



**BRITISH  
INTERNATIONAL  
SCHOOL**  
HANOI

A NORD ANGLIA EDUCATION SCHOOL



# Extra-curricular Activities In Key Stage 2 (Years 2 - 6)

Term 2 / 2016 - 2017



Dear Parents

Extracurricular Activities (ECAs) in Term 2 will start on **Monday 6th February 2017**. The activities will run through until **Thursday 23rd March 2017**.

Extracurricular 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 in Years 2-6 will be asked to make choices from the list of activities below. Children in Years 2-6 will have the option to choose one, two or three activities. They will be asked for multiple preferences although they will be allocated to one, two or three activities only. Not all activities are available to all year groups, please see the descriptions below. Information on paid activities can also be found within the descriptions below. This year, the sign up process will change slightly to ensure all students are granted a place on either their first, second or third choice of preference, please see the application guidelines below for detailed instructions.

### **Application guidelines:**

- All activities (free and paid) need to be selected on-line via CHQ.
- You will be able to register your child for 1 activity during 'sign-up period 1', which will be from **Tuesday 6th December 2016 at 9.00am until Wednesday 7th December 2016 at 5.00pm**. You will be able to make multiple choices but at this stage you will only be accepted a place on 1 activity only. You will then be able to register your child for another 1 activity if you wish to do so during 'sign up period 2' which will be from **Thursday 8th December 2016 at 9.00am until Friday 9th December 2016 at 5.00pm**. Finally, you will be able to register your child for third activity if you wish to do so during 'sign up period 3' which will be from **Saturday 10th December 2016 at 9.00am until Sunday 11th December 2016 at 5.00pm**.
- After **Sunday 11th December 2016**, students who have signed 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.
- If students are absent from their activity without authorisation on more than one occasion they will be removed from the activity and their place will be offered to a student on the waiting list.
- Children wishing to take part in paid activities can make payments in cash to the school cashier as soon as the child's activity is confirmed.
- 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**

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 by Friday 16th December 2016** otherwise the place will be offered to the children who have been placed on a waiting list.

### **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 [markatkinson@bishanoi.com](mailto:markatkinson@bishanoi.com).

Mr. Mark Atkinson  
ECA Programme Coordinator

# 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 their own personal password.

Primary Example: User name: H00123 Password: 23032007

Secondary Example: User name: H00124 Password: ownpersonalpassword



## 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 (2016-2017 Term 2)**.

Step 4: For each activity/paid club add a different number e.g. Monday: Football club **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 Monday 9th December you should be able to see your activities by scrolling through to Monday 6th February 2017 (start of Term 1 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 **My Profile** tab to the right of the Home tab on your homepage.

## 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 (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.

# MONDAY

ACTIVITY	YEAR	TIME	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	DETAIL/NOTES
Gymnastic club (Paid activity)	Years 1-8	15:05 - 16:05	10	Alex/Sue	Sports Hall Gallery	Sports	Both	This year we'll be working with GymKraft, a gymnastics company from Singapore. Students will develop a range of technical skills including rolling and rotating, balancing and travelling in a challenging and safe environment.  <b>Please note:</b> Minimum number of children = The cost per student per term = 3,220,000 (Approx.)
Hama Beads	Years 1-6	15:05 - 16:05	14	Ms Elliott	P208	Creativity	Both	Come and create pictures using Hama beads. You can copy a pattern or create your own design. You will get to take home anything you make.
Table Tennis	Years 5-6	15:05 - 16:05	10	Karissa Yusi	Sports Hall Gallery	Sports	Both	Learn the basic skills in table tennis and enjoy playing in singles or doubles tournament
Trampolining	Years 1-6	15:05 - 16:05	10	Ms Upton	Sports Hall/ Trampoline	Sports	Both	Beginners and intermediate trampolining
Primary Science Club	Years 3-6	15:05 - 16:05	16	Mr Willd	Primary Science Room	Academic	Both	Children will have the opportunity to question, test, investigate and explore the world through the eyes of scientists. They will work practically to engage with the world of science learning, vocabulary, skills and understanding through a range of exciting scientific activities and investigations. Be amongst the first to make use of our fantastic new primary science room.
T-Ball	Years 3-6	15:05 - 16:05	20	Mr. Holmes	Auditorium	Sports	Both	Recreational T Ball Club. Children will develop the skills needed to play T ball and will have lots of opportunities to play the game!
Primary Pop Band	Year 2-6	15:05 - 16:05	NA	Ms. Rea	Band room	Sports	Both	Due to the success of last years Primary Pop Band, it is back! All instruments & all abilities. Singers are needed too! If students don't yet play an instrument but are keen to learn, then here is an opportunity. Lots of fun, lots of learning, lots of music!
Construction Club	Year 3	15:05 - 16:05	12	Miss Molly	EYC - Y1 shared area	Creativity	Both	Develop your construction and engineering skills through building games, play and challenges.
Cross Stitch	Years 6-7	15:05 - 16:05	20	Mrs Rowlands	P210	Creativity	Both	Learn, or improve, your cross stitch skills in the company of friends. Spend a relaxing and creative hour sharing ideas and having fun.
BIShop	Years 2-13	15:05 - 16:05	20	Ms Stevenson	S308	Creativity	Both	BIShop is a social enterprise that aims to serve our school community whilst raising money for charitable causes.
Advanced Basketball	Years 4-6	15:05 - 16:05	20	Mr Adams	Hard court 2	Sports	Both	Who can score 3-pointers with their eyes closed!? If you can, then Advanced Basketball is for you! You will develop a range of skills - passing, dribbling, shooting and defending.
Popcorn dancers	Years 4-6	15:05 - 16:05	12	Ms. Ana - Year 10	P316	Arts	Both	Popcorn Dancers. 'An opportunity to dance to your favourite pop songs and have fun.'



# WEDNESDAY

ACTIVITY	YEAR	TIME	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	DETAIL/NOTES
Intermediate French (Paid activity)	Years 1-6	15:05 - 16:05	14	Ms. My Lan	P223	Languages	Both	Learn basic French, including the alphabet, phrases, vocabulary, pronunciation and grammar. Once children have mastered the basics they may progress to more complex conversational skills, questions and answers. This activity is for existing French students only.  <b>Please note:</b> Minimum number of children = 6 The cost per student per term = 917,000VND (Approx.)
Beginners Japanese (Paid activity)	Years 1-6	15:05 - 16:05	14	Mr. Hayashi	P205	Languages	Both	Learn Japanese, an East Asian language spoken by about 125 million people. Discover Japanese in its various forms - Kanji, Hiragana and Katakana. Learn basic conversational skills, including greeting and introductions, questions and answers whilst developing cognitive and social skills.  <b>Please note:</b> Minimum number of children = 6 The cost per student per term = 1,253,000 VND (Approx.)
Tennis Club (Paid Activity)	Years 1-6	15:05 - 16:05	4	Mr Thuong	Hardcourt 2	Sports	Both	Students will discover and develop basic tennis strokes such as forehand and backhand ground strokes, volleys and serves. This activity will take place at the Vinhome Riverside Tennis Courts.  <b>Please note:</b> Minimum number of children = 4 The cost per student per term = 917,000VND (Approx.)
Intermediate Chinese Mandarin (Paid activity)	Years 1-6	15:05 - 16:05	14	Ms. Lien	Primary Language Room	Languages	Both	Learn basic conversational skills, including greeting and introductions, questions and answers whilst developing cognitive and social skills. Learning Chinese Mandarin also provides children with an advantage in the increasingly competitive business world.  <b>Please note:</b> Minimum number of children = 6 The cost per student
Golf (Paid activity)	Years 3-13	15:05 - 16:05	12	Bradley Wright (PGA Pro)	Outdoor Area	Sport	Both	Receive top tuition from a PGA professional, including skills for all abilities, ranging from grip to club swing, or putting to driving.  <b>Please note:</b> Minimum number of students = 8. The cost per student per term = 2,842,000VND
Global Campus: Global Cinema	Years 6-13	15:05 - 16:05	20	Mr Duckett	Theatre	Arts	Both	Have you ever wanted to be a film critic? In this ECA you will watch movies with other students across the NA group of school and share your reviews and thoughts online.
Girls Football	Years 5-13	15:05 - 16:05	30	Ms Wild/ Miss Wilson	Secondary Field	Sports	Girls	Girls will develop a wide range of skills including control; passing; shooting and movement with the ball. Girls will also learn the rules of the game and
Loom Bands	Years 3-6	15:05 - 16:05	15	Ms Watts	P112	Creativity	Both	A chance to make bracelets and other items using loom bands. You will be able to practise using different patterns.
Origami	Years 5-6	15:05 - 16:05	10	Ms. Duyen Hoang	S302	Arts	Both	Learn how to fold paper into a range of interesting and fun objects.
Photography	Years 5-6	15:05 - 16:05	10	Ms. Isabelle Gerona	Primary Meeting Room	Arts	Both	In this ECA, the children will bring their own digital cameras. They will go around the campus and focus on various themes every week. At the end of the term, they will host an exhibit showcasing their work.
Wind Band	Years 5-9	15:05 - 16:05	20	Mr Scott	Band Room	Music	Both	Do you play a Wind, Brass or Percussion Instrument? Have you ever wanted to make music with your friends as part of a group? Would you like to perform challenging and exciting music at school events and concerts? If you've answered yes to all of these questions, then we would love you to join the BIS Wind Band! You will need to be in years 5-9 and play a Wind (Flute, Clarinet, Oboe, Bassoon, Saxophone), Brass (Trumpet, Horn, Trombone) or Percussion instrument. If you wish to know more, see Ms. Rae or Mr. Scott.
Beginners and improving Girls' football	Years 4-13	15:05 - 16:05	20	Ms Wilson	Secondary football field	Sports	Girls	Children will develop a wide range of skills including control; passing; shooting and movement with the ball. Children will also learn the rules of the game and begin to compete with one another and more importantly, children will have fun!
Street Dance	Years 4-13	15:05 - 16:05	NA	Ms. Rea	Band room	Music	Both	The first ever Street Dance Club of BIS Hanoi! We will be learning to dance and choreograph to some funky tunes. Students will be exploring physical theatre as well as contemporary dance routines. No prior experience required, just lots of enthusiasm!
Art - drawing	Years 2-4	15:05 - 16:05	20	Mrs Smith	Art Room	Arts	Both	To develop skills to make our drawings look more realistic.
FOBISIA U11 Boys and Girls Football	Years 4-7	15:05 - 16:05	20	Mr. Atkinson	Primary Field	Sports	Both	U11 Boys and Girls FOBISIA Football Training. Developing a range of skills in preparation for the FOBISIA games in Malaysia in May.
Gardening Club	Years 4-7	15:05 - 16:05	24	Mr. Halpin/Labelle	P224/Garden	Creativity	Both	Enjoy learning all about the life cycle of garden plants, taking part in planting, caring for and harvesting a range of plants in our 100% organic, self-sustaining garden.
Innovate. Engineer. Create.	Years 6-9	15:05 - 16:05	24	Mr. Russell	S103	Creativity	Both	Design and create whatever your imagination will allow using the amazing k'nex. During the second half term you will have gained the skills to compete in teams to create the fastest solar powered racecar. Will you be victorious?
Competitive Swimming	Years 3-13	15:05 - 16:05	24	Mr Vu	Swimming Pool	Sports	Both	Competitive swimming training for students aiming to develop all four strokes over increased distances with effective diving and tumble turns.
Art and grains	Years 3-6	15:05 - 16:05	15	Ms. Hop Tran	P205	Creativity	Both	Children will use many kind of grains to create the pictures. They could have a great time to relax.

# THURSDAY

ACTIVITY	YEAR	TIME	MAX No.	TEACHER	VENUE	ACTIVITY GROUPING	GENDER SPECIFIC	DETAIL/NOTES
Beginners Chinese Mandarin (Paid activity)	Years 1-6	15:05 - 16:05	14	Ms.Lien	Primary Language Room	Languages	Both	Learn basic conversational skills, including greeting and introductions, questions and answers whilst developing cognitive and social skills. Learning Chinese Mandarin also provides children with an advantage in the increasingly competitive business world.  <b>Please note:</b> Minimum number of children = 6 The cost per student per term = 917,000 VND (Approx.)
Beginners Golf (Paid activity)	Years 1-6	15:05 - 16:05	15	Bradley Wright (PGA Pro)	Outdoor Area	Sport	Both	An introduction to the fundamentals of Golf using the new SNAG programme (Starting New At Golf). Learn how to grip a club, how to swing effectively and have fun chipping and putting at a range of engaging targets.  <b>Please note:</b> Minimum number of students =6 The cost per student per term = 1,897,000VND
Climbing and Bouldering (Paid activity)	Years 5-13	15:05 - 16:05	12	Ms. Noemie	VietClimb	Sport	Both	The content of climbing sessions will include a mix of workshops, bouldering games and competitions. Please note: As this activity is based in Au Co, students must be collected from Vietclimb. Students will not be brought back to school.  <b>Please note:</b> Minimum number of students = 6. The cost per student per term = 1,351,000VND
Astronomy club (Paid activity)	Years 3-9	15:05 - 16:05	20	Ext. Provider	Library	Creativity	Both	Through a series of entertaining and educational workshops, based on practical hands-on experiences, this course is designed to give an appreciation of how an exploration of Astronomy contributes to pupils' understanding of how the Universe works, and the challenges faced in recording it through the medium of Photography/Imaging.  <b>Please note:</b> Minimum number of students = The cost per student per term = 812,000VND
Under 9 football	Years 2-4	15:05 - 16:05	12	Mr Callan	Primary Field	Sports	Both	Children will develop a wide range of skills including control; passing; shooting and movement with the ball. Children will also learn the rules of
Flute Choir	Years 5-13	15:05 - 16:05	20	Mr Scott	Band Room	Music	Both	Think Choirs are just for Singers? Think again! If you play the flute, this is your chance to be part of a new exciting opportunity to make music with like-minded people. As part of this ECA you will learn new ensemble skills
Orchestra	Years 3-13	15:05 - 16:05	NA	Ms. Rea	Band room	Music	Both	We want your children to be a part of the first established BIS Orchestra. Lead by Mr Tuan Anh, students can enjoy learning a variety of musical works of varying difficulty. There's no boundary to this orchestra; any instrument
English class for parent	Parent	15:05 - 16:05	12	Mrs. Willson	P115	Language	Both	BIS Hanoi are offering the opportunity for parents to come to school to practice English with a dedicated school EAL teacher. These sessions will provide you with the opportunity to improve your English in order to use with your children at home, to speak with and write to teachers and to use in your everyday life. They will also allow you to meet other parents, to discuss school subjects and events and to spend time in the school environment.  Sessions will take place on Wednesday and/or Thursday depending on the number of parents who sign up to attend and your current level of English. If you think it will make it easier for you to attend, please sign your child up for an ECA on the same day.  Sessions will start at 3.05pm and end at 4.05pm. Unfortunately, younger children cannot be accommodated at school during these lessons.  To register your interest please e-mail Jinny at jinnyjung@bishanoi.com with your name and contact details. You do not need to register using CHQ.  <b>Please note:</b> Priority will be given to those who took part last year.
Ukulele	Years 4-6	15:05 - 16:05	14	Ms Burden	Junior Music Room	Music	Both	Learn to play the ukulele!
Mother Tongue Japanese		15:05 - 16:05	10	Kaori Brooke-Smith	Primary MFL Class (P203)	Languages	Both	To Keep up with Japanese. Study materials are provided by parents. native Japanese speakers or higher japanese level of students only.
Countries & Flags	Years 2-6	15:05 - 16:05	20	Kate Fitzpatrick	Primary Meeting Room	Creativity	Both	Develop your research skills by finding out about countries around the world and their flags. Students will work on mini projects and present their findings at the end of the ECA.
Primary School Council	Years 2-6	15:05 - 16:05	NA	Miss Tong	P218	Creativity	Both	School incentives and charity work
FOBISIA U11 and U13 Training	Years 4-9	15:05 - 16:05	40	Mr. Atkinson and Ms. Wild	Secondary Field	Sports	Both	Athletics training for FOBISIA Games competitors. Preparation for tournaments in March and May.
Painting	Years 2-6	15:05 - 16:05	20	Ms. Huyen Truong	P118	Arts	Both	Children will have a chance to use different types of paint such as water color, acrylics, crayon, felt tip pens... to make their own picture in special ways.