



Dear LIS Parents and Students,

Welcome to Léman International School – Chengdu. Our school continued to grow and we have opened with more than 360 students. We have added additional Pre-Kindergarten and grade 1 classrooms and have hired a Korean teacher for students in grades 9-12.

This year we will further benefit from our membership in the Nord Anglia Education (NAE) network of schools. All NAE students are encouraged to 'Be Ambitious'. This consists of six core components:

We understand that each learner is unique and we strive to meet the individual needs of the student through our personalized learning plans.

We encourage in our students a 'growth mindset' whereby students believe success is under their control.

We offer quality internationally recognized curricula: our students in the primary division experience the International Primary Years (IPC) Curriculum and our secondary division students follow the International Baccalaureate (IB) curriculum.

Older students will experience project based learning through four types of projects: *Design, Community, Interdisciplinary* and *Personal Projects* guided by frameworks provided through NAE's partnership with the Massachusetts Institute of Technology (MIT) and the IB Middle Years Programme framework.

We provide opportunities for our students to be globally connected primarily through face to face opportunities and online opportunities offered through the NAE Global Campus network.

We will continue to prepare our students to be ready for the world stage through opportunities offered by the NAE Julliard partnership

At the core of an excellent school is its faculty. LIS teachers and administrators are committed to delivering the highest caliber of education. This year we have a great new cohort of internationally



experienced teachers. We encourage you to keep close communications with your child's teachers that we can provide a smooth transition and a great learning environment for our children.

We look forward to meeting you and your children at our school!

Sincerely,

David Mindorff  
Headmaster

April Wuest  
Primary Principal

Steven Pass  
Secondary Principal

## OPENING OF SCHOOL INFORMATION 2017-2018

### SCHOOL HOURS / TIMETABLE

School will begin at 8:30 and conclude at 3:30. As in the 2016-17 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.

### **What to Bring:**

- A small school bag.
- A healthy snack for Morning Break (fruit, sandwich, raisins etc.)
- A change of clothes (younger students only)
- A sun hat
- A water bottle for drinking
- Sun cream or insect repellent should you require it



## SCHOOL UNIFORM

It is an expectation that all students wear the designated school uniform when attending school and or school functions. **All new students** will be provided with a starter kit which includes 1 Short-sleeve Polo, 1 Long-sleeve Polo, 1pair of shorts, 1 Physical Education (PE) T-shirt and 1pair of PE shorts.

## **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.

## SCHOOL UNIFORM SHOP – work hours

Uniform Shop Work hours:  Mon, Wed & Fri:  8:30-11:00am 14:30-16.00pm  Tue & Thu:  8:30-11:00am	Lily Zhang	<a href="mailto:Lily.zhang@lis-chengdu.com">Lily.zhang@lis-chengdu.com</a>	8033/6504
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## 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. We are looking forward to benefitting from Chartwells expertise to ensure we offer the highest quality lunches. The cost for lunches this school year follows:



Price Indication Table	August 2017 – June 2018
PK - SK	RMB 30.00
G1 – G6	RMB 30.00
G7 – G12	RMB 32.00
Second Serving	RMB 12.00
Quarter Payment (45 days * 30RMB )	RMB 1350.00
Semester Payment (90 days * 30.00RMB)	RMB 2700.00
Yearly Payment (180 days * 30.00RMB)	RMB 5400.00
Semester Payment (90 days * 32.00RMB)	RMB 2880.00
Yearly Payment (180 days * 32.00RMB)	RMB 5760.00

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.

### **TRANSPORT ARRANGEMENTS**

Transport policies and bus schedules will be e-mailed to all new 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](mailto:Transportation@lis-chengdu.com).

### **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 document 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](mailto: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](mailto:yy.zhou@lis-chengdu.com).

### **Managebac (secondary students 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 on line. Teachers also post due dates and events on the system's calendar. Student reports will be issue via the Managebac system as well. Parents have access to their child's classes and can see the work posted for each week. New parent will receive a welcome email and [help](#) to log in to Managebac. If you need help with your password, you can contact Ms Zhou Yiyi Zhou by [Yy.Zhou@lis-chengdu.com](mailto:Yy.Zhou@lis-chengdu.com) who can assist you.

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

### **Newsletter**

All parents will receive school newsletter every Friday. The newsletter will include information about recent school news, notifications, Léman Family Association (LFA) news, parent academy, lunch menu, school documents directory and incoming events and etc. If you did not receive the school newsletter, please contact admission office by [admissions@lis-chengdu.com](mailto:admissions@lis-chengdu.com).

## **Léman International School - Uniform Dress Code**

The LIS school uniform is designed to provide choice for students while at the same time promoting safety, comfort, ease of identification, equality, school pride, positive behavior and the



development of a school community.

Students are expected to wear the school uniform at all times at school, or when attending school activities out of school. Students who arrive at school without the appropriate uniform will be asked to wear something provided by the school and parents will be notified.

Students who persistently disregard the school uniform dress code will be subject to disciplinary action in addition to having to change clothing.

The school will organize events such as 'Spirit Week' and out of uniform days to allow students the opportunity to dress in ways that do not fit the dress code.

The school uniform should be worn as intended and designed. Ripped, frayed, immodest or otherwise unpresentable uniform items should be replaced. To prevent loss, **all uniform items should be clearly labeled with the student's name as the school will take no responsibility for lost items.**

Boys	Girls	PE
LIS Polo shirt (short sleeve)	LIS Polo shirt (short sleeve)	LIS PE shirt
LIS Polo shirt (long Sleeve)	LIS Polo shirt (long Sleeve)	LIS PE shorts
LIS Navy shorts	LIS Navy shorts	LIS PE hoodie
LIS Navy pants	LIS Navy pants	LIS PE tracksuit pants
LIS V-neck vest	LIS Navy skorts	Appropriate footwear for PE
LIS Sweater LIS V-neck (old style)	LIS V –neck vest	<b>SWIMMING</b>
School hoodie	LIS Cardigan	Boys Trunks Goggles
House hoodie	LIS V-neck (old style)	Wet Shirt LIS Cap
LIS baseball cap	School hoodie	House Cap
LIS School tie	House hoodie	Girls leg skin 1-piece
	LIS baseball cap	Girls classic 1-piece
	LIS School tie	



<p>School uniform items can be mixed and matched according to choice and weather. For particular events students may be required to wear specific items.</p>	<p>School uniform items can be mixed and matched according to choice and weather. For particular events students may be required to wear specific items.</p> <p>If tights/stockings are worn these should be navy blue or black.</p>	<ul style="list-style-type: none"> <li>• PK-Grade 5 students will be expected to wear PE uniform on all assigned PE days.</li> <li>• Students in Middle/High School are expected to change into PE uniform prior to PE classes.</li> </ul>
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Students must not wear flip-flops or high heeled/platform shoes at any time and it is important that students wear closed toed shoes on science laboratory days as they may handle potentially hazardous or hot materials.

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.

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.

## Uniform Size Chart

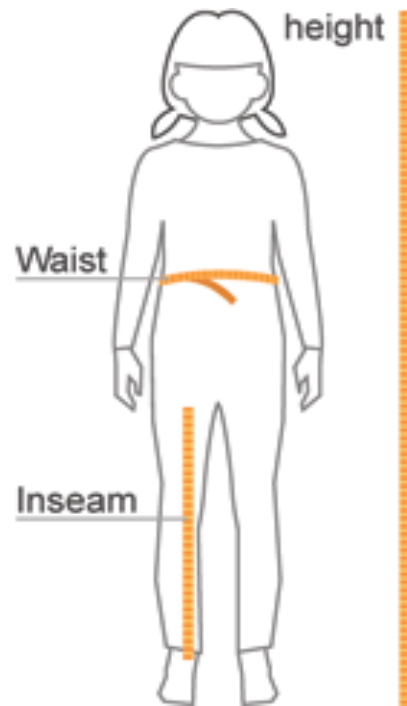
SIZE	CM			INCHES		
	HEIGHT	WAIST CN	WEIGHT kg	HGT	WAIST	WEIGHT lbs
2	88-92	53	12-14	2'10" - 3'	20	28-31
4	95-105	54	15-17	3'1" - 3'5"	21	33-37
6	110-120	55	20-22	3'7" - 3'11"	22	44-48
8	125-135	58	25-29	4'1" - 4'5"	23	55-64



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)**

	INCHES	
SIZE	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)**

	INCHES	
SIZE	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 school work. Up until now, students have been free to choose whether to bring this device to school or not.

From 2017-2018, 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 program that we're launching 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 skillfully 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.

The laptop should be less than 3 years old, as a general rule.

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.



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

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