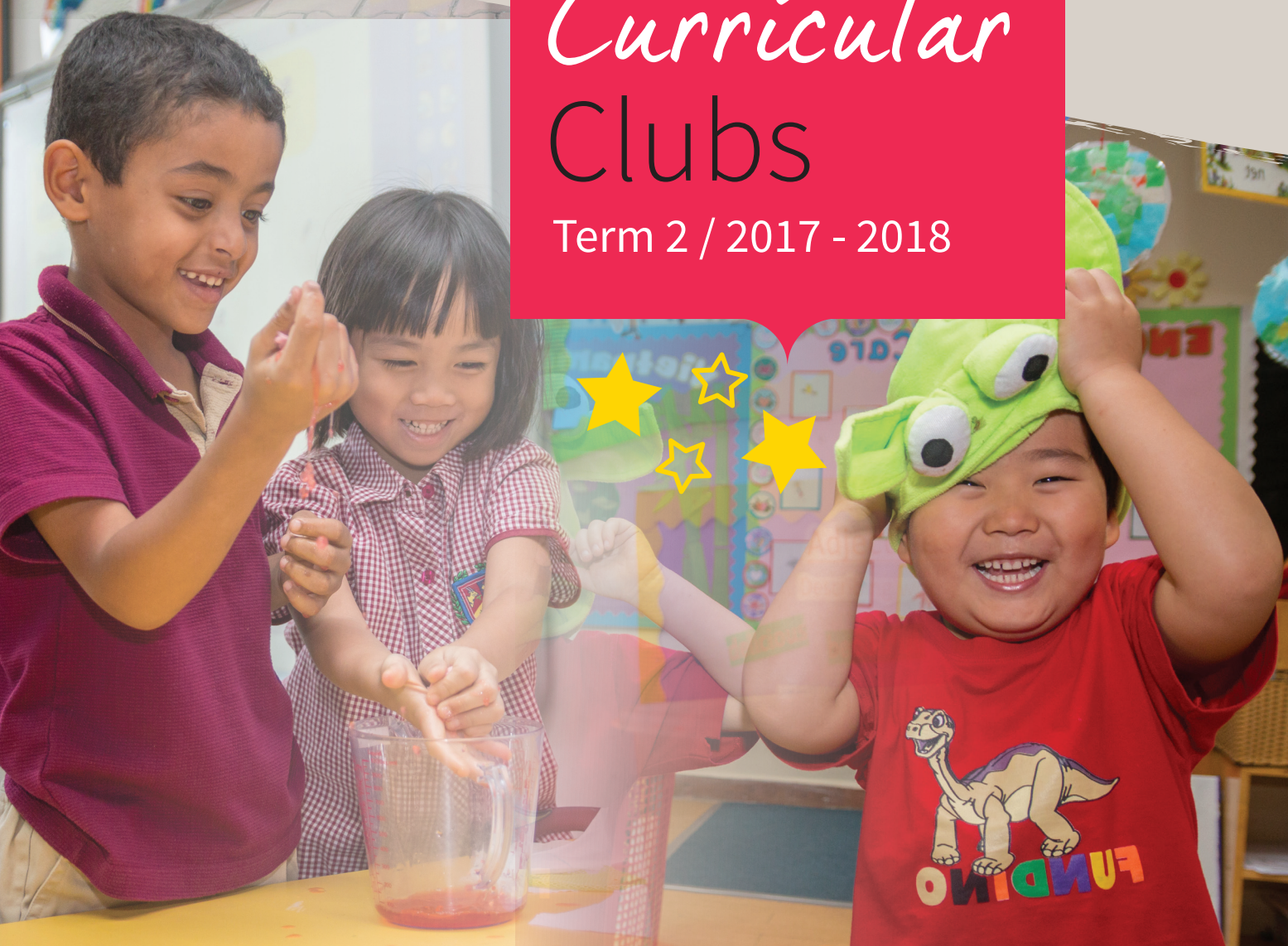




Early Years & Infant Campus

Extra *Curricular* Clubs

Term 2 / 2017 - 2018



BRITISH INTERNATIONAL SCHOOL
HO CHI MINH CITY

A NORD ANGLIA EDUCATION SCHOOL

Welcome to the Extra Curricular Clubs programme at the Early Years and Infants Campus (EY&I).

The programme is designed to extend existing learning opportunities beyond the classroom and to give all children a wider range of fun experiences that enhance the core curriculum. This booklet will help your child to choose their activity / ies for Term 2. Teachers will also discuss this booklet with children in class prior to sign up.

As part of our continued enrichment programme, we have organised clubs into 5 categories to help all children choose a variety of clubs to aim to vary their experiences.

The categories are: **Art, Community, Language, Sports, and Technology**

Clubs are divided into 3 different types:

- Free clubs – offered by teachers covering a wide range of different activities.
- Paid clubs – offered by outside providers, these clubs often require specialist tuition.
- Additional clubs – **musical clubs** and all **community clubs** come within this type of club.

In addition to this, **sport squads** will be chosen by the PE Dept based upon a strong ability level linked to prior performance. Children may be invited to join some of the initial sessions before final decisions are made. On sign up, always remember to select general club preferences and Squad selections to avoid possible disappointment if a Squad criterion is not met. **Squad selections always take precedence over general club preferences.** N.B. Sports squads are applicable for junior campus children.

Each child in F1 to Y6 is entitled to enrol in:

- F1 – F3 children – One free club per week and unlimited paid club sessions (where applicable).
- Y1 – Y2 children - One free club and unlimited paid and additional clubs.
- Y3 to Y6 - Two free clubs and unlimited paid and additional clubs.

Please note that all musical clubs, community clubs and sport squads are considered as ‘additional’ preferences and will not count towards a child’s age specific entitlement.

How do you register your child for a club?

You will be able to register your child for a club from **Monday 8th January at 5.00pm until Friday 12th January at 12.00pm.**

Clubs have maximum and minimum numbers which change according to the activity.

Once the maximum number of children has been reached for a club, then the club will be ‘closed’. Children who sign up for paid clubs that are oversubscribed will be placed on a waiting list.

Clubs may be cancelled if there are not enough children as required.

PAID ACTIVITIES

Paid clubs run alongside the Extra Curricular Clubs programme. Children can sign up for as many paid clubs through CHQ as they want, subject to numbers.

Paid clubs will be confirmed via email to those who have been allocated a place. The email will come with an attached letter for parents to print and complete. Both letter and payment will need to be submitted to the EY&I cashier within **the payment period (29th January – Tuesday 6th February)**. If payment is not made during this time, then the place may be offered to the children who have been placed on a waiting list. **Please note that all paid club payments are non-refundable (unless BIS cancel the programme).**

ON-LINE ACTIVITY SELECTION

All activities (free and paid) need to be selected on-line. Please see below for instructions.

You will be able to see updates and changes to your approved activities through your on-line CHQ homepage.

Please note that your first, second or third preferences may not always be possible to allocate.

Please take time to read through the rest of this booklet and log on to CHQ when the Terms 2 and 3 database opens.

If you have any questions please do not hesitate to contact Ms Van at van.pho@bisvietnam.com.

I hope your children enjoy the clubs on offer.

Ms Mary McAloon
Deputy Headteacher
Early Years and Infant Campus

CHQ: ACTIVITIES AND SPORT ONLINE PORTAL

Please note that the information below can only be accessed after the system goes live at 5.00pm on Monday 8th January 2018.

This system has been set up for you to use on a daily basis to select and track all your child's chosen activities. It can be found by going to the school website (www.bisvietnam.com) and clicking on the CHQ tab located on the home page.

The screenshot shows the top section of the BIS Ho Chi Minh City website. At the top, there is a banner with several accreditation logos: CIS (We are an Accredited School), FIBISIA (Established in 1988), World Schools (ib), The Duke of Edinburgh's International Award, and Cambridge International Examinations. Below the banner, the page is divided into three columns. The left column lists three campuses: TU XUONG PRIMARY CAMPUS (43-45 Tu Xuong Street, District 3, Ho Chi Minh City, Vietnam), AN PHU PRIMARY CAMPUS (225 Nguyen Van Huong Street, District 2, Ho Chi Minh City, Vietnam), and AN PHU SECONDARY CAMPUS (246 Nguyen Van Huong, District 2). The middle column, titled 'Get in touch', contains links for Admissions, Enquiry, Online Application Form, What Our Parents Say, and Parents Say. The right column, titled 'Useful links', contains links for Staff Email, CHQ (highlighted with an orange box), Parents Evening, Library, SLG, and MOODLE.

Once your selected activities have been approved you will be able to see them on 'My Profile'. Please follow the instructions below to log on and select your desired activities.

The screenshot shows the navigation bar of the BIS Ho Chi Minh City - Activities & Sport Portal. The header is dark red with the school crest on the left and a search box on the right. Below the header, there is a navigation bar with several buttons: Home (highlighted with an orange box), My Profile, My Schedule, My Messages, Pupil Directory, Documents, and Calendar. The text 'You are here: Home' is visible on the left side of the navigation bar.

Please follow the instructions carefully and remember that nationwide connection speed might be intermittent, therefore you may need to refresh the page and be patient during your selection time.

SIGNING UP PROCEDURE

Step 1. Log on using your school internet user name and *password.

(User name: name@bisvietnam.net)

*Password: (has already been emailed to you)

Step 2. You should now see a Home screen with instructions.

Step 3. From the Home Page under 'My Activities 2017-2018 Term 2 and Term 3 (primary) select View/Manage/Submit Activity Choices'.

Step 4. Add 1, 2, 3 to the 'free' clubs (i.e. those offered by teachers **excluding** paid clubs, community clubs, and musical clubs). CHQ will now only allow you to add numbers 1, 2, 3 once. CHQ will **randomly** allocate this group of clubs by number preference once sign up has closed. Therefore, children are more likely to get their 1st choice.

Step 5. Add 4, 5, 6 etc. to all paid clubs. CHQ will **randomly** allocate children into these clubs regardless of which number is given so if there is a limit on spaces each child stands an equal and fair chance of getting one.

Step 6. Finally, add numbers to all club selections that are additional clubs – community clubs, musical clubs and *squads.

Example:

My child would like to choose 'Multi-sports' and then 'Construction' (free clubs), Paid Kindermusik (run by an external provider) and Y1 Choir (additional club).

- Put a number 1 to select 'Multi-sports' – first preference
- Put a number 2 to select 'Construction' – second preference
- Put a number 4 to select the Paid Kindermusik (a number 4 is used as there were only 2 free selections)
- Put a number 5 to select 'Y1 Choir'

Ensure that you click 'Save' after your selections are made to log each club preference.

***Children will be selected to join the Squad clubs by the PE Department based upon high ability levels and prior performance.**

Step 7. Consider & discuss your preference with your child then click the Submit button. Clicking the Submit button will send your child's club preferences to school and once this has been completed, CHQ will automatically send you a confirmation email, listing the clubs that have been submitted.

Before the club programme begins on Monday 26th February, click onto the 'My Schedule' tab and scroll through to Monday 26th February - you will be able to see your accepted clubs. In addition to this, all accepted clubs will be confirmed to you via email before the Term 2 and 3 club programme begins.

Please remember that you may choose as many paid or additional clubs as you wish that fit into your child's schedule and all clubs are subject to a minimum and maximum limit.

Please note – If you forget your login details, please follow the instructions below.

If this is the first time logging onto **CHQ** you may be asked to change your password immediately to keep your page secure. Please be aware that your password is case sensitive (meaning it could be a mix of capitals and lower case letters) so please check again if you are having trouble. If you are still having trouble please email Ms Van at van.pho@bisvietnam.com for assistance.

For any new parents who require support in logging in on and using the system for the first time please attend one of the following help sessions

- January 8th in Room 102 at the current APP/Junior Campus at 8.30am. This is open to new parents from both the Early Years and Infant and Junior campuses.
- January 9th 10th 11th, TX Foyer or AP1 Office from 8am – 8.30am

FORGOTTEN/LOST PASSWORD!

If you lose/forget your password, please click the log on screen where it will ask you if you have forgotten your password. When you click on this it will ask for:

Your child's date of birth and email address – please enter your designated email address to receive a password.










CHQ: Terms 2 & 3 Club Choices 2017-2018















Weekday After School Activities for Foundation Stage 1

YR	CLUB / ACTIVITY	DAY	ROOM	TIME	FEE	WKS	TOTAL COST (VND)	Other Info
F1	Stay and Play	Monday	F1 ELC	14.30-15.15	Free	12		Parents/Carers need to stay with their children.
F1	Dough Disco Club	Monday	EY&I G6	14.30- 15.30	Free	12		
F1	Wiggle and Grow 	Monday	EY&I 310	14.30- 15.15	350,000 per session	12	4,200,000	
F1	VinSpace Art 	Tuesday	G3	14:30-15:15	296,000 per session	12	3,552,000	
F1	Fun with play dough 	Tuesday	EY&I G7	14:30-15:15	340,000 per session	12	4,088,000	
F1	Imagination Land 	Tuesday and Thursday	F1 ELC	14.30- 15.15	296,000 per session	12	3,552,000	
F1	Stay and Play	Wednesday	F1 ELC	14.30-15.15	Free	12		Parents/Carers need to stay with their children.
F1	VinSpace Art 	Thursday	G3	14:30-15:15	296,000 per session	12	3,552,000	
F1	Finger painting 	Thursday	F2 ELC	14.30-15.15	340,000 per session	12	4,088,000	














Weekday After School Activities for Foundation 2

YEAR	CLUB / ACTIVITY	DAY	ROOM	TIME	FEE	WKS	TOTAL COST	Other Info
F2	Construction Club	Monday	EY&I 106	14.30- 15.30	Free	12		
F2	Art Club	Monday	F2 ELC	14.30- 15.30	Free	12		
F2	Dough Disco Club	Monday	EY&I G6	14.30- 15.30	Free	12		
F2	Wiggle and Grow 	Monday	EY&I 310	14.30- 15.15	350,000 per session	12	4,200,000	
F2	Imagination Land 	Tuesday and Thursday	F1 ELC	14.30- 15.15	296,000 per session	12	3,552,000	
F2	Fun with play dough 	Tuesday	EY&I G7	14:30-15:15	340,000 per session	12	4,088,000	
F2	Skills Factory 	Wednesday	EY&I 302 Sports Hall	14.30- 15.30	150,000 per session	12	1,800,000	
F2	Music and Storytime	Thursday	EY&I 207 Music Room	14.30- 15.15	Free	12		
F2	Finger painting 	Thursday	F2 ELC	14.30-15.15	340,000 per session	12	4,088,000	
F2	Gymcraft 	Tuesday and Thursday	Juniors Sports Hall	16.00- 17.00	300,000 per session 450,000 for 2 sessions	12	3,600,000 Or 5,400,000	
F2	Multi Skills 	Friday	EY&I 302 Sports Hall	14.30- 15.15	120,000 per session	12	1,440,000	

Weekday After School Activities for Foundation 3

YEAR	CLUB / ACTIVITY	DAY	ROOM	TIME	FEE	WEEKS	TOTAL COST	Other Info
F3	Construction	Monday	EY&I 106	14.30- 15.30	Free	12		
F3	Story Club	Monday	EY&I 104	14.30- 15.30	Free	12		
F3	Art Club	Monday	F2 ELC	14.30- 15.30	Free	12		
F3	Dough Disco Club	Monday	EY&I G6	14.30- 15.30	Free	12		
F3	Mixed Art 	Monday	F3 ELC	14.30- 15.30	296,000 per session	12	3,552,000	
F3	Water color painting 	Monday	F3 ELC	14.30- 15.30	340,000 per session	12	4,080,000	
F3	Chess 	Tuesday	EY&I 105	14.30- 15.30	80,000 per session	12	960,000	
F3	Multi Skills 	Tuesday	EY&I 302 Sports Hall	14.30- 15.30	120,000 per session	12	1,440,000	
F3	Breakfast club 	Tuesday	F3 ELC Food tech area	7.15 - 7:45	200,000 per session	12	2,400,000	
F3	Colouring	Wednesday	EY&I G5	14.30- 15.30	Free	12		
F3	Skills Factory 	Wednesday	EY&I 302 Sports Hall	14.30- 15.30	150,000 per session	12	1,800,000	
F3	Mixed Art 	Wednesday	F3 ELC	14.30- 15.30	296,000 per session	12	3,552,000	
F3	Painting with Crayons 	Wednesday	F3 ELC	14.30- 15.30	340,000 per session	12	4,080,000	
F3	Paper Creations	Thursday	EY&I 103	14.30- 15.30	Free	12		
F3	Marvellous Makers	Thursday	EY&I 102	14.30- 15.30	Free	12		
F3	Water Confidence	Thursday	EYFS Pool	14.30- 15.15	Free	12		
F3	Gymcraft 	Tuesday and Thursday	AP1 Sports Hall	16.00-17.00	300,000 per session 450,000 for 2 sessions	12	3,600,000 Or 5,400,000	
F3	Cooking 	Thursday	F3 ELC - Food Teach area	14.30- 15.30	350,000 per session	12	4,200,000	
F3	Move and Grow 	Thursday	EY&I 310	14.30- 15.30	350,000 per session	12	4,200,000	
F3	Mixed Art 	Friday	F3 ELC	14.30- 15.30	296,000 per session	12	3,552,000	
F3	Ballet 	Friday	AP2 Dance Studio	14.30- 15.30	300,000 per session	12	3,600,000	Shuttle bus to AP2 at 2:25pm TA needed to transport children to AP2
F3	Creativity with Collage art 	Friday	EY&I 109	14.30- 15.30	340,000 per session	12	4,088,000	

Weekday After School Activities for Year 1

YEAR	CLUB / ACTIVITY	DAY	ROOM	TIME	FEE	WEEKS	TOTAL COST	Other Info
Y1	Construction	Monday	EY&I 106	14.30- 15.30	Free	12		
Y1	Story Club	Monday	EY&I 104	14.30- 15.30	Free	12		
Y1	Create & Sing	Monday	EY&I G6	14.30- 15.30	Free	12		
Y1	Learn and play together club	Monday	EY&I 111	14.30- 15.30	Free	12		10 community children to attend too
Y1	Multi-sports	Monday	EY&I 302 Sports Hall	14.30- 15.30	Free	12		
Y1	Mixed Art 	Monday	F3 ELC	14.30- 15.30	296,000 per session	12	3,552,000	
Y1	Water color painting 	Monday	F3 ELC	14.30- 15.30	340,000 per session	12	4,080,000	
Y1	Vietnamese for beginners	Tuesday	EY&I 109	14.30- 15.30	Free	12		
Y1	Intermediate Vietnamese	Tuesday	EY&I 110	14.30- 15.30	Free	12		
Y1	Multi Skills 	Tuesday	EY&I 302 Sports Hall	14.30- 15.15	120,000 per session	12	1,440,000	
Y1	Gymcraft 	Tuesday and Thursday	Juniors Sports Hall	4.00 – 5.00	300,000 per session 450,000 for 2 sessions	12	3,600,000 Or 5,400,000	
Y1	Word Search	Wednesday	EY&I G5	14.30- 15.30	Free	12		
Y1	Yoga and Mindfulness	Wednesday	EY&I G7	14.30- 15.30	Free	12		
Y1	Mixed Art 	Wednesday	F3 ELC	14.30- 15.30	296,000 per session	12	3,552,000	
Y1	Painting with Crayons 	Wednesday	F3 ELC	14.30- 15.30	340,000 per session	12	4,080,000	
Y1	Chess 	Wednesday	EY&I 108	14.30- 15.30	80,000 per session	12	960,000	
Y1	Colouring	Wednesday	EY&I G5	14.30- 15.30	Free	12		
Y1	Football 	Wednesday	Juniors small field	14.40-15.40	130,000 per session	12	1,560,000	
Y1	Paper Creations	Thursday	EY&I 103	14.30- 15.30	Free	12		
Y1	Handwriting	Thursday	EY&I 213	14.30- 15.30	Free	12		
Y1	Year 1 Choir	Thursday	EY&I 302 Sports Hall	14.30- 15.15	Free	12		
Y1	Water Confidence	Thursday	EYFS Pool	14.30- 15.15	Free	12		
Y1	Cooking 	Thursday	F3 ELC - Food Teach area	14.30- 15.30	350,000 per session	12	4,200,000	
Y1	Move and Grow 	Thursday	EY&I 310	14.30- 15.30	350,000 per session	12	4,200,000	
Y1	Mixed Art 	Friday	F3 ELC	14.30- 15.30	296,000 per session	12	3,552,000	
Y1	Ballet 	Friday	Secondary Dance Studio	14.40-15.40	300,000 per session	12	3,600,000	Shuttle bus to AP2 at 2:25pm TA needed to transport children to AP2
Y1	Creativity with Collage art 	Friday	EY&I 109	14.30- 15.30	340,000 per session	12	4,088,000	

Vietnamese Classes

Vietnamese students will be automatically allocated to Vietnamese lessons. Please see below for times.

YEAR	CLUB / ACTIVITY	DAY	ROOM	TIME	FEE	WEEKS	TOTAL COST	Other Info
Y1	Afterschool Vietnamese Class	Tues	TBA	14.30 - 15.30	FREE	10	FREE	Vietnamese students only
Y1	Afterschool Vietnamese Class	Fri	TBA	14.30 - 15.30	FREE	10	FREE	Vietnamese students only

Weekend Activities

We also offer paid clubs at a weekend. You can choose these clubs as part of or on top of your 5 weekday choices. If you have run out of choices to take on CHQ please contact Ms Van to sign up for the weekend clubs.

When you have finished click save then submit to complete sign up.

YEAR	CLUB / ACTIVITY	DAY	ROOM	TIME	FEE	WEEKS	TOTAL COST	Other Info
F2	Swimming 	Saturday	Juniors Pool	8.00- 8.45	100,000 per session	12	1,200,000	
F2	Swimming 	Saturday	Juniors Pool	8.45-9.30	100,000 per session	12	1,200,000	
F3	Swimming 	Saturday	Juniors Pool	8.00-8.45	100,000 per session	12	1,200,000	
F3	Swimming 	Saturday	Juniors Pool	8.45-9.30	100,000 per session	12	1,200,000	
Y1	Swimming 	Saturday	Juniors Pool	9.30-10.15	100,000 per session	12	1,200,000	
Y1	Swimming 	Saturday	Juniors Pool	10.15-11.00	100,000 per session	12	1,200,000	
Y1	Basketball 	Saturday	Juniors Sports Hall	10.30-11.30	150,000 per session	12	1,800,000	