



# PARENT HANDBOOK

2017-18

# Table of Contents

I.	<b>MISSION, VISION, CORE BELIEFS &amp; VALUES .....</b>	<b>3</b>
	MISSION	
	VISION	
	CORE BELIEFS AND VALUES	
II.	<b>STAFF.....</b>	<b>4</b>
III.	<b>SCHOOL ADMINISTRATION .....</b>	<b>5</b>
	Office Operation	
	Enrolment	
	The Enrolment Process	
	Induction	
	Basic Requirements	
	School Organisation	
	School Day (Y1-9)	
	End of School Day	
	Student Absences	
	School Fees and Payment	
	School Communication	
	Concerns	
	Urgent Notifications	
	Student Emergencies	
	CIS Accreditation	
	When you leave HFS	
IV.	<b>TEACHING &amp; LEARNING.....</b>	<b>11</b>
	Curriculum	
	Reports & Interviews	
	Staff Qualifications and Reviews	
	Accreditation & Memberships	
	Trips and Experiences	
	Clubs	
	Homework	
	Library	

	Bring Your Own Device (Y5-9 BYOD)	
	Computer Safety	
V.	<b>STUDENTS AND PARENTS</b> .....	<b>15</b>
	School Newsletters	
	School Lunches	
	School Assemblies	
	Student Council	
	Mobile Phones	
	Student Behaviour and Rules	
	Student Information Policy	
	Students with Special Needs	
	Wilful Damage	
	Uniforms	
	School Calendar	
	PTA	
	Parent Volunteers & Room Parents	
	Supervision at Events	
	Lost & Found	
	Bad Weather Days	
	Community Consultation	
	Smoke Free	
VI.	<b>Alternative Schooling</b> .....	<b>20</b>

# MISSION, VISION, CORE BELIEFS & VALUES

## MISSION

At HFS we endeavour to...

- Provide accredited British based international education, in a Korean setting
- Give a period of strength and continuity in our students' education journeys
- Develop students who are; respectful, responsible, tolerant and confident
- Enhance expatriate family life in Ulsan

## VISION

At HFS we envisage a school that...

- Delivers an engaging curriculum of broad content
- Achieves strong academic results
- 'Connects students with our Korean context
- Provides rich learning experiences and real life applications
- Has a diverse staff of well qualified international teachers
- Reflects the international character of staff and students through;
- Studies, Celebrations, Languages and the Arts
- Embraces diversity and treats everyone with dignity and respect.
- Has a close connection with our parents and community

## CORE BELIEFS AND VALUES

At HFS we value...

- Striving for academic excellence
- Development of core skills in English as the international language
- Global thinking and an international mindset
- Curiosity, enquiry, deep questions, scientific method and critical thinking
- Programmes that encourage personal fitness and physical activity
- Studies that promote environmental awareness, respect for nature, sustainability and conservation
- Creative ways to demonstrate knowledge and learning
- High quality teaching resources, classroom equipment and furniture a
- Students that are friendly, welcoming, accepting and able to work or play in a team
- Investment in ongoing professional development for all staff, relevant to their position and responsibilities
- Stimulating displays and learning environments that engage, acknowledge and motivate students
- Up to date and reliable computer and technical resources appropriate for learning and administration
- Strategic and administratively efficient systems, policies and practices

# STAFF

## Administrative Staff

Executive Board Member	<b>Mr. Paul E.S. Kim</b>
Principal	<b>TBC</b>
Office Manager	<b>Ms. Esther Yeo</b>
School Secretary	<b>Ms. Yujin An</b>

## Early Years Centre

### Lower School

Y1	<b>Ms. Sena You</b>
Y1/2	<b>Mr. Scott Kearney</b>

### Upper School

Y3/4	<b>Mrs. Kathryn Munden</b>
Y5/6	<b>Mr. Christopher McCrimmon</b>

### Senior School

Y7/8/9	<b>Mr. Dominic Munden</b>
--------	---------------------------

English Support	<b>TBC/To be provided by the new principal</b>
Korean language & Culture	<b>Ms. Gang Lee</b>
Music	<b>Ms. Sena You</b>
Creative Arts	<b>Ms. Yuli Kwak</b>

## Teaching Assistance

Teaching Assistants	<b>Ms. Jiyu Byun</b>
	<b>Ms. Duri Kim</b>

## Maintenance Staff

Caretaker	<b>Mr. Song</b>
Cleaning Staff	<b>Ms. Soon</b>

# SCHOOL ADMINISTRATION

---

## Office Operation

The HFS office is open all designated school days Monday-Friday 8:00am-12:30pm & 1:30pm-5:00pm.

## Enrolment

Students are classified and enrolled based on the British system. We only enrol or classify students according to age based on the UK system using this sheet:

Link: [HFS Student Classification Rainbow](#)

Our school roll fluctuates with HHI contracts starting and finishing but we are typically between 160-220 students. Class sizes are kept around 15-20 and with many below. Some classes may rise above 20 for short periods.

We do operate waiting lists when needed. We also have limits on the number of students with Korean parents we are able to enrol. It is important to have these applications in as soon as possible to hold your place on the waiting lists.

## The Enrolment Process

To begin the enrolment process please complete the Admission Form online and submit it.

Link: HFS Application for [Admission Form](#)

You will also need to submit an Online Contact Form prior to students attending the school. Admission applications are usually responded to within 1 week during term time, or at the end of holiday breaks.

Link: HFS Online [Contact Form](#).

Once an enrolment has been approved you will be sent a Placement Letter confirming enrolment. It will either state the class and teacher, (or waiting list,) that your child has been assigned to. Placement Letters remain valid for the Period indicated on the letter only. After this, if the student has not started to attend, parents need to re-apply and pay another application fee. (This re-application requirement does not apply to students on the waiting list.)

There may be waiting lists assigned to class levels where class sizes are at maximum. The lists usually progress quickly due to the transient nature of our community and most waiting list students would generally expect to begin school within 1 term or less.

**Korean Nationals** – Please note we have restricted entry for Students who have a Korean parent or parents. Due to government regulations we have limited places for these students at each year level. We will need to check the number of Korean students in your child's year level before we can confirm enrolment, and may have to place your child on a waiting list in some cases.

## Induction

We do not let any new students start school until all signs of jet lag are gone (4 days after a long flight) and new enrolments must have a parent-student-teacher interview before starting classes.

For families starting during the school term the Principal will arrange a time to give you a tour of main school and set up your pre-interviews with teachers, before leaving you in the hands of office staff to finalize paperwork, uniforms and payment.

For students starting at the beginning of the school year or at the start of term 2 or 3, we often arrange a mass induction covering facilities, interviews and other requirements. Details are emailed in advance.

We do not enrol new students to start 30 days before the end of the year or during the last remain weeks of a term. We do not encourage enrolment of students for periods of less than 6 Months.

## Basic Requirements

We require that all students:

- Have a minimum 9 hours sleep before every school day. More for young ones.
- Have enough suitable food with them for breaks and lunch
- Have appropriate clothing, including a hat, for the daily weather conditions
- Are able to meet behaviour expectations and cooperate with teacher instructions
- Can toilet, clean and dress themselves independently
- Have submitted all request documents to the HFS office
- Have completed an online contact form

## School Organisation

Some of our classes are **composite classes**, a combination of 2 or more class. This allows us to more flexibility in regards to maintaining balanced class sizes, student placement and better utilization of school resources.

This may not be usual practice in some of the home countries of our parents. All students are still taught appropriate to their learning needs and will not be disadvantaged in any way.

All year levels have a dedicated classroom teacher for English, Maths, Science, Social Education, Library and the Humanities (Social Sciences).

Specialist teachers lead classes in Art and Korean.

We offer English Support classes for students who are not native speakers of English and need extra help.

## School Day (Y1-9)

Monday, Tuesday, Thursday, Friday		Wednesday	
Time	Event	Time	Event
8:45	Gates Open	8:45	Gates Open
8:50	Line Up	8:50	Line Up
8:55	Morning Registration	8:55	Morning Registration
9:00	Period 1	9:00	Period 1
10:00	Morning Break	10:00	Morning Break
10:30	Period 2	10:30	Period 2
11:30	Period 3	11:30	Period 3
12:30	Lunch	12:30	Dismissal
1:30	Period 4	12:45	Grounds Clear
2:30	Period 5	1:30	Club
3:30	Dismissal	2:30	Club
3:45	Grounds Clear		

On Wednesdays school ends for all students Y1-Y9 at 12:30.

This is to provide teachers in our small international school with the same amount of non-contact time as their counterparts in large international schools. The school day including breaks and finish time, has been adjusted to ensure students are receiving the same amount of instruction time as in other schools.

## End of School Day

Y1-2 students must be collected from the nominated classroom door.

Year 3-4 students will be dismissed from the main doors of the new building into the school playground at 3:30 each day. The expectation is that they know if they should wait for a parent, walk home, go to the front corridor of the school to be taken to the bus or ask for help.

Year 5-9 students are dismissed from class at 3:30 each day. The expectation is that they know if they should wait for a parent, walk home, go to the front corridor of the school to be taken to the bus, or ask for help.

If any students needs to be dismissed differently please contact your child's class teacher to make appropriate arrangements.



## Student Absences

If your child is unwell please phone or email the school office by 8:30am

Students who have:

- Diarrhoea or Vomiting
- Headache or Fever
- Persistent Coughing
- Jet Lag

Stay home until there have been no symptoms for 24 hours.

Children taking time off during the school term for a family vacation for 2 weeks or less is usually not a problem. Please check with teachers about important school dates (e.g.: Cambridge Check Point Examinations, and email the school office with your vacation dates)

## School Fees and Payment

School Fee Payments are arranged directly with office staff

The school is a non-profit school with 100% of all fees being spent to run the school.

School fees include exercise books and most buses for trips, PE etc. Occasionally teachers need to collect payment for specific class activities. Please send all payments to school in a sealed recycled envelope with child's name, purpose and amount written on the outside.

### *Application Fee*

A non-refundable application fee of 2 million Korean won is charged to all new applicants. Returning applicants are subject to a 1 million Korean won fee. Payment of this fee guarantees that a place will be kept vacant for up to six months from the payment date.

### *Annual Tuition Fee*

Hyundai Foreign School operates on a three term basis and invoices for school fees will be issued three times each year, approximately one calendar month prior to the payment date. Payment, in Korean won, must be made prior to the commencement of each school term.

Invoices will be issued to parents three times during the school year.

### *Late Payments*

A penalty of 5% will be applied to payments received after the commencement of the term. A student whose tuition fee is outstanding 20 school days after the commencement of the school term will be unable to attend school until the termly fee is paid.

### *Partial Payments*

New pupils entering the school more than 20 school days into a term will be charged on a pro rata basis.

### *Hyundai Discount*

Students with a parent working with Hyundai receive a discount on tuition fees. This discount applies to all Hyundai employees and employees of companies whose work is directly related to Hyundai. For example, all employees of class societies and ship owners qualify for the lower tuition rate.

### *Refunds*

Children leaving the school permanently during a term will be entitled to receive a refund on a pro rata basis. If the leaving date is within the last 20 school days of the term, no refund will be given.

## Payment Schedule for 2017/18

The annual tuition fee for the 2017/2018 school year commencing on August 28th 2017 is as follows:

	Term		Foundation Stage 1 (Half Day)	Foundation Stage 1 (Full Day)	Primary school (F2~Year 6)	Middle school (Year 7~9)	Payment Date
Registration Fee		New Students	₩2,000,000	₩2,000,000	₩2,000,000	₩2,000,000	Non-Refundable
		Returning Students	₩1,000,000	₩1,000,000	₩1,000,000	₩1,000,000	
Tuition Fee	<b>Term 1</b> (28/08/2017~15/12/2017)	HHI Group	₩4,296,000	₩5,544,000	₩7,364,000	₩9,021,000	End of July
		Non-HHI Group	₩4,827,000	₩6,076,000	₩7,895,000	₩9,552,000	
	<b>Term 2</b> (08/01/2018~30/03/2018)	HHI Group	₩2,929,000	₩3,780,000	₩5,021,000	₩6,151,000	End of December
		Non-HHI Group	₩3,291,000	₩4,142,000	₩5,383,000	₩6,513,000	
	<b>Term 3</b> (16/04/2018~29/06/2018)	HHI Group	₩2,538,000	₩3,276,000	₩4,351,000	₩5,330,000	Middle of April
		Non-HHI Group	₩2,852,000	₩3,590,000	₩4,665,000	₩5,645,000	
Total	HHI Group	₩9,763,000	₩12,600,000	₩16,736,000	₩20,502,000		
	Non-HHI Group	₩10,970,000	₩13,808,000	₩17,943,000	₩21,710,000		

## School Communication

**Official School communication comes via the school website or newsletter only.** Occasionally you may receive printed school notices or direct emails and calls from school staff. The Webpage is continually being updated and is our primary means of school to parent communication.

Notices pasted by well-meaning parents or students on forums such as Facebook, twitter, etc. cannot be considered official school notifications. **Always check the actual school web page.**

**Parents are welcome to come and speak with teachers at school.** We would like to know in advance that you are coming and the reason for your visit. It is best to make these arrangements and include the reason for the visit in advance by email (teacher emails are available on the HFS website) or calling the office. This allows the teacher to review or prepare any material necessary before the meeting.

**Teachers prefer not to be contacted about school matters socially or at home, even if you have their phone number, or consider them to be a personal friend.** We like to separate our school and personal lives a little.

## Concerns

If you have a concern related to your child's learning, class programme, homework or interactions please arrange to speak directly to the teacher.

If you have a concern about the teacher, or some aspect of school organisation, safety or school policy – please make an appointment to see the Principal.

We will do what we can to understand your concern and make things better. We may ask you to put your concern in writing.

## Urgent Notifications

Important notices (e.g. school closures) are highlighted on the school web page and/or sent via email as soon as possible.

In cases where notice of closure is less than 12 Hours we will attempt to email or SMS families with the changes.

## Student Emergencies

**Completing our online *Contact Form* is requirement for attendance at HFS for emergency reasons.** If your contact details have changed (specifically mobile phone numbers) please resubmit the form as we will always assume the most recent form is accurate.

Emergency forms must be updated annually. Failure to submit a *Contact Form* will result in 1 written notice to comply with our policy. Parents who fail to comply with this written request will be contacted directly and required to remove their child from HFS until an up to date *Contact Form* has been submitted.

## CIS Accreditation

HFS is a fully accredited CIS school. CIS Accreditation is the hallmark of good quality international schools.

This means that we have been reviewed by the Council of International School and meet all of their criteria for teaching and learning, staff and student welfare, safety and general administration.

HFS is subject to ongoing reviews to maintain this standard. 2020-21 is CIS review year.

Visit [www.cois.org](http://www.cois.org) for more information.

## When you leave HFS

- We appreciate at least one month's notice in writing to the school office confirming your child's/children's final day of attendance, in order to prepare to final report and leaving certificate
- Please return all resources and school library books
- Please leave a forwarding address
- HFS reserves the right not release student results until all fees and charges are paid in full

# TEACHING & LEARNING

## Curriculum

At Hyundai Foreign School, our goal is to deliver a British based curriculum that is both recognized and transferred easily internationally. To achieve this we utilize a number of different curricula and evaluations, which vary based on year level and subject.

HFS primary and middle years programmes utilize the Cambridge International Examinations (CIE) Primary and Secondary 1 curricula for English, Maths, and English as a Second Language support classes. For more information on these curriculum please read the CIE Curriculum Overviews:

- [Cambridge Primary Maths Curriculum Outline](#)
- [Cambridge Primary English Curriculum Outline](#)

All other areas of the curriculum (including Science) are based on the International Primary Curriculum and International Middle Years Curriculum.

At HFS we regularly review and revise our programmes based on student performance, parent feedback and educational trends, families at HFS can expect to be asked to attend regular consultation meetings and to fill out surveys to help us make these improvements. Students are also evaluated regularly using both internal and external agencies

Currently, HFS uses externally marked results from the Cambridge Primary Checkpoint, the Cambridge Secondary 1 Checkpoint and the International School's Assessment to ensure student progress and performance is accurately evaluated and readiness for IGCSE or High School levels are being achieved. Results are shared publicly with parents and the wider school community. This curriculum is recognised and transfers easily throughout International Schools, Europe, UK and USA.

## Reports & Interviews

Written progress reports are sent home termly for Y1 – Y9. Parent interviews are held at the beginning of term 1 (or at induction time) as a general introduction, and then held the week after reports are sent home.

**Interviews may be arranged at any time to discuss specific matters.** To arrange an interview please contact your child's class teacher.

## Staff Qualifications and Reviews

All HFS foreign teachers from Year 1 to Year 9, and subject specialists, are required to hold a minimum of a Bachelor's Degree and a recognised teaching qualification. Preference is given to teachers with at least 2 years teaching experience and teachers who have experience in an international school setting.

Teachers are subject to an ongoing cycle of review against an agreed set of standards covering classroom practice and professional knowledge.

## Accreditation & Memberships

Hyundai Foreign School is a proud to be a member of a number of prominent international accrediting bodies and Korean inter-school organizations.

### *Council of International Schools (CIS)*

HFS was fully accredited by the Council of International Schools in 2011 .CIS Accreditation is the hallmark of good quality international schools and membership ensures that HFS continues to improve, through:

- “rigorous evaluation against internationally-agreed standards;
- a blend of support and challenge, focused on a school’s development; and
- a peer-based model that brings together international educators from across the world of CIS-accredited schools.”

This means that we has been and will continue to be reviewed by the Council of International Schools, to ensure we meet a high standard for teaching and learning, staff and student welfare, safety and general administration. For more information visit [www.cois.org](http://www.cois.org).

### *Cambridge International Examinations (CIE)*

HFS is a registered Cambridge International Examinations school and test centre, offering the Primary and Secondary 1 curricula. For more information visit [www.cie.org.uk](http://www.cie.org.uk).

### *Korea Council of Overseas Schools (KORCOS)*

HFS is a registered member of the KORCOS. For more information visit <http://www.korcoss.net>

### *South Korean Activities Conference (SKAC)*

HFS is a registered member of the SKAC. For more information visit [here](#).

## Trips and Experiences

Generally each class plans at least one field trip, event or experience each term related to current studies. Parents may be required to assist with supervision for some of these. All trips dates should be notified on the term planner.

Consent forms outlining the programme, its purpose and what children need to bring are sent out 2 weeks in advance of all trips.

The school completes pre-visits and risk assessment for all offsite excursions.

## Clubs

A selection of 5 week after school activity clubs are offered by teachers each term. These cover a range of sports, arts, and personal interests for groups of 12-16 students in advertised class groups. Additional groups may be offered by parents or private organisations – some of these have costs.

Parents who wish to run a club will need the consent of the principal and agree to complete required paper work.

## Homework

We have standardised Homework expectations across the school.

All classes Y1-Y9 will have regular homework set by the teacher 3-4 nights per week. This will be outlined at the start of the year in an approved class notice. Learning spelling, basic facts, and reading are the most important aspects of homework. If teachers have set other tasks they will be marked.

Internet based homework are valid and linked to in class teaching.

- Mathletics
- Spellodrome

Students will be issued with a password and username for these programmes.

## Library

Students in Y1-9 have a weekly library time. Students are issued with a special library card that is kept in the library. They may borrow a maximum of 2 books at any time for a maximum of 2 weeks.

Lost books are charged at ₩20,000 each.

## Bring Your Own Device (Y5-9 BYOD)

Students at HFS in Years 5-9 use laptops as part of their daily work in English, Maths, Science and Humanities. We use the **Bring Your Own Device** philosophy allowing parents to supply a computer of their own choosing as long as it meets our broad minimum requirements.

Students will need to bring their laptops every day from the first day.

### *Overview:*

1. All HFS students in Year 5-9 are expected to provide their own laptop computer for study.
2. Students must be able to bring a charged laptop to class daily.
3. Laptops must meet the minimum system and software requirements listed below.
4. The school will provide internet access, charging points, lockers and a classroom computer should a student's personal computer require maintenance.

### *Minimum Requirements:*

- Not more than two years old (new BYOD students only)
- Have a battery life of 4 hours
- Have at least 4GB of RAM
- Run an English based operating system
  - Windows 7 Home Premium or greater
  - OSX 10.8 or greater
- Have at least one USB port and WiFi
- Netbooks are acceptable

### *Software Requirements:*

- Windows 7 Home Premium or higher
- Microsoft Office 2013 (student edition or higher)
- An active anti-virus programme (free alternatives are acceptable)
- Google Chrome (free download)
- Google Drive (free download)

### *Losses and Damages*

Though HFS provides secure storage areas and teaches students how to act responsibly around electronic equipment ultimately, though, students are responsible for lost, stolen and/or damaged personal electronic devices, just as they are for any other personal items they bring to school.

Damages that are caused wilfully will be covered under the existing *Wilful Damage* policy.

## Computer Safety

We supervise student internet use as much as practicable. Students are expected to only use school computers for legitimate educational purposes.

Parents will be informed of students who deliberately use the school internet to access inappropriate sites and the child's school internet use may be restricted at school thereafter.

We discourage the use of USB devices from home because of security issues. All home computer materials for school should be available via the school website or emailed.

# STUDENTS AND PARENTS

## School Newsletters

School newsletters are posted on the school website on Fridays (weekly or bi-weekly, as deemed necessary).

Each year group or class will also post a Weekly Update each Thursday on their respective class pages.

## School Lunches

Y1-Y9 students need to bring food from home for breaks and lunches. We provide facilities for hot water and heating. The school does not provide any other food services.



**HFS has a food allergy policy of keeping the school nut-free.**

We welcome parent volunteers willing to go on a parent lunch roster to assist our students in eating and packing up.

Students should take home all left-over food so that parents know how much their children are eating.

We recommend fruit, sandwiches, leftovers from dinner, or soups etc. for student lunches.

Candy, party snacks, crisps, leftover MacDonald's food and similar are banned from school as they have been shown to negatively affect learning. Likewise "sports drinks" with electrolytes and the high caffeine buzz drinks (e.g. V, Red Bull...) are not recommended for kids. In addition, HFS has a policy of no nuts and nut products in school, which means children need to bring lunches and snacks that are nut free.

Students may go home for lunch if parents have completed this section of the 'Information and Contact Form'. They need to sign out before leaving and wear a school "Lunch-Pass" wrist band while at large in the compound. The band is returned when they sign back in before the end of lunch break.

School Students may only have lunch at the Clubhouse if dining with their parents.

## ***Birthday Cakes – No Thank You***

We do not allow children to share birthday cakes at school. These cakes have been very disruptive in the past with young students overly excited in anticipation and many students difficult to settle after. With several birthdays sometimes occurring in class in 1 week, many hours of planned learning can be affected. It is also very hard for us to police the ingredients of cakes, when some students do not eat or have allergies to; nuts, eggs, dairy etc.

It is best to simply not send cakes to school. Parents who wish to do a birthday cake share can arrange to do so at the clubhouse after school. We really appreciate your understanding and support over this issue.



## School Assemblies

Y1-9 School Assemblies are held at 1:30pm on Monday mornings and the term planner will inform you what sort of assembly we are having.

Parents are welcome to attend the notified “Parent Assemblies” led by the Student Council in the HFS Hall. Classes may share work, we award certificates, share notices and have some school singing.

## Student Council

Students elect representatives in Term 1 to form a Student Council.

### *Council Structure*

- Y1 & Y2 classes select a class representative under teacher guidance.
- Y3/4 classes vote for a class representative in the election process
- Y5-9 vote for students to make up a “Student Executive” as well as a vote for a preferred student leader.

### *Roles and Responsibilities*

- Class Representatives and Student Executive members have the same rank, roles and responsibilities. The only difference is age.
- The Student Council lead assemblies, MC school shows, assist with the organisation and running of student discos and similar events, help welcome new students and provide a representative group for providing “Student Voice” when required. Class teachers may use Student Council members in class roles of extra responsibility.
- Holding a student council position should not disrupt a student’s learning or time in class.

### *Election Process*

1. At the start of the year, students in Y3-9 are asked to complete nominations to become election candidates. They are allowed to put up posters, and campaign as they see fit until Election Day (2-3 Weeks). After an Election Assembly at which all candidates make a short speech, students return to class to complete a secret ballot voting paper which is collated by the Principal. The student in each class who gets the most votes joins the council. The next 5 students with the highest votes in Y5-9 also become part of the executive and Teachers then decide who the 2 leaders will be – guided by the students’ leader votes.
2. In Y1/2 Teachers will lead students through an in-class selection process to choose their class representative.
3. If a student council member leaves during the year, they will be replaced by teacher selection. Student leaders may be replaced by a bi-election in some cases.

## Mobile Phones

The school is not responsible for damage to or loss of mobile phones and prefers that they stay at home.

Students are not allowed to use their mobile phones in class without specific teacher permission. They should be turned off and kept in a secure place during class.

Inappropriate use of mobile phones at school in connection to; messaging, recording, photographing, videoing... Leading to: harassment, bullying or uploads personal or inappropriate material - will be dealt with seriously by the Principal.

## Student Behaviour and Rules

School expectations for good behaviour apply everywhere inside the school gate, on school buses and during school trips and excursions.

### Students are expected to:

- Always do what they are asked to do the FIRST time
- Always be prepared for their work
- Always work in a way that does not disturb the work of other students
- Care for the property and belongings of the school and other people
- Treat all others with respect and courtesy

We like to notify parents early in cases of students causing behavioural concerns. Teachers may call or write notifying you of '*low level but persistent*' or '*significant but one off*' events. (We are developing a standard form for this.)

In cases of a serious behaviour event, or ongoing difficulties, the school will request that parents attend a formal interview to outline the issues and set up plans to make positive changes.

In cases of ongoing significant dangerous, illegal or disruptive behaviour, interventions are not limited to, but may include:

- Time Out (Parents asked to collect child immediately for remainder of the day/week)
- Suspension (Following an investigation by Principal and a discussion with parents - Students are sent home for 1-5 days)
- Additional Requirements (School imposed conditions e.g. Parents to provide extra supervision)
- Removal from School (Student enrolment is cancelled)

## Student Information Policy

Student personal information is collected by the school for reasons outlined in the Policies & Practices guide found on the school website.

## Students with Special Needs

We have limits to the support that HFS is able to offer students with significant special needs e.g. severe autism, mental disabilities, developmental delays, brain injuries, and emotional, social or behavioural problems.

In most cases special needs students are welcome and we do what we can to teach and socialise them in accordance with an agreed individual education plan (IEP). The IEP may address; learning, social and behavioural matters as required.

In cases where a child's special needs are too demanding, disruptive or unsafe, we may require parents to provide additional support. (e.g. Having the child only attend part time or supplying a parent funded supervisor). The school may also determine that a specific child has needs too great and is unable to attend HFS.

We require full disclosure of all known or suspected special needs for our students at time of enrolment, and may request that parents arrange for a full professional assessment in some cases. We may also request professional assessment when a special need has not been notified, but concerns have arisen as a result of observations, learning or behaviours at school.

HFS has limited disabled access at the school site.

## Wilful Damage

Students who are investigated and found to have either deliberately or as a result of negligence, damaged school property or others personal property including; library books, windows, sports equipment, furniture, computer equipment or computer systems etc. will be billed for the full repair/replacement costs.

## Uniforms

- The HFS uniform includes: a red polo-shirt (monogrammed), a navy polo-shirt (monogrammed), a grey PE T-shirt (printed) and a Cap (monogrammed). These items can be sized and purchased through the school office.
- All students Y1-Y9 are required to wear their HFS uniform shirt (red or blue) on Monday, Tuesday, Thursday & Friday. Uniform is not required on Wednesdays.
- PE Shirts need to be worn for PE or sports lessons (even on Wednesdays). Students should change back into a uniform shirt after PE.
- When not wearing uniform, students are expected to dress conservatively in clean, tidy, casual clothing. (This applies to new students awaiting uniform orders.)
- We do not have uniform “bottoms” students may wear shorts or skirts, jeans or tights.
- Please note that: ripped jeans, hot pants, miniskirts, low riders, etc. are not permitted. Shirts worn when not in uniform may not be briefer than a T-shirt. No tank tops, crop tops or singlets please.
- Jewellery is limited to basic stud earrings. No make-up. Activity friendly footwear (no flip flops).
- Students must wear their school uniforms on school trips, and may be asked to wear a specific colour for set activities (e.g. all in red).
- Hats are not compulsory, but should be worn if weather conditions or needs of the student require it.
- All clothing worn to school must be clean and in good repair. Students are expected to be clean and well-groomed for school.

## School Calendar

A **School Calendar** for the full year (coming) and all holidays is published on the school website in January for the following year.

A **Term Planner** with details of all class trips, school events and meetings is published prior to the start of each term.

Whilst we do our best to keep these items up to date and accurate, it pays to check specifics with teachers closer to the time.

School always closes at 12:30 the last school day of each term to assist travellers.

## PTA

Our school PTA is an informal group who meet as required to organise events. The PTA work closely with the school. All PTA fundraising is used to run the PTA events.

The PTA sets a high standard in everything that they do and fully utilises the skills and energy of everyone available when setting up their events. New parents are always welcome.

## Parent Volunteers & Room Parents

**Parents who would like to help** with class work or activities are welcome to approach the class teachers directly with offers. Teachers will sometimes advertise their needs via class notices on the webpage.

Parents who are willing to: listen to students read, help with special lessons (e.g. cooking, swimming..., assist with library books, join the parents' playground supervision roster, attend camps, or coach sports) are always most welcome.

**Room Parents** are selected by class teachers early in the school year. They help to facilitate communication between homes and the school, coordinate class helpers and help to welcome new families. If you would like to put yourself forward for this role, please complete the form from the webpage at the start of Term 1.

Parents working in the school do **need to sign in** and out with the office as we need to know who is on site in case of an emergency evacuation.

## Supervision at Events

When the school and PTA events are held out of school time parents need to ensure that they (or a nominated other adult) are directly responsible for supervising their own children at all times.

Students who leave the confines of an organised event room (e.g. disco hall) or a set area (e.g. pool enclosure) during an event are not the responsibility of the school or PTA.

If school staff and volunteers are taking charge of a group for a set time period or in a set place as part of an event, parents need to resume direct control of their own children immediately afterwards.

## Lost & Found

Lost Property is stored in a large plastic bin outside the front doors. It is sent to charity at the end of each term. Clearly naming all clothing and footwear helps reduce the number of lost items.

## Bad Weather Days

School ends at the usual time every day regardless of the weather. We may shorten the lunchbreak if very cold or wet.

The school rarely closes, but may do so due to strong typhoons or during severe periods of air pollution (yellow dust) etc.

Notice for these closures is usually only late on the day before. Please check the website for confirmations.

During periods of **snow**, HFS usually stays open on the understanding that we know students and staff from outside the compound may not be able to attend.

Students are not allowed to spend break times outdoors when the Air Quality Index is 150 or greater.

## Community Consultation

Parents are encouraged to attend **Parent Consultation Meetings** held each term where we can use your input to review plans and policies as well as share student results, set goals and discuss topical matters. The school also puts out an annual questionnaire in February.

The School Manager hosts a **Community Forum** each term where HHI are able to share operational information and discuss policy matters.

## Smoke Free

HFS buildings and grounds are Smoke Free. We also ask that parents and helpers refrain from smoking in cars or in view of students when helping out with trips and camps.

## Alternative Schooling

---

If HFS is not suitable for your needs, the nearest alternate International schools are:

- [International School of Koje](#)
- [Busan International Foreign School](#)
- [Taejeon International School](#)