

2020-2021 ISPTA GUIDE FOR PARENTS

On behalf of the ISPTA, welcome to Island School! We've put together a quick guide to Island School for parents, with some **ISPTA Pro Tips** to help you with a smooth transition.

The ISPTA Guide covers the following topics:

- [School Details – School Info + Transport Options](#)
- [Key School Contact Information](#)
- [Key ISPTA Contact Information](#)
- [When Should My Child Go To School ?](#)
- [Getting Ready for School](#)
- [Communications with School – Students + Parents](#)
- [Learning & Activities Information - The School Day & Learning + School Activities](#)
- [Additional Useful Information](#)

We hope you find this guide helpful and if you have any questions, feedback, would like to join our Parent WhatsApp group or would like to volunteer, please contact our PTA Manager on pta@online.island.edu.hk.

Yours Sincerely,

ISPTA Committee

SCHOOL DETAILS

School Name	Island School 港島中學
Address	<p>Island School Sha Tin Wai Campus (Y7, 8, 12 & 13) Area 5A, Pok Hong Estate, Sha Tin Wai, New Territories 新界沙田博康邨第5A區</p> <p>Island School Tai Wa Campus (Y9, 10 & 11) Estate Secondary School No.2, Sun Chui Estate, Sha Tin, New Territories 新界沙田新翠邨屋邨第二中學</p>
Website	https://island.edu.hk/
Telephone	<p>General: 2524 7135 Shatin Wai campus: 3762 7600 Tai Wai campus: 2524 7135</p>
Fax	+852 2840 1673
Email	school@online.island.edu.hk
How to get to Island School	<p>via School Bus Kwoon Chung Motors runs a school bus service to and from Island School from various areas of HK Island, Kowloon, New Territories and Discovery Bay. For more details, please visit Kwoon Chung's website.</p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> • For those on the School Bus service, Kwoon Chung has a GPS tracking app available called "KC School Bus" available for Apple iOS and Android phones. This gives you details such as what route your child is on, what time they boarded/alighted the bus and current bus location. • For those on the School Bus service, please print out a copy of your child's bus service application in the event the school bus pass has not yet been received when you start taking the service or bus pass has been misplaced. • Best to be at the bus stop 5 mins before and if the bus is more than 10-15 mins late, best to call Kwoon Chung for an update. • Do expect some delays in the first week of the bus service. <p>via Public Transportation Tai Wai and Shatin Wai campuses are accessible by MTR and various bus routes. For more information on how to get to school, please refer to the school website.</p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> • If your child is taking public transportation to school, try catching the same transportation at the same time they would normally need to take the bus for school to work out timings.

	<ul style="list-style-type: none"> It will be highly likely that other Island School students and teachers may be taking the same bus or train around the same time. Do encourage your child to reach out to these students or teachers if they have questions. <p>No Private Car Use Policy Island School has a strict no private car use policy. This means that no private cars are allowed to be used for drop off or pick up of students. You can see details of the policy here.</p> <p>Other ISPTA Pro Tips:</p> <ul style="list-style-type: none"> Spend time exploring various public transportation options to school, so your child can familiarize themselves with how to get to school and the campus. This will be helpful if they accidentally miss the school bus for example. Prior to school starting, it would be helpful to run through a few “what if...” scenarios with your child to help them identify possible solutions and ensure that they have parents contact numbers memorized or written down somewhere. E.g. misplaced Octopus card, bus pass, phone or wallet etc. If your child misplaces their Octopus Card, bus pass, misses the school bus or has any other emergencies when leaving school, please ask them to contact the General Office.
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WHO SHOULD I OR MY CHILD CONTACT?

Emergency	Call the Main Office on +852 2524 7135
Absence	<p>If your child is going to be absent from school, please either:</p> <p>Email absences@online.island.edu.hk cc: Form Tutor</p> <p>Log-on to Gateway Click on “Absence Request” (in colored boxes under Student Profile) and fill in the details.</p>
Family Event	If there is a family event, please email Form Tutor and cc Head of House
Leaving School Early	<p>If your child needs to leave school early (e.g. for an appointment), please do the following:</p> <ul style="list-style-type: none"> Email Form Tutor and cc Head of House and absences@online.island.edu.hk in advance Include a written note with your child on the day and ask the Head of House to sign it. This note can then be shown to the security guard when your child signs out. Please remind your child to sign out of school.
Homework	<p>If your child has questions regarding homework, ask your child to:</p> <ul style="list-style-type: none"> Check Google Classroom

	<ul style="list-style-type: none"> ● Contact Classmates (Google Hangouts, email etc.) ● Email the subject teacher
Curriculum or Subject Matters	<p>For any curriculum or subjected related questions, please contact:</p> <ul style="list-style-type: none"> ● Subject teacher ● Cc: Form Tutor and/or Head of House
ICT issues	<p>For any IT related issues, please contact help-desk@online.island.edu.hk</p>
Any Other Concerns	<p>If you or your child have any other concerns, please contact your Form Tutor and cc Head of House.</p>
Lost Property	<p>Students are responsible for the safekeeping of their property. Valuables should not be left unattended and should be left in their school locker if they cannot take the items with them (e.g. during PE class). All items should be clearly marked or labelled with the student's name.</p> <p>If your child has lost something valuable at school, please go to the General Office to see if this has been handed in. For items such as clothing, shoes, books etc. please check the Lost Property Box. Parents and students can also email school@online.island.edu.hk to report lost property.</p> <p>If there is any suspicion that the item has been stolen, please notify the General Office, where it will be recorded and handled by a member of the Senior Leadership Team.</p> <p>If your child has left an item on the School Bus, please email Kwoon Chung on island@kcm.com.hk or call 2979 8798.</p> <p>ISPTA Pro Tip: Valuables should be placed in the student's locker if they need to leave their bags/item unattended. Alternatively, students may consider carrying a small lock in their backpack and use this to secure their bag if needed.</p>

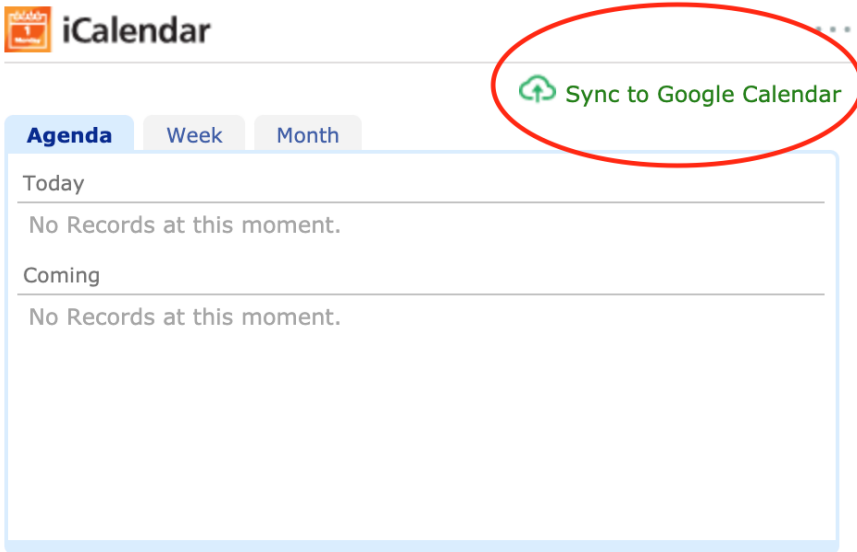
KEY ISPTA CONTACT INFORMATION

PTA Mission	<p>Our mission is to contribute to Island School's community by providing support to the school's leadership team, teachers, parents, alumni and students, on initiatives that enhance the overall learning experience for our children.</p>
PTA Office	<p>Island School Tai Wai Campus</p> <p>PTA Lounge "The Big Chill" is also located at the Tai Wai campus.</p>
Address	<p>Island School Tai Wa Campus Estate Secondary School No.2, Sun Chui Estate, Sha Tin, New Territories 新界沙田新翠邨屋邨第二中學</p>

Website	https://island.edu.hk/pta-home/
Telephone	+852 2140 6806
PTA Manager	Mr Azeez Kasubhai
Email	pta@online.island.edu.hk
Membership	<p>ISPTA Membership is mandatory for all Island School families. The membership fee is HK\$700 per family.</p> <p>ESF Centre handles billing and collections on behalf of the ISPTA. If you have not received your ISPTA Membership Invoice, please contact our PTA Manager at pta@online.island.edu.hk.</p>
ISPTA WhatsApp Group	Join the ISPTA WhatsApp Group by filling in this form .
Volunteer for ISPTA	We welcome all parents to share their time and talent and participate in ISPTA activities. If you would like to volunteer, please fill in our Volunteer Form .
ISPTA Marketplace	<p>ISPTA has an Island School community Marketplace on Facebook for parents, students or teachers to buy, sell or swap school related items such as uniforms, textbooks etc.</p> <p>Join the Island School Community Buy Sell Swap Facebook Group.</p>

WHEN DOES MY CHILD NEED TO GO TO SCHOOL?

School Calendar	<p>You can find the latest school calendar with all the key dates here https://island.edu.hk/calendar/ (Please click on “Island School Term Dates, Quest Week and CPD Days 2020-21”). Note that there are 3 Terms per school year.</p> <p>ISPTA Pro Tip: Once you get access to Gateway, you can sync the school calendar to your preferred Calendar (e.g. iCal, Google Calendar). Click on “Sync to Google Calendar” and a pop-up window will appear with a user guide that explains how to sync to your own Calendar. This is a great way to keep up to date with key school events and any ECA activities your child has signed up for.</p>
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<p>School Hours</p>	<p>School hours are as follows:</p> <ul style="list-style-type: none"> Monday - Thursday: 7:55am and ends at 2:45pm Friday: 7:55am and ends at 12:35pm <p>Detailed times of the day for each school day can be found here.</p>
<p>Orientation Week (First Week of School)</p>	<p>Each year, the first week of school is a slightly different schedule and tends to be half day.</p> <p>Details for Orientation Week for 2020/2021 can be found on the school website in the Getting Ready for School 2020-2021 section.</p>
<p>Severe Weather</p>	<p>You can read Island School’s severe weather policy here https://island.edu.hk/wp-content/uploads/2018/05/Severe-Weather-ProceduresJune-2018.pdf</p> <p>ISPTA Pro Tip: keep an eye on the local TV or radio channels with EDB updates, the school website, Island School Facebook page or the parent WhatsApp group.</p>
<p>What is a CPD Day?</p>	<p>There are 4 Continuing Professional Development (CPD) Days for Island School teachers. Please see the School Calendar for these dates in 2020-21.</p> <p>There is no school for students on CPD Days.</p>
<p>Are there any other days my child won’t need to attend school?</p>	<p>Students will not have class where there are Parent Teacher Consultations for other year groups on their campus. School usually ends at 12:35pm on Parent Teacher Consultations days.</p>

GETTING READY FOR SCHOOL

Website	You'll find all the information you need to prepare for the new school year here .
Parent Handbook	Island School Parent Handbook is located here and outlines the school's policies, procedures, key contacts and other important information.
What do I need to buy and pay for before school starts?	<p>In June of each year, Island School will prepare a "Getting Ready for School" section of the website with information regarding uniforms, textbooks, stationery & activity fees.</p> <p>Payments required prior to school starting (aside from school fees):</p> <ul style="list-style-type: none"> ● Stationery & Activity Fee - this covers stationery items provided by school (varies for each year group and subjects chosen) and the Activity Fee covers the cost of ECAs, Inter House competitions, Sports days, Activity bus fees and any venue bookings. The Activity is payable to Island School and should be sent to school (ISPTA Drop Box outside General Office or mailed to the school). ● Annual ISPTA Membership Fee - ISPTA Membership is \$700 per family. ESF will send an invoice to each family in June/July of each year. ● School Bus - if you intend to take the school bus service, please register via the Kwoon Chung website <p>Items that students will need prior to school starting include:</p> <ul style="list-style-type: none"> ● School Uniform ● Black shoes (all black trainers are a good idea as they can also be used for PE) ● Laptop ● School Bag (no official school bag available) ● Stationery items not in the School Stationery Pack ● Lock for school locker ● Octopus Card for daily registration and Canteen use ● English Reader (this is only required after school starts, usually around Term 2) <p>See below for further information.</p>
Uniforms	<p>Essentially, students must wear regular school uniform (no official date for changing from summer to winter uniform), PE uniform (PE shirt in House color) for PE classes and possibly some field trips and Drama Kit for Drama class (there is no summer/winter kit). Find out more information about Island School's Uniform Policy and recommended starter kit for Year 7 students here.</p> <p>Uniforms can be ordered from SchoolUniform.hk (Fittings are available at their office in Lai Chi Kok by appointment).</p> <p>Some important notes:</p> <ul style="list-style-type: none"> ● Students may only come into school in Drama or PE Kit if they have that lesson first period. Otherwise, they should change into that kit during the break before the lesson or at the beginning of the lesson. ● Students must change into their regular school uniform at the end of their Drama

	<p>or PE lesson.</p> <ul style="list-style-type: none"> ● Students may only leave school in PE Kit if they have that lesson as their last period. ● If students have PE and Drama on the same day, students may remain in their Drama Kit for lessons other than PE so they do not need 3 sets of clothes for the school day. ● Full zip fleece jacket and hooded windbreaker jacket can be worn with both PE uniform, school uniform and drama uniform ● If in doubt about uniform requirements, please contact your child’s form tutor, Year 7 Coordinator or Head of House. <p>Shoes & Socks:</p> <ul style="list-style-type: none"> ● all black shoes must be worn with school uniform (sneaker or leather shoe styles are permitted). ● PE shoes can be any colored sneakers. ● Plain white socks to be worn. There is no policy on the length of socks. <p>Swimming gear:</p> <ul style="list-style-type: none"> ● Island School does not have official school swim gear. ● Navy or black swim gear (small amounts of other colors on a predominantly navy or black swim outfit is permitted). <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> ● If you are a new student, it is worth going to the SchoolUniform.hk office to physically try on all the uniforms to find the best fit. Please call ahead for an appointment. ● Good quality second hand uniforms are also available from the ISPTA Marketplace on Facebook and via the ISPTA office. Please get in touch with our PTA Manager for more details via pta@online.island.edu.hk ● It’s a good idea to purchase one type of jacket with your summer uniform in case it suddenly gets colder (e.g. fleece or windbreaker) ● Shoes: consider getting all black sneakers for school shoes as these can be worn for PE also and saves having to bring an extra pair of shoes to school. Shoes must be ALL black (including soles, logos etc.). Recommend packing an extra pair of socks to change into after PE class. ● Swimming: takes place in Term 1. Suggest using a dry bag to pack wet swim gear, goggles, a swim cap (no showers after swimming class), a lightweight microfibre towel and a rash guard/swimming top (as it may be quite sunny when PE class is taking place). ● Label all items of clothing!
School Bag	<p>There is no official Island School bag. Students should use a bag that can fit their laptop, class folders, textbooks (if any), stationery, PE/Drama kits, packed lunch etc.</p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> ● Bags can get very heavy with laptop, class folders plus PE/Drama kits so suggest getting something that offers enough support

	<ul style="list-style-type: none"> • Make sure bags are labelled or have child’s name/contact details.
Laptop	<p>Each student is required to have his/her own laptop.</p> <p>You can read about laptop policies here and laptop requirements here.</p> <p>Mac or Windows? Island School accepts both Mac and Windows laptops and students do use both these laptops.</p> <p>Should you wish to purchase a Mac laptop, discounted packages are available via Senco and details on how to order can be found here.</p> <p>Can I use a tablet instead of a laptop? Chromebooks and other tablet devices (e.g. iPad) are not recommended by school as they do not have the computing power of a normal laptop.</p> <p>Software Requirements</p> <ul style="list-style-type: none"> • Laptops MUST be fitted with Chrome (free) • Microsoft Office 365: Microsoft Office 365 products are free to download once you receive your school email address. There is no need to purchase these separately. Students can install the latest Office suite on up to 5 personal devices including PC’s, Macs, iOS and Android with varying levels of functionality. • Adobe CC: each Y7-Y9 can install Adobe CC, further instruction will be given by the ICT teacher during class. <p>Please ensure that your child’s user setting/laptop is authorized to download software, as there may be software such as Adobe CC, which will be downloaded in Design & Technology class.</p> <p>Warranty For Windows laptops, school suggests purchasing a 3-year warranty and 3-year Complete Care Accidental Damage warranty</p> <p>For Macs, school recommends a 3-year AppleCare+ Protection Plan.</p> <p>Help School provides assistance to students using school resources e.g. connecting to the school Wi-Fi network, printing & copying, Office 365, Adobe CC etc.</p> <p>Help Desk is available during the school day. Students can visit the ICT office to request help as well. Students or parents can also email help-desk@online.island.edu.hk to create a ticket and ask for assistance with ICT related issues.</p> <p>Please note: repairs or warranty are not available on campus.</p>

	<p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> ● It isn't necessary to purchase a new laptop for your child, however, if you are planning to use an existing laptop, please make sure that the system requirements meet what school has asked for. ● If you are purchasing a new laptop, do allow for some time for your child to familiarize themselves with the laptop. ● If you are purchasing a new laptop, we do suggest purchasing warranty and insurance. Being quite young and new to laptop ownership, accidents may happen such as drinks or water being spilled on laptops, lost laptops etc. Do check if your home contents insurance would cover your child's laptops and if so, what it covers. ● For those using newer Macs, we suggest purchasing a USB-C to USB adapter as some equipment used by school requires a USB port. ● For Mac users, also suggest you install "Find My Mac" in the event your child's laptop is misplaced or lost. ● Password: please make sure that your child's laptop is password protected in case of loss and prevent unauthorized access. ● Back-up: Most of the school documents are stored on the school google drive, however, it is a good idea to do a regular back-up of your child's laptop. ● Case/Cover: As students transport their laptop from class to class and as laptops look similar, it is good to consider having a case or cover to protect our laptop as well as name labels or stickers to help easily identify your child's laptop. ● Spare power adapter: consider having a spare power adapter for your child's laptop kept in their school locker in case they need to charge their laptop at school. ● Label laptops with child's name & class. ● In the event your child has left their laptop at home, please direct them to the General Office to see if it is possible to borrow a spare laptop. There is a cost for doing so and spare laptops tend to be Windows laptops.
Phones	<p>Island School has a strict no phone use policy for Y7 and Y8 students before school and during school hours, including breaks.</p> <p>Phones must be switched off and in bags, unless a teacher asks students to use them in a lesson. Smartphones with a camera function can be used during some classes to photograph work that needs to be added to presentation slides, homework, Evidencer comments etc.</p> <p>Whilst it is up to individual parents whether to permit your child to have a phone, here are some ISPTA Pro Tips:</p> <ul style="list-style-type: none"> ● It is useful for your child to have a phone to contact you and vice versa. e.g. when ECA is off-site, missed the activity bus, got off the bus at the wrong location, bad traffic coming home etc. ● Parents should NOT try to call students during the school day. ● Not everyone has phones, not all phones are smartphones and not all

	<p>smartphones have data plans.</p> <ul style="list-style-type: none"> ● Make sure phones are password protected in case of loss or unauthorized access. ● Do consider tracking devices on your phone such as “Find My Phone” for iPhone users.
<p>Online Learning</p>	<p>During periods of school suspension, where students are not able to attend classes on campus, Island School will run the normal class timetable via online platforms such as Zoom or Google Meet.</p> <p>All lesson information, resources and links to online lessons will be posted on your child’s Google Classroom.</p> <p>Students are reminded to check their emails and Google Classroom prior to the start of each class to see messages from the subject teacher on how to join the class (e.g. Zoom link) and what classwork has been set.</p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> ● Find a quiet place your child can sit at to work. ● Ensure your child’s regular morning routine (breakfast, brushing teeth, getting changed) is completed prior to the start of Registration (7:55am). ● Do not wear pyjamas to class. ● If your child has PE class that day, make sure that they are wearing something suitable to work out in. ● For PE class, having an exercise mat and tripod to hold a smartphone to film workouts will be handy. ● Headphones are useful so students can hear and speak clearly in online classes. ● For Y7 students, at the beginning of term, it would be helpful to have parent or other adult nearby to help them set up their laptops, work out how to check their timetable, join the class via Zoom, discuss classwork/homework together, discuss emails (e.g. Student Bulletin) etc. ● Students will have regular break and lunchtimes throughout the day during online learning. Students should aim to have their snack and lunch during those times. Bathroom breaks permitted during lesson time, but if student will be away for a lengthy period of time for any reason, it would be best to privately message the teacher via email.
<p>Stationery</p>	<p>School provides some essential stationery items each year, based on year group needs and subjects selected. These items are covered by the Stationery Fee paid each year.</p> <p>For Year 7 items included in the Stationery Fee, please see this link, which is primarily plastic folders for each subject, notebooks for subjects, art supplies etc.</p> <p>Students will need to supply their own pencil case, pens, pencils etc.</p> <p>ISPTA Pro Tip: Keep a small spare pencil case with pen, pencil & eraser in school locker</p>

<p>Octopus Card</p>	<p>All students should have an Octopus card prior to school starting. The Octopus card will be used for:</p> <ul style="list-style-type: none"> ● Student registration upon arrival at school (students must tap their Octopus Card against the Octopus Reader at school entrance. Failure to do so results in an Absent record). ● Purchasing food or drinks at Chartwells, the school canteen. <p>The Octopus card does not need to be personalized, as upon turning 12 years old, students will need to apply for a Student Octopus Card, and this is personalized.</p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> ● Consider adding your child’s name on a label to their Octopus card for easy identification (most Octopus cards look the same). ● In the event your child loses their Octopus card, please contact the General Office. ● If your child has lost their Octopus Card and has a replacement card, please contact the General office to register your new Octopus card for registration.
<p>Locker</p>	<p>Students will be assigned a locker. Students must provide their own lock.</p> <p>Either a lock with a key or a combination lock is acceptable. If your child is using a lock with a key, please leave a spare copy of the key with the form tutor for safe keeping, in case your child loses their key. If using a combination lock, it would be good to write the code down at home, just in case your child forgets their combination.</p>
<p>Textbooks</p>	<p>Textbooks for Year 7 - 11 are provided by school for various subjects (e.g. Science, Chinese) and are to be returned to school at the end of the school year.</p> <p>Parents are only required to purchase the English Reader each year. Please purchase the correct ISBN version.</p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> ● English readers may be purchased online via websites such as Book Depository, which has free shipping to Hong Kong or Amazon. Locally, readers can be purchased from bookstores such as HK Book Centre and Bookazine. ● Good quality second hand readers are also available from the ISPTA Marketplace on Facebook and via the ISPTA office. Please get in touch with our PTA Manager for more details via pta@online.island.edu.hk ● Although the readers are often not used until Term 2, we do suggest buying the book earlier and reading alongside your child, so you are able to discuss the book with your child.

PARENT COMMUNICATION WITH SCHOOL

<p>Communication Channels</p>	<p>As your child moves to Secondary School and becomes more independent, you will notice that School will tend to communicate directly with Students whereas in Primary, communication was mainly to Parents.</p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> • Make it a habit to go through key communications sent to Students with your child. e.g. Daily Student Bulletin, Google Classroom or emails from teachers. • This change in communications channels encourage students to start taking charge and to learn skills that they need to become independent. Mistakes will be made, and can be frustrating as a parent, but remember this is a safe and understanding environment, and the students will eventually learn from them. • We recommend that after emails are read, they are deleted or filed for easy reference. For example, daily bulletins and Google classroom notifications should be deleted, while emails containing important information (i.e. passwords, reminders, etc.) for the upcoming week be saved and/or filed.
<p>School Website</p>	<p>Most information you will need can be found on the school website https://island.edu.hk/.</p>
<p>Phone & Email</p>	<p>You may wish to contact school directly about an issue or query either via phone on 2524 7135 or email school@online.island.edu.hk.</p> <p>If your concern is regarding your child, the best point of contact is your form tutor, with cc to your Head of House.</p>
<p>Parent Portal</p>	<p>Within the school website, there is information provided under Communications under Parent Portal. This section covers topics such as curriculum choice presentations, communications, health & wellbeing, technology, uniforms, Quest Week, teacher consultations, school buses etc.</p>
<p>Gateway</p>	<p>After your child starts at Island School, parents will be assigned a username and password to access Gateway. Both students and parents have their own login access to Gateway.</p> <p>Gateway can be accessed via the school website or this link.</p> <p>Students use Gateway mainly to sign up for ECA activities and can also view their calendar and timetable.</p> <p>As a parent, you can access Gateway to update medical information, sign online forms, find information such as the school calendar, the list of your child's teachers (and their email addresses), your child's timetable, view their assessments, semester grades etc.</p>

<p>Evidencer</p>	<p>The Evidencer is an on-going reporting system for students in Y7 - Y13 and is updated when a student has completed an assessment task.</p> <p>Students access Evidencer via ISLE and Parents access Evidencer via Gateway (click on the Evidencer tab in the colored tabs below your child's photo).</p> <p>When you log on, you will be able to see your child's classes/subjects, the units of study for each class, an image of their assessment and marking, teacher's comment and student's comment.</p> <p>From Evidencer, you will also be able to see your child's Semester grades. All subjects will report a grade or level at least once a term, along with a comment from the subject teacher.</p>
<p>ESF App</p>	<p>The ESF App is a mobile app for all ESF Schools. It features quick and easy access to information such as:</p> <ul style="list-style-type: none"> ● Messages ● Diary dates ● School news ● Timetables ● School & Teacher contact details ● Homework ● Absence emails ● ISLE <p>If you have several children enrolled in ESF schools, you will be able to access information for each child within the app.</p> <p>The ESF App will be used as an Island School Communications channel and can be downloaded from the App Store for iOS devices and Google Play for Android devices.</p>
<p>Meetings & Communication with Teachers</p>	<p>At any time during the School Year, if you have a question or concern regarding your child's progress, please email your form tutor and cc Head of House.</p> <p>Written Feedback: Throughout each unit of study, your child will have assessments (both formative and summative) and these assessments will be uploaded to Evidencer, where you will see their assessed work, teacher marking, teacher comments and student comment.</p> <p>Parents will meet with teachers twice a year:</p> <p>Tutoring for Learning (TFL): TFL usually takes place towards the latter part of Term 1 and is a student led meeting between student, parent and form tutor. This is the first meeting parents will attend each year and gives students the opportunity to develop goals for themselves for the school year and for parents, to understand how the student is transitioning to the school year and what goals he/she will be working on.</p>

ISPTA Pro Tip:

It is also a good time for parents to raise any concerns they may have about a student's transition into Island School or any issues they are seeing at home that may be affecting school and vice versa.

During distance learning, these meetings typically take place via Zoom and you are shared a link along with your meeting time.

Parent Teacher Consultations (PTC):

PTC usually takes place once a year in Term 2. Dates are announced by school and usually set in 2 afternoons, covering 2-year groups e.g. Y7 & Y9 on the same dates. The 2 afternoons are usually split by houses e.g. Day 1 is for Y7 & Y9 students in Da Vinci, Einstein & Fleming (DEF) and Day 2 is for Y7 & Y9 students in Nansen, Rutherford & Wilberforce (NRW).

After school announces the PTC date, parents will be given a date to go on-line to select teachers they would like to meet with and 5 min timeslots to meet with these teachers.

Each PTC meeting is 5 mins in duration and teachers will give parents an update about the student's progress in that class.

Students and parents attend PTC together and there is no school for other year groups that afternoon, as most teachers will be engaged in PTC meetings.

During distance learning, these meetings typically take place via Zoom and you are shared a link along with your meeting time.

ISPTA Pro Tips:

- TFL and PTC dates are usually in the school calendar. Look them up and note down the dates so you can plan accordingly. Double check closer to the date and ensure that you have received correspondence from school about booking appointments.
- Plan early - identify which teachers you would like to meet with, look at your child's work and progress for each subject and if you or your child has any concerns or questions on a particular subject or assessment. Write these questions down so you can ask the teacher during your meeting.
- Make sure you have at least 10 mins break between each meeting as some meetings may run late, leaving you little time to get to the next meeting.
- If meetings are on campus, we recommend you wear comfortable shoes and try to schedule meetings with teachers on the same floor around the same time to avoid needing to run up and down stairs.
- If meetings are via Zoom, do log-on with your child's Zoom account as the teacher will be able to identify the student's account and move you from the waiting room to the Zoom meeting. If you are using your own Zoom account, please change your Zoom name to include your child's name, year and house. e.g. Mary Lee, John Lee 7W.

School News	<p>Weekly Newsletter Each week, students and parents receive via email, a Weekly Newsletter from Island School, highlighting key news, activities in school and ISPTA notices. In Y7, you will also be receiving a Y7 specific weekly update from Ms Hjelmeland or Ms Hall.</p> <p>School Website Key activities from school are highlighted on the Island School Website each week.</p> <p>If there are urgent notices such as school suspensions due to severe weather conditions, these will be posted on the school website also.</p> <p>Facebook Island School's Facebook page highlights key activities from school, as well as any urgent school news (e.g. school suspension due to severe weather).</p> <p>Instagram Island School's Instagram account shares key activities from school with the school community.</p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> • Please check your spam/Junk folder as sometimes school emails may go into these folders. • If you have not received the weekly emails, please contact the help desk help-desk@online.island.edu.hk
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STUDENT COMMUNICATION WITH SCHOOL

ISLE	Island School Learning Environment (ISLE), students will receive login and password when school commences. A great resource on what is happening at school. Parents can choose to visit as guests but will not be able to access all the information. The Student Bulletin which will be sent to students daily will also be posted there.
Google Classroom	Students will receive assignments from teachers via Google Classroom and emails. Parents can choose to receive regular updates on the assignment set by the teachers, an email will be sent out in Term 1 allowing parents to opt in.
Email	<p>Each student will be assigned a school email and this and other information, will be provided to the student during Orientation Week (i.e. Week 1).</p> <p>ISPTA Pro Tip: You will find that in Year 7, the school communicates mainly with the student. This is to encourage students to start taking charge and to learn skills that they need to become independent. Mistakes will be made, and can be frustrating as a parent, but remember this is a safe and understanding environment, and the students will eventually learn from them.</p>

	Parents will receive a weekly newsletter from school and in Y7, you will receive updates from the teacher responsible for Y7
ESF App	<i>More details to come.</i>
Other tools used	<p>Google Hangouts is linked to the students' school email, a common tool for students to communicate among themselves and with teachers.</p> <p>Google Meet and Zoom have gained importance during school suspension in hosting online classes. In Y7, Zoom will be the primary platform used for online learning.</p>

THE SCHOOL DAY & LEARNING

School Hours	<p>School hours are as follows:</p> <ul style="list-style-type: none"> Monday - Thursday: 7:55am and ends at 2:45pm Friday: 7:55am and ends at 12:35pm (Inter-House activities held some Friday afternoons) ECAs are usually held at lunchtime and after school from 3:00pm - 4:00pm at both school campuses and some off-site locations. <p>Detailed times of the day for each school day can be found here. Students are expected to be on campus by 7:30am.</p>
Breaks during the day	<p>There are 3 breaks throughout the school day:</p> <ul style="list-style-type: none"> Short Break at 9:25am - 9:35am. Just enough time for a toilet break or to run to their lockers before heading to the next class. Long Break at 10:55am - 11:15am. This allows time for a quick snack, toilet break and running to lockers. Lunch Break at 12:35pm - 1:25pm (except for Fridays)
Food, Drinks & School Canteen	<p>Students bring food from home as well as purchase food at the school canteen. Food deliveries to school and leaving campus to purchase food is NOT permitted.</p> <p>There is a school canteen located on both campuses run by Chartwells, which provides drinks (hot & cold), snacks and meals. Chartwells is open before school and during school hours. You can access the monthly lunch menu here. Payment is via Octopus only.</p> <p>Students eat at tables near the canteen area and there are filtered water stations at school where students can refill their water bottles.</p> <p><i>Please note in the event of current COVID-19 related school suspensions and based on current EDB guidelines on social distancing, Chartwells will be closed.</i></p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> Discuss a budget and type of snacks or lunches with your child. Octopus top up is also available at Chartwells.

	<ul style="list-style-type: none"> • Please label water bottles, lunch boxes, snack boxes, eating utensils with your child's name. • If your child loses their Octopus or has no money for lunch, they should speak to their form tutor or General Office.
Timetable	<p>Your child will receive their school timetable for the year during the first week of school. As there may be minor updates to timetables, it is best to encourage your child to check their timetable via Gateway, as this will always have the most up to date version of their timetable.</p> <p>At Island School, timetables are an alternating weekly schedule of Week 1 and Week 2.</p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> • Parents will be able to see their child's timetable via Gateway • Students are usually very aware of which Week's timetable it is, but Parents can double check which Week it is on the School Calendar.

SCHOOL ACTIVITIES

Activities Fee	<p>There is a general activities fee which parents must pay at the beginning of each school year. For 2020 – 2021 this amount is HK\$750. This fund pays for purchase of equipment, hiring of venues and buses for the teacher-run activities, as well as the whole-school inter-house sports competitions.</p>
ECA	<p>Extra-Curricular Activities are available throughout the year and run at Lunchtime and after school from 3:00pm - 4:00pm at both Tai Wai & Shatin Wai campuses. Students sign-up every term through Gateway, once activities are available for enrollment.</p> <p>There are activities led by teachers, students as well as outside providers, the latter may incur a fee.</p> <p>School recommends that students take 2 - 5 activities per term - this is a great way to meet other students with similar interests.</p> <p>For after school ECAs, there will be an inter-campus bus to drop students off if their activity is being run at the other campus. Activity Buses will be provided after ECAs to designated drop off points within the city, namely at Kowloon Station, Pier 3 and Admiralty. Students need to make their own way home from these drop off points.</p> <p>You can see more information on ECAs here.</p> <p>ISPTA Pro Tips:</p> <ul style="list-style-type: none"> • When ECA sign-up is announced via email, students will have a few days to review the ECA list. It's a good idea to discuss the activities with your child and help them prioritize which activities they are interested in. Parents should help students organize their time so that they are able to have a mix of lunchtime and after school

	<p>ECAs, yet also participate in any other after school activities they may have and have time to complete homework. e.g. it is not a good idea to have all ECAs at lunchtime or a large number of ECAs after school every day.</p> <ul style="list-style-type: none"> • Although your child may only be beginning their secondary school journey, ECAs are a great way for students to indulge in their passions or discover new ones. Do encourage your child to try something new or outside of their comfort zone. Parents should keep in mind that having a balanced extracurricular activities portfolio is beneficial for your child’s personal growth, a great way to meet other students and may be helpful for future tertiary applications.
Sports	<p>Island School offers a wide range of sports through ECA.</p> <p>For those who are interested in competitive sports can join “Typhoon” - the school’s various sport teams. Students are required to register with the school sports federations HKSSF and ISSFHK.</p> <p>You can see more information on ECAs here.</p>
Inter-House	<p>Island School has a very strong house system, students compete as a form group against other houses on various sport activities, the highlights being Sports Day and Swimming Gala. Inter-House sports competitions are held on Friday afternoons for year groups - a calendar will be sent out at the beginning of the Term. All students must participate in these Friday afternoon sessions and activity buses will be available to drop students off at Elements, Pier 3 & Admiralty MTR.</p> <p>Students also take part in other friendly inter-house competitions such as Battle of the Books, Debate, Drama, Master Chef cook-off etc.</p> <p>For details on the House System, please check this link.</p>
Swimming (PE Class)	<p>Swimming classes are arranged off-site in public pools, transportation will be arranged, it usually takes place within one term during PE class. Please refer to the uniform section for details of swimming gear.</p> <p>ISPTA Pro Tip: Taking commute and changing into account, time is a bit tight. Have a dry bag ready with the swimming gear, lightweight/ high absorbent towel helps to ease the load</p>
Music/ Performing Art	<p>For those who are interested in Music/ Performing Art, Island School offers great opportunities for the young talents.</p> <p>Drama is being taught during regular school hours; students can also join Drama Club after school.</p> <p>For the young musicians out there, the School Orchestra and Choir, is a great opportunity for them to perform and one of the major events every year hosted by Music Department is Stars In Their Eyes, please check this blog for info http://islandschoolmusic.blogspot.com/</p>

Activity Bus	Activity Buses are available to all students who pay the activities fee regardless if they have signed up for school bus service or not. The bus will drop off students after ECA in designated spots namely Kowloon Station/ Elements, Central Pier 3 and Admiralty MTR station. Students will then need to make their own way home from these drop off points. On the rare occasion that the activity bus(es) are full, priority is given to junior phase students.
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ADDITIONAL USEFUL INFORMATION

Transition	<p>Moving from Primary to Secondary or from another school to a new school can be an anxious and challenging time for students and parents!</p> <p>Below are some <i>ISPTA Pro Tips</i>:</p> <p>For parents:</p> <ul style="list-style-type: none"> ● Join the ISPTA WhatsApp group - it's a great resource for sharing information and getting to know other parents. ● Join any school and ISPTA events where you will be able to meet teachers, other parents and students. <ul style="list-style-type: none"> ○ School events are designed to provide information to parents and students that will be helpful to you at that point in time e.g. upcoming assessments, Quest Week. We highly recommend joining the Welcome Assembly, Curriculum Information event and any Parent Information Evenings organized by school. ○ ISPTA events such as Coffee Mornings, social gatherings, School Fair, Bake Sale etc. are a great way to meet other parents and share experiences. <p>For students:</p> <ul style="list-style-type: none"> ● If you are transferring from an ESF Primary, your child will likely know many of the students going to Island School already. We suggest keeping in touch with friends or those your child are close to over the summer break and getting together before school starts. ● If you are coming from a non-ESF Primary school, if other students from your school are going to Island School, it would be great to also meet up before school starts. ● If your child doesn't have any other students from their Primary school attending, try to see if they connected with anyone during the various meetings prior to school starting and try to meet up with that student or try to encourage your child to touch base with that student in the first week of school. ● Don't worry about your child making friends at school. The House system helps a lot with this. Other great ways your child can make friends are: <ul style="list-style-type: none"> ○ ECAs: school encourages students to sign up for minimum of 2 and max of 5 ECAs. The ECAs are a great way for your child to meet other students with
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	<p>similar interests and for those teacher led ECAs, a great way to get to know a teacher and for teacher to get to know your child. This will come in handy in upper years when you'll need recommendations from your teachers.</p> <ul style="list-style-type: none"> ○ Quest Week: All Y7's will attend a camp in November and this is an excellent opportunity for students to get to know each other, their form tutor, Head of House and senior students in their House. Great friendships are formed from this camp.
Wellbeing	<p>Any student joining Island School will be placed in one of six Houses: Da Vinci, Einstein, Fleming, Nansen, Rutherford or Wilberforce.</p> <p>The House represents a family within the whole school community. For new students it is the central point of reference for all that they do. The House group is also their form group for many courses in Years 7 and 8. It is often the main friendship group throughout the school and the group in which many sporting, artistic and academic activities are undertaken. The House staff – Form Tutors and the Senior Heads of House – will be the first point of contact for parents and the people who get to know individual students best from their arrival to writing university references and beyond.</p> <p>You can find out more about the Houses here.</p> <p>ISPTA Pro Tip: For parents who plan to attend School or House events such as Swimming Gala and Sports Day, consider supporting your house by wearing House colors!</p>
HKID Card	<p>Once a child turns 11, they will need to apply for a Hong Kong ID card. According to the CAP 115 IMMIGRATION ORDINANCE Section 17C Carrying and production of proof of identity, they do not need to carry the HKID card, but it is probably a good idea to give a photocopy to keep.</p>
Student ID	<p>School will be giving Students their student cards. Please check with your child first to see if they have received theirs after school starts. You will need them to apply for the Student Octopus Card.</p> <p>ISPTA Pro Tip: Many child discounts in Hong Kong expire at 11 years old and a student ID card is required for many Student concessions e.g. movie tickets etc.</p>
Student Octopus Card	<p>Students may apply for a Student Octopus Card upon turning 12 years of age. You can find more about the MTR Student Travel Scheme & how to apply here.</p>
Student Health Service	<p>After school starts, a Government Student Health Service application form will be sent to parents via students.</p>

	<p>If students are unwell at school at any time, there is a School Nurse on both campuses. If your child is unwell and needs to go home, this will be arranged by the School Nurse.</p> <p>You can read more about Medical Matters in the Parent Handbook (page 13-14).</p> <p>Please note:</p> <ul style="list-style-type: none"> • There is no Student Dental Service available. • If you have not received vaccinations traditionally given during P6 at local schools, please contact the Student Health Service directly for arrangements. <p>ISPTA Pro Tip: At the start of the school year, after you have received your access to Gateway, please ensure your child’s Medical Information and your contact details are correct (under “Student Demographics”).</p>
Phones	<p>Island School has a strict no phone policy before school and during school hours, including breaks.</p> <p>Smartphones with a camera function can be used during some classes to photograph work that needs to be added to presentation slides, homework, Evidencer comments etc.</p> <p>Whilst it is up to individual parents whether to permit your child to have a phone, here are some ISPTA Pro Tips:</p> <ul style="list-style-type: none"> • It is useful for your child to have a phone to contact you and vice versa. e.g. when ECA is off-site, missed the activity bus, got off the bus at the wrong location, bad traffic coming home etc. • Not everyone has phones, not all phones are smartphones and not all smartphones have data plans. • In the event your child does not have a phone with a camera, they can ask other students with a smartphone, to help take photos and email the photos to them, so it isn’t an issue if you do not have a phone.
Tracking Software	<p>As students become more independent and start taking public transportation by themselves, you may want to consider a tracking app that can give you peace of mind, while your child learns to use transportation on their own.</p> <p>There are many such apps such as Life360.</p>
Labelling items	<p>We highly recommend labelling all items of clothing, books, laptops etc. as items do get lost.</p> <p>If items are labelled clearly and handed in to the General Office, an email will usually be sent to the student to go into the office to pick up their item.</p>
Lost Property	<p>Students are responsible for the safekeeping of their property. Valuables should not be left unattended and should be left in their school locker if they cannot take the items with them</p>

	<p>(e.g. during PE class). All items should be clearly marked or labelled with the student's name.</p> <p>If your child has lost something valuable at school, please go to the General Office to see if this has been handed in. For items such as clothing, shoes, books etc. please check the Lost Property Box. Parents and students can also email school@online.island.edu.hk to report lost property.</p> <p>If there is any suspicion that the item has been stolen, please notify the General Office, where it will be recorded and handled by a member of the Senior Leadership Team.</p> <p>If your child has left an item on the School Bus, please email Kwoon Chung on island@kcm.com.hk or call 2979 8798.</p> <p>ISPTA Pro Tip: Valuables should be placed in the student's locker if they need to leave their bags/item unattended. Alternatively, students may consider carrying a small lock in their backpack and use this to secure their bag if needed.</p>
<p>School Photographs</p>	<p>School Photos are taken early in Term 1, so please ensure that your child has their PE uniform by that time, as they will be required to take their school photo in their PE kit.</p> <p>School photos will be available for purchasing later in the school year and class photos will also be featured in the school yearbook, The Islander (available for purchase in Term 3).</p>
<p>Philanthropy at Island School</p>	<p>Philanthropy, volunteering and fundraising are part of school life at Island School.</p> <p>School charities under Island School Trust are supported by student committees, activities and school events. Each house also has their own selected house charity that they support. Working with Island School and House charities gives students leadership opportunities and a way to acquire experience that will be relevant while applying to tertiary education. You can find out more about philanthropy at Island School through Island Giving, and more about Houses and their charity connections through the House System.</p> <p>ISPTA carries out fundraising activities to enhance the educational experience of the students, and also supports Island School charities. Recently ISPTA has funded Arts, Science, PE and environmental activities at school. Our biggest annual fundraiser is the School Fair, which is run together with teachers and students.</p> <p>If you or your company is in a position to support ISPTA's fundraising with sponsorship or in-kind donations, please do contact us at pta@online.island.edu.hk. There will also be volunteer opportunities with various ISPTA events. We will advertise these by email to parents who have indicated interest towards volunteering, and occasionally in our WhatsApp groups.</p>