



OPENING OF SCHOOL INFORMATION 2019-2020

NEW FAMILY ORIENTATION

As in previous years, we invite all the new students and parents to visit the school on **Tuesday, August 13 from 2:00-3:00pm**. A short introduction will be conducted on the second floor of the school cafeteria at 2pm. Uniform sales will start a little earlier at 1:00 pm. Please note that other than the short introduction there is no formal program and this time is meant for students to orientate themselves to the campus and teachers before the first day of school. The uniform shop will be open on Monday from 1:00-3:30. You will be able to purchase your child's cafeteria card at this time.

EARLY YEAR'S WELCOME AND INFORMATION HOUR

The early years' information hour for Pre-kindergarten parents will be held right after the introduction on the 2nd floor of cafeteria on August 13. Junior kindergarten and Senior kindergarten parents are also welcomed to attend the session. It will be a 30-minute session to help parents get a better understanding of our early years programme to support your child for their new learning adventure.

SCHOOL BEGINS

School begins for all students on **Wednesday, August 14 at 8:30am**.

The First Day - Old Friends

Students should arrive by bus or car before 8:30 and should deposit their bags in their new classrooms where they will be met by the classroom teacher. They are free to socialize and catch up with old friends in the playground until the bell calls them to class.

The First Day - New Friends

Students new to Léman International School will be met by members of the teaching and administrative team and be escorted to meet their new teachers and new friends. Parents are welcome to accompany new and younger students.

SCHOOL HOURS / TIMETABLE

School will begin at 8:30 and conclude at 3:30. As in the 2018-19 school year, PreK and JK students will attend the full day of school except when after school clubs are in session. During these times, PreK and JK students will be dismissed at 2:30. Students in SK to grade 12 will be dismissed at 4:30 during club sessions. We will inform you in advance when these changes due to clubs will be put in place. Note that the first club session begins September 17.

What to Bring:

Please check the linked supply lists for [PK-Grade 5](#) and [Grade 6 – 12](#).



SCHOOL UNIFORM

It is an expectation that all students wear the designated school uniform when attending school and or school functions. All students may choose to purchase the school uniform through the online shop or the on-campus school uniform shop in the administrative building.

Uniform Week

The uniform week will be from August 12 to 14 between 8:30am – 4pm. All new parents may purchase the school uniform during the uniform week, and returning parents are advised to purchase additional uniform items after August 19 at school uniform shop.

Venue: Multifunction room 1F of administrative building

School Uniform Shop: will operate as normal from August 15 (1F of administrative building). The uniform shop will also open before August 13 to serve parents who would like to avoid the crowds during the Uniform Week.

Please click the links to get more information on [uniform guide](#), [uniform week and Q & A](#).

Price list for LIS uniform starter kit

Uniform item	Polo(SS)-blue	Polo(LS)-blue	Polo(SS)-white	Polo(LS)-white	PE shirt	PE shorts	PE Pants	Hat	Total amount
Price	130	140	140	150	120	120	170	80	
Category	Quantity								
PK-JK girls	2	2			1	1	2	1	1200
PK-JK boys	2	2			1	1	2	1	1200
SK girls	2	2			1	1	2		1120
SK boys	2	2			1	1	2		1120
G1-G5 girls	2	2			1	1	1		950
G1-G5 boys	2	2			1	1	1		950
G6-G12 girls			2	2	1	1	1		990
G6-G12 boys			2	2	1	1	1		990

SCHOOL UNIFORM SHOP – work hours

Uniform Shop Work Hours:	Contact Person	Email	Phone Number
Monday, Wednesday & Friday: 8:30-11:00 14:00-16:00 Tuesday, Thursday: 8:30 – 11:00	Lily Zhang	Lily.zhang@lis-chengdu.com	67038650 Extension number 8033 or 6504



Calculator

Students in grades 10-12 are required to have a graphic calculator. Students can purchase the recommended Texas Instruments TI-nspire CX calculator at a discounted rate from our uniform shop.

LUNCH PROGRAM

LIS has contracted lunch services to Chartwells. Chartwells is part of the Compass group, which provides food services worldwide, including other Nord Anglia schools. [The cost for lunches, a sample menu, an online lunch card top up/balance check guide](#), and [a bank transfer procedure guide](#) are linked here.

Students will use prepaid cards to purchase lunch and it is strongly suggested that parents purchase meals for the semester or whole year to avoid difficulties as the balance declines with lunch purchases. You can monitor your child's lunch account online and even make payments to top up cards through this web-site [linked here](#).

To login, you need the card number which is printed on most new cards and the password is 1234. If you are having trouble logging in, contact Mr. Mammadov at zaur.mammadov@compass-group.com.cn.

Tips for having lunch at the school cafeteria

1. All the students must bring their lunch card every day, otherwise the lunch may not be served. Parents should contact Mr. Mammadov immediately if a card is lost. Primary and early year's students may seek help from their teachers.
2. Students shall make a choice of Eastern food or Western food or Noodle every day. A second serving with the same option is free.

TRANSPORT ARRANGEMENTS

Transportation policies and bus schedules will be e-mailed to all families at least one day before school starts. Please check your e-mail for student collection and drop off times.

If you have yet to complete a bus transport request or you need to communicate a change of address – please do so immediately and forward to Transportation@lis-chengdu.com or contact our Transportation Coordinator Ms. Shirley Luo by 18980823505.

CONTACT DETAILS

Please ensure that any changes or additions to contact details or home addresses are brought to the attention of the Admissions Office as soon as practical. Thank you.

STUDENT AND PARENT HANDBOOK

You will be able to find the [Student and Parent Handbook](#) along with other important school documents in the [School Documents Directory](#). All the school main contacts and contact details are included in the Student and Parent Handbook. Primary students and parents shall reach out to the Primary Office



Coordinator Ms. Vera Luo by vera.luo@lis-chengdu.com and Secondary students and parents shall contact the Secondary Office Coordinator Ms. Yi Yi Zhou by yy.zhou@lis-chengdu.com.

SEESAW (PK – Grade 5 parents only)

Seesaw will be the official communication tool between school and SK to grade 5 parents. Seesaw is a student-driven digital portfolio that inspires students to do their best work and at the same time parents have easy access to the students' work and communication with the teachers. Please access more information about Seesaw from here.

MANAGEBAC (Grade 6-12 only)

In grades 6-12, we are using a system called [Managebac](#). This system allows teachers to post their plan of work, assignments and resources online. Teachers also post due dates and events on the system's calendar. Student reports will be issued via the Managebac system as well. Parents have access to their child's classes and can see the work posted for each week. New parents will receive a welcome email and help to log in to Managebac. If you need help with your password, you can contact Ms Yiyi Zhou at Yy.Zhou@lis-chengdu.com who can assist you.

Here is the site: <https://leman.managebac.com/login>

NEWSLETTER

All parents will receive a school newsletter every Friday by e-mail. The newsletter will include information about recent school news, notifications, Léman Family Association (LFA) news, parent academies, the lunch menu, additions to the school documents directory and incoming events etc. If you do not receive the school newsletter, please contact admission office by admissions@lis-chengdu.com.

SCHOOL OFFICIAL WECHAT

Please scan the QR code on the right to keep you updated about the school news. The school news is posted in both English and Chinese to help you understand what's happening at our school.

Long press the QR code
or search
“LEMAN CHENGDU”
to follow us

Website: www.lis-chengdu.com



WeChat ID: LEMANCHENGDU



Léman International School - Uniform Dress Code

The Léman International School uniform is designed to provide choice for students while at the same time promoting safety, ease of identification, equality, school pride, positive behaviour and the development of a school community. The school uniform has been carefully selected to incorporate the Nord Anglia Education schools' brand as well as to reflect the changing needs of children and the growing maturity of young adults of different ages.

Our uniform is an important part of our identity and our smart school wear allows all our students to feel proud of being a part of LIS. It fosters a sense of belonging and removes barriers. Parents and children do not need to worry about the stresses of appropriate school wear and students can focus on more important aspects of school life.

We have a range of uniforms suitable for summer, winter and sport. Students are always expected to wear the school uniform at school, or when attending school activities out of school. Students who arrive at school without appropriate uniform will be asked to wear something provided by the school and parents will be notified. During very cold weather, it is understood that students may need to wear a heavier coat over their uniforms, especially in break times and transition to classrooms. With the exception of a coat, any other thermal or non-uniform layers should not be visible.

Students who persistently disregard the school uniform dress code will be subject to disciplinary action in addition to having to change clothing. The school uniform should be worn as intended and designed. Ripped, frayed, immodest or otherwise un-presentable uniform items should be replaced. To prevent loss, **all uniform items should be clearly labelled with the student's name as the school will take no responsibility for lost items.**

The school will organise events such as 'Spirit Week' to allow students the opportunity to dress in ways that do not fit the dress code. School uniform items can be mixed and matched according to choose and weather. For particular events students may be required to wear specific items, such as the school blazer.

Please remember:

- **Uniform:** PK-Grade 5 students will be expected to wear PE uniform on all assigned PE days. Students in Secondary School are expected to change into PE uniform prior to PE classes.
- **House P.E. shirts:** House P.E. shirts should be worn only on Inter-House competition days (and we will notify you of these in advance).
- **Hair:** long hair should be neatly tied back in black elastic bands. Excessive hair colouring (colours considered as non-natural hair colours, for example, blue, green) and excessive hair styles are not allowed.
- **Jewellery:** if earrings need to be worn, they should be plain studs. No other jewellery should be worn (unless for religious reasons, prior authorisation from the Head of School must be sought).
- **Swimming:** LIS swimming costumes and caps are available. Don't forget to bring goggles, cap and towel too.



- **Hats:** A hat is highly recommended for any outside activity during the summer months, though as a matter of courtesy, students are not permitted to wear hats indoors.

Summer	LIS Polo shirt (short sleeve) LIS Polo shirt (long Sleeve) LIS Navy shorts LIS Navy pants LIS Navy shorts LIS V-neck vest LIS Cardigan LIS hat	Winter	EY & PRIMARY: LIS Blue Polo shirt (short sleeve) LIS Blue Polo shirt (long Sleeve) SECONDARY: LIS White shirt LIS Tie LIS White Polo shirt (short sleeve) LIS White Polo shirt (long Sleeve) LIS Navy shorts LIS Navy pants LIS Navy shorts LIS V-neck vest LIS Cardigan LIS hat
PE	LIS PE shirt LIS PE shorts LIS PE tracksuit pants Appropriate footwear for PE	Swimming	Boys LIS Trunks Wet Shirt LIS Cap Girls leg skin 1-piece/Girls classic 1-piece LIS Cap

A hat is strongly encouraged for any outside activity during the hotter months, though as a matter of courtesy, students are not permitted to wear hats indoors.

Uniform Size Chart

SIZE	CM			INCHES		
	HEIGHT	WAIST CN	WEIGHT kg	HGT	WAIST	WEIGHT lbs
2	88-92	53	12-14	2'10" - 3'	20	28-31
4	95-105	54	15-17	3'1" - 3'5"	21	33-37
6	110-120	55	20-22	3'7" - 3'11"	22	44-48
8	125-135	58	25-29	4'1" - 4'5"	23	55-64
10	135-145	61	31-36	4'5" - 4'9"	24	68-80
12	145-155	64	40-46	4'9" - 5'1"	25	88-101
14/S	155-165	67	50-58	5'1" - 5'5"	26	110-127
16/M	162-168	70	60-68	5'3" - 5'6"	27-28	132-150
18/L	167-173	73	67-75	5'6" - 5'8"	29	147-165
20/XL	173-178	76	70-78	5'8" - 5'10"	30	154-172
XXL	177-183	80	77-80	5'10" - 6'	31-32	170-176

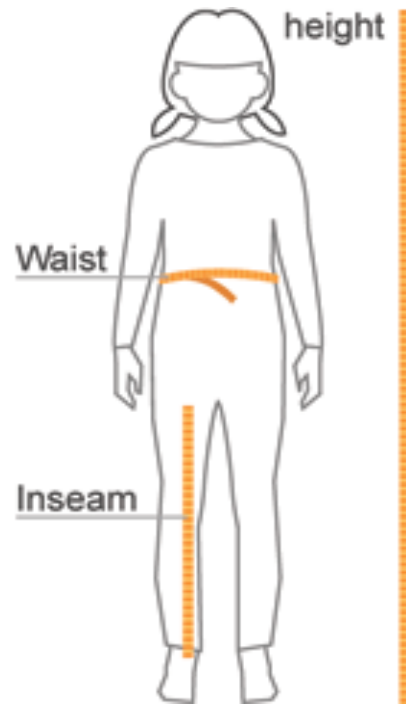


women size (for bottoms)

SIZE	INCHES	
	WAIST	HIPS
2	26-27	35-36
4	27-28	36-37
6	28-29	37-38
8	29-30	38-39
10	30-31	39-40
12	31 1/2-32 1/2	40 1/2-41 1/2

men size (for bottoms)

SIZE	INCHES	
	WAIST	HIPS
29	29	35-36
30	30	36-37
32	31-32	37-38
34	33-34	39-40
36	35-36	41-42
38	37-38	43-44
40	39-40	44 1/2-45 1/2



How to Measure

Height/Length

Stand in stocking feet, with feet together and back to a wall. Measure from the floor to the top of the head.

Waist

Measure around the waist (not over pants) at your child's natural waistline.

Chest

Place the tape measure under your child's arm and around the fullest part of his or her chest. Tape should be comfortably loose.

It's always a temptation to order a larger size, to allow for shrinkage and to provide room for growth. But we've already figured that in. After normal shrinkage from a washer and dryer set on "low," our clothes will still fit properly, with room for growth spurts.

Student Computers – secondary students only



At LIS, we have an approach to educational technology known as *Bring Your Own Device (BYOD)*. Many students already have a laptop or device of some sort which they use for daily schoolwork. Up until now, students have been free to choose whether to bring this device to school or not.

All students from Grade 7 to 12 are expected to have a device they can use at school and students in grade 6 are encouraged to have a device. Use of personal devices in the primary classroom will be at the discretion of the teacher.

It's important for your child to have a suitable laptop they can use so can take part in digital collaboration with their peers and teachers. The laptop will enable your child to take part in the MIT STEAM and will also be necessary for information and communication technology classes. Your child's laptop will be a key tool that they will learn to skilfully use as they engage in collaborative learning.

To ensure that your child's laptop is suitable for regular school use, please take a few moments to read through the following guidelines. While a broad range of devices will work for the tasks we will set, some parents have requested more guidance when they are choosing a device for their children. If your child currently possesses a device, there is no need to purchase a device that matches the specifications below.

Generally, the laptop should be less than 3 years old.

Here are some recommended models, as example of suitable laptops:

- a. Dell XPS 13
- b. Lenovo ThinkPad T470
- c. Lenovo ThinkPad T470
- d. MacBook, MacBook Pro, MacBook Air
- e. Xiaomi Mi Notebook Air 13.3" Silver
- f. Xiaomi Mi Notebook Air 12.5" Silver

The laptop should have a working battery life of more than 6 hours.

The laptop should meet the school's BYOD Recommended Specifications below.

LIS BYOD Minimum Recommended Specifications

To ensure your child has a computer that suitable for the everyday requirements of learning, it's important that the computer, whether PC or Mac, meets the following minimum specification on all accounts. If you are unsure about any of this, please don't hesitate to contact us we'll put you in touch with our Ed Tech team to assist you.



Processor (CPU)	<ul style="list-style-type: none"> • CPU Intel Core-i3 or better • 5th Generation Intel CPU (Haswell, Core i3-5xx) or newer • Dual core or better • 1.2 GHz or better
Hard Drive (HDD)	<ul style="list-style-type: none"> • 64GB or larger • Traditional Hard Drive suitable <ul style="list-style-type: none"> ◦ SSD highly recommended
Memory (RAM)	<ul style="list-style-type: none"> • 4GB or more
Operating System (OS)	<ul style="list-style-type: none"> • Windows 8 or higher, highly recommended. • MacOS or Linux is acceptable if configured to run windows software by: <ul style="list-style-type: none"> ◦ Dual boot ◦ Virtualisation (VMware, VirtualBox or Parallels) ◦ Wine (https://www.winehq.org) • Chromebook, Android or iOS not suitable
Wi-Fi	<ul style="list-style-type: none"> • Dual band, 5GHz capable <ul style="list-style-type: none"> ◦ 802.11a and 802.11ac both have 5GHz support
Battery Life	<ul style="list-style-type: none"> • Six hours or more
Screen Size	<ul style="list-style-type: none"> • 12” or larger
Software	<ul style="list-style-type: none"> • Microsoft Office 365 <ul style="list-style-type: none"> ◦ Free to download with school email address • Firefox or Chrome web browsers • A PDF reader <ul style="list-style-type: none"> ◦ Adobe Reader or Foxit Reader are recommended • A PDF printer

Please don't hesitate to contact our technical team who will gladly assist you determining the suitability of a laptop.