



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



Extra-curricular Activities In Key Stage 1 (Years 1 - 2)

Term 1 / 2016 - 2017



Dear Parents

Extracurricular Activities (ECAs) in Term 1 will start on Monday 19th September 2016. The activities will run through until Thursday 1st December 2016.

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 to 2 will be asked to make choices from the list of activities below. Children in Years 1 to 2 will have the option to choose one, two or three activities. They will be asked for 5 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 activities during 'sign-up period 1', which will be **from Tuesday 30th August 2016 at 9.00am until Wednesday 31st August 2016 at 5.00pm**. You will be able to make up to 5 choices but at this stage you will only be accepted a place on 1 activity only. You will then be able to register your child for another 1 or 2 activities if you wish to do so during 'sign up period 2' which will be from **Thursday 1st September 2016 at 9.00am until Saturday 3rd September 2016 at 5.pm**.
- After **Saturday 3rd September 2016**, 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'.
- 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 1, 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 9th September 2016** 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.

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.

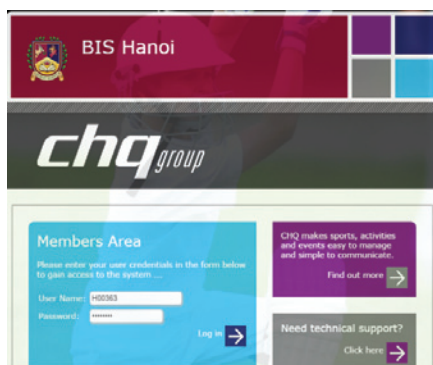
Please follow the instructions below to log on and select your desired activities.

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 1)**.

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 5th September you should be able to see your activities by scrolling through to Monday 21st September 2016 (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 (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	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	DETAIL/NOTES
Intermediate Chinese Mandarin (Paid activity)	Years 1-6	3:00 - 3:55	14	Ms Lien	P223	Sport	Both	Learn basic conversational skills, including greeting and introductions, questions and answers whilst developing cognitive and social skills. Learning Chinese Mandarin also provides children with an advantage in the increasingly competitive business world. Please note: Minimum number of children = 6 The cost per student per term = 1,100,000 VND
Primary School Council	Years 2-6	3.05 - 4.05	12	Ms Tong	P208	Community	Both	Primary School Council members meeting. Please note, this activity is for current council members only.
Recreational Football	Years 1-2	3.05 - 4.05	14	Ms Passmore	EYC Playground	Sport	Both	Children will develop a wide range of skills including control; passing; shooting and movement with the ball. Children will also learn the rules of the game and begin to compete with one another and more importantly, children will have fun!
Junior Athletics	Year 1	3.05 - 4.05	12	Mr Tom	EYC Gym	Sport	Both	Children will begin to discover a range of fundamental movement skills through athletic based disciplines. Children will throw a range of objects and distances, jump in various ways and begin to increase speed when running.
Construction Club	Years 1-2	3.05 - 4.05	15	Ms Molly	Year 1 Shared Area	Creativity	Both	A club for children to practise and extend their design and engineering skills. Children will complete a number of construction 'challenges' throughout the club - a great way to encourage team work, new friendships and social skills too!
Origami	Years 2-4	3.05 - 4.05	15	Ms Duyen	S302	Creativity	Both	Children can fold their own flowers, animals and other shapes using square papers which they can then take home. This activity will develop lots of skills, such as observation, listening cooperation and, it can be linked to mathematical aspects like shapes and symmetry.
Active Fun	Year 1	3:00 - 3:55	15	Ms Karissa	Softplay Room	Sport	Both	Children will be engaged in activities in the Softplay Room that will develop their gross motor skills. Children will definitely enjoy team games that involves balancing, jumping, crawling and running.
Gymnastics	Years 1-6	3:05 - 4:05	10	Ms Upton	Sports Hall Gallery	Sport	Both	Children will begin to explore and develop the fundamentals of gymnastics, including travelling, rolling, rotation and balance. Children will build strength, improve flexibility and learn specific techniques.

WEDNESDAY

ACTIVITY	YEAR	TIME	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	DETAIL/NOTES
Karate (Paid activity)	Years 1-2	3.05 - 4.05	15	Mr Dung (Viet-Nhat Karate Club)	Early Years Gym	Sport	Both	Karate is a Japanese Martial Art which has emerged and developed vigorously in Vietnam for many years. Karate is an empty hand martial art that aims to develop self-defense and physical skills for the practitioner. Employing a scientific and contemporary training method that is appropriate for children, Vietnhatclub has become a reputable martial art club in Hanoi with 6 branches and early 700 members in training Please note: Minimum number of children = 8 The cost per student per term = 910,000 VND
Ballet (Paid activity)	Years 1-6	3.05 - 4.05	25	Ms Mai	C108	Performing Arts	Both	Children will learn ballet techniques enabling them to perform a short dance by the end of the course. Ballet will develop balance and core strength as well as being a fun and creative session. Please note: Minimum number of children = 8 The cost per student per term = 1,480,000 VND
Intermediate French (Paid activity)	Years 1-6	3.05 - 4.05	14	Ms My Lan	P205	Languages	Both	Learn basic French, including the alphabet, phrases, vocabulary, pronunciation and grammar. Once children have mastered the basics they may progress to more complex conversational skills, questions and answers. This activity is for existing French students only. Please note: Minimum number of children = 6 The cost per student per term = 1,310,000 VND
Tennis Club (Paid Activity)	Years 1-6	3.05 - 4.05	4	Mr Thuong	Hardcourt 1	Sport	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 = 1,310,000 VND
POPsicles	Years 1-2	3.05 - 4.05	10	Ms Rea	Music Room	Performing Arts	Both	This is an opportunity for younger students to learn and develop their musical skills in an ensemble setting. There are no restrictions on the choice of instruments or the ability of the child - everyone is welcome to make a mini pop band! Singers also required!

Intro to Sport	Years 1-2	3.05 - 4.05	16	Ms Tamara	Auditorium	Sport	Both	Children will develop a wide range of fundamental movement skills while beginning to play a variety of sports and games.
Dances Around The World	Year 1	3.05 - 4.05	12	Ms Cheska	EYC Multipurpose room	Performing Arts	Both	Dancing is an aerobic form of exercise and is a great alternative to team sports. Benefits include flexibility, improved physical strength, good posture, balance and coordination. And did you know that it could spark creativity and appreciation for arts? In this class, the children will learn modern and traditional dances from all over the world and enjoy all the benefits of dancing.
Junior Volleyball	Years 2-4	3.05 - 4.05	20	Ms Smith	Hardcourt 2	Sport	Both	Learn the fundamentals of technical skills such as 'Spiking', 'Digging' and 'setting', whilst developing a basic understanding of rules and gameplay. You will also have the opportunity to compete against other schools!

THURSDAY

ACTIVITY	YEAR	TIME	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	DETAIL/NOTES
Beginners Chinese Mandarin (Paid activity)	Years 1-6	3.05 - 4.05	14	Ms Lien	E209	Languages	Both	Learn basic conversational skills, including greeting and introductions, questions and answers whilst developing cognitive and social skills. Learning Chinese Mandarin also provides children with an advantage in the increasingly competitive business world. Please note: Minimum number of children = 6 The cost per student per term = 1,100,000 VND
Beginners Golf (Paid activity)	Years 1-6	3.05 - 4.05	15	Mr Bradley Wright	Outdoor or Auditorium	Languages	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. Please note: Minimum number of children = 9 The cost per student per term = 2,710,000 VND
3D - Art	Years 2-6	3.05 - 4.05	15	Ms Huyen	P103	Creativity	Both	Children will use many different resources such as coloured paint, coloured cards, moving eyes and cotton to create some beautiful 3D- products. Children will develop fine motor skills and become more creative.
Korean Reading Club	Years 1-2	3.05 - 4.05	15	Ms Jinny Jung	Library	Languages	Both	Children will read different types of Korean books and develop their understanding and reading skills. They will learn how to use and write a reading log book and have a chance to create their own story book.
Orchestra	Years 3 - 13	3:05 - 4:05	Unlimited	Ms Rea & Mr Tuan Anh	Music Room	Performing Arts	Both	It's here! Our first BIS Orchestra ECA! Calling all musicians to get involved, primary and secondary! We need wind and string players of all abilities. Unfortunately, this ECA is not open to students who do not yet play an instrument. Students will be acquiring essential musicianship skills from regular rehearsals, in particular ensemble skills, musical discipline and skill development. This is an extremely exciting time for everyone involved!
International Playground Games	Years 2 - 3	3:05 - 4:05	15	Ms Isabelle	Primary Playground	Sports	Both	In this ECA, children will develop their agility, speed, coordination, and total control of their body. As they are introduced to various children's playground games from different countries, they will learn the importance of teamwork and following instructions whilst having fun.