



ACCREDITATION SERVICE

Calle Almirante 3 - 1º izda
28004 Madrid
Spain

t +34 91 522 6395
f +34 91 521 4068
e cismadrid@cois.org
url www.cois.org

27th May 2011

Mr. Hugh Dyson
Headteacher
Hyundai Foreign School
260 Seobudong
Dong-ku
Ulsan 682 030
South Korea

Dear Hugh,

*Award of CIS Accreditation
with Special Report Requirement*

The Board of Trustees of the Council of International Schools has now completed its study of the report submitted by the April 2011 CIS Visiting Team to your school. Board Members have also considered the Visiting Team's recommendation, and that of the CIS Accreditation Service and its Advisors, with regard to your school's status within the accreditation process. I am pleased to inform you that the Board's decision was to award accreditation to Hyundai Foreign School with immediate effect, though please note that there is a follow-up Special Report requirement. Warmest congratulations to you, your staff, and the entire school community on this achievement.

In reaching their decision, Board Members took into account the Visiting Team's commendations, including:

- The School owners (HHI) for supporting and formally adopting the new Philosophy and Objectives statement
- The EYFS Staff for their coordination, implementation and delivery of a comprehensive, child-centred, developmentally appropriate curriculum.
- The Lower School Staff for their commitment to continued curriculum development and the documentation of the curriculum.
- The quality of planning and the wide variety of teaching and learning styles that support students of different abilities in English.
- The Mathematics staff for the use of regular assessment and student tracking grids to ensure that students' ability levels and learning styles are taken into account in the delivery of the curriculum.

- The Science teacher for the work done to date on documenting the curriculum for Years 7 to 9 and setting up the Science room.
- The School Management and HHI for recognizing and supporting the promotion of Korean language and culture as an important aspect of the educational experience HFS offers to the children of HHI's clients.
- The School for providing a full time specialist Art teacher and a well-resourced Art room available for all classes.
- The Music teacher for involving the school in festivals outside school, thus providing students with the opportunity to perform.
- The School for the new PE programme which is proving to be a positive attempt to consolidate available resources and expertise in the best interests of the students.
- HHI for its role in ensuring the long term financial stability of the school.
- The Staff for providing a warm, caring and nurturing environment where the students are obviously happy.
- The Staff for the way that they cater for both the learning and medical needs of all students by creating a very supportive and caring environment throughout the school.
- The Library Coordinator and Headteacher for significant developments in increasing reading materials available in the library to students of all age levels.
- The School for the formation of the Parent Representative Group to allow parent opinion to be voiced.

Although the Visiting Team clearly viewed the school very positively, it made many recommendations. The school will need to address these in coming years, and particular attention should be given to the recommendations that:

- The School specify, with more detail, the process for monitoring how successfully the Philosophy and Objectives are being put into process.
- The School formalize a process for curriculum articulation to take place for the transition between the Early Years Foundation Stage and Year 1.
- The SMT and Staff develop a systemic plan for curricular review within the Lower School to ensure that expectations, outcomes and assessment data (internal and external) are shared with teachers, parents and students on a regular basis.
- The School Management consider a restructuring and/or extension of the school day to provide more instructional and common planning time.
- The results of student assessment within the IPC be analysed and interpreted for the information of parents and students to enhance student learning.
- The School Management clarify remuneration procedures and consider the implementation of a transparent salary structure.
- The Headteacher make every effort to explore professional development opportunities for staff.
- The School Management should consider options for extending the contracts of quality Korean staff.
- The School review its philosophy and approach to supporting the needs of all learners in terms of staffing provision and appropriate job descriptions.
- The School look into the first aid training options for its staff to ensure that all staff are suitably qualified and maintain their qualified status.
- The School Management develop systems to increase the availability of IT technical support personnel to the teachers on a daily basis.

In addition, there was sufficient concern about the vertical and horizontal articulation of the curriculum, the use of the Libraries, and the coordination of professional development that CIS Board members request Hyundai Foreign School to submit a Special Report by 1st March 2012 showing how the following issues have been, or are actively being, addressed and/or resolved:

Special Issue One

The Headteacher and School Management, in conjunction with relevant stakeholders, should create strategic educational and financial plans with clearly defined goals and criteria for success, which are made known to the school community

Special Issue Two

The School should develop parent and student handbooks. These should include guidelines for student behaviour and consequences for misconduct and information on the day to day running of the school. They should be written in language that is understood by the target audience, and consideration should also be given to making them available via the School's website.

Special Issue Three

The Headteacher and the Senior Management Team should develop and implement a clear and transparent structure for staff appraisal leading to defined professional goals and targets.

Special Issue Four

A school-wide lockdown procedure should be created and incorporated into the school's emergency protocols

Your Special Report should include description and documentary evidence to demonstrate that the four Special Issues have been comprehensively addressed. CIS retains the right to require, if necessary, a Special Visit after receipt of the Special Report to monitor its contents. Guidance for schools on preparing a Special Report is given in Chapters Eleven and Twelve of the booklet "*Accreditation Decisions and Subsequent Procedures*" which will be sent to you from the CIS Accreditation Office.

Following the Special Report, the next routine stage of the accreditation process will be submission of the First Report on Progress & Planning (FRPP) by 1st March 2013. Guidance on how to write the FRPP can be found in Chapter Four of the above-mentioned booklet "*Accreditation Decisions and Subsequent Procedures*".

You may now publish the fact that the Hyundai Foreign School has been accredited by the Council of International Schools. Moreover, the school's name will immediately be included in the list of accredited institutions on the CIS website. An official CIS leaflet entitled "Your Child is at an Accredited School" is available for distribution in your school community if you wish. Please contact Diane Baylis dianebaylis@cois.org if this is of interest to you.

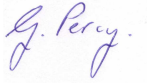
To celebrate the granting of accreditation, a plaque and certificate will be awarded to the school. Staff from the Accreditation Office will contact you on this matter.

I look forward to reading the school's March 2012 Special Report on the four identified Special Issues. I also look forward to reading how the school has addressed all the Visiting Team recommendations when the FRPP is submitted in March 2013. In the meantime, please do not hesitate to contact your Regional Accreditation Officer Ray Davis RayDavis@cois.org or me if there is any point that is unclear or on which you need further advice.

Once again, congratulations to everyone at the school on achieving CIS accredited status.

With my best wishes.

Yours sincerely,

A handwritten signature in blue ink that reads "G. Percy".

Gerry
Dr. Gerry Percy
Director of Accreditation Services
Council of International Schools (CIS)

c.c. Chair of the Governing Body, Hyundai Foreign School

Please note: You should have already received the Visiting Team Report to which this letter refers. If this is not the case, please contact Sue Collins at the CIS Accreditation Office SueCollins@cois.org so that she can re-send you a copy.