



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



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

Term 2/ 2016 - 2017



Dear Parents

Extracurricular Activities (ECAs) in Term 2 will start on **Monday 6th February 2016**. The activities will run through until **Thursday 23rd March 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 Year 1 will be asked to make choices from the list of activities below. Children in Years 1 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 **Tuesday 6th December 2016 at 9.00am until Wednesday 7th December 2016 at 5.00pm**. You will be able to make multiple 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 activity if you wish to do so during 'sign up period 2' which will be from **Thursday 8th December 2016 at 9.00am until Friday 9th December 2016 at 5.00pm**. Finally, you will be able to register your child for third activity if you wish to do so during 'sign up period 3' which will be from Saturday **10th December 2016 at 9.00am until Sunday 11th December 2016 at 5.00pm**.
- After **Sunday 11th December 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' 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 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 16th December 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 2)**.

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 9th December you should be able to see your activities by scrolling through to Monday 6th February 2017 (start of Term 2 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
Gymnastic club (Paid activity)	Years 1-8	15:05 - 16:05	10	Alex/Sue	Sports Hall Gallery	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 = The cost per student per term = 3,220,000 (Approx.)
Hama Beads	Years 1-6	15:05 - 16:05	14	Ms Elliott	P208	Creativity	Both	Come and create pictures using Hama beads. You can copy a pattern or create your own design. You will get to take home anything you make.
Football	Years 1-2	15:05 - 16:05	15	Miss Cat	EYC Multipurpose room	Sports	Both	A chance for the children to play together in a team, learn new skills, practice different techniques, drills and games. Learn to take control of the ball and be a sportsman/woman.
Clay club	Year 1	15:05 - 16:05	10	Ms. Giang Hoang	E209	Arts	Both	Develop fine motor skill and creative for the children.
Trampolining	Years 1-6	15:05 - 16:05	10	Ms Upton	Sports Hall/ Trampoline	Sports	Both	Beginners and intermediate trampolining

WEDNESDAY

ACTIVITY	YEAR	TIME	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	DETAIL/NOTES
Intermediate French (Paid activity)	Years 1-6	15:05 - 16:05	14	Ms. My Lan	P223	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 = 917,000VND (Approx.)
Beginners Japanese (Paid activity)	Years 1-6	15:05 - 16:05	14	Mr. Hayashi	P205	Languages	Both	Learn Japanese, an East Asian language spoken by about 125 million people. Discover Japanese in its various forms - Kanji, Hiragana and Katakana. Learn basic conversational skills, including greeting and introductions, questions and answers whilst developing cognitive and social skills. Please note: Minimum number of children = 6 The cost per student per term = 1,253,000VND (Approx.)
Tennis Club (Paid Activity)	Years 1-6	15:05 - 16:05	4	Mr Thuong	Hardcourt 2	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 = 917,000VND (Approx.)
Intermediate Chinese Mandarin (Paid activity)	Years 1-6	15:05 - 16:05	14	Ms. Lien	Primary Language Room	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
Book and Drama Club	Years 1-2	15:05 - 16:05	15	Ms Cheska	E 120	Arts	Both	Do you wish to have kids who love to read? Reading should start while they're young. Now's the time to expose them to different books and stories so they can eventually become book lovers. Book & Drama Club aims to develop kids' love for books. And to spice up their reading experience, there will role-playing of their favorite characters and stories. Kids will surely have a fun time!

THURSDAY

ACTIVITY	YEAR	TIME	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	DETAIL/NOTES
Beginners Chinese Mandarin (Paid activity)	Years 1-6	15:05 - 16:05	14	Ms.Lien	Primary Language Room	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 = 917,000 VND (Approx.)
Beginners Golf (Paid activity)	Years 1-6	15:05 - 16:05	15	Bradley Wright (PGA Pro)	Outdoor Area	Sport	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 students =6 The cost per student per term = 1,897,000VND
Korean reading club	Years 1-2	15:05 - 16:05	10	Ms. Jinny Jung	P205	Languages	Both	Children will read different types of Korean books and develop their understanding and reading skills. Also they will learn how to read and write.
Yoga	Year 1	15.05 - 15.55	15	Ms Tamara	Multipurpose	Sports	Both	Children will practise simple yoga poses and stretches to a well-known story. A fun way to keep fit!
Mother Tongue Japanese	Years 1-13	15:05 - 16:05	10	Kaori Brooke-Smith	Primary MFL Class (P203)	Languages	Both	To Keep up with Japanese. Study materials are provided by parents. native Japanese speakers or higher japanese level of students only.
Parents English Class	Parents	15:05 - 16:05	12	Mrs. Willson	P115	Community	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 to attend 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 jinnyjung@bishanoi.com 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.