

VIET NAM TINH HOA
PRIMARY SCHOOL

Supported by NLCS International 

PARENT HANDBOOK 2025 - 2026



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A *Welcome* FROM THE HEAD OF SCHOOL

We are excited to extend a very warm welcome to you and your family to Viet Nam Tinh Hoa for the 2025–2026 academic year. This year marks an especially proud milestone for our community as we open the doors to our very first Senior School cohort in Grade 6—an exciting new chapter in our school’s growth. We are thrilled your child will be part of this journey, and we are confident they will thrive and make the most of every opportunity that lies ahead.

At Viet Nam Tinh Hoa, our aim is for each child to cultivate a lifelong passion for learning and to develop a deep love for school. Our students make remarkable progress and form a strong sense of identity from an early age. This is achieved through outstanding pastoral care, a dynamic and ambitious academic curriculum, and a rich variety of enrichment experiences. Most importantly, it is the warm and trusting relationships we build with each child and their family that create the foundation for both academic success and personal wellbeing.

This Handbook is designed to provide essential information about life at our school. We hope you find it helpful and encourage you to keep it nearby for future reference.

If you have any questions or need further assistance, please don’t hesitate to contact us.

MR. JOHN MCENHILL
HEAD OF 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.

Building on this legacy, NLCS has established a family of outstanding international schools in Korea, Dubai, Singapore, Japan and Vietnam. Each NLCS International school shares the core values and academic excellence of the founding school while adapting to its local context. This global network fosters a spirit of collaboration, innovation, and cultural exchange, ensuring that students benefit from a truly international education grounded in NLCS's long-standing commitment to excellence.

<https://www.nlcsinternational.co.uk/>

VISION STATEMENT

At Viet Nam Tinh Hoa supported by NLCS International, our vision is to be a pioneering and unique international school that celebrates and honors Vietnamese language and culture while reflecting the core educational values of NLCS. We aspire to create Vietnam's top international school, providing exceptional academic standards while nurturing dual-language and bicultural individuals, equipping them to navigate a globalized world.

Our commitment extends beyond academics, as we believe in holistic development, fostering excellence in the arts, sports, and personal growth. By offering a rich, immersive cultural experience and a well-rounded education, we aim to set a new precedent for international schools, ensuring that there are no ceilings to what our students can achieve.

MISSION STATEMENT

Our mission is to offer a differentiated educational experience that is tailored to Vietnamese families and children, while upholding the NLCS philosophy of academic excellence, outstanding pastoral care, and first-of-class enrichment programs.

Through close collaboration with NLCS International, we are committed to providing a world-class education that integrates Vietnam's rich traditions and heritage into our curriculum and ethos, fostering cultural exchange and preparing our students for success in the global arena.



THE IB PRIMARY YEARS PROGRAMME (PYP)

At the time of writing, VNTH Supported by NLCSi is a candidate school for the International Baccalaureate (IB) Primary Years Programme (PYP) and is pursuing authorisation as an IB World School. IB World Schools share a common philosophy—a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high-quality programmes of international education that share a powerful vision.

The philosophy of an IB education, with its focus on developing internationally minded people who, recognising their common humanity and shared guardianship of the planet, helps to create a better and more peaceful world. As such, we are committed to embedding the IB Learner Profile throughout the School.

AS IB LEARNERS, WE STRIVE TO BE

INQUIRERS	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
KNOWLEDGEABLE	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
THINKERS	We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
COMMUNICATORS	We express ourselves contently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
PRINCIPLED	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
CARING	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
RISK-TAKERS	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
BALANCED	We understand the importance of balancing different aspects of our lives' intellectual, physical, and emotional components to achieve well-being for ourselves and others. We recognise our interdependence with other people and with the world in which we live.
REFLECTIVE	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



SCHOOL STRUCTURE



The Junior School consists of Grades 1 to Grade 5. Grade 6 is the first year of Viet Nam Tinh Hoa Senior School.

YEAR LEVEL AND GRADE LEVEL REFERENCE GUIDE

UK KEY STAGE	BRITISH YEAR	US / VIETNAMESE GRADE (THIS IS USED AT VIET NAM TINH HOA)	IB PROGRAMME
Key Stage 1	2	1 (age 6-7)	Viet Nam Tinh Hoa 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 (age 11-12)	Viet Nam Tinh Hoa Middle Years Programme



THE CURRICULUM

The Viet Nam Tinh Hoa 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 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 is a dual language teaching approach integrated into the curriculum, with lessons taught in both Vietnamese and English.

JUNIOR SCHOOL CURRICULUM

Junior School students benefit from specialist teaching in PE, Music, Art and Dance. STEAM and Computer Science is also taught by specialists to Grades 3 – 5. The remaining subjects are 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.

SENIOR SCHOOL CURRICULUM

The Grade 6 curriculum, which starts in September 2025, has been designed as the first year of a five-year IB Middle Years Programme (MYP) course. The MYP is designed to follow on from the PYP which is in place throughout Grades 1-5.

The MYP is an exciting, subject-based curriculum that requires students to acquire a wide range of knowledge and skills, which they are asked to use in order to conduct academic inquiries and solve problems.

Students are also asked to make connections between the skills and knowledge they have learned in different subject areas and undertake ‘interdisciplinary’ project work to demonstrate the depth of their understanding as well as their mastery of new techniques.

LANGUAGE AND LITERATURE	English and Vietnamese language development will be supported through rich, inquiry-led units, focusing on comprehension, writing, speaking, and critical analysis
INDIVIDUALS AND SOCIETIES	A blended approach to humanities, incorporating history, geography, civics, and elements of Vietnamese culture and society.
SCIENCES	Students will explore general science through practical inquiry, investigation, and conceptual understanding in biology, chemistry, and physics.
MATHEMATICS	A balanced programme of number, algebra, geometry, and data, encouraging reasoning, pattern recognition, and real-world application.
DESIGN	Students will engage in both digital and product design projects, using technology and materials to solve problems and develop creative solutions.
ARTS	Visual arts, music, and drama will be delivered by specialist teachers, encouraging creative expression and cultural appreciation.
PHYSICAL AND HEALTH EDUCATION	Promoting physical literacy, teamwork, and well-being through sport, fitness, and health education.

In addition, Grade 6 students will begin to develop the Approaches to Learning (ATL) skills that are core to the MYP—critical thinking, research, communication, collaboration, and self-management—empowering them to become independent and reflective learners.

CORE SUBJECTS AND NUMBER OF PERIODS

SUBJECT	GRADE					
	1	2	3	4	5	6
ENGLISH	10	9	8	8	8	7
MATHS	7	7	7	7	7	5
SCIENCE	3	3	3	3	3	6
INQUIRY (HISTORY AND GEOGRAPHY)	3	3	3	3	3	4
VIETNAMESE	10	10	7	7	7	5



English only



Dual language in Grades 1 – 3, English in Grades 3-6



Vietnamese only



ADDITIONAL SUBJECTS

In addition to the core subjects of English, Maths, Science, Inquiry, Pastoral Care and Vietnamese, students also take the following subjects during the school day.

SUBJECT	GRADE					
	1	2	3	4	5	6
MUSIC	2	2	2	2	2	2
FINE ARTS	2	2	2	2	2	2
PHYSICAL EDUCATION (INCLUDING SWIMMING)	3	3	3	3	3	3
ETHICS	1	1	1	1	1	1
STEAM	3	3	5	5	5	5
PSHE	1	1	1	1	1	1
DANCE (DRAMA IN G6)	1	1	1	1	1	2

- 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). From Grade 4, the class is led by the International Teacher with support from a Vietnamese teacher.
- In addition we have a team of teaching assistants who 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.

SCHOOL CALENDAR

2025 - 2026 SCHOOL CALENDAR

-  Staff Training - Non Student Days
-  School Event
-  Public holidays
-  School Holiday - No School

Total School Days	180
Total Staff Days	187

July 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		

July 1 - 31: No School

August 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						

August 1 - 5: No School
August 6 - 8: New Staff Induction
August 11 - 14: Staff Training
August 15: Family Orientation

September 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				

September 1 - 2: National Holiday

October 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

October 2: Parent Teacher Conferences
October 13 - 17: Half-Term Break
October 20: Staff Training

November 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						

November 20: Vietnamese Teachers' Day
(Half Day)

December 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			

December 22 - 31: Winter Break

January 2026

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 1 - 5: New Year's Day
January 6: Staff Training

February 2026

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

February 9 - 20: Tet Holiday
January 23: Staff Training

March 2026

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 2026

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 2: Student Led Conferences
April 20 - May 1: Half-Term Break
April 27: Hung Kings' Commemoration Day
April 30: Reunification Day

May 2026

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

June 2026

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 - 30: No School

THE SCHOOL DAY

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

07:30	Gates Open (no drop off before this time)
07:30 – 07:55	Breakfast
07:55	Latest Time Students Can Arrive
07:55 – 08:15	Registration and Circle Time
09:25 – 09:45	Morning Break
12:05 – 13:00	Lunch
15:00 – 15:15	Pick Up for Students Not Doing Enrichment
15:00 – 15:10	Break Before Enrichment
15:10 – 15:55	Enrichment Activities
15:55 – 16:05	Pick Up for Enrichment Students
16:05	Latest Pick Up Time



LUNCH AND SNACKS

Students at VNTH are provided with breakfast, a morning snack, lunch and an afternoon snack (if attending enrichment), as part of the school fees. Our food is high quality and developed in conjunction with chef Luke Nguyen, one of our parents.

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.

All students at VNTH are expected to eat school meals. There is no need for parents to provide snacks or drinks for their children during the day.



BEYOND THE SCHOOL DAY

ENRICHMENT PROGRAMME

At Viet Nam Tinh Hoa, supported by NLCS International, we offer an exceptional Enrichment Programme designed to extend learning beyond the classroom. Enrichment takes place from 3:00pm to 3:55pm every weekday.

This programme encourages students to grow as whole individuals, inspiring them to engage actively and enthusiastically in a broad range of activities. These include academic clubs, music, sports, arts, and cultural experiences, delivered by both our teaching staff and carefully selected external providers. Activities are available for all year groups and run daily, with many students participating multiple times per week.

Enrichment activities are included in the school’s tuition fees. There is a sign-up period at the beginning of the school year in August, and activities reset in January. All activities are age-appropriate and designed to provide challenge and rigour, supporting students to become confident risk-takers and well-rounded individuals.

Students are expected to commit for the entire period of enrichment (5 months) and attend regularly. Students who regularly miss enrichment may be removed from the class.

TALENT IDENTIFICATION PROGRAMME

In addition to our core and enrichment offerings, we are proud to provide a Talent Identification Programme featuring sessions led by specialist providers. These sessions begin at 4:00pm and take place off-site. However, students are collected directly from VNTH, eliminating the need for parents to arrange transportation.

Through this programme, students may enrol in private lessons in art, music, drama, and sport with expert institutions such as ACT, SIA (Soul Institute of Arts), VCVA (Vietnam Contemporary Visual Arts Academy), and VIIS (Vietnam International Institute of Sport). These partners nurture students’ unique talents and passions through focused, expert-led instruction.

The Talent Identification Programme supports a broad and balanced education, encouraging students to explore new skills and deepen their personal interests. Please note that these sessions are optional and incur additional fees beyond regular tuition. Organisation of these sessions takes place directly between parents and the partner institution. 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.

TIME	15:00 – 15:55	Enrichment Programme
		Included in School Tuition Fees
	16:00 – 17:00	Talent Identification Programme
		Additional Cost

SCHOOL TRIPS

School Trips 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.

RESIDENTIAL TRIPS

Residential Trips are offered annually to students in Grades 2 to 6 and typically take place towards the end of the school year. These trips provide valuable opportunities for students to develop independence, build friendships, and engage in enriching experiences beyond the classroom.

Trips can only proceed with a minimum number of participants, and in some cases, trips may be consolidated based on overall interest and sign-up numbers. We work closely with experienced and reputable external providers to ensure high-quality experiences and the highest standards of safety.

While some accommodations may be in public hotels, we respectfully ask that parents do not join these trips in any capacity. This is to foster student independence and ensure the integrity of the school-led experience.

Participation in Residential Trips is optional and charged separately from school tuition fees. For reference, in 2024-2025 the cost of the proposed trips was between 7,000,000VND and 12,000,000VND per student depending on the length of the trip. For students who choose not to attend, a regular school programme will be provided on campus.

TRAVELLING TO AND FROM 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.

Buses leave the school at 3:55pm every afternoon following enrichment – there is no bus service at 3:00pm.

ACCESS BY CAR

Access to the School site is controlled by the school's security guards from 7:30am to 4.30pm on Pasteur Street. The school gate opens at 7:30am and closes at 4.30pm. After 7:55am, 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.

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 front of the main school building (cars) or near the perimeter wall of the school/ in front of the Clanchy Chu Van An building (bikes) as directed by school staff.
- Children should only exit vehicles/dismount from motorbikes at the designated collection points to ensure safe exit from vehicles and to prevent children from navigating the road whilst other cars/motorbikes are potentially moving.
- Children go to the Dining Hall for breakfast until the start of school at 7.55am.
- Please do not arrive by car before 7:30am as you will have to wait on Pasteur Street which causes congestion.

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 who come on foot will walk into Gate 1 and enter through the pedestrian gate. Adults who accompany children into campus must carry their school-issued ID.

MORNING DROP-OFF

Students should not be dropped off at school before 7:30am. Please note that security staff are not authorised to supervise or receive students prior to this time.

LATE ARRIVALS

If you are dropping your child off between 7:55am and 8.15am and other pupils have already gone inside the classrooms, your child should go to his/her classroom directly. Students arriving late after 8.15am 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 3:00pm to 3:15pm (before Enrichment Activities)
- From 3:55pm to 4:05pm (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'. Children being collected by motorbike or on foot are collected from the front of the Clanchy Chu Van An building. Children being collected by car are collected from the front of the library.

PARKING

Please note Viet Nam Tinh Hoa is unable to offer visitor/parent car parking on campus. Paid 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 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.

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 vietnamtinhhwa214@nlcshcmc.edu.vn or by telephone at (028) 71097837. Children that are not collected during the dismissal times will be taken to 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 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.

SECURITY AND ACCESS TO SCHOOL BUILDINGS

Ensuring that Viet Nam Tinh Hoa 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.

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.

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.

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.



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 Senior Leadership 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 School Values with the consideration of others in the school community being paramount. We follow a restorative approach, which is detailed in our behaviour policy, available from reception upon request. All parents are expected to be supportive of the school behaviour policy.

Of greatest importance is respect for others and property. We have three key school rules:

- Be safe
- Be ready
- Be respectful

Each child should be responsible for their actions and become aware of maintaining self-control in relationship building within the community.

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.

RECOGNITION

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. These are based on the IB Learner Profile.

HOUSE POINTS

At Viet Nam Tinh Hoa, we use the House Point system to promote positive behaviour, celebrate effort, and foster a strong sense of community and healthy competition. House Points are awarded to students for a wide range of achievements, including:

- Demonstrating the IB Learner Profile attributes
- Showing kindness, respect, or helpfulness to others
- Displaying a positive attitude towards learning
- Making consistent academic or personal progress
- Participating actively in school events or House activities

Every student belongs to a House, and the points they earn contribute to their House's overall total. House Points are recorded regularly and celebrated in assemblies, with special recognition given to individuals and Houses that show outstanding contributions.

This system encourages teamwork, responsibility, and pride in personal and collective achievements. It is one of the many ways we recognise and reinforce the values we believe in at our school.

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 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.

SANCTIONS

There are occasions where sanctions for poor behaviour are appropriate as part of the process. Our approach to sanctions is guided by our behaviour ladder which classifies misbehaviour into three different levels, and is detailed below.

BEHAVIOUR LADDERS

LEVEL 3 – SEVERE MISBEHAVIOUR

ACTION: A restorative conversation with the Pastoral Lead or member of SLT. Class teacher to record the incident on iSAMS. A meeting with the class teacher and Pastoral Lead and member of SLT arranged, and parent meeting scheduled. Internal or external suspension at the discretion of the Head of School.

EXAMPLES:

- Deliberate attempt to cause significant physical harm
- Persistent acts of bullying, after a warning
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Persistent and severe breaches of conduct
- Significant property damage and theft
- Possession of any prohibited items
- Repeated Level 2 behaviours

LEVEL 2 – SERIOUS MISBEHAVIOUR

ACTION: A restorative conversation & consequence led by the Class Teacher or Pastoral Lead. Class teacher to record the incident on iSAMS. A meeting with the parents, the class teacher and the Pastoral Lead. Repeated serious misbehaviours results in an internal suspension

EXAMPLES:

- Repeated breaches of the school rules
- Any form of bullying
- Vandalism
- Theft
- Fighting
- Racist, sexist, homophobic or discriminatory behaviour
- Use of strong offensive language or verbal aggression
- Directed physical aggression
- Major defiance leading to health and safety risks

LEVEL 1 – MINOR MISBEHAVIOUR

ACTION (by class teacher): A reminder of expectations and the school rules (be ready, be safe, be respectful), non-verbal signals, highlight positive behaviour, change learning position.

REPEATED L1: Restorative conversation and an email/phone call to parents by the class teacher and recorded on iSAMS.

EXAMPLES:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Failure to follow instructions / requests.
- Incorrect uniform
- Rude or inappropriate language
- Talking out of turn
- Small friendship issues
- Minor physical conflicts



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: we will provide you with a form to complete indicating details. 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

For ease of communication, we maintain an institutional Zalo account which is monitored by the reception staff. You can use this for general queries. The number is 0814529595.

To enable teachers to balance personal and professional life, we do not allow them to communicate with parents via Zalo (or any other instant messaging platform). Please do not ask staff for their personal instant messaging/social media details.

PARENT BULLETIN

We publish a whole school newsletter every Friday during term time. It is crucial that you read it as it has important content regarding upcoming events, key updates about the school and other significant information.

PARENT TEACHER & STUDENT LED CONFERENCES AND REPORTS

Parent Teacher Conferences are held each year in the Autumn when you will have the opportunity to discuss your child's progress with the teachers. Student Led Conferences are held in Spring and are an opportunity for the children to share their learning journey and reflect on what they have done well and what their next steps are. On these days, we will try to provide alternative provision for students, but they are non-teaching days and school may be 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.

PARENT PARTNERSHIP HUB

The Parent Partnership Hub is designed to build a strong, supportive relationship between home and school. We meet once a month to collaborate, share experiences, and grow together in our shared goal: helping your child succeed both academically and emotionally. These monthly meetings include opportunities for training, networking, and open discussions. Parents are invited to share their experiences, gain new perspectives, and learn practical skills that can support their child's progress both at school and at home.

POSITIVE HORIZONS COACHING

The Positive Horizons Coaching Program provides students with dedicated 1:1 support through weekly 30-minute coaching sessions. Trained teachers meet with their allocated students once a week to help them set and work toward personal goals. These may include academic improvement, building friendships, or develop new skills. The program is designed to support students' overall wellbeing by offering a safe and trusted space where they can share their thoughts and feelings, feel heard, understood, and validated.

PARENT AMBASSADORS

At Viet Nam Tinh Hoa, our Parent Ambassadors play an important role in strengthening the partnership between home and school. These individuals are active members of our community who support school events and provide feedback on key initiatives. They serve as a bridge between parents and school leadership, helping to ensure open communication and a shared sense of purpose. Parent Ambassadors also contribute to a warm, inclusive atmosphere by sharing their experiences, offering guidance to fellow parents, and helping to celebrate our school's values both within and beyond the classroom. If you are interested in becoming a Parent Ambassador please contact Ms. Erika Wilkins, Head of Inclusion and Pastoral Care.

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. 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 contact the School (vietnamtinhhhoa214@nlcshcmc.edu.vn/0814529595) after 7am and before 8am on every day of absence. 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 School.



KEY CONTACTS

ROLE	NAME	EMAIL
HEAD OF SCHOOL	Mr. John McEnhill	john.mcenhill@nlcshcmc.edu.vn
DEPUTY HEAD (ACADEMIC)	Mr. Benjamin Brown	benjamin.brown@nlcshcmc.edu.vn
HEAD OF INCLUSION AND PASTORAL LEAD	Ms. Erika Wilkins	erika.wilkins@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
SCHOOL ENQUIRIES	Reception Team	nlcs214@nlchcmc.edu.vn
GRADE 1 TEAM	Ms Laura Gilligan	laura.gilligan@nlcshcmc.edu.vn
	Ms Nhung Nguyen	nhung.nguyen@nlcshcmc.edu.vn
GRADE 2 TEAM	Mr. Cormac Hamill	cormac.hamill@nlcshcmc.edu.vn
	Ms Thuy Nguyen	thuy.nguyen@nlcshcmc.edu.vn
GRADE 3 TEAM	Ms Liberty Ryan	liberty.ryan@nlcshcmc.edu.vn
	Ms Nga Le	nga.le@nlcshcmc.edu.vn
GRADE 4 TEAM	Mr. Dylan Evans	dylan.evans@nlcshcmc.edu.vn
	Ms. Anh Bui	anh.bui@nlcshcmc.edu.vn
GRADE 5 TEAM	Mr. Conor Finn	conor.finn@nlcshcmc.edu.vn
	Ms. Anh Bui	anh.bui@nlcshcmc.edu.vn
GRADE 6 TEAM	Ms. Jozanne Holtzhausen	Jozanne.Holtzhausen @nlcshcmc.edu.vn
	Ms. Anh Bui	anh.bui@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 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 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 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 children 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.

We 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 is displayed on the wall outside the main building.

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. Parents are also welcome to use the library – please feel free to pop in between 2:45pm and 3:35pm on any day other than Wednesday.

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 7:55am every morning, lunchtime and after school until 3.35pm.

SEESAW

At Viet Nam Tinh Hoa we use SeeSaw which is a digital app-based platform that allows students, teachers and parents or guardians to complete and share classroom work. Parents' 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.

We ask that students do not give each other gifts at school or swap items with others as this can lead to misunderstandings and upset.



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



At VNTH we are proud to have a very close working relationship with our parents 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.
- Acting as parent ambassadors.

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 Reception.

All items must be clearly marked with your child's name. Lost property and uniform is stored in the dining hall and parents may go and look for items with their children at the end of the school day. Items that are not claimed after a reasonable amount of time are given to charity.

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



Primary uniform



BOYS

Day to day uniform



Primary uniform



GIRLS

Junior uniform



BOYS

Junior uniform



PE KIT

Children have two 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 school 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.



HATS

We follow a strict 'No Hat, No Play' policy. All children are asked to wear the school hat which is provided.



SCHOOL BAG

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

JEWELRY AND HAIR ACCESSORIES

For safety and appropriateness, students should not wear jewelry to school except for items of recognised religious or cultural significance or a simple pair of stud earrings. Dangling or hoop earrings are not permitted. Additionally, we ask that students refrain from wearing novelty hair accessories, such as headbands with ears or other distracting designs. Hair below shoulder length should be tied back for safety reasons.

FOOTWEAR

Students are expected to wear black shoes or black trainers as part of the school uniform. For safety reasons, open-toe and backless footwear are not permitted. Please ensure shoes are suitable for active play and daily school activities.

HOUSE T-SHIRTS

To promote house spirit, students are encouraged to wear their coloured House T-shirt every Friday. However, they must continue to wear the standard school uniform shorts or skirt. Leggings, non-uniform shorts, or other casual bottoms are not permitted.

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.

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 Reception (028) 7109 8737 (after 7am) and sign your child out of school. If you return to school, please bring your child back to the Reception.

What if your child is too ill to come to school?

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

What if 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.

What if you need to see the Teachers or the SLT

Please email the teacher directly. For the SLT you can email directly, or telephone/email the Executive Assistant to the Head of School [(028) 7109 8737 - Extension 361 / linh.nguyen@nlcshcmc.edu.vn] to make an appointment.

What if your child has lost their belongings?

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

What if you are unavoidably delayed/do not arrive to collect your child?

Please ring the Reception to warn us so your child does not become anxious or upset.

What if 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 reception:

- The Mission and Vision 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
- The School's Special Educational Needs Policy
- The School's curriculum policy
- The School's health and safety policy
- The School's first aid and illness policy



SAFEGUARDING

At VNTH, safeguarding is a fundamental priority. We are deeply committed to ensuring that every child feels safe, supported, and valued within our school community. Our safeguarding approach is proactive, thorough, and embedded in all aspects of school life - from recruitment practices to daily interactions in the classroom.

All staff members undergo rigorous recruitment checks, including international police clearance and reference verification, to uphold the highest standards of child protection. Once appointed, they receive comprehensive and ongoing safeguarding training to remain alert and responsive to the needs of our students.

We maintain a culture of vigilance and care, where every member of our community understands their role in protecting children. Clear policies, designated safeguarding leads, and robust reporting procedures ensure that any concerns are handled swiftly, sensitively, and in line with best practices.

If parents ever have any safeguarding concerns, we encourage them to speak directly with our Designated Safeguarding Lead (DSL) or a member of the Senior Leadership Team. Contact details and safeguarding information are readily available in our parent handbook below and on our school website.

At VNTH, safeguarding is not simply a responsibility – it is a core value that underpins our mission to provide a safe and inspiring environment for every learner.

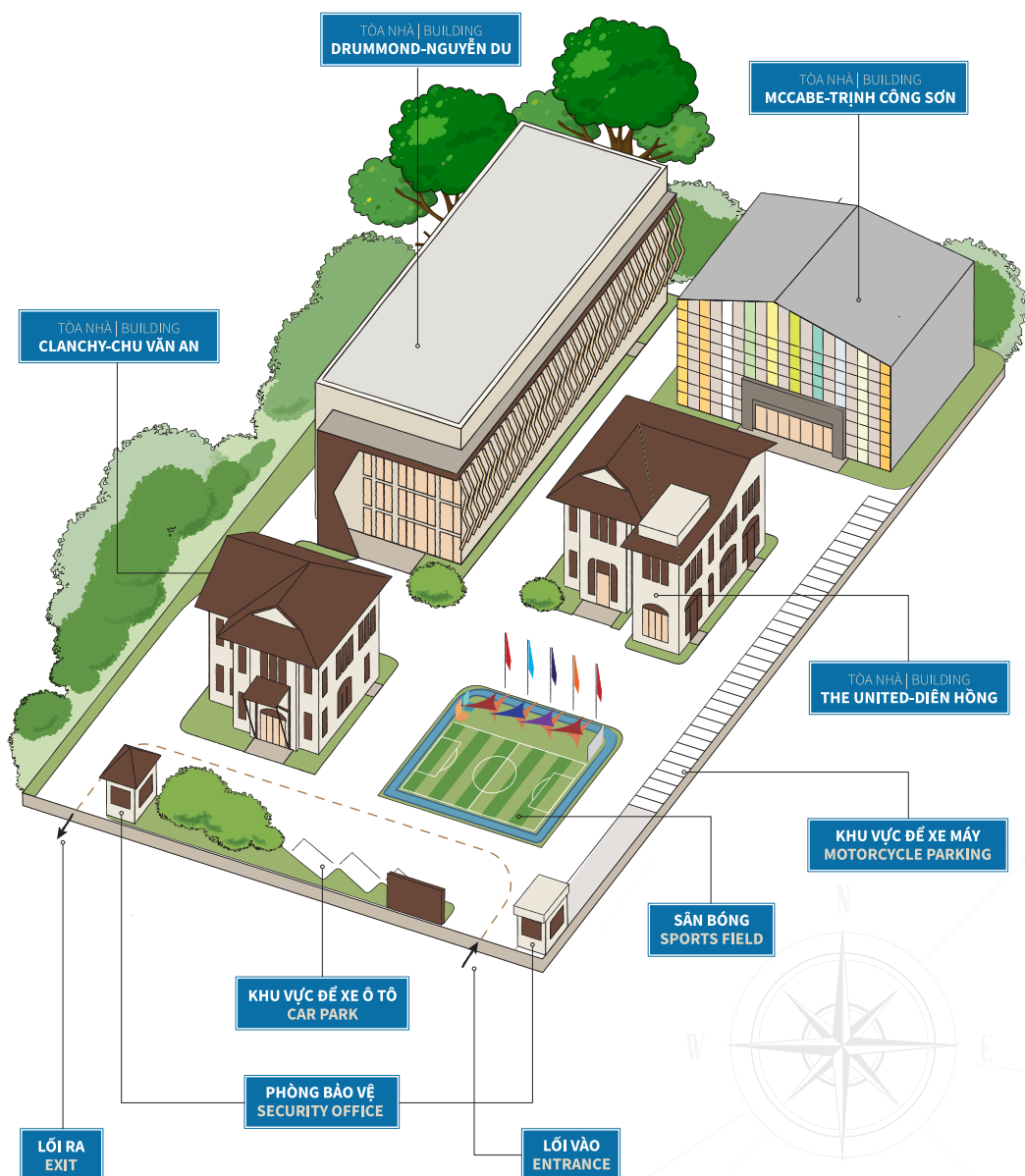
The Designated Safeguarding Lead is:

Mr. Benjamin Brown – Deputy (Academic)
(Benjamin.brown@nlcshcmc.edu.vn)

He will be supported by our Deputy Designated Safeguarding Lead:

Mr. Declan Barney – EAL Coordinator / Grade 6 Maths Teacher

VIET NAM TINH HOA SCHOOL MAP





EARLY CHILDHOOD EDUCATION



K-12 EDUCATION

VIET NAM TINH HOA
Supported by NLCS International

SPECIAL EDUCATION



SPORTS/WEEL-BEING EDUCATION



MUSIC & ARTS EDUCATION



AN *Exceptional* EDUCATION

VIET NAM TINH HOA
SUPPORTED BY NLCS INTERNATIONAL

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