



# POLICIES & PRACTICES

2015-16 Edition

Revised: March 11<sup>th</sup> 2016

# Policy Overview

*Hyundai Foreign School (HFS) is owned by Hyundai Heavy Industries (HHI) and managed through the HHI Overseas PR Dept. It is a non-sectarian, non-profit, privately owned and funded, tuition based; Foundation 1-Year 9 School.*

*HFS is founded upon current international pedagogical standards with a basic 'British Style' approach, and all teaching in English.*

*HFS is a 'Foreign School' under South Korean School regulations and operates under the jurisdiction of the Ulsan Education Authority.*

*HFS is governed by an appointed HHI School Manager working in conjunction with the appointed School Principal and in open consultation with representatives of the staff and parent community.*

*The Principal working with the Senior Leadership Team (SLT) manages day to day operation including staff & student management, recruitment, academic and extra-curricular programmes, resources and general administration.*

*Financial and asset management, employment contracts & benefits, facility development and maintenance, HR and ancillary staff are overseen and managed directly by HHI.*



# HYUNDAI FOREIGN SCHOOL

*Excellence in International Education*

국제교육의 우수성

## 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

## MISSION

At HFS we endeavour to:	As Shown By:
<ul style="list-style-type: none"> <li>• Provide accredited British based international education, in a Korean setting</li> <li>• Give a period of strength and continuity in our students' education journeys</li> <li>• Develop students who are; respectful, responsible, tolerant and confident</li> <li>• Enhance expatriate family life in Ulsan</li> </ul>	<ul style="list-style-type: none"> <li>• Cambridge Curriculum</li> <li>• CIS Reviews &amp; Accreditation</li> <li>• Assessment Data &amp; Placement Strategy</li> <li>• Social Education Programme</li> <li>• Awards and Recognition</li> <li>• Student Council</li> <li>• School Events &amp; Activities</li> <li>• HFS Charter (Strategic Plan)</li> </ul>

## VISION

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<ul style="list-style-type: none"> <li>▪ Delivers an engaging curriculum of broad content</li> <li>▪ Achieves strong academic results</li> <li>▪ Connects students with our Korean context</li> <li>▪ Provides rich learning experiences and real life applications</li> <li>▪ Has a diverse staff of well qualified international teachers</li> <li>▪ Reflects the international character of staff and students through; Studies, Celebrations, Languages and the Arts</li> <li>▪ Embraces diversity and treats everyone with dignity and respect.</li> <li>▪ Has a close connection with our parents and community</li> </ul>	<ul style="list-style-type: none"> <li>• Class Overviews</li> <li>• Trips and Experiences</li> <li>• Student Data &amp; Standardised Testing</li> <li>• External Assessment &amp; Results Analysis</li> <li>• Term Planners &amp; Timetables</li> <li>• Staff Profiles &amp; Recruitment</li> <li>• IPC topics and adapted curricula</li> <li>• Handbooks, Policies and Procedures</li> <li>• School Events &amp; Activities</li> </ul>

## CORE BELIEFS AND VALUES

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# HFS POLICY RAINBOW

	POLICY AREA	POLICY TOPICS COVERED	
<b>1</b>	<b>School Administration</b>	<ol style="list-style-type: none"> <li>1. Policies/Review</li> <li>2. Communication</li> <li>3. School Calendar</li> <li>4. School Timetable</li> <li>5. Use of Grounds &amp; Facilities</li> </ol>	<ol style="list-style-type: none"> <li>6. Strategic Planning</li> <li>7. Handbooks</li> <li>8. Parent Concerns</li> <li>9. Class size &amp; Structure</li> </ol>
<b>2</b>	<b>Curriculum</b>	<ol style="list-style-type: none"> <li>1. Learning and Teaching</li> <li>2. Agreed Curricula</li> <li>3. Achievement &amp; Assessment</li> <li>4. Reporting</li> <li>5. English Support</li> </ol>	<ol style="list-style-type: none"> <li>6. LEOTC</li> <li>7. Library</li> <li>8. Specialist subjects</li> <li>9. Social Education</li> </ol>
<b>3</b>	<b>Personnel</b>	<ol style="list-style-type: none"> <li>1. Good Employer</li> <li>2. Performance Management</li> <li>3. Contracts</li> <li>4. Professional Development</li> </ol>	<ol style="list-style-type: none"> <li>5. Recruitment</li> <li>6. Teacher release time</li> <li>7. Personal Information - Staff</li> </ol>
<b>4</b>	<b>Students</b>	<ol style="list-style-type: none"> <li>1. Enrolment &amp; Classification</li> <li>2. Uniform &amp; Dress Code</li> <li>3. Student Council</li> </ol>	<ol style="list-style-type: none"> <li>4. Attendance</li> <li>5. Behaviour</li> <li>6. Students with Special Needs</li> </ol>
<b>5</b>	<b>Parents</b>	<ol style="list-style-type: none"> <li>1. Parent Consultation</li> <li>2. Parent Groups</li> </ol>	<ol style="list-style-type: none"> <li>3. Parent Concerns</li> <li>4. Parent Engagement</li> </ol>
<b>6</b>	<b>Health &amp; Safety</b>	<ol style="list-style-type: none"> <li>1. Safeguarding</li> <li>2. Smoke Free</li> <li>3. Medication &amp; Allergies</li> <li>4. Chemical Spraying</li> </ol>	<ol style="list-style-type: none"> <li>5. Emergency Management</li> <li>6. First Aid</li> <li>7. Extreme Weather</li> </ol>
<b>7</b>	<b>Resources &amp; Equipment</b>	<ol style="list-style-type: none"> <li>a) School Budget</li> <li>b) Cleaning</li> </ol>	<ol style="list-style-type: none"> <li>c) School Resources</li> </ol>

# 1. School Administration

## 1.1 Policies/Review

- a) HFS Policies are organised in a Rainbow of 7 Key sections: School Administration, Curriculum, Personnel, Students, Parents, Health & Safety, Resources & Equipment
- b) Sub-sections provide policy for identified areas within each section of the Policy Rainbow. The operational aspects (guidelines) of each policy in many cases are recorded in Staff or Parent Handbooks rather than in the body of the policy.
- c) Each section of the Policy Rainbow is reviewed on a monthly rotation in consultation with the appropriate groups of stakeholders: HHI, Principal, SLT, Teachers, Parents, and Students etc...
- d) Necessary amendments are identified through the review process and are confirmed in discussion with the School Manager and Principal prior to changes being made to the master list
- e) In areas where policy is absent the Principal has authority to act when necessary, subject to the boundaries of HHI operation and in discussion with the School Manager

## 1.2 Communication

- a) HFS communicates with parents primarily through the school webpage. It is the only endorsed source of printed information from the school.
- b) Class and school notices are updated on the webpage weekly as required.
- c) Use of printed paper notices are avoided for financial, environmental and time management reasons.
- d) The webpage provides: Base information and notifications/newsletters for parents, internal communication for staff, enrolment information and forms for new families, class plans, notices and programme information as well as pictures of students learning and school events.

## 1.3 School Calendar

- a) The School Calendar is drafted by the Principal in December and confirmed in January for the coming school year.
- b) The School Year begins within 1 week of September 1<sup>st</sup> and ends within one week of June 30.
- c) The school year covers 175-180 days of contact.
- d) HFS holidays include approximately 3 weeks including Christmas/New Year, approximately 2 weeks covering Easter, Korean National Holiday periods including Chuseok, Lunar New Year, as well days for: Buddha's Birthday, Hangulnal, Children's day, Independence day,

## 1.5 Use of HFS Grounds and Facilities

- a) HFS rooms and facilities are available for use by approved community groups outside school hours
- b) Bookings are made through the school office.
- c) School users must agree to accept responsibility for any cleaning, restoration and repairs resulting from their booking.

## 1.6 Strategic Planning

- a) HFS has a 3 year strategic plan to guide school development and improvement
- b) The strategic plan includes input from all school stakeholders: HHI, SLT, Staff, Parents and Students
- c) The strategic plan is updated annually to provide a detailed annual plan of goals for the current year
- d) Progress against the Annual plan is reported to parents and HHI each term
- e) Headings in the annual plan include:
  - Administration & Finance
  - Curriculum & Learning
  - Resources & Facilities
  - Personnel
  - Students
  - Community

## 1.7 Handbooks

- a) A school 'Parent Handbook' is provided to parents, via the webpage, summarising operational information about HFS pertinent to parent's needs
- b) A school 'Staff Handbook' is provided to teachers and assistants, summarising operational and organisational information about HFS pertinent to staff needs
- c) The handbooks are updated in June each year

## 1.8 Parent Concerns

- a) Parents with concerns should always discuss them initially with the person directly responsible for the matter i.e. Class matters with the class teacher, staff matters and general school matters with the Principal.
- b) Parents who require more consideration of their concerns may then raise them with the Principal, or if appropriate, the HHI School Manager.
- c) HFS endeavours to resolve matters quickly and directly with all parties. Outcomes of serious matters will be provided in writing by the Principal or the School manager.
- d) Parents may be asked to put concerns in writing to facilitate fair replies and investigations.
- e) It is not appropriate to raise specific or private concerns in public discussions or at school meetings.

Founding Day, Labour Day, Memorial Day and for the HHI Company Foundation Day.

- e) A Term Planner is provided to parents at the start of each term providing details of meetings, trips and other school events.

#### 1.4 School Timetable

- a) Students go to class at 8:45am each morning with lessons beginning at 9:00am
- b) Y1-9 Classes finish at 3:30pm: Monday, Tuesday Thursday and Friday. 12:15pm on Wednesdays.
- c) F1 Classes finish at 12:00noon each day, F2 at 3:00pm.
- d) Each class publishes a specific timetable showing when specific subjects are taken in line with the Master Timetable

#### 1.9 Class Size and Structure

- a) Maximum intended class size  
EYC - F1 – 12, F2 - 16  
HFS Main - Y1-9 – 20
- b) Maximum intended class sizes may exceeded slightly for forecast short periods before an expected drop or during the interim before a planned new class is created. Otherwise waiting lists will be imposed once maximums are reached.
- c) Composite (multi-level classes) will be created when there are likely to be less than the max class sizes across 2 or more classes and 2 or more consecutive year groups.
- d) Maximum Capacity of HFS; based on the above figures and existing class spaces, would be:  
2x F1 = 24, 2x F2 = 32, 10x Y1-9 = **Total = 232**

**This policy is reviewed annually: J F M A M J J A S O N D**

by:  HHI Manager  Principal  SLT  Teachers  Parents  Other: \_\_\_\_\_

## 2. Curriculum

### 2.1 Learning and Teaching

- a) While there is no formula that will guarantee learning for every student in every context, there is extensive, well-documented evidence about the kinds of teaching approaches that consistently have a positive impact on student learning. This evidence tells us that students learn best when teachers:
  - create a supportive learning environment;
  - encourage reflective thought and action;
  - enhance the relevance of new learning;
  - facilitate shared learning;
  - make connections to prior learning and experience;
  - provide sufficient opportunities to learn;
  - inquire into the teaching–learning relationship.

### 2.2 Agreed Curricula

- a) The base curriculum used at HFS is the National Curriculum of England and Wales
- b) At EYC the Early Years section of the National Curriculum is used as a base for teaching and assessment in Foundation stages 1 and 2.
- c) In Years 1-9 the Cambridge Curriculum (CIE) (which is based on the National Curriculum), is used for teaching and assessment in English, Maths and Science.
- d) The International Primary Curriculum Units (IPC) are used to guide Social Studies programmes in Years 1-9.
- e) Korean Culture, Creative Arts, Social Education and PE programmes are based on adapted versions of the National Curriculum
- f) Korean language lessons are based on the National Curriculum and the Korean Curriculum of New Zealand.

### 2.3 Achievement/Assessment

- a) At EYC students are assessed on an ongoing basis against the objectives in the Foundation Stage curriculum with outcomes recorded alongside evidence in the online Learning Journals. Summative evaluations are held termly.
- b) An assessment schedule is compiled at the start of each year documenting formal assessments to be completed on each child in Year 1-9.
- c) Most HFS assessment is ongoing and formative in nature, with regular use of feedback against success criteria to inform future learning.
- d) Assessment weeks each term summative learning data is compiled to demonstrate progress overtime in key areas of achievement and inform report grading sent home at the end of each term.
- e) Year 3-9 Students are assessed as achieving Below (B), or Meeting (M), or Exceeding (X) the learning expectations for their year level in

### 2.4 Reporting

- a) Students receive a progress report near the end of each term. This report is followed up with a parent interview to assist with explanations of report content and goal setting.
- b) The school reports general achievement information to parents at consultation meetings twice each year.

### 2.5 English Support Lessons

- a) HFS is not an English Language School; it is a school that teaches primarily in English.
- b) The Cambridge ESL programme is used to evaluate and teach students requiring additional support in English.
- c) Students assessed at Level 3 and below receive direct assistance from an ESL teacher. Students above this level receive class based support.
- d) ESL Students who are not responding to support programmes quickly enough to access the curriculum may be asked to attend home funded English lessons out of school hours to help them.
- e) ESL support is not offered to FS1 and FS2 aged students.

### 2.6 LEOTC (Learning Experiences Outside the Classroom)

- a) Students are involved in the care and enhancement of the environment.
- b) Students utilise the local environs for curriculum activities.
- c) A school plan is in place documenting appropriate skills and activities in relation to school camps and outdoor education.
- d) Safe practices are a feature of all out of school educational activities. Requirements include:
  - I. Pre-visit and Risk Assessment
  - II. Informed Consent by Parents
  - III. Risk Management Plan
  - IV. Principal Approval
  - V. Prior meeting with Parent Helpers & Staff

### 2.7 Library

- a) The school operates an effective, well-presented library at Main School and the EYC.
- b) Students are taught conventional library skills appropriate to their age.
- c) There is a 3 Year Plan to guide purchasing

### 2.8 Specialist subjects

- (a) HFS has specialist subject teachers for:
  - I. Korean Language and Culture
  - II. Creative Arts ( Music & Art)
  - III. PE
- (b) Students in Y1-9 attend specialist classes – this provides their class teachers with release time.

<p>identified areas of English, Mathematics and Topic Studies on school reports. Year 1-2 are assessed using the terms Emerging (E), Developing (D), or Secure (S)</p> <p>f) BMX and EDS grading are also used on reports to indicate attainment in Creative Arts, Korean, PE.</p> <p>g) Progress in Individual Education Programmes (IEPs) and Individual Behaviour Programmes (IBPs) are indicated by the terms 'not achieved', 'partially achieved' or 'fully achieved'.</p> <p>h) School reports also use symbols for: ☆ Always, ☺ Usually, ☹ Sometimes, and ☹ Concern to grade a number of areas of work habits, personal and social development.</p> <p>i) Teachers are expected to keep files of student achievement data to support professional judgements made for all school report grading.</p>	<p>(c) F2 classes may receive Specialist Teaching when the timetable allows.</p> <p>(d) Specialist teachers are required to assess individual student progress and keep records which are used to add comments to school reports each term.</p> <p>(e) Specialist teachers are employed on the basis of documented abilities and teaching qualifications in their specialist area.</p> <p><b>2.9 Social Ed</b></p> <p>a) There is an HFS Social Ed Curriculum covering aspects of positive interpersonal relationships, virtuous attributes and responsible behaviour.</p> <p>b) Social education lessons are timetabled weekly for every class.</p> <p>c) The school system of Awards and Recognition supports the social education programme.</p>
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**This policy is reviewed annually: J F M A M J J A S O N D**

by:  HHI MGMT  Principal  SLT  Teachers  Parents  Other: \_\_\_\_\_

## 3. Personnel

### 3.1 Good Employer

- a) In addition to all the protections for employees under Korean Law, HFS endeavours to provide safe, fair working conditions for all staff.
- b) All HFS are entitled to:
  - Fair & Transparent dealings in all aspects of their employment including processes relating to complaints, concerns and performance.
  - Trust and support from School Leadership and HHI Management.
  - Compassionate treatment in times of distress, loss and bereavement.
  - Administrative support with cultural situations and translation or language support for staff not fluent in Korean.

### 3.2 Performance Management

- a) There is an established system for appraising the performance of all teaching staff and assistants.
- b) Performance management is based on achievement of agreed indicators in key tasks and areas of responsibility (Job Description)
- c) Teachers are assessed against a set of professional standards and attested as having met these standards each year.
- d) Review documents and summaries are confidential to the employee, Principal and School Management.

### 3.3 Contracts

- a) All teachers have a 1 year renewable employment contract with HHI containing all details of employment matters.
- b) Teacher Salaries are determined by a salary scale relating to experience and qualifications.
- c) In addition to the contract, teachers and assistants also have a job description outlining key tasks and responsibilities.
- d) All Korean nationals and F-class Visa holders are required to submit a standard Korean criminal record check and a Korean sexual history record.
- e) Foreign nationals are not required to submit criminal record check as it a prerequisites for requiring a visa.

### 3.4 Professional Development (PD)

- a) HFS recognises the need for teachers to continue PD to add to personal skills and knowledge of teachers and to build capacity in the teaching team.
- b) A budget is provided for PD each year and is allocated to teachers by the Principal
- c) PD may include; attendance at courses/conferences, school visits, online study, professional reading and extra-mural papers.

### 3.6 Teacher Release time

- a) Release time is used for:
  - Professional Meetings
  - Classroom Administration
  - Marking
  - Planning & Preparation
  - Data entry
  - Display
  - Pre-Trip Visits
  - Parent Meetings
- b) School closes at Lunchtime on Wednesdays to provide for teacher Release time
- c) Additional teacher release is provided by classes taken by specialist subject teachers
- d) Efforts are made to ensure all teachers have similar amounts of release.
- e) Teachers with additional responsibilities may have additional release provided.
- f) Release time is allocated by the Principal through the school timetable.

### 3.7 Personal Information – Staff

- a) HFS gathers personal information on employees for a range of reasons: Employment credentials and qualifications assurance, HR and Visa requirement, Students safety assurance , Staff performance management and professional development
- b) This information is used to: Ascertain suitability for employment, Determine professional roles and responsibilities, Plan professional and school development, Make and maintain work visa applications, Monitor and evaluating performance, Investigate complaints, Personal information held by HFS may include: Current address & contact information both in South Korea and in home countries, Passports, alien cards, and visa details:- including those for family members, Work related medical information, Criminal record information, Work performance assessments, notes and reports, Salary information, contracts and job descriptions, Qualifications and employment credentials including confidential references, Details of complaints received about the staff member and related investigation notes
- c) Staff members may request to review contents of their own file at any time.  
The request to review contents does not apply to: Confidential employment information from previous employers or supplied referees, Interim observation notes or other incomplete teacher appraisal information, Elements of complaints deemed confidential for professional safety reasons and incomplete investigation notes relating to complaints received
- d) All personal records kept on staff, except those pertaining to child protection and safeguarding in which a staff member was found guilty, are destroyed 1 year following the completion of a

- d) PD will generally be awarded to school development needs over personal needs and interests. (Note: whilst a general equal figure is allocated to staff based on their position in the school, identified teachers may have more funds allocated due to their specific responsibilities or school needs. The intention is that this process is cyclic with different teachers benefitting each year over time.)

### 3.5 Recruitment

- a) Once vacancies are identified and recruitment approved by HHI, vacancies are advertised directly on the school website or in international teaching advertisement sites – TES and CIS
- b) Vacancies may instead be offered to Teacher Recruitment agencies requesting a list of suitable candidates.
- c) Candidates are longlisted by the Principal and shortlisted by the SLT.
- d) Shortlisted candidates are interviewed by a panel of SLT members and selections made.
- e) This process may be abbreviated by agreement of the School Manager as required.

contract or by agreement following a 'request to review' contents.

- e) Teacher performance and evaluation information, and complaint/investigation information, older than 2 years is summarized with only the summary of this information remaining on file except in student safeguarding complaints/investigations where a teacher was found guilty. In such cases
- f) The School Principal is deemed to be the School Privacy Officer and carries the responsibility for ensuring the spirit and actions of this policy are adhered to.
- g) All staff and volunteers are required to sign and adhere to the policies set out in the school's confidentiality agreement.

**This policy is reviewed annually: J F M A M J J A S O N D**

**by:  HHI MGMT  Principal  SLT  Teachers  Parents  Other: \_\_\_\_\_**

## 4. Students

### 4.1 Enrolment & Classification

- (a) Parents must provide a completed admission form with copies of requested documents to be considered for enrolment.
- (b) Enrolment is confirmed with a placement letter from the Principal
- (c) Student classification (class level) is determined by the Principal solely based on the child's birthdate used the UK classification system.
- (d) Students will not be placed in a year level other than that determined by age under the UK system.
- (e) Students younger than F1, and older than Y9 age limits, will not be enrolled.
- (f) New students may not start school between the 20<sup>th</sup> of May and the end of the school year.

### 4.2 Uniform & Dress Code

- (a) A daily school uniform is detailed in the Parent handbook and must be worn as directed
- (b) The student dress code supports the uniform with directions for what to wear on non-uniform days, when waiting for a uniform and what to wear with the uniform shirts
- (c) Parents of students who do not comply with uniform and dress code requirements will be contacted. Persistent non-compliance may be grounds for cancelling enrolment at HFS.

### 4.3 Student Council

- (a) A Student Council is established each year to provide students with a forum for input into school decision making and to foster positive student leadership.

### 4.4 Behaviour

- (a) The highest standards of student behaviour, language and dress, are expected and attained.
- (b) Clear procedures for unacceptable behaviour are in place.
- (c) Difficulties are addressed and parents informed at the early stages.
- (d) Incidents involving accusations of violence and bullying will be thoroughly investigated by the Principal prior to action being taken. All parties will be informed of the outcome in such cases, teachers and parents.
- (e) Parents of students who do not comply with behaviour expectations will be contacted. Persistent non-compliance may be grounds for cancelling enrolment at HFS.

### 4.5 Students with Special Needs

- (a) Students with known or suspected special learning or behaviour needs should be at time of application.

### 4.6 Attendance

- a) Attendance is recorded daily.
- b) Teachers inform the Principal and Parents in cases where attendance is of concern.
- c) Unexplained student absences are checked each morning by a call home from the office.
- d) Student vacations in term time are discouraged.

### 4.7 Personal Information - Students

- a) HFS gathers personal information on students for a range of reasons: Contact and Emergency contact information, Enrolment eligibility and suitability, Medical safety and Cultural or Religious preferences, Student learning and behaviour information to track needs and progress, Records of concerns and complaints
- b) This student information is used to: Contact parents, Determine legal enrolment and suitability for enrolment, Ensure student medical safety and cultural/theological sensitivity, Monitor and evaluate learning & behaviour, Investigate and record complaints
- c) Personal student information held by HFS may include: Current address & emergency contact information, Copies of passports, alien cards, immigration, travel or visa details:- including those for family members, Medical information, Behaviour and incident records, School assessments, notes and reports, Details of complaints received from the student's family or about the student and related investigation notes or reports, Photographs of students learning and participating in school activities
- d) Parents have a responsibility to keep the school office and class teachers updated with current contact and emergency information every time there is a change in family/student circumstances.
- e) Students (and their parents) may review their academic record with class teachers by request at any time.
- f) Non-academic student records may be viewed by request to the School Principal.
- g) Parents may present a case for non-academic items in their child's school records to be altered or removed. The final decision regarding any child's records content will be made by the School Principal and the reasons for or against requested changes will be provided to the family in writing.
- h) Different types of students' personal information are retained as follows: Deliberate identified student record files; hard-copy and electronic, are kept for up to 2 years following student departure (i.e. enrolment documents, school reports, behaviour records...), Individual items pertaining to students that have been communicated electronically (e.g. emails, test data...) may be present and retrievable in school systems indefinitely, Photographs of students learning and participating in school activities may become part of school archives and kept indefinitely, Collated versions of individual student achievement

<ul style="list-style-type: none"> <li>b) Some students with special needs may be deemed unsuitable for the HFS context.</li> <li>c) Some students with special needs may be asked to come with a parent funded assistant as a condition of acceptance.</li> <li>d) Students with special needs will have individual plans and may have adapted curriculum, lessons, assessment and reports – different from other class members</li> <li>e) HFS has an internal process for identifying, monitoring and/or supporting students with special needs which may result in the creation of an IBP/IEP.</li> <li>f) Students who have been identified as not progressing based the expectations set out in their IEP/IBP will have: <ul style="list-style-type: none"> <li>(a) Their parents/guardians informed in writing</li> <li>(b) A parent/principal/teacher/SENCO conference to determine suitable/alternative placement options</li> <li>(c) Or optional educational choices provided</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>data is kept indefinitely to record and demonstrate changes in school performance over time</li> <li>i) School staff members are not permitted to use personal information held on students for any reason other than those provided in point (2) above under the guidance of the School Principal.</li> <li>j) The School Principal is deemed to be the School Privacy Officer and carries the responsibility for ensuring the spirit</li> </ul>
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**This policy is reviewed annually: J F M A M J J A S O N D**  
 by:  HHI MGMT  Principal  SLT  Teachers  Parents  Other: Student Council

## 5. Parents

### 5.1 Parent Consultation

- (a) Parents are consulted with formally at Parent Consultation meetings held each term. These meetings cover planning input, school achievement data and topical issues.
- (b) The School Manager hosts a "Community Forum" each term to answer queries and share company information.
- (c) An annual School Questionnaire is circulated on a range of topics with feedback given directly to the parents at a consultation meeting

### 5.2 Parent Groups

- (a) Parent groups e.g. PTA exist outside school management for the benefit of students and community.
- (b) Groups wishing to be officially affiliated with HFS MUST have approval from the Principal and School Manager and must use official HFS sources for all published school information
- (c) Parent Groups must notify the school of all fundraising done in the name of the school and school agreement on the purpose for the funds
- (d) Fundraising groups may not approach teachers directly for 'wish lists'. A vetted and approved list of items for this purpose is drawn up by teachers each October for the remainder of the school year.

### 5.3 Parent Concerns

- (a) Parents with concerns are expected to follow school procedures as outlined in the Parent Handbook.
- (b) Attempts to publically escalate issues or embarrass the school or its staff using social media will not be tolerated.

### 5.4 Parent Engagement

- (a) HFS invites parents to engage with the school through a range of activities and events
  - Room Parents
  - Parent Helpers
  - Trips and Events
  - Notified Parent Assemblies
  - Open Mornings
  - Consultation Meetings
  - Sports Days
  - Library Support
- (b) Room Parents are selected from volunteers early each year to facilitate class communication and provide a mechanism for welcoming new families.

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## 6. Health & Safety

### 6.1 Safeguarding

#### Purpose

- a) The school's responsibility to safeguard and promote the welfare of children is of paramount importance to:
  - 1. Ensure the safety of children and learners
  - 2. Ensure that children perceive they are safe
- b) The school will work with other agencies and share information appropriately to ensure the safety and wellbeing of our students.

#### Reporting

- a) All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm, regardless of their role
- b) There is a culture of transparency, openness and, if needed, challenge with regards to maintaining high standards in safeguarding.
- c) Pupils and staff involved in child protection issues will receive appropriate support
  - 1. A member of staff may be appointed as a liaison upon request of staff involved in a child protection case.
  - 2. Ideally the liaison would be a senior member of staff.
  - 3. Staff should always be informed of their right to legal counsel.
- d) Staff appointed as a liaison are bound to:
  - 1. Maintain the confidentiality of all parties (unless they suspect a crime has been committed).
  - 2. Report the progress of the investigation to the staff member they represent.
  - 3. Remove themselves if they feel a conflict of interest or they themselves become involved in the same child protection issue.
- e) All suspected cases of abuse should be reported to directly to:
  - 1. The Principal, for all cases involving staff
  - 2. The Special Educational Needs Coordinator (SENCO) or Deputy Principal, for all cases involving the Principal
  - 3. The Police, for all cases where a crime may have been committed
- f) The Principal, Deputy Principal and SENCO are duty bound to report all case to the School manager, unless they have been directly implicated.
- g) If anyone making a report feels that it has not been acted upon duly, they are required to report the matter to another party mentioned in section 6.1 e

#### Actions

- a) All parties mentioned in section 6.1 f must follow up on **all** reports
- b) All follow up actions must be recorded. If the case involves a staff member the file will be kept in their confidential file as per the conditions set out in the *Personal Information Policy – Staff (Personnel 3.7)*

### 6.2 Smoke Free

- a) HFS is a "smoke-free" school.
- b) No person smokes on the school grounds or inside the school buildings at any time.
- c) Signage is in place to remind visitors.
- d) Adults do not smoke in front of students when on school trips or camps.

### 6.3 Medication & Allergies

- a) HFS is a nut free school
- b) Other food and/or scent restrictions may be enforced based on the needs of our students
- c) Only properly notified prescription medicines are used or stored at the school.
- d) Children are not given medication without prior approval of a caregiver. (In case of emergency when the Principal or his delegate may override this.)
- e) Students given medication have: time, date, medication, dose and adult doing the medicating recorded in the Medication record book.
- f) Students **MUST** notify school of all medical allergies and explain the severity of each.
- g) Students with Life Threatening allergies must leave appropriate medication in the Office – with instructions. These students will have their picture and allergy posted on the Emergency Board/Folder.

### 6.4 Chemical Spraying

Compound staff are asked not to spray insecticides and herbicides on the school grounds during school hours and without 24 hours' notice.

### 6.5 Emergency Management

- a) The school has a practice evacuation each term.
- b) Evacuation maps are displayed in all rooms.
- c) Off-site evacuations and lockdown scenarios are practiced each year.
- d) In the event of a serious incident occurring in school time eg Warfare, Earthquake, Forest Fire... and Phone networks are down, then the HFS 'Calamity Plan' comes into force
  - 1. HFS Staff (without family) will remain with students until they are collected by parents or approved parents' agents.
  - 2. If students need to evacuate, signage will be left on school gates indicating where students may be found.

### 6.6 First Aid

- a) All students receiving First Aid have their injuries and treatment recorded on the school illness/injury forms.
- b) In cases where we suspect students of having serious injuries or illnesses (e.g. Broken Bones), parents are notified immediately, asked to

- c) In cases involving a student, parents will be duly informed about the start and progress of an investigation.
- d) Parents may request access to investigative notes as long as they do no conflict with other HFS policies (e.g. releasing names of another student).

**Resolution**

- a) In all cases involving a member of staff the HFS principal and manager must agree on the final actions, unless one of them has been directly implicated in the incident
- b) In cases where a staff member has been exonerated, a record of the investigation will remain in their confidential record until:
  1. The staff member departs from HFS.
  2. A period of 2 years has passed without incident.
  3. All other parties involved in the incident no longer attend HFS and a request is made to remove the document is approved by the principal.
- c) Under no circumstance will the record of an individual who has been exonerated be shared with other schools, non-essential staff members, used in a reference, or used as reason to withhold another position, promotion or raise within HFS.
- d) In cases where a staff member has been accused for malicious reasons and has been exonerated, all details pertaining to the investigation will be destroyed.
- e) In cases where a staff member has been found guilty, a record of the investigation will remain on their confidential record for minimum of 2 years after their departure from HFS.
- f) In cases where a staff member is suspected of committing a crime, the police will be contacted and copies of the records provided to the proper authorities.

**Other Safeguarding Issues**

- a) For issues not covered by the above policies, investigating HFS staff members will refer to the *Safeguarding and Child Protection Handbook*, available on request from the principal's office.

collect their child and advised to seek medical attention.

- c) In cases where we suspect students of having serious injuries or illnesses and parents or nominated contacts cannot be tracked down, delegated school staff will take the child to Ulsan University Hospital, and a nominated staff member will care for the child until parents can be found.

**6.7 Extreme Weather**

- a) HFS may close during periods of heavy snow or other extreme weather conditions. Advance notifications will be posted on the website as soon as possible.
- b) During periods of moderate snow HFS will remain open on the understanding that we know students and staff from outside the compound may not be able to attend.
- c) Outdoor play will be cancelled for the following reasons:
  1. Moderate-heavy rain
  2. High winds
  3. The Air Quality Index is above 150
  4. The temperate is below -15C (including the wind chill factor) or above 35C.
  5. Any other weather deemed unsafe by the HFS staff.

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 by:  HHI MGMT  Principal  SLT  Teachers  Parents  Other: \_\_\_\_\_

## Resources & Equipment

### 6A School Budget

- a) Curriculum Teams indicate required purchases for the coming school year in June
- b) The Principal finalises requests for; curriculum, staffing, PD and general equipment in September for inclusion in a draft budget submitted to HHI in October.
- c) An approved budget is confirmed in November, with the financial year commencing in January.
- d) The Budget is intended to support school needs and initiatives as outlined in the Charter (Strategic Plan) and the curriculum team goals.
- e) Curriculum Spending is allocated subject leaders by the Principal, from the approved budget in January.

### 6B Cleaning

- a) Cleaning staff clean the school daily with respect to floors, kitchen, dining and toilet areas.
- b) Weekly routines ensure that doorknobs, table surfaces and spot cleaning is completed hygienically.
- c) Each month; windows, rubbish bins, entrances, and open shelves are wiped.
- d) Classroom mats are cleaned every holiday.
- e) Caretaking staff ensure a monthly programme of preventative maintenance is carried out
  - Spouting cleared
  - Leaves removed from surface drains
  - Air conditioning filters checked and cleaned
  - Playground equipment inspections
  - Fire escape inspections
  - Gate and door checks

### 6C School Resources

- a) Teaching resources that are stored in classrooms are the responsibility of classroom teachers.
- b) Teaching resources that are stored in the resource room are the collective responsibility of all teachers – overseen by curriculum Team leaders. Musical equipment and art supplies are stored and controlled by the Arts Teacher.
- c) Teachers who require Art items are expected to request these items in advance by direct approach to the Arts teacher. Students may not be sent to forage for their own items unsupervised and without prior arrangement.

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# HFS PLANNING & OVERVIEW CALENDAR

	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Admin		Health & Safety Policy Review	Resources & Equip. Policy Review			Curriculum Policy Review	Parents Policy Review	Personnel Policy Review		Students Policy Review	Admin Policy Review	
Curric.	INSET						INSET		INSET			
Staff	New Staff Induction				Leaving Indications		Renewals					Holidays & New Staff VISAs
Student	Induction	Camps			Shows & Winter Break		Senior Trip		Spring Break			Holidays
Parents			Consultation Meeting	Forum Meeting		Questionnaire	Consultation Meeting		Consultation Meeting	Forum Meeting		
H & S		Fire Drill				Lockdown Drill		First Aid Course		Off-Site Evac Drill		
Stuff			Draft Budget	Confirmed Budget		New Financial Year				Budget Plan	New Year Orders	

Revised: March 11<sup>th</sup> 2016

