

AUSTRALIAN INTERNATIONAL SCHOOL HONG KONG



# PARENT HANDBOOK

# 2023

# WELCOME TO AISHK

Welcome to the 2023 school year.

One of the many key features of the Australian International School Hong Kong (AISHK) is the positive community spirit and vibrant, healthy partnership across the school community. Our Parent Handbook is an important tool and source of information to navigate the school year.

The 2023 Parent Handbook explains:

- Who we are and how our school is governed;
- Important information about our school for parents;
- How the school day operates;
- How parents and the school work together;
- The 2023 School calendar.

This handbook is designed to foster communication, which is important for Parent-School partnerships to prosper. Some areas with specific details, timings and events are subject to change as we continue to navigate the global pandemic through 2023 and we encourage you to download the AISHK app for the most up-to-date school news.

Should you have any questions, comments or suggestions for improvement, please be in touch by either phoning +852 2304 6078 or emailing [info@aishk.edu.hk](mailto:info@aishk.edu.hk)

We wish you and your children a very happy, successful and fruitful association with AISHK through 2023 and beyond.

Best wishes,

**Mina Dunstan | Head of School**

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### OUR VISION

AISHK will be recognised world-wide as an outstanding and innovative international school delivering quality education based on an Australian curriculum and values. Inspirational staff will create a learning environment that actively promotes a global perspective and a sense of individual and collective responsibility.

### OUR MISSION

AISHK will provide a world class international school where students, through active participation, achieve their personal best to become skilled, healthy, influential and responsible international citizens.

### OUR PRINCIPLES

At AISHK we are committed to:

- Excellence;
- Cohesion and diversity;
- Being a community of learners;
- Developing all students intellectually, socially, physically, spiritually and ethically in congruence with Australian culture;
- Lifelong learning within the international community.

### OUR VALUES

- Connect
- Strive
- Flourish
- Excellence
- Respect
- Honesty
- Diligence
- Collaboration
- Trust
- Responsibility
- Integrity
- Equity
- Creativity



## ABOUT OUR SCHOOL

AISHK was founded in 1995 to meet the growing demand for high-quality Australian education in Hong Kong. Our school is co-educational, non-denominational, and caters for around 1,100 students. We are the only school in Hong Kong to provide an Australian curriculum and run according to the southern hemisphere calendar.

In our Primary Division, we follow the Australian curriculum from Reception to Year 6. In our Secondary Division in Years 7-10, we follow the NSW curriculum and we are a NESA (*NSW Education Standards Authority*) recognised school. As part of our commitment to offering broad academic choices of study, students in Years 11-12 can choose to study courses offered in either the New South Wales Higher School Certificate (HSC) or the International Baccalaureate (IB) Diploma.

Please note that NESA, the New South Wales or Australian Government and The International Baccalaureate organisations are not liable for losses to proprietors, directors, shareholders, staff, students or parents in the event that the school fails in commercial, educational or other terms.

The School's medium of instruction is English. Mandarin Chinese (*Putonghua*) is also taught as part of the curriculum, which has been modified to fit an Asian setting. As a leading international school in Hong Kong with a reputation for outstanding academic performance, our graduates have gone on to study at top universities in Australia and throughout the world.

## TEACHING AND LEARNING MATERIALS

AISHK provides all text books, exercise books and digital resources and most other necessary stationery equipment.

Students from Year 4 onwards need to have their own laptop computers – please refer to the 'Laptop Use and Internet Access' section of this Handbook for details.

Students from Years 7-12 may need electronic calculators and a set of mathematical instruments.

## LANGUAGE

As AISHK is an Australian school, we use English for teaching and learning. To succeed, our students need to be proficient in English and have the ability to access the curriculum through English.

While English is the language for teaching, we value and celebrate the first languages and cultures of all our students. Languages other than English may be used if it improves students' understanding of a difficult topic or concept.

We teach Putonghua to all Primary students (R-6) and offer Chinese and French to Secondary students.

## ONLINE LEARNING

Online learning options will be used at AISHK as a means of delivering curriculum and lessons to students when campus-based classes are not possible. Students are required to have a school laptop, or accessible computer, with effective internet connection at home. Methods of online delivery will vary according to timing, situation and contextual need.

## ASSESSMENT AND REPORTING

We assess students continually throughout the school year in a variety of ways, including:

- Observation;
- Records of students' work;
- Formal and Informal teacher-devised assessment;
- Standardised tests.

We analyse this assessment information and use it to plan a curriculum that meets the needs of all our students.

## PRIMARY REPORTING

Early in Term 1, Primary classes hold a Parent Information Evening to give you the chance to meet your child's teacher to talk about the curriculum and how the class is organised. Later in the term, you will be invited to an individual parent-teacher interview.

At the end of Term 2 and Term 4 you will receive digital academic report which aligns directly with the Australian Curriculum and outlines your child's progress. These reports are available on the Parent Lounge for your access.

*Digital Portfolios* were introduced to the Primary School in 2021 and are one of the key ways we share information about your child's learning. The portfolios are share on the Seesaw platform. Portfolio items are uploaded consistently throughout the year.

In Term 3 there is also a student-led conference that gives your child an opportunity to share their learning directly with you. There is also an opportunity to meet with the class and specialist teachers during this conference.

Student Led Conferences take place during Term 3. Students share their learning with their parents within the classroom.

If you would like to talk to your child's teacher at any time throughout the year, please make an appointment by making a note in their diary or emailing the teacher directly. You can also make an appointment the applicable Deputy Head Primary if you have an urgent or difficult matter to discuss by emailing the Division Office at [primaryoffice@aishk.edu.hk](mailto:primaryoffice@aishk.edu.hk)

## SECONDARY REPORTING

We hold introductory information evenings early in Term 1 for Year 7 parents and other information evenings throughout the year to discuss study choices, courses of study and career paths. Parent teacher interviews are held early in Term 3 for Years 7-10 and at separate times for Years 11 and 12.

You will receive an interim progress report at the end of Term 1. School reports will be available in Term 2 and Term 4. These reports will explain the student's progress and achievements.

Year 10 parents and students will also attend a Year 11-12 subject selection and career counselling session. This is scheduled on a weekday during Term 2 and the times of these sessions will be advertised.

If you would like to talk to your child's teacher at any time throughout the year, please make an appointment by making a note in their diary or emailing their teacher directly. You can also make an appointment to see the Deputy Head Secondary if you have an urgent or difficult matter to discuss, by emailing the Division Office at [secondaryoffice@aishk.edu.hk](mailto:secondaryoffice@aishk.edu.hk)

## SECONDARY ASSESSMENT GUIDELINES

### • **Notifying students of tasks**

Teachers give students notice of tasks either by referring them to the course outline or the issued schedule of assessment tasks. This schedule explains:

- The nature of the task;
- Its weighting;
- The syllabus outcomes being tested.

### • **Submitting Assessment Tasks**

Senior students (Years 10-12) must hand in their assessment tasks (not class tests) by the published due date. Electronic copies can be forwarded to the subject teacher. Teachers record the assignment in the marks record book and if applicable, confirm that the work is not plagiarised (see below), **before** the final due date. Students in Years 7-9 should hand in their assessment tasks to the teacher by the due date and time.

### • **Late Submissions or Absence**

Students must hand in all assignment work by the due date. Assessment tasks not submitted on time will still be graded but will be penalised. Absence does not excuse a student from late submission, unless the Head of Department grants an illness or misadventure exemption (see below).

### • **Illness and Misadventure**

Students who, because of illness or misadventure, are absent for a test or examination, or are adversely affected while completing an assessment task, must lodge an application for consideration in writing. This must be accompanied by a doctor's certificate and a letter from parents (Years 10-12). For Years 7-9, a letter from parents is enough. The Head of Department and the Deputy Head Secondary will consider any appeals.



- **Malpractice and Academic Dishonesty**

Students who cheat on an assessment task will receive a zero mark for that task and be subject to disciplinary action. Students must be able to certify the authenticity of their work in every medium - written, audio, visual and computer generated. Deliberate plagiarism will be treated in the same way as cheating. Collusion between students, on a task, for the purpose of academic dishonesty, will result in disciplinary action for all students involved.

If a senior student needs to prove their assignment task is their own work i.e. not plagiarised, the work must be downloaded to [www.turnitin.com](http://www.turnitin.com) before the final submission date. Content deemed to be plagiarised after the final submission date will be treated as deliberate academic dishonesty and receive a zero mark. Only original content will be graded and recorded.

- **Authenticating student work - projects/assignments**

For significant projects or assignment tasks teachers and students must record and verify the progress and originality of students' work. Copies of drafts at set stages should be made and collated in order to verify the final work. Reporting times and stages are outlined on the assignment sheet so that students have a regular schedule to follow.

Before the final due date, students in Years 11–12 must download their work to [www.turnitin.com](http://www.turnitin.com) using the details specified by their teacher. Students may resubmit their work as many times as they wish before the due date in order to minimise any accidental plagiarism. Students must complete an academic honesty student declaration for each submitted assignment task.

## ASSEMBLIES, ACADEMIC, CITIZENSHIP AND SPORTING AWARDS

### ASSEMBLIES

We hold regular assemblies in the School Auditorium on the 2/F. You are very welcome to attend - please sit at the back of the Auditorium in the assigned parents seating.

### PRIMARY DIVISION

In Primary assemblies, each year level will take turns hosting the assembly and presenting to parents. Assembly are noted on the Parent Lounge calendar and times are generally as follows:

<b>Preparatory to Year 2</b>	Fortnightly - Friday, 8:30am start
<b>Year 3 to 6</b>	Fortnightly - Friday, 8:30am start
<b>Whole Primary Division</b>	Last day of term – 11:00am start

Variations may occur for pandemic and other contexts.

Awards for Primary students are presented fortnightly at assemblies and once a term these awards are based on our school values and student achievement. The fortnightly awards are at the teacher's discretion based on what is happening in the classroom during the week and the achievements of individual students. At the end of term, we have a more formal approach based on the following criteria:

#### **Term 1**

Respect / Equity = *Treating others in a kind and caring way*

Collaboration = *Working well with others*

Excellence = *Achieving good results in a specific subject area*

#### **Term 2**

Integrity = *Always trying to do what is right*

Creativity = *Demonstrating creativity in their work*

Responsibility = *Being a responsible student*

#### **Term 3**

Honesty / Trust = *Always telling the truth*

Diligence = *Constant and steadfast effort to accomplish what is undertaken*

## SECONDARY DIVISION

In Secondary assemblies are noted on the Parent Lounge calendar and times are generally as follows:

<b>Secondary (Year 7 to 12)</b>	Wednesdays @ 11:55am as per the Parent Lounge calendar, in combination with Pastoral Care sessions and Year and House meetings.
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Variations may occur for pandemic and other contexts.

Students are to strive for their personal best, and excellence in effort and special achievements are acknowledged and celebrated by our community. Teachers choose students for **Bronze, Silver and Gold Awards**, presented at assemblies to students who have earned special commendation.

**Bronze Awards** are given to Secondary students who demonstrate an outstanding achievement or make a valuable contribution to an aspect of school life. **Silver** and **Gold** awards are awarded upon an accumulation of Bronze Awards. i.e. three (3) bronze awards result in a student receiving a Silver Award and similarly three (3) Silver Awards result in a student receiving a Gold Award.

Merit awards are presented each semester to students who score consistently high effort grades in the A & B categories.

Head of School Awards are presented each semester to students who score straight 'A's in either effort or grades during that semester.

## SPEECH DAY

Speech Day awards are presented to Secondary students which may change from year to year but can include:

- Subject prizes in each subject area – for Years 7 to 12;
- Most improved student in the year;
- AISHK Parent Association citizenship awards - these year level prizes are awarded to a student in each year group who contributes most to the improvement of the school culture, who demonstrates leadership, shows consideration for the welfare of other students, is an enthusiastic participant, exemplifies fairness and demonstrates pride in the school;
- Year 12 best all-round student - initiated by Year 12 in 2003;
- Reid Family Prize for Putonghua - awarded to a Year 7 Putonghua second language learner;
- School Citizenship Award;
- Philip Day Memorial Prize - for commitment to excellence;
- Community Service awards;
- The Joan Leong Australian Association Community Service Award;
- Dux of the School - overall academic merit across all subjects in Year 12 in HSC and IB programs;
- Head of School Award to the School Captains;
- AISHK International Relations Award.

## SCHOOL-WIDE SPORTS AWARDS

The Sports Awards Ceremony acknowledges students who have taken part in competitive school sport. Awards are for:

- Most valuable player;
- Most improved player;
- Sportsmanship;
- Sports Girl of the season - the Joel Dunn Memorial Award;
- Sports Boy of the season - the Joel Dunn Memorial Award;
- School colours;
- School colours with distinction.

## AQUATIC CENTRE

The Aquatic Centre consists of a 25 metre multi-lane indoor pool, combined with a shallow learning pool. This roof top venue is an all-weather venue which operates all year round. The centre is heated during the winter months. Students participate in swimming as part of their PE and sport lessons at scheduled times during the year and

students can also choose to join training as part of our ECA program or learn-to-swim lessons which are run by an outside provider.

## AQUATIC CENTRE RULES

Students using our pool must follow these rules to ensure a safe, clean and enjoyable swimming centre for everyone:

- No swimming is permitted without a life guard present;
- Follow instructions from Aquatic Centre staff or lifeguards at all times;
- Children must be closely supervised by a responsible adult;
- No running, pushing or other rough play in the pool area;
- Beginner swimmers must remain in shallow water;
- Diving from starting blocks is only permitted under direct supervision of a qualified coach;
- No 'bombs', 'dunking', 'flips' or 'back dives'. Surface dives only are permitted;
- If the emergency signal (three long whistle blasts) sounds, exit the water immediately and move away from the pool edge. Follow the instructions of our staff;
- In case of difficulty in the water:
  - keep calm, do not panic, conserve energy and breathe normally
  - try to tread water, or float on your back
  - raise one hand
  - shout for help;
- Children who are not toilet trained must wear an aqua nappy, for example, Huggies Little Swimmer;
- No 'paddle-swimming' is permitted in the learner pool;
- No shoes (including thongs, sandals or flip flops) are permitted on the pool deck - bare feet only;
- No food or drink (other than water in a plastic spill-proof bottle) is permitted in the Aquatic Centre;
- Swimmers must get changed in the changing room.

## AQUATIC CENTRE HEALTH POLICY

Students who have diarrhoea or are vomiting must not swim until all symptoms have been gone for at least two days before their lesson. Plantar warts must be treated and covered. Students with flu-like symptoms are advised not to go swimming. If a student has been unwell they should be 'fever free' for 24 hours before returning to the pool. Aquatic Centre staff and life guards are permitted to check swimmers' body temperatures at any time. Students with uncovered open sores, conjunctivitis, red eye or similar conditions will not be allowed to use the pool.

## PREP – YEAR 2 SWIMMING

The Prep – Year 2 Swim Program is a five-to-six week, two (2) sessions per week, ability-based program to teach water safety, survival and awareness and develop correct stroke technique.

The Prep – Year 2 Swimming carnival takes place at the end of the swimming program. The aim of the carnival is to have fun and enjoy swimming. There are a range of races that include both races in freestyle and novelty events. Students are awarded points for their House for participating in the different swimming activities.

## PRIMARY SWIMMING

In Primary the swimming program is aligned with the Australian 'swim and survive' model. Students receive ten (10) lessons during PE & Sport sessions over a five (5) week period and is co-ordinated by the PDHPE Department. The Primary Swimming Carnival is held later in the year and every student participates in a range of races and events.

## SECONDARY SWIMMING

In Secondary, the PDHPE Department co-ordinates and runs our curriculum-based swimming program. Students swim during the year as part of their Physical Education lessons and for sport. They also take part in a Swimming Carnival once each year, in their relevant year level, where they compete amongst their peers and bolster House Spirit.

## REPRESENTATIVE SQUADS

Swimming is an integral part of student fitness and an excellent leisure activity. To encourage more students to try competitive swimming, the school has established a number of ways for them to improve their technique and have their performances registered for consideration. Please note the following avenues for selection to AISHK's Representative Squads:

- Student performances in our Primary and Secondary Swimming Carnivals and time trials;
- Student times recorded at ECA and outside training venues that they may be involved in;
- Time trials at the school's pool (permitted on a case-by-case basis).

Representative team selection is undertaken by the Director of Sport and Activities and the AISHK Swim Manager. There may be occasions where there is a special scheduled training session organised prior to a swimming meet.

## OUTSOURCED SWIM CLASSES

The learn-to-swim provider offers lessons from babies to pre-squad. Lessons will be available on Monday, Tuesday and Thursday afternoons from 3:00pm to 5:45pm and Saturdays from 8:00am to 1:00pm. You can access the information on lessons provided via the following [link](#).

## BUS SERVICE AND PUBLIC TRANSPORT

Parents and carers are responsible for how students travel to and from school. The School assumes responsibility and duty of care for the student once they enter the school premises.

## TRAVELLING ON PUBLIC TRANSPORT

Students may travel to school by public transport. Kowloon Tong MTR is situated approximately 100 metres from AISHK. Students are not supervised by school staff getting to or from the MTR. The school is not responsible for students when travelling on public transport. When travelling to and from school on public transport students need to adhere to the rules of the transport service provider. These include, but are not limited to:

- Safety and behaviour requirements;
- Comfort of other passengers;
- Carrying appropriate tickets;
- Protection of property;
- Consequences of misbehaviour.

## OUTSOURCED BUS SERVICE

An outsourced bus service is offered for our school through Kwoon Chung Motors Company. While we work with the bus company to arrange bus schedules and follow up any misbehaviour on the buses, please note that transport to and from school is the **parents' responsibility** and any issues must be sorted out directly with the bus company. Please contact the bus company directly if you would like to apply for a seat on the school bus for your child:

### Kwoon Chung Motors Company Ltd

Services cover most areas including:

Hong Kong Island	Pok Fu Lam, Shouson Hill, Hong Kong Parkview, Mid-Levels, Wanchai, Taikoo Shing, Braemar Hill, Happy Valley, Jardine's Lookout
Kowloon	Tsim Sha Tsui, Tai Kok Tsui Morning service only for (Ho Man Tin, Hung Hom, Lam Tin)
New Territories	Sai Kung, Clearwater Bay Unload service only for (Siu Lam, Gold Coast)

**Contact:** Telephone: (852) 2979 8798 Fax: (852) 2562 3399  
Ms Edith Ho Email: [ais@kcm.com.hk](mailto:ais@kcm.com.hk)

## BUS FARES

Please contact the bus company directly to find out the cost of the school bus service. Fares are usually paid by the term in advance directly to the bus company. Payment should be made by cheque / E banking / PPS no later than ten (10) days from the beginning of each term, or in full for the whole year. Bus fees are refundable only to those who withdraw from AISHK.

## BUS ROUTES

The bus company finalises pick up and drop off points and routes after they have collated all application forms before the start of the school year. Please contact them directly for the latest route information.

## BUS SAFETY—RULES AND RESPONSIBILITIES

By law, all school buses must have a bus escort on the bus. It is a good idea to swap mobile phone numbers with the bus escort, so you can keep each other informed of any changes to the usual routine. Bus companies are covered by insurance according to the laws of the Hong Kong Transport Department. If your child is going to use the school buses, they must understand and comply with the rules below. If not, you will have to find alternative transport for them.

- Buses leave AISHK at approximately 3:00pm. Students must board buses immediately after school and stay on the bus until it leaves. Once the doors have closed no one else can board the bus. Secondary students cannot use the bus on days when their classes finish at 3:30pm;
- Students do not have a regular assigned seat - all seats are on a first come, first served basis. The bus escort may assign seating based on the needs of the individual students;
- All buses have seatbelts, which students must wear, fastened correctly, all the time;
- Students must sit down all the time and keep arms, legs, heads etc well inside the bus;
- Students must not eat or drink on the bus;
- Students must not throw objects of any kind either inside the bus or out the windows;
- Students must always be polite to drivers, bus escorts and other students;
- Students must not interfere with the driver, bus escort, or any bus equipment;
- Smoking, fighting, or obscene language is prohibited;
- When getting off the bus, students must sit down until the bus comes to a complete stop;
- When off the bus, students must wait for the bus to leave before crossing the street, to give them a full view of oncoming traffic.

## BUS TIMES

The school bus routes are timed to fit our school schedule. Buses pick students up at different times between 6:40am and 7:50am. Buses aim to have students at school between 7:55am and 8:00am.

Reception AM students can take the bus to school and Reception PM can take the bus home. At other times, parents must make their own arrangements.

## ENFORCING BUS RULES

The bus escort is responsible for making sure students follow bus rules. If the escort believes a student has not complied with these rules, they will refer the matter to the bus company or the school.

Depending on the severity of the incident, and the age of the student, the school will follow these guidelines:

- On the first offence, students will receive a warning;
- On the second offence, students will receive a warning and their parents will be notified;
- Students who repeatedly break the rules may be suspended from the bus service, with no refund;
- Severe infringements, or those that potentially endanger the lives of others, will result in immediate suspension from the bus service and the school will also take disciplinary action.

## LATE BUS

To help transport those students who do an extra-curricular activity after school, the Kwoon Chung Bus Company runs a limited '*late bus*' service. The late buses leave school at 4:15pm and have different drop off points and times to the regular bus service. If your child already has a seat on the regular school bus, this late service is free. Please contact the bus company directly for more information and availability.

## PARENTS' OR CAREGIVERS' RESPONSIBILITIES

If your child is ill and not travelling on the bus you need to contact the bus company - if that is not possible please inform the bus escort at the pick-up point. You must notify the bus company in advance of any change in bus routine. You should also notify the school via your child's diary.

## PROCEDURES IN CHANGING DROP-OFF AND PICK UP POINTS

Students will not be allowed to board any other bus than their assigned bus unless you have advised us and the bus company. Seats will not be made available on another bus without prior arrangement - you must get approval from the bus company. Please note regular bus students have priority if the bus is full.

## CHARITY FUNDRAISING AND COMMUNITY SERVICE (SERVICE LEARNING)

AISHK develops students' commitment to community needs both locally and internationally, through a wide variety of experiential service learning activities.

Fundraising occurs through multi-days which support nominated NGOs as well as through experiential service learning activities led by school-based groups such as the Student Representative Council, Parent Association and the Youth Experiencing Service (YES) Club.

Fundraising efforts occur for a specific purpose which is clear and understandable to those being asked to donate. AISHK recognises it has a responsibility for all donations collected in its name, and therefore, produces documentation to meet financial auditing requirements. All income and expenditures associated with fundraising is accompanied by documentation agreed beforehand with the Business Administrator. Student fundraising projects are undertaken with the knowledge of the Head of School, Head of Primary, Head of Secondary. Approval for fundraising events must be sought and granted before any event is organised. The timing of fundraising activities is managed to ensure that one project does not detract from another.

## SUPPORTED CHARITABLE ORGANISATIONS AT AISHK

Listed below are some of the charities we have supported in the past, however, the charities we choose to support may change from year to year, dependent on need and circumstance:

*Christina Noble Children's Foundation, World Vision Hong Kong, Crossroads Hong Kong, Tabitha Foundation Cambodia, Hope for Cambodian Children Foundation, Hong Kong Community Chest, Home of the Loving Faithfulness, Kely Support Group Hong Kong, OneSky Foundation, Oxfam, Society for the Protection of Animals, Child Welfare Scheme Nepal, Impact HK.*

Under our Primary & Secondary SRC banner, AISHK conducts a variety of collections for organisations including *Crossroads Foundation, Christina Noble Children's Foundation, Christian Action, Box of Hope.*

## COMMUNITY SERVICE

In Secondary, students may join the student led YES (Youth Experiencing Service) Club which conduct service learning at a variety of organisations across Hong Kong, including the China Coast Community Home, St Catherine's Kindergarten, Food Angel and Kids4Kids. On Saturday's these students teach English language classes to underprivileged children through our links with the Support! International Foundation.

Primary students also engage in Service Learning through class-based activities and the SRC.

## EMERGENCY PROCEDURES

Please find below procedures dealing with fire evacuation and containment at AISHK. Please read these carefully so that you are aware of the required procedures in the case of an emergency requiring evacuation of the building.

## DISCOVERING A FIRE

Any adult discovering a fire should take the following actions:

- Raise the alarm, by the quickest means available (Break fire alarm glass, if necessary);
- Working in conjunction with a staff member or contact the main office and give details of the fire;

- Use a fire extinguisher if it is considered that the fire can be brought under control quickly.

## Fire Alarm

A continuous bell will sound the alarm. When the alarm sounds everyone must immediately stop all activities and follow evacuation procedures.

## Fire and Containment Drills

There will be regular fire drills operated by the Business Administrator.

## Evacuation Procedures

On hearing the fire bell immediately leave the room. Students will line up outside their classrooms and the teachers will then lead their class down the designated fire exit to the Assembly area. Students will walk quietly keeping to the left of the stairwell. Under no circumstances should students run. Each classroom or area in the school has been allocated a stairwell to be used in the case of an evacuation (provided it is safe to use the allocated stairwell).

What to remember:

- Always remain calm;
- Do not stop to collect personal belongings;
- Follow instructions;
- Do close the door after leaving the room;
- Do not run;
- Do not use lifts;
- Do not open a door if you suspect that there is a fire on the other side;
- Do not carry anything;
- Do not panic or push those in front of you;
- Always follow the instructions given by the Fire Evacuation Wardens;
- Do not re-enter the building until advised by the Chief Marshal.

Mobility impaired persons are to be assisted to the fire exit, or other safe area, and left in the care of the floor fire warden or their personal helper. The position of the impaired person is to be reported to the Chief Marshal who will advise Emergency Services.

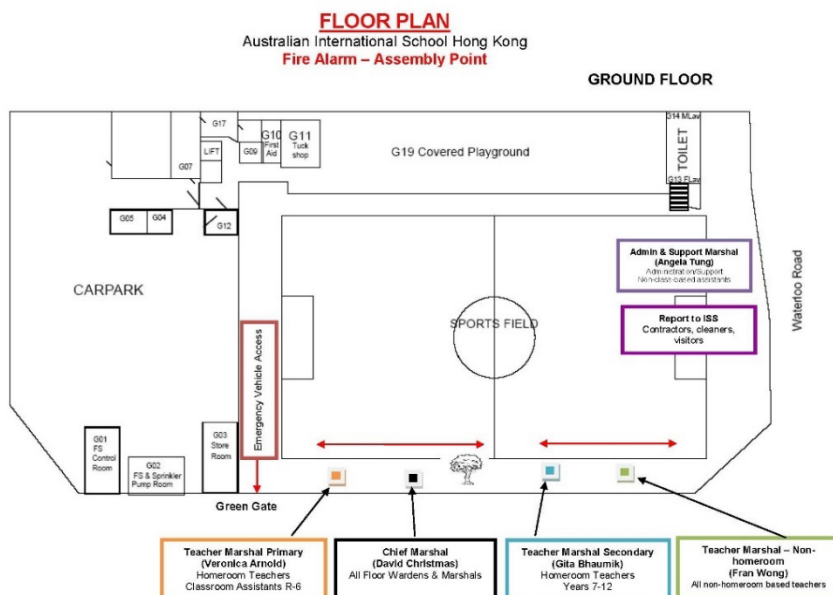
Evacuation will be out onto the field as per the Assembly procedures.

## Assembly Procedures

In the event of an evacuation all persons on the school premises will assemble on the field.

## Procedure for Assembly

Teachers lead students to the assembly area on the field along the Norfolk Road side. Markers identify classes. All parent helpers/visitors (excluding contractors) should report to the ISS Eastpoint Admin Assistant to be marked off, as per the floor plan below.



## CONTAINMENT PROCEDURE

This procedure aims to ensure that students, staff and visitors are safe in the highly unlikely situation that a significant danger presents itself on the premises or immediately outside school premises which requires students and staff to be locked within the building for their own safety.

This procedure applies to all teaching/non-teaching staff, parent volunteers, parents, students and members of the community visiting the school premises. Such highly unlikely situations could involve the presence of a dangerous intruder, a violent person in or outside the school, a hostage situation, the potential use of a lethal weapon or a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff or visitors to be outside.

The Business Administrator, or another member of school staff designated by the Head of School, will schedule a practice lockdown drill and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. Students will be reminded of the lockdown procedure before a practice drill takes place.

### CHECK LIST FOR CONTAINMENT ALERT

An ALERT will be played over the PA system (Waltzing Matilda)

It is important for all teachers/staff to remain calm and assure students and visitors that the situation is under control.

Lockdown during School hours:

- Lock the door from inside. Remain silent.
- Students/Staff should be positioned against the corridor wall in the most non-visible corner.
- In the case of classroom with high visibility: under desks, laying down.
- Students and adults who are in corridors are to move into the closest occupied classroom.
- Physical education classes being held in the gym, sports hall, or pool should move to the equipment rooms/changing rooms.
- Any classes using the library and technical rooms should stay in these rooms and lock all the doors from within.
- Those in the general administration area should move into offices, or classrooms, if possible, and secure the area at both ends
- All staff, other than teachers with classes, are to remain in their working area (offices/ staffroom/ kitchen) – all doors must be locked from within.
- Blinds should be closed.
- All windows should be closed.
- Lights and air conditioners must be turned off.
- Staff must ensure all forms of communication immediately cease.
- All mobile phones need to be turned off and no calls made. If phones go off in bags etc they should not be answered or retrieved.
- The use of email and texting is forbidden.
- Any landlines should be unplugged, or the receiver unhooked.

If not compromised, the 9F Office will become the primary place for emergency operations.

No one is permitted to leave, and no one, including a parent, is allowed into the building/on school grounds during a lockdown.

Security guards on the GF will lock the main door before going into the main office area

Remain in your position until the “all clear” is announced.

“All clear” is designated by the normal bell rung three times and an announcement by the Head of School or his designate stating the “All clear”.

A register of all students, staff, and visitors in their classroom or area should be done and sent to the appropriate Office.

Students/visitors without a teacher should go to the nearest classroom with a teacher to be registered.

## EXCURSIONS AND CAMPS

The School plans regular excursions for all students that relate to the curriculum. These include local excursions and extended excursions (school camps and trips).



## SCHOOL EXCURSIONS

At the beginning of enrolment, Primary and Secondary parents will be asked to sign a general consent form for local excursions for their child. No further consent is required. You will however receive full details of excursions before each excursion takes place either via email or the School App. If you have any concerns, please contact your child's teacher or the appropriate Division Office.

## CAMPS - PRIMARY

### Year 3 to Year 6:

- Year 3 – two (2) night camp at a local venue (outdoor education program).
- Year 4 – two (2) night camp to a local venue (outdoor education program).
- Year 5 – three (3) night camp at a local venue (outdoor education program).
- Year 6 – three (3) night camp at a local venue (outdoor education program).

## EXTENDED EXCURSIONS

We have a planned sequential extended excursion program designed to meet the needs of students at different ages. Our outdoor education activities are designed to develop:

- Independence;
- Self-reliance;
- Self-esteem;
- The ability to work cooperatively;
- Language skills and intercultural understanding.

Students are carefully supervised at all times, and you will receive full details of the excursion. This will include:

- Purpose of excursion;
- Location;
- Dates;
- Whether parent helpers are needed;
- Any special arrangements;
- Cost;
- Permission form and detailed (confidential) medical form.

We expect all students to attend these extended excursions. If you have any concerns, please contact us.

## SECONDARY ACTIVITY WEEK

Secondary Activity Week is a compulsory program of extra-curricular courses, which adds value to the formal curriculum and takes advantage of our location and specific staff expertise. The week, usually in mid-to-late March, offers an off-campus learning experience designed to develop the individual student and extend the school community.

In some year levels, students travel to neighbouring countries and experience the local culture, meet the people and engage in socio-cultural or adventure activities. Outdoor education camping and trekking experiences are also a part of any or all Activity Week programs.

The program builds a sense of community and cross-cultural understanding within the school, through students travelling, living and working together over the week. It also develops:

- Communication and leadership skills;
- Self-reliance;
- Co-operation.

Students who cannot attend for financial or medical reasons will have an alternative program. If you are experiencing financial hardship, please contact the Head of School or Business Administrator.

## EXTRA-CURRICULAR ACTIVITIES (ECAS)

Extra-curricular activities (ECAs) are regular school-based activities outside the normal school timetable. We offer a full range of academic, art, sport, service and cultural activities. Through ECAs we aim to:

- Build on the school curriculum;
- Provide enjoyment;
- Develop a sense of, and opportunities for, achievement;
- Encourage participation;
- Develop social skills and teamwork;
- Keep to a minimal cost;
- Encourage increased levels of responsibility;
- Encourage a commitment to improvement and excellence;
- Develop a tradition of activities that integrate with the local community.

Activities are age-appropriate and become increasingly challenging as students get older.

## CANCELLED ECAS

If an activity is cancelled, we will contact Primary parents directly. We will contact Primary and Secondary students through their class teacher and automatically place students on regular school buses where appropriate. A 'make up' class will not be offered if a class is cancelled or your child is absent.

The ECA office will contact parents via the School App or email if an ECA is cancelled.

## HOW TO ENROL IN AN ECA

ECAs are available to students from Preparatory to Year 12. There are no Extra Curricular Activities offered for Reception students and Preparatory students will only be able to access ECAs from Term 2.

Prior to the signup opening, all new families will receive an email from Schools Buddy, our platform for ECA enrolment, so you can activate your accounts. (Existing families will already have completed their Schools Buddy account activation but can set a new password if they have forgotten their credentials by going to the same site). Once signup is open, parents can go to <https://aishk.schoolsbuddy.net/> and register for activities.

If you do not receive an email, please contact Ms Agnes Lam in the ECA/Sport Office on [eca\\_sport@aishk.edu.hk](mailto:eca_sport@aishk.edu.hk)

Please ensure you use a new password when setting up your account, as you may want to share your login details with your children.

## EXCELLENT BEHAVIOUR AT ALL TIMES

We may refuse an application or exclude a student if their behaviour disrupts the activity. Parents will be advised if a student is behaving inappropriately.

## FIELD AND PLAYGROUND ACCESS

Students who have to wait for activities to start must wait in the Library or be supervised by an adult on the Sports Terrace. The field and outdoor play equipment are not supervised by staff after 3:00pm, however students may play in the undercover playground **if** they are **directly supervised by a parent/guardian**. The playground will be cordoned off at 4:30pm if the area is needed for a school purpose. Students may not enter any of the ECA areas unless their tutor is present.

## HOW ECA'S ARE ORGANISED

With the exception of Term 1, at the end of each term, a list of the proposed Extra-Curricular Activities for the next term is placed on the school website. Prior to the start of Term 1, this information is included in our Commencement Pack.

Please note that this is a proposed list only and the final list may change, for example if there are not enough enrolments for a particular activity. Any changes to the schedule will be published in *Dhanara*.

Students can choose the same activity or change activities at the start of a term. New activities may be added from term to term. Activities that involve sporting competitions may require a commitment to practice sessions and competition fixtures.

\*Please note: Preparatory students can join ECA's from Term 2. ECA's are not available for Reception students.

## PAYING FOR ECA'S

ECA fees are added to school accounts at the end of the term. If you wish to pay by internal account (direct debit), cash or cheque, you should show your preference in the enrolment process. Your payments/charges will be listed on your school fees account.

Course fees are for one term only. Students can 'trial' an ECA for the first week **only**, after this time the full term's fee for the ECA will be charged.

## PICK UP AFTER ECA'S

Students being picked up by a parent or guardian after an activity should be collected promptly at the classroom/facility specified. Students using the late bus are to go **directly** to the bus when their ECA is completed.

## RESPECT TUTORS AND COACHES

In some cases, to enhance student learning, the tutor or coach may request that parents not be present during classes - please respect this decision. If a coach or tutor is unable to take their activity due to unforeseen circumstances, we will make alternative arrangements.






## EXTREME WEATHER CONDITIONS

This section explains our School policy if there is extreme weather such as a tropical cyclone or severe rainstorm. In these situations, our school follows the Hong Kong public authorities' instructions. Please check our website for the latest information and instructions, listen to the radio and visit the Hong Kong weather observatory website.

## AIR POLLUTION

Hong Kong suffers from changeable air quality throughout the year. If your child has asthma or allergies, please make sure you alert the school when your child is enrolled. The School Nurse collates a list of these students and makes sure their teachers know what to do if the air quality is poor. This is called the air pollution index list.

At 8:00am each day we monitor pollution readings taken from the Kwun Tong and Sham Shui Po recording stations (published by the Environmental Protection Department, [www.epd-asg.gov.hk/eindex.php](http://www.epd-asg.gov.hk/eindex.php)). The School follows the EPD recommendations listed in the table below:

The table below shows what action we take according to the air pollution index readings from the Environmental Protection Department. Health Risk Category	The label	AQHI	People who are sensitive to Air Pollution		AISHK ACTION
			People with existing heart or respiratory illnesses <sup>#</sup>	Children and the Elderly	
Low		1	No response action is required.	No response action is required.	As required
		2			
		3			
Moderate		4	No response action is normally required. Individuals who are experiencing symptoms are advised to consider reducing outdoor physical exertion.	No response action is required.	As required
		5			
		6			
High		7	People with existing heart or respiratory illnesses are advised to reduce outdoor physical exertion, and to reduce the time of their stay outdoors, especially in areas with heavy traffic. They should also seek advice from a medical doctor before participating in sport activities and take more breaks during physical activities.	Children and the elderly are advised to reduce outdoor physical exertion, and to reduce the time of their stay outdoors, especially in areas with heavy traffic. They should also seek advice from a medical doctor before participating in sport activities and take more breaks during physical activities.	<ul style="list-style-type: none"> <li>Coaches/ECA providers informed by ECA Office</li> <li>'Advise' High risk students not to participate in outdoor component.</li> <li>Outdoor component will be time limited</li> <li>Substituted indoor component to be available, i.e. game strategies.</li> </ul>
Very High		8	People with existing heart or respiratory illnesses are advised to reduce to the minimum outdoor physical exertion, and to reduce to the minimum the time of their stay outdoors, especially in areas with heavy traffic.	Children and the elderly are advised to reduce to the minimum outdoor physical exertion, and to reduce to the minimum the time of their stay outdoors, especially in areas with heavy traffic.	<ul style="list-style-type: none"> <li>Stay indoors</li> <li>Cancel outdoor activity</li> <li>ECA indoor component continues</li> </ul>
		9			
		10			
Serious		10+	People with existing heart or respiratory illnesses are advised to avoid outdoor physical exertion, and to avoid staying outdoors, especially in areas with heavy traffic.	Children and the elderly are advised to avoid outdoor physical exertion, and to avoid staying outdoors, especially in areas with heavy traffic.	<ul style="list-style-type: none"> <li>Stay indoors</li> <li>Cancel outdoor activity</li> <li>ECA indoor component continues</li> </ul>

## RAINSTORMS

The Education Department, through the Hong Kong Observatory has a rainstorm warning system to deal with emergencies that may arise as a result of the weather, but which are not covered by the tropical cyclone warning system which is already in place. Please review these procedures carefully. AISHK will abide by them should any of the eventualities described make it necessary to do so.

## Rainstorm Warning Policy for AISHK

When the Rainstorm Warning Notice is Posted	Hong Kong EDB Mandated Action to be taken	AISHK Procedure
<b>AMBER</b>	All schools, including kindergartens, to operate as usual	AISHK will continue as usual.
<b>RED</b> Before leaving home for school. (Usually between 5:30am and 8:00am)	Whole-day school classes to be suspended all day. School tests and examinations to be postponed.  If the warning is issued <b>at or after 8:00am</b> , students should continue to school, and attend classes at school.	All <b>staff</b> to arrive at school as usual.  Classes will be cancelled on campus if the warning is issued <b>before 8:00am</b> and online lessons may operate.  If the warning is issued <b>at or after 8:00am</b> , students should continue their journey to school and attend classes as usual.
<b>BLACK</b> Before leaving home for school. (Usually between 5:30am and 8:00am)	Whole-day school classes to be suspended all day. School tests and examinations to be postponed.  If the warning is issued <b>at or after 8:00am</b> , students should continue to school, and attend classes at school.	Classes will be cancelled on campus if the warning is issued <b>before 8:00am</b> .  Staff are to remain at home until the signal is cancelled.  If the warning is issued <b>at or after 8:00am</b> , students should continue their journey to school and attend classes as usual.  <b>Staff</b> are required to be at school if the signal is raised <b>at or after 8:00am</b> .
<b>RED / BLACK</b> When classes are in session.	Schools to continue until the end of the normal school hours and conditions are safe for students to return home.	AISHK continues until the end of the normal school hours. Students will remain supervised at school until the rainstorm signal is lowered to <b>AMBER</b> . School buses will not run until the rainstorm signal is lowered to <b>AMBER</b> .  Staff do not leave if it is unsafe to do so, and not until all student departures are safely completed.

- The revised rainstorm warning system - namely, the **AMBER-RED-BLACK** colour coded alert, has incorporated a forecast element. The **AMBER** signal will be issued as an early alert to flooding in low-lying areas and possible heavy rain generally. The **RED** and **BLACK** signals may be issued before the respective prescribed rainfall levels are reached to warn of imminent rainstorms. The revised rainstorm warning system is independent of other weather warnings, including tropical cyclone signals and landslip warnings.
- As local severe rainstorms are extremely difficult to forecast and may develop rapidly, there will be situations when a RED signal is not preceded by an AMBER. Similarly, a **BLACK** may be issued without a **RED**. Once issued, the signals will be broadcast over the media. The school will monitor weather updates regularly during rainstorms and request that parents do so as well. Please use the following websites for updates: [Hong Kong Observatory](#) for schools; [Hong Kong Education Bureau](#).
- School Attendance and Procedures. In the event of rainstorms, the following arrangements will apply:
  - If it is considered unsafe to allow students to travel home at the end of the school day by their normal means AISHK will supervise students at school until it is safe for students to return home or until the parent/carer collects the student from school.
  - Parents are requested to collect or arrange collection of their child as soon as it is safe to do so.
- Dismissal in Red or Black  
In the interests of student safety, the following procedures will apply if a **RED** or **BLACK** rain signal is raised at the end of the school day:

- All ECA's will be cancelled.
- The bus service, Kwoon Chung Motors, will suspend their service whilst the **RED** and **BLACK** rain signal is in place and once it is lowered to **AMBER**, the students who have not been collected and normally travel on the bus service, will be transported home.
- At the end of the school day, all students Preparatory to Year 12, will return to their Homeroom and will be supervised by their Homeroom teachers.
- **If it is RED** rain, parents/helpers may collect students from their Homeroom. Students are **not permitted** to be dismissed unless they are picked up by an adult.
- **If it is a BLACK rain signal**, no student will be dismissed. Government directives are that all persons should remain where they you are until the signal is lowered, so parents should not be travelling to collect their child.  
Please note: Once **BLACK** is lowered to **RED**, the procedures for **RED** rain dismissal apply.
- Once the rain signal has been lowered to **AMBER**, students may be dismissed and may travel home by their normal mode of transport.
- It is possible that weather conditions in some districts could be much more severe than in others. It is possible therefore that severe weather conditions in a student's home district could prevent the student from attending school even though AISHK remains open because weather conditions are not so severe in this district.
- Closure of Individual Schools: Alternatively, if local weather, road, slope, traffic or transport conditions warrant the closure of AISHK and a general announcement has not been made by the Director of Education, a Head of School may close the school and then notify the District Education Office concerned as soon as possible afterwards. The announcement should be made, whenever possible, before students set out for school.
- There are times when parents should use their discretion in deciding whether or not to send their child to school. Parents should keep their child at home if it seems that local weather, road, slope or traffic\_conditions at that time may be unsafe.
- All parents are requested to ensure that the school has all current emergency contact numbers. Parents of students using the school bus service have provided emergency numbers to the bus company for communication in case of emergency (including inclement weather). Please ensure that these are kept current.

## Tropical Cyclones

It is important that you keep the School updated should there be a change your emergency procedures for your child/children at any time. Please email the applicable Division Office so they are aware.

In the event of TROPICAL CYCLONES, the school's policy is to follow instructions given by the relevant authorities usually the Hong Kong Observatory.

SIGNAL	ACTION TO BE TAKEN
Hoisting No. 1 signal	All classes operate as usual
Hoisting No. 3 signal	Reception Year to close. Other classes to operate as usual unless advised otherwise
Hoisting Pre-No. 8 / No. 8 signal or above	All schools to close
Lowering to No. 1 or lowering all signals	All classes to resume the next day

**Procedures for Tropical Cyclones (Typhoons)** are as follows:

**(Please note** that if the public authorities announce that Kindergartens are closed in a Typhoon Signal No. 3, this applies to our Reception Year only)

**If schools are not in session** when a tropical cyclone is approaching Hong Kong, the Hong Kong Education Bureau (EDB) will, if the circumstances warrant it, make an announcement over all radio and television channels and on their websites, advising whether or not to send students from home to school. The announcements will be made in the evening or early morning, and will be timed, whenever possible, before students set out from their homes.

**During the school day** – when the EDB believes that the weather is likely to deteriorate rapidly due to an impending Typhoon Signal 8 or above, a public announcement will be released, advising that classes will be suspended, and schools are to implement dismissal procedures for students. During these adverse weather conditions, **parents should** keep themselves informed by monitoring the [Hong Kong Observatory](#) and [EDB](#) websites for updates.

**Once this announcement** has been made; AISHK will implement our **Student Release Process**, which can be found [here](#).

## FEES AND ENROLMENT INFORMATION

### CUSTODY ARRANGEMENTS

If there are changes to custodial arrangements for your child, please ensure you supply a copy of any documentation to support this to the Head of School and the Admissions Office.

### CAPITAL LEVY

The payment of the Capital Levy is mandatory if a debenture is not held for the student. The levy amount is reviewed each year and in 2023 will be **HK\$21,840** per student per annum. The capital levy is payable annually, made payable to ‘*The Australian International School Foundation Limited*’. Payment can be made by HKD cheque, direct deposit or electronic transfer.

### DEPRECIATING DEBENTURES (DEPRECIABLE ANNUALLY)

A Depreciating debenture valued at **HK\$120,000** must be purchased, in addition to the annual tuition fee. A Depreciating debenture is depreciated by 12.5% of the Initial Principal Sum at the beginning of each school year (1 January) for eight years. If a student starts during a school year, depreciation on a pro-rata basis will be charged for the first year only. The full depreciating rate per annum will apply thereafter. Debentures depreciate on an annual basis. They may depreciate to zero or be partially refunded when your child leaves the School before the debenture is fully depreciated. Under certain circumstances an arrangement may be made to purchase a new debenture. Please contact our Business Administrator if you wish to discuss this option.

### RESERVATION DEPOSIT

A reservation deposit of **HK\$25,000** is required at the time of acceptance of an enrolment. This deposit is credited to the annual tuition fee, when the student commences at the school. Where a debenture is available for a new enrolment, the lodgement of a debenture or the payment of the capital levy will be additional to the requirement to pay the reservation fee. Enrolment becomes final only after the school has received the reservation deposit and the debenture/capital levy payment.

Reservation deposits for new students are only refunded if the school receives written notification (email or fax is acceptable) of a student’s cancellation, or change of requested start date, within seven (7) days after the payment is received. This deadline is strictly adhered to.

### STUDENT WITHDRAWAL

#### Year 12 Students

- As it is the Year 12 students’ final year at the school there is no need to provide the Admissions Office with written notification as is normally the case with students leaving from other year levels.
- A letter together with a Year 12 Student Checklist Departure Form will be sent to the parents to advise the withdrawal procedures required.
- For parents who have purchased debentures, they will be given an option to donate either a portion of their debenture or the entire amount to the school.
- In the case of outstanding school fees and other unpaid invoices, the school reserves the right to withhold the school report of the student(s) concerned.

#### Non-Year 12 Students

- To withdraw a student, notice in writing must be addressed to the Head of School and submitted to the Admissions Office not less than one term or three months before the student leaves.

- For students who will not return to AISHK after the Christmas holidays, official notice should be given no later than the last day of Term 3.
- The Australian International School Foundation Limited will charge tuition fees if the above period of notice is not adhered to, counting from the day of receipt of the official written notice of withdrawal. The fee penalty will be one term's fees or three month's fees.
- Where a student withdraws during a school year the full year's capital levy will be payable.
- In the case of outstanding school fees and other unpaid invoices, the school reserves the right to withhold the school report of the student(s) concerned.
- To remind families whose child/ren will not be returning for the new academic year, the school's withdrawal policy will be published in the weekly newsletter, *Dhanara* before the end of Term 3.
- The student withdrawal policy is strictly adhered to. In the event when waive of fees-in-lieu is requested, the Admissions staff will contact the Business Administrator for approval.

## TUITION FEES 2022

Unlike Australian and other international schools in Hong Kong, AISHK receive no government funding, therefore, we are reliant on school tuition as our income source.

Year level	Inclusive Fee Per Annum	Fee Per Term (4/year)	Fee Per Instalment (10/year)
Reception	\$109,600	\$27,400	\$10,960
Preparatory Year to Year 6	\$157,200	\$39,300	\$15,720
Secondary - Years 7 to 10	\$181,400	\$45,350	\$18,140
Secondary - Years 11 and 12	\$190,400	\$47,600	\$19,040
International Baccalaureate - Years 11 and 12	\$228,700	\$57,175	\$22,870

\*Tuition fees include all text books, work books, local excursions, special art materials and our e-publications.

- 1) Tuition fees are based on a per annum charge and, unless other arrangements have been made, the preferred means of payment is by ten (10) equal monthly payments via Autopay (February to November inclusive). Please complete an Autopay form available from the Admissions Office and return it six (6) weeks before commencement. (It will usually take six (6) weeks to set up). No receipts will be issued for Autopay payments.
- 2) A 10% discount will be applied to the third and subsequent child/ren in a family enrolled at AISHK. (The discount will be applied to the youngest child/ren in the family).
- 3) No reduction in tuition fees will be made for any absences.
- 4) If fee payments are overdue, a student may be excluded from school. Once excluded, students will not be re-admitted until all arrears are cleared.

### Payment details:

Cheques should be made payable to **"The Australian International School Foundation Limited"**. Payment may be made by cash, HKD cheque, direct deposit or internet/telegraphic transfer to the school's bank account. **Credit card payments are not available.**

### Bank transfer:

Account Name:	The Australian International School Foundation Limited	(NB: If paying by telegraphic/internet transfer to our bank account please make sure that our bank account will be credited with the full fee including Hong Kong bank charges, usually HK\$230. Please provide a faxed or scanned copy of the bank deposit confirmation once you have made the payment.)
Bank Code	015	
Account Number:	514-40-56455-9	
Bank Name:	The Bank of East Asia Limited	
Bank Address:	10 Des Voeux Road, Central, Hong Kong	
Swift Code:	BEASHK HH	

Please then email to [accounts@aishk.edu.hk](mailto:accounts@aishk.edu.hk) a scanned copy of your transaction for confirmation.



## GENERAL ADMINISTRATION

### CAR PARKING

There is **no parking** available at AISHK for parents/guardians. Parking is available at either Festival Walk or at the metered parking located in the streets adjacent to the school. Carparking is not available to AISHK parents who are involved in activities conducted by outside hirers or for any AISHK events or sporting fixtures.

### DROPPING OFF AND PICKING UP STUDENTS BY CAR

Parents and drivers must not drop off students, or park, in the bus drop off area, nor should vehicles block the school driveway. Please be courteous to other drivers when dropping off your children and keep in mind the safety of those around you.

### GENERAL EMAIL AND WEBSITE ADDRESSES

Contact	Details
Accounts & Fees	accounts@aishk.edu.hk
Admissions Office	admissions@aishk.edu.hk
Alumni	alumni@aishk.edu.hk
Business & Administration Office	info@aishk.edu.hk
Careers Guidance	careerseducation@aishk.edu.hk
Development Office	development@aishk.edu.hk
Employment Office	employment@aishk.edu.hk
First Aid – School Nurse	nurse@aishk.edu.hk
General Information	info@aishk.edu.hk
Primary Office* (including absentees)	primaryoffice@aishk.edu.hk
Secondary Office* (including absentees)	secondaryoffice@aishk.edu.hk
Sport or ECA Office	eca_sport@aishk.edu.hk
Uniform Shop	midasuniform@aishk.edu.hk
Website	www.aishk.edu.hk

*\*Please email the Primary or Secondary Office to contact individual teachers.*

### GETTING IN TOUCH WITH US

If you have any questions or concerns about your child at our school, please do not hesitate to contact us, phone 2304 6078. You can also email any of our staff directly or use the appropriate email address listed. We expect that all email communication with AISHK staff will be respectful, polite, factual and professional. Rude, aggressive, demanding and threatening emails are unacceptable, and will not be tolerated.

### HELP US GET IN TOUCH WITH YOU

Please make sure we have your latest address and home, business and emergency contact numbers. If any of these details change, please let us know immediately or you can update your records via the Parent Lounge.

### INSURANCE POLICIES

AISHK has a public liability insurance policy covering accidental physical injury to any person on the school grounds. This does not provide cover for medical attention needed if there is an accident.

Further details of insurance cover can be obtained from the School's Business Administrator.

### LOOKING AFTER PERSONAL PROPERTY

Students are responsible for looking after their personal property at all times. Secondary students are required to keep mobile phones locked in their lockers.

If a Primary student requires a mobile phone, this must be kept in their school bag or may be given to their class teacher for safekeeping.

## LOST PROPERTY

Please label all items of clothing and other belongings. We store all unlabelled lost property in the lost property cupboard on the 1/F, outside the cafeteria. Glasses and phones can be reclaimed from the Primary or Secondary Division offices. Misplaced laptops will be sent to the laptop repair centre on the 5/F.

At the end of each term any unclaimed lost property will be used for student emergency use or donated to charity.

The School is not responsible for any property which is lost at school.

## PETS AT SCHOOL

No animals are permitted on the school premises without the prior approval of the Business Administrator.

## SECURITY

All parents and visitors to the school must register with our security staff and get a security pass. This pass is to be clearly displayed while on the school premises. Please return passes to security when you leave.

Parents/guardians may only enter the school premises during school hours (8:15am to 3:00pm) if you have a prior appointment or are a registered parent helper.

Lunches cannot be delivered to school at any time. Lunches for students should be either brought to school from home or purchased from our school caterer. Other forgotten items, such as PE kits, must be left with the security staff on the ground floor in a clearly-labelled bag. Security staff will arrange for distribution.

Students must not remain on the school premises after school hours unless they are part of a supervised activity.

General reminders regarding supervision of students after school:

- The field and outdoor play equipment are not supervised after 3:00pm. Students may use the undercover playground only if they are directly supervised by a parent/guardian. Supervision after school hours is a parent's responsibility;
- If your child has an ECA or activity after school and is an Early Childhood student, please ensure they are properly supervised either by yourself or your helper until their activity commences. You can wait in the Cafeteria or Sports Terrace. Students are to remain with parents or helpers at all times;
- If your child is a Secondary or Primary student (Year 3-6), and you are unable to supervise them, they may wait in the Library (only until 4:30pm), quietly doing homework or reading a book until their activity starts;
- If you have arranged for your child to go home on the 4:30pm (after school) bus, then please ensure they are aware that they MUST immediately go down to the Sports Terrace (outside the cafeteria) and wait for the bus escort to collect them. It is very difficult to find students who have wandered off. When changing any pick-up arrangements for your child, please ensure their relevant class teacher is advised before 12:00 noon. If messages sent after noon, we cannot guarantee your child will receive the message.

## SCHOOL NOTICES

Notices are sent electronically for you to complete, for example excursion notices, as applicable. If payment is required, this should be enclosed in an appropriately labelled envelope and sent to the relevant Division Office.

## STUDENT IDENTITY CARDS

All Year 5 to Year 12 students have a student identity card, with an embedded chip. This card:

- Must be kept with the student at all times;
- Serves as the student's Library card;
- Allows them to print to designated Xerox printers;
- Confirms that the student is studying at AISHK, making them eligible for some student discounts;
- Costs HK\$100 to replace if lost;
- Must be handed back when students leave the school.

## TELEPHONE MESSAGES

Our School Receptionist will pass a telephone message from you to your child only if the message is urgent. Please try to phone the message through before recess or lunch to make sure the message is delivered to your child's class. Students must not use mobile phones during class time. If students need to contact somebody during school hours, they may contact either their teacher or the Division Office.

## HEALTH, SAFETY, WELLBEING AND SCHOOL RULES

Keeping students healthy, safe, and happy is essential. In this section of the handbook we explain our policies on:

- First aid and health;
- Student wellbeing;
- School rules and behaviour management;
- Bullying.

## ALLERGY AWARENESS

### Guidelines and Procedures

Below are some guidelines, which will assist parents, students and staff to maintain an awareness and protective measure regarding allergies.

- At the start of the School year a letter will be sent to the whole year group if a student who has a severe food allergy in the Primary years. This letter will ask parents not to send to school the particular food item that can cause the child a health risk, e.g. nuts, seafood, etc.;
- Students with high food risks will have their photo, allergy and its management strategy clearly displayed for the catering staff and for all AISHK staff.

Whilst we endeavour to ensure our menus with our provider are 'nut free', AISHK is 'food allergy aware' but not a nut free school, as this is impossible to guarantee, with traces of nut elements present in some foods.

The following information is based on guidelines produced by the NSW Department for Education and Training with the NSW Department of Health, the Australian Society for Clinical Immunology and Allergy and Anaphylaxis Australia.

### • **Sharing lunches**

- Regular discussions held with relevant classes about the importance of eating your own food and not sharing;
- Class have lunch in a specified area, which is a focus of supervision (it is not recommended that the allergic child be physically isolated from other children);
- Parents should not send high-risk foods to school in the lunch box;
- COVID-19 safe food and eating practices will be maintained at all high-risk times.

### • **The School Cafeteria**

- Cafeteria staff informed of student/s with allergies and the foods to which they are allergic;
- Identification of high-risk foods and replacement with other nutritious foods;
- Food preparation personnel educated about measures necessary to prevent cross contamination during the handling, preparation and serving of food.

### • **End of Year Class Parties**

- Parents of the students at risk are advised of the party ahead of time, so that they can provide suitable food;
- Class members' parents informed of the high-risk foods, relevant to that class, so that these foods are avoided.

### • **In the Classroom**

- Teachers asked to avoid bringing high-risk foods to school;
- Awareness of craft materials that can cause risk e.g. egg cartons, milk containers, peanut butter jars;
- Choose recipes that don't contain high-risk ingredients for cooking lessons;
- Class rewards to students are not given in the form of food items.

### • **On Camp**

- If students with a severe allergy are participating, then high-risk foods should not be taken or supplied

(consistent with the risk minimisation policy in the school cafeteria);

- Parents may need to supply their own food for their child whilst on camp as some camp sites do not provide alternate menus for students with allergies.
- **General Issues**
  - Ideally, lunch for the allergic child should be prepared at home;
  - Bottles, other drinks and lunch boxes should be clearly labelled with the name of the child for whom they are intended;
  - Staff and students should wash their hands after eating;
  - The students with severe allergies should wear a medic alert bracelet;

NB. The School is **'free'** of no product. Such a guarantee cannot be given.

## BRINGING MEDICINE TO SCHOOL

If your child needs to bring medicine to school, you must follow the procedures outlined below:

- Bring only the dose needed for that day;
- Take the medicine to the School Nurse, or designated staff member. The School Nurse or staff member will supervise the administration of the correct dose of medicine at the correct time. The instructions must be in English, and must explain the reason for the medicine, and the dosage amount and time of dosage. The medicine must also be clearly labelled with your child's name and class;
- All Chinese or herbal medicine must also have a doctor's prescription or written letter from parents accepting responsibility for the administration of these medicines. Written instructions must describe ingredients, dosage and time of administration;
- Asthma inhalers or EpiPen's are kept with the School Nurse. Secondary students, with permission, may keep theirs with them. Please provide written instructions and seek permission from the Head of Division.

## HEALTHY FOOD GUIDELINES & CATERING

### Overview

In line with our School Mission AISHK supports and promotes a healthy eating policy and are aligned with recommendations from the Hong Kong Department of Health (Eat Smart at School Campaign) and the Australian Dietary Guidelines for Children and Adolescents. These guidelines are aimed at both Primary and Secondary students and have the following objectives;

- Achieving energy balance;
- Increasing the consumption of fruit and vegetables;
- Limiting the intake of total fats, particularly saturated fats;
- Limiting the intake of free sugar;
- Limiting the intake of salt.

The school supports and encourages healthy eating and good nutrition through its curriculum, as a part of the PDHPE program, with promotion and encouragement of being physically active and eating a healthy diet and by providing students with practical learning experience about making healthy food choices that reinforce classroom teaching on nutrition and physical activity.

There is a well-developed active program of physical education, fitness and sport throughout the grades and as a part of the culture of the school.

AISHK, through its caterers, encourages and promotes healthy eating of the five food groups by providing a wide range of these foods as the main choices on the menu for lunch each day. Healthy food choices are promoted as tasty, fresh and good value choices and are presented in attractive and interesting ways.

### Catering for Special Events

House Days, Fairs, Mufti Days and special events provide opportunities for fundraising and special celebrations. These events will have "red food" items available (see *Food Services section on next page*). Rewards for class activities will not focus solely on food as a reward. The school will monitor and limit these events to infrequent occurrences.

AISHK acknowledges that children may bring cupcakes or similar treats to share with classmates on birthday occasions. Parents are encouraged to limit the size of these and to source healthy alternatives where possible. AISHK recognises that food is for celebration as well as for nutrition. Students are encouraged to make healthy choices whenever possible.

## Food Services

Our school food services are contracted out to Chartwells, a part of Compass Group Hong Kong. The Café, Cafeteria and Tuckshop provide healthy food choices that are tasty, interesting and affordable. Chartwells clearly indicate on its menus via colours of foods for sale that are classified as green, amber and red - the relative frequency in which particular food choices should be eaten.



These foods should form the basis of your diet. So, fill up on them. The eating of these foods is encouraged and promoted.



Best eaten in moderation. These foods are still important for a balanced diet. Select carefully and watch portion size.



Don't have too much of these. Just treat yourself every so often.

Food is served according to the colour guidelines and is proportionately available.

Chartwells demonstrates high standards of food safety and hygiene in relation to the preparation, storage and serving of food consistent with the relevant food safety standards.

The following principles inform the selection of foods sold in our school food services:

- A range of foods from each of the five food groups outlined in the *Australian Guide to Healthy Eating*;
- Fresh rather than processed food is provided;
- A range of portion sizes that cater for varying energy use and developmental requirements are offered;
- Foods offered reflect the multicultural diversity of the school community.

Food safety and hygiene are of paramount importance when providing meals to young children. In order to control the production process, Chartwells employs a professional and experienced Quality Assurance Manager to monitor the safety and hygiene aspects of our food production process. In addition, their qualified dietitian also provides guidance on menu planning and production process to improve the nutritional value of meals.

## Onsite Outlets

AISHK, as an R-12 school, has a range of catering and food outlet facilities which cater for the different ages within our School. No food items prepared at the School contain MSG.

**The Cafeteria** is available to P-12 students and generally serves three (3) meal choices per day for Primary and four (4) choices for Secondary. Parents are able to pre-order for Primary students whilst Secondary students can select and purchase choices themselves on the day. Menus are advertised on a tri-monthly basis designed mainly to include the **GREEN** and **AMBER** food groups. **RED** food group choices are limited.

**The Walkabout Café** which sells hot and cold beverages, coffees, wraps, sandwiches and other snacks is essentially only available for Secondary students, staff and parents. There are bakery items available at this outlet. These items will also have a healthier option, where possible. Primary students may only purchase from this venue under parent/guardian supervision, after school.

**The Tuckshop** sells a range of sandwiches, drinks and snack items, including some hot items. Choices from this venue will be from the **GREEN** or **AMBER** groups. This venue is only available from Years 7-12 at recess and lunch. If Primary students wish to order from the café/tuckshop menu for their lunch, this must be pre-ordered with the cafeteria staff prior to 9:00am.

## Packed Lunches

Students can bring a packed lunch from home, which we recommend is stored in a thermal lunch box or has a frozen drink to keep it cool in summer. We do not have reheating facilities. A drink at both lunch and morning recess is encouraged for students, particularly in hot weather. Containers must be watertight. No glass or canned drinks

are allowed for safety reasons. Lollies and sticky foods must not be brought to school. Chewing gum is banned at AISHK.

Primary students must eat their lunch either in the designated area with a supervising teacher or under supervision in the cafeteria if they have ordered a hot lunch. Students are dismissed and go down to the field to play after they have eaten their lunch. At lunch playing time, students from Years 3-6 can access the Tuckshop for snack items.

## BEHAVIOUR CODE AND CONSEQUENCES

If students behave well, there are positive consequences; if they do not behave well, there are reminders of appropriate behaviour.

Positive consequences	Reminders of appropriate behaviour
Optimum learning	Verbal reminder of the rule
Verbal praise	Discussion with teacher
Visual acknowledgement	Contact with parents
Rewards	Repeating a given task to an acceptable standard
Share work being done	Loss of privileges
Parents informed	Reflection/Detention
Presentation of a certificate	Time out or removal from an activity
Awarding of house points	Referral to the Head Division and suspension or expulsion

The following list explains in more details the types of consequences for specific behaviours.

### **Excellent behaviour** and achievements

- Certificates of recognition at assemblies, including Bronze Awards.

**Minor behavioural problems** are normally dealt with by the teacher and Head of Year or Head of Division, where appropriate. Options may include one or more of the following:

- Reprimand;
- Restitution loss of privileges;
- Special seating in class;
- Reflection sheet.

**Persistent minor behavioural problems** are usually dealt with by the teacher, Head of Year, and Deputy Head of Division, and, where appropriate, the Head of Division and School Psychologist may be involved. Actions may include:

- Counselling;
- Monitoring card, if appropriate (Deputy Head of Division and Head of Year to assign the card);
- Reflection sheet;
- Parental contact;
- Head of Division interview;
- Regular monitoring and support;
- Behaviour modification strategies.

### **Disruptive students**

- Curriculum modification;
- Staff awareness and work modification;
- Additional support and remediation;
- Liaison with parents;
- Monitoring both inside and outside the classroom;
- Withdrawal from class.

### **Repeat offenders**

- Monitoring within classroom;
- Withdrawal from class;
- Detention;
- Parent interviews;
- Involvement of outside agencies (where possible);
- In-school suspension;

- Suspension from school;
- 'N' awards for Higher School Certificate.

#### **Isolated incidents**

- Restorative Practice;
- Repirmand
- Reflection sheet;
- Restitution;
- Detention;
- Referral to the Head of Division.

#### **Major isolated incident**

- Suspension from classroom activities - immediate referral to the Head of School;
- Appropriate restitution.

**Major offences** including drug or violence offences (some or all of these consequences may be appropriate):

- Suspension;
- Police involvement;
- Restitution;
- Counselling;
- Expulsion.

Each student incident will be treated individually, and a decision made in the best interest of the student involved and the impact on others.

## COUNSELLING

We have two (2) qualified School Psychologists, one in Primary and one in Secondary. They are always available for student appointments by email to:

Primary (R-6)	Ms Joanna Chan	<a href="mailto:joanna_chan@aishk.edu.hk">joanna_chan@aishk.edu.hk</a>
Secondary (7-12)	Ms Bernadette Spencer	<a href="mailto:bernadette_spencer@aishk.edu.hk">bernadette_spencer@aishk.edu.hk</a>

Students can personally make a time to see the Psychologist or they can be referred by a teacher or parent.

We encourage students to inform you if they see the Psychologist, but they may not always be comfortable in doing so. Confidentiality is crucial in the counselling process to promote trust and honesty. We guarantee confidentiality to our students, unless we feel that a student is seriously at risk. Parental involvement is often helpful to the student. With the student's permission and whenever possible, we work together with parents.

Examples of counselling topics include:

- Relationships with peers, teachers and parents;
- Drug and/or alcohol abuse;
- Stress, depression and anxiety;
- Parent relationships and parental expectations;
- How to study;
- Approaches to a balanced lifestyle.

These issues are sometimes difficult to discuss with parents but can be addressed with the help of an independent and neutral third party.

## DAILY HYGIENE ROUTINES AND PRACTICES

We have extremely high standard school cleaning systems, which we monitor and upgrade if needed.

Staff demonstrate and promote healthy hygiene practices including hand-washing and using tissues when sneezing or coughing. AISHK promotes a 'fever-free environment'. Staff and students with temperatures of 38 degrees or above must stay home until well and seek medical advice if necessary. Temperature is monitored on entry into the school.

Practices to maintain a COVID-19 free and safe school are continually adhered to, as per Government regulations and guidelines.

Teachers model and teach students about being physically active and eating a healthy diet.

The school catering company, Chartwells (Compass Group Hong Kong), follows the World Health Organisation’s food safety recommendations. This covers cleaning, sanitation, personal hygiene, and serving poultry and other meats.

## FIRST AID AND HEALTH

The full-time School Nurse is located in the Medical Room on the 2F of the school (Rm 210). Should you need to contact the First Aid Office during school hours, please phone 2304 6078 or email [nurse@aishk.edu.hk](mailto:nurse@aishk.edu.hk). If your child is ill or injured, our School Nurse will offer immediate first aid treatment and then contact you if they need to go home or require further treatment. In an emergency, where an ambulance is called, they will take your child to the nearest public hospital.

Please ensure you have alerted us beforehand if your child suffers from any medical conditions and also ensure you have given us your emergency contact number/s.

## GENDER, TRANSGENDER, NON-BINARY & INTERSEX STUDENTS GUIDELINES

This school policy outlines AISHK’s processes for supporting gender diverse and intersex students.

- The policy aims to outline the requirements to ensure the school’s practices support transgender, non-binary and intersex students to receive a quality education in a safe and inclusive environment, free from discrimination, bullying and harassment.
- The policy provides appropriate support for students who express their intention to affirm a gender identity that is different from their assigned gender at birth.
- The whole-school approach is important in supporting gender diverse and intersex students and in challenging transphobic and inter-phobic behaviour.
- Parental and carer involvement is important in supporting a student expressing gender diversity.

If you wish to further discuss how we at AISHK will support transgender, non-binary and intersex students, please contact the Head of School or the School Psychologist in either Primary or Secondary.

## INFECTIOUS DISEASES POLICY

AISHK is responsible for limiting the spread of infectious diseases in the school. We expect and appreciate your help with this. The table below shows a list of infectious diseases, with periods of incubation and time period to remain away from school. In addition to the communicable diseases listed in the table below, under the current Coronavirus Disease 2019 pandemic, AISHK must adhere to any and all protocols, regulations and instructions as set by the Government of the HKSAR, Centre of Health Protection (CHP) and the Education Bureau (EDB). This also applies to any other communicable diseases that may arise.

Once your child returns to school after a major illness please send a doctor’s letter and let us know of any physical limitations they may have.

Disease	Incubation period (days)	Remain away from school
Bacillary Dysentery	1–7	As advised by a doctor.
Chickenpox	14–21	Until all vesicles have dried up, or as advised by a doctor.
Cholera	1–5	Until certified free from infection.
Conjunctivitis (Acute)	1–12	Until discharge from eyes has ceased.
Diphtheria	2–7	Until certified free from infection.
Hand, Foot and Mouth Disease	3–7	Until all vesicles have dried up or as advised by doctors.
Impetigo	2–5	Until all sores have healed.
Measles	7–18	4 days from the appearance of rash.
Meningococcal Infection	2–10	Until certified free from infection.
Mumps	12–25	9 days from onset of swelling.
Pediculosis (Head Lice) *	1–2	Until hair has been treated.



Poliomyelitis	7–14	Until certified free from infection.
Rubella (German Measles)	14–23	7 days from the appearance of rash.
Scarlet Fever	1–3	As advised by a doctor.
Tuberculosis	Variable	As advised by a doctor.
Typhoid Fever	7–21	As advised by a doctor.
Viral Gastroenteritis	1–10	Until 48 hours after the last episode of diarrhoea.
Viral Hepatitis A	15–50	As advised by a doctor.
Whooping Cough	7–10	Until certified free from infection.

*\*There is no hair lice product that kills 100% of eggs (nits) in one treatment. All eggs must be removed before your child returns to school and a further treatment applied after seven days. When your child returns to school they must be checked by the School Nurse before going to class.*

For any infectious disease not listed in the table above, we will get advice from a qualified medical practitioner or the Department of Health. If guidelines do not exist in Hong Kong, we will use the New South Wales Department of Health guidelines.

## POSSESSION OF DRUGS AT SCHOOL

The school has a ‘zero tolerance’ policy towards the possession of illegal or harmful drugs at school. No student is permitted at school if they have taken any illegal or harmful drugs. These include:

- Alcohol in any form;
- Nicotine in any form; including vaping devices or similar;
- Illegal drugs, such as marijuana, heroin, amphetamines, etc.;
- Tranquillisers, anti-depressants (unless accompanied by a doctor’s prescription);
- Other substances that can adversely affect the health or well-being of the user or other students.

## NEW STUDENTS AND BUDDY PROGRAM

The AISHK Student Buddy Program is part of the school’s practice of promoting positive transition for students entering and leaving the school. The buddy training program and the related manual sets out the responsibilities and expectations for the buddy and the new student.

- All new students entering the Secondary Division are allocated a buddy and the new to school welcoming process is monitored by the Homeroom teacher.
- All new students entering the Primary Division are allocated a buddy and the new to school welcoming process is monitored by the Classroom teacher.

## REDUCING BULLYING AND BUILDING SOCIAL CONNECTIONS

All children and adolescents want to make friends and to be a part of a social group at school. Occasionally, there can be social upsets and challenges for students of all ages. Changing friendship networks and finding companions for activities at break time can occasionally create stress and upset, but these are not generally examples of bullying. AISHK encourages children to see the difference between bullying and other social conflicts and to take a resilient approach by being friendly and inclusive at school. Classroom teachers, Heads of Year and the School Psychologist all make themselves available to help students who have concerns about social issues.

At AISHK we aim to provide a safe and supportive school environment for all students. However, we recognise that all students at some time are involved in social conflict. Bullying occurs in all schools and we have a range of responses to address this complex social issue. We are committed to being responsive and effective in working with students and parents when bullying occurs.

“Bullying” is defined as repeated, unprovoked and unjustified actions against another person. These may be physical, verbal, social or electronic actions. “Bullying” involves a misuse of power by a person, or group, against an individual who may differ in size, age, verbal ability or social power. We recognise that all children, in different social situations, are capable of taking the role of a bully, participant, bystander or victim.

We know that students of different ages and stages of development are more likely to encounter and engage in various forms of bullying. For example, for young children, physical aggression may be a predominant concern. Pre-adolescent and teenage girls may be more likely to engage in social exclusion activities; while teenagers, generally, are more likely to encounter intimidation associated with various cyber social networking activities.

At AISHK we:

- Explicitly teach and promote responsible and positive online digital citizenship;
- Encourage students and bystanders to report incidents of intimidation and unkindness to others;
- Work to establish factually what has occurred and identify what needs to be done to rectify the situation;
- Teach additional coping skills and make changes to the environment to lessen the possibility of bullying continuing;
- Expect students to take responsibility for their own behaviour;
- Inform all parents of students involved in a bullying situation about their child's behaviour.

### **Social Connections**

At AISHK we teach skills of assertiveness and resilience, which provide students with some key messages. These are:

- All school members are responsible for putting the AISHK values into action;
- "Bullying" in any form is unacceptable. There will be consequences for this behaviour;
- Being assertive, supporting friends and being active, positive bystanders helps stop bullies from being powerful;
- Informing adults at school and at home and asking for support, helps break a code of silence about, intimidation and harassment.

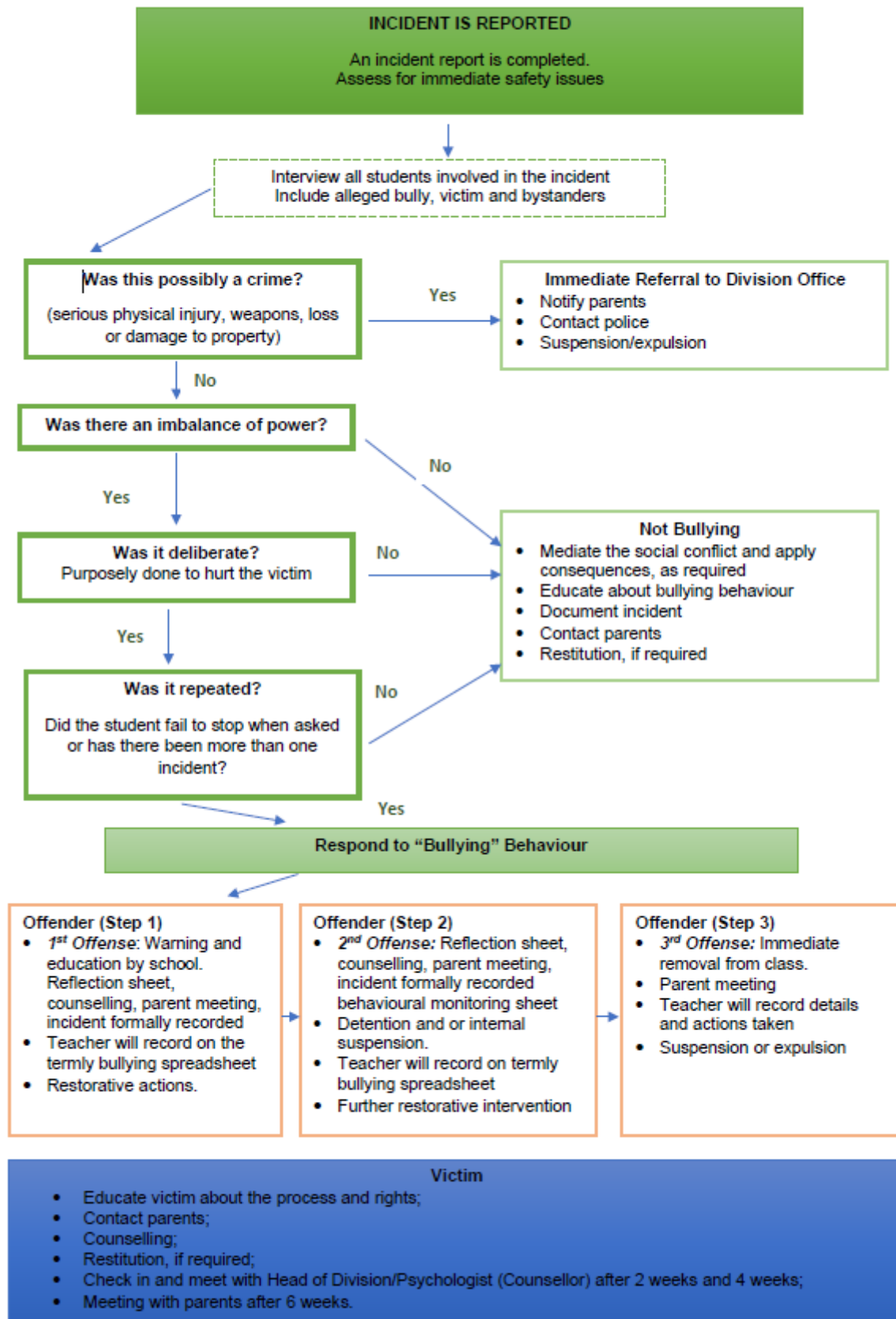
These messages are conveyed through our:

- Behaviour and welfare policies and rules;
- Wellbeing lessons;
- Buddy programs for new students;
- Safety surveys and student wellbeing surveys;
- Responses to specific bullying incidents;
- Informal communication with students.

We also have a specific, confidential email system for students to ask for support or to offer information. This email system is called 'safe to talk' and the addresses are:

34safetotalk@aishk.edu.hk	(Years 3 to 4)
56safetotalk@aishk.edu.hk	(Years 5 to 6)
78safetotalk@aishk.edu.hk	(Years 7 to 8)
910safetotalk@aishk.edu.hk	(Years 9 to 10)
1112safetotalk@aishk.edu.hk	(Years 11 to 12)

# AISHK Responding to "Bullying" Behaviour



## Advice to Parents about Social Conflict

- Social conflict is a normal part of life and may not be bullying;
- The School has a responsibility to investigate claims of bullying and establish whether this is the case;
- Try to be objective and remove your emotions from the situation. Deal with facts;
- Be ready to listen to what your child tells you about friendships and social relationships at school. Do not assume that their perspective is the whole story—while their perspective is important, it may need balancing;
- Acknowledge their feelings and ask them what ideas they have to take a step forward from a hard situation. Allowing children to put in place their own solutions for problems, is powerful in encouraging independence and feelings of confidence. Take the role of coach, encourage positive action and help refine their ideas;
- Your child will be guided by your reactions. A calm problem-solving approach will encourage 'can-do' resilience. Encourage your child to think independently and consider what is being caring and considerate of others;
- Communicate with your child's teacher so they are aware of your child's situation. Make a plan with the teacher about what will happen next in following up the concern and establish when you will talk again about the issue;
- If necessary, the teacher will follow up with the student, other students and other staff members such as Heads of Year, School Psychologist, and Head of Division;
- No single action usually solves these social problems, but many tailored, small moves will create opportunities for students to build positive relationships.

## REFLECTION/DETENTION SYSTEM

Detention involves students:

- Having to remain in class after school or at lunchtimes;
- Being counselled;
- Having to reflect on their actions;
- Accepting the consequences for their behaviour;
- Learning from their mistakes and making better decisions and choices in the future.

We encourage you to monitor your child's actions through communication with their Home Room Teacher and contact the Head of Year if you have any concerns.

### Secondary Detention

Teachers issue detention slips for Heads of Year/Head of Department for school rule infringements. If your child receives a detention slip, you need to sign it and your child must return it to the Secondary Office. There may also be a note written in their diary, which you must also sign.

Secondary detentions, for general infringements, may be at lunchtime or after school on Fridays from 3:00pm to 4:00pm. If your child does not go to their detention, they may receive a Saturday detention.

## SCHOOL RULES FOR STUDENTS AND BEHAVIOUR MANAGEMENT POLICY

To help protect our rights and responsibilities we have a basic set of school rules. Teachers explicitly teach and enforce these rules, and they are displayed in classrooms. Students at AISHK must:

- Show respect for others and for the rights and feelings of others;
- Behave in a manner that keep themselves and others safe at all times;
- Follow the instructions of teachers and others;
- Complete all required work to the best of their ability;
- Respect and care for school buildings/property;
- Attend school regularly and punctually, and explain any absences;
- Behave in a courteous and responsible manner at all times;
- Wear the correct uniform in a way that shows pride in the school.

### Playground Rules

The school playground is carefully supervised by staff at recess and lunch times.

Children who are waiting for an extra-curricular activity to start, or who are waiting for a sibling, must go to the library, or wait with an adult on the sports terrace. Students may play on the equipment if they are directly supervised by an adult. To make our playground a safe and happy place, students must follow these rules:

- No hat, no play on the field - Primary students;
- No leather balls during playtime;
- No chasing games in the climbing equipment and undercover area;
- No walking under the monkey bar area;
- No pushing;
- Use the slide correctly for example, go down not up;
- No food or drink on the safety matting or on the field;
- Sit and eat before playing;
- Shoes may only be removed for play in the sandpit;
- Put play equipment away properly.

### **School Rules**

Students have the right to work, play and learn in a friendly, safe and supportive school. Parents have the right to feel welcome and to know that their children work, play and learn in such a school.

AISHK has a comprehensive student wellbeing program and clear school rules to protect the rights of students, parents and staff. In this section we explain our wellbeing program and our general school rules.

## **RESPONSIBILITIES OF STUDENTS, STAFF, PARENTS AND SCHOOL**

*Students are responsible for:*

- Following all staff instructions;
- Contributing to a safe school environment;
- Caring for themselves, others, and the school environment;
- Treating everyone with respect and dignity;
- Promoting a positive school image both in school and in the wider community;
- Taking responsibility for their own behaviour and accepting the logical consequences of it;
- Actively participating in the school's anti-harassment programs;
- Keeping to the AISHK language policy.

*Staff are responsible for:*

- Negotiating with students the classroom rules, which are consistent with our whole school policy
- Explicitly teaching social and anti-harassment skills;
- Having a productive and professional partnership with parents;
- Supporting positive behaviour by students, and taking action if rules are broken;
- Contributing to a safe and supportive school environment;
- Modelling school policy at all times;
- Keeping appropriate records.

*Parents are responsible for:*

- Supporting and contributing to the school's student welfare, behaviour and discipline policies;
- Maintaining positive working relationships with the school;
- Actively supporting school policies and procedures, including making sure students wear the full school uniform;
- Acting as responsible and respectful role models.

*The School is responsible for:*

- Providing a curriculum, which delivers the school aims for its students;
- Developing and promoting responsible behaviour and attitudes;
- Keeping accurate and appropriate records;
- Making sure that all parties understand their rights and responsibilities and their consequences;
- Supporting the Professional Learning of our staff;
- Developing a quality assurance system and reporting annually to the school community.

## WELLBEING POLICY

### Wellbeing Definition:

AISHK strives to create a safe, respectful environment that supports and encourages best potential. Student and staff wellbeing centres on a positive sense of self in which people are healthy, resilient and engaged. The ultimate goal is for the community to Connect, Strive and Flourish.

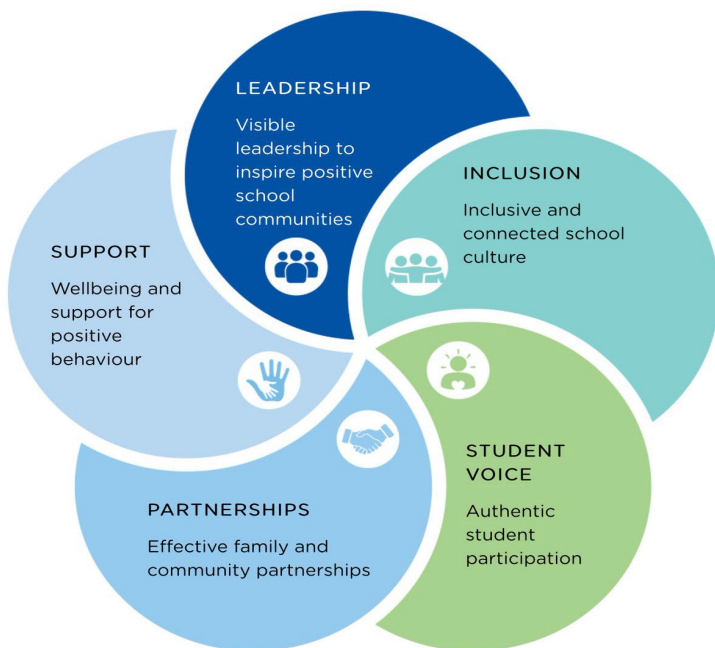
Wellbeing is at the centre of the School's Pastoral Care Programming. There is a growing body of evidence that demonstrates the strong association between safety, wellbeing and learning. Learning communities are progressively promoting student wellbeing, safety and positive relationships so that students can reach their full potential.

Student wellbeing at AISHK currently includes a focus on developing coping strategies, help-seeking skills, student self-efficacy and supporting others. In addition, we believe social and emotional learning capabilities are central to maintaining student wellbeing and for lifelong success.

The Wellbeing Committee at AISHK comprises the deputies of each division, the school psychologists, the Head of PDHPE and teacher representatives. The committee meets at least twice a term to discuss whole school wellbeing and to take actions to ensure wellbeing is at the centre of what we do. Throughout the year, the committee oversees various interventions designed to meet the needs and context of the school community.

Our goal is to provide a learning environment for the whole student, in which they can flourish into being the very best person she or he is capable of becoming. We want our students to lead happy, healthy, balanced lives. Their wellbeing is at the centre of all we do.

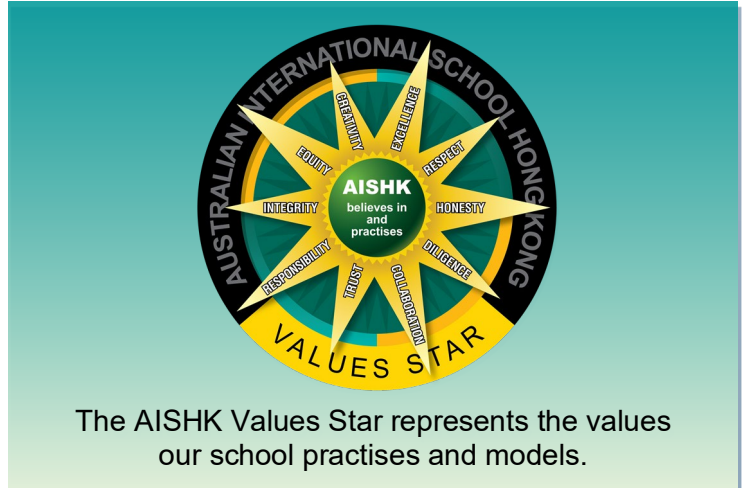
The **Australian Student Wellbeing Framework** supports Australian schools to provide every student with the strongest foundation possible for them to reach their aspirations in learning and in life. The vision of the Framework is that Australian schools are learning communities that promote student wellbeing, safety and positive relationships so that students can reach their full potential. The Framework is based on evidence that demonstrates the strong association between safety, wellbeing and learning.



## STUDENT WELLBEING PROGRAM

We have a holistic approach to student wellbeing. This includes:

- Activities;
- Assertive and resilience behaviour programs;
- Buddy program;
- Classes;
- Counselling;
- Courses;
- Interviews;
- Pastoral Care lessons;
- Peer Support program;
- Playground mediators;
- Positive Education;
- Social skills programs;
- Study skills support;
- You Can Do It! program.



## HOMEWORK, READING SUPPORT, TESTING & TUTORS

Teachers are responsible for setting and checking students' homework and view homework as an important part of student learning. We feel homework:

- consolidates and enriches learning in the classroom
- enhances the school-home learning partnership
- encourages students' interests, extends their knowledge and develops their skills

Homework is not:

- used as a disciplinary device;
- new learning for students.

It should be consolidation of what has already been learnt in class.

## AMOUNT OF HOMEWORK FOR EACH YEAR GROUP

All AISHK students will complete assigned homework tasks to the best of their ability. Homework is designed to complement classroom learning and to develop students' work and study habits.

### Primary Homework

The needs of individuals and classes will influence the amount of homework set, but as a guide, we suggest the following homework guides for Primary students:

- Reception Year no homework
- Preparatory Year no set homework on a regular basis, unless a need is identified
- Year 1 10 minutes on any day
- Year 2 20 minutes on any day
- Year 3 30 minutes on any day
- Year 4 40 minutes maximum on any day
- Year 5 50 minutes maximum on any day
- Year 6 60 minutes maximum on any day

Please note, this is a guide and there will be days where students are allocated less than the guidelines recommend. We believe it is important students have a balanced approach to work, rest and play. Reading for pleasure should always be encouraged and we have not included this time in the above guidelines.

### Secondary Homework

Homework will be allocated according to the student's daily timetable. Some subjects are practical and may not allocate homework, while some will allocate class time for the completion of assignments.

- Year 7 Approximately 1 hour per day (introduced gradually from the start of Year 7)
- Year 8 Approximately 1-1.5hrs per day

- Year 9                    Approximately 1-1.5hrs per day
- Year 10                  Approximately 1-2 hours per day
- Year 11                  2 hours per night, increasing to 3 hours per day
- Year 12                  3-4 hours per day

Homework on the weekend should be managed according to the student's planning.

Please check and initial your child's diary each night as messages about homework can be written in the diary by you or your child's teacher. Please also let your child's teacher know if your child is having difficulty with their homework - it should not be a stressful time for you or your child. We expect students to be responsible for doing their homework themselves and doing it on time. If your child is consistently not meeting homework deadlines, their teacher will contact you.

If you have any questions about our homework policy please contact either your child's teacher, the Head of Department, Head of Year or the Deputy Head of Division.

## READING SUPPORT PROGRAM

The reading support program offers one-to-one learning opportunities to students who require extra support with their reading ability. Each student in the program receives twenty (20) minutes of one-to-one reading practice up to five (5) days a week. Activities include sight words, word attack skills and a guided reading activity. Students are assessed before being placed in the program and at regular intervals to monitor their progress.

Parent helpers are a key part of this successful program. Many students have benefited from this program in the past. All parents are encouraged to help, particularly if your child benefits from the program. Please contact the Head of Learning Support for more information.

## REFERENCES AND TESTING FOR OTHER SCHOOLS

AISHK School Reports are comprehensive records of your child's achievements. Their student learning portfolios have work samples which show primary students' progress throughout the year.

Only in exceptional circumstances are personal references to be provided for students who are transferring to local schools or to other schools outside of Hong Kong. An appropriate staff member would be happy to act as a referee, if you need one. AISHK can arrange for assessment testing needed for entry to other schools, by arrangement on scheduled Saturdays and at a cost to the user for time supervision and administration via the Business Administrator.

## TESTING - OUTSIDE SCHOOL

Years 3, 5, 7 and 9 usually take part in the National Assessment Program (NAPLAN) in literacy and numeracy when it operates. This testing is benchmarked nationally and provides teachers and parents with a measure of comparison with peers in Australia. All students who meet the requirements participate. Fees for these tests are met by the school.

All Year 10 students are required to complete and pass the Minimum Standard tests for NSW Literacy and Numeracy.

International Competitions and Assessments for Schools (ICAS) is run by Educational Assessment Australia (EAA) in conjunction with the University of New South Wales and are available for Primary and Secondary. ICAS competitions are available in specific subject areas. Parents are able to nominate their child for participation. Completion fees are payable.

Secondary students may be nominated to sit the Australian Schools Mathematics Competition. Fees for this competition are charged to parent school accounts.

## TUTORS

Some parents feel that their children would benefit from extra tuition. Our school makes every effort to adjust student workloads so that they are challenged by their assignments, but not overburdened by them. We discourage



additional tutoring during the academic year unless you have consulted us. If you feel there are special reasons why your child should have extra tutoring, you must speak first with Deputy Heads of Division.

Please note that staff are not permitted to be paid for additional tutoring outside of school-authorized extra-curricular activities programs. The Secondary Division runs Maths Support, Science Club, Homeroom Help and EAL Booster classes on various afternoons after classes. Notice is given of these support classes scheduling.

## HOUSES AND HOUSE POINTS

Students are allocated to a House when they enrol, depending on the year level. Students earn points for their houses in class, on the sports field, in the swimming pool, through the arts and around the school generally.

The four houses at AISHK are:

**Eucalypt**  
(green)



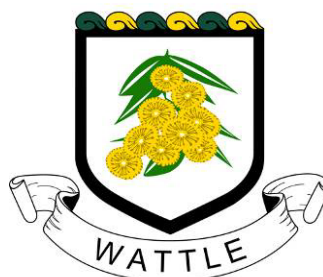
**Waratah** (red)



**Jacaranda**  
(blue)



**Wattle** (yellow)



## INSTRUMENTAL PROGRAM

AISHK offers an on-campus music instrumental tuition program. Currently the school offers private music lessons on the following instruments:

*Violin, Viola, Cello, Clarinet, Flute, Saxophone, Trumpet, Trombone, Guitar, Drums, Voice and Piano.*

Families are invited to collect an application form from the Performing Arts office on 2/F (Rm 206) or by emailing the Performing Arts Administration Assistant on [performing\\_arts@aishk.edu.hk](mailto:performing_arts@aishk.edu.hk). Further details are outlined on [our website](#).

Please note that the lessons can only be provided if there are a sufficient number of students applying for a particular instrument. Where there are a large number of students applying students may have to be placed on a waiting list until a teaching time is available.

## LAPTOP USE AND INTERNET ACCESS

The school requires every student from Years 4-9 to purchase a school appointed laptop package. This includes the designated laptop, a wide range of software needed for learning and a complete support structure. This compulsory laptop program and package ensures students:

- Have all the necessary tools and software to complete the tasks that are required of them at all times;
- Can rely on the School ICT Service Centre to free servicing and assistance;
- Receive a three-year warranty on their laptops and receive accidental damage protection to guarantee that their laptops remain fully usable, regardless of incidents which may occur throughout the laptop lifecycle;
- Are provided with a free spare loan computer to enable them to carry on with learning without any downtime, in the event of any incident where the laptop needs repair;
- Can be assured of a reliable, functioning laptop that meets all school requirements;

- Are assured the laptop program will meet the data security requirements to safely connect to school network resources to enable them to save their work, print and access the internet and intranet resources provided by their teachers.

The laptop program operates on a three (3) year lifecycle in accordance with the length of the warranty and accidental damage protection program and software subscription model. This also ensures students keep up with technological advancements as the laptop program evolves. This means that students must have their laptop replaced after three years, including the accompanying software bundle.

Two different types of laptop are used in the laptop program:

- For students in Prep to Year 3, we have a range of technology which is used extensively by students in lessons, including iPads, Lenovo Tablets and Chromebooks.
- Students in Years 4-6 use a lower powered laptop (Currently Dell Latitude 3420);
- Students in Years 7-9 use a more powerful laptop which includes three (3) years Accidental Damage Protection (Currently Dell Latitude 5320);
- Students entering Year 10 in 2021 are not required to purchase the laptop but may do so if they wish and use it for the duration of Years 10-12. All laptops must meet the minimum technical requirements and should be checked by IT prior to use in school.
- If students in Years 10-12 purchase a school sourced laptop, it comes with a three (3) year warranty and software subscription.

To find out more, please refer to the [Laptop Program](#) guide or email [info@aishk.edu.hk](mailto:info@aishk.edu.hk).

### Rules of Use

- Student access to any school computer is on the understanding that the work being done is curriculum based;
- Student work saved to the school server must be curriculum related. Executable files may not be stored without the permission of an ICT teacher. All files that are not curriculum related, and stored without permission, or are considered a risk to the network, will be deleted;
- Student access to school computers must be under the supervision of a teacher or a member of the library staff. Students are not to access school computers in a classroom or in the library in the absence of staff members;
- Students must report any damage to a school computer to the supervising teacher or member of the library staff immediately they become aware of the problem;
- Students must not interfere with the physical hardware even if it an attempt to 'fix' a problem;
- Students must not install software or change desktop or network settings on school computers;
- Students must not bring their own programs or CD/DVDs (programs or audio) and use them on the school computers without permission from an ICT teacher;
- Students must not use social media on their school laptops without teacher permission and supervision;
- Students must not bully, harass, shame, or ridicule any other student at any time using their school laptop.

### RULES FOR STUDENT LAPTOPS

The purpose of the laptop is to support student learning.

- While at school students should use their laptop only for curriculum related activities;
- Only licensed software can be used on any laptop computer using the school network. Any unlicensed or 'pirated' software discovered on a student's laptop may result in the software being deleted, having the laptop administrator privileges removed or having the laptop blocked from the School network;
- Students must not interfere with or use another student's laptop computer;
- Students are responsible for saving all data and backing up their Google Drive account. Data loss will not be accepted as an excuse for not handing in an assignment or piece of work;
- Each student is responsible for charging their laptop battery before school each day and making sure the battery will last the full school day;
- If students overuse the wireless network, the system administrator may reduce their access to the Internet. This particularly concerns access to social networking and gaming sites;
- Students must not provide their login username and password to anyone or allow anyone else to access the school network using their password;
- While in class, student laptop usage may be monitored by their teacher who may also oversee, control or stop laptop usage;

- Students must bring their fully charged school laptop to school every day (Years 6-12);
- In the event of any issues with the laptop, students must bring their school laptop to the 5/F, ICT Service Centre for inspection. If the problem cannot be resolved immediately, students will be issued with a spare laptop;
- When students have left their laptop at the ICT Service Centre for repair they must pick up their laptop immediately upon notification that it is ready. The spare laptop they have been issued should be returned at the same time.

## STUDENT EMAIL ACCOUNTS

Student e-mail accounts are set up for all Year 1 to Year 12 students to provide them with a communication link with their teachers. Teachers use these accounts for contacting individual students and class groups.

- These accounts are for school related communication only and the information in them is accessible by the school at any time;
- The email is web based and can be accessed from any computer attached to the internet anywhere in the world;
- The address for the web server is: <https://webmail.aishk.edu.hk> (note: https provides secure encryption).
- Students' username and password are the same as their current school network user names and password.
- The student e-mail address is: current AISHK student login in the form: `firstname_lastname@student.aishk.edu.hk`;
- The student Google Drive account can be accessed using their email login;
- Although students in the early years are given an email address, the teachers will use their discretion to determine the suitability of communicating through email.

## PARENTS AS PARTNERS

Successful learning involves a partnership between home and school, where both partners respect and value the other's contribution. In this section we cover:

- Parent and Community Relations;
- The AISHK Parent Association;
- Resolving concerns;
- Keeping in touch.

## AISHK PARENT VOLUNTEER PROGRAM

Parent volunteers give us greatly appreciated support and assistance and make many of our events and activities possible. Our program not only enriches AISHK, it offers an opportunity for parents to network with a range of people and form long-lasting (international) relationships. We greatly value this assistance.

AISHK encourages and appreciates parent help with activities such as:

- Helping with class activities, for example reading, library, music;
- Helping with activities such as sport, swimming, excursions;
- Joining in special events;
- Attending open nights and parent-teacher interviews;
- Parent Association e-Shop <https://aishkpa.space/>.

Please consider possible ways that you can help. If you cannot commit to a longer-term committee or project, you may like to offer your time and/or professional skills on a more irregular basis.

## AISHK PARENT ASSOCIATION (AISHKPA)

There are two (2) main purposes of the AISHKPA; 'friend raising' and 'fundraising'. The objectives of the AISHKPA are:

- To promote and support the activities of AISHK;
- To promote close co-operation between parents and members of the school;
- To promote financial assistance for school activities and resources through supporting fundraising initiatives;
- To connect with and support new families who join the School.

The Parent Association is not a parent union which acts on behalf of parents who may have issues, concerns or grievance. The Parent Association cannot represent parents or groups of parents. Individual parents must approach the School on their own behalf if they have concerns.

All parents/guardians and permanent school staff are entitled to become members of the AISHKPA. They hold committee meetings once a term and invite and encourage all parents to take an active role in the association.

Details of meetings are published in Dhanara, PA Facebook page and on the School calendar.

## AISHK CLASS PARENT PROGRAM

Class parents are the first point of contact for teachers, and other class parents, in organising social events for year groups. AISHK class parents:

- Help with class functions, activities and excursions where possible, but particularly in a communications role;
- Welcome new parents to year groups and classes and appoint '*parent buddies*' for new families, as appropriate;
- Are a contact person for the Parent Association and special events;
- Organise class '*get-togethers*' for parents, as appropriate;
- Help with '*welcome morning teas*' for new parents in the class.

## PUBLICATIONS, COMMUNICATION AND SOCIAL MEDIA

### PARENTS AND COMMUNITY RELATIONS

The Development Office aims to help our school and community through a range of activities such as: a publication program

- The school website;
- Past student and staff (alumni) relations;
- School marketing and promotion;
- Special events management;
- Fundraising.

Please contact us if you have any ideas, comments or concerns, about any of these activities.

### PUBLICATIONS AND SOCIAL MEDIA

In line with our vision to be a sustainably responsible organisation, all publications will be issued in digital format.

#### ***The School App***

The AISHK App keeps parents up-to-date with the latest school news and events, timely alerts, urgent notifications, the school calendar, handy contact information and more. Free of charge and available only to those with AISHK Staff or Parent log in details, the AISHK App can be downloaded and installed by following [these instructions](#). Parents should download and install this app in order to receive relevant alerts.

#### ***Dhanara***

The official school news website which includes messages from the School Executive and staff, event flyers and recaps, important reminders, year level newsletters, ECA notices, sports results and fixtures, career and alumni items and Parent Association news. A related Dhanara email digest highlighting the week's news items is distributed to staff, students and parents each Friday afternoon during term time.

#### ***Annual Review***

Released in Term 1, the [AISHK Annual Review](#) features reports from the Board Chairman, School Executive and Board Committee Chairs. The Annual Review reports on the school's achievements, development and academic results of the preceding year.

#### ***Pathways***

Distributed in Term 1 to AISHK families, staff, alumni and the wider community, [Pathways](#) is visual report on the public HSC and IB examination results of the preceding year's graduates and their tertiary pathways.

#### ***The Lion Rock***

A quarterly e-magazine, [The Lion Rock](#) colourfully highlights the successes and achievements of members of the AISHK community during each school term. This publication is issued to AISHK families, staff, alumni and the wider community at the end of each term.

### **Yearbook**

A collaboration of articles, photos, student artwork, stories and memories generated throughout the year by AISHK staff, students and alumni. The Yearbook is electronically published at the end of the school year and provides a lasting record for every student.

### **Social Media**

AISHK manages official accounts which including [AISHK Facebook](#), [AISHK Alumni Facebook](#), [AISHK Instagram](#) and [AISHK Sports Instagram](#). The purpose of AISHK social media channels is to engage with our community and share the achievements, news and events of our school, including Alumni. Any content uploaded to these channels must be conducted via the Development Office. Please use school and Parent Association social media sites responsibly and understand the purpose of these sites is for the distribution of factual information. Please do not use these school sites to share your opinions of the school, school decisions, or individuals as this is inappropriate.

***Disclaimer:*** AISHK may use a student's image and their name in AISHK publications, photography, website or social media platforms. Reasonable steps are taken to ensure that the full name and picture of students are not placed together online or in printed publications, with the exception of the AISHK Yearbook, The Lion Rock and other printed publications for the AISHK community audience. In working with us to achieve this, we ask that parents take reasonable and responsible steps to ensure the privacy of AISHK students in their own personal online sharing; please refrain from posting photos of other parents' children without the consent of the photographed child; please do not re-publish AISHK publications which may identify students by full name and image.

Please email the Development Office to [development@aishk.edu.hk](mailto:development@aishk.edu.hk) for any submissions or queries in regard to our School's publications, communication or media.

## RESOLVING CONCERNS

Naturally, there may be times you are concerned about some aspect of your child's time at AISHK. We are happy to talk with you at any time - your views, suggestions and comments are important to us. Teaching and learning work best when there is a partnership between you and your child's school.

We ask that parents always communicate respectfully with staff. Rude, aggressive, demanding or threatening communication or behaviour are unacceptable, and will not be tolerated and may lead to your child's enrolment at the School being terminated.

The table below outlines the steps you can follow if you have a concern to discuss.

Steps to resolve concerns		Your rights
<b>Step 1</b>	Identify your concern and make a note of the details. It may be about classroom issues, your child's behaviour, their learning, reporting, or another school related issue.	You can expect to have your concern treated seriously and confidentially.
<b>Step 2</b>	In the first instance, arrange to talk to the person who knows about the situation i.e. Class or Homeroom teacher. Your concern deserves time in order to be resolved. Let the person know about your concern in writing or telephone the office secretary and ask for a meeting time. This means the teacher will be prepared and have all the necessary information. A time to meet can be set up which suits you both. It will help the situation if you are calm and honest in your approach.	You have a right to be supported at any meeting by a friend or representative from a support organisation.
<b>Step 3</b>	Sometimes you may feel, for a variety of reasons that you are unable to speak to the person described as the first port of call or that following the previous discussion, the issue remains unresolved. In this case, you may want to meet with the Head of Year, Head of Department or Deputy Head of Division. Please provide them with information that will enable the meeting to be as useful as possible.	
<b>Step 4</b>	If you have tried all the previous steps and feel that your concern remains unresolved, you may like to discuss your issue further with the Head of Division.	
<b>Step 5</b>	If your issue or concern still remains unresolved, you may then discuss this further with the Head of School.	
<b>Step 6</b>	If after undertaking all the previous steps your concern remains unresolved, you may like to discuss your issue further with the AISFL Board Chair. The issue will be taken to the Board Chair via Head of School or Business Administrator.	
<b>Step 7</b>	If at the end of this process the problem remains unresolved, you may contact the Education Bureau, Kowloon City. They will want to know that all of the above steps have been taken to resolve the issue.	

# UNIFORM GUIDELINE



All students are required to wear the AISHK branded school uniform, which is available only through the School Uniform Shop. The uniform is trans-seasonal which means students can opt to wear items within the range, as applicable to their division of the school. During the cooler months, November to April, students from **Years 3-12** are required to wear their ties at all times, and their blazers when travelling to and from school.

## AISHK SCHOOL UNIFORM

AISHK school uniform will be worn by all students and maintained so that students are presented in the best possible manner.

### PRIMARY - RECEPTION TO YEAR 2

<i>Item description</i>	<i>Policy and Dress Code</i>
<b>Polo Shirt</b> <i>striped, short or long-sleeve</i>	Worn all year. Sleeve length is optional.
<b>Shorts</b> <i>Black AISHK brand</i>	May be worn all year round.
<b>Long pants</b> <i>Black AISHK brand</i>	May be worn all year round.
<b>Vest</b> <i>black fleece, sleeveless</i>	To be worn in the cooler weather.
<b>Jacket</b> <i>green, black and gold micro-fibre</i>	To be worn over the vest.
<b>Socks</b> <i>white with green stripe</i>	Worn with school shoes each day.
<b>Shoes</b> <i>black leather Velcro or buckle</i>	Worn daily, clean and polished. Black athletic shoes and canvas shoes may not be worn.
<b>Sun Hat</b> <i>Green with brim</i>	Must be worn for all outside play activities.
<b>School bag</b> <i>AISHK black with emblem</i>	Used each day to and from school. <i>(Not required for Reception).</i>
<b>House/PE Dri-fit-shirt</b> <i>coloured with house name</i>	Worn for all PE classes, Sport and inter-house competitions. <i>(Not required for Reception).</i>
<b>PE shorts</b> <i>black with gold stripe</i>	Worn for all PE and competitive competitions.
<b>Sports shoes</b>	Worn for all sports and PE activities.
<b>Swimming costume</b> <i>AISHK black and gold</i>	Worn for all PE and House swimming activities. <i>(Not required for Reception).</i>
<b>Swimming cap</b> <i>house colour</i>	Worn for all PE and House swimming activities. <i>(Not required for Reception).</i>

**PRIMARY - YEARS 3-6**

<b>AISHK Primary Item description</b>	<b>Policy and Dress Code Boys</b>	<b>Policy and Dress Code Girls</b>
Shirt <i>white, short or long-sleeve</i>	Worn tucked in at all times	
Shorts <i>black AISHK brand</i>	May be worn at knee length, all year round with shirt tucked in, and tie, as required	Girls may choose to wear shorts at knee length with the white shirt and tie, as required
Long pants <i>black AISHK brand</i>	May be worn all year round with shirt tucked in, and tie, as required	Girls may choose to wear long pants with the white shirt and tie, as required
Dress <i>Green, black, white, and gold stripe</i>		Worn at knee length all year round.
Jumper <i>green</i>	Worn to and from school with blazer. May be worn during school day without blazer.	
Cardigan <i>green</i>	Worn to and from school with blazer. May be worn during school day without blazer.	
Blazer <i>green with gold braid</i>	Worn to and from school and during the school day when required. November to April are compulsory blazer wearing months.	
Socks <i>white with green stripe</i>		Worn with school shoes daily, when not wearing black tights. Worn also for PE lessons.
Socks <i>black with green &amp; gold stripe</i>	Worn daily with shorts or long pants. Worn also for PE lessons.	
Tights <i>black (60 denier+)</i>		Worn instead of white socks, when wearing the school blazer.
Shoes <i>black leather lace-up</i>	Worn daily, clean and polished. Black athletic shoes and canvas shoes may not be worn.	
Tie <i>Year 3-6</i>	Worn as required and when the school blazer is worn. The shirt is fastened at the top button.	Girls who choose to wear the shorts/blouse option are also required to wear the tie, when required.
Sun Hat <i>Green with brim</i>	Must be worn for all outside play activities.	
Hat <i>white with hatband</i>		May be worn as an option.
Cap <i>green with gold trim</i>	May be worn as an option.	
School bag <i>AISHK black with emblem</i>	Used each day to and from school. Stored daily in student's school locker.	
Scarf <i>AISHK green knit</i>	Worn as an option for extra warmth.	
House/PE Dri-fit-shirt <i>coloured with house name</i>	Worn for all PE classes, Sport and inter-house competitions.	
PE shorts <i>black with gold stripe</i>	Worn for all PE and competitive competitions.	
Sports shoes	Worn for all sports and PE activities.	
Swimming costume <i>AISHK black and gold</i>	Worn for all PE and competitive swimming activities.	
Swimming cap <i>house colour</i>	Worn for all PE and House swimming activities.	
Tracksuit top <i>black AISHK zip-up</i>	Compulsory for school representative trips.	
Tracksuit pants <i>black AISHK</i>	Compulsory for school representative trips.	



**SECONDARY - YEARS 7-12**

<b>AISHK Secondary</b> <b>Item description</b>	<b>Policy and Dress Code</b> <b>Boys</b>	<b>Policy and Dress Code</b> <b>Girls</b>
Shirt <i>white, short or long-sleeve</i>	Worn tucked in at all times	
Blouse <i>white, short or long-sleeve</i>		Worn tucked in at all times.
Dress <i>Green, black, white, and gold stripe</i>		Option to skirt & blouse, to be worn at knee length all year round.
Shorts <i>black AISHK brand</i>	May be worn all year round at knee length with shirt tucked in, and tie, as required	Girls may choose to wear shorts at knee length with the white blouse, tucked in, and tie as required.
Long pants <i>black AISHK brand</i>	May be worn all year round with shirt tucked in, and tie, as required	Girls may choose to wear long pants with the white shirt or blouse, tucked in, and tie as required.
Skirt <i>black pleated</i>		Worn at knee length all year round.
Jumper <i>green</i>	Worn to and from school with blazer. May be worn during school day without blazer.	
Cardigan <i>green</i>	Worn to and from school with blazer. May be worn during school day without blazer.	
Blazer <i>green with gold braid</i>	Worn to and from school and during the school day when required. November to April are compulsory blazer wearing months.	
Socks <i>white with green stripe</i>		Worn with school shoes daily, when not wearing black tights. Worn also for PE lessons.
Socks: <i>black with green &amp; gold stripe</i>	Worn daily with shorts or long pants. Worn also for PE lessons.	
Tights <i>black (60 denier+)</i>		Worn instead of white socks, when wearing the school blazer.
Shoes <i>black leather lace-up</i>	Worn daily, clean and polished. Black athletic shoes and canvas shoes may not be worn.	
Tie <i>Year 7-10/Year 11-12</i>	Worn as required and also when the school blazer is worn. The shirt is fastened at the top button.	
Hat <i>white with hatband</i>		May be worn as an option.
Cap <i>green with gold trim</i>	May be worn as an option.	
School bag <i>AISHK black with emblem</i>	Used each day to and from school. Stored daily in student's school locker.	
Scarf <i>AISHK green knit</i>	Worn as an option for extra warmth.	
House/PE Dri-fit-shirt <i>coloured with house name</i>	Worn for all PE classes, Sport and inter-house competitions.	
PE shorts <i>black with gold stripe</i>	Worn for all PE and competitive competitions.	
Sports shoes	Worn for all sports and PE activities.	
Swimming costume <i>AISHK black and gold</i>	Worn for all PE and competitive swimming activities.	
Swimming cap <i>house colour</i>	Worn for all PE and House swimming activities.	
Tracksuit top <i>black AISHK zip-up</i>	Compulsory for school representative trips.	
Tracksuit pants <i>black AISHK</i>	Compulsory for school representative trips.	

## General Items

General Code of Practice		
	For Boys	For Girls
Earrings	Maximum of two small studs in each ear lobe.	
Make-up and body art	Nil for boys or girls	
Hair	Maintained above the ears and collar; If longer than collar length, tied back and neatly groomed; Fringe kept above the eyebrow; Natural colour; No steps, spikes or patterns; Beards and moustaches are not permitted with the exception of Years 11 & 12. They must be kept short and neatly groomed.	If longer than collar length, hair should be tied back and neatly groomed; Fringe kept above the eyebrow; Natural colour; No steps, spikes or patterns.

## Sports Uniforms for team competition

AISHK Sports Travel Polo	Worn with School PE shorts or tracksuit when teams travel outside of Hong Kong
Netball	AISHK netball top and skirt, white socks.
Netball under Grade 5	AISHK training T-shirt
Rugby	AISHK rugby jersey, shorts and socks
Swimming	AISHK swimwear and AISHK Competition cap (yellow)
Soccer under Grade 5	AISHK training T-shirt
Athletics Badminton Basketball Cross-country Soccer Volleyball	Each Sport requires its own AISHK branded competition uniform. Ordering and delivery is managed by the Sports Office (Rm 300) and purchase is required for team participation.

## FORMAL UNIFORM

On formal occasions as designated by the School, i.e. assemblies, Speech Day etc, all students must wear their formal school uniform. This means they must wear the following uniform items:

- The blazer and the tie for all students (Years 3-12), as applicable
- Long pants or knee length black shorts
- Knee length black skirt and white blouse or dress with black stockings (*60 denier or greater*)

## GENERAL UNIFORM REQUIREMENTS

Students should have the following compulsory items:

- An AISHK school bag;
- An AISHK sports bag;
- Primary students must have an appropriate lunch container and drink bottle;
- Primary students must have a school book bag to borrow books from the library;
- Primary students must wear a school sunhat and we recommend sunscreen for outdoor work or play;
- Appropriate rainwear for wet weather.

## UNIFORM SHOP

The Uniform Shop is open on the first day of each term and there are extra opening times during school holidays, for new students. Normal hours of business are Monday and Thursday, 8:00am to 3:30pm. The school Uniform Shop is located on the 1/F, behind the cafeteria. Order forms are available on the school [website](#), and payments may be made by either cash or cheque (made payable to "Midas Ltd") or credit card. Our normal opening hours are: Mondays and Thursdays, 8:00am-3:30pm.

The Uniform Shop can be contacted by: **Phone:** 2194 3832 **Email:** [midasuniform@aishk.edu.hk](mailto:midasuniform@aishk.edu.hk)

## SPORTS TOURNAMENTS, LEAGUES AND EXCHANGES

Sport is an integral part of AISHK and the Australian culture, so we actively encourage all students to become involved in sport during their time at AISHK.

### AISHK SPORTS CODE OF BEHAVIOUR

AISHK and School Sport Australia have developed sport codes for players, coaches and parents. We are strongly committed to maintaining the highest standards of conduct for coaches, spectators, officials, participants and parents. We expect every person representing AISHK to be excellent ambassadors for our school.

<b>PLAYERS</b>	<b>TEACHERS AND COACHES</b>
<ul style="list-style-type: none"> <li>• be a good sport</li> <li>• play for enjoyment</li> <li>• work hard for your team as well as yourself</li> <li>• treat all team mates and opponents as you enjoy being treated yourself</li> <li>• play by the rules</li> <li>• co-operate with team and game officials</li> <li>• control your behaviour on and off the field</li> <li>• learn to value honest effort, skilled performance and improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• set a good example for your players</li> <li>• encourage and create opportunities</li> <li>• teach a wide range of team skills</li> <li>• ensure that the sport is appropriate for the age group and the skill level of the players involved</li> <li>• teach your players to be friendly towards officials and opponents</li> <li>• give all interested students a chance to participate in training and games</li> <li>• remove from the field of play any of your players whose behaviour is not acceptable</li> <li>• keep your own knowledge of coaching and developments of the game up to date.</li> </ul>
<b>PARENTS</b>	<b>SPECTATORS</b>
<ul style="list-style-type: none"> <li>• encourage participation by your children</li> <li>• provide a model of good sporting spirit for your child to copy</li> <li>• be courteous with players, team officials, game officials and sport administrators</li> <li>• encourage honest effort, skilled performance, and team loyalty</li> <li>• make new parents feel welcome on all occasions</li> <li>• do not interfere with the conduct of any events.</li> </ul>	<ul style="list-style-type: none"> <li>• show appropriate social behaviour</li> <li>• remember children play for enjoyment</li> <li>• do not let your behaviour detract from their enjoyment</li> <li>• let game officials conduct events without interference</li> <li>• support skilled performances and team play with generous applause</li> <li>• show respect for opposing players and their supporters</li> <li>• remember AISHK sport is smoke and alcohol free.</li> </ul>

### AUSTRALIAN INTERNATIONAL SCHOOLS ASSOCIATION (AISA)

The Australian International Schools Association (AISA) holds an annual sporting tournament for students from Years 7-12. The tournament is hosted by a different AISA school each year on a rotational basis. Sports played included soccer, touch rugby, basketball, netball and swimming. Schools participating include the Australian International Schools in Malaysia, Singapore, Vietnam, the UAE, Indonesia, Thailand and Bangladesh as well as AISHK.

### ASSOCIATION OF CHINA AND MONGOLIA INTERNATIONAL SCHOOLS (ACAMIS)

ACAMIS is a non-profit organisation set up to help international schools in China and Mongolia communicate better with each other and achieve the very best standards in education. The association:

- Promotes understanding and friendship between schools;
- Supports staff professional development in all schools;
- Encourages student exchanges in the arts, environmental issues and sport;
- Supports national and regional communication and cooperation.

To find out more information about ACAMIS please visit their [website](#).

#### How AISHK Students and Staff take part In ACAMIS Activities

Our commitment to ACAMIS involves:

- Representing AISHK at the Head of School meetings;

- Representing AISHK at the ACAMIS annual general meeting;
- Fulfilling compulsory requirements of ACAMIS membership;
- Promoting and encouraging students to become involved in ACAMIS sporting and cultural events;
- Promoting professional development and leadership opportunities within the ACAMIS community for teaching and non-teaching staff;
- Paying an annual ACAMIS membership fee.

### **Sporting and Non-Sporting Events**

ACAMIS has sporting and non-sporting events and competitions.

### **ACAMIS and SDRC (Southern Delta Regions Conference) Competitions**

ACAMIS is for students in Years 9-12, whilst SDRC is for students in Years 6-8.

ACAMIS organises and monitors middle school and high school sports league competitions each Northern Hemisphere school year, based on a Northern Hemisphere calendar. AISHK is bound to host one tournament per division every three years.

<p>In the ACAMIS sports league (Years 7-12) schools must enter teams for the following sports:</p> <ul style="list-style-type: none"> <li>• Volleyball (October)</li> <li>• Basketball (January/February)</li> <li>• Soccer (April)</li> </ul> <p>AISHK often participates in the following invitational ACAMIS events:</p> <ul style="list-style-type: none"> <li>• Rugby (October)</li> <li>• Netball (November)</li> <li>• Touch (November)</li> <li>• Swimming (March/April)</li> </ul>	<p>In the SDRC sports league (Years 6-8) schools must enter teams for the following sports:</p> <ul style="list-style-type: none"> <li>• Volleyball (February)</li> <li>• Basketball (April)</li> <li>• Soccer (October)</li> <li>• Touch Football (December)</li> </ul>
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AISHK sends teams to all of these sporting competitions, both girls and boys. AISHK commits to participating in ACAMIS core sports tournaments and will make annual decisions about additional participation in other invitational ACAMIS tournaments.

## **CHOOSING TEAMS FOR SPORT COMPETITIONS**

Team coaches choose team members after a trial and after consulting other staff. Selections are based on the following:

- Ability in the chosen sport;
- Commitment to training sessions and organised games - if training or games clash with other extra-curricular activities, ACAMIS must take priority;
- School representation in that sport at other competitions;
- Attitude towards training and respect for coaches;
- Sportsmanship and fair play in training and competitive situations;
- Commitment to academic studies and ability to keep on top of academic workload (subject teachers may be consulted).

The Head of School can veto any selection. Usually two coaching staff and a manager accompany sports teams to ACAMIS events.

### **Notes on Team Selection**

- Students and parents must sign an 'expression of interest' agreement before teams are chosen stating that students will commit to regular training sessions in the lead-up to the tournament and that students are able to accompany the team to their specified destination.
- Selected students must sign an ACAMIS code of conduct form and will face disciplinary action if they breach the code;

- Our school reserves the right to indicate that students are not eligible for selection based on medical grounds, academic performance, or other school-related matters;
- Selection of teams is final;
- If a player cannot attend the tournament, the first-named reserve will take their place;
- In exceptional circumstances we may have to dismiss a player from a team - these students may not be eligible to attend further ACAMIS events in any other sport for the remainder of the ACAMIS season;
- Students are responsible for negotiating academic deadlines with subject teachers before attending an ACAMIS tournament.

## INTERNATIONAL SCHOOLS SPORTS FEDERATION OF HONG KONG (ISSFHK)

The ISSFHK offers students the chance to play against other international schools in Hong Kong in a variety of sports. For more information about the ISSFHK please visit their website [www.issfhk.com](http://www.issfhk.com).

### ISSFHK Divisions (as of 1 September in the current academic year)

**Under 20** - U20 is Any Student Registered on a Full-Time Basis Who is Under Age 20

**Under 16** - U16 is Any Student Registered on a Full-Time Basis Who is Under Age 16

**Under 14** - U14 is Any Student Registered on a Full-Time Basis Who is Under Age 14

**Under 12** - U12 is Any Student Registered on a Full-Time Basis Who is Under Age 12

*This means the age the student is on 1 September determines the division they play in for the entire school year (September to June). For example, if they turn 16 years old on 10 September 2020 they will be 15 years old on 1 September 2020 and for the entire sports season they can play in the U16 Division. If they turn 16 on or before 31 August, they will have to play in the U20 Division for the entire school year.*

Students play in the same division for the entire sports season. However, for one sport if they decide they want to move up one division, they can. Once they play two or more games in the higher division, then they must stay in that division for that sport. They will not be allowed to play in the lower division for that sport. Sports seasons are:

Sport	Season
ISSFHK Football U14 U12	September to November
ISSFHK Volleyball U20 U16 U14 U12	September to November
ISSFHK Swimming U20 U16 U14 U12	September to November
ISSFHK Cross Country U20 U16 U14 U12	November to February
ISSFHK Basketball U20 U16 U14 U12	mid-November to March
ISSFHK Tennis U20 U16 U14 U12	mid-November to March
ISSFHK Golf U20 U14	mid-November to March
ISSFHK Touch Rugby U14 U20	April to June
ISSFHK Track and Field U20 U16 U14 U12	March to May
ISSFHK Badminton U20 U16 U14 U12	March to May
ISSFHK Football U16 U20	March to May
HKSRU Rugby A Grade (under 19)	September to November
HKSRU Rugby B Grade (under 16)	January to March
HKSRU Rugby C grade (under 14)	January to March
HKSRU Rugby D Grade (under 12)	February to March
ISSFHK Netball U12 U14	April to June
ISSFHK Netball U16 U20	September to November
HKPSSA Netball U10, U11	September to December
HKPSSA Soccer U11	September to December
HKPSSA AFL U11	September to December
HKPSSA Cross Country U8 U9 U10 U11	February to March
HKPSSA Basketball U11	February to March
HKPSSA Tag Rugby U11	February to March
HKPSSA Cricket U11	April to June
HKPSSA Touch Football U11	April to June
HKPSSA Aquathon U11	May to June

# STUDENT LEADERSHIP

## PRIMARY

In Primary, student leadership is an opportunity through which students, regardless of their role, strive to create positive change in their school community. To accomplish this, they must be able to develop and articulate a vision of what they hope to achieve and foster meaningful relationships to advance the goals that lead to the accomplishment of the vision. Students will be committed to understanding themselves, others and the community in which they serve while striving to recognise and appropriately address the challenges they face.

It is important for students to understand they do not need to have a formal leadership position to be a leader in school. They will be given opportunities to take on other informal leadership opportunities both in and out of the classroom.

The school leadership activities link with learning opportunities about citizenship and our democratic way of life. These experiences assist all students to learn about and exercise the rights and responsibilities of participating in a community of learners that value social justice. The many leadership positions (both informal and formal) at our school provide excellent opportunities for students to apply their learning to real life situations in a safe and protective school environment.

The selection process of leadership positions for the Primary Division commences in Term 4 for the following year. These positions include Head and Deputy Head Girl and Boy and House Captains. Other formal roles nominated at the start of the year include the SRC (Student Representative Council) and Environmental Committee. Year 6 students may be given more opportunities to be leaders throughout the primary division including leading Peer Support with younger primary students and Library Prefects.

## SECONDARY

In Secondary, the Prefect system offers further leadership opportunities for senior students by encouraging mature behaviour and developing cross-age student relationships. Prefects are given other responsibilities that require them to act as mentors to develop leadership skills in younger students. They also:

- Serve as transition leaders in school peer support groups;
- Represent the school in public forums;
- Lead our community service programs;
- Lead and manage the SRC Sustainability, Community Service;
- Perform the role of House Captains.

Representatives on the SRC are elected by classes. Some classes change their representatives each semester. The Secondary SRC meets in year level groups with their Prefect Leaders and support teacher. The School Captains are chosen from the Prefect group and have the responsibility of leading the School student body.

## HONG KONG AWARD FOR YOUNG PEOPLE (DUKE OF EDINBURGH AWARD)

This award is open to all students during the academic year in which they turn fourteen. Enrolment in the bronze level of the award is compulsory for Year 9 students. The award offers students the opportunity to gain a valuable personal achievement award that not only benefits them individually but demonstrates their commitment to making their community a better place to live. Students find out details of the award at the beginning of Term 1.

The award requirements specify that a student completes commitments in the areas of:

- Recreational training;
- Service work;
- Skills development;
- Expedition.

At the Bronze level it will take the average dedicated student six months to complete the minimum requirements. It is then possible for students to progress to the Silver and Gold award levels. Activities and regular meetings are held during and after school hours in order to train students and monitor their progress. A minimal cost is involved for expedition expenses, equipment and transport.

## THE SCHOOL DAY

This section of the Handbook covers what you need to know about the day-to-day workings of the school.

### ABSENCES

To maximise learning outcomes, we expect students to attend every day possible of each term. Students must keep a satisfactory attendance record - absences of more than 10% of the school year may affect their future enrolment at the school.

If your child is absent because of illness please:

- Ring or email the school office on the day (before 9:00am if possible);
- Provide a note and/or a medical certificate when your child returns to school if it has been a long absence.

Other unavoidable absences must be discussed in person with the Head of Division or their representative, who will recommend whether your application be approved or not. In these cases, you need to fill out a leave application form for your child. This is located under the **Commencement Pack** icon on the website.

We do not normally provide work for students to do at home during illness but please talk to your child's teacher if there is likely to be a long recuperation period.

Brief absences during the school day, for example for a doctor's appointment, need a note from you for the teacher. You must also sign an early release form from the Division Office and pick up an early release card for security.

If you are away from Hong Kong (for any length of time) while your child is at school you should inform your child's teacher and the Head of Division, as applicable, in advance, and give your emergency contact details.

### ABSENCE FROM PHYSICAL ACTIVITIES

If your child needs to be excused from a Physical Education (PE) activity you need to provide a doctor's certificate and a parent note, which explains why they cannot participate. If your child gets hurt during the school day, the school First Aid Officer will write a note for our PE staff and you will be informed as the parent.

### COLLECTING STUDENTS DURING SCHOOL HOURS

Parents wishing to collect a student during school hours must send a written note or email in advance to the Division Office. In an emergency please go to the Division Office. Parent/guardians are not permitted to go to the classrooms without approval being obtained from the Division Office. If your child normally travels by bus, please also inform the bus company.

Students will not be released to anyone other than the parent, guardian, or authorised adult identified in our documentation. To ensure student safety, the Head of Division (or their representative) will sign a release form authorising you to take the student from the classroom. Teachers have been instructed that no student is to be released without this documentation. This procedure is to protect students and must be observed.

### LATE ARRIVALS

Primary students who arrive late must go to the 3/F Primary Office, register their names and receive a red late card. The class teacher will countersign the late card when the student arrives at their classroom.

Secondary students who arrive late must go to the 8/F Secondary Office, register their names and receive a red late card. The late card must be countersigned by the subject teacher for the period in which the student arrives at school. The red card must then be passed to the roll teacher by the student before the end of the day.

### DISMISSAL

When changing any pick-up arrangements for your child (R-12), please ensure their relevant class teacher or the Division Office is advised **before 12:00 noon**. It is not possible for us to guarantee that your child will receive the details regarding the change to the pickup arrangements after this time. If your child normally travels by bus, please also inform the bus company.

- **In Primary**, pick up and exit for non-bus students will be via the green Norfolk Road EVA gates. The departure gates will be opened at 2:45pm. No entry into the school will be permitted prior to this time, unless you have a prearranged appointment. Class teachers will bring students down to the G/F dismissal area at 2:50pm where parents/guardians can collect their child. At this time, if you need to then enter the school to assist or supervise your child for an ECA or activity, please register at the registration table on the G/F before entering the school.
- **Afternoon Reception** parents ONLY can collect their child from the cafeteria on the 1/F at 2:40pm, entry via the 2/F main doors no earlier than 2:30pm (please present your Entry Card).

In the event of **wet weather only**, students will be dismissed as follows:

- **Entry** into the school at 2:45pm, via the 1/F Sports Terrace doors (adjacent to the Norfolk Road EVA gates);
- **Early Childhood** students will be dismissed from their classrooms, please do not go up until the bell rings at 2:50pm;
- **Year 3-6** students will be escorted down to the 2/F Atrium to meet their parent/guardian at 2:50pm;
- **Exit** via either the 2/F or 1/F doors.

## THE SCHOOL DAY TIMETABLE

### Primary Division

The day begins for all Primary students at 8:20am and ends at 2:50pm. Classrooms open at 7:55am. Students who arrive earlier than this must wait in the 1/F cafeteria area until the bell goes at 7:55am.

#### Reception

Our Reception Year is a half-day session. Hours are:

- 8:00am–11:00am morning session Monday to Friday
- 11:45am–2:45pm afternoon session Monday to Friday

Reception AM students may be taken by their carer to the classroom at 7:50am to prepare. PM students may proceed to the classroom at 11:35am.

#### Preparatory-Year 6 - Daily Timetable

	Preparatory to Year 2	Year 3 to 6
Homeroom	7:55am – 8:20am	7:55am – 8:20am
Periods 1 & 2	8:20am – 9:45am	8:20am – 10:05am
<b>Period</b>	9:45am – 10:05am	10:05am – 10:25am
Periods 2 & 3	10:05am – 11:40am	10:25am – 12:10pm
Lunch in class	11:40am – 12:00pm	12:10pm – 12:30pm
Lunch play	12:00pm – 12:30pm	12:30pm – 1:00pm
Period 5 & 6	12:30pm – 2:50pm	1:00pm – 2:50pm
Dismissal	2:50pm	2:50pm

### Secondary Division

Secondary classes start at 8:15am and have varied dismissal times throughout the week.

Period	Times
Homeroom	8:15am–8:35am
Period 1	8:35am–9:30am
Period 2	9:30am–10:25am
Recess	10:25am–11:00am
Period 3	11:00am–11:55am
Period 4	11:55am–12:50pm
Lunch	12:50pm–1:40pm
Period 5	1:40pm–2:35pm
Period 6	2:35pm–3:30pm
Dismissal	2:35pm Monday; 3:30pm Tuesday to Thursday; 3:00pm Friday





## 2023 SCHOOL CALENDAR

Wk	JANUARY	FEBRUARY	MARCH
	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
	APRIL	MAY	JUNE
	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	JULY	AUGUST	SEPTEMBER
	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	OCTOBER	NOVEMBER	DECEMBER
	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

**Lunar New Year Holiday: 21-25 January (inclusive)**  
**TERM 1:** 1 February 2023 - 31 March 2023  
**TERM 2:** 18 April 2023 - 21 June 2023  
**TERM 3:** 25 July 2023 - 22 September 2023  
**TERM 4:** 10 October 2023 - 15 December 2023

**Chinese New Year Holidays**  
**All Staff PL Day (no classes)**  
**Exec & New Staff**  
**1 Public Holiday**  
**Term Vacation**

### School Year Commencement Dates:

Friday, 27 January 2023	<b>Executive Team and New Staff</b>
Monday, 30 January 2023	All staff; 8:00am
Tuesday, 31 January 2023	All staff; 8:00am
Wednesday, 1 February 2023	Classes start

*Preparatory students are required to attend a scheduled half-day orientation assessment between 1&2 February*

Thursday, 2 February 2023	Classes start - Reception
Friday, 3 February 2023	Classes start - Preparatory

**All dates correct at time of printing and may be subject to change**

# SCHOOL SONG AND NATIONAL ANTHEM

## Australian National Anthem

Australians all, let us rejoice,  
For we are young and free.  
We've golden soil and wealth for toil,  
Our home is girt by sea.  
Our land abounds in nature's gifts,  
Of beauty, rich and rare.  
In history's page let every stage,  
Advance Australia Fair.  
In joyful strains, then let us sing,  
Advance Australia Fair!

Beneath our radiant Southern Cross,  
We'll toil with hearts and hands.  
To make this Commonwealth of ours,  
Renowned of all the lands,  
For those who've come across the seas,  
We've boundless plains to share.  
With courage let us all combine,  
To advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair!

## AISHK School Song

We come from nations around the world  
And we are free, and we are young  
With different cultures here in Hong Kong  
With different harmonies we sing our song  
We sing our song  
With hearts and voices in unison.

We welcome people from near and far  
We join together and learn as one  
With different values guiding our star  
With different talents that we bring from afar  
We sing our song  
Sing our song

Here we stand in green and gold  
Living, learning, strong and bold  
And in our hearts, we've come to learn  
That the flame of Australia will always burn

Here we stand in green and gold  
Living, learning, strong and bold  
And in our hearts, we've come to learn  
That the flame of Australia will always burn

As we sing our song  
With hearts and voices in unison.