



Parent Handbook 2022/23

Updated - May 30th 2022

1 General

1.1 School Statement

The School Statement sets out the shared vision of education shared by all members of the school community and is used to guide all decision making at all levels of the school

Vision

We aim to ensure that all students at HFS grow into responsible global citizens with a love of learning, resilience and compassion toward fellow human beings

Mission

- To deliver an engaging curriculum of broad content through rich learning experiences in a stimulating educational environment
- To ensure everyone embraces diversity and treats each other with dignity and respect
- To encourage our students to strive for academic excellence
- To encourage our students to be curious, creative and critical thinkers
- To nurture confidence, self-discipline, and teamwork in our students
- To help students grow into global citizens with an international mindset and environmental awareness
- To provide a safe and secure educational environment for all our students with a commitment to their safety and wellbeing

Core Values

Our Core Values are the way we talk to our students about the school's vision and mission and you should hear your child talking about these values. Star of the Week awards are given each week based on the core values

HFS Core Values are...

Curiosity - Creativity - Confidence - Respect - Responsibility - Leadership

Teamwork - Growth Mindset - International Mindset - Environmental Awareness

Our Core Values are the way we talk to our students about the school's vision and mission and you will hear your child talking about these values. Star of the Week awards are given each week based on the core values

1.2 Accreditation

Hyundai Foreign School (HFS) is fully accredited by the Council of International School (CIS). CIS accreditation involves the school complying with CIS standards and being subject to regular inspections.

CIS standards cover:

- Purpose and Direction
- Governance, Ownership, and Leadership
- The Curriculum
- Teaching and assessing for learning
- Well-being
- Staffing
- Premises, facilities, technology systems, and auxiliary services
- Community and home partnerships



The school's latest CIS inspection report stated:

At HFS, all staff are dedicated to the students in their care. Every child is known by name and individual needs and talents are known as well.'

'Hyundai Foreign School is a small, close-knit community where a totally dedicated staff care for and support each individual child.'

'Students report enjoying their learning, feeling happy and safe at school and enthusiastically discussed aspects of their learning and school life, in particular, international-mindedness.'

1.3 School Site

Hyundai Foreign School has been located at its current location in the Hanmaum Centre since September 2018. The school occupies one entire floor of this facility and also has access to additional resources located on-site. The facilities available at the current site have been carefully designed and adapted to best meet the educational needs of our students and were praised by our accreditation agency, the Council of International Schools. The health and safety of our students is always our highest priority and therefore extra attention has been paid to these aspects. The school site is regularly inspected by Korean and international agencies and policies and practices are in place to ensure that we provide a safe and stimulating educational environment.

While the school truly believes that we are able to provide an outstanding international education at our current site we would dearly love to move to our own dedicated site as soon as possible.

The Hyundai Schools Foundation and Hyundai Heavy Industries are committed to relocating the school to a new site when the student numbers reach and are maintained at around 55-60 students. Should this number of students be reached the process of moving to a new site would be put in motion. It is anticipated that such a move could be completed relatively quickly as a new site has already been identified and plans are in place for the necessary renovations.

Address

Hyundai Foreign School
 30 Badeurae 1-gil
 Dong-gu
 Ulsan
 South Korea
 44033

1.4 School Calendar

The latest version of the school calendar can be downloaded from the school website.

1.5 Staff

At HFS we are fortunate to have a talented and dedicated staff of teachers, teaching assistants and support staff. All our class teachers are fully qualified from the native country and many of our staff have been with the school for many years.

Job Title	Name
Executive Board Member	Mr. Paul E.S. Kim paulkim@hyundaiforeignschool.com
Principal	Mr. Dan Green dangreen@hyundaiforeignschool.com
Class Teacher	Ms Marie McClellan mariemcclellan@hyundaiforeignschool.com
Class Teacher	Mrs. Leigh Sim leighemmasim@hyundaiforeignschool.com
Class Teacher	Mr. Nathan Dunn nathandunn@hyundaiforeignschool.com
Class Teacher	Mr. Andre de Klerk andredeklerk@hyundaiforeignschool.com
Class Teacher	Mrs. Leah Eyerly leaheyerly@hyundaiforeignschool.com
Trainee Teacher	Ms Emma Temple emmatemple@hyundaiforeignschool.com
Art Teacher / Teaching Assistant	Ms Yuli Kwak missyuli@hyundaiforeignschool.com
Music Teacher	Mr. Dan Green dangreen@hyundaiforeignschool.com

Korean Teacher	Mrs Gang Lee ganglee@hyundaiforeignschool.com
EAL	Ms Emma Temple emmatemple@hyundaiforeignschool.com
Teaching Assistant	Mrs. Jiyu Byun missjiyu@hyundaiforeignschool.com
Teaching Assistant	Ms. Jasmine Hong jasminehong@hyundaiforeignschool.com
Volunteer Teaching Assistant	Ms Barbara Kum barbarakum@hyundaiforeignschool.com
Office Manager	Ms Esther Yeo estheryeo@hyundaiforeignschool.com
Assistant Manager	Ms Yujin An yujinan@hyundaiforeignschool.com
Caretaker	Mr. Jungheon Choi /

1.6 School Day

The school day starts at 9 am and finishes at 3:30 pm

After school activities run from 3:30-4:30 pm.

A more detailed view of the school day for each class is available from the class pages on the school website

2 School Administration

The Admin Office deals with all non-teaching and learning issues, such as buses, uniforms, etc.

2.1 Admin Office Staff

Executive Board Member	Mr. Paul E.S. Kim paulkim@hyundaiforeignschool.com
Office Manager	Ms Esther Yeo estheryeo@hyundaiforeignschool.com
Assistant Manager	Ms Yujin An yujinan@hyundaiforeignschool.com

Most day-to-day issues are dealt with by Ms Yujin An who is contactable via email:

- admin@hyundaiforeignschool.com

2.2 Office Hours

The HFS office is open on school days from 8:00 am until 5:00 pm

2.3 Admissions

Admissions are managed by the Admin Office who can offer advice and support. Families wishing to enrol should complete an [Admission Form](#) on the school website. Admission applications are usually responded to within 1 week during term time, or at the end of holiday breaks.

Once admission has been approved you will be sent a Placement Letter stating 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.

2.3.1 Korean Passport Holders

Korean government restrictions apply to entry for students holding Korean passports.

Students holding Korean passports are only eligible if:

- one parent is a foreign national *or*
- they have lived abroad for at least three years (1,095 days)

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.

2.3.2 Class Placement

Students are placed in classes according to the table below.

2022/23 School Year	Class	Curriculum Stage	Age	Birthdates Between	
	Too Young For School	Pre-school	1 or 2 turning 3 between September and August	1 September 2019	Today
	F1	Foundation Stage 1 (Kindergarten)	3 turning 4 between September and August	1 September 2018	31 August 2019
	F2	Foundation Stage 2 (Reception)	4 turning 5 between September and August	1 September 2017	31 August 2018
	Year 1	Key Stage 1 Lower Primary	5 turning 6 between September and August	1 September 2016	31 August 2017
	Year 2		6 turning 7 between September and August	1 September 2015	31 August 2016
	Year 3	Key Stage 2 Upper Primary	7 turning 8 between September and August	1 September 2014	31 August 2015
	Year 4		8 turning 9 between September and August	1 September 2013	31 August 2014
	Year 5		9 turning 10 between September and August	1 September 2012	31 August 2013
	Year 6		10 turning 11 between September and August	1 September 2011	31 August 2012
Year 7	Key Stage 3 Middle School	11 turning 12 between September and August	1 September 2010	31 August 2011	
Year 8		12 turning 13 between September and August	1 September 2009	31 August 2010	
Year 9		13 turning 14 between September and August	1 September 2008	31 August 2009	

2.3.3 Composite Classes

At HFS we operate composite classes, with more than one age range being taught together. Composite classes allow the school to utilize the resources available to us to best meet the educational needs of all our students. Composite classes also provide stability and allow us to make groups of students that will work well together. We are well aware of the potential issues associated with composite classes and work hard to mitigate these. We also strongly believe that composite classes, if managed properly, present many educational opportunities for all students that would otherwise not be present.

Due to our small class sizes, extra support available and the skill and dedication of our teaching team we are confident that we can provide an outstanding education for all our students. Our teachers are well-trained and experienced in providing differentiated instruction and also in taking advantage of the opportunities presented by composite classes. We are dedicated to making the small size of our school a strength by paying close attention to the individual needs of each student.

Due to the nature of our main clients, it is often difficult to predict future student numbers with any accuracy. Projects arrive and leave the shipyards regularly and information about prospective students is often difficult to obtain. Class compositions are reviewed regularly and we can make changes quickly if circumstances change. We are also flexible in terms of placing students in classes. In circumstances where the school and parents agree that the educational needs of a student would be better met in a different class, we are willing to move students. Students are regularly assessed to ensure that they are benefiting from the educational program we offer and strategies are in place to deal with issues that may arise.

2.3.4 Students with Low Levels of English Language Ability

HFS has no English language proficiency requirements for admission and accepts students regardless of their English language level.

At our school the language of instruction is English and students are expected to use English at all times, both inside and outside the classroom. We do however accept that a student's home country language is an important part of their identity and students are not reprimanded for occasionally speaking their native language.

We often find that students joining with a low level of English proficiency can make amazing progress when exposed to English every day in the classroom and whilst playing with their classmates.

We are well used to welcoming students arriving from overseas with limited English proficiency and are experienced in helping these students to get the most out of their time in Korea.

While we are happy to accept students with a low level of English proficiency, we expect parents to have realistic expectations regarding the progress their children can make. Some parts of the curriculum will be difficult for these students to access and initially, school may be stressful. The right attitude is very important.

HFS also provides extra support lessons with a dedicated ESL teacher to help students identified as needing extra assistance.

2.3.5 Students with special needs

The school has limited capacity for students with severe special educational needs.

Please contact the Admin Office to arrange an interview before enrollment.

2.3.6 Waiting Lists

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.

2.4 School Fees and Payment

School Fee Payments are arranged directly with the Admin 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 the school in a sealed recycled envelope with the child's name, purpose and amount written on the outside.

2.4.1 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.

2.4.2 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 before the payment date. Payment, in Korean won, must be made before the commencement of each school term.

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

2.4.3 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.

2.4.4 Partial Payments

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

2.4.5 Hyundai Heavy Industries Discount

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

2.4.6 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. If a student is leaving and less than 2 weeks' notice is given, HFS reserves the right to withhold the tuition fee refund.

2.4.7 Payment Calendar

	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	₩3,000,000	₩3,000,000	₩3,000,000	₩3,000,000	Non-Refundable
		Returning Students	₩2,000,000	₩2,000,000	₩2,000,000	₩2,000,000	
Tuition Fee	Term 1 (25/08/2022~16/12/2022)	HHI Group	₩4,425,000	₩5,710,000	₩7,585,000	₩9,291,000	End of July
		Non-HHI Group	₩4,972,000	₩6,258,000	₩8,132,000	₩9,839,000	
	Term 2 (09/01/2023~24/03/2023)	HHI Group	₩3,017,000	₩3,893,000	₩5,171,000	₩6,335,000	End of December
		Non-HHI Group	₩3,390,000	₩4,267,000	₩5,544,000	₩6,708,000	
	Term 3 (10/04/2023~23/06/2023)	HHI Group	₩2,614,000	₩3,375,000	₩4,482,000	₩5,491,000	Middle of April
		Non-HHI Group	₩2,937,000	₩3,697,000	₩4,805,000	₩5,814,000	
	Total	HHI Group	₩10,056,000	₩12,978,000	₩17,238,000	₩21,117,000	
		Non-HHI Group	₩11,299,000	₩14,222,000	₩18,481,000	₩22,361,000	

2.4.8 School Bank Details

- A/C No. : 129-910014-97204
- A/C Name : Hyundai Foreign School
- Bank Name : KEB Hana Bank
- Swift code : koexkrse
- Please indicate the child's name and invoice No. in the payment details column upon remittance.

2.5 Students Leaving

- In order to prepare a final report and transfer certificate, we ask for at least one month's notice in writing to the Admin Office and class teacher confirming your child's/children's final day of attendance.
- 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

2.6 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 Admin Office.
- All students are strongly encouraged to wear their HFS uniform shirt (red or blue) Monday through Friday but it is not required.
- 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 sports goggles for PE class.

2.7 Student Absences

If your child is unable to come to school please phone or email the Admin Office by 8:30 am.

3 Teaching and Learning

3.1 High-Quality Teaching and Learning

At Hyundai Foreign School we believe that High-Quality Teaching and Learning...

- is **Engaging** - Students are engaged in the learning process
- is **Appropriate** - Students learn the skills and knowledge that are relevant to them
- is **Accessible by all** - All students have an equal opportunity to succeed

High-Quality Teaching also incorporates HFS Core Values:

- **Curiosity** - The natural curiosity of students is embraced
- **Creativity** - Students are encouraged to express their creativity through their learning and teachers are supported to teach in creative ways
- **Confidence** - Learning at HFS nurtures confidence
- **Respect** - Learning happens in an environment of mutual respect
- **Responsibility** - Students are taught to be responsible for their own learning
- **Teamwork** - Learning is organised in a way that encourages the development of teamwork skills
- **Leadership** - Opportunities to develop leadership skills are embedded in the curriculum
- **Growth Mindset** - Students are taught to develop a Growth Mindset approach to learning
- **International Mindset** - The learning that happens at HFS encourages the development of an International Mindset
- **Environmental Awareness** - Learning experiences foster Environmental Awareness

3.2 Our Curriculum

At HFS we use a combination of internationally recognised curricula to best meet the educational needs of our students.

3.2.1 Cambridge Primary International - Maths and English

Maths and English at HFS are based on the Cambridge Primary Curriculum. This curriculum provides details on what students should be learning at all levels and also forms the basis for internal and external assessment.



**Cambridge Assessment
International Education**

Cambridge International School

3.2.2 International Early Years/Primary/ Middle Years Curriculum

HFS also used the International Early Years/Primary/ Middle Years Curriculum for non-core subjects. These are topic-based curricula that cover all the non-core subjects such as history, geography, social studies etc.

**Fieldwork
Education**
Improving Learning



3.2.3 Other Subjects

All students also receive weekly lessons:

- Music - with a specialist music teacher
- Art - with a specialist art teacher
- Korean - with a specialist Korean teacher
- Physical Education (P.E)
- Personal, Social, Health Education (P.S.H.E)
- Digital Literacy

3.2.3.1 Korean

All students from Year 1 are offered the opportunity to take Korean lessons. Korean lessons are offered at various levels to suit everyone from absolute beginners to native speakers.

3.3 Reports

Written progress reports are published by the school twice a year. The Mid-Year Progress Report is published in January and an End of Year Report is published at the end of Term 3.

3.4 Parent-Teacher Meetings

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

3.5 Trips and Experiences

Generally, each class plans at least one field trip, event or experience in each term related to current studies. Parents may be invited to assist with supervision for some of these. Parents will be notified of all trips via updates on class web pages.

Permission forms outlining the programme, its purpose and what children need to bring are sent out 2 weeks in advance of all trips and the school completes pre-visits and risk assessments for all off-site excursions.

N.B - COVID-19 Restrictions are severely limiting the range of trips and experiences the school is able to provide but we are endeavouring to provide what we can.

3.6 After School Activities

We have after school activities Monday-Friday from 3:30 pm - 4:30 pm. School Activities cover a range of sports, arts, and personal interests. Additional activities may be offered by private organisations, at a cost. After-school activities run for 10 weeks of each term. An additional bus is available after the end of after-school activities.

3.7 Homework

All classes will receive homework set by the teacher. The class teacher will organise a homework system at the beginning of the school year and communicate this with parents. The expectation is that students should be spending around one hour a week doing homework.

There are a wide range of additional resources available, both online and offline, that students could use if more homework is wanted. Please contact your child's teacher or the Principal for advice.

3.8 Library

Students have weekly library time. They may borrow a maximum of 3 books at any time for a maximum of 2 weeks. Students who finish reading their books within the 2 weeks are welcome to return them and borrow more.

Lost books are charged at ~~£~~20,000 each.

3.9 Use of Computers at the School

All students at HFS make use of computer equipment such as tablets or laptops at school as part of their daily learning.

The school provides all computer equipment needed by students. All students are issued with a laptop computer and Lower School students also make use of tablets.

Students are also issued with a school email address and access to the Google Suite range of applications. Students are expected to use their devices and school accounts following the school Digital Citizenship Policy.

3.10 Test and Assessments

We use a range of tests and assessments to track the progress of our students

3.10.1 InCAS Assessments

InCAS Assessments are a series of online assessments produced by Cambridge Assessment. Students in Years 1-6 take InCAS Assessments twice per year - once at the beginning of Term 1 and again in the middle of Term 3. The results are used to track the progress students are making and identify strengths

and weaknesses on a school-wide level. EAL students will usually attempt InCAS Assessments as they are adaptive and start at a very easy level. The results of these tests are not published, but parents can ask for a Parent-teacher meeting to discuss them.

InCAS Assessments provide an age-standardised score for

- General Maths - comprising of
 - Number 1: This covers counting, informal arithmetic, partitioning and place value, fractions and decimals. The questions are non-curriculum based.
 - Number 2: This covers sorting, patterns, formal arithmetic, problem solving and algebra. The questions are non-curriculum based.
- Measure, Shape and Space
- Data Handling
- Developed Ability - comprising of
 - Picture Vocabulary: The pupil hears a word and selects the picture that best represents that word.
 - Non-Verbal Ability: A pattern appears on the left-hand side of the screen and the pupil must then find the corresponding pattern within a larger pattern on the right-hand side.
- Spelling
The pupil hears a word, which includes a sentence to put it in context. They then use the onscreen keyboard to select the correct letters for the target word.
- Mental Arithmetic
Assessing the pupil's ability to process numerical operations quickly and accurately

3.10.2 Cambridge Progress/Checkpoint Tests

- Cambridge Progress Tests are the standardised assessments for the Cambridge Primary and Cambridge Lower Secondary Programmes
- These tests take place in Term 3
- Cambridge Progress Tests are taken by students in Years 3 to 9.
- For students in Years 6 and 9 these tests are called 'Checkpoint' instead of 'Progress' and are externally marked
- Students take tests in Maths, English and Science

3.10.3 In-class test

Each teacher will have their own system of formative assessment and testing happening to their class.

Depending on their age students may do tests such as

- Weekly spelling tests
- Weekly multiplication tests
- Phonics assessments
- End-of-unit tests
- Practice tests for Cambridge Progress and Checkpoint

4 Students

4.2 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.

No specific foods are banned from school but we do encourage healthy eating.

4.3 Birthdays

Birthdays are celebrated at the end of each month. Parents who wish to send treats to celebrate their child's birthday are asked to...

- Consult with your child's teacher to avoid disruptions to class
- Make sure everyone is included (a whole class or the whole school)
- Individually portion treats such as bag of sweet or cupcakes are better than whole cakes that require cutting and sharing

4.5 Student Council

The school runs a Student Council which meets regularly with the Principal to talk about the school. Most students will get a chance to be involved with the School Council each year.

4.6 Student Behaviour

At HFS we believe:

- students need to be given clear boundaries
- students should be taught to understand the consequences of their actions
- praise and positive feedback are the most effective ways to encourage the right behaviour
- Our Core Values help students to understand what behaviour is expected

4.6.1 Consequences

When the wrong behaviour is shown by a student the following consequences will be considered:

- The teacher in charge will first point out the wrong behaviour and ask the student to fix it
- If the wrong behaviour continues the student will be taken aside for a longer talk about their behaviour and its consequences
- If the wrong behaviour is persistent the student will be asked to visit the Principal for a talk
- Parents will be informed if the previous steps are not effective in solving the problem
- Parents may be invited for a meeting to help find a solution
- If a solution cannot be found the school may proceed in accordance with school policy regarding cancelling enrollment

4.6.2 Parent's Concerns

If parents are concerned about the behaviour of a student at HFS they should contact their child's teacher or the Principal. Parents are asked not to try to deal with problems between students themselves. The school is much better placed to deal with such issues in a fair and non-confrontational manner.

4.6.3 Miscellaneous Rules

The following are some little rules we expect all students to follow

- Chewing gum is not permitted in school
- Students must walk in the corridors
- Mobile phones must be handed to class teachers during school hours

4.7 Student Information Policy

Student personal information is collected by the school for reasons outlined in HFS Child Safeguarding & Protection Policy which can be found on the school website.

4.8 Personal Property Policy

Students are discouraged from bringing toys, games or other personal items to school. Although these items are not banned, if used within reason, the school may ask that a particular item not be brought to school again if it causes problems.

4.9 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 not responsible for damage 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. Mobile phones should be turned off and handed to the teacher at the beginning of the school day.

6 The School Day

6.1 Morning Drop Off

- Most of our students arrive on the school bus but some students are dropped off by parents
- Students should not arrive before 8:45 am.
- 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 Admin 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 their parents
- 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.
- Lower School students will take the elevator with a staff member. Upper School students will be escorted up the stairs by a staff member.

6.2 End of School Day

- 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 be escorted to the school bus by the staff member on duty.
- Lower School students will take the elevator with a staff member. Upper School students will be escorted up the stairs by a staff member.
- Students who will be attending after-school activities will assemble in the Library
- Students who are awaiting collection from their parents will wait in Library
- HFS operates the bus for students attending the after-school clubs and thus the same procedure for escorting the students to the bus will apply upon completion of the after school activities. Students who have attended after-school activities should be picked up by their parents at the Main School Entrance.

6.3 School Bus

- The school bus is provided free of charge in Dong-gu area.
- Students using the school bus must have registered to do so with the office.
- If parents wish to change the child's bus arrangements we require a phone call or email to the Admin Office. We cannot allow changes based on students' say-so.
- Up to date information regarding bus stops and times is available from the Admin Office or the school website.

6.4 After School Activities

- The school offers a range of after-school activities for students in Years 1 and above.
- Details of after-school activities are published in the School Newsletter
- Activities run for 8 weeks each term and students are expected to attend regularly
- A bus is available after activities

6.5 Assemblies

School assemblies are held on Fridays after lunch.

At assemblies we...

- Handout Star of the Week Certificates
- Celebrate birthdays
- Talk about good things and bad things that have happened at school that week
- Share things we have been learning
- Sing songs
- Make announcements

7 Health and Safety

7.1 Parents Responsibilities

Parents have the responsibility:

- To inform the teachers about specific medical issues, e.g medicines, food dislikes, allergies
- To allow students to attend school only if they have no infectious diseases that could affect other students or teachers
- To provide a direct phone number where they can be reached in case of an emergency along with an alternative nominated adult
- To ensure all information provided on the Emergency Contact Form is correct and up to date
- To provide written authorization for teachers to perform first aid and take all necessary emergency decisions in case of medical emergency through the signature of the emergency contact form. If authorization is not given then alternative arrangements should be clearly stated

7.2 Air Quality and Yellow Dust

Korea sometimes suffers from periods of poor air quality that can affect the operation of the school.

The school monitors the air quality through the official government website and takes appropriate action to ensure the health and safety of the students.

At times when the air quality is particularly bad, outdoor activities may be restricted or cancelled.

7.3 No Smoking

Smoking is not permitted within 10 meters of the entrance of the Hanmaeum Center or close to the walkways around the building.

7.4 Medications

- All medications that will be taken at school should be reported to the Admin Office by email

- The Admin Office Staff may seek additional information regarding medications that arrive with students

7.6 Contact Forms

The school requires that all students attending HFS have completed an up-to-date contact form. If you move house or any other details on the contact form change, please contact the Admin Office to update our records. The Contact Form is available on the School Website under 'Admissions'

8 Parents

8.1 School Newsletters

A School Newsletter is published every Friday during term time. The newsletter features information about upcoming events and other important information. Newsletters are automatically sent to the email address provided on your contact form, as well as posted on the school webpage. If you would like to receive the school newsletter to a different email address, please contact the Admin Office.

8.2 Class Updates

In addition to the School Newsletter, each class also publishes a Class Update every Friday during term time. The Class Update is a great way to keep track of what students are learning in class, as well as other important information. Class Updates are automatically sent to the email address provided on your contact form, as well as posted on the school webpage. If you would like to receive the Class Updates to a different email address, please contact the Admin Office.

8.2 PTA

The PTA is an informal group that meets as required to organise events in consultation with the school. All PTA fundraising is used to run the PTA events. The PTA has helped organise Halloween parties, graduation parties and other such events in the past. New parents are always welcome. Details of PTA meetings and events are published in the school newsletter.

8.3 Parent Volunteers

There are various opportunities for parents to volunteer to help in school. In the past parent volunteers have been involved in activities such as reading with students, accompanying trips, organising the library and running after-school activities. If you are interested in volunteering in school please contact the Principal.

8.4 Consultative Committee

- The School operates a 'Consultative Committee' which meets once a term
- The objectives of this committee are:
 - To ensure smooth and effective communication amongst all stakeholders in the school
 - To help the school community acquire an improved understanding of the operation of the school
 - To more readily listen to the views and opinions of the school community and reflect them in the management of the school

- Two parents are elected to be members of the Consultative Committee
- If you are interested in standing for election further details can be obtained from the Principal

8.5 Parking for Parents

- Parents can park their cars in the open parking area of Hanmaeum Community Center after receiving a parking permit from the Admin Office and payment of a refundable deposit of KRW 20,000.
- Parking is allowed inside the open area behind the water fountain from 8:30 am to 9:30 am and from 3:00 pm to 5:00 pm to escort their children to and from the school.
- 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 Admin Office