



PARENT HANDBOOK

2019-20

Updated 10th February 2020

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1. School Statement

Vision

We aim to ensure that all our students will grow into responsible global citizens with a love of knowledge, tolerance and compassion toward fellow-human beings through their education at HFS.

Mission

- We deliver an engaging curriculum of broad content that ensures rich learning experiences and real life applications in a stimulating educational environment.
- We ensure that across the school, everyone embraces diversity and treats each other with dignity and respect.
- We encourage our students to strive for academic excellence, with curiosity, creativity and critical thinking in their learning.
- We nurture confidence, self-discipline, and teamwork in our students and help them to grow into global citizens with international mindset and environmental awareness.

2. Staff

Administration

Executive Board Member	Mr. Paul E.S. Kim
Acting Principal	Mr. Scott Kearney
Office Manager	Ms. Esther Yeo
Assistant Manager	Ms. Yujin An

Teaching Staff

FS1-2 Class Teacher	Ms. Marie McClellan
Y1-2 Class Teacher	Ms. Laura Nurse
Y3-4 Class Teacher	Mr. Scott Kearney
Y5-9 Class Teacher	Mr. Nathan James Dunn
Art Teacher	Ms. Yuli Kwak
Korean Teacher	Mrs. Gang Lee
Music Teacher	Ms. Laura Nurse
Teaching Assistant	Ms. Jiyu Byeon
Part-time Teaching Assistant	Ms. Barbara Kum
ESL Teacher	Ms. Rosa Edholm-Kim

Maintenance Staff

Caretaker	Mr. Jungheon Choi
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3. 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 role is heavily influenced by HHI contracts and may fluctuate from year to year. Some classes may rise above 20 for short periods of time but generally do not go higher.

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.

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.

Please note we have restricted entry for Korean students: Only those Korean students, at least either one of whose parents is a foreign national or who stayed abroad for at least three years, are eligible to attend HFS. 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 we will arrange a time to give you a school tour 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.

School Organisation

Some of our classes are composite classes: There may be two or more year groups in one classroom. This allows us more flexibility in regards to maintaining balanced class sizes, student placement and better utilization of school resources.

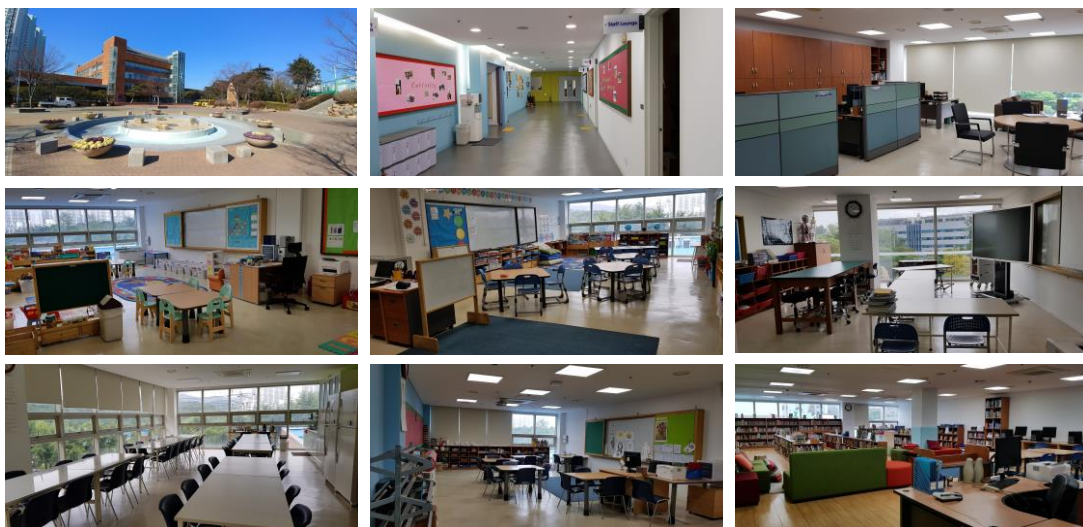
This may not be usual practice in some of the home countries of our parents. All students are still taught appropriate to their learning needs and will not be disadvantaged in any way.

All year levels have a dedicated classroom teacher for English, Maths, Science, Social Education 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 Buildings



Our temporary site is located on the 3rd floor of the Hanmaeum Community Center in the Dong-gu district. We have access to the football pitch, swimming pool and gymnasium.

School Day

Time	Event
8:45	School Opens
8:55	School Bus Arrives
9:00	Period 1
10:00	Morning Break
10:30	Period 2
11:30	Period 3
12:30	Lunch
1:30	Period 4
2:30	Period 5
3:30	Dismissal and After School Activities Start
4:30	After School Activities Finish

Start of School Day (Morning Drop Off)

- Students may not arrive before 8:45am.
- If no parking space is available in the open parking area, parents can park in the tower opposite Hanmaeum Community Center.
- Parents can get a free parking coupon, valid for 90 minutes, from the administrative office.
- Students who are dropped off by their parents may be escorted by their parents to their classroom where they can wait with their teacher.
- HFS will not be accountable for students who are left unattended by parents. HFS is responsible for students under our care during school hours and on school property.
- Students who arrive on the school bus will gather as two groups and will be escorted to their classroom by the staff member on duty.
- FS1, FS2, Year 1 and 2 students will take the elevator with a staff member. Year 3 to Year 9 students will be escorted up the stairs by a staff member.

End of School Day (After School Departure)

- At the end of the school day, students will be dismissed by their teacher and will assemble in allocated collection points.
- Students who are leaving on the bus will assemble in the hall and will be escorted to the school bus by the staff member on duty.
- FS1, FS2, Year 1 and 2 students will take the elevator with a staff member. Year 3 to Year 9 students will be escorted down the stairs by a staff member.
- Students who will be attending after school activities will assemble in the Multi-Media Center.
- Students who are awaiting collection from their parents will assemble in the Multi-Media Center.

- Students who have attended after school activities should be picked up by their parents at the Multi-Media Center at 4:30pm.

Student Absences

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

School Fees and Payment

School Fee Payments are arranged directly with the school office.

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 the child's name, purpose and amount written on the outside.

- Registration Fee

A non-refundable Registration 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. In the event that a student is leaving and less than 2 weeks' notice is given HFS reserves the right to withhold the tuition fee refund.

Payment Calendar

The annual tuition fee for the 2019/20 school year commencing on August 27th 2018 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	Term 1 (26/08/2019~13/12/2019)	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	
	Term 2 (06/01/2020~20/03/2020)	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	
	Term 3 (06/04/2020~26/06/2020)	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 or messages and calls from school staff. The Webpage is continually being updated and is our primary means of school to parent communication. In addition, we also have an emergency text alert system to be used, when needed.

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.

- 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 Acting 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.

Students Leaving

- In order to prepare a final report and transfer certificate, we strictly require strictly at least one month's notice in writing to the school office and class teacher confirming your child's/children's final day of attendance. Failure to provide sufficient notice of leaving may result in forfeiting the tuition fee refund if less than 2 weeks' notice of leaving is given.
- Please return all resources and school library books.
- Please leave a forwarding address.
- HFS reserves the right not to release student results until all fees and charges are paid in full.

4. Teaching and 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 curricula 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 Early Years, 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.

HFS uses a range of assessment strategies to monitor students' progress, inform future teaching and report to parents. At the end of Year 6 and Year 9 students will sit Cambridge Checkpoint Tests in maths, English and science and these tests are externally marked. To monitor year-on-year progress the school uses GL Assessments in English, maths and science to provide information on how well students are performing compared to the expectations for their age. In addition to these one off tests teachers are constantly assessing the students learning in class and older classes may be set end of unit mini tests from time to time.

Reports & Interviews

Written progress reports are sent home termly. Parent Teacher 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 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 proud to be a member of a number of prominent international accrediting bodies and Korean inter-school organizations.

- Council of International Schools (CIS)

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 for more information.

- 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.

- Korea Council of Overseas Schools (KORCOS)

- South Korean Activities Conference (SKAC)

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.

Permission 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.

After School Activities

We have after school activities Monday-Friday from 3:30pm-4:30pm. These cover a range of sports, arts, and personal interests. Additional activities may be offered by private organisations, at a cost.

Homework

We have standardised Homework expectations across the school.

All classes Y1-Y9 will have regular homework set by the teacher. 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. New concepts or ideas are not given for homework. While we do not want parents to do their homework, we do encourage them to be involved.

Library

Students have a weekly library time. They may borrow a maximum of 2 books at any time for a maximum of 2 weeks. Students who finish reading their books within the 2-week period are welcome to return them and borrow more.

Lost books are charged at ₦20,000 each.

Use of Computers at the School

Students at HFS from FS 1 to Year 9 use computer equipment such as tablets or laptops at school as part of their daily work and the equipment are made available by the school. Since students from Year 3 to 9 use laptops more extensively than those in other year levels, they would be allowed to take these devices home after school for their homework or study purposes.

At the same time, however, students in Year 3 to 9 can choose to bring their own personal laptops to school, as long as they meet the following minimum requirements.

- Minimum Requirements:

- Have a battery life of 4 hours
- Have at least 4GB of RAM
- Run an English based operating system with either Windows 7 Home Premium or greater, or OSX 10.8 or greater
- Have at least one USB port and Wi-Fi
- 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

As students are expected to act responsibly with the school property including the laptops, the school will take following measures in the following cases:

- In case a student loses a device that he or she has taken home, his or her parents will recompense the school for the full purchasing price of the equipment.
- In case a student damages a device that he or she has taken home, his or her parents will recompense for the repair cost.

Computer Safety

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

Parents will be informed in case their child deliberately uses the school internet to access inappropriate sites and then 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.

5. Students and Parents

School Newsletters

School newsletters are emailed to parents each Friday.

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

School Lunches

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 lifted the "No Nut Policy." Should a student who has a severe allergy be enrolled we will update and modify the policy accordingly. Students should be reminded that they should not share any food at school.

Students may go home for lunch if parents have completed this section of the 'Contact Form.'

We strongly support the philosophy, "Healthy Food, Healthy Future."

- 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.

School Assemblies

School assemblies are held on Monday's after lunch in Period 4. Parents are welcome to attend.

Student Council

Students volunteer in Term 1 to form a Student Council. We change the student council each term to give all students an opportunity to be part of this group.

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 learn in a way that does not disturb the learning of other students
- Care for the property and belongings of the school and other people
- Treat all others with respect, consideration and courtesy

* Playground Rules

- Playground rules are displayed around the school
- Staff should review school rules with their class at the beginning of each term
- Playground behaviour is considered with regard to this table:

Unacceptable	Acceptable	Outstanding
Refusing	Doing as told	Helping others
Arguing	Taking care of equipment	Role model
Hitting	Respecting others	Pick up Litter
Pushing	In Control	Playing with the younger children
Out of Control	Right place	Kind words
Bad words	Responsible	Helping teachers
Fighting		Organising a game
Screaming		
In & out again		
No Hat		
Out of gate		

- Teachers should notify parents early in cases of students causing behavioural concerns. This includes 'low level but persistent' or 'significant but one off' events. Please inform the Acting Principal.

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 the School Coordinator 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)
- **Cancellation** (Student enrolment is cancelled)

- 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.

Student Information Policy

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

Personal Property Policy

Students are not allowed to bring toys, jewellery accessories and electronic devices to school. Toys and devices that are brought to school will be kept by the teacher and returned at the end of the school day. Toys, Smart watches and phones will only be allowed to accompany students on school trips where their care will be the responsibility of the student. Teachers may request that students bring in toys or electronic devices for specific learning activities such as "Show and Tell" or ICT classes but parents will be informed in advance and the use of the items will be regulated.

Mobile Phones - While we prefer that they stay at home, special consideration will be made regarding allowing mobile phones to be brought to school. The school is, however, not responsible for damage to or loss of any mobile phone that a student brings to school. Students are not allowed to use their mobile phones in class without specific teacher permission. They should be turned off and handed in to the teacher at the beginning of the school day. They may be used at break times or at the teacher's discretion.

Students with Special Needs

We have limits to the support that we are able to offer students with significant needs. We deal with each specific case on an individual basis.

School Uniforms

- The school uniform includes: a red polo-shirt, a navy polo-shirt, a grey PE T-shirt and a Cap as well as a long-sleeved, zip-up, hooded sweater. These items can be sized and purchased through the school office.
- All students are required to wear their HFS uniform shirt (red or blue) Monday through Friday.
- PE Shirts need to be worn for PE or sports lessons.
- 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).
- Students wearing glasses should either remove them or wear sport goggles for PE class.

School Bus

- The school bus is provided for free of charge in Dong-gu area.
- Students using the school bus must have registered to do so with the office.

Parking for Parents

- Parents can park their cars in the open parking area of Hanmaeum Community Center.
- If no parking space is available in that area, parents can park in the tower opposite Hanmaeum Community Center and get a free parking coupon, valid for 90 minutes, from the administrative office.
- Parents can register for the parking permit which allows them to park their cars inside the open area behind the water fountain from 8:30 to 9:30am and from 3:00 to 5:00pm to escort their children to and from the school.

School Calendar

The school calendar for the current year is published on the school website.

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

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

Parents are welcome to volunteer in various areas of school life. If you are interested, see the School Coordinator.

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 given only late on the day before. Please check the website for confirmations.

Students should be discouraged from outdoor activities when the measurements of Particulate Matters (PM) in the Air Quality Index (AQI), which are announced by Air Korea

every hour, are as follows: When PM2.5 reaches 60 or above, or when PM10 rises to 120 or above or if the temperature is 0 Degrees Celsius or below.

No Smoking Policy

Smoking is not allowed inside the Hanmaeum Center, where the school is located. Although smoking is allowed on the outside of the building, the areas within 10 meters from the entrance of the building and near the pathways of the students is a smoke-free zone.

6. HFS Safety and Evacuation Protocol

Fire

The following is the procedure to be followed by the entire school in the event of fire occurring in the Hanmaeum Center building.

- a. In case fire occurs on the third floor (inside the school precinct):
- b. If fire is detected by anyone, he/she needs to inform the admin office immediately and then, the office staff activates the alarm bell. The admin staff telephone relevant emergency services as well as relevant Hanmaeum Center safety personnel.
- c. On the sound of the alarm bell, all staff and students evacuate the building in an orderly manner, following the evacuation routes displayed in each room and taking the safest possible route clear of hazards. All staff and students meet at the muster point, i.e., the futsal pitch.
- d. Prior to, in the process of and after evacuation, all class teachers must count the students in their class and report to the Principal if there is anyone missing. If any staff or student is found missing, the Principal will organize the search for the person(s).
- e. After everyone is accounted for on the muster point, the admin staff check for any fire damage to the building in conjunction with the Hanmaeum Center safety personnel. In case no damage has been found and if it is determined to be safe to return to the building, the Principal will take a decision for the staff and students to return to their classrooms.
- f. However, in case it is determined to be not safe to return to the building or if it is not possible to resume class due to fire damage, the teachers and students will remain on the futsal pitch at the instruction from the Principal. The admin staff immediately notifies all parents to come and pick up students from the muster point.
- g. In case fire occurs in other areas of the Hanmaeum Center:
- h. If fire occurs in other areas of the Hanmaeum Center building, it will activate the alarm system of the whole building, in which case also, the same procedure as in the preceding paragraphs will be followed.

Threat from External Source

The following is the procedure to be followed by staff and students in the event of a threat to the school from an external source. If an external threat to the school in the form of an external source preventing immediate evacuation is detected by a staff member, they are to immediately alert the admin office who will make a P.A announcement for the students to gather in the library.

- a. Principal and Caretaker to immediately secure all access points to school and continuously circulate, checking that access points have not been breached and to allow parents or people with granted access entrance if necessary. All staff are to be given walkie-talkie devices to communicate with each other. Principal to constantly circulate between access points, library and admin office keeping up to date with relevant information
- b. All students are to gather in a secure room (Library) collectively for ease of evacuation and under the supervision of two teachers or staff members.
- c. Three key Admin staff are to remain in the admin office: Mr. Paul Kim, Ms. Esther Yeo and Ms. Yujin An.
 Paul Kim – To contact police, secure transport / bus and collect information regarding external threat for circulation to staff and parents.
 Esther Yeo – To field calls from parents and send out information to staff and parents from Mr. Kim.
 Yujin An – To contact parents of students to notify them of evacuation procedure and off-site muster point.
- d. Once police escort has been ensured and transport is ready and all parents have been contacted as to where the off-site muster point is (Bangeojin Foreigner's Apartment Compound) students will line up in an orderly fashion to exit through the most appropriate exit.
- e. Principal and Caretaker are to lead the students through the exit with staff members accompanying students to the police escorted transport that is ready and waiting.
- f. Once all students are accounted for on the bus it may depart for the allocated muster point.
- g. At the muster point students are to be collected by parents and this is to be confirmed by teachers.

Earthquakes

The following is the procedure to be followed by the entire school to prevent students and staff from sustaining injuries from earthquakes.

In case the earthquake is felt by all staff and students:

- a. Teachers immediately instruct the students to take cover under the desks or tables and
- b. the staff and students remain under cover until shaking stops.
- c. As soon as the shaking stops, teachers take the students to the muster point, i.e., the futsal pitch, carrying contact forms with them. Teachers and students will wait at the futsal pitch for at least 15 minutes until the admin staff's guidance.

- d. In the meantime, as soon as the shaking stops, the admin staff check for any structural damage to the building in conjunction with the Hanmaeum Center safety personnel. In case no structural damage has been found and the government advises it is safe to return to buildings, the Principal will take a decision for the staff and students to return to their classrooms.
- e. However, in case damage to the building structure has been found and/or the government advises it is not safe to return to buildings, the teachers and students shall remain on the futsal pitch. The admin staff immediately notifies all parents to come and pick up students from the muster point.

In case the earthquake is felt by some but not all staff and students:

- a. The relevant teachers immediately instruct the students to take cover under the desks or tables and the staff and students will remain under cover until shaking stops.
- b. As soon as the shaking stops, the teachers check with the Principal and the admin office regarding the need to take the students to the muster point. If the Principal determines that evacuation is necessary, the teachers and students swiftly move to the muster point (If the principal determines otherwise in consultation with the admin office, the teachers and students shall stay in the classroom). Teachers and students will wait at the futsal pitch for at least 15 minutes until the admin staff's guidance. After 15 minutes, the procedures under the preceding paragraphs will be followed.

In case the earthquake is undetected:

- a. When the government announces that an earthquake with a magnitude of 5 and above has occurred in Ulsan area even when the earthquake has not been felt, the admin office sounds alarm and announces the details of the earthquake through the PA system and the teachers take the students to the muster point.
- b. The admin staff check for any structural damage to the building in conjunction with the Hanmaeum Center safety personnel. In case no structural damage has been found and the government advises it is safe to return to buildings, the Principal will take a decision for the staff and students to return to the classrooms.
- c. However, in case damage to the building structure has been found and the government advises it is not safe to be inside buildings, the teachers and students will remain on the futsal pitch. The admin staff immediately notifies all parents to come and pick up students from the muster point.