



PYP

PARENT'S HANDBOOK

— School Year 2024-2025 —

Dream Strive Succeed

 +84(0) 865 777 900  info@westlink.edu.vn

 Gia Vinh Road Tay Ho Tay, New Urban Area,
Xuan Tao, Bac Tu Liem, Hanoi





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1. WELCOME TO THE SCHOOL

Dear School Families,

Welcome to Westlink International School, Hanoi!

We are thrilled to have you join our vibrant and diverse community, where our guiding motto is "Dream, Strive, Succeed." As we embark on our 3rd academic year, 2024/2025, we are filled with excitement and anticipation for the wonderful experiences and achievements that lie ahead.

At Westlink International School, we believe in the power of partnership. We recognize that while we bring expertise in education and learning, you bring invaluable insights and understanding of your children. Together, as partners, we can create an enriching and supportive environment that nurtures every student's potential.


This handbook has been thoughtfully prepared to provide you with essential information about our school, our programs, and our community. We hope you find it both informative and inspiring as you and your child embark on this educational journey with us. Within these pages, you will discover details about our curriculum, extracurricular activities, support services, and the various ways we foster a holistic learning experience.

Thank you for entrusting us with your child's education. We are honored to be part of their journey and look forward to celebrating their achievements together.

Warm regards,
Hillary Hinchliff
Executive Principal

2. CONTACT DETAILS

 Gia Vinh Road, Xuan Tao, Bac Tu Liem, Hanoi
(Đường Gia Vinh, phường Xuân Tảo, quận Bắc Từ Liêm, Hà Nội)

 (+84)24 7301 0108

 info@westlink.edu.vn

 [westlinkkr](https://www.westlinkkr.com)

 [westlink.edu.vn](https://www.westlink.edu.vn)

Social media

Facebook



[WestlinkHanoi](https://www.facebook.com/WestlinkHanoi)

Instagram



[westlink.international.school](https://www.instagram.com/westlink.international.school)

Linkin



[Westlink International School](https://www.linkedin.com/company/Westlink-International-School)

3. VISIONS AND VALUES

Our vision is to empower, inspire and educate our students so they can achieve their goals and shape the future by becoming critical thinkers and successful, responsible, internationally minded citizens.

And our Mission is to be a learning community where every student can not only **dream** about a bright future, but by **striving** hard, **succeed** in achieving it.

Dream Strive Succeed



4. STAFF LIST

Academic Leadership Team



Ms. Hillary Hinchliff
Executive Principal



Dr. Nga Ngo
Deputy Principal



Ms. Marianella Rivara
MYP Coordinator



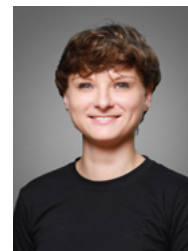
Mr. Martin Berridge
Head of Primary



Ms. Laurretta Philip
Special Educational
Needs Coordinator



Ms. Anya Marzynski Dalais
PYP Coordinator



Ms. Daisy Flynn-Piercy
EAL Coordinator

Homeroom Teachers

| No | Class | Name |
|----|----------------|----------------------------|
| 1 | JuniorIntroJGS | Ms. Juvy Gose-Sansome |
| 2 | SeniorIntroKB | Ms. Kamila Basson |
| 3 | SeniorIntroGR | Ms. Georgia Rootman |
| 4 | Grade 1LM | Ms. Lauren Mather |
| 5 | Grade 1IL | Ms. Itziar Gonzalez |
| 6 | Grade 2DB | Ms. Danielle Berridge |
| 7 | Grade 2MA | Ms. Marine Archer |
| 8 | Grade 3DH | Mr. Stephen Daniel Hodgson |
| 9 | Grade 3SW | Ms. Sonia Warren |
| 10 | Grade 4GH | Ms. Gretta Herbert |
| 11 | Grade 4RM | Ms. Rhett Morrell |
| 12 | Grade 5AD | Mr. Arron Docksey |
| 13 | Grade 5LA | Mr. Len Archer |

Specialist Teachers

| No | Subjects | Name |
|----|------------------------------------|---------------------------------|
| 1 | PSPE | Ms. Ana Gracia Cruz Abella |
| 2 | PSPE | Mr. Alberto Javier Masete Pardo |
| 3 | Art – Visual Arts | Ms. Olivia Clark |
| 4 | Art – Music | Mr. William Parsons |
| 5 | Art - Music | Mr. Joel Lane |
| 6 | Vietnamese Language and Literature | Ms. Nguyen Quynh Ngan |
| 7 | Vietnamese Language Acquisition | Ms. Chu Thi Phuong Ngan |
| 8 | Vietnamese Language Acquisition | Ms. Nguyen Tran Ngan Diep |
| 9 | Librarian | Ms. Linh Nguyen |

5. SCHOOL DATES

| TERM DATE 2024 - 2025 | |
|-----------------------|--|
| Term 1 | Monday, August 12th, 2024 – Friday, October 18th, 2024 |
| Term 2 | Tuesday, October 29th, 2024 – Friday, January 17th, 2025 |
| Term 3 | Monday, January 20th, 2025 – Friday, March 28th, 2025 |
| Term 4 | Wednesday, April 9th, 2025 – Friday, June 20th, 2025 |



| AUGUST 2024 | | | | | | | SEPTEMBER 2024 | | | | | | | OCTOBER 2024 | | | | | | |
|----------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | 1 | 2 | 3 | 4 | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | |
| 15 school days | | | | | | | 19 school days | | | | | | | 17 school days | | | | | | |
| NOVEMBER 2024 | | | | | | | DECEMBER 2024 | | | | | | | JANUARY 2025 | | | | | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | 1 | 2 | 3 | | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | |
| 21 school days | | | | | | | 10 school days | | | | | | | 14 school days | | | | | | |
| FEBRUARY 2025 | | | | | | | MARCH 2025 | | | | | | | APRIL 2025 | | | | | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | | 1 | 2 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| 19 school days | | | | | | | 20 school days | | | | | | | 15 school days | | | | | | |
| MAY 2025 | | | | | | | JUNE 2025 | | | | | | | JULY 2025 | | | | | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | |
| 20 school days | | | | | | | 15 school days | | | | | | | | | | | | | |

Term 1

5-9 August: Induction/ PD week(non-student day)
12 August: School Commencement
2 - 3 September: Independence Day
18 October: Term 1 ends
21 - 25 October: Term 1 break

Number of school days: 48 days

Term 2

28 October: Induction/ PD day(non-student day)
29 October: Term 2 starts
16 December - 3 January: Christmas Holiday
17 January: Term 2 ends

Sub-total number of school days: 44 days

Semester 1: 92 school days

Term 3

20 January: Term 3 starts
24 January - 3 February: Tet Holiday
28 March: Term 3 ends
31 March - 4 April: Term Break
7 April: Hung Kings Day

Number of school days: 43 days

Term 4

8 April: Induction/ PD day(non-student day)
9 April: Term 4 starts
30 April: Reunification Day
1 May: Labour Day
2 May: Induction Day(non-student day)
20 June: Term 4 ends

Number of school days: 50 days

Semester 2: 93 school days

Total number of school day: 185 days

23 June - 11 August: Summer Holidays
4-9 August: Professional Development week
12 August: New School Year starts

AUGUST 2025

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- Term starts
- Term ends
- School Holidays
- Public Holidays
- Induction/ PD

6. KEY CONTACTS

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email **primary@westlink.edu.vn**
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- We'll forward your email to the relevant member of staff

Also, parents can join the Zalo group which is created ONLY for WESTLINK parents to provide you with school notifications and reminders. Please kindly click on the links below and scan the QR code to join the group:

Westlink Community
Primary School:

<https://zalo.me/g/sebucq386>



We try to respond to all emails within 24 hours unless it is an emergency in which case, please call **0868 508 887**.

| Your concern | Who to contact |
|---|---|
| Class activities/lessons/homework | Your child's class teacher via Toddle |
| Payments | Finance Department service.finance@westlink.edu.vn |
| Attendance and absence requests | Please email the front office primary@westlink.edu.vn keeping the teacher in Cc before 7 a.m. if possible. If you want to request approval for term-time absence, contact school office at primary@westlink.edu.vn |
| Behaviour concerns | (1) Class teacher (2) Primary: Head of Primary – Martin Berridge mberridge@westlink.edu.vn (if not resolved) (3) Executive Principal Office: principal@westlink.edu.vn (if still not resolved) |
| General inquiries, School Events and Activities | School office - service.primary@westlink.edu.vn |
| Transport, Catering, General Operations | School services - schoolservices@westlink.edu.vn |
| School Policies, Concerns about a member of staff | (1) Primary: Head of Primary – Martin Berridge mberridge@westlink.edu.vn (if not resolved) (2) Executive Principal Office: principal@westlink.edu.vn (if still not resolved) |
| Extra-curricular activities, community clubs, trips | ECAs@westlink.edu.vn |



7. TIMING OF THE SCHOOL DAY

| Activities | Time on Monday, Tuesday, Wednesday and Thursday | Time on Friday and special day with prior notification |
|-------------------------|---|--|
| Arrival | 7:45 | 7:45 |
| Registration | 8:00 - 8:15 | 8:00 - 8:15 |
| Lesson 1 | 8:15 - 9:00 | 8:15 - 9:00 |
| Lesson 2 | 9:00 - 9:45 | 9:00 - 9:45 |
| Snack Time + Play Time | 9:45 - 10:15 | 9:45 - 10:15 |
| Lesson 3 | 10:15 - 11:00 | 10:15 - 11:00 |
| Lesson 4 | 11:00 - 11:45 | 11:00 - 11:45 |
| Lunch + Play time | 11:45 - 12:35 | 11:45 - 12:35 |
| Lesson 5 | 12:35 - 13:20 | 12:35 - 13:20 |
| Lesson 6 | 13:20 - 14:05 | 13:20 - 14:05 |
| Lesson 7 | 14:05 - 14:50 | 14:05 - 14:50 |
| Snack Time | 14:50 - 15:10 | 14:50 - 15:00 |
| ECA / EAL/other classes | 15:10 - 15:55 | NA |
| Finish | 16:00 | 15:00 |

- Please note that school ends at 15:00 every Friday.

Outdoor playtime

Usually, students play outdoors during recess after a snack or lunch. However, the playground will be closed and children will engage in indoor or class-based activities under the following conditions:

- **High Air Quality Index – 200AQI**
- **Excessively high temperatures (especially during summer alerts)**
- **Lightning**

Arrival and Exit

Arrival

1. Children are not permitted in school before 7:30 a.m., as no adult supervision is provided during this time. A member of the leadership team will be on-duty from 7:30am and a member from the teaching staff will begin morning duty at 7:45 a.m. Non-bus students should be dropped off at the school office.
2. Under normal circumstances, Westlink International School is a closed campus. Visitors entering the campus from Monday to Friday, 8:00 a.m. – 4:30 p.m., must report to the security guard with valid identification. To save your time in registration, please access the link for WESTLINK VISIT PASS here <https://forms.office.com/r/VDikjAuxua> or scan the code below:



3. Parents and students are not allowed to enter or stay in the campus outside normal school hours unless there is a scheduled activity.

Pick-up time

All students must be collected within 15 minutes after they are released from classes.

- Dismissal time from Monday to Thursday: **4:00pm**
- Dismissal time on Friday: **3:00pm**

The school is not in charge of students' safety after the dismissal time so please kindly arrange pick-up for your child accordingly.

Should a student be picked up **later than 4:15 p.m. on Mondays to Thursdays** (dependent on the ECAs timetable) and **3:15 p.m. on Fridays**, Late-pick-up fee of **VND120,000 per block of 30 minutes** will be applicable.

In the event that you incur Late pick-up fee, a payment advice will be issued during the first week of the following month. Kindly ensure payment is made within 5 days of receiving the payment advice.

Drop off and Pick-Up**1. Bus-children**

Students will be handover to staff/ bus monitors following the School Bus Policy.

2. Non-bus children

Students will be dropped off in front of the primary foyer. For pick up, parents are required to park outside the front gate of the school, walk into the campus and collect their child(ren) from this area and do not pass the access gate. Adjustments may be made during bad weather conditions.

Parking

If visiting the school, cars must be parked in the designated "Visitor" parking spaces. Westlink will not be responsible for damage or theft.

Taxis or service cars are not permitted to enter the school campuses except for the bad weather conditions.

Only vehicles displaying Westlink Stickers or family cars with parents' cards are allowed to entry.

To receive Westlink Stickers, please contact the School Office.

Playground

For the health and safety of our students and to ensure proper supervision, we kindly recommend the following:

- Students may only use the playground after school hours if accompanied by a parent.
- The playground is open during school hours and remains closed on weekends, except during school events.

Extra-curricular Activities (ECAs)

An after-school activity program will occur on Monday, Tuesday, Wednesday and Thursday between 15:10 and 15:55. Children will have the opportunity to select activities on a termly basis. Parents will be advised of the exact information at the start of each semester. Any inquiries should be directed to the School Office.



8. SCHOOL MEALS INFORMATION

WIS TERM 1.2024 - LUNCH MENU 2

| | ASIAN | WESTERN | SALAD BAR | SOUP |
|---------------------|---|---|-----------------|-----------------------|
| MONDAY | Braised Pork with Quail Egg G Steamed Rice Green Beans & Carrots V | Buffalo Chicken Wings G Steamed Rice Green Beans & Carrots V | Tuna | Corn V |
| TUESDAY | Stir Fried Beef in Oyster Sauce G Steamed Rice Sauteed Broccoli & Pumpkin V | Roast Pork with Mushroom Sauce D G Steamed Rice Sauteed Broccoli & Pumpkin V | Ham | Winter Melon V |
| WEDNESDAY | Fried Fish with Sweet Chili Dip G Steamed Rice Stir Fried Vegetables V | Spaghetti with Garlic Roasted Squash & Mushrooms V Bread Roll Stir Fried Vegetables V | Chicken Mayo | Potato V |
| THURSDAY | Honey Grilled Chicken Steamed Rice Cauliflower & Beetroot V | Beef Stew G Mashed Potato D G Carrot & Beetroot V | Cheese V | Spinach V |
| FRIDAY China Day | Bun Cha G Salad Leaves Spring Rolls V | KFC Style Chicken G Steamed Rice Cheesy Cauliflower V | Egg V | Onion V |

V= VEGETARIAN

G= GLUTEN

D= DAIRY

WIS TERM 1.2024 - SNACK MENU 2

| | MORNING SNACK | AFTERNOON SNACK |
|---------------------|-------------------------------------|-----------------------------------|
| MONDAY | Pork Dumpling Fresh Milk | Yoghurt with Fruit Fruit Juice |
| TUESDAY | Beef Pho Fresh Milk | Oatmeal Cookie Seasonal Fruit |
| WEDNESDAY | Mixed Cereal Fresh Milk | Banh Mi with Egg Fruit Juice |
| THURSDAY | Pork with Sticky Rice Fresh Milk | Banana Muffin Seasonal Fruit |
| FRIDAY China Day | Raisin Cake Fresh Milk | Sushi Fruit Juice |

- Parents who wish their child to have meals in the canteen must subscribe to the Catering Service. See the sample menu above.
- Students may bring food from home, if they do not want to avail the catering facilities. Please note, **we do not have the facility to heat up food**. There is no refrigeration available for food from home, thus the food should be packed appropriately in sealed and reusable lunchbox to ensure the safety of the food (minimizing consumption of products wrapped in single use packaging). For health and safety reasons, students who bring food from home will be seated in a designated area separate from those using the school's catering services in the canteen.
- Students may not order food from an outside provider to be delivered to school.
- Please contact our School Office for further details.

9. BIRTHDAY PARTY

At Westlink International School, we like to acknowledge children's birthdays during our Friday assemblies, however, we recognize the effects that celebrating multiple birthdays with food in a given time period have

on students and the interruption to learning that is caused and even diet issues. Additionally, we have several students with serious food allergies, and ensuring their safety is of paramount importance. For these reasons, **we do not allow any birthday food at school.** Our dedicated homeroom teachers will continue to honor and celebrate each child's special day in meaningful and appropriate ways, ensuring every birthday is recognized with the warmth and joy it deserves.

If you would like to send invitations to your child's classmates for a birthday party outside of school, your child's teacher will distribute them provided that all students in the class are invited. If you are planning to invite just a few, we ask that you mail or telephone your invitations in order to avoid hurt feelings among classmates.

10. UNIFORM LIST

The purpose of a uniform at Westlink International School is to minimize distractions and to help students learn to keep themselves neat, modest, and well-groomed. Concern for personal appearance is an indication of self-respect and courtesy to others and creates a favorable climate for learning.

The Westlink School Uniform is listed below.

1. Daily Uniform:



2. Sport Uniform:



- Children are required to wear practical black shoes or closed-toe sandals, preferably without laces for younger children. Attracting shoes with features such as flashing lights, squeaking noises, or roller ball facility are not permitted
- Westlink International School expects students to attend School in full school uniform, including shoes and asks that parents work with the School in supporting and enforcing the uniform. If you are in doubt, please consult the staff.



- House Team T-shirts are compulsory for some house events during school year. Please order the house t-shirt as a uniform item according to the new purchasing policy. We also stock the adult sizes!



- If you are unsure which house your child/ren belong to, please contact the School Office for assistance.
- Please limit socks to **white, navy or black colours**.
- Parents can have 2 options of purchasing uniform as below:
Option 1: Fill the online order -> Receive our payment advice -> Payment -> Receive at School Shop every Friday (except for Summer Break).
In Vietnamese: <https://westlink.edu.vn/vi/dong-phuc>
In English: <https://westlink.edu.vn/school-uniform>
Option 2: Buy and pay directly at our School Shop every Fridays (except for Summer Break).
- In cold weather students may add **a white, navy or black long-sleeved vest and leggings**. Please avoid all other colours.
- Please help us and your child by ensuring that everything is labelled with their full name and class.
Valuables (jewelry, expensive watch, toys including weapon toys, electronic toys and gadgets): Please avoid bringing.

11. FIELD TRIP

At Westlink, students participate in several educational field trips throughout the school year. These trips are designed to explore local culture and extend classroom learning related to our Units of Inquiry (UOI). By signing the Enrollment Application form, parents grant permission for their child(ren) to attend excursions during the school day. Detailed itineraries will be sent or updated to parents prior to each field trip.

12. MOBILE PHONES AND ELECTRONIC DEVICES

Mobile Phones and Smartwatches:

- The use of mobile phones and smartwatches is not allowed during school hours.

iPads:

- Students in Grades 1 to 5 are required to have their own iPad for class activities.

Please refer to the Device Policy for more requirements.

13. ILLNESS AND ABSENCE

Absence from the School

All absences, regardless of the reason, must be reported. This is a safeguarding matter, and it is crucial that we know where every child is each day. If your child is unable to attend school, please send an email by 7:00 a.m. to primary@westlink.edu.vn, with a Cc to the Class Teacher. Please include the student's name, class, and reason for the absence. If a student is absent by 8:30 a.m. and we have not received notification, a courtesy call will be made to the parents.

Medical Appointments during the School day

To avoid disruption to the day's routine, parents are advised to make appointments (dental, medical, etc.) out of School hours, or in the vacation periods. If this is not possible, e.g. specialist appointments which are often made in advance, please send an email by 7:00 a.m. to primary@westlink.edu.vn with a Cc copy to the Homeroom Teacher.

Late Arrivals and Early Departures

Any student arriving at school after the designated start time will be marked late on ISAMs. If a student needs to leave school before the regular dismissal time, they should be collected from Reception. Parents are reminded to send an email in advance to primary@westlink.edu.vn. To collect a student early, parents/guardians must first obtain an Early Leave Form, which must be signed by a School Officer, along with either the School Nurse or Homeroom Teacher's signature. This form needs to be submitted to the Security Guards before leaving the premises. No student will be allowed to leave the school without prior written permission from parents.

Special Leave Procedure

As every school day is important and regular holiday periods are provided, families are strongly discouraged from taking children out of school during term time or leaving early on the final day of term. If, under exceptional circumstances, an absence from school is necessary, parents should submit a written request to the Executive Principal as early as possible.

14. HOME LEARNING

At Westlink, we are committed to fostering a positive and engaging learning environment for all students. Based on years of research by educational experts, we recognize that traditional homework, particularly in primary education, may not be the best way to effectively support student learning. Therefore, our home learning policy prioritizes quality over quantity, focusing on purposeful activities that enhance classroom learning and spark curiosity. We aim to minimize stress and promote family engagement by ensuring home learning allows for valuable time together and creative play. Our approach is flexible, catering to diverse learning styles and interests, to cultivate a love for learning in our students.

15. PARENT FORUM

Each grade will have a parent representative who will represent the views of all parents in their child's grade and be an ambassador for the school. This position will either be through volunteering or election if more than one parent wishes to be the representative. This forum will meet with the SLT monthly.

16. BEHAVIOUR

Behavioural Expectations

As members of the Westlink International School community, students have:

1. The right to be treated respectfully, courteously and justly in keeping with School values and natural justice.
2. The right to learn and play in a quality, supportive, clean and safe environment.
3. The right to open communication and a positive relationship with peers and staff and;
4. The right to be involved in the full educational program.

Anti Bullying

Westlink International School defines bullying as:

"The deliberate, persistent physical, verbal or mental intimidation or harassment of a person by another person or group with the intent of causing hurt or discomfort."

The Westlink School Position Statement is:

- Westlink International School is firmly opposed to all forms of bullying, including cyber, physical, psychological, and verbal (both written and spoken).
- The school believes that prevention, through the involvement and awareness of the entire School community, is the most effective way to combat bullying.



- Our aim is to foster an environment of understanding and cooperation where victims of bullying feel empowered to seek help.

Please refer to the Behaviour Policy for information.

17. HEALTH AND SAFETY INFORMATION

1. All medication will be administered by the school nurse.
2. Students should discuss any symptoms with parents before leaving home, bring medication of their choice with them and see the school nurse on arrival at School.
3. Parents must authorise the taking of medication by written instructions. This should be handed in to the School Office at the same time as the medication.

Food Allergies

Please note that it is the parent's responsibility to notify all members of staff (classroom teacher, teaching assistant, nurse, and principal) of any food or other serious allergies. If there is a food allergy in your child's class, we ask that students not share food for the safety of all students' health; in severe cases, certain foods will not be allowed.

Medical Consent

1. **Medication Consent Form** is required to be submitted to the school before students take any form of medication (digestive enzymes, cough syrup...) with the support of school nurse.
2. In case, students take antibiotics or functional food treatment, please submit the form along with **doctor's prescription**.
3. School can deny providing medicine to students if medication consent form is not provided by parents.
4. Parents can send the signed medication consent form to the school in hard copy/ scanned copy by email: primary@westlink.edu.vn.
5. Please use the attached form or obtain a physical copy from the School Office.

Please refer to the Health and Safety Policy for information

18. SPECIAL EDUCATIONAL NEEDS (SEN) AND ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

We are an inclusive school and do accept students who may require learning or language support. This will be discussed with parents on an individual basis.

19. SOCIAL MEDIA POLICY AND INTERNET ACCEPTABLE USER AGREEMENT

Please find a link to our Social Media Policy and acceptable user agreement.

20. WITHDRAWAL

Parents are required to fill out the School's Standard Withdrawal Form 7 school weeks prior to the student's last day and ensure that the School has acknowledged the withdrawal to obtain a proper refund, if any. Parents are required to continue the payment of Tuition Fee event if the child is absent from School during the required notice period.

All other obligations to the School including returning of any school property (e.g. tuition fee, library books, etc) must be met before any refundable amount, School Records and Transcript can be released.

(More information in the Application Form)

Appendix 1
MEDICATION CONSENT FORM



Appendix 2
EARLY LEAVE FORM



Appendix 3
SCHOOL BUS SERVICE REGISTRATION



Appendix 4
LETTER OF WITHDRAWAL

