



**BRITISH
INTERNATIONAL
SCHOOL**
HANOI
A NORD ANGLIA EDUCATION SCHOOL



Saturday School

Term 3 / 2016 - 2017



Dear Sir and Madam,

Saturday School in Term 3 will start on **Saturday 22nd April 2017** and continue until **Saturday 17th June 2017 (9 weeks)**.

Saturday School 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 can make choices from the list of activities below. They will be asked for 3 preferences although they may only partake in one or two sessions. Not all activities are available to all year groups, please see the descriptions below. Information on all activities can be found within the descriptions below.

Application guidelines:

- All activities need to be selected on-line via CHQ. However, if your child is not a student at BIS Hanoi, please contact **Ms.Duong** for assistance at activities@bishanoi.com.
- You will be able to register your child for activities during the 'sign-up period', which will be from **5p.m Thursday 30th March 2017 until 5p.m Wednesday 19th April 2017**.
- After Wednesday 19th April 2017, students who sign 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.
- Children/Parents can make payments to the school by bank transfer as soon as the child's activity is confirmed.
- Activities have maximum and minimum numbers, which varies according to the activity.
- Once the maximum number of children has been reached, the activity will be 'closed'.
- Children who sign up for activities that are oversubscribed will be placed on a waiting list.
- Activities may be cancelled if there are not enough children as required.

Paid Activities (All Saturday Programme 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 after receiving confirmation letter** otherwise the place will be offered to the children who have been placed on a waiting list. The payments are non-refundable.

On-line Activity Selection

All activities 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 activities@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 (www.bishanoi.com) and clicking on the CHQ tab, located in the top right corner of the home page.

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 their own personal password.

Primary Example: User name: Hoo123 Password: 23032007

Secondary Example: User name: Hoo124 Password: ownpersonalpassword



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 (Term 3 Saturday School)**.

Step 4: For each activity/paid club add a different number e.g. Junior Basketball add 1, Guitar 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 Wednesday 19th April 2017 you should be able to see your activities by scrolling through to Saturday 22nd April 2017 (start of Term 3 activities) you will also receive an email of the clubs you have been accepted into.

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 club box as this will make your child's favourite club unclear and as a result your child may miss out on their favourite club/s. Please remember to number all choices from 1 (most important club) to 3 (least favourite club) 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 club choices to school.

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

ACTIVITY	YEAR	TIME	MAX No	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	DETAIL/NOTES
English Language - IELTS 1	Years 6-9	09:00-10:00	12	Mr Willis	P107	Languages	Both	This course is designed for candidates who have scored anywhere between 4 and 5.5 on a previously taken IELTS exam. Please note: Minimum number of children = 5 The cost per student per term = 2,700,000 VND
English Language - IELTS 2	Years 6-12	10:30-11:30	12	Mr Willis	P223 Main school	Languages	Both	This course is designed for Secondary Students who are interested in improving their proficiency in grammar, speaking, listening and reading comprehension, and writing with the IELTS exam format. Please note: Minimum number of children = 5 The cost per student per term = 2,700,000 VND
English Language – General English 1	Years 1-3	10:30-11:30	12	Mr Willis	P219, P205	Languages	Both	This course is designed for Primary students from Year 1 to Year 3 who are interested in improving their proficiency in grammar, speaking, listening and reading comprehension, and writing. Please note: Minimum number of children = 5 The cost per student per term = 2,700,000 VND
English Language – General English 2	Years 4-6	09:00-10:00	12	Mr Willis	P205	Languages	Both	This course is designed for Primary students from Year 4 to Year 6 who are interested in improving their proficiency in grammar, speaking, listening and reading comprehension, and writing. Please note: Minimum number of children = 5 The cost per student per term = 2,700,000 VND
Swimming 1	Years 1-12	09:00-10:00	4	Mr. Vu/Mr Dong/ Mr Cuong/Ms Trang/ Mr Hien	Swimming Pool Main school (In-door)	Sport	Both	This course is offered for children of different abilities from beginners to intermediate and advanced levels to improve their own swimming skills with full-supervision and coaching from professional trainers. Each session will be for 45 minutes in the water and students are required to be at swimming pool for 1 hour for changing and getting warm up before and after the session. Please note: Minimum number of children = 3 The cost per student per term = 2,250,000 VND
Swimming 2	Years 1-12	10:30-11:30	4	Mr. Vu/Mr Dong/Mr Cuong/Ms Trang/ Mr Hien	Swimming Pool Main school (In-door)	Sport	Both	This course is offered for children of different abilities from beginners to intermediate and advanced levels to improve their own swimming skills with full-supervision and coaching from professional trainers. Each session will be for 40 minutes in the water and students are required to be at swimming pool for 1 hour for changing and getting warm up before and after the session. Please note: Minimum number of children = 3 The cost per student per term = 2,250,000 VND
Karate 1	F3 – Year 5	09:00-10:00	12	Mr Hien & Mr Dinh Anh	Fitness Room Main school	Sport	Both	In Karate, children will learn life skills, discipline and develop physical skills, one of which is self-defence. Children will also improve flexibility and increase strength and stamina whilst learning how to follow directions and the importance of listening and focusing. Please note: Minimum number of children = 4 The cost per student per term = 2,250,000 VND
Tennis 1	Years 1-12	09:00-10:00	2	Mr Thuong & Mr Toan	School Tennis Court	Sport	Both	This class is tailor-made and sessions can be adapted to suit the needs of each student to help them improve and make sufficient progress. Please note: Minimum number of children = 2 The cost per student per term = 2,700,000 VND
Tennis 2	Years 1-12	10:30-11:30	2	Mr Thuong & Mr Toan	School Tennis Court	Sport	Both	This class is tailor-made and sessions can be adapted to suit the needs of each student to help them improve and make sufficient progress. Please note: Minimum number of children = 2 The cost per student per term = 2,700,000 VND
Guitar	Years 1-12	09:00-09:40 09:50:10:30 or 10:40-11:20	1	Mr Kien	C325 Main school	Music	Both	The guitar is one of the most popular and beloved musical instruments in the world, with wide applications in recital, concert and theatre within various musical genres. Please note: This session will be one student and one teacher only. The cost per student per term = 4,950,000 VND.

Violin	Years 1-12	09:00-09:40 09:50:10:30 or 10:40-11:20	1	Mr Tuan Anh	C329 Main school	Music	Both	<p>The violin is often considered the “king of the orchestra.” It requires intricate technical skills which can help musicians to perform a range of different pieces within many music genres. The violin is renowned as being an instrument to help develop intelligence and personal growth.</p> <p>Please note: This session will be one student and one teacher only. The cost per student per term = 4,950,000 VND.</p>
Piano	Years 1-12	09:00-09:40 09:50:10:30 or 10:40-11:20	1	Ms Mai Khue, Mr Tuan Do, Ms Phan, Ms Kieu Anh	Art Performance Department Main school	Music	Both	<p>The piano is used in many musical genres with the ability to create sounds with many different connotations. The piano has many practical applications in performing as a solo instrument or as part of an ensemble. Playing the piano also helps children to stimulate interest in composing their own music.</p> <p>Please note: This session will be one student and one teacher only. The cost per student per term = 4,950,000 VND.</p>
Drums	Years 1-12	09:00-09:40 09:50:10:30 or 10:40-11:20	1	Mr Le Quoc Hung	P302 Main school	Music	Both	<p>Percussion is the earliest musical instrument in music history and is an important component of many musical works. Learning to play percussion helps children to have great capability of rhythm as well as the opportunity to perform in different musical genres.</p> <p>Please note: This session will be one student and one teacher only. The cost per student per term = 4,950,000 VND.</p>