



**Island School
Parent Handbook
2018-2019**

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Our Values

The Island School Community 港島中學 社群

Pursues Excellence...

- ...through our passion for learning;
- ...through our passion for teaching;
- ...through our determination to be the best we can be;
- ...through our resilience in the face of challenge.

Embraces Responsibility...

- ...for our learning and teaching;
- ...for our words and behaviour;
- ...for our leadership;
- ...for our local and global community.

Celebrates Individuality...

- ...by recognising a variety of approaches to learning;
- ...by recognising a variety of approaches to teaching;
- ...by respecting our diversity;
- ...by valuing empathy.

追求卓越...

- ...我們熱切追求學問
- ...我們對教學充滿熱誠
- ...我們決心精益求精
- ...我們無懼挑戰

承擔責任...

- ...對學習和教學承擔責任
- ...對自己的言行負責
- ...對我們的領導負責
- ...對本地和全球社區負責

突顯個性...

- ...認識不同學習方法
- ...認識不同教學理念
- ...尊重多元與差異
- ...重視同理心

Contact Details

Telephone General: +852 2524 7135
Email: school@online.island.edu.hk
PTA: pta@online.island.edu.hk
Website: www.island.edu.hk

Tai Wai Campus, Years 9, 10 & 11

Address: Island School Tai Wai, Sun Chui Estate, Sha Tin, New Territories

Telephone: 3762 7900

Sha Tin Wai Campus, Year 7, 8, 12 & 13

Address: Island School Sha Tin Wai, Pok Hong Estate, Area 5A, Sha Tin, New Territories

Telephone: 3762 7600

The Island School Code

For all members of the Island School community

Respect and value everyone in our school community

Treat everyone equally regardless of race, sexuality, gender, age, appearance or academic/physical ability

Be a positive role model in school and in public

Behave appropriately when representing the school on and off campus

Be thoughtful and inclusive in the language you use, whether spoken, written or online

Do not use language that will exclude or offend others
Follow the SCREEN guidelines regarding technology and social media

Take action to support those in need

Don't be a bystander
Offer support in person
Report concerns to a staff member or older student if someone's wellbeing is at risk

Show respect for other people's property

Ask permission before using or taking others' property
Treat others' property with care
Hand in any lost property that is found

Actively care for the environment

Take responsibility for maintaining a positive and clean school environment
Adopt eco-friendly habits as a global citizen
Follow the Island School Sustainable Guidelines

Create a positive learning atmosphere

Display a positive attitude to learning
Respect students' rights to learn in their own way
Allow others to work without disturbance

Take responsibility for your actions

Think independently and consider consequences
Be honest when reflecting on your behaviour
Follow the academic honesty guidelines provided by teachers

Updated in June 2018

Message From The Principal

Dear Parent / guardian

Island School is committed to developing students, intellectually, socially and as leaders of tomorrow. For this reason we strive to offer students new challenges through our uniquely engaging curriculum.

Our school is complex in terms of how it is organized and it is important that parents become familiar with our routines so that we can work in partnership to ensure your child gets the most from their time here.

This publication contains important information about the life of the school and will serve as a useful introduction to some of our procedures. Please make sure you discuss the Digital Technology Responsible Use Agreement and the Island School Code with your young person so that they are fully aware of their rights and responsibilities.

It is particularly important that the School Code is well known by all. Island school has high standards for behavior that we must work together to ensure are met. You will be asked to confirm via the Gateway that you have read and discussed these elements with your young person.

The information included in the handbook will be expanded on at parent meetings held throughout the year. I realise that families have a number of commitments however please make every effort to attend school events and be part of the Island School community.

There is further information about all aspects of Island School on our website www.island.edu.hk. In particular there is information on our curriculum under the "Learning at IS" tab on the website.

I wish you and your young person a fabulous year and I look forward to working with you to make it a memorable and prosperous one.

Warm regards

Stephen Loggie
Principal

Term Dates and School Closures for 2018/19

Term 1

Monday 13 August

Wednesday 5 September

Tuesday 25 September

Monday 1 October

Monday 15 October – Friday 19 October

Monday 5 – Friday 9 November

Monday 12 November

Friday 14 December

Term 1 starts

IS CPD Day

Public Holiday

Public Holiday

Half Term Break

Quest Week

IS CPD Day

Term 1 ends

Term 2

Monday 7 January

Monday 4 February – Friday 8 February

Tuesday 12 March

Friday 5 April

Friday 12 April

Term 2 starts

Chinese New Year Break

IS CPD Day

Public Holiday

Term 2 ends

Term 3

Monday 29 April

Wednesday 1 May

Monday 13 May

Thursday 6 June

Friday 7 June

Friday 28 June

Term 3 starts

Public Holiday

Public Holiday

IS CPD Day

Public Holiday

Term 3 ends

*CPD Continuous Professional Development.

Care and Guidance

Child Protection

The English Schools Foundation believes that every school community should work collaboratively to protect and promote the welfare of every child. In line with this, we believe that children have the right to learn and can only reach their full potential in a safe environment, free from fear of any form of physical or emotional intimidation.

These principles have implications for all of us that have a regular contact with children and students, and we are committed to meeting these responsibilities. We do this through school policies in areas such as positive behaviour and discipline, equal opportunities, dealing with bullying and our curriculum for personal, social and health education. Our Child Protection Policy is another important way of doing this. When there are concerns about the child, it is essential that the school follows agreed procedures and works with other agencies as necessary to provide what is best for the child.

Jenny Hodson, Vice Principal, is responsible for coordinating all matters regarding child protection in the school. The school's full Child Protection Policy can be accessed through the, About Us, policies and publications section on the school's website, <http://island.edu.hk/policies-and-publications/>

Counselling Services

We recognise that as children grow up they can face problems which are more easily solved if they are able to speak with someone in confidence. For this reason, in addition to House Staff, we have five counsellors available. Students are sometimes referred by House Staff but they may also self-refer by contacting one of the counsellors directly.

Shirralee Sisson is a full time Counsellor on site and available to students Monday-Friday. Doris Leung, a social worker from Hong Kong Children and Youth Services is with us all day on Mondays and Thursdays. We are also fortunate enough to have part-time counsellors to allow for greater student support. All counsellors can be contact using the following email, counselling@online.island.edu.hk

House System

Any child joining Island School will be placed in one of six Houses: Da Vinci, Einstein, Fleming, Nansen, Rutherford or Wilberforce. Each House represents a family within the whole school community.

In addition to the support offered by the Form Tutor, Senior Head of House (SHoH), mentoring provided by senior students within the House helps to create a secure climate for all. The House System is an aspect of the school which we feel sets us apart. The strong relationships formed with fellow students and staff, the continuous guidance, and the regular team competitions against other Houses, all help to form bonds that last. One thing is certain: Island School students have a very strong affiliation to their Houses, one that continues into their adult lives!

Medical Appointments

Students are strongly encouraged to make medical appointments during holidays or after school hours. In the case of unavoidable or emergency appointments parents are required to notify the school as soon as possible using the absence procedures, noted in the Absence and Requests for Leave section of this handbook.

Medical Matters

Medical Room and School Health Professional

Our Medical Room is staffed by a health professional who is available at all times during the school day to students and staff requiring medical attention.

The school health professional attends to minor ailments and injuries (such as headaches, stomach aches, cuts and bruises) in-house. For more serious conditions, parents are contacted and students are transported to a nearby hospital if necessary. Under strict guidelines, the health professional supervises the administration of medications brought into school by parents/guardians but neither prescribes nor administers any other medication to students.

The Medical Room is equipped with first aid supplies while first aid kits are located at high-risk areas throughout the school, such as in Design and Food Technology classrooms and Science laboratories. Automated External Defibrillators (A.E.D.) are available for emergency situations and a number of staff, including the school health professional, are qualified to use it.

Most of the staff accompanying school trips are first aid qualified and all trips are equipped with ESF-customised first aid kits. The school is vigilant in ensuring that the majority of teachers and support staff, such as science technicians, are up-to-date with their first aid qualifications.

The school health professional is an integral part of the school staff and community. Her role is to provide medical support to students in the school and promote health in the curriculum.

Up to date data

Parents whose children are new to Island School should complete the online medical information section on Gateway once they have received their log in details via email. Parents of existing students are asked to log onto the Gateway (<https://is.tg.esf.edu.hk/login.php>) to verify existing data and update any changes if required.

It is the parents' responsibility to keep their contact details and students' medical information up-to-date and notify the school of any changes.

Parents should inform staff if they have concerns regarding their child's health when the child comes to school.

Parents should not send their child to school if they have a temperature over 37.8 °C.

Procedure for Attending the Medical Room

If a student is unwell in class, the teacher will send the child to the medical room accompanied by another student. If the child is seriously ill, the school health professional can be called to the class.

If a student is unwell on the playground, the teacher or assistant on duty will send the child to the medical room accompanied by another student. If the child is seriously ill, the school health professional can be called to the playground.

The school health professional will inform the parent/guardians if a student needs to go home early or of any serious injuries. The school will not release a student early until a parent/guardian has been contacted first.

All medical intervention will be recorded by the school health professional in the medical room attendance log and on the school gateway system (<https://is.tg.esf.edu.hk/login.php>).

If your child calls you from school to say they are unwell, please ask them to attend the medical room. The school health professional will call you if any further action is required.

Procedure Requiring External Intervention/ Hospitalisation

In the case of an accident requiring medical intervention beyond the capability of the school health professional, the school will attempt to reunite parents and children as soon as possible. Parents will be informed immediately of the situation and will be advised of the next steps.

In case of hospitalisation, it is expected that a parent or named guardian (should both parents be away from Hong Kong) will go to the hospital as soon as possible to take responsibility for the child and for any ongoing decisions.

When a parent is unavailable or cannot be contacted, decisions on medical care will be based on the available knowledge and in the best interests of the child.

When a parent holds strong views against medical intervention, they must inform the school in writing and meet with the school to agree alternative arrangements. The parent must also sign a waiver of the school's responsibility for not intervening medically as normally required.

Head Lice

It is important NOT to send your child to school if infested with head lice. Parents should inform the tutor or school health professional if their child has head lice. If your child is found to have head lice during school hours the school health professional will inform you to come and collect them. Once your child has received treatment they can return to school.

Arrangements on Drug Administration

Medication refers to routine medicines administered orally (tablets or liquid), ointments, creams or sprays.

We encourage parents and physicians to minimize the prescribing of medication to be taken during the school day. Medications will be given before and after school hours when possible. However, if your child requires medication in school please adhere to the following guidelines:

1. A request must be received from the parent or guardian in writing.
2. If the medication was prescribed by a doctor, a note should be received to the effect that it is necessary for the child to take medication during school hours. The note should give clear instructions concerning the required dosage.
3. **Any** medication should be brought to school by the parent or parent's representative. It should be delivered personally to the school health professional or tutor.
4. Medications must be clearly labelled (in English) with contents, owner's name and dosage.
5. A completed medication authorization form must be submitted to the school before the medication can be administered. The medication authorization form is available on the Gateway (<https://is.tq.esf.edu.hk/login.php> under Documents> School Documents >Medical) under General Information > Health).
6. Medication will not be sent home with a child. Where there is an excess of medication sent, this must be collected from the school by an adult.
7. The school does not assume responsibility for any reactions that may occur following administration of medication sent from home, nor can there be any responsibility assumed if the parent does not send sufficient medication.

To protect your child, we will NOT prescribe/provide drug/medication to your child.

We ask that all parents follow the procedural guidelines for the safety of everyone in our school community.

Drug Policy

Island School students are entitled to:

- a safe and drug free environment
- an appropriate health and drug education programme
- a supportive and caring system for dealing with drug-related problems

What would happen if the school thought a student was taking drugs?

The student would be monitored very closely for a period of time so that we would be sure there was a problem. The student might be required to take a drugs test.

What would happen to the student if the test was positive?

As long as the student is willing, (s)he would be helped to overcome the problem. This may involve meetings with parents, student counselling, help with academic work or even further testing.

What if a student was giving or selling drugs to their friends?

This is an extremely serious situation and the student would be asked to leave school.

What a student should do if they thought a friend was taking drugs?

This would be a difficult situation to deal with but students must try and help a friend. They should talk to someone they trust – this may be a teacher, a senior student or a friend. The school would then try and help the student involved.

If you wish to see the full ESF drugs policy, please visit www.island.edu.hk/policies/child-protection.

Rewards for Students' Achievements

What?

- A merit system which leads to certificates (Bronze, Silver and Gold) for students in Years 7 & 8
- Teachers are expected to give out a minimum of one and a maximum of five merits each week (on average)

Why?

To reward commitment, achievement, responsibility and support in the following three areas and their respective categories:

Area	Learning	Co-Curricular Involvement	Service
Categories	Attitude	Sustained Commitment	Support for Individuals
	Progress	Leadership	Service to School
	Excellent Individual Achievement		Service to Wider Community

The Process

For a BRONZE Certificate

- 10 merits required
- Student approaches tutor after gaining 10 merits
- Certificate awarded by the tutor (or possibly House prefect) in tutor time
- Certificate kept by student
- Copy of certificate on student's file

For a SILVER Certificate

- 25 merits required
- These must come from at least two areas (with at least two from each category)
- Student approaches tutor and/or Senior Head of House (SHoH) after gaining 25 merits
- Certificate awarded by SHoH

For a GOLD Certificate

- 50 merits required
- These must come from all three areas (with at least two from each category)
- Student approaches Senior Head of House who informs the Principal
- Principal arranges to see the student and awards the certificate
- Recorded on the Principal's book (see below)

Rolling Over

- Throughout Years 7 & 8, the accumulation of merits rolls over from one year to the next. For example, a silver certificate could be awarded in the first week of an academic year to a Year 8 student if this is when he/she reaches 25 merits (having added to the Year 7 merits)

The Principal's Book

- Gold certificate holders will have their names written in a section of the Principal's Book
- In addition, students will be sent to see the Principal for individual outstanding pieces of work (taking this with them to show). This will be arranged by the teacher, liaising with the Principal and the student. The student's name and a record of the outstanding achievement will be noted in a separate section of the Principal's Book.

The Guidance Team

The Guidance Team welcomes regular communication with parents to ensure that students are happy and successful at school.

The main points of contact at school are:

- Form Tutor
- Senior Head of House
- Vice Principal Jenny Hodson

The House staff members are as follows:

	Point of contact for Years 7, 8, 12 and 13	Point of contact for Years 9, 10 and 11
DA VINCI	Kevin Lester kevin.lester@online.island.edu.hk	Mary Lacey-Vittachi mary.laceyvittachi@online.island.edu.hk
EINSTEIN	Paul Harries paul.harries@online.island.edu.hk	Sarah Jolly sarah.jolly@online.island.edu.hk
FLEMING	Angela Worthington angela.worthington@online.island.edu.hk	Phil Tudor phil.tudor@online.island.edu.hk
NANSEN	Philipa Peters philipa.peters@online.island.edu.hk	Danny Nason danny.nason@online.island.edu.hk
RUTHERFORD	Pak Chan pak.chan@online.island.edu.hk	Russell Scott russell.scott@online.island.edu.hk
WILBERFORCE	Kate Sommerville kate.sommerville@online.island.edu.hk	Laura Hjelmeland laura.hjelmeland@online.island.edu.hk

Responding to Concerns About Students' Behaviour

Any responses to concerns about a student's behaviour – in connection with the Island School Code or specific school policies – are carried out with the following aims in mind:

- *To improve the student's understanding of expectations*
- *To encourage students to reflect and make amends*
- *To bring about positive change to the student's future behaviour*
- *To create opportunities for discussion about the student's behaviour*

Responses

- In the first instance, the member of staff who has the concern will have a conversation with the student.
- If seen as appropriate, the matter will be passed on to the tutor for initial follow up.
- The tutor may involve the Senior Head of House, who will in turn have a conversation with the student (in line with the aims above). Parents may also be notified and/or invited in to school for further discussion.
- If seen to be appropriate the SHoH may also decide to give the student a Tuesday Detention.

The fundamental principle behind the giving of any detention is that it will serve to improve the student's behaviour and to prevent a repeat of the same behaviour that caused the detention. The detention is not seen to be an absolute, nor is it an end. It is only a means to support behaviour improvement.

Tuesday Detentions

- The decision to give a Tuesday detention can only be made by a Senior Head of House.
- These detentions take place after school on a Tuesday and are supervised by a SHoH.
- A Tuesday detention is given in response to concerns over behavioural (not academic/learning) issues related to the Island School Code and other school behavioural policies.
- The decision to give a Tuesday detention will only be made if the HoH/SHoH feels strongly that it will have a beneficial effect on the student concerned, in-line with the aims above.
- Their decision regarding appropriate action always follows a conversation between the House staff and the student to discuss the misdemeanour and to be fully informed.
- A conversation will always take place with a parent if a Tuesday detention is to be given.
- The HoH/SHoH will set an appropriate task for the student to complete during the Tuesday detention and will communicate this with the member of staff supervising the detention. However the member of staff supervising the detention should also discuss the situation with the student.

- A record of the detention, and why it was deemed appropriate, will be kept on the student's file; as will a record of any behaviour that has required follow-up action beyond a simple conversation.

Principal's Detention

- The decision to give a Principal's Detention can only be made by the Principal.
- These detentions take place on a Saturday morning and are supervised by members of the Senior Leadership Team.
- The same principles apply to this detention as to the Tuesday detention. However a Principal's Detention will be given in response to what is perceived to be a more serious misdemeanour or to reflect ongoing concerns about a student's behaviour.
- Any Saturday detention is explained through a letter from the Principal to the student's parents. This letter is kept on the student's file as a record.
- Recorded information about detentions is not normally cited in references to universities or other schools.

Temporary Suspension

- The decision to temporarily suspend a student from Island School can only be made by the Principal.
- In such cases the School Council will be informed.
- The Principal will send a formal letter of explanation to the parents.
- After a temporary suspension, a student will need to attend a meeting with the Principal, House staff and parents before being readmitted.
- Readmission is not automatic and will depend upon the student's attitude and intentions with regard to future change and personal development.
- A temporary suspension is a very serious marker, indicating that any continued concerns will jeopardise a student's place in the school on a permanent basis.
-
- The record of a student's suspension will remain on a student's file unless the Principal authorises its removal.

Permanent Exclusion

- The decision to permanently suspend a student from Island School can only be made by the Principal, in consultation with the School Council.
- Please see the English Schools Foundation 'Exclusions Policy' for further information.

Learning

Assessment, Recording and Reporting (ARR)

At Island School we believe that assessment is an essential and fundamental part of all teaching and learning. We believe that the ultimate aim of all assessment is to enable students to become managers of their own learning and become independent and reflective thinkers.

Many of the school aims are supported by ongoing and effective formative assessment. Our assessment is a rigorous form of nurturing that seeks to develop students' capabilities to take ownership and control of their own progress.

At Island School...

- Good assessment practice is derived from scrupulous attention to each student's academic and social development. Teachers and students work together on raising achievement and developing the student as a whole person, supporting them to become lifelong learners.
- The quality of assessment has a significant impact on attitudes to learning and on levels of attainment. It does this by stimulating and challenging students to learn effectively and by providing opportunities for students to take risks, as well as to become inquiring, knowledgeable, creative and caring people.
- Teaching methods actively involve pupils in analysis, discussion, experimentation and critical thinking.
- Teachers focus on how to improve the learning of individual students. They use assessment to plan approaches to teaching and learning for individuals, sub-groups, classes and whole year groups. Strategies and techniques for assessment are varied to meet individual learning needs.
- Written and oral assessments of student's work provide both a clear evaluation of their level of achievement and advice. Students will be left with manageable action points and time to reflect on what they need to do to progress.
- Students are encouraged to demonstrate their understanding of knowledge in different ways.
- Students are encouraged to become more reflective about their own performance, emerging competence and learning styles as they move up through the school.
- Target-setting focuses on specific, relevant and achievable goals.
- Students' progress is improved by ongoing monitoring and support, based on dialogue among subject and pastoral staff about a students' academic and social progress and their attitudes, behaviour and personal development.
- Students of all ages appreciate and understand the importance of teachers showing them how to move on to the next stage of achievement and value discussion about their progress with their tutor.

- Parents value well-written, personalised school reports, commenting on academic and social development. They also appreciate regular, informal consultation over and above that provided at conventional Parents' Evenings.

Quest Week

Island School's Quest Week is a valued part of the Island School curriculum. Every year (usually during late October or November), the normal school curriculum is suspended for a week and students are given the opportunity to develop in different ways.

Quest Week is experiential learning beyond the classroom and the 'normal curriculum'. Students extend their minds and bodies in ways not usually experienced in a normal week. Students learn to work together, to see the world in different ways, build new relationships and to broaden their own horizons. We hope that throughout their time at Island School each student will be able to participate in a range of options that allow them opportunities to serve, take action and learn more about themselves and other cultures.

This year, our students will be involved in a wide range of experiences in Hong Kong and overseas. Quest Week is a compulsory part of our curriculum, providing students with avenues for personal growth and development. In particular, it provides challenging experiences and opportunities to support each other as well as both overseas and local communities.

Further information about the activities offered in this year's Quest Week can be found at <http://questweek.is.island.edu.hk/> or via the link under 'Life at IS' on the school website <http://island.edu.hk/quest-week/>

English as an Additional Language (EAL)

For many students at Island School, English is a second or even third language. We recognize and admire the skills shown by these students and value their other languages.

The EAL Department provides support within mainstream curriculum and through English enrichment classes for Years 7 – 11. In addition, Island School has an EAL class for students in Year 7 who need an intensive period of language development before joining the mainstream curriculum.

In the International Baccalaureate (IB) Diploma programme, students have the option of selecting English B (for those whose first language is not English), which is a practical and engaging course in Group 2 (Language Acquisition). The EAL team also oversees students taking their Group 1 (Studies in Language and Literature) subject in their mother-tongue.

The department aims to help students with EAL needs to achieve their full potential within the curriculum and to participate fully in school life. We try to promote an understanding of these students' needs and to celebrate their achievements. To help achieve this we play a role in the settling-in process, especially where students are coming from local schools or schools whose culture is different from that of the ESF.

Examination Information

Students at Island School sit examinations offered by the UK Examination Boards (Edexcel, Cambridge Assessment International Education and AQA) and the International Baccalaureate Organisation.

In Year 11, students sit GCSE (General Certificate of Secondary Education) and IGCSE (International GCSE) examinations. Students primarily sit the examinations of their entrance subjects in May and June of Year 11. Results are published in mid to late August.

In Years 12 and 13 students may study the IB (International Baccalaureate) Diploma programme, leading to examinations in six subjects in May of Year 13. Alternatively they may opt to study BTEC Level 3 courses (through Edexcel) which are assessed at different intervals throughout Years 12 and 13. IB Diploma results are published in early July.

Information about examinations (regulations, procedures and timetables) is regularly updated on ISLE, Gateway, and the Parent Portal, <http://island.edu.hk/parent-portal2018/>.

ISLE (<https://isle.island.edu.hk/login/index.php>)

1. Use student's login details.
2. Click on 'Course' on the menu bar at the top of the page.
3. From the drop-down list, click on 'Exams'.

Gateway (<https://is.tg.esf.edu.hk/login.php>)

1. Use your parent login details.
2. Click on 'Documents' on the menu bar.
3. From the drop-down list, click on 'School Documents'.
4. On the left side panel, click on 'Examinations'.

Examination Fees and Billing

When students reach Year 10 they embark upon their GCSE and IGCSE courses which lead to public examinations at the end of Year 11. Some courses in Modern Foreign Languages have early entry schemes and students may take examinations at the end of Year 10 or even Year 9. In Years 12 and 13 students will start the IB Diploma programme or BTEC courses.

The fees and charges for external examinations are not included in the school fees. There are a number of reasons for this. The number of examinations taken varies from student to student and the fees vary from year to year according to the charges set by the UK exam boards and the IBO and the exchange rate. We therefore bill for examination charges separately at a price that reflects the cost to the school of entering your child for the examination in each subject.

Students take IGCSE/GCSE exams together with the Diploma in Applied ICT in Years 10 and 11. The approximate costs for these are:

- ASDAN Diploma in Applied ICT is around HK\$800 (bill sent in March of Year 11)
- GCSE/IGCSE is around HK\$6,800 in total (bill sent in March of Year 11)

The individual GCSE/IGCSE will vary in cost depending on the subject. The costs of each subject are determined by the examination boards and reflect factors such as visiting moderator costs.

Students studying the IB Diploma Programme will take their examinations in May of Year 13. The cost for these exams is around HK\$7,500 and a bill is sent in October of Year 13, at the time of entering the students for the examinations.

For students studying BTEC courses, we are obliged to pay registration costs at the time of the course registration in October of Year 12 and the cost is around HK\$3,500 per BTEC course.

Please appreciate that these costs may increase over time due to factors outside of our control.

Gifted and Talented Policy

Island School's policy is to provide for students within its curriculum. For students who may be defined as gifted, or talented, it is the class teacher's responsibility to ensure that there are opportunities in every lesson to extend their knowledge, thinking and learning.

Additionally, there are specific aspects of the curriculum where gifted, or talented, students can take their learning further. For example, international competitions in Maths, the personal project in Year 8 Island Time, the Book Club, and Science competitions, to name but a few. In the middle school (Years 9 to 11), students are given the opportunity to choose from a wide variety of courses. In addition to the large number of GCSE courses, students can choose from over 50 Elements courses that offer increased breadth and depth. Many of these, such as Law, Cryptography and Brilliant Books, will provide ideal opportunities for gifted and talented students to extend their learning beyond the traditional curriculum.

Students may also want to take advantage of the extra-curricular opportunities available, such as building robots or becoming involved in the well-established debating team.

Learning Support for Individual Needs

The school and the Individual Needs Department aim to provide all students with equal access to the curriculum and every aspect of school life; to support them so that they can achieve their full potential academically. The main focus of the department's work is to ensure that students become as independent as possible in their learning and less reliant on the intervention of other adults. A second major theme of the department's work is to raise literacy standards, in particular those in writing, spelling and reading, which are crucial to long-term success.

Island School accepts students with a wide range of abilities, some of whom have special educational needs (SEN). The Individual Needs Department is responsible for identifying these

students, and supporting them both directly and through collaborative work with mainstream teachers. Our approach to meeting the special educational needs of our students is loosely based on the ESF wave model. Students' special educational needs are identified using information passed on from primary schools, from school-based assessments, and from concerns raised by parents, students, staff or other relevant bodies.

A range of strategies are employed to ensure that the school meets the needs of these students. These include:

- Withdrawal groups for students in Years 7, 8 and 9 for students with literacy development needs. They are taught in place of a foreign language or other lesson, negotiated between the student, parents, teachers and the IN department.
- In-class support from specialist educational assistants in Maths, Science, and the Humanities.
- Withdrawal from some mainstream classes for specialist reading/spelling sessions if there is a clear and marked weakness.
- Social thinking sessions for those with autism and other students with marked difficulties with social communication in Years 7-10.
- The PEERS programme, for students in Years 9 to 11, for those with autism and other students with marked difficulties with social communication on a biannual basis.
- Liaison between Individual Needs Support staff and mainstream staff (on academic and pastoral issues).
- Special examination arrangements (such as extra time or use of a laptop) for some students.
- For those considering the USA as a potential university destination, it is important to make the school's Head of Individual Needs aware of any learning difficulties and the existence of professional reports, as early as possible (Year 7).
- The dissemination of relevant information to staff through regular updates to the Individual Needs Register.
- The provision of advice and training to staff on a variety of learning needs/strategies.
- Meetings with parents to discuss intervention strategies and Student Support Plans (SSPs) where necessary.
- Although a limited resource, referrals can be made to the Educational Psychologist when necessary.

- When a student is identified as having special educational needs, his or her name is placed on the school's Individual Needs Register in one of the following categories:
- Level of Adjustment 1: subject teacher is responsible for ensuring student progress through differentiation of materials and assessments.
- Level of Adjustment 2: subject teachers and Individual Needs teachers liaise to establish appropriate programmes of intervention.

The school's Individual Needs Register is not a fixed entity - students may enter, leave, or move between stages according to their particular circumstances.

The school also has a Learning Support Class (LSC) for those students who are at Levels of Adjustment 3-4, where significant modification to the mainstream curriculum is required, typically entailing withdrawal from a range of mainstream subject lessons. Admission to the LSC is controlled through ESF's central AR (Admission and Review) process, and places are strictly limited. At present, this facility is full.

The school's SEN policy is available on the school's website and is based on the ESF's template. Any enquiries should be addressed to Mr. Mark Rutter, Head of Learning Development and Individual Needs at, mark.rutter@online.island.edu.hk.

Homework for Year 7 and 8

Learning at home is an essential part of good education. Regular homework is important since it gives students the opportunity to practice at home the tasks done in class and helps the students work towards improving important skills. It also helps children to become confident and independent in their learning, which will help throughout their time at school and in adult life. We also believe that students learn in all kinds of ways and that the activities that your children are involved in are as important to this learning process and the development of skills as the specific homework set. All children need time to be children.

Academic year	Recommended homework allocation
Year 7	<ul style="list-style-type: none"> - 1 hour per night - Daily reading - Being involved in an activity twice a week
Year 8	<ul style="list-style-type: none"> - 1.5 hours per night - Daily reading - Being involved in an activity twice a week
<p>These allocations are approximate. Many subjects will set homework of an extended nature which will involve research and extended project work. The time a student will spend on these often reflects the students' motivation, interest and ability to study independently.</p>	

Teachers will always aim to give homework tasks that:

- Stimulate students and engage their minds.
- Help students become confident and independent in their learning, develop study skills (such as research) and reinforce good learning habits.
- Ensure that the curriculum is covered.
- Introduce new ideas and encourage inquiry.
- Encourage students to learn to use resources, such as libraries, reference materials and websites.
- Explore subjects more fully than classroom time permits.
- Extend learning by applying skills that students have already acquired to new situations.

We will always strive to ensure that students' homework is spread as evenly as possible throughout the week and that the students are given deadlines that allow them to plan when they can do their homework and maintain a balanced life. Homework is recorded online by teachers; students have the responsibility to keep their calendars organised in order to plan their homework and activity schedules. We will teach your child how to do this, and hold sessions to discuss with you how parents and teachers can work in partnership to help each child develop their organisation skills.

Digital Technologies Responsible Use Agreement

Island School values the creative and constructive use of technology in safe and secure online and real world environments. We believe that students should be trusted to use digital technologies in a principled and productive way. It is up to each and every one in our community to work to ensure that we all uphold the general principles of the Island School Code and the IB Learner Profile when using ICT and the Internet. The general spirit of this agreement is about giving everyone the opportunity to make productive decisions in the ways they decide to use digital technologies; we should all be fully engaged in the ongoing debate about what responsible digital citizenship means and how we can nurture it amongst all our community members.

This agreement applies to any digital device including; Tablets, iPads, iPods, laptops, mobile & smart phones, MP3 players, gaming devices, digital cameras etc.

This agreement was updated by Student Learning Advisors, a representative group of Staff and Parents in March & April 2017.

I will keep myself safe...

- I will be protective of my personal information (e.g. my age, last name, address or phone number), security and privacy and cultivate a positive online presence (e.g. password protection, social network sharing, and personal data)
- I will inform a trusted adult of any inappropriate contact after blocking or taking appropriate immediate action
- I will seek a trusted adult's permission before I meet someone in person that I've only met online
- I will not put myself at risk by taking and sharing, posting or sending photos of a sexual or inappropriate nature

- I will set privacy controls and discuss with trusted adults when I want to create a social networking profile
- I will tell a trusted adult if anything happens online that makes me feel uncomfortable and/or harassed.

I will think first...

- I understand that the different forms of information I encounter may not be appropriate for my age. I will use ratings and my common sense to guide my behaviour
- I value the reliability, authority and purpose of information. I will take steps to validate the information I use
- I value my computer working at its' greatest efficiency therefore I will be mindful of what, and the amount, I download or install on it
- I agree not to download anything illegal, inappropriate or that will damage my reputation
- I know that not everything I read or see is true, and I will critically consider the sources I use
- I will save playing games and social online talk to times outside of my classroom learning time
- I will respect other people's property.

I will maintain a positive digital footprint...

- I understand that everything I post has the potential to be online forever and may impact on my future including education, career and family
- I will be positive and constructive with all that I post online
- I value my online reputation and those of others so I will be mindful of the content I post online about my friends and myself
- I will not put anything online that I don't mind everyone seeing now or in the future.

I will be a good digital citizen...

- I value personal relationships and the emotional well being of others so I will refrain from harming another person through defamation, bullying, harassing, embarrassment, discrimination and exclusion.
- I will not be a bystander in times when others are suffering negative online experiences such as cyberbullying.
- I have integrity so I will use technology ethically and responsibly. I agree to respect the creative work of others by not; using cracked software, pirated music or movies and using copyrighted materials
- I agree to respect other people's work by not presenting it as my own and to respect the creative work of others by not; using cracked software, pirated music or movies and using copyrighted materials
- I will let my friends, family and teachers control their own digital footprints by not posting videos, photos or information about them, without seeking their permission first.

I will keep a healthy balance...

- I value having a healthy balance in my life and I will be mindful of the amount of time I spend on screens

- I value the trust of my parents therefore I will gain and maintain their trust by demonstrating appropriate access to digital media.

Use of Laptops....

When I bring my laptop to school I know I must:

- backup my data regularly
- install personal firewall and antivirus software on my laptop and ensure that it is regularly updated
- ensure that my laptop battery is fully charged at the beginning of each day
- ensure that my laptop has sufficient memory and storage capacity to allow learning to occur efficiently
- use my laptop only for learning related tasks when in lessons.

Care of digital devices...

When I bring any personal property to school (including laptops and digital devices) I know that:

- I must take responsibility for care and security (not leaving devices where they can be walked or sat on and securing them when not in use)
- I must take responsibility for any damage or loss to my devices
- I will be held responsible for damage to other parties' laptops if this results from willful damage, behaviour that does not follow the 'Island School Code' or carelessness
- Island School cannot be held liable for any accidental or willful damage to student devices.

Guidelines

This agreement covers (but is not limited to) the use of electronic devices owned by Island School and by students that are brought onto school premises, or on excursions, camps or other official school functions.

Island School reserves the right to monitor user data and internet access and check the contents of any electronic device brought onto the school premises or to any official school event. We reserve the right to access and use any data going through the school's network in order to implement this policy.

Curriculum use of the network and computer resources takes precedence over non-curriculum use including games not related to classwork. Island School reserves the right to ensure all student laptops have sufficient space to support learning activities. This may include the school deleting non-essential games, music and video files.

Audit of electronic devices

The school reserves the right to audit and use auditing software on any electronic devices brought onto the school premises or to official school events off-site by students. This may be done randomly or as a result of teacher request. If breaches to the Responsible Use Agreement are found, House staff are informed, and the sanctions below may be applied.

Consequences

Where possible an approach will be used to understand and address the needs of any victim and help the wrongdoer understand the impact of their actions on others. This may involve meetings with other students, staff and parents. In addition to this, other consequences may be implemented.

For violations stated above, possible consequences include:

- confiscation of the device for a defined period
- withdrawal of privileges including online access for breaches of on-line policy
- withdrawal of the right to bring or use electronic devices to the school or to school activities
- community work for the school outside school hours
- payment for cost of repairs or replacement.

For serious breaches of this agreement:

- suspension or expulsion
- law enforcement agencies may be involved.

SCREEN

A Commitment to Being Safe and Responsible in the Online World

Keeping myself safe online

- I understand that anything I post online can be public and permanent
- I will only share personal information with people I trust
- I will only download content from sources that I trust
- I will only download and or share content that is appropriate and legal for my age
- I will remember that accessing inappropriate websites may have legal consequences that will affect me

Behaving positively online

- I understand that **cyberbullying will not be tolerated** in any shape or form
- I will not participate in online conversations that are unkind or might be hurtful
- I will only post content with the express permission of its owner(s)
- I will not ask for, accept or share content of a sexual or inappropriate nature
- I will not access another person's account(s) without their permission

Being honest about my work

- I will ensure that my work is my own and not copied from other sources
- I understand that according to Island School's Academic Honesty Guidelines, **plagiarism will not be tolerated** and will result in serious consequences

Taking care of property

- I will take responsibility for the security of my digital devices
- I will ensure the safe usage, handling and transport of my digital devices
- I will not touch another person's digital device without their permission
- I will take responsibility for damage I cause to any device
- I will report instances of damage or loss of school equipment immediately

What to do if...

Your device has been damaged or you have damaged someone else's device

- Report this to your class teacher, form tutor or Senior Head of House
- Seek support from the ICT department

Your device has been lost

- Check possible places you may have left it
- Report this to the General Office
- Inform your form tutor or Senior Head of House

You come across unattended property

- Hand the item(s) in to the General Office immediately

You see others going against these guidelines

- Tell a trusted senior student or staff member

Island School Values Project Group 2018

Laptop Purchase Scheme

Island School believes that every student should have their own laptop. Digital 'access for all' is centred on the belief that students in the 21st century grow-up and develop in a digital world and the school has its share of responsibility in educating students in the use of technology as a learning tool. Additionally, as the nature of learning changes and the definition of skills appropriate to a digitally connected world changes, access to information becomes central to success.

The school has worked with Apple to provide a school purchase scheme which allows members of the school community to buy a range of laptop computers with an educational discount. More information and the order forms are available on the Parent Portal:

http://island.edu.hk/wp-content/uploads/2018/02/Island-School_UserGuide2018.pdf

Similarly we have worked with Zurich to provide an insurance package for notebook computers purchase under this scheme. The application form for such a policy is available at the Parent Portal.

Laptop Minimum Specifications

Listed below are the specifications for students' computers. Please ensure that any machine that your child brings to school matches or exceeds these:

- Operating System: Windows 10 Professional 64-bit; Apple OSX 10.11 or newer
- Processor: Minimum i5, Recommended i7
Memory RAM: Minimum 8GB; Recommended 16GB
- Storage: 500GB

- Camera and Microphone: Built-in
- Graphics Card: 512MB or higher
- Connectivity: 802.11n, or ac
- Warranty: Min 3 years parts and labour or AppleCare
- Intel® WiDi Compatible (Windows only)
- Windows Emulation Software eg. Parallels Desktop (Apple only)
- Installed Software
- Virus and Malware Protection
- Chrome Browser
- Microsoft Office (see below)

Other Recommendations

- MacBook: mini-DisplayPort VGA adaptor for presentations.
- Windows: HDMI-VGA adaptor presentations.
- Use a backup program like Windows Backup or Mac OS Time Machine with an external hard drive (External USB 3.0, Thunderbolt or Firewire 400/800 hard drive) to ensure file recovery in the event of a system malfunction.
- Web applications occasionally do not work well with all browsers. Individuals are encouraged to install at least one alternative up-to-date browser (either Chrome or FireFox) in addition to the default browsers provided with the operating system.
- Netbooks and tablet computing devices do not have the computing power of a normal notebook, for this reason, they are not recommended.
- Security hardware, such as a security cable.

Support

- We provide assistance for students utilizing school resources. Help is available to assist students in connecting to the school WiFi network and printers.
- Help Desk is available during the school day. Students can visit ICT office to request help as well. Anyone can email help-desk@online.island.edu.hk to create a ticket and ask for assistance with school-related issues.
- Beyond that students need to take responsibility for their own devices for problem-solving or troubleshooting.
- Unfortunately, repairs or warranty are not available on campus. If necessary you will need to refer to a technician or to the supplier where you bought the device.

Frequently Asked Questions

I need a new computer. Should I get a Mac?

Island School curriculum is designed to support most common computing devices. However several of our older programmes run only in a Windows environment. Mac users will not be able to run these programmes unless they run Windows in a virtual machine environment such as Boot Camp or Parallels Desktop.

How much memory should I get with my computer?

We require a minimum of 8GB of memory (RAM). Depending on the applications you run on your computer, more memory may be needed and 16GB is recommended.

I have a laptop I used in primary school. Can I use it here, or do I need to buy a new one?

Most current laptops bought within the last two years satisfy the school laptop requirements. Please verify that your computer meets our minimum laptop requirements.

Should I get the extended warranty?

It is always recommended to get at least three years of factory or vendor warranty.

Do I need the accidental damage plan?

It is not required, but may be useful depending on how you plan to use your computer. Bringing it to campus every day in a backpack will expose it to greater risk than using it at home.

What is a good laptop brand?

There are many quality laptop brands available, including Dell, HP, Toshiba, Sony, Apple and Lenovo. Consideration should really be placed on the processing capabilities, storage capacity, battery life, dimensions, aesthetics, pre-installed software packages and how well the combination of those features meets your needs.

How can I get Microsoft Office for free?

If their laptop does not come with Microsoft Office (Word, Excel, or PowerPoint) installed, Island School students may download Microsoft Office 365 Education for both PCs and Macs at no cost. More will be cover in the induction week.

What is Microsoft Office 365 Education?

Microsoft Office 365 Education is a collection of services that allows you to collaborate and share your school work. It's available for free to students who are currently attending an academic institution. It allow students to install the full Office applications on up to 5 PCs or Macs for free. Office 365 Education includes Office Online (Word, PowerPoint, Excel, and OneNote), 1TB of OneDrive storage.

How do I protect my new computer from viruses and malware?

It is always recommended to get protection software installed. More will be cover in the induction week.

Can I use my iPad or other tablet device?

iPads, other tablet devices and smartphones can be used for many applications and to access the Internet. These devices are not suitable for a student's primary computer as they do not handle programme-multitasking and media creation as efficiently.

What happens if my laptop is lost or stolen?

Students or their parents may wish to consider insurance coverage for the computer.

Library and Learning Resources

Libraries at both the Tai Wai and Sha Tin Wai campuses have been set up to best support learning and teaching.

Each library has its own fiction, nonfiction, newspaper and magazine collections. The books are chosen to meet the specific needs of students at the respective campus. Arrangement are made to transfer materials from one campus to the other when needed.

The library has also subscribed to online databases which give students access to a comprehensive range of learning resources both at school and at home.

The libraries are a pleasant and enjoyable space for students to study, read and collaborate.

Communications

The School Website

<http://island.edu.hk/>

This is a public website and visitors will find information about what is happening at school, our values structures and processes and curriculum and policy information. There are also links to the school Facebook page, PTA site, Gateway and ISLE and the Parent Portal (see below)

ISLE (Island School Learning Environment)

<https://isle.island.edu.hk/>

This is a 'one-stop-shop' for students. Please support your child by visiting the ISLE with them to find out about what they are learning and what independent learning (homework) they have been set.

Students use the ISLE...

- For their learning resources - there are courses set up for each of their subjects
- For the school bulletin
- For their school email account
- For the school calendar
- For their timetable
- For a summary of the tasks they have been set (including homework)
- For their access to the 'Evidencer' (the online reporting system - see below)
- For access to Google Classroom - each of their classes has a space where teachers can set tasks, share materials for each lesson, create forums etc. Importantly, all independent learning (homework) is set for students.
- Students can find a summary of all their deadlines in a list or diary format by clicking on the menu icon (top left).

Parent Portal

<http://island.edu.hk/parent-portal/>

The Parent Portal, can be accessed via the school's website> Communications> Parent Portal, it includes information on topics such as: exams, educational choices and uniforms.

Gateway (administration)

<https://is.tg.esf.edu.hk/login.php?CurPage=/>

Parents and students are emailed a login to access this site. Students mainly use this for activities sign-up but they can also see the school calendar and timetable here. As a parent, you can access the Gateway to update medical information, sign online forms (such as the Digital Technologies Responsible Use Agreement for computer use), and find information such as the school calendar, the list of your child's teachers (and their email addresses), plus your child's timetable.

The Gateway is how parents access the Evidencer (the online reporting system - see below).

The Evidencer

[Isle.island.edu.hk/local/mis/evidencer](http://isle.island.edu.hk/local/mis/evidencer)

This can be accessed via ISLE (for students) and Gateway (for parents). It is an ongoing reporting system, which is updated when your child has completed assessed tasks.

When you first log on, you will see links to recent uploads by your child, with comments by your child and the teacher. You can also follow a link to a table which summarises their current grades for each subject. Attainment is from 1 (low) to 7 (high). Attitude is from 1 (low) to 4 (high).

Calendar

The school's Google calendar includes all the important dates for the coming year and can be viewed at the school website <http://island.edu.hk/calendar/> (Communications > Calendar) It is updated regularly. Parents and students can refer to this to have a sense of what is coming up in our community.

Communicating Student Progress

As part of a purposeful assessment process, parents can expect regular, meaningful feedback on their child's progress in a number of different formats. These include:

- Tutoring for Learning (student-led conferences)
- Written feedback on individual assessment tasks on the Gateway (Years 9-13) or Evidencer (Years 7-8) which also includes the student work that the assessment relates to.
- Parent consultations (the dates will be published at the start of the school year.)

E-mail

All members of staff have a school email address and this is often the easiest way to contact your child's Form Tutor. To see a list of staff, visit the school website and click on About Us > Our Staff or see the Gateway and your child's timetable.

Students have school email accounts which they should check on a daily basis as this is often the way that teachers will communicate with their classes. This is accessible through the Isle.

The Form Tutor should be the first point of contact for any questions or discussions regarding issues for your child. In addition, you may wish to make contact with the relevant House staff.

House staff will email parents at the beginning of the year with further clarification of communications within their House.

Facebook

Island School's [official Facebook page](#) celebrates student achievements and highlights noteworthy events. It also shares a slice of life at Island School, showcasing its unique culture and spirit. All parents and students are encouraged to 'Like' the page.

School Planner

Students are encouraged to organise themselves electronically. Teachers use Google Classroom to set homework which from August 2018 will be linked to the school's Google Calendar. Homework reminders can be set via the calendar and students can add in their own events and commitments.

Both students and parents can view the whole school calendar plus their child's individual calendar. Parents will be able choose to get a weekly home email update.

Telephone Calls

Parents should feel free to telephone staff but should be aware that, due to teaching commitments, they may not always be readily available to speak. Teachers will, however, respond as soon as possible.

General Information

Absences and Requests for Leave

- Students who have registered by Octopus card in the morning will be expected to be in school and in attendance at their regular lessons unless they have been given permission to leave school or are in the medical room.
- Students who are ill during the day must report to the medical room before contacting their parents. Permission to leave school will only be granted by the school health professional in consultation with House staff and parents or by a member of the senior leadership team.
- Parents should email tutors with details of medical/dental appointments etc if a student needs to leave during the school day.
- Students leaving the school for any reason must always sign-out at the front desk and sign-in on their return. They should also swipe their Octopus card.
- All students arriving in school after the registration period must sign-in at the reception desk. They must also swipe their Octopus card. The lateness record will be passed to House staff for follow up.
- Students arriving late three or more times in a month will be required to sign-in early (7:45am) for a week.
- When a student is absent, parents must email an explanatory note to the school at absences@online.island.edu.hk. If an explanatory note is not received, parents will be emailed on the day of absence and asked to provide an explanation. Absences that are unaccounted for after three days will be followed up by tutors. Cases of persistent or prolonged absence will be referred to House staff.

Alumni

The Island School Alumni Association (ISAA) was established in 2005. It facilitates communication between current and past: students, staff and parents (all affectionately known as "Islanders").

Its mission:

1. Establish and sustain a network of Islanders (former students, parents and staff) globally.
2. Manage the online membership database and the school's archive system.
3. Support the Higher Education Department to facilitate intern and mentorship programmes.
4. Host social gatherings and networking events globally.
5. Support current students' learning through real life work programmes.
6. Support annual school events: graduation, fairs and careers events.
7. Support fundraising events to benefit Island School; notably the Island School Trust and the Island School Spirit Fund.
8. Celebrate Island School's history and redevelopment.
9. Work with all stakeholders associated with Island School, i.e. the School Council and the Parent Teachers' Association.

ISAA'S Executive Committee

President	Jonathan Hui	(96515 Rutherford)	Treasurer	Hyung Joo Ahn	(Nansen)
Vice President	Christopher Ma	(99145 Da Vinci)	Secretary	Samuel Wu	(95140 Da Vinci)
Committee Member	Christina Yu	(08334 Fleming)	Vice President & UK Coordinator	Tom Banks	(75502 Rutherford)
Committee Member	Karen Wang	(01450 Nansen)	Committee Member	Paul Marriott	(Nansen)

ISAA website: <http://alumni.island.edu.hk>

Email: info@alumni.island.edu.hk

www.facebook.com/IslandSchoolAlumni

<https://www.linkedin.com/school/island-school/>

Sports Information TYPHOONS

Island School has a long tradition of sporting excellence and participation. This year will be no different. Our teachers, coaches and students are dedicated to making 2018/19 a memorable year of intense and energetic training sessions and of competitive sport for all the typhoon teams. At the Island School's Sports Awards we celebrate success and reward dedication, commitment and fair-play.

Activities Fee

The cost of the Activities Programme is not included in school fees. Island School parents are all asked to contribute HK\$700 per child towards this programme, which pays for all the 'whole school' sports events, the teacher/student-run activities, and the inter-House sports competitions. The fee is also used to cover the high cost of buses and pitch bookings.

Please note that there are some activities which involve the use of specialist coaches. These options involve an additional fee.

Extra Curricular Activities

The extra-curricular programme at Island School is viewed as an integral part of the development of all students. Through a rich and diverse programme, students experience safe, enjoyable, and challenging activities, enabling them to develop and grow into successful and happy young adults.

Students learn how to work collaboratively through being part of a team, whether it is a sports team, debating team, by hiking in the hills, or playing in an orchestra. They will learn about commitment and responsibility to themselves and one another.

By becoming involved and committed to co-curricular activities, it is hoped that students will learn integrity and self-discipline in coping with situations which they may not encounter in the classroom. Students will come to realise that involvement and success contributes to the school spirit and allows all students to take pride in the success of the school within the community. The senior students are also encouraged to take a lead role in running activities.

A list of the different activities on offer at Island School can be found on the Gateway <https://is.tg.esf.edu.hk/login.php>. Once you have logged in click Activities>Activity > School Activity.

Hong Kong Schools Sports Federation (HKSSF) Participation and Registration

The HKSSF is a quasi-government body tasked with the organisation of sports events across Hong Kong. In order to compete in these competitions, students are organised by age into A, B and C grade (C - Years 8 & 9, B - Years 10 & 11, A - Years 12 & 13). Student participants are required to have a sports I.D card issued by the HKSSF.

Students wishing to compete in HKSSF- organised events must be holders of a current sports registration card. The cards are valid for one school year, running from August until June each academic year. Cards have to be presented to match/event officials prior to competition as proof of age and school. Island School registers all students in August each year.

International Schools Sports Federation Hong Kong (ISSFHK)

Formed in 2006, the ISSFHK is an alternative organisation to the HKSSF for interschool sports among the international schools in Hong Kong and now boasts 21 member schools. Island School has been involved in a gradually increasing number of sports. The age grouping for the ISSFHK leagues is under 20, under 16, under 14 and under 12. Island School participates in football, basketball, athletics and cross-country leagues.

English Schools Foundation Sports

As a group, ESF secondary schools participate in numerous interschool leagues, tournaments and events each year. The age grouping for these follows the same guidelines as the HKSSF system, with the addition of a D Grade for Year 7 students only. The majority of these events are for the younger age groups.

The ESF sports teachers run events i.e. biathlons, cross-country races, swimming galas, table tennis, badminton, rounders and basketball tournaments throughout the year. There is no 'trophy' at the end of the season for these competitions. The emphasis is very much on participation.

Inter-House Competitions

Every year the students at Island School compete against one another in a cumulative competition for the Inter-House Trophy, the Pierre Steynberg Cup, which is presented at a whole school assembly.

All students at Island School will represent their House in the inter-House competitions held throughout the year. All students will participate in the heats for these events, gaining valuable points for their House.

The finals of the swimming and the athletics competitions are whole school events held at public swimming pools and stadiums. Parents are welcome to come along and support their children. Houses encourage participation from spectators, who dress up in House colours, bring mascots and create banners to support the finalists competing for their House.

Other events run periodically throughout the year including: sports team competitions, a biathlon, debates, quizzes, battle of the books and a chess tournament, allowing students to showcase their abilities.

Severe Weather Procedures

SIGNALS	ACTIONS TO BE TAKEN	PARENTS
	All schools will operate normally.	
	All schools will operate as normal unless advised otherwise. <i>Please listen to the TV/radio or visit the school website at www.island.edu.hk in case the weather deteriorates.</i>	Announcements of school closures before the start of the school day will be made on the radio and television from 6:00am onwards. You may also visit the HK Observatory website at http://www.hko.gov.hk .
       	<p>Before school starts: The school will close.</p> <p>Students in transit to school: The school will receive and hold students until arrangements can be made for them to return home safely.</p> <p>During school hours: The school will close. The school will ensure that safe and adequate arrangements can be made for students to return home or until a parent / designated adult collects them.</p> <p>Students will not be sent home on school buses once a Signal 8+ or a Red/Black rainstorm warning has been hoisted.</p>	<p>In the event of a Signal Pre-8, Signal 8 or a Red/Black rainstorm warning while the students are in school:</p> <ol style="list-style-type: none"> Do not call the school unless absolutely necessary as our lines may get blocked. Regularly check the following for updates: Your email and text messages School website at www.island.edu.hk <p>When relevant observatory signals are lowered, the emergency notices will be removed from the school website, indicating a business as usual situation.</p> <p>During External Examinations, separate rules apply - see previous section.</p>

Severe Weather Policy During External Examinations

For those taking external examinations (e.g. GCSE/IGCSE, IB Diploma or BTEC), please note the following:

- In the event of a Signal 8 or above, it is likely that all examinations will be postponed. Check the school website at www.island.edu.hk for the latest update.
- In the event of a Red/Black rainstorm warning, parents should listen to the radio for announcements about examinations and check the school website.
- Even if there is a decision to close schools, you must assume that exams will take place unless there is a separate announcement from the school postponing them.
- In the event of postponement, there will be announcements made about rescheduling.
- You will be advised about contingency plans for examinations as part of the information you receive before the exam period.

Parents will be advised about contingency plans for examination arrangements following severe weather. The school does not act alone, we receive instructions from ESF Exam Group on what next steps to take.

Hot weather procedures

During the summer months the relative heat index is used to determine when the environment for outdoor activities poses an increased risk for heat related emergencies. The index takes into account both temperature and humidity to determine the 'relative' temperature.

Relative Humidity Index									
Information for Wong Chuk Hang from Hong Kong Observatory									
RH%	28°C	29°C	30°C	31°C	32°C	33°C	34°C	35°C	36°C
50	28.4	29.7	31	32.6	34.4	36.3	38.4	40.7	43.1
60	29.4	31	32.8	34.8	37.1	39.5	42.2	45.1	48.1
70	30.7	32.7	35	37.6	40.4	43.5	46.8	50.3	54.2
80	32.1	34.7	37.7	40.9	44.4	48.1	52.2	56.5	61.2
90	33.7	37.1	40.7	44.7	49	53.5	58.4	63.7	69.2
100	35.6	39.7	44.2	49	54.2	59.7	65.5	71.7	78.2
Take care	<ul style="list-style-type: none"> • Educate students on signs and symptoms of heat stroke • Modify activities to suit abilities of students • Monitor students regularly • Encourage students to drink fluids 								
More Caution	<ul style="list-style-type: none"> • Schedule classes to involve breaks. During breaks, monitor students to ensure they rehydrate • Plan activities to limit over-exertion • Consider modifying activities to maximise use of shaded/ indoor areas 								
Danger	<ul style="list-style-type: none"> • Heat exhaustion likely with prolonged exposure * Refer to Hot Weather procedure below 								
Extreme Danger	<ul style="list-style-type: none"> • Heat stroke likely • Sun burn likely (especially for swimming) • Use indoor facilities only * Refer to Hot Weather procedure below 								

Playtime Alert		Air Quality Health Index Information for Central/ Western Station as advised by the EDB		
Level	Action	Health Risk Category	AQHI	Recommended Precautionary Actions
Green Play	Play as normal	Low	1 - 3	No response action is required
		Moderate	4 - 6	No response action is required
Amber Play	• Wear a hat	High	7	Children are advised to reduce outdoor physical exertion, and to reduce the time of their stay outdoors.
	• Drink plenty of water			
	• Reduce physical activities			
Red Play	• No running	Very High	8 - 10	Children are advised to reduce to the minimum outdoor exposure and to remain indoors when possible
	• No ball games			
	• Inside play	Serious	10+	Remain indoors

Lockers

All students are allotted lockers. Students are strongly advised to manage their locker use in order to keep the weight of their bags to a minimum. Students are given adequate time between lessons and at breaks to visit their lockers.

When students have PE or Drama, they should leave their valuables in their lockers. Valuables should not be left unattended in the changing rooms during these lessons under any circumstances. There are lockers provided outside of the changing rooms for students to use during PE and Drama, but students should provide their own padlocks.

Lost Property

Students are responsible for the safekeeping of their own property. Laptops and any other valuable items should not be left unattended. Similarly if students see any such items left without an obvious owner, they should ensure that they hand the items in to the general office immediately.

All items should be clearly marked with the owner's name. Expensive items and large sums of money should not be brought to school.

If students do lose something they should first go to the general office and enquire as to whether the item has been handed in. If there is any suspicion that the item might have been stolen this will be recorded in the theft book and a member of the senior leadership team will follow this up immediately.

Other items of lost property, including clothing, shoes and books will be placed in the collection boxes on the second floor by lifts at either campus. These boxes will be cleared on a regular basis and the items temporarily held by Facilities. Approximately twice each term the items will be sorted by the PTA and displayed on tables in reception. Items not collected will either be donated to charity or sold as second hand uniform.

Parent Teacher Association

To be part of the Island School Parent Teacher Association Limited (ISPTAL) is an honour, and in return, we strive to serve the community the best we can. We believe that being an active part of the community and the ISPTAL can add value to your Island School experience.

We work to build a community and a sense of belonging which benefits our children. You are welcome to join our monthly ISPTAL meetings, usually held on the second Monday of each month.

Parents who volunteer their time and talent for the ISPTAL are the heart of the Island School community, we have a very able and hardworking committee that ensures that the parents receive support in every way. If you have a query or question, don't hesitate to ask us.

These are the ways in which you can involve yourself with the ISPTAL.

- Join the ISPTAL committee, we welcome all.
- Sign Up for our WhatsApp groups for Year 7 – Year 13 (keep in touch with other parents)
- Parent Representative (organize lunch/dinner or drinks with our help for your child's year group)
- Coffee Mornings (held on campus with an informal discussion opportunity with the Principal or Vice-Principals)
- Newsletter Team (if you have writing skills, help us with our newsletters)
- Design (if you have design skills, do let us know as we always need some designing to be done.)
- Volunteer for events organized by us.
- School Fairs (Spring & Winter Fairs)
- Career Fair (share your experience with our students)
- Round Table (information sharing by parents with children in older years, especially useful for Elements, IGCSE and IB exams and beyond)
- Ad/hoc events to support the school

Please note that in accordance with the ESF Ordinance and Regulations, PTA membership is mandatory for all ESF families. Each year, ISPTAL membership forms are sent to all families. The ISPTAL membership fee is \$700 per family for 2018-2019. Cheques should be payable to: 'Island School PTA Limited'

For all ISPTAL related enquiries please contact us through email: pta@online.island.edu.hk or by telephone: 2140 6806. Please also visit the PTA website for more information: <http://island.edu.hk/pta-home/>

We look forward to your engagement with the ISPTAL and would like to extend a warm welcome whenever you visit our Sha Tin campuses. There are parent lounges for you to relax in or work in while in school. The Big Chill in Tai Wai, and The Uncommon Room in Sha Tin Wai. Your support as a volunteer or through donations is very much appreciated. The ISPTAL funds many initiatives that help enhance our children's learning.

Alefiyah Ebrahim (Chair)
For and on behalf of ISPTA committee

Philanthropy at Island School

There is an inherent need for philanthropy in education, a concept that sits upon the premise that an educated society is a benefit not only to the students but also to all those living in that society. The need for resources to sustain effective education can never be underestimated. Education is one enterprise where the income that is derived from tuition does not meet the resource requirements to provide the service.

During the 2015-16 academic year, Island School launched its first Annual Fund known as the Spirit Fund. That fund is in its third year, and will continue annually to benefit in some manner every student who attends Island School. The funds are being used to support different approaches to teaching and learning as utilised in the new Island School campuses. Our students are supported through extending research opportunities, by acquiring and retaining skills and knowledge from practised professionals in various fields, while seeing and experiencing their relevance as applied in the real world.

The Spirit Fund provides additional financial resources to different initiatives, as identified by the school, each academic year. It supports the "here and now needs" of current Island School students and staff through unrestricted donations from our generous community. Annually the Spirit Fund sets out target areas to financially assist the school in exceeding its call to excellence in teaching and learning. Please see the school website, About Us> Island Giving, <http://island.edu.hk/isgiving/> to learn more about these areas and for information about how you can donate to the Spirit Fund.

Private Cars and Parking

As part of ESF Island Schools commitment to sustainability and our ongoing effort to reduce the local impact of our operations, we implement a mandatory no private car use policy

Both sites in Sha Tin can experience significant traffic congestion, especially on weekday mornings and afternoons. Parents, students and members of staff in the ESF Island School community share responsibility with our neighbours in the area for the safety and efficiency of the local road system.

The intention of this policy is to stop private car use for students and families getting to and from Island School each day.

No Private Car Use Policy

ESF Island School asks parents, students and staff to take advantage of public transportation and the various school bus services to travel to and from school in order to make an effective

contribution to minimising traffic congestion in the local area. No private cars are allowed to be used for drop-off or pick-up of students.

In order to achieve this and to assist with the enforcement of our policy, the following action will be taken by ESF Island School:

- Provide staff to check and record any student being dropped off for school by private car.
- Any family that is recorded as using private cars for drop off 2 times shall be sent a communication reminding them of this policy and our requirement for them to stop using private cars.
- If the same family is recorded as using private cars for drop off a further 2 times, a letter shall be issued to the family reminding them that if private car use continues, further action may be taken by the school.
- If the same family is recorded as using private cars for drop off 1 more time (a total of 5) then the family (parent and student) will be asked to attend a meeting with the school where the students' extra-curricular activity privileges will be removed.
- If the same family is found again to be using private car for drop off, then further action will be considered by the school.

School Council

The Council represents all areas of our community. It guides the development of Island School, overseeing budgets, curriculum and site development. The members are drawn from the following constituencies:

- One parent is nominated by the PTA and two are elected by the parent body
- Teachers and support staff are elected by the staff
- Community members are nominated by the Chair
- Students are selected by the student body
- The Principal and ESF's CEO or her representative are ex-officio members

The Council meets in the evening, at school, approximately five or six times a year. The agenda varies from monitoring ongoing issues to discussions of new projects that are brought forward by members. Major changes in the school need to be agreed by the Council.

The Council has subcommittees that also include other members of the community. These committees include: Building and Development, Curriculum and Higher Education, Finance, Human Resources, Risk Management & Critical Incident.

Uniform

Island School supports a gender-neutral uniform policy. Students are permitted to select from our full range of uniform items, to ensure comfort and wearability. All uniform items can be worn year round – there is no distinct winter and summer uniform.

Year 7 – 11 Dress Code

- Completely plain black shoes or black trainers
- White socks or black tights. No leggings
- Navy blue approved uniform skirt, skort, shorts or trousers
- Blue and white striped approved uniform shirt
- Maroon approved uniform sweatshirt
- Navy blue approved uniform fleece jacket

Year 12 - 13 Dress Code

Years 12 and 13 are exempt from wearing the school uniform. They must look clean and tidy. Students' dress can be casual but smart. For P.E. Years 12 and 13 must wear Island School P.E. uniform.

P.E. Uniform – All Years

- Trainers with clear non-marking soles
- School P.E. top in the House colour
- School P.E. shorts/skort
- Track Suits in colder weather

Drama Uniform – All Years

- School drama t-shirt
- School drama shorts

Please note:

- *Students may only come into school in Drama kit or P.E kit if they have that lesson first period. Otherwise, they should change into that kit during the break before the lesson.*
- *They must change into regular school uniform after that lesson is over.*
- *They may only leave school in Drama or P.E. kit if they have that lesson last period of the day.*

Uniforms can be purchased online at: <https://www.schooluniform.hk/collections/island-school>. All students are encouraged to try on samples before purchasing as this reduces the need for exchanges and returns. Schooluniform.hk has a retail store in Lai Chi Kok for fittings, and purchases.

Uniform Ordering

For the 2018-19 school year, Island School Uniform may be ordered online via the website www.schooluniform.hk.

Orders placed in June are pre-orders and will be delivered to your home in early August. For orders placed after June, we cannot guarantee stock availability.

Fit is very important for the uniform and you are encouraged to visit, schooluniform.hk Retail Outlet in Lai Chi Kok between 15 and 29 June (except Fri 22 June and Thursday 28 June) to try samples and place your order. Opening hours are 10.00 a.m. to 5.00 p.m. Monday to Friday.

Schooluniform.hk Retail Outlet

Unit B1, 1/F, Tai Cheung (Liberal) Factory Building, [3 Wing Ming Street, Kowloon, Hong Kong](#)
Tel: (852) 2375 5923

For directions, see the website <https://www.schooluniform.hk/pages/contact-us>.

PTA Uniform Sales

The PTA has limited stock of uniforms available at discounted prices. Parents who need to purchase uniform urgently, prior to the end of the current school year should contact the PTA on pta@online.island.edu.hk or 2140 6806.



Island School

Island School Sha Tin Wai
Pok Hong Estate
Area 5A, Sha Tin,
New Territories

Island School Tai Wai
Sun Chui Estate
Sha Tin, New Territories