

PARENT HANDBOOK

VINSCHOOL PRIMARY SCHOOL
2024 - 2025 ACADEMIC YEAR



Dear Parents,

We are pleased to present you with this Parent Handbook, which contains important information about Vinschool's activities for the 2024-2025 academic year.

This handbook provides a detailed overview of the Vinschool Education System, including our Curriculum, Assessment Methods, Policies, Services, and the Communication Channels available. We trust that this resource will assist you in supporting your child throughout their educational journey.

Should you have any questions or concerns, please do not hesitate to contact your child's homeroom teacher. If additional support is required, you may reach the School Board via email at hieutruong@vinschool.edu.vn for the Northern Region or info.hcm.tieuhoc@vinschool.edu.vn for the Southern Region. Alternatively, you may arrange a meeting with the School Board through the Customer Care Office.

Best regards,

VINSCHOOL PRIMARY SCHOOL BOARD OF MANAGEMENT



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I. 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 upholds the five core values of Inquisitiveness - Proactiveness - Integrity - Creativity - Respect, which are integrated into daily activities for teachers, staff, and students at Vinschool.

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.

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 these 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 to reach their goals.

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.

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.

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.

VINSCHOOL National Identity
EXCELLENCE

VINSERS INTEGRITY
Creativity **LEADERSHIP**

RESILIENCE Global Citizenship
Respect INQUISITIVENESS
PROACTIVENESS

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

Being guided by Vinschool's 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 dedicated to guiding and supporting students in developing their knowledge, maturing in character, and living a responsible life.

As the child's first and lifelong teachers, parents' ongoing support and collaboration play a crucial role in their academic success. Vinschool values and encourages parents' involvement in all aspects of your child's learning, exploration, and development.



II. GENERAL INFORMATION

SCHOOL YEAR CALENDAR

Vinschool's academic year calendar 2024-2025 is divided into 02 terms:

- Term 1: August 15 – December 22. Students have a semester break from December 23-31, 2024
- Term 2: January 2 – May 30, 2025

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.

THỜI GIAN BIỂU

A typical school day at Vinschool Primary School includes 08 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 and have Saturday and Sunday off (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). A typical timetable for the day is shown in the table below. A detailed timetable will be communicated to parents by the homeroom teacher of your child's class.

MONDAY – FRIDAY				
	TIME		SHIFT 1	SHIFT 2
MORNING	07.45 – 08.00	15'	Homeroom Period	Homeroom Period
	08.00 – 08.35	35'	Period 1	Period 1
	08.40 – 09.15	35'	Period2	Period 2
	09.15 – 09.30	15'	Break	Break
	09.30 – 10.05	35'	Period 3	Period 3
	10.10 – 10.45	35'	Period 4	Period 4
NOON	10.50 – 11.25	35'	Lunch time	Period 5
	11.25 – 12.00	35'		Lunch time
	12.00 – 12.25	25'	Lunch break	
	12.25 – 13.00	35'		Period 5
AFTERNOON	13.05 – 13.40	35'	Period 6	Period 6
	13.40 – 13.55	15'	Break	Break
	13.55 – 14.30	35'	Period 7	Period 7
	14.35 – 15.10	35'	Period 8	Period 8
	15.10 – 15.25	15'	Afternoon snack	
	15.30		Students move to bus pick-up points	
	15.45		Parents pick up students from their 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/>

The school will provide detailed information about the monthly event plans in the Newsletter specific to each campus, ensuring that parents are kept informed.



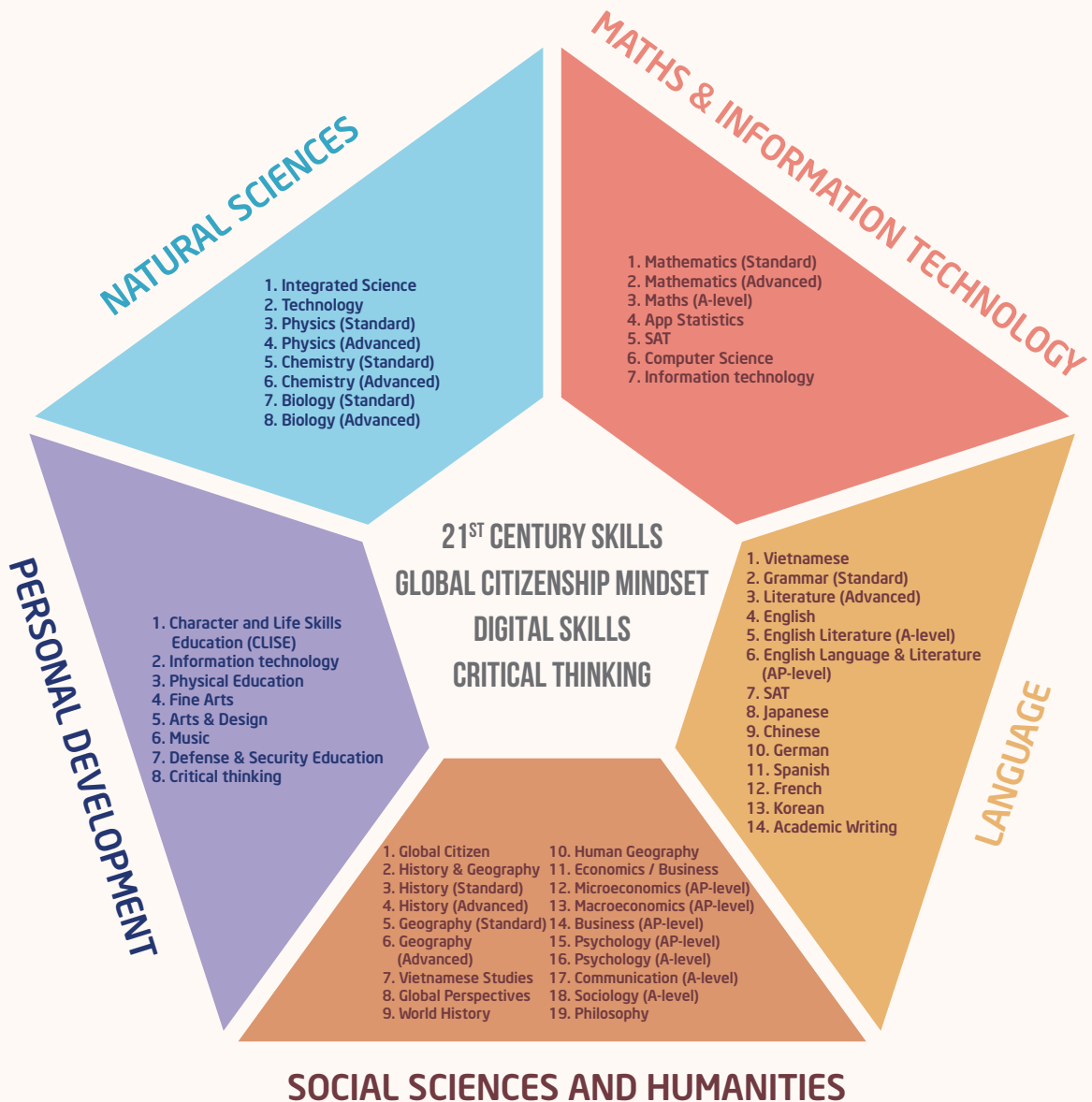
III. VINSCHOOL CURRICULUM MODEL

GENERAL OVERVIEW OF VINSCHOOL'S ACADEMIC PROGRAMS

Vinschool's curriculum is aimed at providing students with necessary competencies to become global citizens of the 21st century, who have a Global citizen mindset, bravery, as well as a readiness to live a happy and successful life, and to contribute their wisdom and talent to the community in a volatile world.

Vinschool categorizes subjects into 6 domains: Languages, Social Sciences, Mathematics, Arts, Natural Sciences & ICT, and Personal Education. Each subject meets the requirements of the Ministry of Education and Training (MOET) and the outcome standards of prestigious international programs. Vinschool's students, therefore, have the opportunities to develop subject-specific competencies and be equipped with interdisciplinary competencies such as 21st century skills, global citizen thinking skills, digital skills, and critical thinking skills. The subjects are taught in a student-centered approach, focusing on differentiating teaching and personalizing learning, improving students' self-study and self-research ability, and creativity.

Curriculum Model



Vinschool's Curriculum

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

CURRICULUM OVERVIEW OF GRADES 1-5				
Domain	Subject	Skills	Curriculum Description	
			Standard Program	Advanced program
Languages	Vietnamese Language / Literature	21 st century skills	Vietnamese Ministry of Education and Training (MOET)'s curriculum, supplemented with capacities following international standards	
	ESL		Cambridge Assessment International Education (CAIE)'s ESL program	CAIE's ESL curriculum taught by Cambridge teachers
	Reading		Students read books by topics at the school's library under teachers'	
Social Sciences & Humanities	Natural & Social Sciences / History – Geography		MOET's program	
	Vietnamese Studies		Program designed specifically for Vinsers according to international standards	
	Global Perspectives			CAIE's Global Perspectives
	Global Citizenship Education (GCED)		GCED (designed specifically for Vinsers according to international standards)	
Science	Natural Sciences		CAIE's Coordinated Sciences (Vietnamese edition)	CAIE Science program taught by Cambridge teachers
Mathematics & IT	Mathematics		CAIE's Mathematics (Vietnamese edition)	CAIE's Mathematics taught by Cambridge teachers
	IT		CAIE's IT & Computer Science (Vietnamese edition)	CAIE's IT and Computer Science taught by Cambridge teacher <i>*The program is applied from Grade 2. *Grade 1: Standard ICT program</i>
Personal Development	Art		Vinschool's Fine Arts curriculum	
	Music		Vinschool's Music curriculum	
	Physical Education (PE)		Vinschool's PE curriculum	
	Homeroom session		CLISE (designed specially for Vinsers according to international standards)	
	Guided Study		Teachers reinforce students' knowledge or facilitate the implementation of projects.	

Black: programs taught in Vietnamese | Blue: programs taught in English

IV. ASSESSMENTS & FEEDBACK

GENERAL PRINCIPLES

At Vinschool, we believe that every student is special and unique. Education is an ongoing process, with each student possessing different learning capacities. As such, it is essential to continuously assess students' progress throughout their educational journey.

Regular assessments and feedback are crucial for helping students achieve the program's learning goals. These assessments offer valuable insights into students' progress and performance, enabling both teachers and students to create effective strategies for enhancing understanding and achieving success.



OVERVIEW

Assessment activities at Vinschool are organized according to the following principles:

- At Vinschool, our assessment activities adhere to the Ministry of Education and Training (MoET)'s requirements for the number of grades for each subject.
- Assessment activities at Vinschool are designed around an outcomes-based evaluation framework, specifically:
 - Summative assessments are rigorously aligned with the curriculum's learning outcomes or standards, featuring a clear scope and specification.
 - Formative assessments are conducted for each lesson to support teaching objectives without imposing undue stress on teachers or students. These assessments foster a positive, proactive and student-centered learning environment.
- Assessments are executed with a focus on professionalism, objectivity, transparency, and fairness.
- The preparation and implementation of assessments are conducted with strict confidentiality to ensure secure testing practices.
- Results from both summative and formative assessment activities are communicated comprehensively and promptly to students and parents, and analyzed and compared to inform adjustments in teaching and learning activities.
- Both summative and formative assessments are tailored to meet the specific needs and approaches of each subject.

For the Advanced program, students will undergo Cambridge Primary Progression Tests twice annually, with grading conducted by the school's teachers. Fifth-grade students will take the Cambridge Primary Checkpoint, which is evaluated by Cambridge. This assessment provides students with insights into their academic performance, offering comprehensive feedback on their strengths and areas for improvement in each subject. Each student will receive a performance feedback report and a detailed academic report.

ACADEMIC REPORTS

Vinschool keeps track of student progress through four academic performance reports each academic year, at the middle and end of each term. These reports are updated regularly on VinschoolOne.

GRADING SCALE

The subjects within Vinschool's curriculum are graded on different scales, which are then converted (if necessary) to a 1-10 scale or Pass/Fail grade according to the regulations of the Ministry of Education and Training.

REGULATIONS ON STUDENT TRANSITION

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:

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

V. 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 AND EXPERIENTIAL ACTIVITIES

As part of the Education Outside The Classroom (EOTC) program, the school regularly organizes field trips and experiential activities 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 community service activities;
- Access to multi-dimensional perspectives for evaluation and reflection;
- Make a difference in the community.



VI. PROACTIVE LEARNING

READING CULTURE

Reading is the signature culture that the entire Vinschool Education System has fostered 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.

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.

VII. SCHOOL REGULATIONS

GENERAL REGULATIONS

I. For students

- 1 Attend school regularly and punctually.
- 2 Comply with the school's uniform guidelines.
- 3 Complete assignments and bring necessary school supplies, including a laptop when required by teachers.
- 4 Listen attentively when others are speaking and use an appropriate volume in verbal communication.
- 5 Actively contribute ideas and participate in learning activities.
- 6 Demonstrate responsibility and integrity during tests and exams.
- 7 Maintain personal hygiene, dispose of trash properly, keep seat and personal locker clean.
- 8 Take care of school property and use class and school resources responsibly.
- 9 Be polite in actions and words; showing respect to others.
- 10 Observe queuing etiquette and take turns in group activities or crowded places.



II. For parents

- 1 Remind students to comply with school regulations
- 2 Wear a visitor's card on school premises or present the pick-up/drop-off card (or VinschoolOne app) when picking up students. Dress appropriately and maintain courteous behavior and conversation with teachers, school staff, and other parents.
- 3 Do not take photos or record videos without the approval of the School Board, particularly in:
 - School areas where filming/photography is forbidden
 - Instances involving other students, teachers, or staff without their consent.
- 4 Smoking is not allowed on school premises. 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 the relevant teachers/staff.
- 6 Collaborate with teachers and the school in educational activities for students.
- 7 If there are questions or concerns regarding the education and care of students, please contact the homeroom teacher or the School Board directly for support.
- 8 Do not spread inaccurate and unverified information about the school, teachers, staff, and students.
- 9 Avoid actions that could negatively impact the mental and physical well-being and reputation of teachers, school staff, and students.
- 10 Do not engage in any activities that violate the law or harm the school's reputation, image, or brand.
- 11 Vinschool values the strong relationship between the school and parents. While kind gestures such as inviting Vinschool staff/teachers to events like picnics, year-end celebrations, or birthday parties, etc. are highly appreciated, Vinschool staff and teachers, in line with international best practices, are not encouraged to take part in these activities. Vinschool staff and teachers continually strive to deliver the highest quality and care for their students, and in order to meet the highest professional standards, teachers kindly request parents' understanding if they must decline such invitations.
- 12 Ensure timely payment of fees in accordance with school regulations.

If any of the aforementioned regulations are not followed by a parent and/or student, the school reserves the right to discontinue educational and academic services for the relevant student. By enrolling their child at Vinschool Primary School, parents agree to comply with the school's regulations.

EQUAL OPPORTUNITY AND DIVERSITY IN RECRUITMENT OF EXPATRIATE TEACHERS

Vinschool is committed to upholding Ethical Standards through its Equal Employment Opportunities Policy, ensuring a non-discriminatory approach in teacher recruitment. Employment decisions are based solely on qualifications, skills, performance, work experience, and the ability to meet Cambridge Teacher Standards.

Those who teach the International program at Vinschool all have a Bachelor's degree or higher in pedagogy, 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 be up to date with educational trends and new teaching methods.

Vinschool encourages parents and students to actively contribute to fostering a progressive, equitable, and diverse learning environment, ensuring that discrimination does not hinder equality and inclusion.

REGULATIONS ON ONLINE TEACHING AND LEARNING

In the event of a temporary school closure or disruption of school activities due to force majeure events (events that are unpredictable and irreparable despite all necessary measures being taken), including but not limited to natural disasters or pandemics - the school reserves the right to transition from face-to-face learning to online instruction to ensure the safety of all stakeholders.

To support effective learning, parents are encouraged to collaborate with teachers by guiding and reminding their children to review lesson materials and complete assigned tasks prior to online classes. Both parents and students should familiarize themselves with and adhere to Vinschool's Online Classroom Regulations (<https://bit.ly/onlclasregulations>) to ensure compliance with Vinschool's Child Protection standards and safeguard students' privacy.





COMMITMENT ON INTERNET ACCESS

- Students have to conform to the school's regulation on Internet use or connection.
- 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 all 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://vinschool.edu.vn/en/student-life/safeguarding/e-safety-policy/>

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.

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 face disciplinary actions for violating school regulations. Depending on the severity of the violation, disciplinary measures may include a warning, reflective writing, discussions with teachers, formal reprimands, deduction of conduct points, or other measures as agreed upon by the school and parents.

LATE ARRIVAL/EARLY DISMISSAL

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 must notify the homeroom teacher via mobile phone, VinschoolOne, or email before 7:40 am, providing a valid reason and details of the child's health condition in the leave request.

If the child is absent from school for no reason, they will be marked as "absent without permission" until the school receives a notification from the family. Parents are encouraged to inform the school promptly of any absences to ensure proper monitoring.

DEVICES, PERSONAL BELONGINGS, AND APPEARANCE

Each student is assigned a locker to store their personal belongings. Bringing valuable items such as mobile phones or music players to school is discouraged unless instructed by a teacher. If students bring these devices, they may only use them before 7:40 am and after the last period of the school day. Should these devices be necessary for class activities, teachers will notify both students and parents in advance.

For safety purposes, the school reserves the right to open students' lockers at any time to check for prohibited items, such as explosives or addictive substances.

Students may wear small jewelry but are advised against wearing valuable pieces to school. Money or valuables should not be stored in changing rooms, backpacks, or school bags. The school assumes no responsibility for any loss of personal belongings or money, or for safety issues arising from failure to adhere to these regulations.

In the absence of a personal mobile phone, students may use the school's landline to contact their parents if needed.

Nail polish is not permitted, and students are required to keep their fingernails short and clean. Dyed hair is not allowed, and students must ensure their hair and attire remain clean and neat at all times.

SECURING PERSONAL BELONGINGS AND PROTECTING SCHOOL PROPERTY

Students are expected to take responsibility for safeguarding their personal belongings (e.g., school supplies, phones, tablets) and for maintaining school property, including decorations, classroom materials, and equipment used in school activities. If a student damages school property, their parents will be held liable for compensation for items valued at 500,000 VND or more. The school is not responsible for any loss, misplacement, or damage to students' personal belongings.

LOST AND FOUND ROOM

The school maintains a Lost and Found room, where students' misplaced belongings and items found on campus are stored.

If students misplace any items, they can contact the staff at the Student Affairs Office or their homeroom teacher for assistance in visiting the Lost and Found room. Students must provide a description of the lost item, along with details of when and where it was misplaced. Any unclaimed items by the 10th of each month will be donated to charitable causes.

VIII. 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, and 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-heel shoes as part of the daily uniform. Additionally, a Vinschool hat must be worn during outdoor PE classes, extracurricular activities and field trips.

In winter, (Northern) students may wear a uniform jacket over their uniform shirt, or a thermal long-sleeved shirt underneath. Female students are allowed to wear black leggings (no other colors are permitted) under their skirts, while male students may wear long uniform pants. During PE lessons, students are required to wear their winter sports uniform. When the temperature drops below 15 degrees Celsius (as per the daily Morning Weather Forecast on VTV1), wearing the uniform is not mandatory.

PE Uniform

Students are required to wear their sports uniform and sports shoes for PE activities. On days when they have PE, students may wear their sports uniform throughout the day. However, they must change clothes after exercising if they sweat to maintain personal hygiene and consideration for others. On non-PE days, students must wear the standard uniform as per the school's regulations.

Uniform Purchase

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 uniform according to the school's return/ exchange policy. During the school year, parents can purchase additional uniforms by placing an order online via the website: <https://uniform.vinschool.edu.vn/> or following the school's notifications.

Student ID Card

Each student is issued one Student ID card with a photo for identification, two Pick-Up/Drop-Off cards, and additional functional cards such as a school bus card (if registered for the service). For safety reasons, parents must carry the issued Pick-Up/Drop-Off cards when entering or leaving the school. In case of loss, parents will need to pay for a replacement card (either by bank transfer or in person at the Admissions Office) to obtain a new one.

PICK-UP/DROP-OFF CARDS

Parents are issued Pick-Up/Drop-Off cards with their child's portrait, which must be presented for verification when collecting their child from school.

If a card is lost, parents are responsible for any fees associated with issuing a replacement card (payable via bank transfer or cash at the Admissions Office). The school is not liable for any issues arising from lost cards if parents do not promptly inform the school.

For pick-ups, parents are encouraged to use the VinschoolOne app for staff to verify their child's identity using the portrait. If the app is not used, parents must present the Pick-Up/Drop-Off card for verification.

Self-dismissal Card for Primary Students

In addition to the Pick-Up and Drop-Off Card, primary students at Vinschool also receive a Self-Dismissal Card (for students who are registered to return home independently). Parents must register with the homeroom teacher to obtain this card (which is valid for the current school year only).

SEMI-BOARDING SERVICES

Meal fees

Meal fees are billed on a term basis and cover lunch and snacks, excluding breakfast. Parents are responsible for ensuring that students have breakfast before coming to school.

Lunch

Vinschool provides lunch for all primary students. Menus and lunch schedules are updated weekly on VinschoolOne.

Students are encouraged to develop independence and practice good hygiene and eating etiquette during mealtimes. Semi-boarding staff are responsible for taking care of and supporting students in trying various foods, finishing their portions, and providing nutrition education.

Snacks

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

Personal hygiene

Students are encouraged to maintain proper oral hygiene after meals. Parents should provide their child with a personal hygiene kit, including a toothbrush, toothpaste, and a small face towel, for use at school.

Lunch break

Students have a 95-minute lunch and afternoon break at school, during which they are provided with mats for afternoon naps. Parents should prepare sleeping bags or thin blankets and small pillows for their children to use during nap time.

Classrooms in the Southern campuses are equipped with one-way air conditioners, while those in the Northern campuses have two-way air conditioners. Room temperatures are regulated seasonally to ensure comfort, remaining warm in the winter and cool in the summer. Additionally, 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.

ARRIVAL

The school campus is open for student entry from 7:15 to 7:45 AM, Monday through Friday. The first period, which features homeroom activities, begins at 7:45 AM and lasts for 15 minutes. Parents and guardians are requested to adhere to traffic regulations outside the school and drop off students only in designated areas to help minimize traffic congestion.

If students arrive before 7:30 AM, they should wait in designated areas such as the playground, library, or schoolyard, as specified by the school. Access to classrooms is restricted during this time to ensure safety and allow staff to address any issues promptly. After 7:30 AM, students may proceed to their classrooms as usual.

DISMISSAL

Primary students are dismissed at 3:25 pm. If students are not participating in school events or extracurricular activities after this time, they need to leave the school by 5:00 pm at the latest. When picking up students, all parents must present their pick-up/drop-off cards to the teacher or staff member in charge or use the VinschoolOne app, which should include their photo and the most recent student information (for the 2024-2025 school year) for verification.

If a student is picked up by an authorized person:

- The authorized person must be over 16 years old.
- Details of the authorized person must be updated with the homeroom teacher.
- All authorized individuals must present a pick-up/drop-off card to the supervising teacher or staff member. Alternatively, they can use the VinschoolOne app, which should show the most recent student information (for the 2024-2025 school year) for verification.
- If the authorized person does not have the pick-up/drop-off card or the VinschoolOne app, they must show a valid ID card for identity verification. The supervising teacher or staff member will verify the information with the student. If the authorized person does not have their ID, parents will be contacted to provide verification information.

If parents ask someone else (not on the authorized list) to pick up their child:

Parents must notify the homeroom teacher in advance, providing the name and ID number of the person picking up the child. The homeroom teacher will contact the parent to verify the information before allowing the student to be picked up.

All students who are leaving on their own must have a Self-Dismissal Card. Parents need to register their child for self-dismissal on the VinschoolOne app or follow the instructions provided by the homeroom teacher.

Parents picking up students must adhere to traffic regulations outside the school. Students authorized to leave on their own may do so after class. Parents are expected to pick up their children by 5:00 pm. After 5:00 pm, the campus facilities (including hallways, classrooms, etc.), will be closed to ensure the safety of all individuals.

If a student arrives at school early or stays later than the specified times, the school may not have sufficient staff available to ensure their safety across all areas. Therefore, parents are responsible for the safety of their children during these times. Students who remain at school after class should gather in the school yard or the main lounge to minimize safety risks and ensure that security staff can provide prompt assistance in case of emergencies.

PLAYGROUND RULES

Vinschool's playground is open from 7:15 am to 5:00 pm every day.

Both students and adults must adhere to the rules posted on the instruction board at the playground. During class time, students may use the playground only with the teacher's permission and supervision.

SCHOOL BUS SERVICE

The school bus service is optional and is available based on the school's capacity and parents' requests. The service is guaranteed only if parents have paid the bus fees and if the school can arrange appropriate bus routes for registered students.

The bus service offers pick-up and drop-off at either "At Home" or "At Designated Points". The list of scheduled pick-up points for each school is available on vinschool.edu.vn and the school bus app.

To ensure the safety and compliance of the bus service, and to promote student independence and discipline, Vinschool requests that parents adhere to the "Regulations on Use of Bus Service." For more details, please visit: <https://vinschool.edu.vn/en/student-life/bus-service/>.

IX. SCHOOL SAFETY

CHILD PROTECTION POLICY

Vinschool is committed to creating a positive and safe environment for all students. We have an ethical and legal obligation to prevent and address any intentional or accidental harm to children, whether it occurs on or off school premises.

For detailed information on Vinschool's Child Protection Policy, please visit:

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

To report any concerns regarding child safety, please email: baovehocsinh@vinschool.edu.vn.

ANTI-BULLYING POLICY

Vinschool promotes a culture of respect and cooperation among students to prevent and address school violence and bullying. Any form of school violence or bullying is unacceptable.

For more information on Vinschool's Anti-Bullying Policy, please visit:

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

FIRE ALARM AND EMERGENCY EVACUATION

In the event of a fire emergency, the fire alarm will be activated, prompting a swift and orderly evacuation of the entire school. Emergency evacuation maps are posted in all rooms and hallways, and it is essential that all teachers, staff, and students are familiar with them.

Each year, the school conducts two fire drills and one lockdown drill to practice emergency evacuation procedures. The school strictly prohibits any violations of fire safety regulations or the initiation of false fire alarms (in the absence of a real fire).

For detailed emergency evacuation procedures, please refer to: https://bit.ly/xu_ly_su_co.

SECURITY CONTROL UPON CAMPUS ENTRY/EXIT

To ensure the safety of students, staff, and school property, the school implements strict entry and exit controls.

All parents and guests must schedule an appointment in advance. Upon arrival at the school gates, security staff will verify the appointment, collect a valid ID card, driver's license, or other personal identification documents, and issue a visitor's card.

We request that all parents and guests adhere to the "Vinschool Code of Conduct for Visitors." For more details, please visit: <https://bit.ly/QuyTacungxuVinschool>.

RECEPTION AND DELIVERY OF ITEMS FROM PARENTS TO STUDENTS

Parents may send items to their child via the security booth. The school accepts and delivers personal belongings (blankets, pillows, carpets, sleeping bags, clothes, shoes, and water bottles) and school supplies. Expensive items, including money, jewelry, tablets, smartphones, and any substances banned by government regulations, should not be sent.

The school reserves the right to refuse delivery if the sender cannot verify their identity or relationship to the recipient, or if they fail to provide proper authorization or documentation of guardianship.

To maintain food safety and hygiene, the school requests that parents do not bring food or beverages to organize birthday parties or celebrations for students.

If parents wish to send food or beverages for their child for an appropriate reason (such as specific dietary or medical needs), they must obtain approval from the Principal. All food and beverages must be in their original packaging with labels and expiry dates. For homemade food, parents must accept full responsibility for any issues that may arise.

PRODUCTION AND USE OF STUDENTS/STAFF IMAGE POLICY

Vinschool reserves the right to use individuals' images legally, ensuring that such use does not negatively impact their honor, dignity, or reputation. By agreeing to the Admission Agreement on VinschoolOne, parents and students consent to the use of their personal photos for administrative and communication purposes as outlined in Section B-1.2 of the document linked below, across any time and platform.

If parents or students wish to restrict or refuse the use of their images, they must provide written notification to the school and relevant parties. Vinschool collaborates only with reputable partners for image production and is committed to safeguarding all images.

Parents and guests are permitted to take photos or record videos on school grounds and at school events, except in restricted areas marked with "No Photography" signs and during special events where photography is limited by the school. When taking photos or recording videos at school events, parents and students should adhere to the rules outlined in Section A-3.2. The school reserves the right to deny or revoke permission for photography or video recording at any time and may pursue legal action if necessary.

For detailed regulations on the production and use of individual images, please refer to the following link:

https://vinschool.edu.vn/wp-content/uploads/2023/08/09/ENG-VSC_QD-su-dung-hinh-anh-HSCBNV.pdf



X. SCHOOL HEALTH

NURSE'S OFFICE

Vinschool is equipped with a Nurse's Office and full-time medical staff to provide first aid and manage all medical-related issues at school. To ensure comprehensive care, parents must inform the school in writing about any health problems, allergies, epilepsy, or special needs their child may have, along with relevant medical records if applicable. This allows our teachers and staff to offer the necessary support and attention. Parents are encouraged to regularly discuss and update the medical staff on their child's health status, including immunization history, allergies, and any existing or new medical conditions.

If a student feels unwell, they will be taken to the Nurse's Office for examination and treatment. Should the student be too ill to continue studying, the school will contact the parents to arrange for pickup from the Nurse's Office.

In the event of an accident or a serious illness occurring at school, the student will be transported to the nearest medical center. School staff will accompany the student and remain with them until the parents arrive.

COMMITMENT TO PROVIDING STUDENT HEALTH INFORMATION

Parents are required to provide complete and accurate information about their child's health and personal details, including contact information, in the "Medical Records." They must also promptly notify the school of any changes to this information. Failure to provide accurate or updated health information may lead to refusal of admission or discontinuation of enrollment (if the situation is beyond the school's control).

PERIODIC HEALTH CHECK

Vinschool students undergo an annual comprehensive health check conducted by doctors from Vinmec International Hospital (or an alternative hospital in areas without a Vinmec facility). The health check is based on criteria established by the inter-ministerial health examination guidelines from the Ministry of Health and the Ministry of Education and Training.

STUDENT HEALTH INSURANCE

To ensure student safety both in and outside the classroom and to comply with the Ministry of Education and Training's regulations, the school will purchase and provide mandatory medical insurance cards for students on behalf of parents. The insurance fees will be included with the tuition and must be paid before the start 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 will notify parents of the situation via telephone. The school nurse will provide details about the child's condition and the medical treatment given, and will ask if parents would prefer to pick up their child or have them remain at school.

For serious and severe cases: In the event of a serious accident or illness, the school will immediately attempt to contact the student's parents by any means necessary. Parents are urged to keep the school informed of any changes to their home, work, or emergency contact numbers.

If emergency care is needed, the school will take the student to the nearest hospital capable of providing emergency services unless parents specify another hospital or medical facility. The school nurse will accompany the student to the hospital and remain with them until the parents arrive.

COMMITMENT TO EMERGENCY RESPONSE

Parents authorize the school to seek medical advice and treatment for their child (in cases deemed emergencies by the school) and agree to cover and/or reimburse the school for any medical advice and treatment expenses incurred.

Infectious diseases

Students with infectious diseases must stay at home and provide the school with a health certificate confirming their full recovery and that they no longer pose a risk of infection to others before returning to school.

For students with a cold, flu, or other common infectious diseases, parents may request that they stay at home to prevent spreading the infection to others.

Students experiencing vomiting or diarrhea must rest at home for 48 hours after their last episode of illness. If a student's body temperature exceeds 37.5 degrees Celsius, they must stay at home for at least 24 hours.

Common infectious diseases:

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

REGISTRATION FOR ADMINISTRATION OF MEDICATION AT SCHOOL

To ensure safe and effective medication use, and to prevent drug poisoning and misuse, parents should adhere to the following guidelines for administering medication and child healthcare at school:

Medications administered at school must be prescribed by a doctor. The school will not administer non-prescribed medications or those without labels, expiration dates, or manufacturing information. Parents agree to waive the school's responsibility for any issues arising from the administration of such medications.

The school does not accept antibiotics, supplements, or functional foods (unless prescribed by a doctor).

For over-the-counter medications, the school will only accept medicine syrups, saline nasal drops, and oral rehydration solutions (oresol).

If a child exhibits symptoms of an infectious disease or a high-grade fever (37.5 degrees Celsius or above) or develops severe symptoms, parents are advised to seek professional medical advice, keep the child at home, and inform the school of the child's condition.

Parents who wish to have medication administered to their child during the school day must register on VinschoolOne and deliver the medication directly to the Nurse's office. If the student uses the school bus, parents can register on VinschoolOne and give the medication to the bus monitor to forward to the school nurse.

NO SMOKING AT SCHOOL

Vinschool is a smoke-free environment. Smoking, including e-cigarettes, is strictly prohibited for students, parents, guests, teachers, and staff on school premises at all times

EXEMPTION OF LIABILITY DURING PHYSICAL ACTIVITIES AND FIELD TRIPS

The school is committed to ensuring the safety of its students through careful planning, monitoring, and supervision during various programs, events, field trips, travels, and physical activities (collectively referred to as "activities") organized or sponsored by the school.

Parents have the right to withdraw their children from these activities if they believe their children are unwell or if they perceive the activities to be unsafe. By allowing their children to participate, parents acknowledge the inherent risks of these activities and accept responsibility for any resulting risks and injuries. Parents agree to release the school, its teachers, and staff from any liability and waive any right to sue for incidents arising from these activities.

Parents are responsible for informing the school of their children's existing medical conditions and ensuring their children adhere to the code of conduct, regulations set by the activity supervisor, and school rules.

XI. NUTRITION AT SCHOOL

At Vinschool, our menus are crafted by the school's chefs from a selection of nutritious options. We maintain high standards for kitchen operations to ensure that our food is consistently delicious, nutritious, and safe.

Recognizing the importance of proper nutrition, Vinschool's Physical Education (PE) program includes a "Healthy Living" component. This program emphasizes healthy food choices, balanced diets, and physical development, helping students adopt a healthy lifestyle and develop positive habits and attitudes towards health and nutrition.

Additionally, Vinschool provides milk with every meal to ensure students receive adequate calcium and micronutrients for optimal growth. Students' nutritional status is assessed at least annually, following the standards of the World Health Organization and the National Institute of Nutrition.

Parents will be informed of their child's nutritional status following each periodic health check, allowing them to collaborate with the school to enhance their child's nutrition and overall health.



XII. COMMUNICATION BETWEEN SCHOOL AND PARENTS

CONTACT INFORMATION

Vinschool believes that regular communication between parents and the school is crucial for providing the best learning experiences for children. Therefore, the school requests that parents provide detailed and up-to-date information, including home address, email, phone number, and emergency contact details. This information will be verified at the start of each school year. If there are any changes to these details, parents are encouraged to notify the school immediately.

AUTHORIZED REPRESENTATIVES

If parents designate someone else to act on their behalf and make decisions regarding their child (“Authorized Representative”), they must notify the homeroom teacher in writing and provide the following information:

- Contact numbers for both parents, including those from their work, travel, or temporary residence (if applicable).
- Details of the Authorized Representative during this period, including:
 - Name
 - Phone number
 - ID number (e.g., ID card, passport)
 - Relationship to the parents
 - Documentation proving the authorization, such as a signed authorization letter or a text message (from the registered phone number).

The Authorized Representative must sign all documents and make decisions related to the student on behalf of the parents. They are responsible for fulfilling all parental duties regarding the student’s education, health, and well-being.

The school expects that any notices or communications sent to the Authorized Representative will be promptly relayed to the parents.

VINSCHOOLONE E-PORTAL

To facilitate communication between parents and teachers and keep parents informed about their child’s progress, Vinschool has developed VinschoolOne, a dedicated web portal. Through this platform, parents will receive important updates, including general school announcements, class activities, daily learning reports (when available), and weekly comments from the homeroom teacher.

In addition to accessing the portal via web browsers, parents can download the VinschoolOne mobile app for timely updates and notifications.

WEBSITE

The school’s official website serves as a comprehensive information resource. Parents can access general details about the school, its facilities, teachers, and curricula.

For students’ timetables and event schedules, parents should visit <https://vinschool.edu.vn/>. The website also provides information about the students’ weekly menu, helping parents stay informed about their child’s daily meals.



FACEBOOK

Vinschool's Facebook page <https://www.facebook.com/vinschool.vn> features photos and videos of Vinsers and celebrates their achievements in prestigious competitions both domestically and internationally.

The school captures images and recordings of Vinsers' events and reserves the right to use these for its activities and promotional purposes.

Parents are encouraged to contact the School Board with any comments, questions, or concerns, and are asked to avoid posting on social media without complete and accurate information.

PARENT-TEACHER CONFERENCE

The school organizes regular conferences between parents, homeroom teachers, and subject teachers, with the schedule noted on the school calendar.

Parents can request appointments with teachers, the vice principal, or the principal at any time by scheduling in advance through the Vinschool Admissions & Customer Care Office.

Parent-teacher conferences at Vinschool can be held in various formats, including whole-school conferences, homeroom class conferences, one-on-one meetings, or student-led conferences.

GIFTS

The most meaningful gift to Vinschool teachers and staff is witnessing the growth and development of their students. During holidays and Lunar New Year, teachers and staff are not permitted to accept money or gifts from parents, except for cards from students or parent committees.

QUESTIONS, CONCERNS, OR COMPLAINTS

For any questions or concerns, parents should first reach out to their child's homeroom teacher or subject teacher. If additional assistance is needed, parents can contact the managing vice principal or the principal. The school board is committed to addressing all parental concerns. Parents can also email the school's principal at 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 213
- Vinschool Metropolis Primary School: 18006511 - Ext 214
- Vinschool Thang Long Primary School: 18006511 - Ext 118
- Vinschool Ocean Park Primary School: 18006511 - Ext 212
- Vinschool Ocean Park 2 Primary School: 18006511 - Ext 189
- Vinschool Smart City Primary School: 18006511 - Ext 215
- Vinschool Imperia 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
- Vinschool Grand World Primary School: 18006511 - Ext 123

2. Admissions Department

- In the North: 18006511 (*Select language and press 1*)
- 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 Ocean Park 2 Primary School: 18006511 - Ext 314
- Vinschool Smart City Primary School: 18006511 - Ext 311
- Vinschool Imperia 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
- Vinschool Grand World Primary School: 18006511 - Ext 318

4. Email for reporting child safety related issues

- Email: baovehocsinh@vinschool.edu.vn

5. Email

In Hanoi:

- For general school information: tuyensinh@vinschool.edu.vn
- For parent inquiries and concerns: info@vinschool.edu.vn

In Ho Chi Minh City:

- For general school information: tuyensinh@vinschool.edu.vn
- For parent inquiries and concerns: info@vinschool.edu.vn

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