



**BRITISH
INTERNATIONAL
SCHOOL**

HANOI

A NORD ANGLIA EDUCATION SCHOOL



Extracurricular Activities in Secondary (Years 7–13)

Term 1 / 2017 - 2018



Dear Parents

Extracurricular Activities (ECAs) in Term 1 will start on **Monday, 25th September 2017**. The activities will run through until **Thursday, 7th December 2017**.

Extracurricular activities provide a great opportunity for your child to take part in an activity that falls outside the realm of normal curriculum. Your child can explore their physical, creative, social or political domains and share diverse interests with like-minded students, perhaps in a different subject area or different key stage.

Children in Years 7-13 will be asked to make choices from the list of activities below. Children in Years 7-13 will have the option to choose one, two or three activities. They will be asked for multiple preferences although they will be allocated to one, two or three activities only. Not all activities are available to all year groups, please see the descriptions below. Information on paid activities can also be found within the descriptions below. This year, the sign up process will change slightly to ensure all students are granted a place on either their first, second or third choice of preference. Please see the application guidelines below for detailed instructions.

Application guidelines:

- All activities (free and paid) need to be selected on-line via **CHQ**.
- You will be able to register your child for 1 activity during 'sign-up period 1', which will be from **Monday, 4th September 2017 at 9.00am until Tuesday, 5th September 2017 at 4.00pm**. You will be able to make multiple choices but at this stage you will be accepted on 1 activity. You will then be able to register your child for another 1 activity if you wish to do so during 'sign up period 2' which will be from **Wednesday, 6th September 2017 at 9.00am until Thursday, 7th September 2017 at 4.00pm**. Finally, you will be able to register your child for a third activity if you wish to do so during 'sign up period 3' which will be from **Friday, 8th September 2017 at 9.00am until Saturday, 9th September 2017 at 4.00pm**.
- After **Saturday, 9th September 2017 at 4.00pm**, students who have signed up for an activity must commit to it for the whole term. Children will not be allowed to swap activities.
- All choices will be allocated on a first come, first served basis.
- If students are absent from their activity without authorisation on more than one occasion, they will be removed from the activity and their place will be offered to a student on the waiting list.
- Children wishing to take part in paid activities can make payments in cash to the school cashier as soon as the child's activity is confirmed.
- Activities have maximum and minimum numbers, which vary according to the activity.
- Once the maximum number of children has been reached, the activity will be 'closed' and the activity name will be highlighted in red.
- Children who sign up for activities that are oversubscribed will be placed on a waiting list.
- Activities may be cancelled if the total number of participants does not meet the required minimum.

Paid Activities

Paid activities will be confirmed via email to those who have been allocated a place. CHQ has information about each of the activities and all details can be found by expanding the blue information tab. In Term 3, by selecting a paid activity and paying the associate fees, you are agreeing to the school's liability waiver and agree to pay the required fee. **Payments need to be made by Friday, 15th September 2017**, otherwise the place will be offered to the children who have been placed on a waiting list.

Below are the British International School Hanoi Bank details:

- Bank name: EXIMBANK - SAI GON BRANCH
- Bank address: 136-138 Le Thi Hong Gam Street, District 1, HCMC, Vietnam.
- Account name: TRUONG QUOC TE DA CAP ANH - HANOI (BIS HANOI)
- Account No.VND: 1401 1485 1059534
- Account No.USD: 1401 1485 1059551
- SWIFT Code: EBVIVNVXTTD
- Bank code: 79305002

On-line Activity Selection

All activities (free and paid) need to be selected on-line via **CHQ**. Please see the next page for instructions. You will be able to see updates and changes to your approved activities through your on-line CHQ homepage. Please note your first choices may not always be possible.

Please take time to read through the rest of this booklet and log on to CHQ. If you have any questions please contact mark.atkinson@bishanoi.com.

Mr. Mark Atkinson
ECA Programme Coordinator

CHQ – Activities and Sports Online Portal

This system has been set up for you to use on a daily basis to select and track all of your child's chosen activities. It can be found by going to the school website <http://www.nordangliaeducation.com/our-schools/vietnam/hanoi/bis> and clicking on the CHQ tab, at the bottom of the homepage.

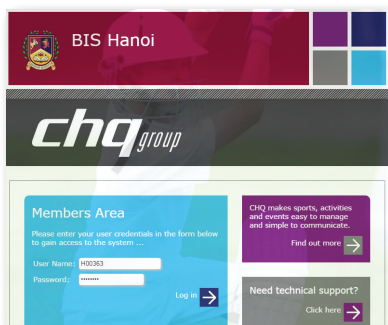
Please follow the instructions below to log on and select your desired activities.

Logging on

Log on using your child's school User name and Password. If your child is in the Primary school, their Password will be their Date of Birth, in the format DDMMYYYY. If your child is in the Secondary school, their password will be 'password' or their own personal password.

Primary Example: User name: H00123 Password: 23032007

Secondary Example: User name: H00124 Password: password



How to select your child's activities:

Step 1: Click on **My Profile** tab.

Step 2: Expand **My Activities**.

Step 3: Select **View/Manage/Submit Activity Choices (2017-2018 Term 1)**.

Step 4: For each activity/paid activity add a different number e.g. Monday: Football **add 1**, Wednesday: Board Games **add 2** then **3, 4, 5 etc.** to all other clubs you would like to participate in. The **SAVE** button will appear to the right of the activity list, click SAVE.

Step 5: Once you're happy with your choices you **MUST** press the **SUBMIT** button at the top of the page. You will receive an automated email confirming your club preferences.

Step 6: To cancel a selection after submitting add a 0 to the desired box then save and submit.

Step 7: If you click onto My Schedule after Monday 12th September 2017 you should be able to see your activities by scrolling through to Monday 25th September 2017 (start of Term 1 activities) you will also receive an email of the activities you have been accepted into and students can check display boards within school.

Once your selected activities have been approved you will be able to see them by clicking on the on **My Profile** tab to the right of the Home tab on your page.

CHQ Sign-Up Tips for Parents:

Parents please DO NOT place a number 1 in each activity box as this will make your child's favourite activity unclear and as a result your child may miss out on their favourite activity). Please remember to number all choices from 1 (most important activity) to 5, 6 or 7 (or least favourite activity) regardless of the day.

Consider & discuss your choices with your child then click the **Submit** button. Clicking the **Submit** button will send your child's activity choices to school.

Please remember that you may choose as many activities as you wish that fit into your child's schedule and all activities are subject to a minimum and maximum limit.

MONDAY

ACTIVITY	YEAR	TIME	MIN No.	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	ACTIVITY DESCRIPTION
BIShop	Years 2-13	15:05 - 16:05	6	15	Mr. Allison	S305	Service	Both	Learn to help provide a service to your school community whilst raising money for local charity. You will be involved in the set up, purchasing and running of the school shop
Gymnastic club (Paid activity)	Years 2-8	15:05 - 16:05	10	16	GymKraft	Spots Hall	Sports	Both	This year we'll be working with GymKraft, a gymnastics company from Singapore. Students will develop a range of technical skills including rolling and rotating, balancing and travelling in a challenging and safe environment. Please note: Minimum number of children =10/ The cost per student in Term 1 = 4,600,000 VND
Beginners Swimming	Years 3-8	15:05 - 16:05	4	12	Mr. Vu	Swimming Pool	Sports	Both	This activity is for those who cannot complete a full length in any stroke. We will develop floating and body positioning, kicking and arm movements to propel ourselves through the water in a safe and comfortable manner.
Ukulele	Years 4-7	15:05 - 16:05	4	12	Ms. Burden	P214	Performing Arts	Both	Ukulele club- for beginners or students who already know how to play. Learn to tune your instrument, play some songs and perform. We have ukuleles in school you can use but if you have your own, bring it along!
Crochet	Years 4-9	15:05 - 16:05			Mrs. Ower	P218	Service	Both	Crochet. We will be crocheting colourful squares (perfect for beginners!) and stitching them into blankets for SOS Orphanage or one of our other community partners.
Bushcraft and Outdoor Skills Club	Years 5-8	15:05 - 16:05	6	20	Mr.Carroll and Mr. Halpin	School Garden	Leadership and Service	Both	Do you want to be the next Bear Grylls? If so, you'll love Bushcraft And Outdoor skills club! Learn essential life skills each week from fire building, outdoor cooking, knife and axe work and shelter building to the principals of successful camping. Each week we will build on our previous skills, have fun, learn how to work safely with tools and enjoy all that nature provides.
Netball	Years 5-8	15:05 - 16:05	10	20	Ms. Crombie	Hardcourt	Sports	Both	We'll be learning and developing netball skills through active drills and fun, friendly games.
Running Club	Years 6-13	15:05 - 16:05	5	10	Mrs. Witton	Outside (meet at the back door opposite sports hall)	Sports	Both	This club will be designed to build both speed and stamina. Students that sign up should already be able to comfortably run 5KM and will be motivated to run 5KM in 30 minutes or less. This activity is also perfect for IGCSE students aiming to increase fitness.
Community Arts	Years 7-11	15:05 - 16:05	4	20	Ms. Goppert	C111	STEAM	Both	An ECA for Art projects outside of the classroom. This year we are designing and creating a mural for the garden and planing and making set design for this year's school production
Baking	Years 7-11	15:05 - 16:05	10	12	Ms. Hai	S210	STEAM	Both	Students will explore a range of recipes whilst making delicious treats.
Secondary Production	Years 7-11	15:05 - 16:05	6	25	Ms. Loveday	P303	Performing Arts	Both	Developing acting and creative skills in Drama through workshop sessions.
Secondary Jazz Band	Years 7-13	15:05 - 16:05	1	NA	Mr. Scott	C321	Performing Arts	Both	From Blues to Bebop and everything inbetween, students in this year's Secondary Jazz Band will immerse themselves in the world of Jazz. Working towards exciting performances at upcoming events and concerts, students will get to make their own mark on the music they perform and will even be encouraged to create their own. Instrumentalists and vocalists of all abilities in years 7-13 are welcome to join.
Spanish Conversation club	Years 7-13	15:05 - 16:05	4	10	Ms. Rojas	S310	Languages	Both	Provide practice opportunities to all Spanish students in all levels. From beginners to more advanced speakers.
Debating Club	Years 7-13	15:05 - 16:05	10	50	Mr. Minchin, Mr. Dean and Ms. Price	S207	Leadership	Both	Join Debate Club to learn how to organise a persuasive speech, to become a more confident public speaker and to learn the rules of a formal debate. We debate a mixture of serious and light-hearted motions. Veterans of Debate Club are stongly encouraged to sign up again.
Pitch Perfect meets Karaoke plus Glee!	Years 7-13	15:05 - 16:05	0	20	Ms. AuCoin	C323	Performing Arts	Both	Choir with a twist...singing in a group, popular music, harmonies, and a bit of rhythm, all rolled into one.
French conversation and support lesson	Years 7-13	15:05 - 16:05	4	10	Ms. Ajenjo	S320	Academic and Languages	Both	Provide practice opportunities to all French students in all levels. From beginers to more advance speakers

MONDAY

ACTIVITY	YEAR	TIME	MIN No.	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	ACTIVITY DESCRIPTION
MS Boys Football	Years 7-9	15:05 - 16:05	4	20	Mr. Langford	Secondary Field	Sports	Boys	This activity will consist of training and preparation for competitive HAC Football and is subject to Squad selection.
Handmade Club	Years 7-9	15:05 - 16:05	6	12	Ms. Hong	S219	Performing Arts	Both	We will make some creative and lovely handmade items from various materials.
U15 FOBISIA Training (No school transport following this session)	Years 9-11	16:15 - 17:15	4	24	Ms. Airdrie	Sports Hall	Sports	Both	This activity is for FOBISIA squad members only, focusing on the four key areas in preparation for the FOBISIA Games. Football, Basketball, Swimming and Athletics.
Varsity Boys Football (No school transport following this session)	Years 10-13	16:15 - 17:15	6	20	Mr. Atkinson	Secondary Field	Sports	Boys	Junior Varsity and Varsity Boys Football training.
JV and V Girls Basketball	Years 10-13	15:05 - 16:05	4	15	Ms. Airdrie	Sports Hall	Sports	Girls	This activity will consist of training and preparation for competitive HAC Basketball and is subject to Squad selection.
JV and V Boys Basketball (No school transport following this session)	Years 10-13	16:15 - 17:15	4	15	Mr. Webb	Sports Hall	Sports	Boys	This activity will consist of training and preparation for competitive HAC Basketball and is subject to Squad selection.
Business Studies	Years 11-13	15:05 - 16:05	1	10	Ms. Stevenson	S308	STEAM	Both	Need some extra help with your business studies? Enjoying the lessons so much you'd like extra? Then this is the ECA for you.
Teaching English to BIS staff	Years 12-13	15:05 - 16:05	0	30	Mr. Tchakov	S208	Service	Both	Year 12: must comit for the whole school year. Term 1: teacher training, term 2-3: teaching practice. Year 13: term 1 ONLY. Must have participated in last year's ECA. Will be sharing experience and ideas with year 12.
Support for IB extended essay	Year 13	15:05 - 16:05	2	10	Ms. Hull	Library	Academic	Both	IB students will be given support with referencing, research sources and structuring during the final stages of their extended essay.

TUESDAY

ACTIVITY	YEAR	TIME	MIN No.	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	ACTIVITY DESCRIPTION
Keeping up with Japanese	Years 1-13	15:05 - 16:05	3	10	Ms. Kaori	Language Room	Languages	Both	Keeping up with mother tongue language by self-study, reading and fun games. Study materials should be prepared by themselves.

WEDNESDAY

ACTIVITY	YEAR	TIME	MIN No.	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	ACTIVITY DESCRIPTION
Golf <i>(Paid activity)</i>	Years 3-13	15:05 - 16:05	8	12	Bradley Wright (PGA Pro)	Long Bien Golf Course	Sport	Both	Receive top tuition from a PGA professional, including skills for all abilities, ranging from grip to club swing, or putting to driving. Please note: Minimum number of students =8. The cost per student per term = 4,060,000VND
Competitive Swimming	Years 4-13	15:05 - 16:05	4	20	Ms. Wild	Swimming Pool	Sports	Both	This activity is for advanced swimmers who are competent in at least 3 strokes over great distances. This activity will allow you to train intensively and to fine tune particular aspects of your stroke to improve further.
Garden Club	Years 5-8	15:05 - 16:05	10	20	Mr. Labelle and Mr. Halpin	P224 & Garden	STEAM	Both	Join the Garden Club to learn how to plant, grow and harvest our garden! You will learn about the Biology of Plants, and what they need to grow. You will enjoy being outdoors and learn how satisfying it is to witness that from little things, big things grow!
Brass Club	Years 5-9	15:05 - 16:05	1	13	Mr. Scott	C323	Performing Arts	Both	The showcase group for the new BIS Brass Project, where all BIS Brass Musicians get together to work as an ensemble on music arranged especially for this group.
MS Boys Football	Years 7-9	15:05 - 16:05	10	24	Mr. Kelly	Secondary Field	Sports	Boys	This activity will consist of training and development in a range of skills. This activity is perfect to prepare for forthcoming HAC or FOBISIA seasons.
3V3 Street Basketball	Years 7-10	15:05 - 16:05	6	20	Mr. Langford	Sports Hall	Sports	Both	This activity is an opportunity for students to develop basketball skills in small-sided games. 3V3 allows students to be in control of the ball for longer periods of time. In addition, the games should be fast paced and more open for high scoring!
Card Game Club	Years 7-11	15:05 - 16:05	4	24	Mr. Russell	S103	STEAM	Both	Have fun playing the card games that you love such as Tiến, Tán, Rummy and Trumps or learn to play some classics such as Hearts and Spades. Whatever type of game you prefer, there will be an opportunity to play it at Card Game Club.
Secondary: Global Campus Challenge Activities	Years 7-13	15:05 - 16:05	4	12	Mr. Duckett & Mr. Forster	Library	Global Campus	Both	Students can explore and develop ideas for their global campus competitions. They will be able to plan creative and unique projects, using teamwork or independently.
Strategy Games	Years 7-13	15:05 - 16:05	4	20	Mr. Schofield	S316	STEAM	Both	Team building and communication skills will be developed through mathematical and logic games using a wide range of popular and lesser-known puzzle and strategy games.
Computer programming with Python	Years 7-13	15:05 - 16:05	2	14	Mr. Trett	C121	STEAM	Both	We will be learning about the Python programming language, which is widely used by professionals in the real world. It was also famously used in the development of popular websites, such as Instagram and Youtube.
Secondary: Global Campus Challenge Activities	Years 7-13	15:05 - 16:05	4	12	Mr. Duckett & Mr. Forster	Library	Global Campus	Both	Students can explore and develop ideas for their global campus competitions. They will be able to plan creative and unique projects, using teamwork or independently.
MS Girls Basketball <i>(No school transport following this session)</i>	Years 7-9	16:15 - 17:15	4	15	Ms. Airdrie	Sports Hall	Sports	Girls	This activity will consist of training and preparation for competitive HAC Basketball and is subject to Squad selection.
MS Boys Basketball <i>(No school transport following this session)</i>	Years 7-9	16:15 - 17:15	4	15	Mr. Langford	Sports Hall	Sports	Boys	This activity will consist of training and preparation for competitive HAC Basketball and is subject to Squad selection.

THURSDAY

ACTIVITY	YEAR	TIME	MIN No.	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	ACTIVITY DESCRIPTION
Intermediate Swimming	Years 4-8	15:05 - 16:05	4	20	Ms. Wilson	Swimming Pool	Sports	Both	Students will refine the technical and physical aspects of multiple strokes. This activity is recommended for competent swimmers who would like to develop into competitive swimmers.
Secondary Production	Years 7-11	15:05 - 16:05	6	25	Ms. Loveday	P303	Performing Arts	Both	Developing acting and creative skills in Drama through workshop sessions.
Competitive Girls Football <i>(No school transport following this session)</i>	Years 7-13	16:15 - 17:15	4	16	Ms. Wild	Primary Field	Sports	Girls	Students will apply skills and techniques into game situations. Focusing on attacking and defending principles as a team.
Secondary Orchestra	Years 7-13	15:05 - 16:05	10	100	Ms. Rea	Band Room	Performing Arts	Both	Through increasing popularity for our BIS Orchestra, we have now decided to split the orchestra into older and younger students. This is to ensure the older students will be continuously pushed to develop their ensemble skills, instrumental skills and knowledge of western repertoire. Students of all abilities welcome - selected repertoire will be chosen to focus on ensuring all of our students are engaged, enjoying and learning.
Woodwork and Design	Years 7-13	15:05 - 16:05	4	14	Mr. Lovatt	C209	STEAM	Both	Use wood, metal and tools to build amazing things.
Tennis Club <i>(Paid activity)</i>	Years 7-13	15:05 - 16:05	4	4	Mr Thuong	Hardcourt	Sports	Both	Students will discover and develop basic tennis strokes such as forehand and backhand ground strokes, volleys and serves. This activity will take place at the Vinhome Riverside Tennis Courts. Please note: Minimum number of children =4/The cost per student per term = 1,310,000VND (Approx.)
Around the world cooking club	Years 9-11	15:05 - 16:05	4	12	Ms. Mackay	Cooking Room	STEAM	Both	A space to share, cook and taste food from around the world.
Model United Nations	Years 9-13	15:05 - 16:05	6	24	Ms. Price and Mr. Kelly	S307	Leadership	Both	Students learn about diplomacy, international relations, and the role of the United Nations. Model United Nations (MUN) teaches and develops research skills, confidence in public speaking, debating and negotiation, and formal writing in English. In addition, attending MUN ECA will enhance your critical thinking, ability to work collaboratively, and leadership skills. There is also an exciting opportunity to join a select team and travel overseas to compete in an MUN conference.
JV and V Girls Volleyball <i>(No school transport following this session)</i>	Years 10-13	15:05 - 17:00	4	15	Ms. Fairbairn	Sports Hall	Sports	Girls	This activity will consist of training and preparation for competitive HAC Volleyball and is subject to Squad selection. This activity will require additional commitment in competitive fixtures and additional training sessions.
JV and V Boys Volleyball <i>(No school transport following this session)</i>	Years 10-13	16:15 - 17:15	4	15	Mr. Vu	Sports Hall	Sports	Boys	This activity will consist of training and preparation for competitive HAC Volleyball and is subject to Squad selection.
CAS Musical Skills Development <i>(No school transport following this session)</i>	Years 10-13	16:15 - 17:15	5	100	Ms. Rea	C321	Performing Arts	Both	A brand new ECA to help prepare KS4 students for IB, and support KS5 students in their IB. We will be doing a series of skills focussed workshops in creativity and activity to help improve oneself. Through composition, performance, rehearsing and appraising, students will have the opportunity to acquire skills to help their personal and academic performance.

FRIDAY

ACTIVITY	YEAR	TIME	MIN No.	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	ACTIVITY DESCRIPTION
U15 FOBISIA Training <i>(No school transport following this session)</i>	Years 9-11	15:05 - 17:15	4	24	Ms. Airdrie	Sports Hall	Sports	Both	This activity is for FOBISIA squad members only, focusing on the four key areas in preparation for the FOBISIA Games. Football, Basketball, Swimming and Athletics.

