



Dear Families,

Thank you for choosing Nord Anglia International School for your child. We take the responsibility of caring for, and nurturing your child's academic and social potential, very seriously.

I am delighted to welcome you to our wonderful Campus and, most importantly, to what I feel is the finest group of teachers in Hong Kong. We have been incredibly fortunate to attract a team of talented and passionate educators.

I hope you've had time to look over our "Promises" to your children. These are very important as they shape the responsibilities and experience that we plan to offer your child every day.

There is always a lot to think about at the beginning of term, but we are all here to support you and your child through their first days and weeks at NAIS.

I very much look forward to meeting you all in the new academic year. In the meantime, if you have any questions or concerns please do not hesitate to ask. My whole team is here to help.

Best regards,

Brian Cooklin
Principal, Nord Anglia International School

OUR PROMISES TO YOU:

- Your child will succeed through our individualised approach in a safe, caring, happy environment.
- Your child will be encouraged to have self-respect, respect for others and to contribute as a global citizen.
- Your child will have the opportunity to discover and nurture interests and talents.



This document gives you an overview of what you need to know as a new parent to NAIS. Should you have any further questions, please get in contact using the emails listed in Section 2.

All our school policy documents and school forms will be available on our confidential parent portal, Firefly, from 8 August 2019. We will require you to acknowledge that you have read and accept these policies.

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Forms to be returned at the Year 1 Curriculum Evening on Wednesday, 12th June .

If you are not able to attend the Curriculum Evening, please email the completed forms to the Lam Tin Reception at:

LamTinReception@nais.hk

Or deliver them by post to:

Admissions Office
11 On Tin Street, Lam Tin
Kowloon, Hong Kong

If your child is currently attending NAIS, you do not need to complete these forms.

Checklist of Forms:

- Form 1: Bus Application Form
- Form 2: Fee Arrangement and Direct Debit Form
- Form 3: Fee Arrangement Form
- Form 4: Medical Form & Emergency Contact Form
- Form 5: Consent Form for Offsite Activities in the Local Area 2019/2020
- Form 6: Consent to Travel to Our Other Campuses
- Form 7: Parent Handbook Consent Form



1. COMMUNICATION WITH PARENTS – parent portal: Firefly and other channels

A strong partnership between parents and teachers is essential to the success of your child at NAIS. We do most of our communication with parents via email or by posting information on our confidential parent portal, Firefly.

Firefly is a password protected website. Inside you will be able to access blogs, homework, school reports, House Points and your child's timetable. Please note that NAIS does not use pupil planners or student handbooks to send messages between teachers and parents, so regular access to Firefly is required. You will be provided access into Firefly on 8 August 2019. We will be sending you an email prior to that day. For a general overview of Firefly, please refer to Appendix 1.

Another way to find out about general school life is to keep an eye on our website and Facebook site. We update these regularly with information on all events and activities around the school. For whole school issues and important dates, all parents will receive a weekly Friday Parent Update by email which can also be found in Firefly and the website.

2. COMMUNICATIONS WITH SCHOOL – List of important telephone numbers and emails

General:

NAIS Switchboard: 3958 1488

Email: LamTinReception@nais.hk

Facebook page: www.facebook.com/NAISHongKong

Instagram: @NAISHongKong

Teaching Faculty:

Teacher: Firstname.Lastname@nais.hk

Absence from school: Teacher's Firstname.Lastname@nais.hk AND bus@nais.hk

Student Services Team:

Bus Coordinator: bus@nais.hk

Jackson Bus HOTLINE (only for use during bus service time): 2552 9870

Lunch / Uniform: Katherine.Chan@nais.hk

Aston Wilson / Uniform supplier: 2523 2517 or shirleycheng@midasltd-hk.com

Finance:

Finance team: Finance@nais.hk

IT issues:

IT: Edward.Ng@nais.hk



3. A TYPICAL SCHOOL DAY IN PRIMARY

TIME	ACTIVITIES
From 6.55 onwards	Buses depart from various locations across Hong Kong.
From 7.30am	Members of staff are on site to escort the children from the buses to the school.
7.30am - 7.45am	All pupils to be in school and in their classrooms.
8.00am	Lessons start for Primary school pupils.
8.00 - 2.45pm	Your child's timetable will be on Firefly from the 1 st week of Term.
3.00pm	Regular school buses depart.
3.00 – 3.55pm	Primary year ECAs (Extra-curricular activities): Mon to Wed: Teacher-run ECAs (free of charge). Year 1 students limited to one per week. Thurs: ECAs run by external providers (fee applies). All ECAs are optional and change every term. No ECAs in the first and last weeks of term.
4.00pm Mon - Thurs	A "late" bus service (with limited drop off points) is provided for Primary children taking part in ECAs. Fees apply for the late bus.

Please note that your child's class timetable will be emailed to you in the 1st week by the class teacher.



4. DAY 1 SCHEDULE – Monday 19th August 2019

TIME	ACTIVITIES
From 7.30am	Members of staff are on site. Please bring your child to school and go to the 1/F Hall. Note that there is no school bus service in the morning.
8.00am	Parents and carers will bring their child to their new classroom in the morning. Parents can spend a few moments in their new classroom with their child.
8.15am – 9.00am	Coffee Morning for all new Year 1 parents in the hall
8.00 – 12.15pm	Classes begin. All pupils will have their photographs taken to be used for Pick-up cards and Student octopus cards.
12.15pm	School finishes earlier on Day 1 at 12.15pm. School buses pick-up times will be communicated with you in due course.

5. DROPPING OFF & PARKING

To ensure the safety of all children arriving and departing from school, and to avoid congestion outside the school, **there is no dedicated drop-off zone**. The area directly outside the school is a no-stopping area. There is a multi-storey car park just behind the school (entrance is on Pik Wan Road) and two other car parks within walking distance. A map of the car park is available on our website. (click on School Life → Getting to/from School.)

Please note that there is **no bus service for Year 1s getting to school** on 19 August. However, there **will be an afternoon bus** – see section 10.

6. DAY 1: WHAT TO BRING

- Regular uniform
- School cap (all children must wear school caps when playing outside)
- School bag
- A small healthy snack, packed lunch (if required) and water bottle (NO NUTS please!)
- A positive attitude and a BIG smile!

All stationery, exercise and text books are provided by the school. Pencils and crayons will be kept in the classroom for the lower primary years. Please ensure that all items especially caps are labelled with your child’s name and year group. Any lost property is held by the Lam Tin Receptionist.





7. DAY 1: WHAT TO DO ON ARRIVAL AT SCHOOL

Year 1, 2 & 7 pupils (only) start on 19th August 2018. We **do not** have a bus service in the morning on 19 August. Parents will need to bring their child. Please familiarise yourself with the route to school via car, taxi, MTR or bus. **There is bus service in the afternoon** which will start after school finishes at 12.15pm.

All pupils - Years 1 to 12 - will be at school on 20th August 2018. The full bus service will be operational, morning and afternoon.

On Monday, 26th August all new pupils will be given a 'Pick-up' card, which should be passed to their parents or helper. This is a security measure to ensure that pupils are only picked up by an authorised person. (See section 9 on Pick-up cards).

If you, or your helper, are bringing your child, please bring them into the main school entrance. Our staff will be on hand to guide them to their classroom. We would like to remind you that we do not have a designated drop-off zone directly outside the school. However, we have three car parks within easy walking distance.

8. DAY 1: WHAT TO DO AT THE END OF THE SCHOOL DAY

On Day 1 (19 August), your child will leave using the school bus service or be picked up. Please arrange to pick up your child from the bus drop off point (as per the bus application form). Drop-off times will be communicated with you in due course. If they are picked up by you or your helper, please wait in the front entrance until 12.15pm when we will invite you to go up to the classroom to collect your child.

On a typical school day, Primary school children finish lessons at 2.45pm. Members of staff will escort bus children to their buses, which leave from 3.00pm. If you, or your helper, are picking up your child, please wait in the front entrance area until 2.45pm when we will invite you to go up to the classroom to collect your child. If your child is doing an extra-curricular activity (ECA), the "late bus" leaves at approximately 4.00pm, or your child can be picked up from the school entrance area by a parent or helper.

For your information, school doors are locked from 8.05am to 2.30pm. If you wish to enter the school building, please ring the bell outside and our security guards will let you in. You will then have to register for a visitor lanyard at our reception on the left of the entrance.



9. PICK-UP CARDS

Pick-up Cards will be issued on Monday, 26th August to all new pupils. This is one card per child. If you require extra cards (up to a maximum of three cards per pupil) or require a replacement card, please contact bus@nais.hk. The cost of a new card is HK\$20.

Once you have the Pick-up card, if you are using our school bus service, our Bus Monitors will only release children into the care of adults with the appropriate card. If you pick up your child from school, then the collecting adult (whether this be a parent / helper or relative) must bring the Pick-up Card. (See Appendix 2).

10. SCHOOL BUS SERVICE

Our school bus service serves key locations around Hong Kong Island, Kowloon and the New Territories. The routes are based on the locations of our current pupils and are designed to be convenient to as many families as possible.

For more details on current routes and costs, please go to our website and click on: School Life → Getting to and from school.

Our 2019-2020 bus routes may change slightly. However, if you are interested in using our school bus service, please use our current bus routes to fill in the Bus Application Form (see Form 1). This form can be passed to our Bus Coordinator who will be able to assist you with any further questions you may have.

You can email our Student Services Bus Coordinator on: bus@nais.hk

Please note that on Day 1 (19th August), there will be no morning bus service, but we will provide an afternoon school bus service. This will be an opportunity for your child to familiarise themselves with the bus drop-off. Bus drop off times for Day 1 will be confirmed in due course.



11. LUNCH & SNACKS

Please note that we are a NO NUTS school, as we have children attending the school that have life-threatening allergies. We are a healthy school and encourage our children to bring healthy snack and lunch options.

We aim to give our parents flexibility with lunch options. We have two options: (i) children can bring their own lunch or (ii) order and buy food from the school cafeteria.

Option 1: Bringing your own snack and lunch

If the children bring their own snack, lunch and water bottle in the morning, the teacher will help store them in the classroom – and will then help the children get out their snack or lunch at the right time.

There are no fridges or microwaves in the classrooms, so if they are bringing a hot lunch then we recommend using a warm food flask, and if they are bringing cold snack, then a mini ice-pack and cool bag is a great option.

Option 2: School cafeteria

Students have the option of buying hot or cold lunches. Please note that, if you choose to order your lunch from our cafeteria, you will still need to send your child to school with a light snack, which they will eat mid-morning during break-times.

There are sandwich, salad and pastry suggestions available on a daily basis. Children in Years 3 and above can just bring their student octopus cards to school and choose their lunch items each day. For Year 1 and 2 students, you will need to order and pay in advance for the days on which you would like to choose the cafeteria lunch option.

Lunch for Day 1 and the rest of August:

You will be sent the form for the lunch options for August in early July. This should be returned back to school on or before 10th August with a cheque payable to Sodexo (HK) Ltd.

How to order lunch during the year:

The Lunch Menu & Order Form is available on our website (click on School Life → School Lunches). Throughout the academic year, we will email the monthly menu with the Parent Update to all parents in good time for them to order their meals. If you have any further questions, please contact Student Services coordinator: Katherine.Chan@nais.hk.



Water bottles:

Cold filtered water is available around the school, and we encourage your child to bring water bottles which they can fill regularly.

12. SCHOOL UNIFORM

Our summer school uniform is available to buy at Aston Wilson in Jordan. Order Forms and details of location/opening hours are available on our website (click on School Life → School uniform). The address is:

2/F Will Strong Development Building, 59 Parkes Street, Jordan, Kowloon
Tel: 2523 2517 Email: shirleycheng@midasltd-hk.com

On Day 1, students wear regular uniform.

Please note that pupils do PE twice a week and should wear their PE uniform to school on these days. Pupils will also have a swimming lesson once a week, and should wear normal school uniform on that day, and bring their swimming costume, cap, goggles and towel in a water-proof bag to school.

We would suggest buying 2 sets of uniform and 1-2 sets of PE. However, in future if you needed to order, you can have your order delivered to the school or pick it up from Aston Wilson in Jordan. NAIS swimming costume and House t-shirt must also be bought from Aston Wilson.

In terms of shoes, please wear plain black shoes (with velcro or laces) to school. NAIS socks or plain black socks must be worn. For PE, please wear plain, or predominantly, white trainers with your child's own white socks. Caps must be worn for all outdoor playtime.

Any other item of clothing, such as hair accessories, should be in the colour and style of the school uniform. Long hair should be tied back for safety reasons and there should be no jewellery, no makeup or piercings (except for earrings). Excessive hair colouring (colours considered as non-natural hair colours, for example, blue, green) and excessive hair styles are not allowed.

In the winter, girls can choose to wear the long cargo trousers from the boy's winter uniform instead of a skirt but not tracksuit trousers or casual wear.

Please make sure that all items are labeled clearly with your child's name. This makes it much quicker to return lost items to their owner.



13. INVOICES, PAYMENTS & RECEIPTS

Details of payment methods and bank accounts can be found on our website. (Click on the Admissions → Payment & Bank Details.) Our preferred method of payment for tuition and bus fees is nine payments by direct debit as follows:

	Tuition Fees	Amount Primary	Amount Secondary	Draw down date
1	19 Aug to 30 Sep 2019 (1 ½ months)*	24,450.00	27,300.00	16 Aug 2019
2	October 2019	16,300.00	18,200.00	02 Oct 2019
3	1 Nov to 13 Dec 2019 (1 ½ months)	24,450.00	27,300.00	01 Nov 2019
4	January 2020	16,300.00	18,200.00	02 Jan 2020
5	February 2020	16,300.00	18,200.00	03 Feb 2020
6	March 2020	16,300.00	18,200.00	02 Mar 2020
7	April 2020	16,300.00	18,200.00	01 Apr 2020
8	May 2020	16,300.00	18,200.00	04 May 2020
9	June 2020	16,300.00	18,200.00	01 Jun 2020
Full year:		HK\$163,000.00	HK\$182,000.0	
Full year (less 3% for one-off payment <u>on or before 15 July 2019</u>):		HK\$158,110.0	HK\$176,540.0	

If you would prefer, you can also pay annually (with a 3% discount). Should you wish your company to pay on your behalf, please contact our Finance Team. Receipts are available on request from the Finance Team, please email: Finance@nais.hk.

The Fee Arrangement and Direct Debit form is attached (See Form 2). We will have our Finance team to assist you on 13th June at the Curriculum Evening if you have any further questions.

Notice of intention to withdraw your child

If you intend to withdraw your child from our school, please note that we require three full calendar months' written notice. **This is exclusive of Summer holidays.** Please note that “calendar month” means a complete month, i.e. 1st to the last day of the month.

For example: If you give notice of intention to withdraw your child on 31 August, the school will require tuition fees for the months of September, October and November. However, if you give notice on or after 1 September, the school will require tuition fees for the months of October, November and December.



14. NAIS STUDENT OCTOPUS CARDS

We will be providing personalised Octopus cards to all the pupils. These will be used for registration, buying lunch and snacks (for Year 3 – 10) and recording books that your child borrows from the library. We will take photographs of all new pupils on their first day at school and then the Student Octopus Cards will be distributed to your child within 2 - 3 weeks. For a replacement card, you will have to fill in a form (found in Firefly) and a new card will cost HK\$150.

15. TYPHOON & HEAVY RAIN PROCEDURES

In the event of an approaching typhoon or heavy rain, details of class dismissal times will be posted on the front page of the school website and Facebook.

Radio, television and online announcements are made from the Education Bureau when schools are closed due to typhoon or red/black rainstorm warnings. If children have already set off for school, NAIS will accept the children who arrive when school is closed. These children will be retained until it is safe for a parent or helper to collect them.

BEFORE SCHOOL STARTS:

EVENT	SITUATION	ACTION TO BE TAKEN
TYPHOON	Hoisting of No.1 Signal	School operates as normal.
	Hoisting of No.3 Signal	Primary and secondary school will operate as normal, unless advised otherwise.
	Hoisting of No.8 Signal or above	School will close.
	Lowering to No.3 Signal	Primary and secondary school will operate as normal, unless advised otherwise.
	Lowering to No.1 Signal or lowering of all signals.	Primary and secondary school will operate as normal, unless advised otherwise.
RAINSTORM	Raising of Amber Rainstorm Warning	School operates as normal.
	Raising of Red/Black Rainstorm Warning	School will close.



AFTER SCHOOL STARTS: (once your child is in school):

EVENT	SITUATION	ACTION TO BE TAKEN
TYPHOON	Hoisting of No.1 Signal Hoisting of No.3 Signal	School operates as normal. School will operate as normal, unless advised otherwise.
	Hoisting of No.8 Signal or above	School will close: <ul style="list-style-type: none"> • Pupils who take the school bus will wait in their classrooms and then be sent down to their respective buses. • Pupils who are collected by their older sibling, parent or carer will wait in the classroom. • Pupils who are not collected will wait in the reception area on the G/F for collection.
	Lowering to No.3 Signal, No.1 Signal or cancellation of all signals.	School to resume the following day, unless road or other conditions remain adverse.
RAINSTORM	Raising of Amber Rainstorm Warning Raising of Red/Black Rainstorm Warning	Pupils will stay in school. At the end of the day, pupils will go home by bus or parent pick up as usual.

If we can't reach you, we will contact your spouse or emergency contact. However, we will look after your child until you arrive.

16. SCHOOL NURSE

Should your child feel unwell while they are at school, our experienced School Nurse is here to help. Most minor ailments or cuts and scrapes can be dealt with simply and quickly by the nurse. However, if the nurse feels that the child is not likely to quickly recover then she will contact the parent by telephone. It is very important that we have your up-to-date details so that we can easily get in touch.



Please can you fill in Parent Contact and Medical Form (see Form 3). This form also includes a section on our nurse giving your child Panadol for minor ailments. We will only dispense medication with your prior consent. Our nurse also has immediate access to any medical records and requirements that you have given to us. If your child has some special medical needs, we encourage you to get in touch and discuss these with us first. This allows our nurse to offer the best possible care to your child.

Please do contact our School nurse on nurse@nais.hk if you have any further questions.

17. ABSENCES

We ask that all parents inform the school directly if their child is going to be absent for any reason. Please contact your child's class teacher and LamTinReception@nais.hk if your child will be absent for a brief period – for example, for a doctor's appointment.

If your child needs to be absent for a longer period please submit a request for absence to the Head of Campus – Mrs. Sarah Harley (Years 1 to 11) on Sarah.Harley@nais.hk. Absences should be explained so that teachers can provide homework support, if necessary.

18. ARRIVING LATE, OR LEAVING EARLY, DURING A SCHOOL DAY

We do recommend that medical or dental appointments, music examinations etc. take place out of school time, but if your child needs to leave school early we ask that you:

- Email your child's teacher and the reception email in advance
- Report to reception at departure time
- Collect your child from reception
- Sign your child in at reception on return (if applicable)

Thank you for reading through these details.

A full list of school forms as well as policy documents will be available on Firefly from 8 August. We will email you beforehand to remind you to log-on to Firefly and to acknowledge that you have read and agreed to the school policies.