



**Island School
Parent Handbook
2017-2018**

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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:	+852 2524 7135
Fax:	+852 2840 1673
Email:	school@online.island.edu.hk
Address	20 Borrett Road, Hong Kong
Website:	www.island.edu.hk
PTA:	pta@online.island.edu.hk

How do I get to Island School?

1. By Minibus from Exchange Square

Take the No. 9 minibus from Exchange Square to the very end of the route, alighting at the Borrett Road roundabout.

2. By MTR

Catch the MTR to Central station and take exit A, or catch the MTR to Hong Kong station and take exit A1. Then either take a minibus (see no. 1 above) or taxi (see no. 3 below) to the school address.

3. By Taxi

Island School is a 10 to 15 minute taxi ride from Central or Admiralty MTR.

Island School Code

We should:

Value and respect the diversity of our school community

- *with regard to cultural heritage, gender, sexuality, age, physical appearance or physical/academic ability*

Be positive role models

- *behaving appropriately when representing the school both on and off campus*

Be courteous and inclusive in the language we use, whether spoken, written or in online

- *not using language as a way to exclude others*
- *not calling people names which may offend*
- *showing respect and care for others in public forums (e.g. online)*

Take action to support those in need

- *if someone's safety is at risk*
- *reporting unkind or intimidating behaviour*
- *not being a bystander*

Show respect for other people's property

- *always asking permission before using others' property*
- *treating other people's property with respect*
- *never taking the property of others*
- *handing in property that is found (to the general office)*

Respect the environment and take positive steps to enhance it

- *using the recycling bins provided*
- *not defacing or vandalising school property*
- *ensuring that our physical surroundings help to create a positive learning environment*

Be positive about learning and respect the rights of other students to learn in their own way

- *allowing others to work without disturbance*
- *being active and supportive about teaching and learning*

Take responsibility for our actions

- *thinking independently and considering consequences*
- *being honest*
- *following and supporting all school guidelines*

Message From The Principal

Dear Parent / guardian

Island School is committed to every young person achieving their potential. For this reason we constantly strive to pack more into every day to make every minute count for each young person.

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 first port of call for parents when it comes to policies and procedures. Please make sure you discuss these sections with your young person so that they are fully aware of their rights and responsibilities.

It is particularly important that the School Code and communications policy are well known by all. Island school has high standards for behavior that we must work together to ensure are met. In the near future you will be sent an email confirming that you have discussed these elements with your young person. Please sign the document and return it to the school as a record of your commitment.

The information included in the handbook will be expanded on at parent meetings held throughout the year. I realise that families are exceedingly busy these days however please make every effort to attend school events. They are a very important way to keep you connected to the information you need to support your young person to get the best possible results.

There is further information about all aspects of Island School on our website www.island.edu.hk, the parent portal <http://islandschoolparents.wordpress.com> and our Facebook page, 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

School Location Map



Term Dates and School Closures for 2017/18

Term 1

Monday 14 August

Wednesday 6 September

Monday – Friday 2 -6 October

Friday 20 October

Monday – Friday 13-17 November

Monday 20 November

Friday 15 December

Term 1 starts

IS CPD* Day to be confirmed

Half Term Break

ESF CPD Day

Quest Week

IS CPD Day

Term 1 ends

Term 2

Monday 8 January

Friday 16 February – Tuesday 27 February

Monday 26 February

Thursday 29 March

Term 2 starts

Chinese New Year Break

IS CPD Day

Term 2 ends

Term 3

Tuesday 16 April

Tuesday 20 April

Tuesday 1 May

Tuesday 22 May

Monday 18 June

Friday 29 June

Term 3 starts

IS CPD Day

General Holiday

General Holiday

General Holiday

Term 3 ends

*CPD Continuous Professional Development.

Daily Schedule 2017/18

MONDAY, TUESDAY & THURSDAY	WEDNESDAY	FRIDAY
7:55 – 8:05 <i>Registration</i>	7:55 - 8:05 <i>Registration</i>	7:55 - 8:05 <i>Registration</i>
8:05 – 9:10 <i>Lesson 1</i>	8:05 – 9:10 <i>Lesson 1</i>	8:05 – 9:10 <i>Lesson 1</i>
9:10 – 9:15 <i>change over</i>	9:10 – 9:15 <i>change over</i>	9:10 – 9:15 <i>change over</i>
9:15 – 10:20 <i>Lesson 2</i>	9:15 – 10:20 <i>Lesson 2</i>	9:15 – 10:20 <i>Lesson 2</i>
Long Break 10:20 – 10:40	Long Break 10:20 – 10:40	Long Break 10:20 – 10:40
10:40 - 11:45 <i>Lesson 3</i>	10:40 - 11:45 <i>Lesson 3</i>	10:40 - 11:45 <i>Lesson 3</i>
11:45 – 11:50 <i>change over</i>	11:45 – 12:30 <i>Lunch</i>	11:45 – 11:50 <i>change over</i>
11:50 – 12:55 <i>Lesson 4</i>	12:30 – 13:35 <i>Lesson 4</i>	11:50 – 12:55 <i>Lesson 4</i>
12:55 - 13:40 <i>Lunch</i>	13:35 – 13:40 <i>change over</i>	Students leave after lesson 4.
13:40 – 14:45 <i>Lesson 5</i>	13:40 – 14:45 <i>Lesson 5</i>	

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 for Guidance, is responsible for coordinating all matters regarding child protection in the school. The school's full Child Protection Policy can be accessed through the policies section on the school's website www.island.edu.hk.

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 tutor, Head of House (HoH) and Senior Head of House (SHoH), leadership and 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 the Sports Hall, Design and Food Technology classrooms and Science laboratories. Two 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 them.

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.

Guidelines

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. 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 37.5 °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) and the Parent Portal (www.islandschoolparents.wordpress.com 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 go to someone they trust – this may be a teacher, a sixth form 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)
- Teachers are expected to give out a minimum of one and a maximum of five merits each week (on average)
- Copies of certificates are kept in House rooms

Why?

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

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

Where?

- Recorded in the student planner
- Merits awarded through a comment and a signature

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 Head of House (HoH) after gaining 25 merits
- Certificate awarded by HoH
- Letter sent to parents by HoH or Senior Head of House (SHoH)

For a GOLD Certificate

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

Rolling Over

- Throughout years 7, 8 and 9, 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)
- It is therefore important that students keep their diary Merit Pages from one year to the next.

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 (SHoH) or Head of House (HoH)
- Vice Principal for Guidance (Jenny Hodson)

Please note that within each House the Senior Heads of have particular responsibility for different year groups and, when the school decants, they will be located on separate campuses. Apart from the Form Tutor, the Senior Heads of House will be the main points of contact.

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.
- The concern will also be noted in the student's planner if the student is in Year 7, 8 or 9.
- If seen as appropriate, the matter will be passed on to the tutor for initial follow up.
- The tutor may involve the HoH or SHoH, 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 HoH/SHoH may also decide to give the student a Friday 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.

Friday Detentions

- The decision to give a Friday detention can only be made by a HoH or SHoH.
- These detentions take place after school on a Friday and are supervised by a SHoH.
- A Friday 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 Friday 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 Friday detention is to be given.
- The HoH/SHoH will set an appropriate task for the student to complete during the Friday 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 Friday 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 along different lines.

Quest Week is 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, 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 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 and the local community.

Further information about the activities offered in this year's Quest Week can be found at <http://questweek.island.edu.hk/wordpress/> or from the link under 'Life at IS' on the school website (<http://www.island.edu.hk>).

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 – Y11. 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. These classes are usually run in conjunction with the ESF Centre.

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, CIE, Cambridge English and AQA) and the International Baccalaureate Organisation.

In Year 11, students sit GCSE (General Certificate of Secondary Education) and IGCSE (International GCSE) examinations. Most of the examinations are those offered by Edexcel or CIE. Some students may sit some examinations in Year 10 with the remainder of the examinations taken in May and June of Year 11.

Results are published in mid to late August.

In Year 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.

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 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'.

Parent Portal (<http://islandschoolparents.wordpress.com>)

1. You may view examination information under 'Examination' on the menu bar at the top of the page. Exam information is further categorized according to the type of exam as seen on the drop-down list.
2. You may also view examination information per year level under 'Years' on the menu bar at the top of the page. The drop-down list contains the different year levels.

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 (Mathematics and 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 prevailing 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:

- CIE Diploma in Applied ICT is around HK\$800 (bill sent in September of Year 11)
- GCSE/IGCSE is around HK\$6,500 in total (bill sent in January 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\$3,000 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, Brilliant Books and Critical Thinking, 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.

Homework for Year 7 and 8

Not everyone agrees that homework is 'a good thing'. As parents and teachers, the following need to be considered:

- The purpose of homework.
- The amount of homework appropriate for different age groups and for different subjects.
- Whether the homework is challenging or more routine.
- Whether the homework is stimulating. This may depend on the purpose of the homework.
- Whether the homework is differentiated to meet the needs of the students.

At Island School, we believe...

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.

Expected Homework Allocation per Subject in Years 7 and 8

Island Time learning: This will be an ongoing inquiry-based learning. The time spent on the activities will depend on the topic and the challenge set for the individual within the group and their own level of enthusiasm.

English: There is no set timetable for homework, but it will be no more than 2.5 hours (for Year 7) / 2.75 hours (for Year 8) / 3 hours (for Year 9) in total over the fortnight. Approximately one hour will be for writing tasks and the rest of the time will be set aside for reading, which should be done on a regular basis. Please note that the highest achieving students do read extensively, usually 20 minutes or more per day.

Science: 40 minutes per week, this could be 20 minutes per lesson or 80 minutes over a fortnight on a more extended piece of work.

Food Technology /Textiles: One piece of ongoing project work per half term in either Food Technology or Textiles.

Languages: 20-30 minutes per lesson to reinforce the language learnt.

Maths: 60 minutes per week maximum. This is approximately 30 minutes on two of the three lessons per week.

Design Technology: One piece of ongoing project work per half term with up to 30 minutes per week of research and design tasks linked to this.

Humanities: Five assessments per year. The focus of homework is inquiry-based learning and time commitments will reflect the ability and individual needs of students.

ICT: Approximately one formal assessment per half term with preparation and development homework of 30 minutes every week.

Information and Communication Technology (ICT) Acceptable Use Policy

Introduction and Aims

[Our Acceptable Use Policy and Essential Agreement](#) detail the ways in which ICT facilities can and cannot be used in Island School. They are relevant to students, staff and parents who own and maintain computers that students use at home and in school. Parents and students are asked to sign the Essential Agreement at the beginning of each year; this will be emailed to you. Whilst we aim to harness the vast educational potential of new technologies, we also have a responsibility to provide safeguards against risk, unacceptable material and activities. This Acceptable Use Policy (AUP) is provided to ensure that our technology resources and services are used in a manner appropriate to a school setting and in keeping with our ethos and values. This policy should be seen as operating within the overall influence of the Island School Code.

As a member of the Island School community, due consideration must be given at all times to the effect one's actions can have on other members of our community and the wider world when using technology both at home and school.

At Island School, 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 policy 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.

Essential Agreement between School, Student and Parent/Guardian Parent/Guardian

As a parent / legal guardian of a student at Island School, I...

- will read and am willing to abide by the Island School's Acceptable Use Policy.
- grant permission for my son/daughter to access the Internet and Island School's computer systems.
- support Island School's use of Internet content filtering as protection from objectionable or controversial material accessible via the Internet.
- will discuss this document with my child, and ensure they understand the importance of adhering to this policy and the Island School Code when using the Internet.

Student

As a student at Island School, I...

- have read the school's Acceptable Use Policy, and I understand its rules and restrictions.

- agree to use my laptop only for curriculum-related tasks when in lessons.
- agree to use the Island School computer systems and Internet connection in accordance with the most current version of the School's Acceptable Use Policy and the Island School Code as posted on the Parent Portal
<https://islandschoolparents.wordpress.com/1-1-laptop-programme/>

School

In order to assist students learning via the Internet, Island School will ...

- provide a reliable, high speed Internet connection that is protected by Internet filtering software.
- guide students to use the Internet and the school's computer systems safely, appropriately and responsibly.

The Acceptable Use Policy (AUP)

Island School acknowledges that computer technology and the resources of the Internet play an important role in our children's education. It is our goal, therefore, to educate our students in the efficient, ethical and appropriate use of these resources, and to use these resources to achieve the goals of our curriculum.

Student access to the Island School computer system and the Internet is governed by the School Acceptable Use Policy (AUP) and the Island School Code. Students are responsible for their actions and will be held accountable for unacceptable use of the school computer systems (Gateway and Isle) and the Internet, or for the intentional damage of school - owned computer equipment. Sanctions, depending on the severity of the offence, may range anywhere from temporary revocation of computer privileges to expulsion from the school.

All parents and students are expected to read and approve the current version of this policy at the beginning of each school year. The most current version of which will be posted on the Parent Portal <https://islandschoolparents.wordpress.com/1-1-laptop-programme/>

Use of Computers and Digital Technologies at School

All members of the school community should ...

- behave in accordance with the Island School Code when online
- use Island School information and communication equipment and services for school-approved purposes only
- not access electronic files, email or other electronic communications of other users

- not relocate school information and communication equipment without prior permission from the Principal or the ICT Manager
- take care that there is no damage or loss of any equipment on loan from Island School
- recognise that electronic communications sent through or stored on Island School's network will be treated as Island School related and may be monitored or examined by the Principal or his/her authorised delegates for operational, maintenance, compliance, auditing, security and/or investigative purposes
- not publish, access or distribute illegal material, including harassing, obscene, threatening, defamatory, racially vilifying, pornographic or any unlawfully discriminatory material
- accept that my network user ID and password are for my personal use only and undertake to keep them secure and confidential
- not record, film or take photographs on school premises without the permission of the Principal or a designated authority, and then only when those being recorded, filmed or photographed give permission
- not access the school network under the user ID and password of another person
- log out or lock the computer when I have to leave my computer unattended
- not send junk mail or chain letters using the school network
- treat electronic communications as official documents and apply appropriate etiquettes
- not install software on school computers unless authorised by the Principal or the ICT Department
- not change original software setting/configuration of school-owned computers
- report any damage to or loss of computer hardware immediately
- save all documents onto appropriate storage areas of the school network or other appropriate storage systems and ensure that all files are backed up
- report any inappropriate behaviour and online bullying to my tutor or Head of House
- not divulge personal information to third parties
- abide by the Island School Academic Honesty Policy when copying and quoting from sources on the Internet

- ensure that they are not breaking copyright restrictions when copying and using material from the Internet
- seek approval if they intend to host IS content on personal websites
- ensure that their computer only has legal software and content installed and should take reasonable efforts to ensure that virus protection software is updated with the latest security patches
- take appropriate measures to protect themselves whilst online and be aware of the effects of overuse of computers and the Internet
- not open any downloaded files, emails or attachments that look suspicious. In the event that you receive any files that you suspect contains a virus, it should be deleted immediately or reported to the ICT manager
- not take food or drink near school computers or in the computer rooms
- be very careful of any leads that may be lying on the ground when moving around the school site

Use of Personal Laptop Computers

Students who bring their laptops to school should...

- store the laptop computer securely when not using it
- back-up regularly all data files
- install personal firewall and anti-virus software on their laptop and ensure that they are regularly updated
- connect their laptop to the school network frequently to automatically update the virus detection software and security updates/patches on the laptop
- ensure that their laptop battery is fully charged at the beginning of each day
- ensure that there is sufficient memory and storage capacity for their laptop to work efficiently
- use them only for curriculum-related tasks when in lessons

Island School cannot be held liable for any accidental damage to student computers or that resulting from willful vandalism. Students 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 responsible when students break the conditions of this policy.

Laptop Purchase Scheme

The rationale behind a one-to-one computer access for all students 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:

<https://islandschoolparents.wordpress.com/1-1-laptop-programme/>

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 same website.

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 7, 8 or 10 Professional 64-bit; Apple OSX 10.10 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 programs like Windows Backup or Mac OS Time Machine with an external hard drive (External USB 3.0 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 Rm143 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 programs run only in a Windows environment. Mac users will not be able to run these programs 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 program.

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 program.

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 program-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.

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 and reading comprehension, 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 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, teachers and IN department.
- Most form classes in Years 7-8 will have a fortnightly English library lesson which is also supported by an Educational Assistant (EA). (May 2017 - this provision is currently under review).

- 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, in the Y9 to11 'Elements' options, 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.

Library and Learning Resources

The three-floor library has a total seating capacity of 74 in the open area plus 34 in the multimedia room, which serves as a classroom, meeting room and student reading / study area.

The upper library, which houses the non-fiction collections, is the centre of research and learning. The collections total over 10,000 volumes of printed materials spanning all subject areas, as well as personal and professional development. The mezzanine floor holds a reference collection which supports the IB curriculum in particular. This area is exclusively for senior students' research and self-study. The lower library houses a vast collection of fiction and magazines. It offers a relaxing area for students to read and collaborate. It is also used for English library reading lessons for Years 7 and 8.

Dedicated computer terminals are available for searching the library's online catalogue and accessing online databases. Laptops are available for students' use. Opening hours are from 7:30am to 4:00pm Monday to Friday, when school is in session.

Communications

Calendar

The School's Google calendar including all the important dates for the coming year can be viewed at the:

- School website <http://island.edu.hk/> (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:

- 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.

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.

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.

Form Tutor

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.

Gateway & Evidencer

The Gateway and Evidencer are the ESF's primary information systems, striving to bring teachers, students and parents together with the aim of supporting teaching and learning. You will have access to; your child's demographic details, medical information, attendance information, enrolment in co-curricular activities, school and ESF calendars, and documents.

You will also be able to access assessment information Evidencer for Year 7 & 8 and Gateway for Year 9-13. Progressively assessment information will move to the Evidencer over the coming years, where students get the opportunity to reflect on their learning and parents get the opportunity to see assessment directly associated with student work examples.

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

ISLE

ISLE is the school's online learning tool. Learning resources and course information are available by logging on to this system. Parents can access ISLE, using your child's login, via a button on the school's website homepage or at <http://isle.island.edu.hk>. Students and staff can post notices on the ISLE which are automatically collated and emailed to all staff and students daily. It is also possible for students and staff to add banners and posters relevant to their event or society.

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.

School Planner

This is an important part of any student's stationery and all students in Years 7 to 9 are expected to record all homework and important school dates within it. Teachers and parents can communicate with each other through notes in the planner including notifications of absences. Both parents and the form tutor are expected to check and sign the planner on a weekly basis. Students in other years may purchase a planner if they wish.

Telephone Calls

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

School Website

The school website is aimed at everyone within the Island School community. Posts to the homepage and news page celebrate school life. With an increase use of video the curriculum pages contain information on school learning. There is a complete list of all staff as well as a timeline of all the redevelopment news and decisions made to-date.

The school website can be accessed at www.island.edu.hk.

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.
- Students wishing to leave school for medical/dental appointments etc. must bring a note from their parents in their planners, which must be signed by their tutor, Head of House, or by a member of the senior leadership team. In years where students do not have planners, parents should email tutors with details of the appointment.
- 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 (ex-students, ex-parents and ex-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 programs.
6. Support annual school events: Graduation Fair, Careers Fair, Year 13 Alumni Registration.
7. Support fundraising events to benefit Island School; notably the Island School Trust and the Island School Spirit Fund.
8. Maintain a "point of contact" through the Alumni Office at Island School.
9. Celebrate Island School's history – the 40th Anniversary (2007) and 50th Anniversary and Redevelopment (2017).
10. Work with all stakeholders associated with Island School, i.e. the School Council and the Parent Teachers' Association.

ISAA'S Executive Committee

President	Michael Lok	(06116 Da Vinci)	Treasurer	Jonathan Hui	(96515 Rutherford)
Vice President	Samuel Wu	(95140 Da Vinci)	Secretary	Christopher Ma	(99145 Da Vinci)
Committee Member	Carlton Lai	(06113 Da Vinci)	Vice President & UK Coordinator	Tom Banks	(75502 Rutherford)
Committee Member	Karen Wang	(01450 Nansen)	Committee Member	Christina Yu	(08334 Fleming)

Students and their parents automatically become members of the ISAA in the students' final academic year at Island School. The majority of students graduate in Year 13 but students leaving from other year groups are also officially alumni. We make every effort to include those students leaving Island School on the ISAA database. Former staff are also included on the ISAA database.

To register as an alumni member follow the instructions below;

- Go to the Island School website
- Click the "Alumni" red button on the homepage which links to the Alumni website.
- Click "Register"
- Click "Former Student" then "Continue"
- Enter user name using your first or last name or personal email address
- Enter your year group (the first two letters of your student number) and then click "Continue"

You will receive an email confirmation within 24 hours of registration.

Donations in support of the ISAA are most welcome. We do not charge a membership fee. Donations help us to continue to provide valuable services to alumni as listed in our mission statement.

Please contact Jacqueline Archer at the Alumni Office for any queries.

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

Alumni Office: jacqueline.archer@online.island.edu.hk

Email: info@alumni.island.edu.hk



www.facebook.com/IslandSchoolAlumni

LinkedIn®: www.linkedin.com/groups/Hong-Kong-Island-School

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 that take place within and outside of school. It is mainly 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.

Co-curricular Activities

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

Students should 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 co-curricular 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. 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 year. Cards have to be presented to match/event officials prior to competition as proof of age and school. Island School registers all students from Year 7 to Year 13 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 ISSFH Leagues is Under 20, Under 16 and Under 14.

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 such as biathlon, cross-country, volleyball, swimming galas, athletic meets and basketball tournaments at various times of 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 at least three of the Inter-House competitions held throughout the year, swimming, athletics and cross-country. 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 Victoria Park Swimming Pool or Sun Yat Sen Memorial Park Swimming Pool and Wan Chai Athletics Stadium. 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 from their House.

The remaining events run periodically throughout the year. We combine sporting competitions including; basketball, netball, volleyball, softball, table tennis, football, touch rugby, biathlon and water polo with debating, a quiz, battle of the books and chess to allow all students the chance to showcase their abilities.

Severe Weather Procedures

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 at www.island.edu.hk.
- 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 extreme weather by the school in their communications to parents on examination arrangements.

The school does not act alone, we receive instructions made by the ESF Exam Group which applies to all schools.

SIGNALS	ACTIONS TO BE TAKEN	PARENTS
	<p>All schools will operate normally.</p>	
	<p>All schools will operate as normal unless advised otherwise.</p> <p><i>Please listen to the TV/radio or visit the school website at www.island.edu.hk in case the weather deteriorates.</i></p>	<p>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>
	<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"> 1. Do not call the school unless absolutely necessary as our lines may get blocked. 2. 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>

Lockers

All students are allotted lockers. For the most part these are situated in form rooms. 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. These are meant for lesson-by-lesson use only. Any locks left on these lockers after school hours will be removed.

Small padlocks, for lockers, can be purchased from the PTA Bookshop.

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 by the vending machines in Block 5 playground. 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 outside the shops in Block 7. Items not collected will either be donated to charity or sold as second hand uniform.

Parent Teacher Association

The school is fortunate to be supported by an enthusiastic and involved Island School Parent Teacher Association (ISPTA). Meetings usually take place on the second Monday of every month, during term time, at 5:30pm in the School Library.

The main role of the ISPTA is to build strong working relationships within the school community. They do this by engaging and collaborating with parents and teachers which include; organising student educational events, coordinating volunteers for the various activities and events at Island School, managing the school buses and operating the school uniform and book shops.

The Winter Fair, Spring Cultural Fair and Careers Fair are three of the most important dates on ISPTAs calendar. The Winter Fair is held on a Saturday, typically at the end of November or start of December and is a full day affair with student entertainment, commercial stalls as well as food, drink and many other attractions. The focus of this fair is to bring the whole community together for a great day out and to raise money for the school and its charity: The Nicola Myers and Kenneth McBride Memorial Fund.

The Spring Cultural Fair is student-focused and led, with the ISPTA coordinating and working with the school to ensure that the night is both entertaining and memorable. The fair is held on a Friday night in early April and includes the famous Island School International Food Festival at which parents serve culinary delights from their home country as students entertain visitors.

These fairs take months of planning by the Fair Coordinators and showcase the collaborative spirit of teachers, students, and parents who work together to ensure that everyone has a thoroughly enjoyable time.

The Careers Fair is a joint initiative by Island School and the ISPTA. This event aims to provide students with the unique opportunity to interact with a variety of professionals. The objective is to enable them to gain knowledge and awareness as they start to think about future studies and careers. This event reflects what can be achieved when the school, corporate, alumni and parent communities join hands for the benefit of our students.

The ISPTA are always looking to make parents feel very much part of the school community. With this in mind, a 'Welcome Committee' aims to strengthen communication between the PTA and Island School families. Our volunteers attend school-hosted events, provide refreshments and engage with the community throughout the year.

In addition, the ISPTA coordinates the Parent Representatives for each year group whose role is to organise functions for other parents throughout the year and facilitate communication between the parent community and the school. They recruit volunteers for school events and arrange social gatherings. These functions provide wonderful opportunities for families to get to know and support each other and integrate into the community.

Each month, the ISPTA publishes its newsletter informing parents about what is happening in the community as well as any upcoming events. It is an invaluable source of communication for the PTA and includes photos of events and articles of interest. Please look out for it in your inbox – it is published electronically two weeks after the PTA meetings.

Coffee mornings for each of the year groups are held at a central venue away from school. They are invaluable occasions when the Principal and key staff discuss topical academic and pastoral issues for a particular year group. Parents find this a useful channel of exchange both with the school and other parents.

Reaching out to the wider Hong Kong community is one of the strengths of Island School. Each year the ISPTA holds the Charity Raffle Draw in support of 'The Nicola Myers and Kenneth McBride Memorial Fund', which provides scholarships for students, from local schools in Hong Kong, who are in difficult financial situations.

Volunteers are at the heart of the ISPTA. Volunteer roles include; working for a few hours per month to support the PTA book shop, helping at the fairs, being part of the Careers Fair or joining the Welcome Committee. Our parent community is rich in skills and talent and we strongly urge you to get involved. For more information, please contact our PTA office staff.

Each year, PTA membership forms are sent to all families at Island School. Please note that in accordance with the ESF Ordinance and Regulations, it is **compulsory for all families to be paid members of the PTA**. The ISPTA membership fee is \$700 per family for 2017-2018. Cheques should be payable to: **'Island School PTA Limited'**

For all PTA 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/>

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 cannot 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 was continued into the following 2016-17 academic 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. Our students are supported through extending research opportunities, or by acquiring and retaining skills and knowledge, while seeing and experiencing their relevance as applied in the real world.

The Spirit Fund will provide 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.

The Spirit Fund set out four target areas to financially assist the school in exceeding its call to excellence in teaching and learning. These areas include: out of classroom program support; engagement with visiting professionals and practitioners; and, support for students to have equal access to a host of educational opportunities.

More information about how you can participate in the Spirit Fund is on our school website under Island Giving (<http://island.edu.hk/island-giving/>)

Private Cars and Parking

Students travelling to school by private car from Magazine Gap Road and Bowen Road should be dropped off at the junction of Bowen Road and Borrett Road.

Students travelling to school by private car from Kennedy Road and Borrett Road should drive right round the roundabout by the school and alight by the wooden steps on the way back down Borrett Road. Students should not be dropped off in the car park or on the approach to the car park from the roundabout.

At the end of school, students may only be picked up from Bowen Road. It is essential that parents keep to this rule. At the end of the school day, the upper section of Borrett Road by the school is full of buses that are being boarded by over 800 students. If private cars are there at this time to pick individual students up, this increases the risk of accidents and makes the road much more unsafe. Students may be picked up by private cars and taxi from 3:30pm once the buses have departed.

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.

Site Facilities and Hiring

The school building consists of seven tower blocks grouped around three playgrounds. One block contains a school hall, an indoor sports hall, drama studios and a library. Another is devoted to Science teaching and a third to specialist rooms for Music, Art, Design and Technology, and Food and Textiles Technology. The remaining three blocks furnish the school with its standard teaching rooms. In addition, there is a swimming pool and an artificial astroturf pitch. All classrooms are served by the broadband wireless network.

All sports facilities and some specialist facilities are available for hire. For more information, please contact our Business Manager, Ms Rebecca Yip at rebecca.yip@online.island.edu.hk.

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 or approved uniform navy blue cardigan
- 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.

Year 7 - 8 Island Time Uniform

During Island Time, students may wear the Island Time Track Suit or P.E. uniform all day. For the colder months, they may wear their school uniform and/or sweatshirt/cardigan.

P.E. Uniform – All Years

- Trainers with clear non-marking soles
- School P.E. top in the House colour
- School P.E. shorts/skort
- Swimming costume/trunks

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.*

Please refer to the uniform price list* in Appendix 1. *Prices subject to change without notice

Appendix

Appendix 2: Science Laboratory Rules

We ask that students carefully keep to the following rules when using the science labs:

1. Do not enter a laboratory unless a teacher is present.
2. Place bags and coats under the table or out of the way.
3. Listen carefully to safety instructions and read safety warnings on worksheets.
4. Note the safety symbols on bottles and containers of chemicals.
5. Always wear safety glasses during practical work when there is a risk to the eyes.
6. No eating or drinking in the lab.
7. Act sensibly in the laboratory and during practical work. Never run.
8. When Bunsen burners are used, long hair should be tied back, safety glasses should be worn and ventilation fans should be used.
9. Do not leave an experiment unattended.
10. In cases of broken glassware or spilled chemicals, notify the teacher immediately.
11. Chemical waste should be disposed of in an appropriately labelled container, not in the sink. This should be emptied by a technician after every lesson.
12. Wash hands after using chemicals. At the end of an experiment, clear away and rinse glassware and leave in the wash trays. Tidy away other equipment as instructed and make sure your work space is left clean and neat.
13. Do not take anything out of the laboratory without permission.
14. Appropriate footwear must be worn. No flip flops or open toed sandals.
15. IB Chemists must wear white coats during practical work.



Island School

20 Borrett Road
Mid-Levels, Hong Kong
www.island.edu.hk
Tel. (852) 2524 7135
Fax: (852) 2840 1673