Welcome to AISHK

One of many key features of the Australian International School Hong Kong (AISHK) is the positive community spirit and vibrant, healthy partnership between our school and parents.

Our 2016 School Handbook explains:

- who we are and how our school is governed
- important information about our school for parents
- how our school day runs
- how parents and the school work together
- the 2016 school calendar
- business procedures such as bursaries, fees, debentures and withdrawing from the school.

We hope this handbook will encourage even greater communication, which is so important for our partnership to prosper. If you have any questions, comments or suggestions for improvement, please be in touch by phoning 2304 6078 or email info@aishk.edu.hk. Please also check our school website and your inbox for the most up-to-date news from our school - www.aishk.edu.hk.

I wish you a happy, successful and fruitful association with AISHK in 2016 and beyond.

Best wishes,

Bruce Simons
Head of School
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WHO WE ARE – OUR VISION, MISSION, PRINCIPLES and VALUES

Our Vision
AISHK will be recognised world-wide as an outstanding and innovative international school delivering quality education based on an Australian curriculum and values. Inspirational staff will create a learning environment that actively promotes a global perspective and a sense of individual and collective responsibility.

Our Mission
Our school mission is to provide a world class international school where students, through active participation, achieve their personal best to become skilled, healthy, influential and responsible international citizens.

Our Principles
At AISHK we are committed to:

- excellence
- cohesion and diversity
- being a community of learners
- developing all students intellectually, socially, physically, spiritually and ethically in congruence with Australian culture
- lifelong learning within the international community.

Our Values Star
School Development Plan - 2013-2016

At AISHK we recognise that a successful future looks at our achievements of the past and those who helped to shape the school as it is today. The School Development Plan builds on previous plans, especially the School Development 2007-2012. It recognises that we need to prepare for the future to continue to achieve our vision and mission.

In developing the plan, the School Executive actively sought contribution from the spectrum that represented our school community, including the AISFL Board and associated committees, teaching staff, non-teaching staff, parents and students.

Our School Development Plan sets out clear directions for developing:

- Teaching and Learning – Curriculum and Pedagogy
- Students – Pastoral Care and Welfare
- Staff – Organisation, Welfare and Conditions
- Finances – Facilities and Resources
- Community – Communication, Marketing and Development
- Building our Future

A copy of our School Development Plan is available upon request from the School Administration Office.
GOVERNANCE AND STAFF

Australian International School Foundation Limited - Board of Governors

Mr Tom Corkhill
Board Chairman and Founding Governor
Executive Board Member, TMF Group (Financial Services); Chartered Accountant; Board Member and Vice Chairman of Australian Chamber of Commerce; Member Hong Kong Institute of Certified Public Accountants; CPA Australia; Fellow of The Taxation Institute of Australia; Society of Trust and Estate Practitioners and The Hong Kong Institute of Directors.

Dr Dan Hooley
School Supervisor, Governor, Immediate Past Chairman
Orthopaedic Surgeon, Hong Kong Surgical Specialists, Director of Ebenezer School for the Visually Impaired.

Professor Richard Petty
Governor
Chairman Finance Committee
Chairman Australian Chamber of Commerce Hong Kong & Macau; Professor & Executive Director International, Macquarie Graduate School of Management; Past Chairman & President, CPA Australia.

Mr Andrew Macintosh
Governor
Chairman Governance Committee
Chairman, Acorus Investment Management, Hong Kong; Director, Westline Education Group, an IFC-investee company, Cambodia; Adjunct Faculty, Macquarie Graduate School of Management; Instructor, Australian Institute of Company Directors, Finance module; Member, Mensa International; Economic advisor to Australian Consul-General HK 2008-2009; Fellow Financial Services Institute of Australasia.

Mr Ian Whitton
Governor
Chairman Facilities Committee
Executive Director – Transportation AECOM. Past President - Australian Association of Hong Kong and past President of Engineers Australia (HK Chapter).

Dr Joseph Lee
Governor
Chairman Development Committee
Chairman, Wofoo Plastics & Chemicals Group; President, Wofoo Social Enterprises; Chairman, Environment and Conservation Fund Committee; Deputy Chairman, Consultative Committee on Economic Trade Co-operation between Hong Kong and the Mainland; Vice Chairperson, Commission on Poverty – Social Innovation Entrepreneurship Development Fund Task Force.

Ms Carolyn Bickerton
Governor
Subscriber and Ex-Officio Governor rep. Australian Association of Hong Kong
Director, CB Business Solutions, past president of Australian Association of Hong Kong; Rotary Club Queensway (Hong Kong).

Ms Janaline Oh
Governor
Subscriber and Ex-Officio Governor rep. Australian Consulate Hong Kong
Deputy Consul-General, Australian Consulate of Hong Kong

Mr Cliff K. Sun
Governor
Subscriber and Ex-Officio Governor rep. the Australian Chinese Association Hong Kong
Executive Director of both Kinox Enterprises Ltd and Kin Hip Metal & Plastic Factory Ltd; Hon. President of the Federation of Hong Kong Industries; Council Member of the Vocational Training Council; Honorary Chairman of Hong Kong Q-Mark Council and Pearl River Delta Council; Member of the Chinese People’s Political Consultative Conference – Zhejiang Province; Executive Vice President of Shenzhen Association of Enterprises with Foreign Investment and Shenzhen Overseas Chinese International Association.

Mr Stephen Yap
Alternate Governor
Alternate Subscriber and Ex-Officio Governor
Alt rep. Australian Chinese Association of Hong Kong.
Principal, Yap & Lam (Solicitors).
Mr Gautam Dev  
**Governor**  
Chief Human Resources Officer at Eastspring Investments and past Chairman of Eastspring Investments Korea. Past committee member of Australian Department of Foreign Affairs Advisory Group on Business Migration.

Mr Andrew Steadson  
**Governor**  
Past Chairman, Australian Chamber of Commerce Hong Kong and Macau, Director, MadePartners Limited, Principal, Kee Capital Group Limited, Fellow Hong Kong Institute of Directors.

Mr David Chan  
**Governor**  
Subscriber and Ex-Officio Governor  
rep. Federation of Australian Alumni Associations  
Assistant Director of Public Prosecutions; Hong Kong SAR Government; Honorary Advisor to FAAA.

Ms Lauren Mitchell  
**Governor**  
Rep. AISHK Parent Association  
Co President, AISHK Parent Association.

Ms Lisa Milliner  
**Governor**  
Rep. AISHK Parent Association  
Co President, AISHK Parent Association.
Australian International School Hong Kong

Executive Team

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Teaching Staff

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M.Ed., Grad.Dip.Professional Studies (Education), Dip.T, T.C. Year 5A

Damian Bailey
B.Com, PGCE Year 11H Homeroom

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B.Ed., Dip.T., TESL Head of Learning Strategies

Anne Batterham
B.Ed. (Art) Year 11W Homeroom

John Batterham
M.Ed., B.Sc Head of Technology and Applied Studies (TAS) (Yr 7-12)

Kate Beange
B.Ed Year 1B

Lindsay Bennie
M.A. (Hons), PGDE

Niall Bennie
Australian International School Hong Kong - Teaching Staff

Christopher Bird
PGCE, B.A. (Hons)
Head of House (Pri) – Eucalypt
Head of Year 6
Year 6B

William Campbell
Head of House (Sec) – Jacaranda
Year 11J Homeroom

Esther Cao
PGDE, M.A., B.A./Ed

Christina Carini
QTS, GTP, M.A., B.Fine Arts
Year 12E Homeroom

Shirley Chan
Year 8H Homeroom

Judith Chilton
M.Ed., B.Sc., Dip.Ed.
Head of Learning Technologies (Yr 7-12)

Nancy Chiu
B.A., B.Ed.

Rena Ching Chiu
M.Ed., B.A., PGDE

Joy Chung
M.Ed., PGDE (Chinese)
B.A. WBS (Ed.) (Hons)
Head of Chinese (R-6)

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Grad.Cert.NeuroScience,
Head of Careers

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Catherine Devitt
B.Ed
House of House (Pri) – Wattle
Year 3D

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Registered Psychologist (Aust)
School Counsellor

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TESMC
Head of Model United Nations
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Year 5F

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Preparatory F

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Kerstin Grevis-James
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Second Languages, Dip.T

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Anne Hopkins  
B.T.(Early Childhood), Dip.Art.Ed. Year 1H

Darryll Hopkins  

Sheree James  

Narelle Johnston  
Dip.Ed, B.Sci Year 11E Homeroom

Timothy Kelleher  

Elise Kelly  
B.Music (Music Education) Primary Music

Emma Knight  
B.Ed (Hons), B.T. Year 4K

Judy Kuang  
M.Sci., PGDE (Chinese) B.Chemical Engineer

Joanna Wei Lang  

Lynda Lemmon  

Vicki Livermore  
Dip.T., TESMC Year 8E Homeroom

Trammy Mak  

Maggie Marsh  
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Jessica McCarthy  

Camilla McDonald  

Paul McGunnigle  
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Winnie Mo  
B.A., M.Sc. ITE., B.Ed.

Samantha Morley  
Grad.Dipl.T., B.A. Year 10H Homeroom

Caleb Mui  
M.Teaching, B.A., Dip.Arts
Teaching Staff (cont’d)

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B.Ed  
Head of Year 8

Simone Nielsen  
Head of Early Childhood  
Reception

Charde Negus  
B.Ed  
Preparatory N

Ian Nelson  
PGCE, B.Sc., CELTA  
Year 9N Homeroom

Megan O’Connor  
B.Ed., Dip.T.  
Teacher-Librarian (P-6)

Phillip O’Connor  
B.A., B.Ed., Dip.T.  
Year 7E Homeroom

Aileen O’Donnell  
PGCE, B.A (Hons)  
Year 7H Homeroom

Carl Ohlson  
B.A., Dip.T.  
Head of Learning Technologies (R-6)  
Year 4O

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Head of English (Yr 7-12)

Peter Phillips  
M.Fine.Arts (Creative Writing), B.A., LL. B (Hons), Grad.Dip.Ed. Eng  
Head of House (Sec) – Waratah  
Year 12H Homeroom

Benjamin Picker  
B.Ed  
Year 2P

Lee Pilgrim  
Head of PDHPE (Yr 7-12)  
Head of Year 11

Carlie Plummer  
Head of Year 1  
Year 1P

Stephen Potts  
B.Sc (Hons), M.Sc, PGCE  
Year 10E Homeroom

Matthew Price  
B.Ed  
Year 3P

Peter Pulsford  
M.Ed., PC Ed., M.A. (Oxon), B.A.  
Head of Year 9  
Year 9P Homeroom

Thayalini Rajamohan  
M.Sc (IT), Dip.Ed., B.Sci

Joanne Reed  
Head of House (Pn) – Jacaranda  
Head of International Learning Centre  
Year 6R

Nicki Robertson  
B.Ed  
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Year 5R

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B.T.; Grad.Cert. Asia Studies  
Head of Year 3  
Year 3R
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Head of House (Sec) – Wattle  
Year 7W Homeroom

Drew Skellern  
B.T., B.A.  
Year 5S

Demmin Smith  
M.Teaching (Early Years), Grad.Dip.Counselling  
B.Sci (Psych)  
Year 1S

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B.A.(Ed), Grad.Dip. Language & Literacies  
Literacy Intervention Specialist

Don Somerville  
B.A. (MAS), Cert.T., Grad Cert.TESOL  
Head of HSIE (Yr 7-12)  
Head of HKAYP

Sarah Speller  
B.Ed Prep S  
Head of Preparatory

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Head of House (Sec) – Eucalypt  
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Secondary Music

Lesley Stewart  
Year 3S

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Head of Science (Yr 7-12)

Amanda Sze  
B.Ed. Dip.InteriorDesign  
Year 8J Homeroom

Lee Taylor  
Year 12J Homeroom

Anna Thirkell  
Dip.T.

Erin Torres  
B.Ed., B.T.  
Head of Year 2  
Year 2T

Sue Turnbull  
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Head of Mathematics (Yr 7-12)

Graeme Tyler  
Head of Performing Arts

Nadine Vanderhoek-Cossé  
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Head of French (Yr 7-12)  
Year 7J Homeroom

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Year 2V

Nicole Voss  
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Year 10J Homeroom
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Year 4W

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Year 6W

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M.Ed., B.A.

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JP (Qual)

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Support Staff

Chandrakala Adhikary  
MBBS  
School Nurse

Marilyn Banfield  
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TESMC  
Classroom Assistant - LEC

Jacky Bliss  
General Classroom Assistant  
Supervisor

Nathan Boon  
Physical Education Assistant

Catherine Chao  
Classroom Assistant - LEC

Stephanie Chiu  
B.Medicinal Science  
Classroom Assistant

Ally Chow  
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Classroom Assistant – Chinese

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Cert.LIS, B.Bus  
Library Assistant

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Classroom Assistant - LEC

Sussan Dean  
TESMC  
Classroom Assistant - LEC

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Classroom Assistant – Food & Textiles Technology

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Dip.T.
Classroom Assistant – Chinese

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B.A. (Fine Art)
Visual Arts Technician

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Cert.3 School Support Services, TESMC
Classroom Assistant – LEC

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PGDE, B.Sci (Psych)
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B.Elementary.Ed
Classroom Assistant

Kerry Ruse
Classroom Assistant

Michael Ruskin
TESMC
Classroom Assistant – LEC

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Library Assistant
Support Staff (cont’d)

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Cert.TESOL
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Classroom Assistant

Raymond Wu
B.A.
Classroom Assistant

Vivian Yip
M.Political Studies., B.Soc. Sci
Classroom Assistant – French

Administration Staff

Veronica Arnold
Personal Assistant, Primary

Gita Bhaumik
Personal Assistant, Secondary

Dwayne Brown
TESMC
Sports & Activites Administration
Assistant

Karim Chakroun
Dip.Electronics & Telecom
Senior ICT Services Officer

Evan Cheung
B.Bus. (Acc.),
B.Bus. (Bkg. & Fin.)
Accounts Office Assistant

Nancy Chong
Receptionist

Jordan Delfino
B.Sc, Grad.Cert.Com.Tech
ICT Support Officer

AJ Dyka
ICT Systems Analyst
Administration Staff (cont’d)

Sue Howe
Uniform Shop Manager

Jelley Hu
Purchasing Officer

Kenneth Kwan
ICT Services Officer

Agnes Lam
Dip.Dig.Med., B.A.
Activities / PDHPE
Administration Officer

Beatrice Lam
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General Administrative Assistant

Olivia Lam
M.Sc.
ICT Systems Manager

Lau Tung Ping
General Office Assistant

Leung Che Wai
General Office Assistant

Carmen Lo
B.Com (Acc. & Acc. Tech.)
Accounts Payable Officer

Tracey Manning
Office Manager

Mandy Mansbridge
Admissions Officer

Brigitte McNamara
B.A.
Director, Development and
Community Relations

Paul Ng
Performing Arts Senior Technician

Alasdair Ong
B.Comp.Sc,
Marketing Officer

Richard Owen
B.Sc(IT), B.Sc(Phys Geo)
ICT Support Officer

Po Yuk Fun
General Office Assistant

Shen Mei Ling, Mimi
General Office Assistant

Chester Siu
Communications Assistant

Vivien Siu
Admissions Secretary

Eva Tam
B.A.
Secondary Administration Assistant
Administration Staff (cont’d)

**Hill Tang**  
B.Sc. (App. Cmp.),  
ICT Systems Support Officer

**Daphne Tse**  
B.Mus.  
Performing Arts Administration Officer

**Angela Tung**  
B.Bus (Acc.), Dip.Bus. (Acc.),  
CPA (Aust.)  
Accountant

**Fran Wong**  
B.S.W. (Hons)  
Director of Human Resources

**Lynette Wong**  
B.App.Sci. (Mth. & Cmp.)  
Head of Admissions

**ISS Eastpoint - Facilities Staff**

**Debby Ng**  
B.A., CIH, RPHM  
Facilities Manager

**Amy Chow**  
B.Sci (Hons), FMP  
Senior Facilities Officer

**Leung Fa Sing**  
Senior Technician

**Ng Chi Ming**  
Technician

**Compass Group Hong Kong - Catering Staff**

**Sam Ku**  
District Support Manager

**Daisy Tang**  
Unit Manager

**Hon Lee**  
Head Chef

**Betty Chen**  
Pastry Chef

**Glory So**  
Café Supervisor

**Ivy Wong**  
Café Assistant
ABOUT OUR SCHOOL

AISHK was founded in 1995 to meet the growing demand for high-quality Australian education in Hong Kong. Our school is co-educational, non-denominational, and caters for more than 1,100 students. We are the only school in Hong Kong to provide an Australian curriculum and run according to the Southern hemisphere calendar.

Based on an Australian curriculum, the School's medium of instruction is English. Putonghua is also taught as part of the curriculum, which has been modified to fit an Asian setting. As part of our commitment to offering broad academic choices of study, Students in Years 11 and 12 can choose to study courses offered in either the New South Wales Higher School Certificate or the International Baccalaureate (IB) Diploma. As a leading international school in Hong Kong with a reputation for outstanding academic performance, over 98% of graduates have gone on to study at top universities in Australia and throughout the world.

This section of our handbook has important information about our school, and how we operate. It includes:

- teaching and learning materials
- language
- assessment and reporting
- awards
- homework
- uniform
- health, safety and well-being, including behaviour rules and management
- computer use and internet access
- houses and house points
- inter-school sport and culture exchanges
- publications
- student leadership
- reading support program
- references and testing for other schools
- tutors
- withdrawing from the school.

Teaching and Learning Materials

AISHK provides all text books, exercise books, pens, pencils and most other necessary stationery equipment. Some students like to bring some of their own pencil case items as well.

Students from Year 3 onwards need to have their own laptop computers—please see computer section of this handbook and our website for details and costs of laptops.

Students from Years 7-12 need electronic calculators and a set of mathematical instruments, if necessary.

Language

As AISHK is an Australian school we use English for teaching and learning. To succeed, our students need to be proficient in English and speak English whenever possible.

While English is our language for teaching, we value and celebrate the first languages and cultures of all our students. Occasionally, languages other than English may be used if it improves students’ understanding of a difficult topic or concept.

We teach Putonghua (Mandarin) to all Primary students (R-6), and offer Chinese and French to Secondary students, as part of our curriculum.
Assessment and Reporting
We assess students continually throughout the school year in a variety of ways, including:

- observation
- records of students’ work
- informal, teacher-devised assessment
- formal standardised tests.

We analyse this assessment information and use it to plan a curriculum that meets the needs of all our students.

Primary Reporting
Early in Term 1 Primary classes hold a group information evening to give you the chance to meet your child’s teacher to talk about the curriculum and how the class is organised. Later in Term 1 you will be invited to individual parent-teacher interviews.

Student learning portfolios are one of the key ways we will report to you about your child. These portfolios include:

- assessments and tests
- records of outcomes your child has achieved in key learning areas
- student self-assessments
- social development assessments

You will first see your child’s portfolio at a three-way student led conference near the end of Term 2. Your child will bring home their portfolio again at the end of Terms 3 and 4. This will show their learning over time. You will receive a mid-year interim report at the end of Semester 1. Your child’s teacher will write an annual report at the end of Term 4, with details of their achievements in key learning areas.

If you would like to talk to your child’s teacher at any time throughout the year please make an appointment by making a note in their diary, or emailing the teacher directly. You can also make an appointment to see the Dean of Studies if you have an urgent or difficult matter to discuss by emailing the Division Office at primaryoffice@aishk.edu.hk.

Secondary Reporting
We hold introductory information evenings early in Term 1 and other information evenings throughout the year to discuss study choices, courses of study and career paths. Parent teacher interviews are held early in Term 3.

You will receive an interim progress report at the end of Term 1. Published school reports will be posted to you on the last day of Term 2 and Term 4. These reports will explain your child’s progress and achievements. We send out Year 12 reports after each set of school examinations.

Year 10 parents and students will also attend a senior school subject selection and career counselling session. This is scheduled on a weekday during Term 2 and the times of these sessions will be published in Dhanara.

If you would like to talk to your child’s teacher at any time throughout the year please make an appointment by making a note in their diary or emailing their teacher directly. You can also make an appointment to see the Dean of Studies if you have an urgent or difficult matter to discuss by emailing the Division Office at secondaryoffice@aishk.edu.hk.

Secondary Assessment Guidelines
Notifying students of tasks
Teachers will give students enough notice of tasks either by referring them to the course outline or the schedule of assessment tasks. This schedule explains:

- the nature of the task
- its weighting
- the syllabus outcomes being tested
Submitting assessment tasks
Senior students (Years 10-12) must hand their assessment tasks (not class tests) to the Secondary Office by 8:00am on the day it is due. Electronic copies can be handed in to the subject teacher. Teachers record the assignment in the marks record book and if applicable, confirm that the work is not plagiarised (see below), before the final due date. Students in Years 7-9 should hand in their assessment tasks to the teacher by the due date and time.

Late Submissions or Absence
Students must hand in all assignment work by the due date. An assessment task not submitted on time will still be graded, but will receive a zero mark. Absence does not excuse a student from receiving zero for a late submission; unless the Head of Department grants an illness or misadventure exemption (see below).

Illness and Misadventure
Students who, because of illness or misadventure, are absent for a test or examination, or are adversely affected while completing an assessment task, may lodge an application in writing using the 'Illness, Accident and Misadventure Appeal' form. This form must be accompanied by a doctor's certificate and a letter from parents (Years 10-12). For Years 7-9, a letter from parents is enough. The Head of Department and the Dean of Studies will consider any appeals.

Malpractice and Academic Dishonesty
Students who cheat on an assessment task will receive a zero mark for that task and be subject to disciplinary action. Students must be able to certify the authenticity of their work in every medium - written, audio, visual and computer generated. Deliberate plagiarism will be treated in the same way as cheating. Collusion between students, on a task, for the purpose of academic dishonesty, will result in disciplinary action for all students involved.

If a senior student needs to prove their assignment task is their own work i.e. not plagiarised, the work must be downloaded to www.turnitin.com before the final submission date. Content deemed to be plagiarised after the final submission date will be treated as deliberate academic dishonesty and receive a zero mark. Only original content will be graded and recorded.

Authenticating student work—projects/assignments
For significant projects or assignment tasks teachers and students must use the AISHK ‘Record of Work in Progress’ form (T:\Secondary\Policies and Handbooks\Assessment) to record and verify the progress and originality of students’ work. Copies of drafts at set stages should be made and collated in order to verify the final work. Reporting times and stages are outlined on the assignment sheet so that students have a regular schedule to follow.

Before the final due date, students in Years 11–12 must download their work to www.turnitin.com using the password specified by their teacher. Students may resubmit their work as many times as they wish before the due date in order to minimise any accidental plagiarism. Students must complete an academic honesty student declaration for each submitted assignment task.

Publications
Weekly Newsletter – Dhanara
Dhanara (aboriginal word for 'message stick') is published every Wednesday. This is our primary means of updating families on the latest news and events from around the school. Dhanara is now hosted entirely on the school website www.aishk.edu.hk with a link to the latest issue sent out to families in the form of an email hyperlink each week. Contributions to Dhanara must be sent in by Tuesdays, at 12:00 noon. These should be sent by email to development@aishk.edu.hk.

Yearbook
Our yearbook is a collection of articles, photos, student artwork, stories and memories gathered from throughout the year by AISHK staff, students and alumni. We publish the yearbook at the end of the school year and each student will receive a copy free of charge. (You can buy extra copies at minimal cost.)
The Lion Rock

*The Lion Rock* is a hard-copy newsletter that highlights the successes and achievements of members of the AISHK community. *The Lion Rock* is given to AISHK families, alumni and the wider community twice a year at the beginning of Term 2 and Term 4.

**Annual Review**

The AISHK Board of Governors and the Head of School publish the AISHK Annual Review early in Term 1 of each year. The Review provides an overall report on the school’s operations and key achievements during the previous year.

**Academic, Citizenship and Sporting Awards**

**Primary Awards**

We present awards to Primary students at weekly assemblies and at the end of each term. These are based on our school values and student achievement.

**Primary Speech Day**

At our end of year Speech Day we also present awards and prizes to students from each class level under the following categories:

- School citizenship
- academic performance
- enthusiastic participation in school activities

In 2006 we introduced a special award for Year 6 students - The Margaret Merrell Award. This recognises the leadership, contribution and effort of our former Primary Assistant Principal, Ms Margaret Merrell. The award is for all-round effort in academics, leadership, care for others and contribution to the school through other activities (sport, music, drama). The award is based on effort rather than excellence.

**Secondary Awards**

Teachers choose students for Bronze, Silver and Gold Awards, presented at assemblies to students who have earned special commendation.

We present merit awards each semester to students who score consistently high effort grades. Head of School awards are presented each semester to students who score straight ‘A’s in either effort or grades during that semester.

**Secondary Speech Day and Prize Giving Ceremony**

At the Secondary Speech Day we present year group and whole school awards to secondary students. The awards may change from year to year but can include:

- subject prizes in each subject area – for Years 7 to 12
- most improved student in the year
- AISHK Parent Association citizenship awards - these year level prizes are awarded to a student in each year group who contributes most to the improvement of the school culture, who demonstrates leadership, shows consideration for the welfare of other students, is an enthusiastic participant, exemplifies fairness and demonstrates pride in the school
- Year 12 best all-round student—initiated by Year 12 in 2003
- Reid Family Prize for Putonghua—awarded to a Year 7 Putonghua second language learner
- School Citizenship Award
- the Philip Day Memorial Prize - for commitment to excellence
- Community Service awards
- Dux of the School - overall academic merit across all subjects in Year 12 in HSC and IB programs
- Head of School Award to the School Captains
- AISHK International Relations Award
- School Colours
School-Wide Sports Awards
We hold a Sports Awards Ceremony each year to applaud students who have taken part in competitive school sport. Awards are for:
- most valuable player
- most improved player
- Sportsmanship
- Sports Girl of the season - the Joel Dunn Memorial Award
- Sports Boy of the season - the Joel Dunn Memorial Award
- School colours
- School colours with distinction

Homework
Our teachers are responsible for setting and checking students’ homework and view homework as part of their total learning package. We feel homework:
- consolidates and enriches learning in the classroom
- enhances the school-home learning partnership
- encourages students’ interests, extends their knowledge and develops their skills
- can be individualised and planned together with parents, students and teachers

Homework should not:
- be used as a disciplinary device
- be frustrating, or an intrusion into the home, which is also a place of learning

Amount of Homework for Each Year Group
The needs of individuals and classes will influence the amount of homework set, but as a guide, we suggest the following homework guides for Primary students:
- Reception Year  no homework
- Preparatory Year no set homework on a regular basis, unless a need is identified
- Year 1  10 minutes on any day
- Year 2  20 minutes on any day
- Year 3  30 minutes on any day
- Year 4  40 minutes maximum on any day
- Year 5  50 minutes maximum on any day
- Year 6  60 minutes maximum on any day

Reading for pleasure should always be encouraged and we have not included this time in the above guidelines. Younger students will not necessarily be given homework every night as they also need to rest and play.
Secondary students will be given the following homework in no more than 6 subjects per day:
- Year 7  20 minutes per subject per day
- Year 8  30 minutes per subject per day
- Year 9  30 minutes per subject per day
- Year 10 35–40 minutes per subject per day
- Year 11 minimum of 3 hours per day
- Year 12 minimum of 3 hours per day

Please check and initial your child’s diary each night as messages about homework can be written here by you or your child’s teacher. Please also let your child’s teacher know if your child is having difficulty with their homework - it should not be a stressful time for you or your child.

We expect our students to be responsible for doing their homework themselves and doing it on time. If your child is consistently not meeting homework deadlines, their teacher will contact you to discuss the reasons.

If you have any questions about our homework policy please contact either your child’s teacher, the Head of Department, Year Leader (Primary) or the Dean of Studies.
School Uniform

All students are required to wear the AISHK branded school uniform, which is available only through the School Uniform Shop. Our uniform is trans-seasonal which means students can opt to wear items within the range, as applicable to their division of the school. During the cooler months, November to April, students from Years 3-12 are required to wear their ties at all times, and their blazers when travelling to and from school.

- **Early Childhood** (Rec-Yr 2) students would add in their warmer items of their uniform if they feel cold (i.e. long sleeved polo, track top or vest or long pants)
- **Primary Girls** (Yr 3-6): Primary school dress with white school socks or black stockings; with the blazer
- **Secondary** (Yr 7-12)/**Primary Boys** (Yr 3-6): long or short sleeved shirt with their shorts or trousers; black school socks, with the tie and blazer
- **Secondary Girls** (Yr 7-12): long or short sleeved blouse with their skirt at knee length, white school socks or black stockings, with the tie and blazer

The cardigan, jumper and scarf can be worn under the blazer as required.

**Formal Uniform**

On formal occasions as designated by the school, i.e. assemblies, Speech Day etc, all students must wear their formal school uniform. This means their trans-seasonal uniform with the blazer and the tie, including long pants for boys; and black stockings (60 denier or greater) for girls.

**General Uniform Requirements**

A full outline of uniform requirements can be found in the tables below. In addition, students should have the following compulsory items:

- an AISHK school bag.
- an AISHK sports bag.
- Primary students must have an appropriate lunch container and drink bottle.
- Primary students must have a school book bag to borrow books from the library.
- Primary students must wear a school sunhat and we recommend sunscreen for outdoor work or play.
- appropriate rainwear for wet weather.

**Uniform Shop**

The school Uniform Shop is located on the 1/F, behind the cafeteria. Order forms are available on the school website (www.aishk.edu.hk), and payments may be made by either cash or cheque (made payable to “Australian International School Foundation Limited”). Our normal opening hours are:

- **Monday** 8:00am to 3:00pm
- **Thursday** 8:00am to 11:30am

The Uniform Shop is also open on the first day of each term and there are extra opening times during school holidays, for new students.

Our Uniform Shop Manager will advise you on the best way to work this transition to suit your needs. Please call 2194 3832 or email uniformshop@aishk.edu.hk for any questions in regard to uniforms

**AISHK School Uniform - Itemised dress code and policy**

AISHK school uniform will be worn by all students and maintained so that it presents in the best possible manner.
<table>
<thead>
<tr>
<th>AISHK Early Childhood</th>
<th>Policy and Dress Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Polo Shirt</strong></td>
<td>Worn all year. Sleeve length is optional.</td>
</tr>
<tr>
<td>striped, short or long-sleeve</td>
<td></td>
</tr>
<tr>
<td><strong>Shorts</strong></td>
<td>May be worn all year round.</td>
</tr>
<tr>
<td>black</td>
<td></td>
</tr>
<tr>
<td><strong>Long pants</strong></td>
<td>May be worn all year round.</td>
</tr>
<tr>
<td>black</td>
<td></td>
</tr>
<tr>
<td><strong>Vest</strong></td>
<td>To be worn in the cooler weather.</td>
</tr>
<tr>
<td>black fleece, sleeveless</td>
<td></td>
</tr>
<tr>
<td><strong>Jacket</strong></td>
<td>To be worn over the vest.</td>
</tr>
<tr>
<td>green, black and gold micro-fibre</td>
<td></td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td>Worn with school shoes each day.</td>
</tr>
<tr>
<td>white with green stripe</td>
<td></td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Worn daily, clean and polished. Black athletic shoes and canvas shoes may not be worn.</td>
</tr>
<tr>
<td>black leather velcro or buckle</td>
<td></td>
</tr>
<tr>
<td><strong>Sun Hat</strong></td>
<td>Must be worn for all outside play activities.</td>
</tr>
<tr>
<td>Green with brim</td>
<td></td>
</tr>
<tr>
<td><strong>School bag</strong></td>
<td>Used each day to and from school. (Not required for Reception).</td>
</tr>
<tr>
<td>AISHK black with emblem</td>
<td></td>
</tr>
<tr>
<td><strong>PE T-shirt</strong></td>
<td>Worn for all PE activities.</td>
</tr>
<tr>
<td>white cotton with logo</td>
<td></td>
</tr>
<tr>
<td><strong>House T-shirt</strong></td>
<td>Worn for all inter-House competitions. (Not required for Reception).</td>
</tr>
<tr>
<td>coloured with house name</td>
<td></td>
</tr>
<tr>
<td><strong>PE shorts</strong></td>
<td>Worn for all PE and competitive competitions.</td>
</tr>
<tr>
<td>black with gold stripe</td>
<td></td>
</tr>
<tr>
<td><strong>Sports shoes</strong></td>
<td>Predominently white. Worn for all sports and PE activities.</td>
</tr>
<tr>
<td><strong>Swimming costume</strong></td>
<td>Worn for all PE and House swimming activities. (Not required for Reception).</td>
</tr>
<tr>
<td>AISHK black and gold</td>
<td></td>
</tr>
<tr>
<td><strong>Swimming cap</strong></td>
<td>Worn for all PE and House swimming activities. (Not required for Reception).</td>
</tr>
<tr>
<td>house colour</td>
<td></td>
</tr>
<tr>
<td>Item description</td>
<td>Boys</td>
</tr>
<tr>
<td>------------------</td>
<td>------</td>
</tr>
<tr>
<td><strong>Shirt</strong></td>
<td>Worn tucked in at all times</td>
</tr>
<tr>
<td>white, short or long-sleeve</td>
<td></td>
</tr>
<tr>
<td><strong>Shorts</strong></td>
<td>May be worn at knee length, all year round with shirt tucked in, and tie, as required</td>
</tr>
<tr>
<td>black</td>
<td></td>
</tr>
<tr>
<td><strong>Long pants</strong></td>
<td>May be worn all year round with shirt tucked in, and tie, as required</td>
</tr>
<tr>
<td>black</td>
<td></td>
</tr>
<tr>
<td><strong>Dress</strong></td>
<td></td>
</tr>
<tr>
<td>Green, black, white, and gold stripe</td>
<td></td>
</tr>
<tr>
<td><strong>Jumper</strong></td>
<td>Worn to and from school with blazer. May be worn during school day without blazer.</td>
</tr>
<tr>
<td>green</td>
<td></td>
</tr>
<tr>
<td><strong>Cardigan</strong></td>
<td>Worn to and from school with blazer. May be worn during school day without blazer.</td>
</tr>
<tr>
<td>green</td>
<td></td>
</tr>
<tr>
<td><strong>Blazer</strong></td>
<td>Worn to and from school and during the school day when required. November to April are compulsory blazer wearing months.</td>
</tr>
<tr>
<td>green with gold braid</td>
<td></td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td>Worn daily with shorts or long pants. Worn also for PE lessons.</td>
</tr>
<tr>
<td>white with green stripe</td>
<td></td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td>Worn daily with shorts or long pants. Worn also for PE lessons.</td>
</tr>
<tr>
<td>black with green &amp; gold stripe</td>
<td></td>
</tr>
<tr>
<td><strong>Tights</strong></td>
<td></td>
</tr>
<tr>
<td>black (60 denier)</td>
<td></td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Worn daily, clean and polished. Black athletic shoes and canvas shoes may not be worn.</td>
</tr>
<tr>
<td>black leather lace-up</td>
<td></td>
</tr>
<tr>
<td><strong>Tie</strong></td>
<td>Worn as required and also when the school blazer is worn. The shirt is fastened at the top button.</td>
</tr>
<tr>
<td>Year 3-6</td>
<td></td>
</tr>
<tr>
<td><strong>Sun Hat</strong></td>
<td>Must be worn for all outside play activities.</td>
</tr>
<tr>
<td>Green with brim</td>
<td></td>
</tr>
<tr>
<td><strong>Hat</strong></td>
<td>May be worn as an option.</td>
</tr>
<tr>
<td>white with hatband</td>
<td></td>
</tr>
<tr>
<td><strong>Cap</strong></td>
<td>May be worn as an option.</td>
</tr>
<tr>
<td>green with gold trim</td>
<td></td>
</tr>
<tr>
<td><strong>School bag</strong></td>
<td>Used each day to and from school. Stored daily in student's school locker.</td>
</tr>
<tr>
<td>AISHK black with emblem</td>
<td></td>
</tr>
<tr>
<td><strong>Scarf</strong></td>
<td>Worn as an option for extra warmth.</td>
</tr>
<tr>
<td>AISHK green knit</td>
<td></td>
</tr>
<tr>
<td><strong>PE T-shirt</strong></td>
<td>Worn for all PE activities.</td>
</tr>
<tr>
<td>white cotton with logo</td>
<td></td>
</tr>
<tr>
<td><strong>House T-shirt</strong></td>
<td>Worn for all inter-House competitions.</td>
</tr>
<tr>
<td>coloured with house name</td>
<td></td>
</tr>
<tr>
<td><strong>PE shorts</strong></td>
<td>Worn for all PE and competitive competitions.</td>
</tr>
<tr>
<td>black with gold stripe</td>
<td></td>
</tr>
<tr>
<td><strong>Sports shoes</strong></td>
<td>Predominantly white. Worn for all sports and PE activities.</td>
</tr>
<tr>
<td><strong>Swimming costume</strong></td>
<td>Worn for all PE and competitive swimming activities.</td>
</tr>
<tr>
<td>AISHK black and gold</td>
<td></td>
</tr>
<tr>
<td><strong>Swimming cap</strong></td>
<td>Worn for all PE and House swimming activities.</td>
</tr>
<tr>
<td>house colour</td>
<td></td>
</tr>
<tr>
<td><strong>Tracksuit top</strong></td>
<td>Compulsory for school representative trips.</td>
</tr>
<tr>
<td>black AISHK zip-up</td>
<td></td>
</tr>
<tr>
<td><strong>Tracksuit pants</strong></td>
<td>Compulsory for school representative trips.</td>
</tr>
<tr>
<td>black AISHK</td>
<td></td>
</tr>
<tr>
<td>AISHK Secondary</td>
<td>Policy and Dress Code</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Item description</td>
<td>Boys</td>
</tr>
<tr>
<td>Shirt</td>
<td>white, short or long-sleeve</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Blouse</td>
<td>white, short or long-sleeve</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Shorts</td>
<td>black</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Long pants</td>
<td>black</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Skirt</td>
<td>black pleated</td>
</tr>
<tr>
<td>Jumper</td>
<td>green</td>
</tr>
<tr>
<td>Cardigan</td>
<td>green</td>
</tr>
<tr>
<td>Blazer</td>
<td>green with gold braid</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Socks</td>
<td>white with green stripe</td>
</tr>
<tr>
<td>Socks: black with green &amp; gold stripe</td>
<td></td>
</tr>
<tr>
<td>Tights</td>
<td>black (60 denier+)</td>
</tr>
<tr>
<td>Shoes</td>
<td>black leather lace-up</td>
</tr>
<tr>
<td>Tie</td>
<td>Year 7-10/Year 11-12</td>
</tr>
<tr>
<td>Hat</td>
<td>white with hatband</td>
</tr>
<tr>
<td>Cap</td>
<td>green with gold trim</td>
</tr>
<tr>
<td>School bag</td>
<td>AISHK black with emblem</td>
</tr>
<tr>
<td>Scarf</td>
<td>AISHK green knit</td>
</tr>
<tr>
<td>PE T-shirt</td>
<td>white cotton with logo</td>
</tr>
<tr>
<td>House T-shirt</td>
<td>coloured with house name</td>
</tr>
<tr>
<td>PE shorts</td>
<td>black with gold stripe</td>
</tr>
<tr>
<td>Sports shoes</td>
<td></td>
</tr>
<tr>
<td>Swimming costume</td>
<td>AISHK black and gold</td>
</tr>
<tr>
<td>Swimming cap</td>
<td>house colour</td>
</tr>
<tr>
<td>Tracksuit top</td>
<td>black AISHK zip-up</td>
</tr>
<tr>
<td>Tracksuit pants</td>
<td>black AISHK</td>
</tr>
</tbody>
</table>
### General Code of Practice

<table>
<thead>
<tr>
<th>Performances</th>
<th>Choir and orchestra performances require performers to wear blazers, ties, long pants for boys, and black tights for girls.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special occasions</td>
<td>Speech Day, Sports Awards, ANZAC Day and other special occasions will require the wearing of the blazer and a tie.</td>
</tr>
<tr>
<td>Jewellery</td>
<td>Nil for boys</td>
</tr>
<tr>
<td>Girls may wear one small metal stud in each ear lobe.</td>
<td></td>
</tr>
<tr>
<td>Make-up and body art</td>
<td>Nil for boys</td>
</tr>
<tr>
<td>Nil for girls</td>
<td></td>
</tr>
<tr>
<td>Hair</td>
<td>Conservatively cut &amp; neatly groomed Fringe kept above the eyebrow Natural colour No steps, spikes or patterns Maintained above the ears and collar Beards and moustaches are not permitted</td>
</tr>
</tbody>
</table>

### Sports Uniforms for team competition

<table>
<thead>
<tr>
<th>Sports Uniforms for team competition</th>
<th>Worn with tracksuit when team travels outside of Hong Kong.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAMIS Travel shirt</td>
<td>AISHK netball top and skirt, white socks.</td>
</tr>
<tr>
<td>Netball</td>
<td>AISHK training T-shirt</td>
</tr>
<tr>
<td>Netball under Grade 5</td>
<td>AISHK rugby jersey, shorts and socks</td>
</tr>
<tr>
<td>Swimming</td>
<td>AISHK swimwear and AISHK yellow cap</td>
</tr>
<tr>
<td>Soccer under Grade 5</td>
<td>AISHK training T-shirt</td>
</tr>
<tr>
<td>Athletics</td>
<td>AISHK t-shirt or tank top, black and gold, black PE shorts, long black and gold socks</td>
</tr>
<tr>
<td>Badminton</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td></td>
</tr>
<tr>
<td>Cross-country</td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td></td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
</tr>
</tbody>
</table>

### Uniform Infringements

Students are required to wear all the correct uniform items for our school at all times with pride and in the correct manner as outlined above. The following will apply for any infringements to this code:

**Primary**

If students do not wear the correct uniform their class teacher will first write a note in the school diary. If it happens again the Assistant Principal, Primary will send a letter home. On the third incident we will give the student a detention, and let their parents know. Students will not be able to go on any school excursion if they are not wearing the correct uniform. We will withdraw privileges from students who consistently break the uniform rules.

**Secondary**

Secondary students who break the uniform rules will be given an infringement notice and a detention. They will be sent home from school to change and must return, properly presented, to the Assistant Principal, Secondary. Should they need to replace or update the required uniform item, they will be sent to the Uniform Shop to purchase the correct uniform. The cost of the purchase, in this case, may be charged to the parents’ school account.
Aquatic Centre
Our Aquatic Centre consists of a 25 metre multi-lane indoor pool, combined with a shallow learning pool. This roof top venue offers panoramic views from Kowloon Tong across to Hong Kong Island and is an all-weather venue which operates all year round. The centre is heated during the winter months, and the large percentage of glazing and windows allows for good ventilation and abundant sunlight. Students enjoy swimming as part of their PE and sport lessons at schedule times during the year and you can choose to join training as part of our ECA program or learn-to-swim lessons which are supplied by an outside provider. Details of these programs are outlined below.

Early Childhood Swimming
The Early Childhood Swim Program is a five-to-six week, two sessions per week, ability-based program to teach water safety, survival and awareness and develop correct stroke technique.

The Early Childhood Swim Carnival encourages house spirit, pride, teamwork and good sportsmanship. Individual races are offered according to ability level and range, for example 5, 10, 15, 25 and 50 metre races in freestyle and breaststroke. Novelty races encourage greater participation and a sense of fun, while freestyle relays are for the more competent swimmers. House points are given out for individual place getters (1st-3rd), all relays, team cheering and spirit, and a house cup is awarded to the winning house. All students receive a participation ribbon at the end of the carnival.

Primary Swimming
In Primary the swimming program is aligned with the Australian ‘swim and survive’ model. Students receive ten lessons during PE & Sport sessions over a five week period and is co-ordinated by the PDHPE Department. The Primary Swimming Carnival is held later in the year and every student participates in several races and events.

Secondary Swimming
Our PDHPE Department co-ordinates and runs our curriculum-based swimming program. Students swim during the year as part of their Physical Education lessons and for sport. They also take part in a Swimming Carnival once each year, in their relevant year level band, where they compete amongst their peers and bolster House Spirit.

Representative Squads
Swimming is an integral part of student fitness and an excellent leisure activity. To encourage more students to try competitive swimming, the school has established a number of ways for them to improve their technique and have their performances registered for consideration. Please note the following avenues for selection to AISHK’s Representative Squads:

- Student performances in our Primary and Secondary Swimming Carnivals and time trials
- Student times recorded at ECA and outside training venues that they may be involved in
- Time trials at the school’s pool (permitted on a case-by-case basis)

Representative team selection is undertaken by the Director of Sports and Activities and the AISHK Swim Manager. There may be occasions where there is a special scheduled training session organised prior to a swimming meet.

Outsourced Swim Classes
Our learn-to-swim provider offers lessons from babies to pre-squad. Lessons will be available on Monday, Tuesday and Thursday afternoons from 3:00pm to 5:45pm and Saturdays from 8:00am to 1:00pm.

You can access the information on lessons provided via their link on our school website.
Aquatic Centre Rules
Students using our pool must follow these rules to ensure a safe, clean and enjoyable swimming centre for everyone:

- No swimming is permitted without a life guard present.
- Follow instructions from Aquatic Centre staff or lifeguards at all times.
- Children must be closely supervised by a responsible adult.
- No running, pushing or other rough play in the pool area.
- Beginner swimmers must remain in shallow water.
- Diving from starting blocks is only permitted under direct supervision of a qualified coach.
- No ‘bombs’, ‘dunking’, and ‘flips’ or ‘back dives’. Surface dives only are permitted.
- If the emergency signal (three long whistle blasts) sounds, exit the water immediately and move away from the pool edge. Follow the instructions of our staff.
- Regular emergency drills will be carried out.
- In case of difficulty in the water:
  - keep calm, do not panic, conserve energy and breathe normally
  - try to tread water, or float on your back
  - raise one hand
  - shout for help
- Children who are not toilet trained must wear an aqua nappy, for example Huggies Little Swimmer.
- No paddle-swimming is allowed without permission in the learner pool.
- No shoes (including thongs, sandals or flip flops) are permitted on the pool deck—bare feet only.
- No food or drink (other than water in a plastic spill-proof bottle) is permitted in the Aquatic Centre.
- Swimmers must get changed in the changing room.

Aquatic Centre Health Policy
Students who have diarrhoea or are vomiting must not swim until all symptoms have been gone for at least two days before their lesson. Plantar warts must be treated and covered.

Students with flu-like symptoms are advised not to go swimming. If a student has been unwell they should be ‘fever free’ for 24 hours before returning to the pool. Aquatic Centre staff and life guards are permitted to check swimmers’ body temperatures at any time.

Students with uncovered open sores, conjunctivitis, red eye or similar conditions will not be allowed to use the pool.

Health, Safety and Well-Being
Keeping our students healthy, safe, and happy is essential. In this section of the handbook we explain our policies on:
- first aid and health
- student welfare (pastoral care)
- school rules and behaviour management
- bullying
- extreme weather conditions
- emergency procedures.

First Aid and Health
We have a full-time school nurse located in the Medical Room on the 2F of the school (Rm 210). Should you need to contact the nurse during school hours, please phone 2304 6078 or email nurse@aishk.edu.hk. If your child is ill or injured our nurse will offer immediate first aid treatment, and contact you if they need to go home or need further treatment. In an emergency, your child will be taken to the nearest public hospital, unless you have instructed us otherwise.

Please ensure you have alerted us beforehand if your child suffers from any medical condition and you have given us an emergency contact number.
Allergy Awareness

Guidelines and Procedures
Below are some guidelines, which will assist parents, students and staff to maintain an awareness and protective measure regarding these allergies.

- Each year, a letter will be sent to the whole year group if a student has a severe food allergy in the primary years. This letter will ask parents not to send to school, the particular food item that can cause the child a health risk, e.g. nuts, seafood, etc.
- Students with high food risks will have their photo, allergy and its management strategy clearly displayed for the catering staff and for all AISHK staff.

The following information is based on guidelines produced by the NSW Department for Education and Training with the NSW Department of Health, the Australian Society for Clinical Immunology and Allergy and Anaphylaxis Australia. They are practical strategies, which require small changes to provide a much safer environment for children with allergies:

Sharing lunches
- Regular discussions held with relevant classes about the importance of eating your own food and not sharing.
- Class have lunch in a specified area, which is a focus of supervision (it is not recommended that the allergic child be physically isolated from other children).
- Parents should not send high-risk foods to school in the lunch box.

The School Cafeteria
- Cafeteria staff informed of student/s with allergies and the foods to which they are allergic.
- Identification of high-risk foods and replacement with other nutritious foods.
- Food preparation personnel educated about measures necessary to prevent cross contamination during the handling, preparation and serving of food.

Class Parties
- Parents of the students at risk advised of the party ahead of time, so that they can provide suitable food.
- Class members’ parents informed of the high-risk foods, relevant to that class, so that these foods are avoided.

In the Classroom
- Teachers asked to avoid bringing high-risk foods to school.
- Awareness of craft materials that can cause risk e.g. egg cartons, milk containers, peanut butter jars.
- Choose recipes that don’t contain high-risk ingredients for cooking lessons.
- Consider the use of non-food rewards for students.

On Camp
- If students with a severe allergy are participating, then high-risk foods should not be taken or supplied (consistent with the risk minimisation policy in the school cafeteria).

General Issues
- Ideally, lunch for the allergic child should be prepared at home.
- Bottles, other drinks and lunch boxes should be clearly labelled with the name of the child for whom they are intended.
- Staff and students should wash their hands after eating.
- The students with severe allergies should wear a medic alert bracelet.

NB. The School is ‘free’ of no product. Such a guarantee cannot be given.
Daily Hygiene Routines and Practices
We have extremely high standard school cleaning systems, which we monitor and upgrade if needed. Our staff demonstrate and promote healthy hygiene practices including hand-washing and using tissues when sneezing or coughing. AISHK promotes a ‘fever-free environment’. Staff and students with temperatures of 38 degrees or above stay home until well, and seek medical advice if necessary. Temperature is monitored on entry into the school.
Our teachers model and teach students about being physically active and eating a healthy diet.

Our school catering company, Compass Group Hong Kong, follows the World Health Organisation’s food safety recommendations. This covers cleaning, sanitation, personal hygiene, and serving poultry and other meats.

Infectious Diseases Policy
AISHK is responsible for limiting the spread of infectious diseases in the school. We expect and appreciate your help with this. The table below shows a list of infectious diseases, with periods of incubation and time period to remain away from school. Once your child returns to school after a major illness please send a doctor’s letter and let us know of any physical limitations they may have.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Incubation period (days)</th>
<th>Remain away from school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bacillary Dysentery</td>
<td>1–7</td>
<td>As advised by a doctor.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>14–21</td>
<td>Until all vesicles have dried up, or as advised by a doctor.</td>
</tr>
<tr>
<td>Cholera</td>
<td>1–5</td>
<td>Until certified free from infection.</td>
</tr>
<tr>
<td>Conjunctivitis (Acute)</td>
<td>1–12</td>
<td>Until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>2–7</td>
<td>Until certified free from infection.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>3–7</td>
<td>Until all vesicles have dried up or as advised by doctors.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>2–5</td>
<td>Until all sores have healed.</td>
</tr>
<tr>
<td>Measles</td>
<td>7–18</td>
<td>4 days from the appearance of rash.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>2–10</td>
<td>Until certified free from infection.</td>
</tr>
<tr>
<td>Mumps</td>
<td>12–25</td>
<td>9 days from onset of swelling.</td>
</tr>
<tr>
<td>Pediculosis (Head Lice)*</td>
<td>1–2</td>
<td>Until hair has been treated.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>7–14</td>
<td>Until certified free from infection.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>14–23</td>
<td>7 days from the appearance of rash.</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>1–3</td>
<td>As advised by a doctor.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Variable</td>
<td>As advised by a doctor.</td>
</tr>
<tr>
<td>Typhoid Fever</td>
<td>7–21</td>
<td>As advised by a doctor.</td>
</tr>
<tr>
<td>Viral Gastroenteritis</td>
<td>1–10</td>
<td>Until 48 hours after the last episode of diarrhoea.</td>
</tr>
<tr>
<td>Viral Hepatitis A</td>
<td>15–50</td>
<td>As advised by a doctor.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>7–10</td>
<td>Until certified free from infection.</td>
</tr>
</tbody>
</table>

*There is no hair lice product that kills 100% of eggs (nits) in one treatment. All eggs must be removed before your child returns to school and a further treatment applied after seven days. When your child returns to school they must be checked by the nurse before going to class.

For any infectious disease not listed in the table above, we will get advice from a qualified medical practitioner or the Department of Health. If guidelines do not exist in Hong Kong, we will use the New South Wales Department of Health guidelines.
**Bringing Medicine to School**

Our medicine policy aims to protect the safety of all students. If your child needs to bring medicine to school, they must follow these procedures:

- Bring only the dose needed for that day.
- Take the medicine to the School Nurse, or designated staff member. The nurse or staff member will supervise the administration of the correct dose of medicine at the correct time. The instructions must be in English, and must explain the reason for the medicine, and the dosage amount and time of dosage. The medicine must also be clearly labelled with your child’s name and class.
- All Chinese or herbal medicine must also have a doctor’s prescription or written letter from parents accepting responsibility for the administration of these medicines. Written instructions must describe ingredients, dosage and time of administration.
- Asthma inhalers or Epipens may be kept personally by some students. Please talk to the Assistant Principal for the appropriate Division Office and provide written instructions.

**Insurance Policies**

AISHK has a public liability insurance policy covering accidental physical injury to any person on the school grounds. This does not provide cover for medical attention needed if there is an accident.

In the event of an accident, the School is covered by a Group Personal Accident Insurance policy. The policy covers students who sustain an injury at school or during school organised activities within Hong Kong and South East Asia. Staff and students are also covered by an annual Travel Insurance Policy which covers all School organised trips that are overseas.

Further details of insurance cover can obtained from the School’s Business Administrator.

**Student Welfare (Pastoral Care) and School Rules**

Students have the right to work, play and learn in a friendly, safe and supportive school. Parents have the right to feel welcome and to know that their children work, play and learn in such a school.

AISHK has a comprehensive student welfare program and clear school rules to protect the rights of our students, parents and staff. In this section we explain our welfare program and our general school rules.

**Student Welfare Program**

We have a holistic approach to student welfare. This includes:

- courses
- classes
- activities
- interviews
- peer support program
- buddy program
- counselling
- assertive and resilience behaviour programs
- playground mediators
- study skills support
- Pastoral Care lessons
- Positive Education

The AISHK Values Star (page 5) represents the values our school practices and models.

**Secondary New Students and Buddy Program**

The AISHK Student Buddy Program is part of the school’s practice of promoting positive transition for students entering and leaving the school. The buddy training program and the related manual sets out the responsibilities for the buddy and the new student. All new students entering the Secondary division are allocated a buddy and the new to school welcoming process is monitored by the Homeroom teacher.
**Student, Staff, Parent and School Responsibilities**

Students are responsible for:
- following all staff instructions
- contributing to a safe school environment
- caring for themselves, others, and the school environment
- treating everyone with respect and dignity
- promoting a positive school image both in school and in the wider community
- taking responsibility for their own behaviour and accepting the logical consequences of it
- actively participating in the school’s anti-harassment programs
- keeping to the AISHK language policy

Staff are responsible for:
- negotiating with students the classroom rules, which are consistent with our whole school policy
- explicitly teaching social and anti-harassment skills
- having a productive and professional partnership with parents
- supporting positive behaviour by students, and taking action if rules are broken
- contributing to a safe and supportive school environment
- modelling school policy at all times
- keeping appropriate records

Parents are responsible for:
- supporting and contributing to the school’s student welfare, behaviour and discipline policies
- maintaining positive working relationships with the school
- actively supporting school policies and procedures, including making sure students wear the full school uniform

Our school is responsible for:
- providing a curriculum, which delivers the school aims for its students
- developing and promoting responsible behaviour and attitudes
- keeping accurate and appropriate records
- making sure that all parties understand their rights and responsibilities and their consequences
- supporting the professional development of our staff
- developing a quality assurance system and reporting annually to the school community

**Positive Education at AISHK**

Positive Education is a whole school approach which develops the ‘whole’ person to enable them to FLOURISH through growth, resilience, intrinsic reward, feedback and well-being.

Positive Education utilises the research base from the field of Positive Psychology to enhance the optimal functioning of students, teachers, staff, parents and the wider school community. It can play a crucial preventative role in reducing depression, anxiety and stress within the school environment.

Positive Education can be taught explicitly but also needs to be reinforced implicitly through the consistent use of strengths-based and solution-focused language in verbal and written messages in every aspect of the community.
The following diagram suggests the range of AISHKs approach to implementing Positive Education:

**Australian International School Hong Kong**

**Positive Education, School Values and Learning**

**AISHK Vision**
AISHK will be recognised world-wide as an outstanding and innovative international school delivering quality education based on an Australian curriculum and values. Inspirational staff will create a learning environment that actively promotes a global perspective and a sense of individual and collective responsibility.

**AISHK Mission**
Our school mission is to provide a world class international school where students, through active participation, achieve their personal best to become skilled, healthy, influential and responsible international citizens.

**Positive Education at AISHK**
A whole school approach that develops the ‘whole’ person to enable them to FLOURISH through growth, resilience, intrinsic reward, feedback and well-being.

Positive Education utilises the research base from the field of Positive Psychology to enhance the optimal functioning of students, teachers, staff, parents and the wider school community. It can play a crucial preventative role in reducing depression, anxiety and stress within the school environment.

Positive Education can be taught explicitly but also needs to be reinforced implicitly through the consistent use of strengths-based and solution-focused language in verbal and written messages in every aspect of the community.
School Rules for Students and Behaviour Management Policy

To help protect our rights and responsibilities we have a basic set of school rules. Teachers explicitly teach and enforce these rules, and they are displayed in classrooms. Students at AISHK must:

- show respect for others and for the rights and feelings of others
- behave in a manner that keep themselves and others safe at all times
- follow the instructions of teachers and others in authority
- complete all required work to the best of their ability
- respect and care for school buildings/property
- attend school regularly and punctually, and explain any absences
- behave in a courteous and responsible manner at all times
- wear the correct uniform in a way that shows pride in the school

Playground Rules

Our school playground is carefully supervised by staff at recess and lunch times. It is ‘out of bounds’ before and after school, because there is no teacher supervision in that area. Children who are waiting for an extra-curricular activity to start, or who are waiting for a sibling, must go to the library, or wait with an adult on the sports terrace - they must not play on the equipment or on the school field.

To make our playground a safe and happy place, students must follow these rules:

- No hat, no play on the field - primary students
- No leather balls during playtime
- No chasing games in the climbing equipment and undercover area
- No walking under the monkey bar area - students may get accidentally kicked
- Only students from Year 3 upwards are allowed on the monkey bars
- No pushing
- Use the slide correctly for example, go down not up
- No food or drink on the safety matting or on the field
- Sit and eat before playing
- Shoes may only be removed for play in the sandpit
- Put play equipment away properly

Possession of Drugs at School

Our school has a ‘zero tolerance’ policy towards the possession of illegal or harmful drugs at school. No student is permitted at school if they have taken any illegal or harmful drugs. These include:

- alcohol in any form
- nicotine in any form
- illegal drugs, such as marijuana, heroin, amphetamines, etc.
- tranquillisers, anti-depressants (unless accompanied by a doctor’s prescription, see page 32)
- other substances that can adversely affect the health or well-being of the user or other students.

Consequences of Behaviour

If students behave well, there are positive consequences; if they do not behave well there are logical negative consequences.

<table>
<thead>
<tr>
<th>Positive consequences</th>
<th>Negative consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optimum learning</td>
<td>Verbal reminder of the rule</td>
</tr>
<tr>
<td>Verbal praise</td>
<td>Discussion with teacher</td>
</tr>
<tr>
<td>Visual acknowledgement</td>
<td>Contact with parents</td>
</tr>
<tr>
<td>Reward of choice</td>
<td>Repeating a given task to an acceptable standard</td>
</tr>
<tr>
<td>Share work being done</td>
<td>Loss of privileges</td>
</tr>
<tr>
<td>Let parents know</td>
<td>Detention</td>
</tr>
<tr>
<td>Presentation of a certificate</td>
<td>Time out or removal from an activity</td>
</tr>
<tr>
<td>Awarding of house points</td>
<td>Referral to the Head of School and suspension or expulsion</td>
</tr>
</tbody>
</table>
The following list explains in more details the types of consequences for specific behaviours.

**Excellent behaviour** and achievements
- certificates of recognition at assemblies
- leadership positions within the school, for example, prefect or member of the student council.

**Minor behavioural problems** are normally dealt with by the teacher and Year Advisor or Division Assistant Principal, where appropriate. Options may include one or more of the following:
- reprimand
- restitution or other logical consequence
- loss of privileges
- in-class isolation
- detention during lunch
- reflection sheet

**Persistent minor behavioural problems** are usually dealt with by the teacher, Year Advisor, and Division Assistant Principal, and, where appropriate, the Head of School and Counsellor may be involved. Consequences may include:
- counselling
- monitoring card, if appropriate (Division Assistant Principal and Year Advisor to assign the card)
- reflection sheet
- parental contact
- Head of School interview
- regular monitoring and support
- behaviour modification strategies

**Disruptive students** with learning difficulties and/or behaviour problems
- curriculum modification
- staff awareness and work modification
- additional support and remediation
- liaison with parents
- monitoring both inside and outside the classroom
- withdrawal from class

**Passive under-achievers**
- identification
- goal setting and support
- positive reinforcement
- parental liaison
- monitoring by classroom teachers and Division Assistant Principal

**Chronic offenders**
- monitoring within classroom
- detention
- parent interviews
- buddy system
- involvement of outside agencies (where possible)
- in school suspension
- suspension from school
- ‘N’ awards for Higher School Certificate

**Isolated incidents**
- reprimand
- reflection sheet
- restitution (if appropriate)
- detention
- referral to the Division Assistant Principal
Major isolated incident
- suspension from classroom activities—immediate referral to the Head of School
- appropriate restitution

Major offences including drug or violence offences (some or all of these consequences may be appropriate):
- suspension
- police involvement
- restitution
- counselling
- expulsion

Detention System
Our detention system aims to discourage students who repeatedly disregard school rules. It involves students:
- having to remain in class after school or at lunchtimes
- being counselled,
- having to reflect on their actions
- accepting the consequences for their behaviour

We encourage you to monitor your child’s actions through their student diary, sign any detention statement and contact the school if you have any concerns.

Primary Detention
If your child is a Primary student we will notify you of any detention by letter or by a student reflection sheet. Students will normally be detained after school for one hour.

Secondary Detention
Teachers issue detention slips for basic school rule infringements. If your child receives a detention slip, you need to sign it and your child must return it to the Secondary Office. There may also be a note written in their diary, which you must also sign.

Secondary detentions, for general infringements, may be at lunchtime or after school on Fridays from 3:30pm to 4:30pm. If your child does not go to their detention they may receive a Saturday detention.

Reducing Bullying and Building Social Connections
All children and adolescents want to make friends and to be a part of a social group at school. There can be social upsets and challenges for students of all ages, from time to time. Changing friendship networks and finding companions for activities at break time can occasionally create stress and upset, but these are not generally examples of bullying. AISHK encourages children to see the difference between bullying and other social conflicts and to take a resilient approach by being friendly and inclusive at school. Classroom teachers, Year Advisors, Heads of Stages and the School Counsellors all make themselves available to help students who have concerns about social issues.

At AISHK we aim to provide a safe and supportive school environment for all students. However, we recognise that all students at some time are involved in social conflict. Bullying occurs in all schools and we have a range of responses to address this complex social issue. We are committed to being responsive and effective in working with students and parents when bullying occurs.

Bullying is repeated and unjustified actions against another person. These may be physical, verbal, social or electronic actions. Bullying involves a misuse of power by a person, or group, against an individual who may differ in size, age, verbal ability or social power. We recognise that all children, in different social situations, are capable of taking the role of bully, participant, bystander or victim.

We know that students of different ages and stages of development are more likely to encounter and engage in various forms of bullying. For example, for young children, physical aggression may be a predominant bullying concern. Pre-adolescent and teenage girls may be more likely to engage in social exclusion activities; while teenagers, generally, are more likely to encounter bullying and intimidation associated with various cyber social networking activities.
At AISHK we:
- encourage students to report incidents of bullying
- work to establish factually what has occurred and identify what needs to be done to rectify the situation
- teach additional coping skills and make changes to the environment to lessen the possibility of bullying continuing
- expect students to take responsibility for their own behaviour
- inform all parents of students involved in a bullying situation about their child’s behaviour.

Social Connections
At AISHK we teach skills of assertiveness and resilience, which provide students with some key messages. These are:
- All school members are responsible for putting the AISHK values into action.
- Bullying in any form is unacceptable. There will be consequences for this behaviour.
- Being assertive, supporting friends and being active, positive bystanders help stop bullies from being powerful.
- Informing adults at school and at home and asking for support, help break a code of silence about bullying, intimidation and harassment.

These messages are conveyed through our:
- behaviour and welfare policies and rules
- pastoral care lessons
- buddy programs for new students
- safety surveys
- responses to specific bullying incidents
- informal communication with students

We also have a specific, confidential email system for students to ask for support or to offer information. This email system is called ‘safe to talk’ and the addresses are:
- 34safetotalk@aishk.edu.hk (Years 3 to 4)
- 56safetotalk@aishk.edu.hk (Years 5 to 6)
- 78safetotalk@aishk.edu.hk (Years 7 to 8)
- 910safetotalk@aishk.edu.hk (Years 9 to 10)
- 1112safetotalk@aishk.edu.hk (Years 11 to 12)

Advice to Parents about Bullying
- Be ready to listen to what your child tells you about friendships and social relationships at school. Do not assume that their perspective is the whole story—while their perspective is important, it may need balancing.
- Acknowledge their feelings and ask them what ideas they have to take a step forward from a hard situation. Allowing children to put in place their own solutions for problems, is powerful in encouraging independence and feelings of confidence. Take the role of coach, encourage positive action and help refine their ideas.
- Your child will be guided by your reactions. A calm problem-solving approach will encourage ‘can-do’ resilience. Encourage your child to think independently, and consider what is being caring and considerate of others.
- Communicate with your child’s teacher so they are aware of your child’s situation. Make a plan with the teacher about what will happen next in following up the concern and establish when you will talk again about the issue.
- If necessary, the teacher will follow up with the student, other students and other staff members such as Year Level Advisors, School Counsellors, and Division Assistant Principal.
- No single action usually solves these social problems but many tailored, small moves will create opportunities for students to build positive relationships.
Counselling
Our qualified and experienced counsellors are always available for student appointments. Students can personally reserve a time slot in the counsellor’s appointment book or could be referred by teachers or parents. We encourage students to inform you if they see the counsellor, but they may not always be comfortable in doing so. Confidentiality is crucial in the counselling process to promote trust and honesty. We guarantee confidentiality to our students, unless we feel that a student is seriously at risk. Parental involvement is often helpful to the student. With the student’s permission and whenever possible, we work together with parents.

Examples of counselling topics include: relationships with peers, teachers and parents, drug and/or alcohol abuse, sexuality, stress, depression, anxiety about parent relationships and parental expectations. These issues are sometimes difficult to discuss with parents, but can be addressed with the help of an independent and neutral third party.

Extreme Weather Conditions
This section explains our school policy if there is extreme weather such as a tropical cyclone or severe rainstorm. In these situations our school follows the Hong Kong public authorities’ instructions. Please check our website for the latest information and instructions, listen to the radio and visit the Hong Kong weather observatory website.

Air Pollution
Hong Kong suffers from changeable air quality throughout the year. If your child has asthma or allergies please make sure you alert the school when your child is enrolled. Our school nurse collates a list of these students, and makes sure their teachers know what to do if the air quality is poor. This is called the air pollution index list.

At 8:00am each day we monitor pollution readings taken from the Kwun Tong and Sham Shui Po recording stations (published by the Environmental Protection Department, www.epd-asg.gov.hk/eindex.php). If the air pollution index is expected to be high or very high we will also be alerted by the Education Bureau.

The table below shows what action we take according to the air pollution index readings from the Environmental Protection Department.

<table>
<thead>
<tr>
<th>Health Risk Category</th>
<th>The label</th>
<th>AQHI</th>
<th>People who are sensitive to Air Pollution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>People with existing heart or respiratory illnesses&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>Low</td>
<td>Low</td>
<td>1</td>
<td>No response action is required.</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderate</td>
<td>Moderate</td>
<td>4</td>
<td>People with existing heart or respiratory illnesses are advised to reduce outdoor physical exertion.</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>High</td>
<td>7</td>
<td>People with existing heart or respiratory illnesses are advised to reduce outdoor physical exertion, and to reduce the time of their stay outdoors, especially in areas. They should also seek advice from a medical doctor before participating in sport activities and take more breaks during physical activities.</td>
</tr>
<tr>
<td>Very High</td>
<td>Very High</td>
<td>8</td>
<td>People with existing heart or respiratory illnesses are advised to reduce to the minimum outdoor physical exertion, and to reduce to the minimum the time of their stay outdoors, especially in areas with heavy traffic.</td>
</tr>
<tr>
<td>Serious</td>
<td>Serious</td>
<td>10+</td>
<td>People with existing heart or respiratory illnesses are advised to avoid outdoor physical exertion, and to avoid staying outdoors, especially in areas with heavy traffic.</td>
</tr>
</tbody>
</table>
**Tropical Cyclones**

These policies are:

1. If schools are not in session when a tropical cyclone is approaching Hong Kong, the Director of Education will, if the circumstances warrant it, make an announcement over all radio and television channels advising parents whether or not to send their children to school. The announcements will be made in the evening or early morning, and will be timed, whenever possible, before children set out from their homes. The radio and TV announcement in the morning will be made no later than 6:15 a.m. It is repeated at regular and frequent intervals throughout the day.

2. On the hoisting of tropical cyclone warning signal Pre-No 8/No. 8 or higher, all schools close. If schools are in session at that time, students will be instructed to go home, provided that safe and adequate arrangements can be made. Bus children will return home, on the school bus, as soon as possible, unless parents are notified otherwise.
   
   Students will be let off at their usual stop. It is the responsibility of parents to ensure that someone is at home to receive students, if necessary. It is expected that those children who are usually brought to school by parents or others, will be collected by them immediately.

3. If schools are in session, and the Director of Education believes that the weather is likely to deteriorate rapidly, he will make a public announcement advising the immediate closing of schools. It is parents' responsibility to listen for this and respond accordingly.

4. Please note that if the public authorities announce that Kindergartens are closed, this applies to our Reception Year only.

5. All advice about AISHK cancellation of classes will be flagged on the School website. Please view this site.

**Tropical Cyclone Warnings**

In the event of TROPICAL CYCLONES the school's policy is to follow instructions given by the relevant authorities usually the Hong Kong Observatory.

<table>
<thead>
<tr>
<th>SIGNAL</th>
<th>ACTION TO BE TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoisting No. 1 signal</td>
<td>All classes operate as usual.</td>
</tr>
<tr>
<td>Hoisting No. 3 signal</td>
<td>Reception Year to close. Other classes to operate as usual unless advised otherwise.</td>
</tr>
<tr>
<td>Hoisting Pre No.8/No. 8 signal or above</td>
<td>All schools to close.</td>
</tr>
<tr>
<td>Lowering to No. 1 or lowering all signals</td>
<td>All classes to resume the next day</td>
</tr>
</tbody>
</table>

**Rainstorms**

The Education Department has a rainstorm warning system to deal with emergencies that may arise as a result of the weather, but which are not covered by the tropical cyclone warning system which is already in place. Please review these procedures carefully. AISHK will abide by them should any of the eventualities described make it necessary to do so.

**Heavy Persistent Rain - Rainstorm Warning System**

i) The revised rainstorm warning system - namely, the AMBER-RED-BLACK colour coded alert, has incorporated a forecast element. The AMBER signal will be issued as an early alert to flooding in low-lying areas and possible heavy rain generally. The RED and BLACK signals may be issued before the respective prescribed rainfall levels are reached to warn of imminent rainstorms. The revised rainstorm warning system is independent of other weather warnings, including tropical cyclone signals and landslip warnings.

ii) As local severe rainstorms are extremely difficult to forecast and may develop rapidly, there will be situations when a RED signal is not preceded by an AMBER. Similarly, a black may be issued without a RED. Once issued, the signals will be broadcast over radio and television. The school will listen for public announcements regularly during rainstorms and request that parents do so as well.
iii) **School Attendance and Procedures.** In the event of rainstorms, the following arrangements will apply and appropriate public announcements will be made.

Please note parents have the responsibility of listening to announcements to arrange collection of their child as soon as possible. If it is considered unsafe to allow students to travel home by their normal means AISHK will supervise students at school until it is safe for students to return home or until the parent/carer collects the student from school.

The school is not equipped to retain students for meals or overnight. Therefore, parents are requested to collect or arrange collection of their child as soon as it is safe to do so. Please contact the school if you feel procedures could be different to those described above.

iv) **It is possible that weather conditions in some districts could be much more severe than in others.** It is possible therefore that severe weather conditions in a student's home district could prevent the student from attending school even though AISHK remains open because weather conditions are not so severe in this district.

v) **Closure of Individual Schools:** Alternatively, if local weather, road, slope, traffic or transport conditions warrant the closure of AISHK and a general announcement has not been made by the Director of Education, a school head may close the school and then notify the District Education Office concerned as soon as possible afterwards. The announcement should be made, whenever possible, before students set out for school.

vi) **There are times when parents should use their discretion in deciding whether or not to send their child to school.** Parents should keep their child at home if it seems that local weather, road, slope or traffic conditions at that time may be unsafe.

vii) **All parents are requested to ensure that the school has all current emergency contact numbers.** Parents of students using the school bus service have provided emergency numbers to the bus company for communication in case of emergency (including inclement weather). Please ensure that these are kept current.

---

### Rainstorm Warning Policy for AISHK

<table>
<thead>
<tr>
<th>When the Rainstorm Warning Notice is Posted</th>
<th>Hong Kong EDB Mandated Action to be taken</th>
<th>AISHK Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMBER</strong></td>
<td>All schools, including kindergartens, to operate as usual</td>
<td>AISHK will continue as usual.</td>
</tr>
<tr>
<td><strong>RED</strong> Before leaving home for school. (Usually by 6:00am.)</td>
<td>Whole-day schools to close all day. School tests and examinations to be postponed.</td>
<td>AISHK classes are cancelled. All staff to arrive at school as usual.</td>
</tr>
<tr>
<td><strong>BLACK</strong> Before leaving home for school. (Usually by 6:00am.)</td>
<td>Whole-day schools to close all day. School tests and examinations to be postponed.</td>
<td>AISHK classes are cancelled. All staff report for duty at school once the signal has been lowered.</td>
</tr>
<tr>
<td><strong>BLACK</strong> Once students have already left home for school.</td>
<td>Classes to be suspended all day. School tests and examinations to be postponed. The school will activate the contingency plan to ensure that school supervision is in place until proper arrangements are made for arriving students to return home, at an appropriate time.</td>
<td>AISHK classes to be suspended all day. Students who have already left home for school will be supervised until either parents or carer collects the student. All staff report for duty at school accordingly.</td>
</tr>
<tr>
<td><strong>BLACK</strong> When classes are in session.</td>
<td>Schools to continue until the end of the normal school hours and conditions are safe for students to return home.</td>
<td>AISHK continues until the end of the normal school hours and conditions are safe for students to return home.</td>
</tr>
</tbody>
</table>
Laptop Use and Internet Access
The school requires every student from Years 3-11 to purchase a school appointed laptop package. This includes the designated laptop, a wide range of software needed for learning and a complete support structure. This compulsory laptop program and package ensures students:

- have all the necessary tools and software to complete the tasks that are required of them at all times.
- can rely on the School ICT Service Centre to free servicing and assistance.
- receive a three-year warranty on their laptops, and from Year 6, receive accidental damage protection to guarantee that their laptops remain fully usable, regardless of incidents which may occur throughout the laptop lifecycle.
- are provided with a free spare loan computer to enable them to carry on with learning without any downtime, in the event of any incident where the laptop needs repair.
- can be assured of a reliable, functioning laptop that meets all school requirements.
- are assured the laptop program will meet the data security requirements to safely connect to school network resources to enable them to save their work, print and access the internet and intranet resources provided by their teachers.

The laptop program operates on a three-year lifecycle in accordance with the length of the warranty and accidental damage protection program and software subscription model. This also ensures students keep up with technological advancements as the laptop program evolves. This means that students must have their laptop replaced after three years, including the accompanying software bundle.

Two different types of laptop are used in the laptop program:
- Students in Years 3-5 have previously been issued HP ProBook 430 laptops but new students in 2016 will be issued with the HP Probook 430 G2 laptop with new chipset, which will gradually replace the previous model.
- Students in Years 6-11 in 2016 are required to purchase the HP EliteBook 9480m laptop through the school.
- Students entering Year 12 in 2016 are not required to purchase the HP laptop but may do so if they wish.

To find out more about our laptop program, please visit our website Laptop Program or email info@aishk.edu.hk.

Rules of Use – AISHK Desktops
- Student access to any school computer is on the understanding that the work being done is curriculum based.
- Student work saved to the school server must be curriculum related. Executable files may not be stored without the permission of an ICT teacher. All files that are not curriculum related, and stored without permission, or are considered a risk to the network, will be deleted.
- Student access to school computers must be under the supervision of a teacher or a member of the library staff. Students are not to access school computers in a classroom or in the library in the absence of staff members.
- Students must report any damage to a school computer to the supervising teacher or member of the library staff immediately they become aware of the problem.
- Students must not interfere with the physical hardware even if it an attempt to ‘fix’ a problem.
- Students must not install software or change desktop or network settings on school computers.
- Students must not bring their own programs or CD/DVDs (programs or audio) and use them on the school computers without permission from an ICT teacher.
Rules of Use - Student-Owned Laptops
The purpose of the laptop is to support student learning.

- While at school students should use their laptop only for curriculum related activities.
- Only licensed software can be used on any laptop computer using the school network. Any unlicensed or 'pirated' software discovered on a student’s laptop may result in the software being deleted, having the laptop administrator privileges removed or have the laptop blocked from the school network.
- Students must not interfere with, or use another student’s laptop computer.
- Students are responsible for saving all data and backing up their data to their Skydrive account. Data loss will not be accepted as an excuse for not handing in an assignment or piece of work.
- Each student is responsible for charging their laptop battery before school each day and making sure the battery will last the full school day.
- If students overuse the wireless network, the system administrator may reduce their access to the Internet. This particularly concerns access to social networking and gaming sites.
- Students must not provide their login username and password to anyone, or allow anyone else to access the school network using their password.
- While in class, student laptop usage may be monitored by their teacher who may also oversee, control or stop laptop usage.
- Students must bring their school laptop to school every day.
- In the event of any issues with the laptop, students must bring their school laptop to the 5/F, ICT Service Centre for inspection. If the problem cannot be resolved immediately, students will be issued with a spare laptop.
- When students have left their laptop at the ICT Service Centre for repair they must pick up their laptop immediately upon notification that it is ready. The spare laptop they have been issued should be returned at the same time.

Internet Access Rules
Students have access to the internet, except for unacceptable content, which is blocked by the school network security. Access is through the school wireless network.

- Internet searching and email use must be curriculum related.
- Students must not deliberately access unacceptable or offensive material. If they accidentally do this, the student must turn off the monitor and notify staff immediately.
- Students must not send or display offensive messages or pictures, including information that is racist, sexist or obscene.
- Students must not bully, harass, insult or attack others.
- Students must not use other users’ passwords or trespass into their accounts, laptops or files.
- Students may not use the internet for commercial gain, or any purpose that is offensive or harmful. Students are responsible for their behaviour when accessing the Internet. Students must abide by school policies, and regional and international laws, particularly laws governing software piracy, libel, hacking, plagiarism and copyright.
- Students who are doing research may download curriculum-related information.
- Students are not to access the internet via other means such as mobile phone hotspot (tethering).

Student Email Accounts
Student e-mail accounts are set up for all Year 1 to Year 12 students to provide them with a communication link with their teachers. Teachers use these accounts for contacting individual students and class groups.

- These accounts are for school related communication only and the information in them is accessible by the school at any time.
- The email is web based and can be accessed from any computer attached to the internet anywhere in the world.
- The address for the web server is: https://webmail.aishk.edu.hk (note: https provides secure encryption).
- Students’ username and password are the same as their current school network user names and password.
- The student e-mail address is: current AISHK student login in the form: firstname_lastname@student.aishk.edu.hk
- The student Skydrive account can be accessed using their email login.
Computer Use and Internet Access Agreement Forms
All students must sign the Computer Usage Code of Conduct Form agreeing to abide by the school computer use and internet access rules. Any breach of these rules will result in their right of access to the computer or internet being withdrawn.

Parents must also sign the Computer Usage Code of Conduct Form which then gives permission for your child to accept the conditions of use and access the internet.

Houses and House Points
Children are allocated to a house when they enrol. Students earn points for their houses in class, on the sports field, in the swimming pool, through the arts and around the school generally.

The four houses at AISHK are:

- **Eucalypt** (green)
- **Waratah** (red)
- **Jacaranda** (blue)
- **Wattle** (yellow)

Inter-School Sport and Cultural Exchanges

**Australian International Schools Association**
The Australian International Schools Association (AISA) was set up in 2012 to give several Australian International Schools located in the Asia region an opportunity to form a connection, whereby member schools could share ideas on a range of topics of common interest as well as creating a platform for students to cooperate and compete in a variety of ways. Given there are similarities in the academic curriculum, learning objectives and the nurturing environment that the schools are aiming to deliver, this pooling of knowledge and resources can only enhance the educational services offered to students and students will have the opportunity to participate at the international level with students from across Asia.

Schools participating include the Australian International Schools in Malaysia, Singapore, Vietnam, the UAE, Indonesia, Thailand and Bangladesh as well as AISHK. As most of these schools’ academic calendars are in synch this allows for easier coordination of activities and opens the doors to the possibility of a whole range of inter-school sporting, performing & creative arts and debating events.

**Association of China and Mongolia International Schools (ACAMIS)**
ACAMIS is a non-profit organisation set up to help international schools in China and Mongolia communicate better with each other and achieve the very best standards in education. Our school joined the association in August 2002. The association:
- promotes understanding and friendship between schools
- supports staff professional development in all schools
- encourages student exchanges in the arts, environmental issues and sport
- supports national and regional communication and cooperation

To find out more information about ACAMIS please visit their website www.acamis.com.
How AISHK Students and Staff take part in ACAMIS Activities

Our commitment to ACAMIS involves:

- representing AISHK at twice annual Heads of School meetings
- representing AISHK at the ACAMIS annual general meeting
- fulfilling compulsory requirements of ACAMIS membership
- promoting and encouraging students to become involved in ACAMIS sporting and cultural events
- promoting professional development and leadership opportunities within the ACAMIS community for teaching and non-teaching staff
- paying an annual ACAMIS membership fee

Sporting and Non-Sporting Events

ACAMIS has sporting and non-sporting events and competitions.

High School and Middle School Sporting Competitions

ACAMIS organises and monitors middle school and high school sports league competitions each Northern hemisphere school year. AISHK is bound to host one tournament per division every three years.

<table>
<thead>
<tr>
<th>In the High School sports league schools must enter teams for the following sports:</th>
<th>In the Middle School sports league schools must enter teams for the following sports:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volleyball (October)</td>
<td>Volleyball (February)</td>
</tr>
<tr>
<td>Basketball (January/February)</td>
<td>Basketball (April)</td>
</tr>
<tr>
<td>Soccer (April)</td>
<td>Soccer (October)</td>
</tr>
<tr>
<td>Rugby (October)</td>
<td>Touch Football (December)</td>
</tr>
<tr>
<td>Netball (November)</td>
<td></td>
</tr>
</tbody>
</table>

AISHK sends teams for all these sporting competitions (girls and boys). Sometimes an invitational event will be organised for example, swimming, athletics, badminton - these are published in the ACAMIS calendar and we try to send teams to these events too, if possible.

Choosing Teams for Sport Competitions

Our team coaches choose team members after a trial and after consulting other staff. Selections are based on the following:

- above average ability in the chosen sport
- commitment to training sessions and organised games—if training or games clash with other extra-curricular activities, ACAMIS must take priority
- school representation in that sport at other competitions
- attitude towards training and respect for coaches
- sportsmanship and fair play in training and competitive situations
- commitment to academic studies and ability to keep on top of academic workload (subject teachers may be consulted)

The Head of School can veto any selection. At least two coaching staff and at least one manager accompany sports teams to ACAMIS events.

Restrictions on Individual Student Participation

Students eligible for ACAMIS events can be selected for no more than three events per ACAMIS year (Northern hemisphere school year). The three events may be any combination of sports or non-sports events. The Head of School have the discretion to allow a student to take part in more than three events if it is necessary to meet our compulsory ACAMIS commitments.
Notes on Team Selection

- Students and parents must sign an ‘expression of interest’ agreement before teams are chosen stating that students will commit to regular training sessions in the lead-up to the tournament and that students are able to accompany the team to their specified destination.
- Selected students must sign an ACAMIS code of conduct form and will face disciplinary action if they breach the code.
- Our school reserves the right to indicate that students are not eligible for selection based on medical grounds, academic performance, or other school-related matters.
- Selection of teams is final.
- A ‘squad’ of 12 players for Touch, Volleyball and Basketball, and 14 players for Soccer, will be chosen at least eight weeks before a tournament.
- A final team of 10 players for Touch, Volleyball and Basketball, and 12 players for Soccer, will be chosen at least four weeks before the tournament. Squad members not chosen for the final team will be named as reserves in priority order.
- If a player cannot attend the tournament, the first-named reserve will take their place.
- In exceptional circumstances we may have to dismiss a player from a team—these students may not be eligible to attend further ACAMIS events in any other sport for the remainder of the ACAMIS season.
- Students are responsible for negotiating academic deadlines with subject teachers before attending an ACAMIS tournament.

AISHK Sports Code of Behaviour

AISHK and School Sport Australia have developed sport codes for players, coaches and parents. We are strongly committed to maintaining the highest standards of conduct for coaches, spectators, officials, participants and parents. We expect every person representing AISHK to be excellent ambassadors for our school.

<table>
<thead>
<tr>
<th>Players</th>
<th>Teachers and Coaches</th>
</tr>
</thead>
<tbody>
<tr>
<td>• be a good sport</td>
<td>• set a good example for your players</td>
</tr>
<tr>
<td>• play for enjoyment</td>
<td>• encourage and create opportunities</td>
</tr>
<tr>
<td>• work hard for your team as well as yourself</td>
<td>• teach a wide range of team skills</td>
</tr>
<tr>
<td>• treat all team mates and opponents as you enjoy being treated yourself</td>
<td>• ensure that the sport is appropriate for the age group and the skill level of the players involved</td>
</tr>
<tr>
<td>• play by the rules</td>
<td>• teach your players to be friendly towards officials and opponents</td>
</tr>
<tr>
<td>• co-operate with team and game officials</td>
<td>• give all interested students a chance to participate in training and games</td>
</tr>
<tr>
<td>• control your behaviour on and off the field</td>
<td>• remove from the field of play any of your players whose behaviour is not acceptable</td>
</tr>
<tr>
<td>• learn to value honest effort, skilled performance and improvement.</td>
<td>• keep your own knowledge of coaching and developments of the game up to date.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents</th>
<th>Spectators</th>
</tr>
</thead>
<tbody>
<tr>
<td>• encourage participation by your children</td>
<td>• show appropriate social behaviour</td>
</tr>
<tr>
<td>• provide a model of good sporting spirit for your child to copy</td>
<td>• remember children play for enjoyment</td>
</tr>
<tr>
<td>• be courteous with players, team officials, game officials and sport administrators</td>
<td>• do not let your behaviour detract from their enjoyment</td>
</tr>
<tr>
<td>• encourage honest effort, skilled performance, and team loyalty</td>
<td>• let game officials conduct events without interference</td>
</tr>
<tr>
<td>• make new parents feel welcome on all occasions</td>
<td>• support skilled performances and team play with generous applause</td>
</tr>
<tr>
<td>• do not interfere with the conduct of any events.</td>
<td>• show respect for opposing players and their supporters</td>
</tr>
<tr>
<td></td>
<td>• remember AISHK sport is smoke and alcohol free.</td>
</tr>
</tbody>
</table>

ACAMIS Non-Sporting Events

ACAMIS schools participate in as many non-sporting or cultural events as they choose. They are not compulsory, and may include, but are not limited to the High School Cultural Convention; Middle School Cultural Convention and Model United Nations.
Choosing Teams for Non-Sporting Events
AISHK teams for non-sporting ACAMIS events are chosen by event conveners in consultation with appropriate staff. Selections are based on:

- level of ability in the chosen field
- commitment to rehearsal sessions and other organised programs - if rehearsals clash with other extra-curricular activities, ACAMIS must take priority
- school performances or exhibitions in that field
- attitude towards rehearsals and respect for leaders and teachers
- positive teamwork and relationships with colleagues
- commitment to academic studies and ability to keep on top of academic workload (subject teachers may be consulted)

Notes on Team Selection for Non-Sporting Events

- Selected students must sign an ACAMIS code of conduct form and will face disciplinary action if they breach the code.
- Our school reserves the right to indicate that students are not eligible for selection based on medical grounds, academic performance or other school-related matters.
- Selection of teams is final.
- In exceptional circumstances we may have to dismiss a player from a team - these students may not be eligible to attend further ACAMIS events in any other sport for the remainder of the ACAMIS season.
- Students are responsible for negotiating academic deadlines with subject teachers before attending an ACAMIS tournament.

International Schools Sports Federation of Hong Kong (ISSFHK)
The ISSFHK offers students the chance to play against other international schools in Hong Kong in a variety of sports. Our school has been a member of the ISSFHK since 2006. For more information about the ISSFHK please visit their website www.issfhk.com.

ISSFHK Divisions (as of 1 September in the current academic year)

Under 20 - U20 is any student registered on a full-time basis who is under age 20
Under 16 - U16 is any student registered on a full-time basis who is under age 16
Under 14 - U14 is any student registered on a full-time basis who is under age 14
Under 12 - U12 is any student registered on a full-time basis who is under age 12

This means the age the student is on 1 September determines the division they play in for the entire school year (September to June). For example, if they turn 16 years old on 10 September 2010 they will be 15 years old on 1 September, 2010 and for the entire sports season they can play in the U16 Division. If they turn 16 on or before 31 August, they will have to play in the U20 Division for the entire school year.

Students play in the same division for the entire sports season. However, for one sport if they decide they want to move up one division, they can. Once they play two or more games in the higher division, then they must stay in that division for that sport. They will not be allowed to play in the lower division for that sport.
Sports seasons are:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football U14 U12</td>
<td>September to November</td>
</tr>
<tr>
<td>Volleyball U20 U16 U14 U12</td>
<td>September to November</td>
</tr>
<tr>
<td>Swimming U20 U16 U14 U12</td>
<td>September to November</td>
</tr>
<tr>
<td>Cross Country U20 U16 U14 U12</td>
<td>September to November</td>
</tr>
<tr>
<td>Basketball U20 U16 U14 U12</td>
<td>September to November</td>
</tr>
<tr>
<td>Tennis U20 U16 U14 U12</td>
<td>September to November</td>
</tr>
<tr>
<td>Golf U20 U14</td>
<td>September to November</td>
</tr>
<tr>
<td>Touch Rugby TBD</td>
<td>mid-November to March</td>
</tr>
<tr>
<td>Track and Field U20 U16 U14 U12</td>
<td>mid-November to March</td>
</tr>
<tr>
<td>Badminton U20 U16 U14 U12</td>
<td>March to May</td>
</tr>
<tr>
<td>Softball Open</td>
<td>March to May</td>
</tr>
<tr>
<td>Football U16</td>
<td>March to May</td>
</tr>
<tr>
<td>Rugby</td>
<td></td>
</tr>
<tr>
<td>A Grade (under 18)</td>
<td>September to November</td>
</tr>
<tr>
<td>B Grade (under 16)</td>
<td>January to March</td>
</tr>
<tr>
<td>C grade (under 13)</td>
<td>September to November</td>
</tr>
<tr>
<td>D Grade (Year 6 and 7)</td>
<td>February to March</td>
</tr>
<tr>
<td>Primary Rugby</td>
<td>February to April</td>
</tr>
<tr>
<td>Netball</td>
<td></td>
</tr>
<tr>
<td>U8, U9, U10, U11, U12, C Grade, Open (14 Years +)</td>
<td>January, February, March, April</td>
</tr>
<tr>
<td>B Grade Netball Tournament Hong Kong,</td>
<td>13–14 March</td>
</tr>
<tr>
<td>C Grade Netball Tournament Hong Kong,</td>
<td>15–16 May</td>
</tr>
<tr>
<td>U8, U9, U10, U11, U12, B Grade, A Grade,</td>
<td>August, September, October, November, December</td>
</tr>
<tr>
<td>Open (14 Year +)</td>
<td></td>
</tr>
</tbody>
</table>

Student Leadership

In Primary, student leadership is a process through which students, regardless of their role, strive to create positive change in their school community. To accomplish this, they must be able to develop and articulate a vision of what they hope to achieve and foster meaningful relationships to advance the goals that lead to the accomplishment of the vision. Throughout this process, students will be committed to understanding themselves, others and the community in which they serve while striving to recognise and appropriately address the challenges they face.

Our school leadership activities link with learning opportunities about citizenship and our democratic way of life. These experiences assist all students to learn about and exercise the rights and responsibilities of participating in a community of learners that value social justice. The many leadership positions (both informal and formal) at our school provide excellent opportunities for students to apply their learning to real life situations in a safe and protective school environment.

The selection process of formal positions for the Primary Division leaders commences each Term 4. These positions include Head and Deputy Head Girl and Boy and House Leaders. Other formal roles include the SRC (Student Representative Council) and Primary Division Energy Managers. These positions are filled each semester.

In Secondary, the School Captains and Prefect system offers further leadership opportunities for senior students by encouraging mature behaviour and developing cross-age student relationships. Prefects are given house leadership and a range of other responsibilities that require them to act as mentors to develop leadership skills in younger students. They also

- serve as leaders in school peer support groups
- represent the school in public forums
- lead our community service programs
- manage the SRC
Representatives on the SRC are elected by classes, usually two per class. Some classes change their representatives each semester. The Secondary SRC meets in year level groups with their Prefect Leaders.

**Hong Kong Award for Young People (Duke of Edinburgh Award)**

This award is open to all students during the academic year in which they turn fourteen. Enrolment in the bronze level of the award is compulsory for Year 9 students. The award offers students the opportunity to gain a valuable personal achievement award that not only benefits them individually but demonstrates their commitment to making their community a better place to live. Students find out details of the award at the beginning of Term 1.

The award requirements specify that a student completes commitments in the areas of:
- recreational training
- service work
- skills development
- expedition

At the Bronze level it will take the average dedicated student six months to complete the minimum requirements. It is then possible for students to progress to the Silver and Gold award levels.

Activities and regular meetings are held during and after school hours in order to train students and monitor their progress. A minimal cost is involved for expedition expenses, equipment and transport.

**Reading Support Program**

Our reading support program offers one-to-one learning opportunities to students at the lower end of the reading spectrum. Each student in the program receives 20 minutes of one-to-one reading practice up to five days a week. Activities include sight words, word attack skills and a guided reading activity. Students are assessed before being placed in the program and at regular intervals to monitor their progress.

Parent helpers are a key part of this successful program. Many students have benefited from this program in the past. All parents are encouraged to help, particularly if your child benefits from the program. Please contact the Learning Enrichment Centre for more information.

**References and Testing for Other Schools**

AISHK school reports are comprehensive records of your child’s achievements. Their student learning portfolios have work samples which show primary students’ progress throughout the year.

Only in exceptional circumstances would we provide a personal reference for students who are transferring to local schools or to other schools outside of Hong Kong. An appropriate staff member would be happy to act as a referee, if you need one. AISHK can arrange for assessment testing needed for entry to other schools, by arrangement on scheduled Saturdays and at a cost to the user for time supervision and administration via the Business Administrator.

**Tutors**

Some parents feel that their children would benefit from extra tuition. Our school makes every effort to adjust student workloads so that they are challenged by their assignments, but not overburdened by them. We discourage additional tutoring during the academic year unless you have consulted us. If you feel there are special reasons why your child should have extra tutoring, you must speak first with our Deans of Study.

Please note that our staff are not permitted to be paid for additional tutoring outside of school-authorised extra-curricular activities and the International Learning Centre programs.
Testing - Outside School
Each year, Years 3, 5, 7 and 9 take part in the National Assessment Program (NAPLAN) in literacy and numeracy. This testing is benchmarked nationally and provides teachers and parents with a measure of comparison with peers in Australia. All students who meet the requirements participate. Fees for these tests are met by the school.

The Australian Mathematics Competition may also be available for selected candidates.

Australasian Schools Competitions (ICAS), which are run by the University of New South Wales, are also available for Primary and Secondary year levels in English, Mathematics, Science and Computer Studies. All students are encouraged to take part. You will receive written, individual reports on all of these tests.

Secondary students may be selected to sit the Australian Schools Competitions. Fees for the competitions are charged to parents.

OUR SCHOOL DAY
This section of the handbook covers the ‘nuts and bolts’ of the school day—what you need to know about the day-to-day workings of the school. In it we explain:

- the school day timetable
- getting in touch with us
- how you can help us get in touch with you
- school bus transport
- school absences
- assemblies
- car parking
- excursions
- extra-curricular activities
- instrumental program
- looking after money and valuables
- lost property
- notices
- security
- student ID cards

The School Day Timetable
Primary
The day begins for all Primary students at 8:15am and ends at 3:00pm. Classrooms open at 7:55am. Students who arrive earlier than this must wait in the 1/F cafeteria area until the bell goes at 7:55am.

Reception Year
Our Reception Year is a half-day session. Hours are:
- 8:15am–11:15am morning session Monday to Friday
- 11:45am–2:45pm afternoon session Monday to Friday

Reception students will be met in the 1/F cafeteria by their teacher and taken to their classroom on the 4/F. Parents can pick them up from the 1/F at the end of their session.
Primary School Daily Timetable

<table>
<thead>
<tr>
<th>Period</th>
<th>Preparatory to Year 2</th>
<th>Year 3 to 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:55am – 8:20am</td>
<td>8:20am – 10:05am</td>
</tr>
<tr>
<td>Periods 1 &amp; 2</td>
<td>8:20am – 9:45am</td>
<td>7:55am – 8:20am</td>
</tr>
<tr>
<td>Recess</td>
<td>9:45am – 10:05am</td>
<td>10:05am – 10:25am</td>
</tr>
<tr>
<td>Periods 2 &amp; 3</td>
<td>10:05am – 11:40am</td>
<td>10:25am – 12:10pm</td>
</tr>
<tr>
<td>Lunch in class</td>
<td>11:40am – 12:00pm</td>
<td>12:10pm – 12:30pm</td>
</tr>
<tr>
<td>Lunch play</td>
<td>12:00pm – 12:30pm</td>
<td>12:30pm – 1:00pm</td>
</tr>
<tr>
<td>Period 5 &amp; 6</td>
<td>12:30pm – 2:50pm</td>
<td>1:00pm – 2:50pm</td>
</tr>
<tr>
<td>Dismissal</td>
<td>2:50pm – 3:00pm</td>
<td>2:50pm – 3:00pm</td>
</tr>
</tbody>
</table>

Secondary

Secondary classes start at 8:15am and end at 3:30pm.

Secondary School Daily Timetable

<table>
<thead>
<tr>
<th>Period</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>8:15am–8:35am</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:35am–9:30am</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:30am–10:25am</td>
</tr>
<tr>
<td>Recess</td>
<td>10:25am–11:00am</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:00am–11:55am</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:55am–12:50pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:50pm–1:40pm</td>
</tr>
<tr>
<td>Period 5</td>
<td>1:40pm–2:35pm</td>
</tr>
<tr>
<td>Period 6</td>
<td>2:35pm–3:30pm</td>
</tr>
<tr>
<td></td>
<td>2:35pm Monday</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3:30pm Tuesday to Thursday</td>
</tr>
<tr>
<td></td>
<td>3:00pm Friday</td>
</tr>
</tbody>
</table>

Dismissal

When changing any pick up arrangements for your child, please ensure their relevant class teacher or the Division Office is advised before 12:00 noon. It is not acceptable to ring the school after this time to make a change to pick up arrangements for your child. If your child normally travels by bus please also inform the bus company.

In Primary, pick up and exit for non-bus students will be via the EVA gates. Classroom teachers will escort the students down to the EVA departure area. Parents are to collect their children from this area. The departure gates will be opened at 2:45pm. At this time, if you need to then enter the school to assist or supervise your child for an ECA or activity, please register at the registration table on the G/F before entering the school.

In the event of wet weather students will be dismissed from the Sports Terrace (1/F).
Late Arrivals
Primary students who arrive late must go to the 3/F Primary Office, register their names and receive a red late card. The class teacher will countersign the late card when the student arrives at their classroom.

Secondary students who arrive late must go to the 8/F Secondary Office, register their names and receive a red late card. The late card must be countersigned by the subject teacher for the period in which the student arrives at school. The red card must then be passed to the roll teacher by the student before the end of the day.

Removing Students during School Hours
Anyone wishing to remove a student during school hours must send a written note in advance to the Head of School. In an emergency please go to the Division Office. Adults are not permitted to go to the classrooms without approval. If your child normally travels by bus please also inform the bus company.

Students will not be released to anyone other than the parent, guardian, or authorised adult identified in our documentation. To ensure student safety, the Head of School (or their representative) will sign a form authorising you to take the student. Teachers have been instructed that no student is to be released without this documentation. This procedure is to protect students from wrongful removal and must be observed.

Absences
To maximise learning outcomes, we expect students to attend every day possible of each term. Students must keep a satisfactory attendance record - absences of more than 10% of the school year may affect their future enrolment at the school.

If your child is absent because of illness please:
- ring or email the school office on the day (before 9:00am if possible)
- provide a note and/or a medical certificate when your child returns to school if it has been a long absence

Other unavoidable absences must be discussed in person with the Head of School, who will recommend whether your application be approved or not. In these cases you need to fill out a leave application form for your child.

We do not normally provide work for students to do at home during illness but please talk to your child’s teacher if there is likely to be a long recuperation period.

Brief absences during the school day, for example for a doctor’s appointment, need a note from you for the teacher. You must also sign an early release form from the Division Office and pick up an early release card for security.

If you are away from Hong Kong (for any length of time) while your child is at school you must inform your child’s teacher and the Assistant Principal, Primary or Secondary as applicable, in advance, and give your emergency contact details.

Absence from Physical Activities
If your child needs to be excused from a physical education activity you need to provide a doctor’s certificate and a parent note, which clearly explains why they cannot join in. If your child gets hurt during the school day, the school nurse will write a note for our physical education staff.

Assemblies
We hold regular assemblies in the School Auditorium on the 2/F. You are very welcome to come along - please sit at the back of the Auditorium with the other parents. Assembly days and times are:

<table>
<thead>
<tr>
<th>Preparatory to Year 2</th>
<th>Fortnightly - odd weeks, Friday, 11:10am start.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 3 to 6</td>
<td>Fortnightly - even weeks, Friday, 11:20 am start.</td>
</tr>
<tr>
<td>Whole Primary Division</td>
<td>End of term - check Dhanara for times.</td>
</tr>
<tr>
<td>Secondary (Year 7 to 12)</td>
<td>Wednesdays as per term planner in combination with Pastoral Care sessions and Year meetings.</td>
</tr>
</tbody>
</table>
Getting in Touch with Us
If you have any questions or concerns about your child at our school, please do not hesitate to contact us, phone 2304 6078. You can also email any of our staff directly or use the appropriate email address listed. Please check our website also for school news.

Telephone Messages
Our school receptionist will pass a telephone message from you to your child only if the message is urgent. Please try to phone the message through before break times to make sure the message gets to your child’s class. Students must not use mobile phones during class time. If students need to contact somebody during school hours, they may contact either their teacher or the main office.

General Email and Website Addresses

<table>
<thead>
<tr>
<th>Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td><a href="http://www.aishk.edu.hk">www.aishk.edu.hk</a></td>
</tr>
<tr>
<td>Admissions Office</td>
<td><a href="mailto:admissions@aishk.edu.hk">admissions@aishk.edu.hk</a></td>
</tr>
<tr>
<td>Alumni</td>
<td><a href="mailto:alumni@aishk.edu.hk">alumni@aishk.edu.hk</a></td>
</tr>
<tr>
<td>Business &amp; Administration Office</td>
<td><a href="mailto:info@aishk.edu.hk">info@aishk.edu.hk</a></td>
</tr>
<tr>
<td>Development Office</td>
<td><a href="mailto:development@aishk.edu.hk">development@aishk.edu.hk</a></td>
</tr>
<tr>
<td>Employment</td>
<td><a href="mailto:employment@aishk.edu.hk">employment@aishk.edu.hk</a></td>
</tr>
<tr>
<td>First Aid</td>
<td><a href="mailto:nurse@aishk.edu.hk">nurse@aishk.edu.hk</a></td>
</tr>
<tr>
<td>General Information</td>
<td><a href="mailto:info@aishk.edu.hk">info@aishk.edu.hk</a></td>
</tr>
<tr>
<td>Primary Office* (including absentees)</td>
<td><a href="mailto:primaryoffice@aishk.edu.hk">primaryoffice@aishk.edu.hk</a></td>
</tr>
<tr>
<td>Secondary Office* (including absentees)</td>
<td><a href="mailto:secondaryoffice@aishk.edu.hk">secondaryoffice@aishk.edu.hk</a></td>
</tr>
<tr>
<td>Uniform Shop</td>
<td><a href="mailto:uniformshop@aishk.edu.hk">uniformshop@aishk.edu.hk</a></td>
</tr>
</tbody>
</table>

*Please email the Primary or Secondary Office to contact individual teachers.

Help Us Get In Touch With You
Please make sure we have your latest address and home, business and emergency contact numbers. If any of these details change, please let us know immediately or you can update your records via the Parent Lounge.

Custody Arrangements
If there are special custody arrangements for your child, please give us a copy of any documentation to support this. If these arrangements change, please let us know immediately.

School Notices
Notices sent home for you to complete, for example excursion notices, should be returned to your child’s teacher or through the drop-off box at the 2/F entrance. If money is enclosed it should be sent to the Division Office.

School Bus Transport
An outsourced bus service is offered for our school through Kwoon Chung Motors Company. While we work with the bus company to arrange bus schedules and follow up any bad behaviour on the buses, please note that transport to and from school is the parents’ responsibility and any problems must be sorted out directly with the bus company.
Please contact the bus company direct if you would like to apply for a seat on the school bus for your child:

Kwoon Chung Motors Company Ltd
Services cover most areas including:

Hong Kong Island: - Pok Fu Lam, Shouson Hill, Mid-Levels, Wanchai
Heng Fa Chuen (pick up service only), Taikoo Shing, North Point, Hong Kong
Parkview, Happy Valley, Jardine’s Lookout

Kowloon: - Tsim Sha Tsui, Tai Kok Tsui, Lam Tin

New Territories: - Sai Kung, Clearwater Bay, Fei Ngo Shan
Unload service only for (Tsing Yi, Siu Lam, Gold Coast)

Contact:
Ms Edith Ho
Kwoon Chung Motors Co., Ltd.
(A member of Kwoon Chung Bus Holdings Ltd.)
3rd Floor, 8 Chong Fu Road
Chai Wan, Hong Kong
Tel: (852) 2578-1178; Fax: (852) 2562 3399
Email: ais@kcm.com.hk

Bus Routes
The bus company finalises pick up and drop off points and routes after they have collated all application forms before the start of the school year. Please contact them directly for the latest route information.

Bus Fares
Please contact the bus company directly to find out the cost of the school bus service. Fares are usually paid by the term in advance directly to the bus company. Payment should be made by cheque / E banking / PPS no later than 10 days from the beginning of each term, or in full for the whole year. Bus fees are refundable only to those who withdraw from AISHK.

Bus Times
The school bus routes are timed to fit our school schedule. Buses pick students up at different times between 6:40am and 7:50am. Buses aim to have students at school between 7:55am and 8:00am. Please note that a bus service will only be offered to Reception students if there are enough children on that route to justify running a bus at these different times.

Bus Safety—Rules and Responsibilities
By law, all school buses must have a bus escort on the bus. It is a good idea to swap mobile phone numbers with the bus escort so you can keep each other informed of any changes to the usual routine.

Bus companies are covered by insurance according to the laws of the Hong Kong Transport Department. If your child is going to use the school buses, they must understand and comply with the rules below. If not, you will have to find alternative transport for them.

- Buses leave at 3:00pm. Students must board buses immediately after school and stay on the bus until it leaves. Once the doors have closed no one else can board the bus. Secondary students cannot use the bus on days when their classes finish at 3:30pm.
- Students do not have a regular assigned seat - all seats are on a first come, first served basis.
- All buses have seatbelts, which students must wear, fastened correctly, all the time.
- Students must sit down all the time and keep arms, legs, heads etc well inside the bus.
- Students must not eat or drink on the bus.
- Students must not throw objects of any kind either inside the bus or out the windows.
- Students must always be polite to drivers, bus escorts and other students.
- Students must not interfere with the driver, bus escort, or any bus equipment.
- Smoking, fighting, or obscene language is prohibited.
- When getting off the bus, students must sit down until the bus comes to a complete stop.
- When off the bus, students must wait for the bus to leave before crossing the street, to give them a full view of oncoming traffic.
Enforcing Bus Rules
The bus escort is responsible for making sure students follow bus rules. If the escort believes a student has not complied with these rules they will refer the matter to the bus company or the school.

Depending on the severity of the incident, and the age of the student, the school will follow these guidelines:
- On the first offence, students will receive a warning.
- On the second offence, students will receive a warning and their parents will be notified.
- Students who repeatedly break the rules may be suspended from the bus service, with no refund.
- Severe infringements, or those that potentially endanger the lives of others, will result in immediate suspension from the bus service and the school will also take disciplinary action.

Parents’ or Caregivers’ Responsibilities
You must deliver small children to the bus stop in the morning and meet them in the afternoon, or make other suitable arrangements.

You are responsible for supervising your child between the bus stop and home.
If your child is ill and not travelling on the bus you need to contact the bus company - if that is not possible please inform the bus escort at the pick-up point.

You must notify the bus company in advance of any change in bus routine. You should also notify the school via your child’s diary.

Procedures in Changing Drop-Off and Pick Up Points
Students will not be allowed to board any other bus than their assigned bus unless you have advised us and the bus company. Seats will not be made available on another bus without prior arrangement - you must get approval from the bus company. Please note regular bus students have priority if the bus is full.

Late Bus
To help transport those students who do an extra-curricular activity after school, the Kwoon Chung Bus Company runs a limited ‘late bus’ service. The late buses leave school at 4:30pm and have different drop off points and times to the regular bus service. If your child already has a seat on the regular school bus, this late service is free. Please contact the bus company directly for more information.

Car Parking
Parent/visitor parking is only provided in the following circumstances and at the discretion of our Business Administrator. These spaces are limited and are on a ‘first come, first serve’ basis and whilst we will try our best to accommodate parking under these circumstances, this is not always possible. You need to provide your vehicle registration number:
- If you are a regular Library, LEC Reading or Uniform Shop helper. You must register with the Administration Office.
- Under special circumstances and appointments with Head of School. These must be registered with the Division Office.

Please follow the instructions of our security staff at all times when using the car park area as they are carrying out their duty as instructed; please treat them with respect.

There is no parking available at AISHK for parents/guardians other than listed above. Parking is available at either Festival Walk or at the metered parking located in the streets adjacent to the school.

Car parking is not available to AISHK parents who are involved in activities conducted by outside hirers or for any AISHK events or sporting fixtures. This includes the Saturday International Learning Centre and swimming programs.
Dropping Off and Picking Up Students by Car
Parents and drivers must not drop off students, or park, in the bus drop off area, nor should vehicles block the school driveway.

Please be courteous to other drivers when dropping off your children and keep in mind the safety of those around you. Parents who bring their child by car must not leave the car unattended in the streets outside the school. Police will book offenders. Any unattended car will be viewed as a potential threat to the security of the school. This applies in the morning and afternoon.

If you have any questions about car parking, please contact us at info@aishk.edu.hk.

Excursions and Camps
Our school plans regular excursions for all students that relate to the curriculum. These include local excursions and extended excursions (school camps and trips).

Local Excursions
Primary and Secondary student parents will be asked to sign a general consent form at the beginning of the year outlining any medical details and including emergency contact details. No further consent is needed. You will also receive full details of all excursions before the trip takes place.

If you have any concerns please contact your child’s teacher.

Extended Excursions
We have a planned sequential extended excursion program designed to meet the needs of children at different ages. Our outdoor education activities are designed to develop:

- independence
- self-reliance
- self-esteem
- the ability to work cooperatively
- language skills and intercultural understanding

Students are carefully supervised at all times, and you will receive full details of the excursion with plenty of notice. This will include:

- purpose of excursion
- location
- dates
- whether parent helpers are needed
- any special arrangements
- cost
- permission form and detailed (confidential) medical form

We expect all students to attend these extended excursions. If you have any concerns, please contact us.

Primary Extended Excursions
Preparatory to Year 2:
- Preparatory - all day excursions.
- Year 1 - all day excursions.
- Year 2 - all day excursions.

Year 3 to Year 6:
- Year 3 - two-day visit to local venue (outdoor education program).
- Year 4 - three-day camp.
- Year 5 - four-day visit to local venue (outdoor education program).
- Year 6 - six-day trip to Beijing or similar location.
Secondary Activity Week
Secondary Activity Week is a compulsory program of extra-curricular courses, which adds value to the formal curriculum and takes advantage of our location and specific staff expertise. The week, usually in mid-to-late March, offers an off-campus learning experience designed to develop the individual student and extend the school community.

In some year levels, students travel to neighbouring countries and experience the local culture, meet the people and engage in socio-cultural or adventure activities.

The program builds a sense of community and cross-cultural understanding within the school, through students travelling, living and working together over the week. It also develops:
- communication and leadership skills
- self-reliance
- co-operation

Students who cannot attend for financial or medical reasons will have an alternative program. If you are experiencing financial hardship please contact the Head of School or Business Administrator.

Extra-Curricular Activities (ECAs)
Extra-curricular activities (ECAs) are regular school-based activities outside the normal school timetable. We offer a full range of academic, art, sport, and cultural activities. Through ECAs we aim to:
- build on the school curriculum
- provide enjoyment
- develop a sense of, and opportunities for, achievement
- encourage participation
- develop social skills and team work
- include free or minimal cost activities
- encourage increased levels of responsibility
- encourage a commitment to improvement and excellence
- develop a tradition of activities that integrate with the local community.

Activities are age-appropriate and become increasingly challenging as students get older.

How ECAs Are Organised
At the beginning of the year and at the end of Terms 1 to 3, a list of the proposed Extra Curricular Activities for the next term is placed on the school website. It includes:
- activity title and leader
- age range of students
- proposed term, day, duration, venue and cost of the activity
- activity requirements and expectations

Please note that this is a proposed list only and the final list may change, for example if there are not enough enrolments for a particular activity. Any changes to the schedule will be published in Dhanara.

Students can choose the same activity or change activities at the start of a term. New activities may be added from term to term. Activities that involve sporting competitions may require a commitment to practice sessions and competition fixtures.

Enrol Early to Secure a Place
All extra-curricular enrolments are on a ‘first come, first served’ basis. Successful applications will be confirmed online. Unsuccessful applications will be waitlisted. If there are no vacancies for an activity you can still try to enrol but will be waitlisted.

Excellent Behaviour at all Times
We may refuse an application or exclude a student if their behaviour disrupts the activity. Parents will be advised if a student is behaving inappropriately.
An ECA could be cancelled
If an activity is cancelled, we will contact Preparatory to Year 2 parents directly. We will contact Primary and Secondary students through their class teacher and automatically place students on regular school buses where appropriate. A ‘make up’ class will not be offered if a class is cancelled or your child is absent.

Paying for ECAs
ECA fees are added to school accounts at the end of the term. If you wish to pay by internal account (direct debit), cash or cheque, you should show your preference in the enrolment process. Your payments/charges will be listed on your school fees account.

Course fees are for one term only. Students can ‘trial’ an ECA for the first week only, after this time the full term’s fee for the ECA will be charged.

The Field and Outdoor Play Equipment are Out of Bounds
Students who have to wait for activities to start must wait in the Library or be supervised by an adult on the sports terrace. The field and outdoor play equipment are not supervised after 3:00pm and no student is to be in these areas unless under the supervision of an ECA or sports team instructor. Students may not enter any of the ECA areas unless their tutor is present.

Pick Up Students on Time
Children being picked up by a parent or guardian after an activity should be collected promptly at the classroom/facility specified.

Respect Tutors and Coaches
In some cases, to enhance student learning, the tutor or coach may request that parents not be present during classes - please respect this decision. If a coach or tutor is unable to take their activity due to unforeseen circumstances, we will make alternative arrangements.

Instrumental Program
AISHK offers an on-campus music instrumental tuition program. Currently the school offers private music lessons on the following instruments:
Violin, Viola, Cello, Clarinet, Flute, Saxophone, Trumpet, Trombone, Guitar, Drums, Voice and Piano.

Families are invited to collect an application form from the Performing Arts office on 2/F (Rm 206) or by emailing the Performing Arts Administration Assistant on performing_arts@aishk.edu.hk. The terms and conditions of the program, along with the tuition fees involved are outlined on an information sheet attached to the application form.

Please note that the lessons can only be provided if there are a sufficient number of students applying for a particular instrument. Where there are a large number of students applying students may have to be placed on a waiting list until a teaching time is available.

Healthy School Food Guidelines
Overview
In line with our school mission AISHK supports and promotes a healthy eating policy are aligned with recommendations from the Hong Kong Department of Health (Eat Smart at School Campaign) and the Australian Dietary Guidelines for Children and Adolescents. These guidelines aimed at both Primary and Secondary students, have the following objectives;

- Achieving energy balance
- Increasing the consumption of fruit and vegetables
- Limiting the intake of total fats, particularly saturated fats
- Limiting the intake of free sugar
- Limiting the intake of salt
The school supports and encourages healthy eating and good nutrition through its curriculum, as a part of the PDHPE program, with promotion and encouragement of being physically active and eating a healthy diet and by providing students with practical learning experience about making healthy food choices that reinforce classroom teaching on nutrition and physical activity.

There is a well-developed active program of physical education, fitness and sport throughout the grades and as a part of the culture of the school.

AISHK, through its caterers, encourages and promotes healthy eating of the five food groups by providing a wide range of these foods as the main choices on the menu for lunch each day. Healthy food choices are promoted as tasty, fresh and good value choices and are presented in attractive and interesting ways.

**Food Services**

Our school food services are contracted out to Chartwells, a part of the Compass Group in Hong Kong. The café, cafeteria and tuck shop provide healthy food choices that are tasty, interesting and affordable. Chartwells clearly indicate on its menus via colours of foods for sale that are classified as green, amber and red - the relative frequency in which particular food choices should be eaten.

These foods should form the basis of your diet. So fill up on them. The eating of these foods are encouraged and promoted.

Best eaten in moderation. These foods are still important for a balanced diet. Select carefully and watch portion size.

Don’t have too much of these. Just treat yourself every so often.

Food is served according to the colour guidelines and is proportionately available. Chartwells demonstrates high standards of food safety and hygiene in relation to the preparation, storage and serving of food consistent with the relevant food safety standards.

The following principles inform the selection of foods sold in our school food services:

- a range of foods from each of the five food groups outlined in the Australian Guide to Healthy Eating
- fresh rather than processed food is provided
- a range of portion sizes that cater for varying energy use and developmental requirements are offered
- foods offered reflect the multicultural diversity of the school community

Food safety and hygiene are of paramount importance when providing meals to young children. In order to control the production process, Chartwells employs a professional and experienced Quality Assurance Manager to monitor the safety and hygiene aspects of our food production process. In addition, their qualified dietician also provides guidance on menu planning and production process to improve the nutritional value of meals.

**Onsite Outlets**

As AISHK is an R-12 school we have a range of catering and food outlet facilities. AISHK also recognises that children at different ages need to have different choices and guidelines.

No food items prepared at the school will contain MSG. Whilst we endeavour to ensure our menus are ‘nut free’, AISHK is ‘food allergy aware’ but not a nut free school, as this is impossible to guarantee, with traces of nut elements present in some foods.

The Cafeteria serves 3 meal choices per day for all ages and diets. Parents are able to pre-order and select meals for Primary students whilst Secondary students can select and purchase choices themselves on the day. Menus are advertised on a tri-monthly basis designed mainly to include the GREEN and AMBER food groups. RED food group choices are limited.

The Walkabout Café which sells hot and cold beverages, coffees, wraps, sandwiches and other snacks is essentially only available for Secondary students, staff and parents. There are bakery items available at this outlet. These items will also have a more healthy aspect, where possible. Primary students may only purchase from this venue under adult supervision, after school.
The Tuck Shop is newly renovated and sells a wide range of sandwiches, drinks and snack items, including a new range of hot items. Choices from this venue will be from the GREEN or AMBER groups. This venue is not open to Early Childhood students at recess time. Early Childhood students are encouraged to bring a healthy snack from home, preferably a piece of fruit. This venue also has a new seating area for dining but also is an area where students can sit and study or play a quiet game.

Catering for Special Events
House Days, Fairs, Mufti Days and special events provide opportunities for fundraising and special celebrations. These events will have “red food” items available. Rewards for class activities will not focus solely on food as a reward. The school will monitor and limit these events to infrequent occurrences. AISHK acknowledges that children may bring cupcakes or similar treats to share with classmates on birthday occasions. Parents are encouraged to limit the size of these and to source healthy alternatives where possible. AISHK recognises that food is for celebration as well as for nutrition. Students are encouraged to make healthy choices whenever possible.

Packed Lunches
Students can bring a packed lunch from home, which we recommend is stored in a thermal lunch box or has a frozen drink to keep it cool in summer. We do not have reheating facilities.

A drink at both lunch and morning recess is good for students, particularly in hot weather. Containers must be watertight. No glass or canned drinks are allowed for safety reasons.

Lollies and sticky foods must not be brought to school. Chewing gum is banned.

Eating and Ordering Lunches – Primary students
Children must eat their lunch either in the classroom with a supervising teacher or under supervision in the cafeteria if they have ordered a hot lunch. Children are dismissed and go down to the field to play after they have eaten their lunch. At this time children from Yrs 3-6 can access the Tuckshop for snack items.

If students have money from home to order lunch from the Tuckshop this must be pre-ordered in the morning prior to school at which time the Tuckshop staff issue students with a slip to verify their order. This slip is shown to the teacher so they are aware that students have ordered a Tuckshop lunch. These students then go down to the Tuckshop with this slip to collect their order and bring it back to the classroom to eat.

Looking After Personal Property
Students are responsible for looking after their personal property at all times - we do not recommend bringing money and valuables to school.

Lost Property
Please label all items of clothing and other belongings. We store all unlabelled lost property in the lost property cupboard on the 1/F, outside the cafeteria. Glasses and phones can be reclaimed from the Primary or Secondary Division offices. Misplaced laptops will be sent to the laptop repair centre on the 5/F.

At the end of each term any unclaimed lost property will be used for student emergency use or donated to charity.

Pets at School
No animals are permitted on the school premises without the prior approval of the Business Administrator or Head of School.

Security
All parents and visitors to the school must register with our security staff and get a security pass. This pass is to be clearly displayed while on the school premises. Please return passes to security when you leave. Parents/guardians may only enter the school premises during school hours (8:15am to 3:00pm) if you have a prior appointment or are a registered parent helper.
Lunches cannot be delivered to school at any time. Lunches for students should be either brought to school from home or purchased from our school caterer. Other forgotten items, such as PE kits, must be left with the security staff on the ground floor in a clearly-labelled bag. Security staff will arrange for distribution.

Students must not remain on the school premises after school hours unless they are part of a supervised activity.

General reminders in regard to supervision of students after school:

- The field and outdoor play equipment are not supervised after 3:00pm and no student is to be in these areas unless under the direct supervision of an ECA or sport instructor. Supervision after school hours is a parent’s responsibility. For your reference, school office hours are from 8:00am to 4:30pm.
- If your child has an ECA or activity after school and is an Early Childhood student, please ensure they are properly supervised either by yourself or your helper until their activity commences. You can wait in the Cafeteria or Sports Terrace. Students are to remain with parents or helpers at all times.
- If your child is a Secondary or responsible Upper Primary student, and you are unable to supervise them, they may wait in the Library (only until 4:30pm), quietly doing homework or reading a book until their activity starts.
- If you have arranged for your child to go home on the 4:30pm (after school) bus, then please ensure they are aware that they MUST immediately go down to the Sports Terrace (outside the cafeteria) and wait for the bus escort to collect them. It is very difficult to find children who have wandered off. When changing any pick up arrangements for your child, please ensure their relevant class teacher is advised before 12:00 noon. It is not acceptable to ring the school at 2:30pm to make a change to pick up arrangements for your child.

Student Identity Cards

All Year 5 to Year 12 students have a student identity card, with an embedded chip. This card:

- must be kept with the student at all times
- serves as the student’s Library card
- allows them to print to designated Xerox printers
- confirms that the student is studying at AISHK, making them eligible for some student discounts
- costs HK$100 to replace if lost
- must be handed back when students leave the school
PARENTS AS PARTNERS
Successful learning involves a partnership between home and school, where both partners respect and value the other’s contribution. In this section we cover:
- parent and community relations
- the AISHK Parent Association
- resolving concerns
- keeping in touch

Parents and Community Relations
Development and Community Relations Office
Our Development Office aims to help our school and community through a range of activities such as:
- a publications program
- the school website
- past student and staff (alumni) relations
- school marketing and promotion
- special events management
- fundraising

Please contact us if you have any ideas, comments or concerns, about any of these activities. You can email to development@aishk.edu.hk.

AISHK Parent Volunteer Program
Our parent volunteers give us greatly appreciated support and assistance, and make many of our events and activities possible. Our program not only enriches AISHK, it offers an opportunity for parents to network with a range of people and form long-lasting (international) relationships. We greatly value this assistance.
AISHK encourages and appreciates parent help with activities such as:
- helping with class activities, for example reading, perceptual motor skills, library, music
- helping with activities such as sport, swimming, excursions
- joining in special events
- attending open nights and parent-teacher interviews
- assisting with the Uniform Shop

Please consider possible ways that you can help. If you cannot commit to a longer term committee or project, you may like to offer your time and/or professional skills on a more irregular basis.

AISHK Parent Association (AISHKPA)
The objectives of the AISHKPA are:
- to promote and support the activities of AISHK
- to promote close co-operation between parents and members of the school
- to promote financial assistance for school activities and resources through supporting fundraising initiatives

All parents/guardians and permanent school staff are entitled to become members of the AISHKPA. We hold association seminars once each term and committee meetings once a Term. We invite and encourage all parents to take an active role in the association. Details of meetings are published in Dhanara.

AISHK Class Parent Program
Class parents are the first point of contact for teachers, and other class parents, in organising social events for year groups. AISHK class parents:
- help with class functions, activities and excursions where possible, but particularly in a communications role
- welcome new parents to year groups and classes and appoint ‘parent buddies’ for new families, as appropriate
- are a contact person for the Parent Association and special events
- organise class ‘get-togethers’ for parents, as appropriate
- help with ‘welcome morning teas’ for new parents in the class
Resolving Concerns

Naturally, there may be times you are concerned about some aspect of your child’s time at AISHK. We are happy to talk with you at any time - your views, suggestions and comments are important to us. Teaching and learning work best when there is a partnership between you and your child’s school.

The table below outlines the steps you can follow if you have a concern to discuss.

<table>
<thead>
<tr>
<th>Steps to resolve concerns</th>
<th>Your rights</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong> Identify your concern and make a note of the details. It may be about classroom issues, your child’s behaviour, their learning, reporting, or another school related issue.</td>
<td>You can expect to have your concern treated seriously and confidentially.</td>
</tr>
<tr>
<td><strong>Step 2</strong> In the first instance, arrange to talk to the person who knows about the situation i.e. Class or Homeroom teacher. Your concern deserves time in order to be resolved. Let the person know about your concern in writing or telephone the office secretary and ask for a meeting time. This means the teacher will be prepared and have all the necessary information. A time to meet can be set up which suits you both. It will help the situation if you are calm and honest in your approach.</td>
<td>You have a right to be supported at any meeting by a friend or representative from a support organisation.</td>
</tr>
<tr>
<td><strong>Step 3</strong> Sometimes you may feel, for a variety of reasons that you are unable to speak to the person described as the first port of call or that following the previous discussion, the issue remains unresolved. In this case, you may want to meet with the Division Assistant Principal. Please provide them with information that will enable the meeting to be as useful as possible.</td>
<td></td>
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<tr>
<td><strong>Step 4</strong> If you have tried all the previous steps and feel that your concern remains unresolved, you may like to discuss your issue further with the Head of School.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 5</strong> If after undertaking previous steps your concern remains unresolved, you may like to discuss your issue further with the AISHK Foundation Board Chair. The issue will be taken to the Board Chair via the relevant Head of School.</td>
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<tr>
<td><strong>Step 6</strong> If at the end of this process the problem remains unresolved, you may contact the Education Bureau, Kowloon City They will want to know that all of the above steps have been taken to resolve the issue.</td>
<td></td>
</tr>
</tbody>
</table>
CALENDAR DATES 2016

2016 CALENDAR

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

TERM 1: 20 January 2016 to 23 March 2016
Lunar New Year Holiday - 8-14 February 2016
TERM 2: 12 April 2016 to 3 June 2016
TERM 3: 26 July 2016 to 23 September 2016
TERM 4: 12 October 2016 to 14 December 2016
**BUSINESS PROCEDURES - Bursaries, Fees and Debentures**

**Tuition Fees 2016**

<table>
<thead>
<tr>
<th>Year level</th>
<th>Inclusive Fee Per Annum</th>
<th>Fee Per Instalment (10 x Monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td>$90,200</td>
<td>$ 9,020</td>
</tr>
<tr>
<td>Preparatory Year to Year 6</td>
<td>$129,600</td>
<td>$12,960</td>
</tr>
<tr>
<td>Secondary - Years 7 to 10</td>
<td>$149,600</td>
<td>$14,960</td>
</tr>
<tr>
<td>Secondary - Years 11 and 12</td>
<td>$157,000</td>
<td>$15,700</td>
</tr>
<tr>
<td>International Baccalaureate - Years 11 and 12</td>
<td>$194,200</td>
<td>$19,420</td>
</tr>
</tbody>
</table>

*Tuition fees include all text books, work books, local excursions, special art materials, literary magazines and a Yearbook. The fees stated above are subject to Education Bureau approval.

1) Tuition fees are based on a per annum charge and, unless other arrangements have been made, the preferred means of payment is by ten equal monthly payments via Autopay (February to November inclusive). Please complete an Autopay form available from the Admissions Office and return it six weeks before commencement. (It will usually take six weeks to set up). No receipts will be issued for Autopay payments.

2) A 10% discount will be applied to the third and subsequent child/ren in a family enrolled at AISHK. (The discount will be applied to the youngest child/ren in the family).

3) No reduction in tuition fees will be made for any absences.

4) If fee payments are overdue, a student may be excluded from school. Once excluded, students will not be re-admitted until all arrears are cleared.

**Capital Levy**

The payment of the Capital Levy is mandatory if a debenture is not held for the student. The levy amount is reviewed each year and in 2016 will be HK$18,400 per student per annum. The capital levy is payable annually. Cheques should be made payable to “**Australian International School Foundation Limited**”. Payment may be made by cash, HKD cheque, direct deposit or internet/telegraphic transfer to the school’s bank account. Credit card payments are not available.

<table>
<thead>
<tr>
<th>Bank account details are:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name:</td>
<td>Australian International School Foundation Limited</td>
</tr>
<tr>
<td>Account Number:</td>
<td>015-514-40-56455-9</td>
</tr>
<tr>
<td>Bank Name:</td>
<td>The Bank of East Asia Limited</td>
</tr>
<tr>
<td>Bank Address:</td>
<td>10 Des Voeux Road, Central, Hong Kong</td>
</tr>
<tr>
<td>Swift Code:</td>
<td>BEASHK HH</td>
</tr>
</tbody>
</table>

(NB: If paying by telegraphic/internet transfer to our bank account please make sure that our bank account will be credited with the full fee including Hong Kong bank charges, usually HK$230. Please provide a faxed or scanned copy of the bank deposit confirmation once you have made the payment.)

**ADDITIONAL NOTES**

**Reservation Deposit**

A reservation deposit of HK$10,000 is required at the time of acceptance of an enrolment. This deposit is credited to the annual tuition fee when the student commences at the school. Where a debenture is available for a new enrolment the lodgment of a debenture or the payment of the capital levy will be additional to the requirement to pay the reservation fee. Enrolment becomes final only after the school has received the reservation deposit and the debenture/capital levy payment. Reservation deposits for new students are only refunded if the school receives written notification (email or fax is acceptable) of a student’s cancellation, or change of requested start date, within 7 days after the payment is received. This deadline is strictly adhered to.
Withdrawal of Students

To withdraw a student, notice in writing must be addressed to the Head of School and submitted to the Admissions Office not less than one full term, or three months, before the student leaves. For students who will not return to school after the Christmas holidays, official notice has to be given not later than the last day of Term 3. The Australian International School Foundation Limited will charge school fees if the above period of notice is not adhered to, counting from the day of receipt of the official written notice of withdrawal. The fee penalty will be based on one term’s fees. Where a student withdraws during a school year the full year’s capital levy will be payable.

In the case of outstanding school fees and other unpaid invoices, the school reserves the right to withhold the school report of the student(s) concerned. Depreciating debentures are held for a minimum of six months before they can be redeemed. If the student withdraws from the school within the first six months, the debenture may not be redeemed until six months from the date of withdrawal.

Gold Debentures (Non-Refundable)

A limited number of Gold Debentures (current value HK$3,000,000) are offered. The Gold Debenture is non-refundable and non-transferable. If desired, there will be an acknowledgment of the gift on a professionally designed, permanent and fixed display in the lobby of the school and in the Foundations’ publications. The nominated child must meet the usual AISHK entry requirements. For more information on this debenture, please contact the Admissions Office.
# Australian National Anthem | AISHK School Song

<table>
<thead>
<tr>
<th>Australian National Anthem</th>
<th>AISHK School Song</th>
</tr>
</thead>
</table>
| Australians all, let us rejoice,  
  For we are young and free.  
  We’ve golden soil and wealth for toil,  
  Our home is girt by sea.  
  Our land abounds in nature’s gifts,  
  Of beauty, rich and rare.  
  In history’s page let every stage,  
  Advance Australia Fair.  
  In joyful strains, then let us sing,  
  Advance Australia Fair!  
  Beneath our radiant Southern Cross,  
  We’ll toil with hearts and hands.  
  To make this Commonwealth of ours,  
  Renowned of all the lands,  
  For those who’ve come across the seas,  
  We’ve boundless plains to share.  
  With courage let us all combine,  
  To advance Australia Fair.  
  In joyful strains then let us sing,  
  Advance Australia Fair!  |  
| We come from nations around the world  
  And we are free and we are young  
  With different cultures here in Hong Kong  
  With different harmonies we sing our song  
  We sing our song  
  With hearts and voices in unison.  
  We welcome people from near and far  
  We join together and learn as one  
  With different values guiding our star  
  With different talents that we bring from afar  
  We sing our song  
  Sing our song  
  Here we stand in green and gold  
  Living, learning, strong and bold  
  And in our hearts we’ve come to learn  
  That the flame of Australia will always burn  
  Here we stand in green and gold  
  Living, learning, strong and bold  
  And in our hearts we’ve come to learn  
  That the flame of Australia will always burn  
  As we sing our song  
  With hearts and voices in unison.  |