense of self, their reputation, and their relationships.
- **Creative Credit & Copyright:** Students learn about copyright and fair use, reflecting on their responsibilities and rights as creators in the online spaces where they consume, create, and share information.
- **Relationships & Communication:** Students reflect on how they can use intrapersonal and interpersonal skills to build and strengthen positive online communication and communities.
- **Information Literacy:** Students develop the ability to identify, find, evaluate, and use information effectively. From effective search strategies to evaluations techniques, students learn how to evaluate the quality, credibility, and validity of websites, and give proper credit.
- **Cyberbullying & Digital Drama:** Students learn what to do if they are involved in a cyberbullying situation. They explore the roles people play and how individual actions - both positive and negative - can impact their friends and broader communities.
- **Internet Safety:** Students explore how the Internet offers an amazing way to collaborate with others worldwide while staying safe by employing strategies such as distinguishing between inappropriate contact and positive connections.

## Email

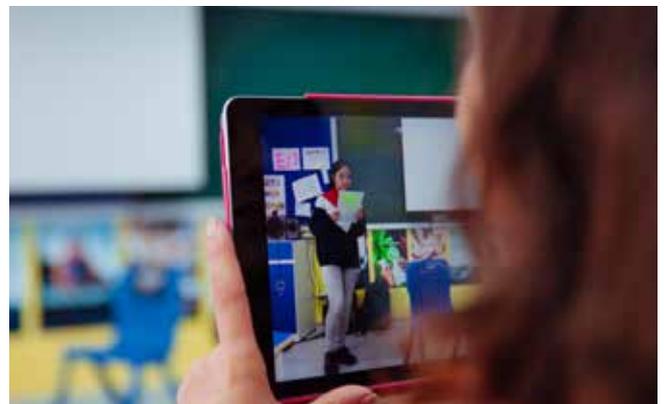
- Students may only use approved email accounts on the school system.
- Students must immediately tell a teacher if they receive offensive email.
- In e-mail communication, students must not reveal their personal details or those of others or arrange to meet anyone without specific permission.
- Unless the author is known, incoming e-mail should be treated as suspicious and attachments should not be opened.

## Technology at TH

TH School has invested in 2 class sets of iPads that teachers book and use with classes..

### Bring your own device policy

Our vision is to develop well-rounded and balanced students who are proficient in both online and offline environments. A Bring Your Own Device (BYOD) program allows for the school to provide a more personalized learning experience tailored to the individual needs and abilities.



The expectation at TH secondary school is that each student brings their own digital device to school for use in class. This device should preferably be a laptop but a tablet with suitable processing power is also acceptable for younger students. In the event that a student needs to borrow a device, a loan system is in place. In order to prepare our students for the challenges of life beyond the fourth industrial revolution, it is imperative that they are trained in the inappropriate use of technology.

### Mobile Phone Policy

Secondary students may carry a mobile phone to school but are not allowed to use them without permission during school hours, nor will the school be responsible for lost phones. During the school day, their phone should remain locked in their locker. In line with this, parents' mobile phones must be switched off before attending functions, performances, meetings, while working in the classroom and before entering the libraries. Please serve as a role model by setting a positive example demonstrating courtesy to others; ringing phones (and conversations) disturb everyone.

If a teacher sees or hears, a mobile phone or unapproved electronic device in the classroom, hallway, library or anywhere else, the following consequences might apply:

- The item will be confiscated and handed to the secondary school office and a warning will be issued. On a first offense, the student may collect the item at the end of the school day.
- With second or subsequent offenses, further consequences may be issued.

For further details refer to the TH School Behavior Policy\*\*.

## 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.

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 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](mailto: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](#).

## School Nutrition

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 "self-serving" healthy lunch



We source our dairy products from [TH True Milk](#) and our organic fruits and vegetables from [VFV](#), 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](mailto:ntha_kitchen@thschool.edu.vn)

Food ordered by the students and deliveries from external vendors are prohibited. If students decide to purchase outside food or drinks without permission, they will be held responsible for this decision and held to the procedures outlined in the TH School Behavior Policy.

## Parent Guidelines & Information

### 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

### TH School Constructive Communication Policy

Constructive school communication is essential for a healthy school environment. At TH School, students come first, and creating and nurturing environments that allow students to thrive drives all we do. Part of how we accomplish this is how we communicate with parents and guardians. Clearly communicated and reinforced guidelines are essential to ensure that all everyone feels heard and listened to.

Our communication policy provides all stakeholders with clear guidelines to ensure positive and efficient communication takes place. This allows all community members to prioritize time to focus on teaching and learning within our schools. Please refer to the policy when seeking information, raising queries or presenting concerns.

### 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 directly. In other words, it should be handled at the level closest to the issue. Parents and students should first discuss any problems with the teacher as appropriate, and then the Heads of Department, Curriculum Coordinator, Secondary Principal and finally the Superintendent if needed. Please refer to the TH School Communication Policy for further information.

### Communication Channels

To ensure that there is a systematic way in which information is shared with parents the following procedures are in place: 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"	The school newsletter, "TH Spotlight" is produced on a weekly basis and is available online. The newsletter includes information from all areas of the school and is also used to celebrate events and share photographs and videos as well as important dates for the week ahead.
Calendar / Blogs / Google Classroom	Weekly information about each of the Departments – KG/Primary, Secondary School, Co-Curricular program
Google Classroom	Students have an electronic calendar and communication system for school-wide information and classroom assignments. It contains essential information and also allows students to easily email their teachers. , The system diary facilitates two-way communication between teachers and parents.

### Email / Phone

All staff, both, academic and administrative, are available via email and will aim to reply within 24 hours in order to help answer queries, solve any issues and to celebrate successes

Face to face meetings are welcomed but must be arranged with 24 hours notice.

### 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 Meetings

At the start of the academic year, parents will be invited to “Curriculum Coffee Morning” presentations, where parents will have an opportunity to meet with teachers and other school staff, interact with our curriculum and gain a clear understanding on how best to support students at TH School.

In December, parents will be invited to student-led (3-way) conferences where your child will share their learning with you. Students will discuss their areas of strength and report areas that they need to develop through the creation of their personalized SMART targets that are:

- Specific
- Measureable
- Achievable
- Realistic
- Time-Framed

### TH School Yearbook

At the end of the academic year a TH School Yearbook will be created. This is a wonderful keepsake showing your child in their class with their classmates and teacher. It also summarizes the main events across the year.

## 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:** Parent representatives for each class are nominated at the beginning of each academic year and volunteer to serve as a representative for each class.

**Executive Committee:** 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](#).



## 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. However, student-made cards, simple handicrafts or flowers are examples of acceptable gifts to express appreciation to teachers for special events such as Teachers' 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 Volunteers

To enhance learning and to continually establish vibrant, positive schools with a deep sense of community, parents are asked to and welcome to volunteer to participate in and support the organization and running of school activities such as:

- New family orientation
- Community fair organization
- Career days, concerts, or other school events
- Student service-learning trips
- Social & community building events
- Providing translation or language assistance





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