



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



# Extra-curricular Activities In Primary

Term 3 / 2016 - 2017



Dear Parents

Extracurricular Activities (ECAs) in Term 3 will start on **Monday 24th April 2017**. The activities will run through until **Thursday 15th June 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 1-6 will be asked to make choices from the list of activities below. Children in Years 1-6 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 20th March 2017 at 9.00am until Tuesday 21st March 2017 at 4.00pm**. You will be able to make multiple choices, but at this stage you will be accepted on 1 activity only. 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 22nd March 2017 at 9.00am until Thursday 23rd March 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 24th March 2017 at 9.00am until Saturday 25th March 2017 at 4.00pm**.
- After **Saturday 25th March 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 **Wednesday 29th March 2017**, otherwise the place will be offered to the children who have been placed on a waiting list.

### 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 [markatkinson@bishanoi.com](mailto:markatkinson@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 their own personal password.

Primary Example: User name: H00123 Password: 23032007

Secondary Example: User name: H00124 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 (2016-2017 Term 3)**.

Step 4: For each activity/paid club add a different number e.g. Monday: Football club **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 27th March 2017 you should be able to see your activities by scrolling through to Monday 24th April 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 **My Profile** tab to the right of the Home tab on your homepage.

## 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	MAX No.	TEACHER	GENDER SPECIFIC	DETAIL/NOTES
Gymnastic club (Paid activity)	Years 2-8	15:05 - 16:05	12	GymKraft	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.  <b>Please note:</b> Minimum number of children =10 The cost per student per term = 2,760,000 VND
The Playdough Club	Year 1	2.55 - 3.55	10	Ms Cheska	Both	Learn to make playdough and let your hands have fun. In playdough club, children will be provided with a wide variety of materials to use with play dough, inspiring creativity and encouraging them to use their imaginations.
Primary Football	Year 1	2.55 - 3.55	15	Ms Cat	Both	Drills and Skills! Practice your football skills by learning some drills and engaging in mini matches to put it all into practice
Story Club	Year 1	2.55 - 3.55	12	Ms Molly	Both	Children will listen to a new story each week and complete a range of art, writing and drama activities based on the story.
Yoga and Peace Out	Year 1	2.55 - 3.55	16	Ms Tamara	Both	Yoga, mindfulness and relaxation designed especially for children.
BIShop	Years 2-13	15.05-16.05	15	Ms Stevenson	Both	An opportunity to learn how to run a small social enterprise. Students learn about marketing and customer service. Students would be expected to work in BIShop during Friday lunch times.
Primary Science Club	Years 2-6	15:05 - 16:05	15	Ms Watts	Both	Children will become scientific enquirers by taking part in a range of fun science experiments.
Kwik Cricket	Years 2-6	15.05-16.05	25	Mr Wild	Both	Come along and learn a fast and exciting version of one of the most popular sports in the UK. Cricket is a great game to develop coordination, striking, catching and team work.
Hercules Set Design	Years 5-9	15.05 - 16.05	15	Ms Tilt	Both	Create a range of props for the upcoming Primary production of Hercules.
Primary Rock Band	Years 4-6	15:05 - 16:05	16	Mr Adams	Both	Do you want to ROCK!? This activity will give you the opportunity to showcase your musical talents, your teamwork skills and have fun. If you know how to play any instrument and want to play music with your friends then this is the activity for you!
Trampolining	Years 5-10	15:05 - 16:05	10	Ms Upton	Both	To move on from basic trampolining skills to an intermediate level. Learning a variety of landings including front and back and exiting using twists.
Cross Stitch	Years 6-7	15.05-16.05	20	Mrs Rowlands	Both	Cross stitching is a great way to spend time with friends; old and new. Develop your skills and express your creativity with a needle and thread. Share designs and ideas and impress your family and friends with your achievements!
PSC	Years 2-6	15.05 - 16.05	13	Ms Tong	Both	Students will take on a role of responsibility to help improve the school and bring awareness of big issues to others.

# WEDNESDAY

ACTIVITY	YEAR	TIME	MAX No.	TEACHER	GENDER SPECIFIC	DETAIL/NOTES
Golf (Paid activity)	Years 2-13	15:05 - 16:05	14	Mr Trett and Mr. Bradley Wright (PGA Pro)	Both	Students will develop a full range of skills from short play to long play, under the tuition of PGA Pro Bradley Wright.  <b>Please note:</b> Minimum number of children =8 The cost per student per term = 2,842,000 VND
Tennis Club (Paid Activity)	Years 2-6	15:05 - 16:05	4	Mr Thuong	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.  <b>Please note:</b> Minimum number of children =4 The cost per student per term = 917,000VND (Approx.)
Craftastic	Year 1	2.55 - 3.55	10	Ms Bea	Both	Unleash your creativity as you explore with a variety of materials and take on different arts and craft ideas.
Soft Play	Year 1	2.55 - 3.55	15	Ms Giang Hoang	Both	Have fun and relax after school with a range of soft play activities.
Splash Pool Club	Year 1	2.55 - 3.55	10	Ms Karissa	Both	Children will engaged in group water activities that will promote their strategic thinking and sportsmanship amongst peers
Garden Club	Years 2-6	15:05-16:05	24	Mr Labelle	Both	Join the Garden Club to enjoy getting your fingers and hands dirty! You will learn to choose the right plants to grow, plant the garden, care for it every week and harvest our crops when they are ready for picking. The club will teach you the value of self sustainment and organic farming.
Clay Art	Years 2-6	15:05 - 16:05	15	Ms Huyen Truong	Both	Children will use clay and other resources to create some beautiful products. Children will develop fine motor skills and become more creative.
Drawing	Years 2-4	15:05 - 16:06	10	Ms Smith	Both	Children will learn drawing skills that will help to make their drawings look more realistic.
Competitive swimming	Years 3-13	15.05-16.05	20	Mrs Aidrie	Both	Competitive swimming training for students aiming to develop all four strokes over increased distances with effective diving and tumble turns.
FOBISIA Under 11 Football	Years 4-6	15.05 - 16.05	24	Mr Atkinson	Both	FOBISIA Football Training. FOBISIA competitors only.
Global Campus Activities	Years 5-13	15:05 - 16:05	12	Mr Duckett	Both	Students are given time and resources to make entries to various competitions via global campus. They can choose whether to work on Visual Arts, Cinema, Theatre or work towards the Global Goals.
Girls' Football	Years 5-13	15:05 - 16:05	25	Ms Wilson	Girls	Girls football for competitive and non competitive students. An opportunity to develop a range of skills including passing, shooting, turning and dribbling.
Netball	Year 6-9	15:05 - 16:05	18	Ms Wild	Both	Netball is a fast paced and extremely technical invasion game, comprising of a number of aspects similar to Handball and Basketball.
Strategy Games	Years 6-13	15.05 - 16.05	20	Mr Schofield	Both	A range of games designed to promote the use of maths, language development and thinking skills across a range of media. Leadership skills are also developed through coaching new students on rules and possible strategies they can employ during the games
Middle School Basketball Training	Years 6-8	15:05 - 16:05	20	Mr Langford	Boys	Try outs and pre season Middle School Training for 2017-2018 Season.

# THURSDAY

ACTIVITY	YEAR	TIME	MAX No.	TEACHER	GENDER SPECIFIC	DETAIL/NOTES
Beginners Golf (Paid activity)	Years 2-6	15:05 - 16:05	15	Mr Bradley Wright (PGA Pro)	Both	An introduction to the fundamentals of Golf using the new SNAG programme (Starting New At Golf). Learn how to grip a club, how to swing effectively and have fun chipping and putting at a range of engaging targets.  <b>Please note:</b> Minimum number of children =8 The cost per student per term = 1,897,000 VND
Primary Football	Year 1	2.55 - 3.55	15	Ms Cat	Both	Drills and Skills! Practice your football skills by learning some drills and engaging in mini matches to put it all into practice
Cooking	Year 1	2.55 - 3.55	12	Ms Gerona	Both	We will cook and bake a range of recipes, exploring food from different countries. Our selection of food will be easy to make and fun to eat!
Globe Trotters	Years 2-6	15:05 - 16:05	20	Ms Fitzpatrick	Both	Students will learn about different countries and make links with schools across the Global Campus network of school.
Yoga club	Years 2-6	15:05- 16:05	15	Ms Hop	Both	Introducing children to yoga at an early age can help them learn healthy lifestyle habits and set the foundation for a fit future. Children will have a relaxing time after school with the basic and friendly yoga poses for kids.
Arts and Crafts	Years 2-4	15:05 - 16:05	15	Ms Duyen Hoang	Both	Children will develop their skills in perseverance and creation by making amazing products from paper plates, plastic bottles and fabrics.
Film Club	Years 2-6	15.05 - 16.05	20	Mr Callan	Both	We will watch a range of short films and discuss, write reviews about them one by one
Orchestra	Years 2-13	15.05 - 16.05	N/A	Mr Scott	Both	The biggest ensemble at BIS, featuring Wind, Brass, Strings and Percussion instruments. We will continue to look at a large variety of music, specially arranged for the orchestra. All abilities welcome!
T Ball	Years 2-6	15:05 - 16:05	24	Mr Holmes	Both	A fun way to improve and develop the skills needed to play T ball. Pupils will play games each week and learn how to work as a team through the exciting game of T ball.
FOBISIA UNDER 11 Athletics	Years 4-6	15.05 - 16.05	24	Mr Atkinson	Both	FOBISIA Athletics Training. FOBISIA competitors only.
Advanced Swimming (must be able to do 25m confidently)	Years 5-13	15:05 - 16:05	24	Ms Wild	Both	This activity is only for competitive swimmers who can swim multiple strokes at 50 metres or over. This activity is recommended for students targeting FOBISIA squads or Hanoi Activities Conference (HAC) squads.
English Class for Parents	Parents	3:05 - 4:05	10	Ms Willson	Both	BIS Hanoi are offering the opportunity for parents to come to school to practice English with a dedicated school EAL teacher. These sessions will provide you with the opportunity to improve your English in order to use with your children at home, to speak with and write to teachers and to use in your everyday life. They will also allow you to meet other parents, to discuss school subjects and events and to spend time in the school environment.  Sessions will take place on Wednesday and/or Thursday depending on the number of parents who sign up and your current level of English. If you think it will make it easier for you to attend, please sign your child up for an ECA on the same day.  Sessions will start at 3.05pm and end at 4.05pm. Unfortunately, younger children cannot be accommodated at school during these lessons.  To register your interest please e-mail Jinny at <a href="mailto:jinnyjung@bishanoi.com">jinnyjung@bishanoi.com</a> with your name and contact details. You do not need to register using CHQ. Please note: Priority will be given to those who took part last year.