



VINSCHOOL'S PARENT HANDBOOK

PRIMARY SCHOOL

2022-2023 ACADEMIC YEAR

Dear Parents,

School, Family, and Society are three pivotal elements impacting educational outcomes. Therefore, your companionship and partnership in each and every activity is essential to fulfilling our educational objectives.

The Parent Handbook you are reading will provide you with the general information about Vinschool Education System; its Curriculum, Assessment Methods; School Policies and Services; and Communication Channels between parents and the school board in case you have any matter of concern and need the school's support throughout your child's learning journey.

Please feel free to communicate with your child's homeroom teacher if you ever have any questions or concerns. If the homeroom teacher is unable to help resolve your problem, please contact the School Board via the email address: hieutruong@vinschool.edu.vn, or book an appointment with the School Board through the Customer Care Office.

Best regards,

VINSCHOOL PRIMARY SCHOOL BOARD OF MANAGEMENT



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VISION AND MISSION OF VINSCHOOL EDUCATION SYSTEM

Vision

Vinschool aims to become a Vietnamese education system of the highest international standards.

Mission

Vinschool's mission is to nurture students' talents and skills, transforming students into responsible and success-oriented citizens equipped with necessary qualities and abilities to lead a successful and fulfilling life, contributing to national growth and international integration.





Vinsers' Core Values

Vinschool always emphasizes the five core values of Respect – Inquisitiveness – Integrity – Proactiveness – Creativity. These core values are integrated into daily activities for teachers, staff, and students at Vinschool.

1. Respect

Vinsers always think positively and care about their own and others' feelings, rights, and safety. They uphold the values of family traditions, Vietnamese culture, and their national identity. They have deep insights into other cultures, religions, and gender identities. They are respectful of other people's ideas and actions.

2. Inquisitiveness

Vinsers are always curious, inquisitive and ready to acquire new skills and knowledge, and actively practice critical thinking by questioning the information presented to them. They value independent learning and have a passion for life-long learning.

3. Integrity

Vinsers are responsible not only for themselves but also their families and the community at large. They always take responsibility for their actions and keep their promises. They value honesty and have the courage to speak out against what is wrong and stand up for what is right.

4. Proactiveness

Vinsers are confident and assertive, daring to speak their minds and defend their opinions. They often come up with creative ideas and proactively mobilize resources to realize the ideas. They are highly adaptable and proactive in making new connections, making themselves a positive impact on their friends and the community. They embrace ambition, passion, and the desire to contribute, and have clear steps in reaching their goals.

5. Creativity

Vinsers are able to go beyond stereotyped and traditional ideas and rules to create new initiatives, methods, and interpretations that are valuable to themselves and others.

Vinsers' Profile

Vinsers are those who possess the mindset and qualities of global citizens while rooted in the Vietnamese identity, and the capabilities of life-long learners, generational pioneers, and future innovators.



Expectations of Vinschool Primary School

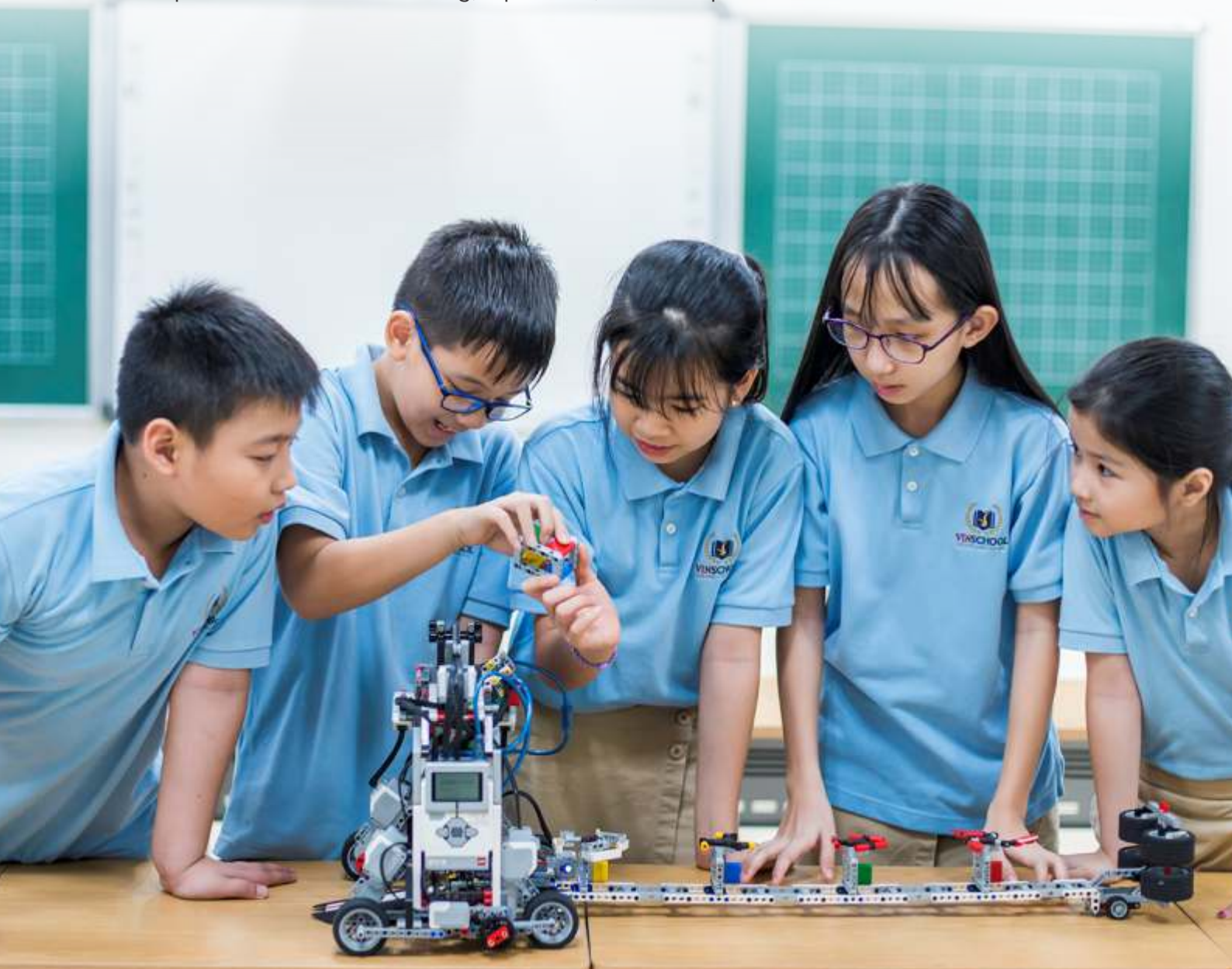
With such Vision, Mission and Core Values, Vinschool Primary School and its students have established the following expectations:

The students have the right to expect the school to be a safe environment for them to freely discover themselves, acquire knowledge, and develop their potential.

The school has high expectations for students' learning and behavior. Students should proactively set personal development goals and work on achieving them, while also maintaining responsibility for their learning.

The school's teachers and staff are responsible for helping students develop in terms of knowledge, become mature in terms of personality, and live a responsible life.

Parents are children's first and lifelong teachers. Our students' academic success depends much on parents' regular support and cooperation. Therefore, Vinschool hopes to have parents' collaboration in all aspects of our students' learning, exploration, and development.



GENERAL INFORMATION

School Year Calendar

Vinschool's school year calendar 2022-2023 is divided into 02 terms:

- Term 1: August 22 – December 23.
- Semester break: December 24-31, 2022
- Term 2: January 3 – May 31, 2023

The Summer Program is expected to take place during June and July. A specific schedule is announced annually.

The official calendar for each school year (with specific dates listed for exams, events, and holidays) is published on Vinschool's website for students and parents' reference.

Timetable

A typical school day at Vinschool Primary School includes 8 periods, each of which lasts 35 minutes. The day starts at 7:45 and finishes at 15:25. Students attend school from Monday to Friday (except for makeup lessons or special occasions, if any). Students spend the first 15 minutes of each day for homeroom activities or Character & Life Skills Education (CLISE). The students' detailed timetable will be communicated to parents by the homeroom teacher of the class.

MONDAY – FRIDAY				
	TIME		SHIFT 1	SHIFT 2
Morning	07:45 - 08:00	15 minutes	Homeroom Period	Homeroom Period
	08:00 - 08:35	35 minutes	Period 1	Period 1
	08:40 - 09:15	35 minutes	Period 2	Period 2
	09:15 - 09:30	15 minutes	Break	Break
	09:30 - 10:05	35 minutes	Period 3	Period 3
	10:10 - 10:45	35 minutes	Period 4	Period 4
Noon	10:50 - 11:25	35 minutes	Lunch break	Period 5
	11:25 - 12:00	35 minutes		Lunch Break
	12:00 - 12:25	25 minutes		
	12:25 - 13:00	35 minutes	Period 5	
Afternoon	13:05 - 13:40	35 minutes	Period 6	Period 6
	13:40 - 13:55	15 minutes	Break	Break
	13:55 - 14:30	35 minutes	Period 7	Period 7
	14:35 - 15:10	15 minutes	Period 8	Period 8
	15:10 - 15:25	15 minutes	Afternoon snack	
	15:30		Students move to bus pick-up points	
	15:45		Parents pick up students at classrooms	

Weekends

The school is not open on weekends (Saturday and Sunday), except for events/activities that are announced beforehand.

Events, Festivals, and Holidays

Apart from attending lessons, children also take part in a variety of events and festivals throughout the school year to expand their knowledge about the world. Details about school events, festivals, and special occasions are published in the School Year Calendar on the school's website: <https://vinschool.edu.vn/en/student-life/school-calendar/>



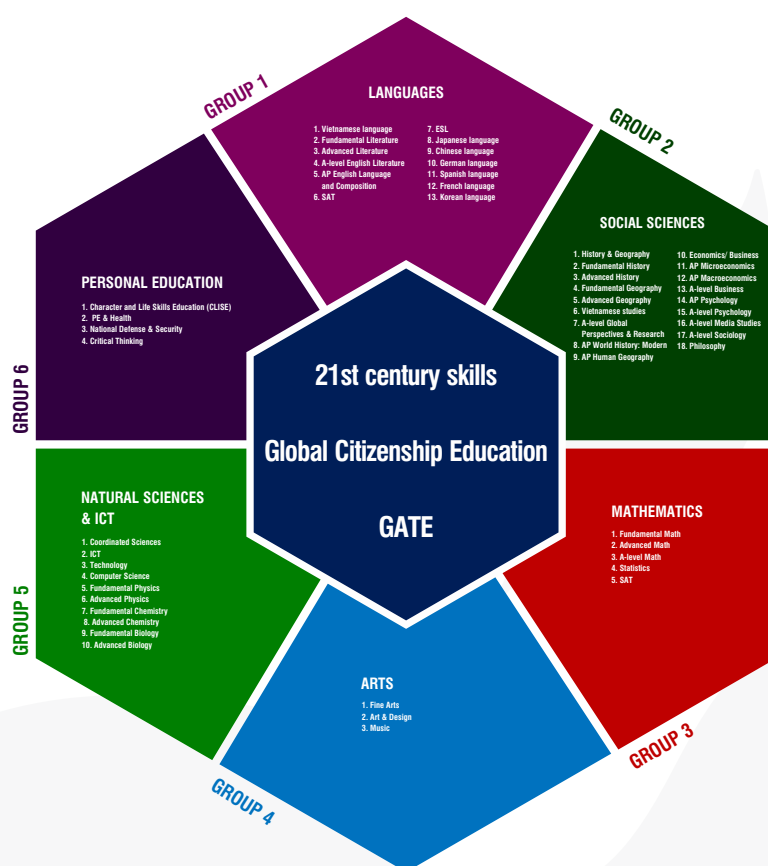
VINSCHOOL CURRICULUM MODEL

General Overview of Vinschool's Academic Programs

Vinschool's curriculum is aimed at building self-initiative and self-study capacity, at the same time developing 21st century skills for students to stay ahead of the curve and adapt themselves to constant changes in a volatile world.

Vinschool categorizes subjects into 6 domains: Languages, Social Sciences, Mathematics, Arts, Natural Sciences & ICT, and Personal Education. Each subject in each domain not only helps develop subject-specific competencies but also enhances students' 21st century skills and global citizens' mindset. This set of 21st century skills was compiled by Dr. Lance G. King, a world-leading expert in skills-based education for students and author of programs widely taught at international schools in 160 countries around the world.

Curriculum Model



Starting from the school year 2022-2023, Cambridge Mathematics will officially be implemented in Vinschool's Standard Program for Grades 1-10 students. Vinschool has cooperated with Cambridge University Press to compile Vietnamese editions of all learning materials (including textbooks, workbooks and other resources). From the next school year, the time spent on Mathematics under the Standard Program will be increased by 1 period per week, giving students the opportunity to practice the mathematical thinking skills required by the Cambridge Mathematics Program. Besides, the duration for the ESL course will be reduced by 1 period (with Vietnamese teachers) per week.

Vinschool's Curriculum

Vinschool offers two academic programs: Standard Program and Advanced Program.

CURRICULUM OVERVIEW OF GRADES 1-10				
Domain	Subjects		Curriculum description	
			Standard Program	Advanced Program
Languages	Vietnamese Language /	21st century skills	Vietnamese Ministry of Education and Training (MOET)'s	
	ESL		Cambridge Assessment International	CAIE's ESL curriculum
Social Sciences	History and		MOET's program	
	Vietnamese Studies		Program designed specifically for Vinsers according to international standards	
	Global Perspectives Global Citizenship Education (GCED) Economics Business Studies		GCED (designed specifically for Vinsers according to international standards)	CAIE's Global Perspectives / Economics /
Natural Sciences & ICT	Natural Sciences		CAIE's Coordinated Sciences (Vietnamese edition)	CAIE's Coordinated Sciences
	ICT		CAIE's ICT & Computer Science (Vietnamese edition)	CAIE's ICT and Computer Science
Mathematics	Mathematics		CAIE's Mathematics (Vietnamese edition)	CAIE's Mathematics
Arts	Fine Arts / Art & Design		International Fine Arts (Vietnamese edition)	Grades 1-8: International Fine Arts (Vietnamese edition) Grades 9-10: CAIE's Art & Design
	Music		International Music (Vietnamese edition)	
Personal Education	Physical Education (PE)	PE (Vietnamese edition)		
	Character & Life Skills Education	CLISE (designed specially for Vinsers according to international standards)		
Black: Programs taught in Vietnamese Blue: Programs taught in English				



ASSESSMENTS

General Principles

Vinschool believes that each student is special and unique. Education is a long process, and each student has different learning capacities. Therefore, students' progress needs to be assessed continuously throughout their learning journey.

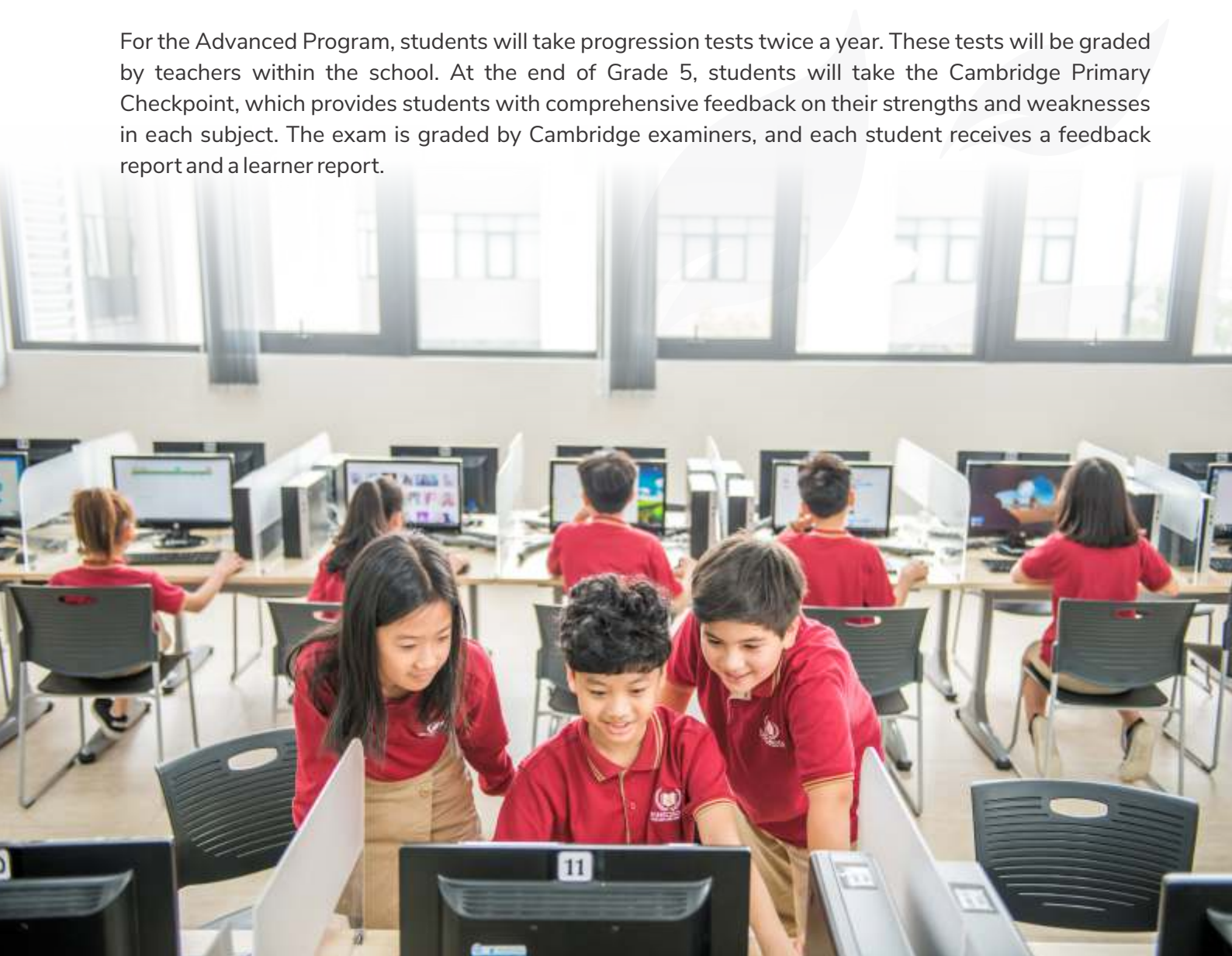
In other words, assessments and exams help students set learning goals for the future, and have a crucial role in supporting, measuring, and enhancing students' learning. The most important goals of assessments and exams are to support learning goals and encourage student progress in order to identify what students know, understand, and are able to do.

Overview

Assessments of student progress involve Formative Assessment and Summative Assessment.

- **Formative Assessment:** Teachers assess students' progress by monitoring their attitude and engagement, quality of assignments, learning projects and in-class exams.
- **Summative Assessment:** End-of-term exams are independently designed and scored in order to objectively assess students' progress and ability compared with the knowledge and skill standards of each subject.

For the Advanced Program, students will take progression tests twice a year. These tests will be graded by teachers within the school. At the end of Grade 5, students will take the Cambridge Primary Checkpoint, which provides students with comprehensive feedback on their strengths and weaknesses in each subject. The exam is graded by Cambridge examiners, and each student receives a feedback report and a learner report.



Academic Reports – Progress Assessment Reports

Vinschool assesses and keeps track of student progress through two academic performance and behavior reports four times every school year (updated on VinschoolOne): in the middle and the end of each term.

Midterm reports are summaries of student progress from the beginning to the middle of a term. End-of-term reports give an overview of students' results for the term (or the entire year) and include feedback from all of the students' teachers.

For students in the Advanced program, besides the periodic school reports for subjects taught in Vietnamese, parents will also receive progress reports for Cambridge subjects, specifically English, Mathematics, Science, ICT, and Global Perspectives. Additionally, students are assessed on personal development capabilities according to the criteria of the Cambridge program.

Standardized Grading Scale

The subjects within Vinschool's curriculum are graded on a 1-10 grading scale or Pass/Fail grade according to the instructions of the Ministry of Education and Training.

Subjects in the Cambridge program are graded on a scale from 0-6 (6 is the highest score). The following scale demonstrates the different levels of students' completion and understanding.

- Scores from 5.0-6.0:

Students with a score of 5.0 or above demonstrate an excellent level of completion. They show a solid and complete level of understanding, knowledge, and skills in the program, and are ready for the next stage of learning.

- Scores from 3.0-4.9:

Students with a score between 3.0–4.9 demonstrate a good level of completion. They show an understanding of knowledge and skills for most of the subjects. They can perform better if they focus on the specific areas of content that they are struggling with in the curriculum.

- Scores below 3.0:

Students with a score below 3.0 demonstrate a basic level of completion. Even though they demonstrate a basic level of understanding, knowledge, and skills in the program, they can improve their results by focusing on all the areas of content that they are struggling with in the curriculum.

Students are assessed on the following behaviors using the C-O-S-R scale:

1. Learn confidently with a lot of information and ideas.
2. Live with responsibility for themselves and for others as well as respect for others.
3. Think reasonably and know how to develop their learning capabilities.
4. Be creative and ready for new and future challenges.
5. Intellectually and socially connected, ready to make a difference

C - Consistently: Students consistently demonstrate these behaviors.

O - Often: Students often demonstrate these behaviors.

S - Sometimes: Students sometimes demonstrate these behaviors.

R - Rarely: Students rarely demonstrate these behaviors.

Regulations on Student Transition

When transferring to secondary school, all the 5th graders from Vinschool Primary Schools will be considered eligible to transition into Grade 6 within Vinschool Education System if they satisfy the following requirements:

- Students have completed the Primary School Curriculum according to regulations of the Ministry of Education and Training.
- Students satisfy requirements on physical and mental health (the school does not provide special needs support).



COMPREHENSIVE EDUCATIONAL EXPERIENCES

Extracurricular Activities

Outside of regular classes, students can sign up for extracurricular activities to develop their talents or pursue their personal passions and interests. Clubs are where Vinsers can gather together under the guidance of experts and teachers. Clubs cover a wide range of areas, from Science, English, Skills, Sports to Art.

Summer Program

In order to create a meaningful and useful environment for students during summer, Vinschool has designed clubs specifically for students of different age groups. The clubs focus on bringing students interesting activities where they can explore themselves and the world.



Field Trips, Sightseeing Tours, and Picnics

As part of the Education Outside The Classroom (EOTC) program, the school regularly organizes field trips for students. These are opportunities for students to enhance their learning experiences, consolidate and apply their knowledge in real life, while at the same time develop personal qualities and skills such as adaptability, leadership, teamwork and individual work skills.

Community Service

Vinschool aims to build a community service culture throughout the system. Students are encouraged to take initiatives through learning projects linked to communal and charitable activities held regularly throughout the system, which are opportunities for students to:

- Build their sense of civic responsibility and empathy for other people;
- Enhance their understanding of global issues and their role in such issues;
- Access to multi-dimensional perspectives for evaluation and reflection;
- Make a difference in the community.





PROACTIVE LEARNING

Reading Culture

Reading is the signature culture that the entire Vinschool Education System has aimed to foster from the early days of its establishment.

Students and teachers at Vinschool are encouraged to become Ambassadors for the school's reading culture. All the schools in the system have modern libraries equipped with physical books, e-books, and reading software for students. Each student has a personal account to customize their reading and learning process. Homeroom teachers and subject teachers will have detailed instructions on the requirements and scoring methods for reading activities.

During the school year, the school organizes a variety of activities to kindle the passion for reading in each student. Events and competitions such as Book Fair, Book Week, Book Review, Character Transformation, Composition, and Book Publishing are enthusiastically welcomed by students.



Library

To promote active learning throughout the school, Vinschool has made bold investments in library resources, hoping to meet students and teachers' demands for learning and research.

The librarian will provide instructions to students on study skills in the library and how to choose suitable resources.

Teachers and students can borrow books from the library, and will return them on time so that others can use the resources/books.

For information about the library's policy, catalog, online database registration, and websites for research activities, students may contact the librarian.



Self-Study at Home

Learning at home may include completing assignments; practicing what students have learned; revising for exams; preparing for new lessons; finishing extended assignments or participating in learning projects. The amount of time required for self-study at home varies, depending on the subject, grade, progress, and motivation of each student. Students can also self-study online. Self-studying at home helps them create a disciplined and orderly learning habit and improve their proactiveness and creativity in the process. Students can also self-study online. Self-studying at home helps them create a disciplined and orderly learning habit and improve their proactiveness and creativity in the process. Parents should join hands with the school in the education of their children. If students are in difficulty, parents should talk with their teachers to discuss ways to support them.



SCHOOL REGULATIONS

General Regulations

I. For students

1. Attend school fully and on time;
2. Comply with the school's uniform requirements;
3. Complete assignments; be equipped with school supplies and a laptop to use at school when requested by teachers;
4. Listen when others are talking, use appropriate volume in communication;
5. Proactively contribute ideas and participate in learning activities;
6. Maintain responsibility and integrity in tests and exams;
7. Uphold general hygiene, dispose of trash in appropriate places, keep seat and personal locker clean;
8. Preserve school property and conserve class and school resources;
9. Be courteous in actions and words; respect others;
10. Abide by queuing etiquette; follow turn-taking in group activities or in crowded places.

II. For parents

1. Remind students to comply with school regulations;
2. On school premises, wear a visitor's card during school hours or pick-up/drop-off card when picking up students from school; wear appropriate outfits and maintain courtesy in behaviors and conversations with teachers, school staff, and other parents.
3. Do not take photos or record videos without the permission of the School Board regarding:
 - School areas/locations where filming/photography is forbidden;
 - Faces of other students, teachers, and school staff on school premises without their permission
4. Smoking on school premises is not allowed. Dangerous items such as guns, weapons, explosives, flammable substances, sharp objects, and addictive substances are strictly forbidden.
5. Do not enter classrooms without the permission of relevant teachers/staff;
6. Collaborate with teachers and the school in educational activities for students;
7. If there are questions or concerns related to the education and care of students at school, please directly contact the homeroom teacher or the School Board for support.
8. Do not spread incorrect and unverified information about the school, teachers, school staff and officials, and students.
9. Do not take any action that negatively impacts the mental and physical health and reputation of teachers, school staff, and students;
10. Do not violate applicable laws and cause negative impacts on the school's reputation, image, and brand.
11. Vinschool always attaches high importance to building relationships between the school and parents. Kind gestures such as inviting Vinschool staff/teachers to participate in activities such as picnics, end of year celebrations, birthday parties, etc. are highly appreciated. However, as Vinschool aims to align with the best international practices, staff/teachers are not encouraged to take part in such activities. Vinschool staff/teachers continually strive to deliver the highest quality and care for their students, and in order to meet the highest professional standards, teachers ask for parents' understanding when an invitation is declined.
12. Pay fees on time according to the school's regulations.
 - In the event where any of the aforementioned regulations are not followed by a parent and/or student, the school has the right to discontinue educational and academic services to the relevant student.
 - By enrolling their child at Vinschool Primary School, parents agree to abide by the school's regulations.

Equal Opportunity and Diversity in Recruitment of Expatriate Teachers

Vinschool is an education system that follows Ethical Standards with the Equal Employment Opportunities policy. Therefore, the school ensures that there is no discrimination in the recruitment of teachers. Whether a teacher is employed depends on his or her qualifications, skills, performance, work experience, and ability to meet Cambridge Teacher Standards.

Those who teach the International Program at Vinschool all have a Bachelor's degree in pedagogy or higher, international pedagogical certificates, and prior teaching experience. They all have the chance to participate in continuing professional development (CPD) courses to improve their expertise and update educational trends and new teaching methods.

The school expects that parents and students share the responsibility of maintaining a progressive, equitable and diverse learning environment, preventing discrimination from becoming a barrier to equality and inclusion.



Regulations on Online Teaching and Learning

In case where relevant authorities require a temporary closure of schools or the school's activities are affected by force majeure (events that are unpredictable and irreparable despite all necessary measures being taken), including but not limited to such events as natural disasters or pandemics, the school reserves the right to replace face-to-face learning with online instruction to ensure the safety of all stakeholders.

For students to learn and acquire knowledge effectively, parents are encouraged to cooperate with teachers to guide and remind children to read lesson materials and complete all the assigned tasks before participating in online classes. Parents and students need to learn about and comply with Vinschool's Online Classroom Regulations (<https://bit.ly/onlclassregulations>) to protect students' image by following the Child Protection standards currently applied by Vinschool.

Commitment on Internet Usage

- Students will follow the school's regulations while using the Internet on campus. They are only allowed to use the default settings on the school's computers or software. Internet use must be appropriate for educational purposes.
- Internet connection should only be done through a registered account with a secure password.
- All the actions that threaten the school network security or attempt to trespass or alter the network are strictly forbidden.
- For students who can use email: Students are responsible for the content of all the emails that they send and receive, so they should be careful with the content and language of the emails.
- Students may not access chat rooms, Facebook Messenger, or games when using the school network.
- Use of the school's Internet for personal economic, gambling, political or advertising purposes is strictly forbidden.
- Students have to respect the copyright of all materials.
- Use of anonymous messages and constant forwarding of multiple emails are prohibited at Vinschool. The school will strictly punish anyone who ridicules or makes fun of their friends regardless of time and place.
- Internet use to access inappropriate websites about pornography, racial discrimination, or violence, etc. is strictly forbidden.
- Social media groups using the name and image of the school (except for cases under the school's direct management) is forbidden.
- Eligible Internet access throughout the learning process will clearly be specified by competent people.
- Teachers will directly deal with cases where any student violates the school's regulations on Internet and network use. In such cases, the school reserves the right to control or delete any document on the school's network or to manage all the websites that the student accesses.
- For further information on the school's cybersafety policy, click here: <https://bit.ly/Antoantrenmoitruongmang>.

Academic Honesty

Integrity is one of Vinsers' core values. All the members of the school community are expected to demonstrate integrity and uprightness in learning.

Academic dishonesty is any action or attempted action that may result in creating an unfair academic advantage for oneself, including but not limited to:

- Plagiarism: copying part or all of someone else's intellectual content and claiming it as one's own, without citing its source. Teachers will regularly use an online plagiarism checker on students' works.
- Cheating: copying someone else's work or intentionally letting someone else copy it; use of unauthorized materials in tests and exams.
- Posing as author: asking someone else to complete the assignment or claim someone else's as one's own.
- Stealing: stealing or sharing test materials without the school's consent.
- Fabrication: falsifying data or presenting false information.

Students need to be aware of the seriousness of academic dishonesty. When detecting academic misconduct, the school will notify parents. If the offense is repeated, the student will be suspended from school or exams, or expelled from school, according to the regulations of the school.

Discipline

Students will be disciplined for violating school rules. Depending on the severity of the violation, disciplinary actions include reprimands, self-reflection, discussion with teacher, warnings, deduction of conduct points, and suspension from school.

Late Arrival

If for any special reason, students will be late for school or need to be picked up early, parents should notify the school in advance (via the homeroom teacher).



Leave of Absence

On the day a child is absent from school, parents should inform the homeroom teacher via mobile phone, VinschoolOne, email before 7:40 am. A valid reason (e.g. information about the child's conditions if they are sick) should also be provided in the leave request.

If the child is absent from school for no reason, they will be marked "absent without permission" until the school receives a family notification. Parents should therefore notify the school early about the child's absence for ease of monitoring.

Devices, Personal Belongings, Appearance

All the students are provided with a locker to store their personal belongings (students have to provide and use their own locks). Students are not encouraged to bring valuable items such as mobile phones or music players to school unless instructed by a teacher. If they bring these devices to school, they are only allowed to use the devices before 7:40 am and after the last period of the school day. In case the devices are necessary for class activities, teachers will notify students and parents beforehand.

To ensure safety, the school reserves the right to open students' lockers at any time to check for explosives or addictive substances.

Students can wear small jewelry but should not wear valuable jewelry to school. Students should not store money or valuables in the changing rooms, their backpacks, or school bags. The school is not responsible for any situations in which safety is threatened due to students' failure to follow regulations on personal belongings, or any losses of personal belongings or money at school.

If students do not have personal mobile phones, they may use the school's landline phone to contact their parents if necessary.

Nail polish is forbidden at school. Students have to keep their fingernails short and clean. In addition, dyed hair is now allowed at school. Students' hair and attires should always be kept clean and neat.

Securing Personal Belongings and Protecting School Property

The school requires students to be responsible for protecting personal property (school supplies, phone, tablets, etc.) and preserving school property, including decorations, class supplies, and other equipment used for school activities. In case a student damages any school property, their parents are responsible for compensating for objects worth 500,000 VND and above. The school is not responsible for compensating students' personal belongings in case of loss, misplacement, or damage.

Lost and Found Room

The school has a Lost and Found room, where students' misplaced belongings and items found on school premises are kept.

If students misplace their belongings, they can ask the staff of the Student Affairs Office or their homeroom teacher to take them to the Lost and Found room. Students have to describe the misplaced items, and provide information about when and where the items are misplaced. Misplaced items which are not claimed before the 10th of each month will be used for charitable activities.

SCHOOL LIFE

Uniform

General Criteria:

All students are required to wear a school uniform, which is a way to express one's school identity and pride to the surrounding community. Students wear uniforms on school days (from Monday to Friday), during field trips, and in the school's festivals and events. The uniform includes:

- Girls: short-sleeved polo shirt, khaki skirt, summer sports uniform, hat. For the Northern region, the uniform also includes a long-sleeved polo shirt, winter sports uniform and fleece jacket.
- Boys: short-sleeved polo shirt, khaki shorts, summer sports uniform, hat. For the Northern region, the uniform also includes a long-sleeved polo shirt, long khaki pants, winter sports uniform, and fleece jacket.

Students are required to wear black closed-toe and closed-back shoes on every school day. Vinschool hats are also required during PE classes, extracurricular activities and picnics. Each student will prepare a pair of classroom slippers that fit well.

In winter, (Northern) students wear a uniform jacket on top of the uniform shirt, or wear a thermal long-sleeved shirt underneath the uniform shirt. Female students can wear black leggings (no other colors are allowed) underneath their skirt. Male students can wear long uniform pants. During PE lessons, students wear their winter sports uniform. Students do not have to wear the uniform if the weather drops below 15 degrees Celsius (with reference to the Morning Weather Forecast broadcast daily on VTV1). Parents can order the school uniform for their child online at <https://uniform.vinschool.edu.vn/>.



Sports Uniform

Students have to wear their sports uniform and sports shoes when participating in PE activities. Students can wear their sports uniform all day at school if they have a PE class that day. However, they have to change their clothes if they sweat after exercise to maintain hygiene for themselves and those around them. Students have to wear their uniform according to regulations on days without PE class.

Purchasing Uniform

At the beginning of the school year, the school provides uniforms for students at specific locations. The uniforms are provided for Vinsers only. Only standard sizes are available. If necessary, parents can return/ exchange the given uniforms according to the school's return/ exchange policy. During the school year, parents can order additional uniforms online via the website: <https://uniform.vinschool.edu.vn/>

Student ID Card

Each student is issued a student ID card with their portrait and other service cards such as the school bus card (if they sign up for the school bus service). In case a student loses their ID card, they will immediately inform the school for issuance of a new one. Parents will have to pay all the fees related to the issuance of the new card (through bank transfer or cash payment at the Admissions Office).

Pick-Up/Drop-Off Cards

Parents are provided with pick-up/drop-off cards with their child's portraits, which are used for verification when they pick up their child after school.

In case the card is lost, parents will have to pay any fees related to the issuance of a new card (through bank transfer or cash payment at the Admissions Office). The school is not responsible if parents lose the card and fail to notify the school in a timely manner.

Parents are encouraged to use the Vinschool One app when picking up their child, so that relevant staff can verify the portrait of the child on the app. If parents do not use the app, they have to present their pick-up/drop-off card when picking up their child.



Semi-Boarding Services

Meal Fees

Meal fees for each term include lunch and snack fees. Parents should ensure that students have breakfast before going to school.

Lunch

Vinschool provides lunch to all primary students. The menus and lunch schedules are updated weekly on VinschoolOne.



Snack

Students are provided with a snack at the end of the last period in the afternoon (15:10-15:25).

Personal Hygiene

The school encourages students to maintain their oral hygiene after meals. Parents should help their child prepare a small personal hygiene bag consisting of a toothbrush, toothpaste, and a small face towel for use at school.

Lunch Break

Students have 95 minutes for lunch and afternoon break at school. They are provided with mats for afternoon naps. However, they should not sleep directly on the floor or mats; parents should prepare sleeping bags or personal pads for their children to use for naps.

The classrooms of the southern campuses are equipped with one-way air conditioners, while those in the north are equipped with two-way air conditioners. The temperature in the rooms is seasonally temperature-regulated to ensure that they remain warm in the winter and cool in the summer. The classrooms are regularly ventilated by opening windows and doors.

Drinking Water

The school is equipped with water dispensers in all hallways, the cafeteria, and other functional areas. Students should take their personal water bottles for PE lessons, lunchtime, and other lessons. Parents should prepare a durable and renewable bottle with their child's name on it, and a handle to hang the bottle onto the child's desk and to avoid water spillage onto school supplies.

Arriving at School

The school campus is open to student entry from 7:15 to 7:45 am on Monday to Friday. The first period starts at 7:45 am, preceded by the first 15 minutes of homeroom activities. Parents or guardians are asked to comply with traffic regulations outside the school and only drop students off at the designated areas in order to minimize traffic jams.

Departing from School

Classes for primary school students end at 3:30 pm. If students do not take part in events or extracurricular activities held by the school, they must leave the campus before 17:00.

When picking up students, parents/ guardians have to present their pick-up/drop-off cards to the teacher/staff member in charge or use the VinschoolOne app for verification. If parents/guardians forget their cards, they will be asked to present their ID cards/personal identification documents and sign their names at the security booth according to regulations. Students are not allowed to leave with parents/guardians of any other student, unless the school has been notified by and has received authorization documents from the students' parents.

Parents picking up students have to comply with traffic regulations outside the school. Students who are allowed to leave by themselves can leave the school after class. Parents should pick up their children before 5:00 pm. After 5:00 pm, the campus will close (hallways, classrooms, etc.) to ensure school safety.

In case a student arrives at school early or stays later than the time specified above, the school cannot arrange enough personnel on duty at all the locations/areas to ensure their safety. Therefore, parents are responsible for ensuring the safety of students during that time. If students have to go to school early or stay at school after class, they can gather in the school yard or the main lounge to minimize safety risks and to ensure that the security staff can provide timely assistance in unexpected situations.



School Bus Service

The school bus is an optional service provided depending on the school's capacity and parents' requests. The bus service is only guaranteed if parents have paid the bus fees, and the school is able to arrange suitable bus routes for registered students.

The bus pick-up and drop-off service is provided for either "At Home" or "At Designated Points" locations. For "At Designated Points", the list of scheduled pick-up points for each school is announced and updated on vinschool.edu.vn and on the school bus app.

To ensure that the bus service is safe, complies with applicable rules and regulations, and allows students the opportunity to practice independence and discipline, Vinschool requests that parents follow the "Regulations on Use of Bus Service". Please click here for more details: <https://vinschool.edu.vn/en/student-life/bus-service/>.

SCHOOL SAFETY

Child Protection Policy

Vinschool aims to create a positive and safe environment for all Vinsers. Vinschool has an ethical and legal responsibility to prevent and deal with intentional or accidental harm towards children, whether it happens on or outside of the school premises.

For details about Vinschool's child protection policy, click here:

<https://bit.ly/ChinhSachBaovetReem>.

Email: baovehocsinh@vinschool.edu.vn (to notify the school of issues concerning the safety of children)

Anti-Bullying Policy

Vinschool encourages students to report and join hands to prevent school violence/bullying. Vinschool does not accept any form of school violence/bullying.

For details about Vinschool's anti-bullying policy, click here:

<https://bit.ly/QuyDinhChongBatNathocDuong>.



Fire Alarm and Emergency Evacuation

In case of fire emergencies, the fire alarm will be activated. The entire school will be evacuated in a rapid but organized fashion. An emergency evacuation map is available in all rooms and halls, and all teachers, staff, and students are required to have it memorized.

Each year, there are 02 fire drills and 01 lockdown drill for the entire school to practice emergency evacuation. All student violations of fire safety regulations or initiating false fire alarms (when there is no actual fire) are not tolerated by the school.

Detailed emergency evacuation procedures can be accessed here: https://bit.ly/xu_ly_su_co

Severe Weather Protocols

In the event of severe weather, including rainstorms and flooding, the policy of the Vinschool Education System is to follow instructions given by the relevant national, regional and local authorities within Vietnam.

If severe weather occurs, parents should refer to the following procedures:

- Please pay attention to media announcements made by national, regional and local authorities within Vietnam.
- If authorities announce the closure of schools after the start of school day, parents will be contacted and the schools will make every effort to ensure the safety of students already in school, or on their way to school, until such times as they can safely leave the site. Parents should not place themselves in danger by trying to collect their children during severe weather conditions.
- Parents are advised to use their discretion in deciding whether to send their children to school at the time of severe weather. Parents should keep their children at home if they consider that severe local weather conditions and related road, traffic or transport conditions represent a risk to the safety of their child. In such circumstances, allowance will be given to the affected students for lateness or absence from school on the day when severe weather or flooding occurs.

Security Control Upon Campus Entry/Exit

The purpose of school entry and exit control is to ensure safety for students and school staff as well as to protect school property.

All parents/guests visiting the school need to have prior appointments. At the school gates, the security staff will check the appointment, hold the parent's or guest's ID card/driver's license or other personal identification documents, and issue a visitor's card to the parent/guest.

The school requires guests to comply with the "Vinschool Code of Conduct for Visitors". Please click here for details: <https://bit.ly/QuyTacungxuVinschool>



Reception and Delivery of Items from Parents to Students

Parents can send items to students at the security booth. The school only accepts and delivers personal belongings (blankets, pillows, carpets, sleeping bags, clothes, shoes, water bottles, etc.) and school supplies. Do not send expensive items such as money, jewelry, tablets, smartphones and banned substances according to governmental regulations.

The school reserves the right to refuse to deliver items if the sender fails to prove their identity or relationship to the recipient, or provide authorization or documentation of guardianship of the student.

For the school to ensure food safety and hygiene, the school requires parents not to bring food/beverages to school to organize birthday parties/celebrations for students.

Food/beverages prepared by parents for students need to be approved by the Principal for an appropriate reason (such as a diet or nutrition requirements due to medical history, etc.). Additionally, food/ beverages must be in their original packing with labels and expiry dates. For homemade food, parents must commit to taking full responsibility if anything happens to the students.

SCHOOL HEALTH

Nurse's Office

Students' health is fundamental to academic success. Vinschool has a Nurse's Office and a full-time medical staff to give first aid to students and to deal with all the medical-related cases at school. To ensure the provision of health care services to our students, parents are asked to notify the school in writing, along with medical records (if applicable), if their child has any health problems, allergies, epilepsy, or special needs, which enables teachers and staff to pay special attention and provide timely support to the child. Parents should discuss and update regularly with the medical staff about their child's health problems, including immunization history, allergies, and pre-existing or new illnesses.

If students feel unwell, they will be taken to the Nurse's Office for examination and treatment. If they are too sick to study, the school will contact their parents for pickup. In case a student has an accident or an unexpected serious illness while at school, the school will take him/her to the nearest medical center. The school staff will accompany him/her and wait until his/her parents arrive.

Commitment to Providing Information on Students' Health

In "Medical records", parents will commit to providing full and accurate details about their child's personal and health information as well as their contact information. Parents will also notify the school of any changes in the previously provided information. Inadequate information or failure to promptly update new changes regarding the child's health status may result in the school's admission refusal or discontinuing the student's enrollment (if the situation is beyond the school's control).

Periodic Health Check

Vinsers receive an annual comprehensive health check by doctors from Vinmec International Hospital (or other hospitals in cities/provinces where there is no Vinmec hospital), assessed on criteria from the inter-ministerial health examination guide from the Ministry of Health and Ministry of Education and Training.

Student Health Insurance

To ensure students' safety in and outside of class, and comply with the regulations of the Ministry of Education and Training, the school will purchase and issue mandatory medical insurance cards for students on behalf of their parents. Parents will pay the mandatory insurance fees along with the tuition fees before the beginning of the school year.

Accidents, Illnesses, and Medical Emergencies

MILD cases	Including headache, cough, fever below 39 degrees Celsius, simple wounds, nosebleeds, and other injuries and illnesses which do not cause serious consequences to the patient's health.
SERIOUS cases	Including (but not limited to) high-grade fever over 39 degrees Celsius, breathing difficulty, severe bleeding, limited mobility but still conscious, second- or third-degree burn, choking but still able to breathe, poisoning, allergies without irritation, dyspnea, cyanosis, etc.
SEVERE cases	Including (but not limited to) heart disease, recurrent asthma leading to dyspnea, fourth- or fifth-degree burn, artery rupture, choking with cyanosis, dyspnea, cardiac arrest, unconsciousness after drowning, and apnea, etc.

For mild cases: The homeroom teacher informs parents of the situation by telephone. The school nurse tells parents about the child's conditions and the medical treatment that has been provided, and asks if parents want their child to be picked up or remain at school.

Medical emergencies for serious and severe cases: In case severe accidents or illnesses happen at school, the school will attempt to contact the students' parents by any means necessary. Parents are requested to keep the school updated on any changes in their home/company phone number or emergency contact number.

The school will take the student to the nearest hospital that can provide emergency care unless parents specify another hospital or medical facility. The school nurses will accompany the student to the hospital/medical facility and stay with them until their parents arrive.

Commitment to Emergency Response

Parents authorize the school (in cases reasonably believed by the school as emergencies) to seek medical advice and treatment for their child and agree to pay and/or reimburse the school for the costs of medical advice and treatment for their child.

Infectious Diseases

Students with infectious diseases must stay at home and present the school with a health certificate confirming that they have completely recovered and won't cause any infection to others when they return to school.

If a student has a cold, the flu, or other common but infectious diseases, parents can request for the student to stay at home to prevent spreading the infection to other students.

Students experiencing vomiting or diarrhea must stay and rest at home for 48 hours after their last bout of sickness. If students' body temperature is higher than 37.5 degrees Celsius, students must rest at home for at least 24 hours.

Common infectious diseases:

- | | | |
|-----------------------------|----------------------------------|-----------------------|
| 1. Chickenpox | 5. Infectious hepatitis | 9. Scabies, head lice |
| 2. German measles (Rubella) | 6. Pinkeye | 10. Covid-19 |
| 3. Measles | 7. Hand, foot, and mouth disease | 11. Others |
| 4. Mumps | 8. Impetigo | |

Registration for Administration of Medication at School

To ensure safe, effective drug use and avoid drug poisoning as well as the negative effects of drug misuse, parents should be mindful of the rules on the administration of medication and child healthcare at school as follows:

1. The medications administered to children at school must be prescribed by doctors. The school refuses to administer non-prescribed medications or medications without labels, expiration date, or place of manufacture. Parents commit to waiving the school's responsibility in case problems arise from administering such medicine at school.
2. The school does not accept antibiotics, supplements and functional foods (unless prescribed by a doctor).
3. For medications not requiring a doctor's prescription, the school only accepts medicine syrups, saline nasal drops, and oresol (oral rehydration solutions). When the child shows signs of an infectious disease/high-grade fever (>37.50 degrees Celsius) or develops severe symptoms, parents are recommended to seek professional medical advice, keep the child home, and inform the school of their conditions.
4. Parents who wish to have medication administered to their child during the school day will register on VinschoolOne and deliver the medication directly to the Nurse's office. If the student takes the school bus, parents can register on VinschoolOne and give it to the bus monitor to forward to the school's nurse.



No Smoking at School

Vinschool is a smoke-free school. The school expects that no students, parents, guests, teachers, and staff smoke, even e-cigarettes, on school premises at any time.

Exemption of Liability During Physical Activities and Field Trips

The school always strives to ensure the overall safety of its students as well as proper care, careful monitoring and close supervision during various programs, events, field trips, travels and physical activities (hereinafter referred to as activities) organized or sponsored by the school.

Parents have the right to refuse to allow their children participate in the above activities if they feel that their children are unwell or said activities are unsafe. Parents acknowledge the risks these activities may bring and accept to take responsibility for risks and injuries of any kind. Parents agree to grant relevant authority to the school, exempt the school from liability, and not to sue the school as well as its teachers and staff for any such activities.

Parents are responsible for informing the school about their children's existing medical conditions, and reminding the children to strictly abide by the code of conduct and regulations set forth by the activity supervisor or the school rules.



NUTRITION AT SCHOOL

The menus for Vinsers are created by the school's chefs from a catalog of nutritious menus and dishes. The school has standards for the kitchens and their operations to ensure that the school's food is always delicious, nutritious, and safe.

Acknowledging the importance of school nutrition, Vinschool's PE program has a "Healthy Living" component focusing on contents such as choosing healthy foods, diets, and physical development, etc. to help students lead a healthy lifestyle. From this, students can also start forming appropriate future habits and attitudes towards health and nutrition.

In particular, Vinschool provides Vinsers with milk in every meal to ensure they obtain enough calcium and micronutrients for height growth. The students' nutritional status is assessed at least once a year and classified according to the standards of the World Health Organization and the National Institute of Nutrition.

Parents will be notified about their child's nutritional status after every periodic health check, who can then work with the school to improve their child's nutrition and health.

COMMUNICATION BETWEEN SCHOOL AND PARENTS

Contact Information

Vinschool believes that regular communication between parents and the school is vital to ensure the best learning experiences for children. Therefore, the school requests detailed updates on the family's home address, email, and phone number, as well as emergency contact information. The school will verify such information at the beginning of the school year. However, if there are any changes to the information, it is recommended that parents notify the school immediately.

Guardians

If parents are not physically present within the locality for 24 (twenty-four) hours or more during their child's school days, parents need to notify the school in writing and provide:

- Phone numbers, including temporary phone numbers, of both the student's father and mother at their work/travel destination/temporary residence
- Phone number of the child's guardian during the period of the parents' absence.

The guardian will execute all necessary parental responsibilities related to the education, health and welfare of the student. The guardian must be authorized to sign all papers and documents and make decisions on behalf of the parents. The school expects that all student-related notices sent by the school to the guardian will be delivered or communicated to parents in a timely manner.

VinschoolOne E-Portal

For parents to stay connected with teachers in a convenient way, and at the same time get updated information about their child, the school has created VinschoolOne, a web portal for parents. Relevant information such as general school announcements, class activities, daily learning reports (if any), and weekly comments of the homeroom teacher will be sent to parents through the app.

Apart from the web portal accessible through web browsers, parents can register to use the portal's mobile app to receive quick updates.

Website

The school website is the school's official information portal, where parents can find general information about the school, facilities, teachers, curricula, etc.

Parents can check students' timetable and event schedule on the school website to help students prepare for their classes. They can also find information about the students' weekly menu on the school website.

Facebook

Vinschool's Facebook page is where the school shares images and videos of Vinsers or honors those with excellent results in prestigious competitions at home and abroad.

The school takes photos of or records Vinsers' events, and reserves the right to use the images for purposes related to its activities and promotional programs.

Parents are encouraged to reach out to the School Board if they have any comments, questions, or concerns, and are asked to refrain from posting on social media without complete and accurate information.

Parent-Teacher Conference

The school organizes periodic conferences between parents, homeroom teachers, and subject teachers. The conference schedule is noted on the school calendar.

Parents may request an appointment with teachers, the vice principal, or principal at any time by scheduling in advance with the school via Vinschool Admissions & Customer Care Office.

At Vinschool, parent-teacher conferences can be conducted under various formats: whole-school conference, homeroom class conference, one-on-one parent-teacher conference, or student-led conference.

Gifts

The greatest gift to Vinschool teachers and staff is the growth and development of students. On holidays and Lunar New Year, Vinschool teachers and staff are forbidden from accepting money or gifts from parents under any circumstance, except for cards and souvenirs made by students or flowers from parents.

Questions, Concerns, or Complaints

For more information, parents should first contact the homeroom teacher or subject teacher of their child. If further inquiry is still needed, parents can contact the managing vice principal or the principal of the school. The school board will strive to address any and all parental concerns.

Parents can send a message to the school's principal via the email address:

hieutruong@vinschool.edu.vn.



Support Channels

1. Customer Care Department:

• Vinschool Times City Primary School	:	18006511 - Ext 210
• Vinschool Gardenia Primary School	:	18006511 - Ext 216
• Vinschool The Harmony Primary School	:	18006511 - Ext 211
• Vinschool Green Bay Primary School	:	18006511 - Ext 217
• Vinschool Metropolis Primary School	:	18006511 - Ext 214
• Vinschool Thang Long Primary School	:	18006511 - Ext 118
• Vinschool Ocean Park Primary School	:	18006511 - Ext 212
• Vinschool Smart City Primary School	:	18006511 - Ext 215
• Vinschool Imperia Hai Phong Primary School	:	18006511 - Ext 213
• Vinschool Star City Primary School	:	18006511 - Ext 236
• Vinschool Central Park Primary School	:	18006511 - Ext 219
• Vinschool Golden River Primary School	:	18006511 - Ext 218
• Vinschool Grand Park Primary School	:	18006511 - Ext 221

2. Admissions Department

- Vinschool Admissions Department in the North: 18006511 (Select language and press 1)
- Vinschool Admissions Department in the South: 18006511 (Select language and press 2)

3. Accounting Department (for financial and tuition fee support)

• Vinschool Times City T35, T36 Primary School	:	18006511 - Ext 314
• Vinschool Gardenia Primary School	:	18006511 - Ext 311
• Vinschool The Harmony Primary School	:	18006511 - Ext 313
• Vinschool Green Bay Primary School	:	18006511 - Ext 313
• Vinschool Thang Long Primary School	:	18006511 - Ext 313
• Vinschool Metropolis Primary School	:	18006511 - Ext 314
• Vinschool Ocean Park Primary School	:	18006511 - Ext 311
• Vinschool Smart City Primary School	:	18006511 - Ext 311
• Vinschool Imperia Hai Phong Primary School	:	18006511 - Ext 315
• Vinschool Star City Primary School	:	18006511 - Ext 315
• Vinschool Central Park Primary School	:	18006511 - Ext 318
• Vinschool Golden River Primary School	:	18006511 - Ext 318
• Vinschool Grand Park Primary School	:	18006511 - Ext 318

4. . Email for reporting child safety related issues

Email: baovehocsinh@vinschool.edu.vn

5. Email

In Hanoi:

Notifications from Vinschool: info@vinschool.edu.vn

Admission notifications and Q&As: tuyensinh@vinschool.edu.vn

School Board's email to receive parents' questions and concerns: hieutruong@vinschool.edu.vn (these emails will be forwarded to the School Board).

In Ho Chi Minh city:

Notifications from Vinschool: info.hcm.tieuhoc@vinschool.edu.vn

Admission notifications and Q&As: tuyensinh.hcm@vinschool.edu.vn

School Board's email to receive parents' questions and concerns: hieutruong.hcm@vinschool.edu.vn (these emails will be forwarded to the School Board).

6. Vinschool's website: <https://vinschool.edu.vn/>

7. Vinschool Education System's Facebook page: <https://www.facebook.com/vinschool.vn>

8. Vinschool Executive Principal Hotline: 096 437 3935

