



BRITISH INTERNATIONAL SCHOOL
HANOI
A NORD ANGLIA EDUCATION SCHOOL

SATURDAY SCHOOL

Term 1
2018-19



Dear Parents,

Saturday School in Term 1 will start on **Saturday 22th September 2018** and continue until **Saturday 8th December 2018 (9 weeks, with interruption on 20th, 27th October for the School Holidays and 10th November for International Festival).**

Saturday School 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 can make choices from the list of activities below. They will be asked for **3** preferences although they may only partake in one or two sessions. Not all activities are available to all year groups. Information on all activities can be found within the descriptions below.

Mr. Edward Westropp
ECA Programme Coordinator

Application guidelines:

- All activities need to be selected on-line via **CHQ**. However, if your child is not a student at BIS Hanoi, please contact Ms. Duong for assistance at duong.pham@bishanoi.com.
- You will be able to register your child for activities during the 'sign-up period', which will be from **5p.m Wednesday 12th September 2018 until 5p.m Wednesday 19th September 2018**.
- After **Wednesday 19th September 2018**, students who sign 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.
- Children/Parents can make payments to the school by bank transfer as soon as the child's activity is confirmed. Below are the BIS bank account details:

Bank name:	EXIMBANK - SAI GON BRANCH		
Bank address:	136-138 Le Thi Hong Gam Street, District 1, HCMC, Vietnam.		
Account name:	BIS HANOI		
Account No.VND:	1401 1485 1059534	Account No.USD:	1401 1485 1059551
SWIFT Code:	EBVIVNVXTTD	Bank code:	79305002

- Please include in the transfer instructions "Saturday School" and your child's name and class.
- 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 (All Saturday School 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 after receiving confirmation letter** otherwise the place will be offered to the children who have been placed on a waiting list. The payments are non-refundable.

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 duong.pham@bishanoi.com.

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

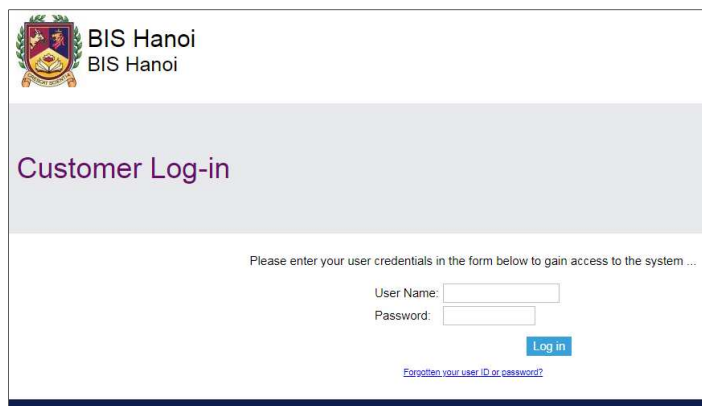
Log on using your child's school User name and Password. If your child is in the Primary school, their Password will be their Date of Birth, in the format DDMMYYYY. If your child is in the Secondary school, their password will be 'password' or their own personal password.

Primary Example:

User name: **H00123** Password: **23032007**

Secondary Example:

User name: **H00124** Password: **password**



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 (Term 1 2018-2019 Saturday School).

Step 4: For each activity/paid activity add a different number e.g. Monday: Football 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 **Wednesday 12th September 2018** you should be able to see your activities by scrolling through to **Saturday 22nd September 2018** (start of Term 1 Saturday school 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 on **My Profile** tab to the right of the Home tab on your page.

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, 6 or 7 (or 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.

SATURDAY

ACTIVITY NAME	YEAR GROUPS	TIME	MIN No.	MAX No.	TEACHER	LOCATION	ACTIVITY DESCRIPTION
English Language - IELTS 1	Years 6-9	09:00 - 10:00	5	12	Mr Wheeler	P107	This course is designed for Secondary Students who are interested in improving their proficiency in grammar, speaking, listening and reading comprehension, and writing with the IELTS exam format. Please note: Cost per student per term = 2,700,000 VND
English Language - IELTS 2	Years 6-12	10:30 - 11:30	5	12	Mr Wheeler	P223 Main school	This course is designed for candidates who have scored anywhere between 4 and 5.5 on a previously taken IELTS exam Please note: Cost per student per term = 2,700,000 VND
English Language – General English 1	Years 1-3	09:00 - 10:00	5	12	Mr Edward	P219, P205	This course is designed for Primary students from Year 1 to Year 3 who are interested in improving their proficiency in grammar, speaking, listening and reading comprehension, and writing. Please note: Cost per student per term = 2,700,000 VND
English Language – General English 2	Years 4-6	10:30 - 11:30	5	12	Mr Edward	P205	This course is designed for Primary students from Year 4 to Year 6 who are interested in improving their proficiency in grammar, speaking, listening and reading comprehension, and writing. Please note: Cost per student per term = 2,700,000 VND
Swimming 1	Years 1-12	09:00 - 10:00	5	15	Mr. Vu/ Mr Dong/ Mr Cuong/Ms Trang/ Mr Tu	Swimming Pool Main school (Indoor)	This course is offered for children of different abilities from beginners to intermediate and advanced levels to improve their own swimming skills with full-supervision and coaching from professional trainers. Each session will be for 45 minutes in the water and students are required to be at swimming pool for 1 hour for changing and getting warm up before and after the session. Please note: Cost per student per term = 2,250,000 VND
Swimming 2	Years 1-12	10:30 - 11:30	5	15	Mr. Vu/ Mr Dong/ Mr Cuong/Ms Trang/ Mr Tu	Swimming Pool Main school (Indoor)	This course is offered for children of different abilities from beginners to intermediate and advanced levels to improve their own swimming skills with full-supervision and coaching from professional trainers. Each session will be for 40 minutes in the water and students are required to be at swimming pool for 1 hour for changing and getting warm up before and after the session. Please note: Cost per student per term = 2,250,000 VND

ACTIVITY NAME	YEAR GROUPS	TIME	MIN No.	MAX No.	TEACHER	LOCATION	ACTIVITY DESCRIPTION
Tennis 1	Years 1-12	09:00 - 10:00	2	4	Mr Thuong	School Tennis Court	This class is tailor-made and sessions can be adapted to suit the needs of each student to help them improve and make sufficient progress. Please note: Cost per student per term = 2,700,000 VND
Tennis 2	Years 1-12	10:30 - 11:30	2	4	Mr Thuong	School Tennis Court	This class is tailor-made and sessions can be adapted to suit the needs of each student to help them improve and make sufficient progress. Please note: The cost per student per term = 2,700,000 VND
Guitar	Years 1-12	09:00 - 09:40 09:50 - 10:30 or 10:40 - 11:20	1	3	Mr Kien	C325 Main school	The guitar is one of the most popular and beloved musical instruments in the world, with wide applications in recital, concert and theatre within various musical genres. Please note: This session will be one student and one teacher only. Cost per student per term = 4,950,000 VND
Violin	Years 1-12	09:00 - 09:40 09:50 - 10:30 or 10:40 - 11:20	1	3	Mr Tuan Anh	C329 Main school	The violin is often considered the "king of the orchestra." It requires intricate technical skills which can help musicians to perform a range of different pieces within many music genres. The violin is renowned as being an instrument to help develop intelligence and personal growth. Please note: This session will be one student and one teacher only. Cost per student per term = 4,950,000 VND
Piano	Years 1-12	09:00 - 09:40 09:50 - 10:30 or 10:40 - 11:20	1	3	Ms Mai Khue, Mr Cuong Do, Ms Nhat Cao, Ms Kieu Anh	Art Performance Department Main school	The piano is used in many musical genres with the ability to create sounds with many different connotations. The piano has many practical applications in performing as a solo instrument or as part of an ensemble. Playing the piano also helps children to stimulate interest in composing their own music. Please note: This session will be one student and one teacher only. Cost per student per term = 4,950,000 VND
Drums	Years 1-12	09:00 - 09:40 09:50 - 10:30 or 10:40 - 11:20	1	3	Mr Le Quoc Hung/ Mr Le Quoc Kha	P302 Main school	Percussion is the earliest musical instrument in music history and is an important component of many musical works. Learning to play percussion helps children to have great capability of rhythm as well as the opportunity to perform in different musical genres. Please note: This session will be one student and one teacher only. Cost per student per term = 4,950,000 VND