

Parent

Handbook

2022/2023

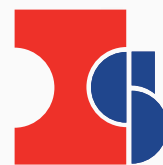


Table of Contents

4-7	<u>Our Values</u>
8-9	<u>Contact Details</u>
10-11	<u>The Island School Code</u>
12-13	<u>Message from The Principal</u>
14-17	<u>Term Dates and Times for 2022/23</u>
18-27	<u>Getting Ready for the New School Year</u> <u>Year 6-7</u> <u>Stationery</u> <u>Octopus Card</u> <u>Uniform</u> <u>Locker</u> <u>Textbooks</u> <u>Travel to School</u>
28-35	<u>Care and Guidance</u> <u>House System</u> <u>Counselling</u> <u>Responding to concerns about student</u> <u>Behavior Medical Matter</u>
36-49	<u>Learning</u> <u>Curriculum Overview</u> <u>Reporting and Assessment & Evidencer</u> <u>Distance Learning</u> <u>Examination Information</u> <u>Homework</u> <u>Quest Week</u> <u>Laptops</u>

Table of Contents

50-53 Extra-Curricular Activities

Activities Fee

Inter-House Competitions

54-61 Communications

Tutoring for Learning & Parent Teacher

Consultations Mobile Phones

Email

School Website

Isle & Google Classroom

Gateway

Calendar

Telephone Calls

ESF App

Newsletter

62-63 Parent Teacher Association

64-67 General Information

Absences and Leave Student ID Cards

Lost Property

Philanthropy at Island School

Sport

Campus Catering

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.

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

Embraces Responsibility...

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

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

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.

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



Island School Contacts

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

Island School

港島中學
20 Borrett Road, Mid-Levels, Hong Kong
香港半山波老道20號

Absences

If your child is going to be absent from school, please either:

1) Email absences@online.island.edu.hk
cc: Form Tutor

2) Log-on to Gateway:
<https://gateway.esf.edu.hk>
Click on "Absence Request"
(in colored boxes under Student Profile)
and fill in the details.

IT Support

Students or parents can email
help-desk@online.island.edu.hk
for assistance with IT related issues.



The Island School Code

*For all members of the
Island School community...*

Respect and value everyone in
our school community

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

Be a positive role model in school
and in public

- Behave appropriately when representing the school on and off campus
- Be thoughtful and inclusive in the language you use, whether spoken, written or online
- Do not use language that will exclude or offend others
- Follow the SCREEN guidelines regarding technology and social media

Take action to support those in need

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

Show respect for other people's property

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

Actively care for the environment

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

Create a positive learning atmosphere

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

Take responsibility for your actions

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

Message from The Principal



Dear parents / caregivers,

This handbook has been created to help parents understand the school's systems and structures that support your young person's wellbeing and education. 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.

The ISPTA has helped significantly by including their Pro Tips which are particularly valuable for new Island School families. The school year 2022-23 will be a period of adjustment for everyone with many new routines developing while we settle into our new school.

There is further information about all aspects of Island School life on our website www.island.edu.hk and our Facebook page.

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,

A handwritten signature in black ink, appearing to read 'Step Loggie'. The signature is fluid and cursive, with a horizontal line extending from the end.

Stephen Loggie
Principal

Term Dates and Times for 2022/2023

1. Term 1 2022 (82 days)

	August				September				October				November				December	
Week																		
Mon	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28
Tue	2	9	16	23	30	6	13	20	27	4	11	18	25		1	8	15	22
Wed	3	10	17	24	31	7	14	21	28	5	12	19	26		2	9	16	23
Thu	4	11	18	25		1	8	15	22	6	13	20	27		3	10	17	24
Fri	5	12	19	26		2	9	16	23	7	14	21	28		4	11	18	25
Sat	6	13	20	27		3	10	17	24	1	8	15	22		5	12	19	26
Sun	7	14	21	28		4	11	18	25	2	9	16	23		6	13	20	27

2. Term 2 2023 (55 days)

	January				February				March			
Week												
Mon	2	9	16	23	30	6	13	20	27	6	13	20
Tue	3	10	17	24	31	7	14	21	28	7	14	21
Wed	4	11	18	25		1	8	15	22	1	8	15
Thu	5	12	19	26		2	9	16	23	2	9	16
Fri	6	13	20	27		3	10	17	24	3	10	17
Sat	7	14	21	28		4	11	18	25	4	11	18
Sun	1	8	15	22		5	12	19	26	5	12	19

- x = General Holidays
- = 'Half Term' Holidays
- = Term Time
- = Staff Meeting
- X = Continuous Professional Development (All Schools or In-School)
- = Quest Week

3. Term 3 2023 (52 days)

	April				May				June				July				Aug-23			
Week																				
Mon	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14
Tue	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15
Wed	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16
Thu	6	13	20	27	4	11	18	25		1	8	15	22	6	13	20	27	3	10	17
Fri	7	14	21	28	5	12	19	26		2	9	16	23	7	14	21	28	4	11	18
Sat	1	8	15	22	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19
Sun	2	9	16	23	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20

TOTAL: 190 SCHOOL DAYS INCLUDING 5 CPD DAYS & 22 AUGUST STAFF DAY

- Calendar constructed to allow: one week mid-term break in Term 1; mid-term break in Term 2 (to include Lunar New Year holiday); 3 week break at Christmas; and 2 week break at Easter; year end on 30 June 2023.
- ESF CPD is week of 15 August: hybrid model to allow staff who may need a second week of quarantine to attend CPD virtually. Otherwise CPD days will be a mix of in-person and virtual. Exact schedule to be announced.
- January / February 2021 calendar survey clearly indicates stakeholder willingness to be agile. Therefore, this calendar may change based on COVID circumstances.
- Start date for 2023/2024 shown for indication only. ESF recommends individuals and families avoid making travel plans for August 2023 until the school start date and back to school work date are confirmed.
- This final calendar issued following the Hong Kong Government gazetting of 2023 holidays.

You can find the latest school calendar with all the key dates here <https://island.edu.hk/calendar/>.

Students do not need to come to school on CPD days.

Students will not have classes when there are Parent Teacher Consultations for other year groups on their campus. School usually ends at lunch time on Parent Teacher Consultations days.

School Time Table

School hours are as follows:

Monday - Thursday: 8:05am and ends at 3:00pm

Friday: 8:05am and ends **at 12:50pm**

Monday to Thursday	Friday
8.05 - 8.20 Registration	8.05 - 8.20 Registration
8:20 - 8:25 (<i>Changeover</i>)	8:20 - 8:25 (<i>Changeover</i>)
8.25 - 9.05 Lesson 1	8.25 - 9.05 Lesson 1
9.05 - 9.45 Lesson 2	9.05 - 9.45 Lesson 2
9.45 - 9.50 (<i>Changeover</i>)	9.45 - 9.50 (<i>Changeover</i>)
9.50 - 10.30 Lesson 3	9.50 - 10.30 Lesson 3
10.30 - 11.10 Lesson 4	10.30 - 11.10 Lesson 4
11.10 - 11.30 Break	11.10 - 11.30 Break
11.30 - 12.10 Lesson 5	11.30 - 12.10 Lesson 5
12.10 - 12.50 Lesson 6	12.10 - 12.50 Lesson 6
12.50 - 13.40 Lunch Break	End of the school day
13.40 - 14.20 Lesson 7	13:30 - 15:30 Collaborative Planning Time
14.20 - 15.00 Lesson 8	
15.00 - 16.15 Activities	

Please note that due to the Covid-19 restrictions and the EDB guidelines the timings of the school day might change in 2022-2023.

Timetable

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.

At Island School, timetables alternate between a weekly schedule of Week 1 and Week 2. Parents can see their child's timetable via Gateway: <https://gateway.esf.edu.hk>

Getting Ready for the New School Year

Year 6 into Year 7

In July of each year, Island School updates a "Getting Ready for School" page on the website with useful links.

Payments required prior to school starting (aside from school fees):

- Stationery & Activity Fee - this covers stationery items provided by the 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 Fee is payable to Island School and should be sent to school (General Office).
- Annual ISPTA Membership Fee - ISPTA Membership is \$200 per family. Invoices will be issued and the fee will be collected via the school's E-Payment system in September.
- School Bus - if you intend to take the school bus service, please register via the Kwoon Chung website <https://school.kcm.com.hk/island/>

Items that students will need prior to school starting include:

- School uniform
- Black shoes (all black trainers are a good idea as they can also be used for PE)
- Laptop
- School Bag (there is no official school bag)
- Stationery items not in the School Stationery Pack
- Padlock for school locker
- Octopus Card for daily registration and canteen use

You will have received regular emails from a Vice Principal or Senior Head of House in the term before your children joins the school.

Stationery

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 (information about this will be emailed to you before the start of the school year, in August).

For items included in the Stationery Fee, please see this link.

<https://island.edu.hk/getting-ready-for-school-2022-2023/>

Students will need to supply their own pencil case, pens, pencils etc.

ISPTA Tip:

Keep a small spare pencil case with pen, pencil & eraser in your school locker.

Octopus Card

All students should have an Octopus card prior to school starting. The Octopus card will be used for:

- 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).

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.

ISPTA Pro Tips:

- 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 loses their Octopus Card and has a replacement card, please contact the General office to register your new Octopus card for registration.

Uniform

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

Year 7 – 11 Dress Code

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

Year 12 - 13 Dress Code

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

P.E. Uniform – All Years

- Black trainers
- School P.E. top in the House colour
- School P.E. shorts/skort
- Track Suits in colder weather

Drama Uniform – All Years

- School drama t-shirt
- School drama shorts

Please note:

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



ISPTA Tip

- If you are a new student, it is worth going to the www.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 P.E. and saves having to bring an extra pair of shoes to school. Shoes must be ALL black (including soles, logos etc.). Pack an extra pair of socks to change into after P.E. class.
- Swimming: normally takes place in Term 1. Use a dry bag to pack wet swim gear, goggles, a swim cap, a lightweight microfibre towel and a rash guard/swimming top.
- Label all items of clothing!

Uniform Ordering

Find out more information about Island School's Uniform Policy and recommended starter kit for Year 7 students here.

<https://island.edu.hk/uniform-ordering/>

Order online via www.schooluniform.hk.

Lockers

All students are allotted lockers. Students are strongly advised to manage their locker use in order to keep the weight of their bags to a minimum. Students are given 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.

Textbooks

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.

Parents are only required to purchase the English Readers each year. Parents will be emailed information about English Readers during term 2.

Students in Year 12-13 will need to purchase text books and should visit the following link for the complete list:

<https://island.edu.hk/getting-ready-forschool-2022-2023/>



Students Travel to School

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: school.kcm.com.hk/island

ISPTA Tips:

- 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.
- Print 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 the bus pass gets misplaced.
- It is best to be at the bus stop 5 mins before the bus is due to arrive. If the bus is more than 10-15 mins late, call Kwoon Chung for an update.
- There are often some delays in the first week of the bus service as students get used to the new service.

Public Transportation

The number 9 mini bus goes to Borrett Road and stops very close to the school. The first boarding point is Exchange Square.

ISPTA Tips:

- If your child is taking public transportation to school, you might wish to do a practice run with your child (catching the same transportation at the same time) they would normally need to travel to school, to work out timings.
- 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.
- Spend time exploring various public transportation options to school, so your child can familiarize themselves with how to get to 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
- 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, 2524 7135.

Private Cars and Parking

As part of ESF Island Schools commitment to sustainability and our ongoing effort to reduce the local impact of our operations, we have implemented a mandatory no private-car use policy, please click on this link for more details: <https://island.edu.hk/wp-content/uploads/2022/06/IS-No-Car-Policy-publish-version2022.pdf>

This means that no private cars are allowed to be used for drop-off or pick-up of students.

In order to achieve this and to assist with the enforcement of our policy, the following actions are taken:

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

Care and Guidance



House System

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

The Form Tutor, Head of House, and the mentoring provided by senior students 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!

If you or your child have any concerns, please contact your Form Tutor and cc the Senior Head of House.



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
- Head of House

DA VINCI	Stephanie Marmagne stephanie.marmagne@online.island.edu.hk
EINSTEIN	Paul Harries paul.harries@online.island.edu.hk
FLEMING	Angela Worthington angela.worthington@online.island.edu.hk
NANSEN	Melanie Newby melanie.newby@online.island.edu.hk
RUTHERFORD	Phil Tudor phil.tudor@online.island.edu.hk
WILBERFORCE	Laura Hjelmeland laura.hjelmeland@online.island.edu.hk

Counselling

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 counsellors available. All counsellors can be contacted using the following email, counselling@online.island.edu.hk

Responding to Concerns About Students' Behaviour

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

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

Responses

In the first instance, the member of staff who has the concern will have a conversation with the student.

If seen as appropriate, the matter will be passed on to the tutor for initial follow up. The tutor may involve the Senior Head of House, who will in turn have a conversation with the student (in line with the aims above). Parents may also be notified and/or invited into school for further discussion. If seen to be appropriate the Senior Head of House may also decide to give the student a Tuesday Detention. The fundamental principle behind the giving of any detention is that it will serve to improve the student's behaviour and to prevent a repeat of the same behaviour that caused the detention. The detention is not seen to be an absolute, nor is it an end. It is only a means to support behaviour improvement. If necessary a Principal's Detention might follow. Temporary suspension and permanent exclusion are considered and issued when necessary.

Medical Matters

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. If your child is going to be absent from school, please either:

Email absences@online.island.edu.hk and cc: Form Tutor or log-on to the Gateway, click on "Absence Request" (in colored boxes under Student Profile) and fill in the details.

Medical Room and School Health Professional

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

The school health professional attends to minor ailments and injuries (such as headaches, stomach aches, cuts and bruises) in-house. For more serious conditions, parents are contacted and students are transported to a nearby hospital if necessary.

Under strict guidelines, the health professional supervises the administration of medications brought into school by parents/guardians but neither prescribes nor administers any other medication to students.

The Medical Room is equipped with first aid supplies while first aid kits are located at high-risk areas throughout the school, such as in Design and Food Technology classrooms and Science laboratories.

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.

Students Medical Information

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

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

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

Parents should not send their child to school if they have a temperature over 37.5 °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 classroom.

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 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 hospitalisation, the school will attempt to unite parents and children as soon as possible. Parents will be informed immediately of the situation and will be advised of the next steps.

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 should be given before and after school hours when possible.

However, if your child requires medication in school please adhere to the following guidelines:

1. If the medication was prescribed by a doctor, a note should be sent to the school explaining that it is necessary for the child to take medication during school hours. The note should give clear instructions concerning the required dosage.
2. 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.
3. Medications must be clearly labelled (in English) with contents, owner's name and dosage.
4. 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.tg.esf.edu.hk/login.php> under Documents>School Documents>Medical) under General Information > Health).
5. 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.
6. 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.

Learning

Non-Fiction
↓

Wilberforce



Curriculum Overview

In Years 7 and 8 students study discrete subject lessons and Interdisciplinary Units, in which two subjects are studied in unison. For example students study drama and languages together- resulting in performances of foreign language plays. In Years 9-11 students study discrete subjects in preparation for iGCSE exams. They also select from over 40 non-exam based courses called Elements, which focus on skill development. Skills such as communication, problem solving and collaboration. In Years 12 & 13 students study the International Baccalaureate Diploma Programme or the Careers Programme.

Reporting and Assessment

Reporting and assessment of student learning and progress is ongoing. Parents can see a students grades and teachers' comments live on the Evidencer accessible via the Gateway, <https://is4.tg.esf.edu.hk/index.php>

Evidencer

The Evidencer is an ongoing reporting system, which is updated when your child completes an assessed task. When you first log on, you will see links to recent uploads and comments by your child and the teacher. You can also follow a link to a table which summarises their current grades for each subject. Attainment is from 1 (low) to 7 (high). Attitude is from 1 (low) to 4 (high).

The Evidencer can be accessed via ISLE (for students) and Gateway (for parents)

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

Gateway: <https://is4.tg.esf.edu.hk/index.php>.

Course grades on Evidencer are a teachers' estimate of the student's overall performance.

Years 7 & 8

In Years 7 & 8 students complete two Interdisciplinary Units each are one semester in length. Grades are released at the end of semester, in January and in June each year.

In Years 7 & 8 students will complete between 3-6 assessments in each subject. Three of their assessments will be formally assessed - with comments and grades added to Evidencer.

Years 9-11

In Years 9-11 subject teachers update Evidencer periodically throughout the year with grades often following assessments. Students complete between 3-6 assessments for each subject throughout the year.

They also complete Elements courses each semester. Elements are not assessed in terms of grades but teachers' comments are also recorded on Evidencer.

Years 12-13

Students complete between 3-6 assessments for each subject during the senior years and again grades and the teachers' comments are added to Evidencer.





Distance Learning

During periods of school suspension, when students are not able to attend classes on campus, Island School will run the class timetable via Zoom.

All lesson information, resources and links to online lessons will be posted on your child's Google Classroom.

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.

ISPTA Tips:

- 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.
- Do not wear pyjamas to class.
- If your child has P.E. class that day, make sure that they are wearing something suitable to work out in.
- For P.E. class, having an exercise mat will be handy.
- Headphones are useful so students can hear and speak clearly in online classes.
- For Year 7 students, at the beginning of term, it is 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 breaks and lunchtimes throughout the day during online learning. Students should aim to have their snack and lunch during those times.
- Bathroom breaks are permitted during lesson time, but if a student will be away for a lengthy period of time for any reason, it would be best to privately message the teacher via email.

Examination Information

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

In Year 11, students sit GCSE (General Certificate of Secondary Education) and IGCSE (International GCSE) examinations. In May and June each year. Results are published in mid to late August. Year 10 students would also be recommended to sit the IGCSE First Language English exam at the end of their school year.

In Years 12 and 13 students may study the IB (International Baccalaureate) Diploma programme, leading to examinations in six subjects in May of Year 13. They may opt to study the IB Careers Programme and 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.

Examination Fees and Billing

When students reach Year 10 they embark upon their GCSE and IGCSE courses which lead to public examinations at the end of Year 11. Some courses in Modern Foreign Languages have early entry schemes and students may take examinations at the end of Year 10 or even Year 9.

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 IB Organisation and the exchange rate. We therefore bill for examination charges separately at a price that reflects the cost to the school of entering your child for the examination in each subject.

Students take IGCSE/GCSE exams together with the Diploma in Applied ICT in Years 10 and 11. The approximate costs for these are: ASDAN Diploma in Applied ICT is around HK\$800 (bill sent in March of Year 11) GCSE/IGCSE is around HK\$7,000 - 7,500 in total (bill sent in March of Year 11).

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

Students studying the IB Programme will take their examinations in May of Year 13. The cost for these exams is around HK\$7,000 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. The course fees range from around HK\$3,500 to HKD\$20,000, depending on the number of courses a student signs up for. Moderator visit fees might be incurred. Please appreciate that these costs may increase over time due to factors outside of our control.

Homework

If your child has questions regarding homework, ask your child to check Google Classroom or email the subject teacher.

Junior Phase Guidelines, Year 7 & 8

Students in Years 7 & 8 should spend a maximum of 1.5 hours on homework on any given day. 1.5 hours is also the maximum amount of time that should be spent over the weekend (Saturday and Sunday combined).

Ordinarily, a student will be expected to spend no more than 30 minutes on one homework task. More than one day will be given for the completion of any homework task. Students should develop a habit of reading. Two to three hours per week is advised.

Homework Club

Homework Club is a supported environment where students can get help with their homework. Students can just 'drop in', but more often it is a resource for students who have persistent difficulties with settling down to independent work at home. Students are recommended to take this option in consultation with their Tutor, Senior Head of House and parents. Lunchtime sessions are supported by Year 12 students and after-school sessions by teachers or Education Assistants.

Advice for Students and Parents

- Find a quiet place to work. Remove social media distractions.
- Create a home timetable for the week (including activities and free time).
- Aim to complete homework by 7.30pm so that there can be sufficient time away from computer screens before bed.
- Opt-in for the parent Homework alerts on Google Classroom.
- Check (tick-off) completed homework on Google Classroom every day.
- If a student has not finished the homework within the recommended time (30 minutes), parents should stop him/her and contact the relevant subject teacher.

Senior Phase Guidelines, Year 12 & 13

Students in Years 12 & 13 follow different pathways and, in these pre-higher education years, they will spend a good deal of time studying independently outside of class time.

This independent study encompasses a range of tasks that may include: specific homework tasks, note taking, revision of material, work placements, internal assessments, back-ground reading, higher education research, test preparation, attending outside lectures, community work and application writing.

The format this independent study takes will vary greatly depending on the pathway the student has chosen. However, all students are expected to demonstrate a high level of responsibility and independence in recording tasks, preparing to meet deadlines and organising their independent study time

Teacher guidance and support is available to help students as they continue to develop as independent learners. Students are encouraged to seek help and advice as required from subject teachers, House staff and the Higher Education team.

The capacity to organise independent study is key not only to academic success but to general wellbeing. As such, we address study skills as an important, and ongoing, part of our wellbeing programme throughout Years 12 & 13.

In our Parent Information evenings for Years 12 & 13 we discuss our expectations for independent study in the senior phase and how parents can support this at home. At other key points in the year, notably parent consultations and tutoring for learning, there are additional opportunities to discuss the development of independent study skills. Further feedback is also given via our reporting system.

As a very general guide, senior students can expect to devote around three hours per week of independent study time to each higher level subject and around two hours for each standard level subject. In addition to this, they will need to structure their time to accommodate the extended essay, ToK and CAS. For BTEC/ Career Pathway students the expectation is the same.

Quest Week

Quest Week is a valued part of the Island School curriculum. Each year, usually in November, the timetable is suspended and students are offered a range of activities in an 'out of class' environment. Quest Week challenges students to grow and learn.

Years 7 and 8 students attend camp while students in Years 9 to 13 can choose from approximately 20 different options.

Further information about the activities offered can be found at <https://questweek.is.island.edu.hk/> or via the link under 'Life at IS' on the school website: <https://island.edu.hk/>



Laptops

Each student is required to have his/her own laptop.

Mac or Windows?

Island School accepts both Mac and Windows laptops and students do use both these laptops.

Should you wish to purchase a Mac laptop, discounted packages are available via Senco <https://www.eduooffer.com/esf/> and details on how to order can be found here: <https://island.edu.hk/wp-content/uploads/2022/05/UserGuide-Island-School-20223.pdf>

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.

Hard and Software Requirements

- The school requires 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.
- 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. 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.

Warranty

For Windows laptops, school suggests purchasing a 3-year warranty and 3-year Complete Care Accidental Damage warranty. For Macs, school recommends a 3-year AppleCare+ Protection Plan.

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.

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.

Please note: repairs or warranty are not available on campus.

ISPTA Tips:

- 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.

- Please make sure that your child's laptop is password protected in case of loss and prevent unauthorized access.
- 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.
- 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.
- 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.

Extra- Curricular Activities

Extra-Curricular Activities

Extra-Curricular Activities (ECA) are available throughout the year and run at lunchtime and after school.

Students sign-up every term through Gateway, once activities are available for enrollment. There are activities led by teachers, students as well as outside providers, the latter may incur a fee.

The school recommends that students take 2 - 5 activities per term - this is a great way to meet other students with similar interests.

Activity buses will be provided after the ECAs have finished to designated drop off points within the city, these are Kowloon Station, Pier 3 and Admiralty. Students need to make their own way home from these drop off points.

ISPTA Tips:

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 ECAs, yet also participate in any other after school activities they may have and 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.

Activities Fee

The cost of the Activities Programme is not included in school fees. Island School parents are all asked to contribute HK\$750 per child towards this programme, which contributes to the 'whole school' sports events, the teacher/student-run activities, and the inter-House sports competitions. The fee is also used to cover the high cost of buses and pitch bookings.

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

Inter-House Competitions

Island School has a very strong House system and there are competitions between them throughout the year. Students take part in inter-House competitions such as Battle of the Books, Debate, Chef Cook-Off etc.

Form groups also compete in team sports competitions and at the Sports Day and the 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.

Buses will be available to drop students off at Elements, Pier 3 & Admiralty MTR afterwards.



Communications



Communications

Tutoring for Learning

As part of a purposeful assessment process, parents can expect regular, meaningful feedback on their child's progress in a number of different formats. These include:
Tutoring for Learning (student-led conferences) and Parent Consultations (the dates are published at the start of the school year).

Parents will meet with teachers twice a year: 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 it gives students the opportunity to develop goals for themselves for the school year and for parents to understand what goals their child will be working on.

Parent Teacher Consultations (PTC)

PTC usually takes place once a year in Term 2. Dates are announced at the start of the school year and usually cover 2 afternoons, including 2-year groups e.g. Years 7 & 9 on the same dates.

Once the school announces the PTC date, parents will be given a date to go online to select teachers they would like to meet with. 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.

ISPTA Pro Tips:

- TFL and PTC dates are 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.

Mobile Phones

Island School has a strict no phone use policy during school hours, including breaks.

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.

It is up to individual parents whether to permit your child to have a phone, here are some tips:

ISPTA Pro Tips:

- 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.
- 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.

Note: not everyone has phones, not all phones are smartphones and not all smartphones have data plans.

Emails

For any curriculum or subject related questions, please email, subject teacher and cc the Form Tutor and/or Senior Head of House.

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, see the Gateway and your child's timetable or the ESF App. If you have a question or concern regarding your child's progress, please email the Form Tutor and cc the Senior Head of House.

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

The Form Tutor should be the first point of contact for any questions or discussions regarding issues for your child. In addition, you may wish to make contact with the relevant House staff. House staff will email parents at the beginning of the year with further clarification of communications within their House.

ISPTA Pro Tip:

Encourage your child to read their emails from their teachers - helping them to become more independent.

The School Website

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

This website is open to the public, visitors will find information about what is happening at school, our values structures and processes and the curriculum and policy information. There are also links to the school's Facebook page, PTA pages, Gateway and the ISLE.

ISLE (Island School Learning Environment)

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

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

- Their learning resources - there are courses set up for each of their subjects.
- The school bulletin
- Their school email account
- The school calendar
- Their timetable
- A summary of the tasks they have been set (including home- work)
- Their access to the 'Evidencer' (the online reporting system)
- Their access to Google Classroom - each of their classes has a space where teachers can set tasks, share materials for each lesson, create forums etc.

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.

Gateway

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

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. Gateway can be accessed via the school website or the link above.

Students use Gateway mainly to sign up for ECA activities and you can also view their calendar and timetable. 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. The Gateway is how parents access the Evidencer (the online reporting system).

Calendar

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

ISPTA Pro Tip:

Once you get access to Gateway, you can sync the school calendar to your preferred Calendar (e.g. iCal, Google 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.

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.

Telephone Calls

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

ESF App

The ESF App is a mobile app for all ESF Schools. It features quick and easy access to information such as:

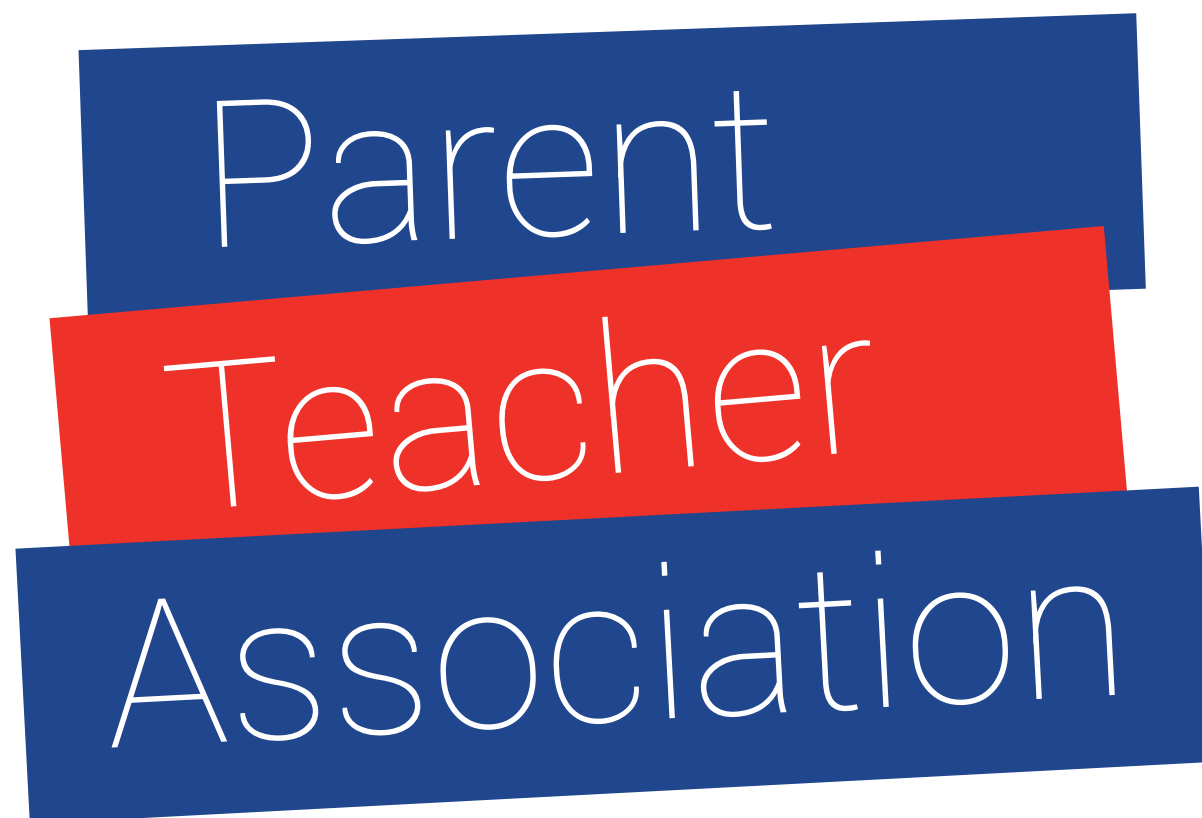
- Messages
- Diary dates
- School news
- Timetables
- School & Teacher contact details
- Homework
- Absence emails
- ISLE

If you have several children enrolled in ESF schools, you will be able to access information for each child within the app.

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.

Newsletters

Each week, students and parents will receive via email a weekly newsletter, highlighting key news, activities in school and ISPTA notices. It is very important that parents read it because it is the best source of up-to-date information for parents, teachers and students. All important information is sent via the newsletter.



PTA Mission

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.

Website

<https://island.edu.hk/pta-home/>

Telephone: +852 2140 6806

PTA Manager: Mr Azeez Kasubhai

Email: pta@online.island.edu.hk

Membership ISPTA

Membership is mandatory for all Island School families. The membership fee is HK\$200 per family.

The membership fee may now be settled via the school's e-payment system. The invoice will be made available on Gateway in September 2022. Please follow the online payment instructions on Gateway at that time. If you are unable to make online payments, please contact the PTA Manager for further instructions.

ISPTA Parents WhatsApp Group

Join the ISPTA WhatsApp Group by filling in this form.
<https://forms.gle/xpY2FTmAdDmfbR228>

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.

<https://forms.gle/edjvFxnRhwwyX299>

ISPTA Marketplace

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.

Join the Island School Community Buy Sell Swap Facebook Group.

<https://www.facebook.com/groups/ISPTA.Marketplace/>

General Information

Absences and Requests for Leave

Students who have registered by Octopus card in the morning will be expected to be in school and in attendance at their regular lessons unless they have been given permission to leave school or are in the medical room.

Students who are ill during the day must report to the medical room before contacting their parents. Permission to leave school will only be granted by the school health professional in consultation with House staff and parents or by a member of the senior leadership team.

Parents should email tutors with details of medical/dental appointments etc if a student needs to leave during the school day.

Students leaving the school for any reason must always sign-out at the front desk and sign-in on their return. They should also swipe their Octopus card.

If your child needs to leave school early (e.g. for an appointment), please do the following:

- Email Form Tutor and cc Senior Head of House and absences@online.island.edu.hk in advance
- Include a written note with your child on the day and ask the Senior 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.

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 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.

Log into the Gateway, click on "Absence Request" (in colored boxes under Student Profile) and fill in the details.

Student ID Cards

The school issues students with a school ID card. You will need them to apply for the Student Octopus Card.

Lost Property

Students are responsible for the safekeeping of their own property. 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 in the General Office.

If your child has left an item on the school bus, please email Kwoon Chung on island@kcm.com.hk or call +852 2979 8798.

ISPTA Pro Tip:

Valuables should be placed in the student's locker and bags should not be left unattended.

Philanthropy at Island School

Philanthropy, volunteering and fundraising are a part of school life. The school's charities are supported by the whole community led by student committees who plan activities and events. Each House also selects a charity to support. The school and House charities provide students with leadership opportunities and experiences that are relevant when applying to tertiary education. You can find out more about philanthropy at Island School through the Island Giving and House pages on the website



Sports

Playing for the Island School Typhoons allows the students to play competitive sports for the school across 3 local leagues.

The Typhoons are celebrated at the Island School's Sports Awards where we recognise success and reward dedication, commitment and fair play.

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 grades. Participants are required to have a sports I.D card issued by the HKSSF. Cards have to be presented to match/event officials prior to competition as proof of age and school.

International Schools Sports Federation Hong Kong (ISSFHK)

The ISSFHK is an alternative organisation to the HKSSF for interschool sports among the international schools in Hong Kong and now boasts 38 member schools. Island School has been involved in a gradually increasing number of sports.

Food, Drinks & School Canteen

Students can bring food from home to eat during break times and they should bring water bottles which they can fill up throughout the day.

There will be a total of 4 catering stations at Borrett Road, offering a wide range of healthy and nutritious meals, snacks and drinks. The stations will open at 7:30am and close at 4pm each day.

G/F - Island Cafe

They will be selling:

- Drinks
- Baguettes, Crepes, Ciabattas, Guabaos, Paninis and Wraps
- A 'build your own' salad bar – which will change daily

G/F - Island Main

They will be selling:

- Snacks and Drinks during break times
- Hot Meals and Pasta and Drinks during lunchtimes

G/F - Island Deli

They will be selling:

- A Chef's Special meal
- Noodles and Drinks during lunchtimes

2/F - Island Express

- Hot Snacks, Packed Sandwiches, Boxed Salads, Pizzas and Drinks

Rutherford

Wilberforce



Nansen

Fleming



Da Vinci

Einstein



www.island.edu.hk

Island School

港島中學

20 Borrett Road, Mid-Levels, Hong Kong

香港半山波老道20號

General: +852 2524 7135

Email: school@online.island.edu.hk

Website: www.island.edu.hk