

VIET NAM TINH HOA

Supported by NLCS International



PARENT HANDBOOK 2024 - 2025



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A Welcome From the Head of Junior School



We are excited to extend a warm welcome to you and your family as you join the Viet Nam Tinh Hoa Supported by NLCS International Community for the 2024-2025 year. We are thrilled that your child will be starting their journey in our Junior School, and we are confident they will thrive and seize every opportunity available to them.

At Viet Nam Tinh Hoa, we recognize how crucial the Junior School years play in a child's development.

Our aim is for each child to cultivate a passion for learning and develop a genuine love for school.

Our students make significant progress and build a keen sense of identity from an early age. We accomplish this through exceptional pastoral care, an ambitious and engaging academic curriculum, and a diverse range of enrichment activities, all within our state-of-the-art facilities. Additionally, the warm and supportive relationships we build with each child and their family are key to fostering educational success and personal happiness.

This Handbook is intended to provide essential information about life at our school. We hope you find it useful and we encourage you to keep it handy for future reference.

Should you need any further information or assistance, please feel free to contact our School Office.

Mr. John McEnhill - *Head of Junior School*

About Our Supporting Partner, North London Collegiate School



North London Collegiate School (NLCS), founded in 1850, is the oldest academic girls' school in England. Established by the great Victorian pioneer in women's education, Frances Mary Buss, it has provided an exceptional education for its students for over 170 years.

In the UK, NLCS has an exemplary record of the highest academic achievements, a strong tradition of providing an ambitious education, and a spirit of adventure and encouragement of individuality. NLCS (UK) exam results place the school consistently as one of the top schools in the UK league tables for the IB Diploma, A Levels and GCSEs.

Our Vision

At Viet Nam Tinh Hoa Supported by NLCS International, our vision is to be a pioneering and unique international school that celebrates and honours both Vietnamese language and culture while honouring the core educational values of NLCS. We have identified the importance of offering a differentiated educational experience that caters specifically to Vietnamese families and children.

Our vision is to create Vietnam's top international school that not only provides exceptional academic standards but also embraces and integrates the rich traditions and heritage of Vietnam into its curriculum and ethos. We are committed to nurturing dual-language and bicultural individuals who are well-equipped to navigate a globalized world.

Viet Nam Tinh Hoa Supported by NLCS International showcases an international school that is specifically tailored to the Vietnamese market whilst reflecting the NLCS philosophy - being an academically driven school, providing outstanding pastoral care and offering first-class enrichment programs. We seek to set a precedent for international schools by offering a truly immersive cultural experience that sets us apart from other institutions.

Viet Nam Tinh Hoa Supported by NLCS International is a model for educational excellence in Vietnam, and we are excited to showcase a school and community where there are only floors and no ceilings.

Aims of the School

The aims of Viet Nam Tinh Hoa Supported by NLCS International are to provide an ambitious education for all its pupils and to enable each pupil to make the most of their own gifts. Our highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can introduce their subjects with enthusiasm and drive. We want all pupils to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims of the classroom, we strive to make school a place where the whole personality can grow. We hope to foster good relations between staff and pupils and between the children themselves. We hope also to provide the means for children to express themselves, to learn that education is much more than passing examinations and to try themselves out in a variety of ways. We strive to maintain a community that is tolerant and teaches service to others



School Structure



The Junior School consists of Grades 1 to Grade 5. It is expected that pupils will pass from the Junior School to the Senior School when we open our secondary campus.

Year Level and Grade Level Reference Guide

Key Stage	British Year	Vietnamese Grade	IB Programme
Key Stage 1	2	1 (age 6-7)	Viet Nam Tinh Hoa Junior School Primary Years Programme
Key Stage 2	3	2 (age 7-8)	
Key Stage 2	4	3 (age 8-9)	
Key Stage 2	5	4 (age 9-10)	
Key Stage 2	6	5 (age 10-11)	
Key Stage 3	7	6	Viet Nam Tinh Hoa Senior School Middle Years Programme
Key Stage 3	8	7	
Key Stage 3	9	8	
Key Stage 4	10	9	
Key Stage 4	11	10	Viet Nam Tinh Hoa Senior School Pre-IB Diploma Programme
Sixth Form	12	11	IB Diploma Programme
	13	12	IB Career-related Programme

The Junior School Curriculum



The Viet Nam Tinh Hoa Supported by NLCS International curriculum has its roots in that of NLCS (UK), sharing its focus on academic rigour and scholarship whilst incorporating elements designed to cater for a truly international cohort aspiring to attend elite universities across the world. We seek every opportunity to honour the culture and language of Vietnam through our curriculum. We believe in treating each student as an individual, providing them with floors, not ceilings, and encouraging them to run their own race.

Viet Nam Tinh Hoa Supported by NLCS International draws upon the English National Curriculum, the Vietnamese MOET (Ministry of Education and Training) Curriculum and is a candidate school for the IB (PYP) Primary Years Programme. The essence of British, Vietnamese and International programmes is carefully considered and designed to ensure that we exceed international standards and retain a strong local identity. At the core of Viet Nam Tinh Hoa Supported by NLCS International is a dual language teaching approach integrated into the curriculum, with lessons taught in both Vietnamese and English.

Junior School students benefit from specialist teaching in PE, Music and Design Technology (Grades 3 to 5) and Art with the remaining subjects being taught by the class teachers who will determine whether lessons are best taught as standalone sessions or as part of a transdisciplinary theme. In addition to the classrooms, Students also enjoy spaces dedicated to science research, digital design, art, music, and drama.

Core Subjects and Number of Periods

Subject	English	Maths	Science	Inquiry (History and Geography)	Vietnamese	Total Number of Periods
Grade						
1	10	7	3	3	10	33
2	9	7	3	3	10	32
3	8	7	3	3	7	28
4	8	7	3	3	7	28
5	8	7	3	3	7	28

Green: English only

Orange: Dual language (English and Vietnamese)

Blue: Vietnamese only

Additional Subjects

In addition to the core subjects of English, Maths, Science, History & Geography, Pastoral Care and Vietnamese, students also take the following subjects during the school day. Technology is integrated into each of the subjects via the use of iPads.

Subject	Music	Fine Arts	Physical Education	Ethics	Design Tech	PSHE	Total Number of Periods
Grade							
1	2	2	3	1		1	9
2	2	2	3	1		1	9
3	2	2	3	1	3	1	12
4	2	2	3	1	3	1	12
5	2	2	3	1	3	1	12

There are no more than twenty pupils in each class. Each class in Grades 1,2 and 3 have two full time lead teachers (one Vietnamese and one International), and they are supported by a Teaching Assistant. Each class in Grades 4 – 5 have one full time lead International (English) teacher, a Vietnamese teacher for part of the curriculum, and a Teaching Assistant. Teaching assistants will be deployed where they are most effective in supporting student learning. In line with our vision to honour both Vietnamese and Western language and culture, the Vietnamese and International teachers share equal status as leaders of the classroom.

Junior School Calendar

Semester 1: 19th August 2024 – 10th January 2025

Semester 2: 13th January 2025 – 20th June 2025

VIET NAM TINH HOA
Supported by NCCS International

2024 2025

SCHOOL CALENDAR

Staff Arrival & Planning

School Event

Start of Semester

End of Semester

Break, No School

Public holidays, No School

Total school days	191
Total staff days	204
Semester 1	90 days
Semester 2	101 days

July 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 5 - 9: New Staff Arrival
 August 12 - 16: All Staff Arrival
 August 19: Family Orientation & Start of Semester 1

September 2-4: Vietnamese National Day
 September 5: Vietnamese School Opening

October 11: Parent/Teacher Conferences - No School
 October 14-18: Half Term

November 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

November 20: Vietnamese Teachers' Day, (Half Day)

December 20: Celebration of Learning, (Half Day)
 December 23-31: Winter Break

January 1-6: Winter Break
 January 6: PD Day - No School
 January 7: First Day of School
 January 10: End of Semester 1
 January 13: Start of Semester 2
 January 27 - 31: Tet Holiday

February 7: Tet Holiday

March 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 4: Parent/Teacher Conference, No School
 April 7: Hung Kings Commemoration Day
 April 21-29: Half Term
 April 30: Reunification Day

May 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 1: Labor Day
 May 2: Half Term

June 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 20: Celebration of Learning (Half Day)
 End of Semester 2

The School Day

The school day is divided into 9 lessons of approximately 35 minutes each, though some subjects have double lessons.

7.00am – 7.30am	<i>Pupils who arrive by 7.20am may have breakfast in the Dining Hall.</i>
7.30am – 8.00am	<i>Circle Time and Registration.</i>
8.05am – 9.20am	<i>Lessons.</i>
9.25am – 9.40am	<i>Morning Break. Pupils will be provided with a small snack to eat during short break.</i>
9.45am – 11.40am	<i>Lessons.</i>
11.40am – 12.40pm	<i>Lunch is eaten in the School Dining Hall. Children may play outside or spend time quietly in the library.</i>
12.45pm – 2.45pm	<i>Lessons.</i>
2.45pm	<i>School ends.</i>

Please inform the Office of any changes to your child's usual collection arrangements. We will not allow a pupil to leave until we are satisfied with the arrangements.

Lunch and Snacks

The daily menu is displayed in the Dining Hall and emailed to parents weekly. We encourage 'family style' dining where children sit with their peers at a round table, serve themselves and tidy their plates away after. Our chef and staff closely supervise the children to ensure that they eat a well-balanced meal and demonstrate appropriate table manners. Please notify our medical office and your child's teachers of any food allergies.



Beyond the School Day



Enrichment Programme

At Viet Nam Tinh Hoa Supported by NLCS International, we offer an exceptional Enrichment Programme that is embedded in the curriculum for students to go beyond classroom lessons. Our Enrichment Programme allows our students to develop themselves as a whole person and inspires them to be active and enthusiastic participants in a wide array of activities.

These activities are included in the school's tuition fees. Some of these activities run throughout the academic year, whilst others change each semester. They are age-appropriate and provide students with the challenge and rigour to be confident risk-takers and well-rounded individuals.

Talent Identification Programme

In addition to the provision described above, we are pleased to offer sessions run by specialist providers in our Talent Identification Programme. Students can enrol in private art, music, drama, and sport lessons with ACT, SMPAA (Soul Music & Performing Arts Academy), VCVA (Vietnam Contemporary Visual Arts Academy) and VIIS (Vietnam International Institute of Sport) in our Talent Identification Programme which extends students' talents and passion in the subject by experts in each field. Each student is encouraged to develop new skills, interests, and passions to help achieve a broad and balanced education. Sessions within the Talent Identification Programme are charged in addition to the student's tuition fees.

Time	
2.45 – 3.45pm	Enrichment Programme
	Included in School Tuition Fees
4.00 – 5.00pm	Talent Identification Programme
	Additional Cost

Parents and carers should pick up their child from school between 3.45 and 4.00 for pupils who stay after school to attend the clubs in the Enrichment. Please ensure that you keep your child with you once collected.

Parents and carers should pick up their child at the respective locations for those who stay after school to attend the lessons in the Talent Identification Programme with one of our partners: SMPAA, VCVAA or VIIS.

Expeditions

Expeditions are regularly organised to support various aspects of the curriculum. Children normally wear school uniforms unless this is not appropriate. You will be asked to complete a permission slip for all off-campus outings and full details will be given in advance. The expedition costs are borne by the school, except in the case of overnight expeditions, where an additional fee will be levied.

Risk assessments are completed before each trip and are distributed to all accompanying adults. Potential hazards such as arrangements for medical incidents or children going missing are covered in this paperwork. There is always a qualified paediatric first aider on outings.

After School Care



Children who do not attend lessons from Talent Identification Programme with our partners from SMPAA, VCVA and VIIS may stay after school in the library until 5.00pm. Parents may sign up for this service ahead of time after receiving notification of its availability and start date. This service is provided by request only. Please note that this is an additional charge to have students stay after 4.00pm.

Late Collection

Children should be collected at the designated time. If for any reason parents are late or unable to collect their child themselves, they should inform the school receptionist. The receptionist can be contacted by email at nlcs214@nlcshcmc.edu.vn or by telephone number (028) 71097837. Children that are not collected during the dismissal times will be taken and registered at Reception to await collection.

Under no circumstances will a child be able to leave the premises unless they are with someone who has proof that they are authorised to take the child.

Supervision

Viet Nam Tinh Hoa Supported by NLCS International has a duty of care in respect of children in its charge during school hours and, as such, has taken reasonable steps to ensure the safety of all pupils. Parents are expected to provide supervision for their child/children on school premises before or after normal school hours if they arrange their own transportation.

Travelling to School

Bus Services

We are committed to reducing the school's carbon footprint and encourage students to use our bus services, rather than being driven to school. Local roads get very congested and there are limited parking spaces and drop-off facilities on site.

All buses are fitted with seat belts and pupils are expected to remain in their seats and behave appropriately.

Access by Car

Access to the School site is controlled by the school's security guards from 7am to 4.30pm on Pasteur Street. The school gate opens at 7am and closes at 4.30pm. After 7.30am, the school will close the main gate to ensure general security. Parents and students are required to leave the school site before 4.30pm.

The safety of our pupils is our number one priority. All parties must work together and adhere to the following guidelines and procedures for the safety of our pupils. To promote this, we must all take responsibility for being vigilant and aware of risks. Adults and pupils are encouraged to keep themselves and one another safe and share any concerns they may have swiftly and appropriately with our Safeguarding Team.

Drop Off Procedures

The school gate opens at 7am. Children are free to arrive at school between 7am – 7.30am. Children who arrive before 7.20am are invited to enjoy breakfast in the Dining Hall.

Scooter or Car Drop Off

Pasteur is a one-way street so cars will enter through the front main gate (to the right of the building) 'Gate 1' and exit through the front main gate (to the left of the building) 'Gate 2'.

- *Parents drop off their child(ren) at the designated 'Drop off/Collection' point only, close to Gate 2.*
- *Children can only exit the vehicle/dismount from motorbikes at the designated collection point to ensure safe exit from vehicles and to prevent children from navigating the road whilst other cars/motorbikes are potentially moving.*
- *Children to the Dining Hall for breakfast until the start of school at 7.30am.*

Children arriving to school after the main gate has closed will be escorted by Security to the reception area where their attendance is updated, they are given a late slip and directed to their classroom. Reception will record the names of children and update the daily registers accordingly.

Pedestrian Drop Off

Students will walk into Gate 1 and enter through the security gate by tapping their student ID cards. Adults who accompany children into campus must carry their school-issued ID.

Late Arrivals

If you are dropping your child off between 7.30am and 8.00am and other pupils have already gone inside the classrooms, your child should go to his/her classroom directly. Students arriving late after 8.00am should go to the reception desk in the school foyer first to be registered with the receptionist before going to his/her classroom.

Pick Up Procedures

There are two afternoon dismissal times:

- *From 14.45 to 15.00 (before Enrichment Activities)*
- *From 15.45 to 16.00 (after Enrichment Activities)*

Vehicles enter through the front main gate (to the right of the building) 'Gate 1' and exit through the front main gate (to the left of the building) 'Gate 2'. Parents pick up their child(ren) at the designated 'Drop off/Collection' point only, close to Gate 2.

For children being collected, the Guard at Gate 1 will ask parents the name of the child and their Grade upon arrival and relay this information to Staff via the handheld transceiver.

- *If the child is being collected on foot, Operations staff will escort them to Gate 1.*
- *If they are being collected by car or motorbike, the child will be directed to the Operations staff at the 'Pick Up/Collection' point at Gate 2.*

Parking

Please note the Viet Nam Tinh Hoa Supported by NLCS International campus, 214 Pasteur, is unable to offer visitor car parking. Car parking is available at 220 Pasteur next door to the school's campus.

Motorcycle parking is available on our campus, subject to availability. Your motorcycle's engine must be turned off and walked to the designated parking bays inside our campus.

Alternative Collection Arrangements

We understand that on occasions children may need to be collected from school by people other than the child's designated adults. To ensure the safety of your child, we kindly request that a child's designated adult emails or calls Reception and provides the full name of the alternative person collecting their child.

The alternative collector is requested to bring photo ID which will be checked by staff upon arrival against the name provided by parents. Please be advised that we are unable to release a child to an alternative collector until we have obtained confirmation and are satisfied with the arrangements.

Security and Access to School Buildings

Lanyards

Ensuring that Viet Nam Tinh Hoa Supported by NLCS International is a safe and secure campus is of paramount importance and to be confident that only the right people are ever on-site, we use a coloured lanyard system.

Parent lanyards are green, and we request that parents always wear these when visiting the campus.

Vistiors

Please be aware that if you forget your school ID, you will be asked to leave photo ID with the security guards in exchange for a visitor's red lanyard.

At any time that a visitor wishes to enter the site, they will be asked to provide identification (ID) containing a photograph e.g. driver's license, residency card or passport. This ID will be compared with the person requesting access by the security guards. It will then be stored securely in the guard's room in exchange for a red visitor's lanyard. The visitor's lanyard must be always worn around the neck when on campus.

Visiting the School

Parents who are visiting the school to meet a teacher or go to an event should either report to Reception or go directly to the area where the event is taking place, as instructed on the relevant invitation. School Security will always be available to help direct you.

During the Day Pick Up

If you need to collect your child during the school day, please ensure you inform our Reception and the child's teachers in advance, where possible.

- *Parents/Guardians use ID to enter campus and proceed to reception area or main office to request pick up.*
- *Receptionist calls classroom to summon the child.*
- *Receptionist gives students a pass to leave campus.*
- *Security guard collects pass when students leave campus.*
- *Parents tap out with ID to exit.*

Pastoral Care



The happiness and general welfare of the pupils is of prime importance to us, and all members of staff are involved in pastoral care. We encourage a safe and supportive learning environment in which everyone can feel comfortable. Your child's Lead Teachers are the first person for parents to contact if there is a concern, and the Head of Junior School, Pastoral Lead and the School Medical Team are actively involved in providing support.

Throughout the School there is a structured programme of Personal, Social and Health Education (PSHE). This aims to build self-esteem, develop personal skills and interpersonal relationships and raise awareness about important health-related issues, including sex education, drugs, and alcohol, at an appropriate level for each age group.

Children have regular sessions of circle time which establishes a forum in which pupils can discuss issues of common interest and help one another. As part of the pastoral programme, it helps to enhance self-esteem, develops social skills, and initiates collective responsibility.

Positive Behaviour

The way we assist students in this area is based on the principles of common sense and natural justice, with the School Values and the consideration of others in the school community being paramount. Of greatest importance is respect for others and property. Each child should be responsible for their actions and become aware of maintaining self-control in relationship building within the community.

The Junior School teachers will communicate with parents as required. Each stage

of the process when dealing with incidents allows for reflection and communication to allow for guidance and strategies for future growth, using a restorative approach to behaviour management.

Rewards

In line with our PYP framework, ‘Learner of the Week’ certificates are given weekly in assembly to reward and recognise those who demonstrate a broad range of capacities and responsibilities that go beyond just academic success.

The IB learner profile represents 10 attributes that help all members of the school community learn to respect themselves, others, and the world around them. These attributes are: knowledgeable, risk-taker, principled, balanced, communicator, thinker, open-minded, inquirer, caring and reflective.



Bullying

We are committed to providing a caring and safe environment for all our students so they can learn in a productive and secure atmosphere.

Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally and excluding someone from a group on purpose.

At Viet Nam Tinh Hoa Supported by NLCS International we regard bullying of any kind as totally unacceptable, and staff take reported incidences seriously. Students are encouraged to assume a major responsibility for its prevention and our zero tolerance to bullying is regularly reinforced through the PSHE Curriculum and weekly assemblies.

Safeguarding

One of our most important roles at Viet Nam Tinh Hoa Supported by NLCS International is to ensure the safety and well-being of every student we have on our campus. Safeguarding is the term used to describe the measures we put in place to ensure the protection of the health, wellbeing, and human rights of individuals under our care. If you wish to discuss or pass on any concerns you have regarding safeguarding and child protection, please contact our Safeguarding Team through the school office.

Health and Medical

Parents are encouraged to ensure their child has had their pre-school booster immunisations and health check before commencing school.

You will be required to fill out a confidential health questionnaire for the School Medical Department. This will be seen by the nursing team. Other staff within the school may be informed of your child's medical conditions. Informing other staff is done in consultation with parents and only as necessary to ensure your child receives the best possible care. The Medical Department should be kept informed of any change in your child's medical condition that may have an impact on them while they are in the care of the school.

If you require your child to be given medication during school time, please email the Medical Department advising us. Please provide us with details of time to administer, dosage and parental consent. Any medication sent into the school with your child must have been prescribed by a doctor, be in date and in the original container it was dispensed in.

The medical staff are available throughout the day for the treatment of illness and accidents. If an injury requires hospital treatment, the nurse will contact you or the child's guardian and ask you to take your child to hospital. If immediate treatment is required, a member of staff will accompany the child to the hospital. The school will then inform you or the child's guardian. The school's designated hospital is Family Medical Practice, District 1.

For the wellbeing of our community, please keep your child at home if they exhibit any of the following:

- *A persistent cough, heavy cold symptoms or another common but contagious illness.*
- *Your child has had any episode/s of vomiting/diarrhoea in the previous 12-24 hours. They should remain at home for at least 24 hours from the last episode of vomiting and at least 48 hours from the last episode of diarrhoea.*
- *If they have a temperature greater than 37.7°C (99.8°F) when they first wake up in the morning. They can return to school when they have been fever free (without fever-relieving medications) for at least 24 hours.*

The medical staff are generally available during the day to discuss any queries you may have so please do make contact if you have any concerns or worries.

Infectious/Contagious Illness

If your child has an illness that is likely to be readily transmitted, he/she should not attend school for the prescribed period, or until well enough to participate fully in school life. It is appreciated if, on his/her return to school, a letter or an email is sent to confirm that your child is fit to return to school.

Communications

Reading Record Book

We have a shared reading scheme, and the reading record book is how teachers and parents can communicate about pupils' reading. Any comments about the books, difficulties encountered, and, above all, successes should be recorded in this book. It should be kept in the reading folder with the reading book and returned regularly to school as required by the Lead Teachers.

Email

All class teachers are contactable via their school emails and will respond as soon as they can. Please ensure you copy both the Vietnamese and International Lead teachers in all communication to avoid confusion.

Zalo/Viber/WhatsApp/WeChat

To support our staff in maintaining an appropriate balance between personal and professional life, we do not allow them to communicate with parents via these platforms (or any other instant messaging platform). Please do not ask staff for their personal Zalo/Viber/WhatsApp/WeChat accounts.

Parent Bulletin

We publish a whole school newsletter every Friday during term time; it is available on the website. It is crucial that you read it as it has important content regarding parent's evenings, upcoming events, key updates about the school and much more significant information.

Parent Teacher Conferences and Reports

Parent Teacher Conferences are held each year in the Autumn and Spring when you will have the opportunity to discuss your child's progress with the Lead Teachers. On these days, the school is closed to students. Individual appointments are made, and strict timekeeping is essential. For this reason, any matter requiring extended discussion should be dealt with on another occasion by appointment.

Any immediate concerns over your child's progress should, of course, be discussed with the Lead Teachers at the earliest opportunity. Do please pop into school to see them at the beginning or end of the day or arrange a time for discussion via email to the teacher.

A full written report is issued in January and June.

Keeping in Touch

Contact Details

At the beginning of the year, you will be asked to provide your contact numbers should we need to get hold of you during the day, and any other contact numbers for emergencies. Please let us know the details and phone numbers of anyone who is looking after your child while you are away from home for a period of time. Much of our school information is sent to you via email so it is especially important that all your details are up to date.

Absence from School

Please write to or email both the Lead Teachers in advance if your child will be absent for any reason, for example, a religious holiday, dental or doctor's appointment.

If your child is going to be absent from School due to illness, please telephone or email the Junior School receptionist after 7am and before 8am on the first day of absence. A quick call on each day of absence is also required. If your child has a contagious illness, please inform School so we can inform other parents.

Please make every effort to avoid taking your child out of school for holidays.

Projects are started at the beginning of term and many important events are held at the end of term for which the pupils have worked hard and which they anticipate with pleasure. It is very disruptive for children to miss school and to be out of step with their classmates. If exceptional one-off circumstances do occur, permission for absence should be sought in writing in advance from the Head of the Junior School.

Key Contacts

Role	Name	Email
Head of Junior School	Mr. John McEnhill	john.mcenhill@nlcshcmc.edu.vn
Deputy Head (Academic)	Mr. Benjamin Brown	benjamin.brown@nlcshcmc.edu.vn
Head of Inclusion & Additional Languages	Ms. Erika Wilkins	erika.wilkins@nlcshcmc.edu.vn
Pastoral Lead	Mr Declan Barney	declan.barney@nlcshcmc.edu.vn
Executive Assistant	Ms. Linh Nguyen	linh.nguyen@nlcshcmc.edu.vn

	Contact	Email
Absences	Reception Team	nlcs214@nlcshcmc.edu.vn Telephone: (028) 7109 8737 – Ext 350
Admissions	Ms Tien Lam (Admissions Manager)	admissions@nlchcmc.edu.vn
Medical	School Nurse	schoolnurse@nlcshcmc.edu.vn
Uniform Purchase	Ms Phuc Nguyen (Operations Executive)	nlcs214@nlcshcmc.edu.vn
Junior School Enquiries	Reception Team	nlcs214@nlchcmc.edu.vn
Grade 1 Team	Ms Eliza Holyoake Ms Nhung Nguyen	eliza.holyoake@nlcshcmc.edu.vn nhung.nguyen@nlcshcmc.edu.vn
Grade 1 Team	Ms Eliza Holyoake Ms Nhung Nguyen	eliza.holyoake@nlcshcmc.edu.vn nhung.nguyen@nlcshcmc.edu.vn
Grade 2A Team	Ms. Laura Gilligan Ms Thuy Nguyen	laura.gilligan@nlcshcmc.edu.vn nhuthuy.nguyen@nlcshcmc.edu.vn
Grade 2B Team	Ms. Anh Bui Mr. Cormac Hamill	anh.bui@nlcshcmc.edu.vn cormac.hamill@nlcshcmc.edu.vn
Grade 3 Team	Mr Declan Barney Ms Nga Le	declan.barney@nlcshcmc.edu.vn nga.le@nlcshcmc.edu.vn
Grade 4 Team	Mr. Dylan Evans Ms. Uyen Nguyen	dylan.evans@nlcshcmc.edu.vn uyen.nguyen@nlcshcmc.edu.vn
Grade 5 Team	Mr. Conor Finn Ms. Uyen Nguyen	conor.finn@nlcshcmc.edu.vn uyen.nguyen@nlcshcmc.edu.vn

Important Information

Homework and Reading

Home reading and purposeful home learning tasks can make a valuable contribution to students' progress at school. At Viet Nam Tinh Hoa supported by NLCS International, Homework aims to encourage cooperation between home and school in supporting each child's learning, serve the diverse needs of students whilst ensuring that the educational needs of these students are met and to develop the children's skills of becoming independent learners.

Homework at our school is assigned on Wednesdays and should be returned by Monday. The time allocated varies by grade, from 45 minutes across the week in the lower grades to approximately 75 minutes in the upper grades. Additionally, to this, there is an expectation of daily reading ranging from 15 to 30 minutes for all students.

Reading is of high priority to us at Viet Nam Tinh Hoa supported by NLCS International and each child will be supplied with an individual reading book tailored to their level, until the child reaches the stage of 'free reading' at fluency level. Children are expected to bring their reading book home every evening as reading at home is an integral part of their homework. Children should read in both English and Vietnamese.

Recognizing our academically rigorous curriculum and long school day, our homework is designed to reinforce in-school learning and is tailored to individual student needs.

Parents are encouraged to establish a consistent homework schedule, balance it with recreational activities, and support their child's understanding of the tasks. Communication with teachers is important if tasks are too challenging or if homework is taking too long to complete.

Completing the Reading Record Book and discussing the texts read are essential. Late homework may result in delayed feedback, and consistent delays could lead to parental involvement.

Parents and carers have a vital role to play in their child's education. We ask parents and carers to help children by:

- *Encouraging daily reading.*
- *Providing a place for their child to do their homework with the appropriate resources.*



- Encouraging a regular method for homework completion and balancing the amount of time spent between homework and recreational activities.
- Discussing homework tasks with their child and asking questions about their understanding of the task.
- Monitoring the time taken to complete the homework tasks and giving feedback to the teacher as to whether the amount of homework can be completed in the designated time.
- Completing the Reading Record Book for daily reading.
- Discussing the texts that have been read by the child.

If homework is returned late, the teacher may not have provided feedback by the time new homework is set. Students who do not complete set homework tasks will be followed up with by the class teacher. Depending on the circumstances, parents may need to be contacted.

Each student has access to the RAZ Kids reading platform. The login details for their accounts will be glued on the back of their yellow Reading Record Book.

RAZ Kids offers an extensive digital library with a wide range of interactive books catered to your child's reading level. With its engaging interface, audio support, and comprehension quizzes, RAZ Kids provides an immersive and personalised reading experience for our young learners. This platform allows students to read independently or listen to narrations, enhancing their comprehension and fluency skills.

I encourage you to explore RAZ Kids with your child at home. You can access it through web browsers or the convenient mobile app (details included with your child's login details), ensuring reading opportunities beyond the classroom..

Air Quality

Your child's health, safety and wellbeing are extremely important to us. That is why we have a strict Air Quality Policy which ensures your child is kept healthy throughout the day.

Air quality readings are taken throughout the day and all classrooms have air purifiers to ensure the air quality throughout the school.

Assembly

Assembly is a form of gathering and celebration that takes place weekly throughout the school year. It is taken by different members of staff for the different celebrations and holidays. The children often participate in the assembly, and we also enjoy watching assemblies presented by other classes. Parents will be notified and are invited to attend their child's class assembly.

Birthdays

Birthdays are a fantastic way for children to celebrate with their friends and talk about their life experiences. We are happy for the children to bring in and share a cake with their classmates to celebrate their birthday providing arrangements have been made with the class teacher at least a few days in advance. It will usually be shared during snack time and not infringe upon learning.

We are happy to distribute birthday invitations as long as everyone in the class is invited.

School Library

We have a good collection of fiction and non-fiction books which pupils can borrow in both English and Vietnamese. The books will be checked out by our librarian and the borrower is responsible for their return in good condition. A replacement charge will be levied on lost or damaged books.

There are weekly library sessions during which time they borrow and return books and learn library skills. In addition to this, the library is open for pupils to exchange books at 7.30am every morning, lunchtime and after school until 4.00pm. Children may, of course, keep the books for a longer period if they so wish by checking them out again on/or before the due date.

Seesaw

At Viet Nam Tinh Hoa Supported by NLCS International, we use SeeSaw which is a digital app-based platform that allows students, teachers and parents or guardians to complete and share classroom work. Parent's login information will be sent directly to your email so please check for this email from school.

Toys

We ask that toys stay at home. This includes electronic games of all types and card collections etc. We discourage these at school as they can be broken or lost, and this causes great distress. Appropriate sporting equipment may be brought to school with the understanding that it may be lost and is not the School's responsibility.

Water Bottles

All students are encouraged to have a refillable water bottle that they can keep with them during the day in order to stay well hydrated.

Questions or Concerns

The first point of contact for any parent who needs more information is your child's class teacher. If they cannot resolve the issue for you then please contact our receptionist who will engage with Senior Leaders.

Parents in School



Occasions for Visits

We are proud to have a very close working relationship with our parents at Viet Nam Tinh Hoa Supported by NLCS International and there are many opportunities for parents to be involved in school life. For example:

- *Hosting classroom activities/celebrations*
- *Joining us on outings and fieldtrips*
- *Helping at Open Days as well as many other Admissions Events.*

Events

There are many varied events during the school year. Some of these are internal, and for some of these events we welcome parents to join us.

Junior School Uniform

All new students are provided with one full uniform set for their first year of enrolment at Viet Nam Tinh Hoa Supported by NLCS International. If parents would like to purchase additional sets or new sets for returning students, please contact the Junior School Reception.

All items must be clearly marked with your child's name.

Any of the day uniforms may be worn by children at school however on certain occasions, such as special school events or school photographs, we will request children to wear their formal uniforms. We will inform you in advance when the formal uniform is required.

Uniform List

Girls

Day to day uniform:



Formal uniform:



Boys

Day to day uniform:



Formal uniform:



Physical Education

Children have three PE lessons and one swimming lesson per week throughout the year. Children are welcome to wear their PE kits to school on those days, unless advised otherwise. Children require sports shoes for PE and a swimming kit is required for all swimming lessons. Open footwear such as flip flops or crocs can be placed into the children's swimming bag and brought to school on swimming days, but should not be worn to school.

Your child's teachers will inform you of the PE and swimming timetable at the start of the year, or if changes have been made. Generally, if a child is fit to attend school, then they are fit to swim.

Please **label** your child's school uniform with his/her name including underwear, swimwear and towels.

Junior School PE Uniform

PE Kit





Hats

At Viet Nam Tinh Hoa Supported by NLCS International, we follow a strict 'No Hat, No Play' policy.



School Bag

The School bag is part of the uniform requirement. It is included in the uniform package. Please contact the Junior School Reception if you need another one. No other carrying case is necessary.

What Else Do I Need?

Spare Clothes

All pupils should have a spare pair of underwear and socks in their PE bag, clearly named.

Pencil Case

The school provides all the books and equipment that your child will need to use in school. However, many children like to bring their own pencil case and equipment. We would suggest the following pencil case contents – a pencil, a ruler marked in centimetres, a rubber and some colouring pencils.

Lost Property

Please label everything that comes to school with your child's name and check regularly whether names have rubbed off your child's shoes. Lost Property can be found in the Dining Hall.

Items that are not claimed after a reasonable amount of time are given to charity.

Frequently Asked Questions

What If...

...You have to take your child to the dentist/doctor/hospital?

Please email the Class Teachers or report to the Junior School Reception and sign your child in or out of school.

...Your child is too ill to come to school?

Please email the Class Teachers or ring the Junior School Reception (028) 7109 8737 (after 7am) to notify of absence and inform the nurse if the illness is prolonged.

...Your child needs to bring money to school?

Very occasionally it may be necessary to bring money to school in which case it should be carried in a named envelope.

...You need to see the Lead Teachers, the Deputy Head or the Head of the Junior School

Please email or write a note in the message book asking the teacher to ring you or telephone/email the Executive Assistant to the Head of the Junior School [(028) 7109 8737 - Extension 361 / linh.nguyen@nlcshcmc.edu.vn] to make an appointment.

...Your child has lost some belongings?

Ask your child's Lead Teachers or Teaching Assistant. All named items can be returned quickly. There are small lost property baskets in the Dining Hall.

...You are unavoidably delayed/do not arrive to collect your child?

Please ring the Junior School Reception to warn us so your child does not become anxious or upset. If the delay is expected to be more than a few minutes, your child will be taken to admissions.

...You need to contact school in an emergency out of school hours?

Please ring the school number and leave us a message. We will get back to you as soon as possible.

School Policies and Information

The following information is available for all parents from the School Office:

- *The aims of the School*
- *The School's safeguarding and child protection policy*
- *The School's admissions policy*
- *The School's policy regarding relationships education, relationships and sex education*
- *The School's positive behaviour policy*
- *The School's bullying policy*
- *Particulars of education and welfare provision for students with IEP plans and English or Vietnamese as an additional language*
- *The School's curriculum policy*
- *The School's health and safety policy*
- *The School's first aid and illness policy*

All of these documents are posted on the School website at:

<https://www.vietnamtinhhhoa.edu.vn/>

The School telephone number is (028) 7109 8737. The registered address of the School is North London Collegiate School HCMC, 214-216 Pasteur, Vo Thi Sau Ward, District 3, HCMC.

The Designated Safeguarding Lead is:

- **Mr Benjamin Brown** - *Deputy Head (Academic)*

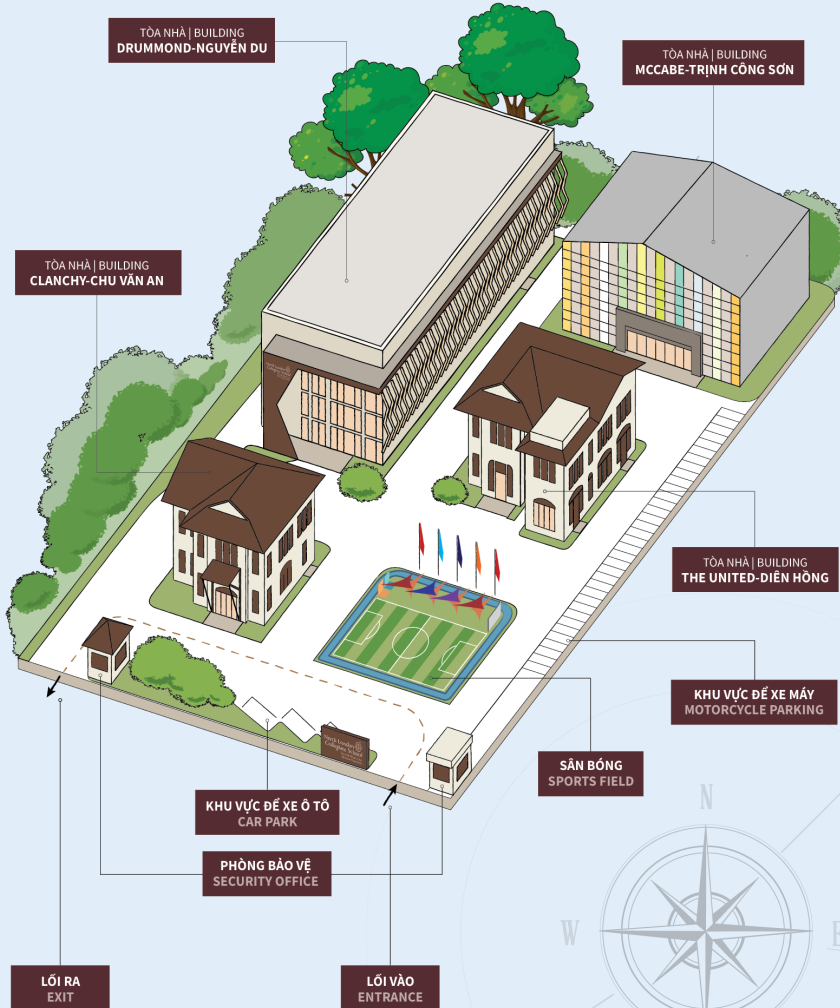
He will be supported by our Deputy Designated Safeguarding Lead:

- **Mr. Declan Barney** - *Pastoral Lead*

Viet Nam Tinh Hoa School Map

SƠ ĐỒ TRƯỜNG TIỂU HỌC VIỆT NAM TINH HOA VIET NAM TINH HOA SCHOOL MAP

VIET NAM TINH HOA
Supported by NLCS International 



Viet Nam Tinh Hoa Society

EARLY CHILDHOOD EDUCATION



LITTLE EM'S
THE HOÀ PHẠC TRƯỜNG



Wisdomland
INTERNATIONAL PRESCHOOL



EM MAISON
HƯỚNG DẪN ĐẾN CHỖ

K-12 EDUCATION

VIET NAM TINH HOA

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SPECIAL EDUCATION



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EDUCATION CENTER



VIETNAMESE
INTERNATIONAL
CLINIC FOR
AUTISM

SPORTS/WELL-BEING EDUCATION



MUSIC & ARTS EDUCATION



Soul
MUSIC & ARTS
ACADEMY



NATION



WINGS
by ARTS
NATION



UNICORN
DANCE
ACADEMY

LYRICIST



Kindermusik
VIETNAM



U Ôa Music



VIETNAM
CONTEMPORARY
DANCE



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