

MYP PARENT'S HANDBOOK

School Year 2026 - 2027

Dream Strive Succeed

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

 Nguyen Huu Lieu Road, Tay Ho Tay urban area,
Xuan Dinh Ward, Hanoi City





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1. WELCOME TO THE SCHOOL

Dear School Families,

Welcome to Westlink International School, Hanoi!

We are delighted to welcome you to our vibrant and diverse community for the 2026/2027 academic year. As we begin another exciting year together, we look forward to a year filled with learning, growth, and meaningful experiences for every student. Guided by our motto, "Dream, Strive, Succeed," we remain committed to inspiring our students to become confident, compassionate, and lifelong learners.

At Westlink International School, we believe that a strong partnership between home and school is the foundation of every child's success. While our educators bring expertise and experience in delivering a high-quality international education, you bring invaluable knowledge of your child. Together, we can create a supportive and nurturing environment where every learner is encouraged to thrive academically, socially, and emotionally.

As an IB World School offering both the Primary Years Programme (PYP) and the Middle Years Programme (MYP), we are committed to providing an engaging, inquiry-based education that empowers students to think critically, act with integrity, and make a positive contribution to the world around them.

This handbook has been carefully prepared to provide you with essential information about our school, our programmes, policies, and the many opportunities available to your child. It also serves as a practical guide to help families navigate school life and strengthen the partnership between home and school throughout the academic year.

Thank you for choosing Westlink International School and for entrusting us with your child's education. It is a privilege to be part of your family's journey, and we look forward to celebrating your child's achievements and supporting their continued growth throughout the 2026/2027 school year.

Warm regards,
Hillary Hinchliff
Executive Principal

2. CONTACT DETAILS

 Nguyen Huu Lieu Road, Xuan Dinh, Hanoi City
(Đường Nguyễn Hữu Liêu, phường Xuân Đình, thành phố Hà Nội)

 (+84)24 7301 0108  info@westlink.edu.vn  westlinkkr  westlinkjp  westlink.edu.vn

Social media

Facebook



[WestlinkHanoi](#)

Instagram



[westlink.international.school](#)

Linkin



[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

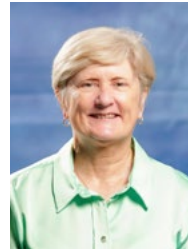
Academic Leadership Team



Ms. Hillary Hinchliff
Executive Principal



Mr. Martin Berridge
Primary Principal



Ms. Karen Simpson
Secondary Principal

Academic Senior Leadership Team



Ms. Marianella Rivera
MYP Coordinator



Mr. Bosco Simethy
Head of Middle School
(Grade 6-10)



Ms. Marika Farrell
DP Coordinator
& Career Counsellor



Ms. Nga Ngo
MOET Deputy Principal



Ms. Laurretta Philip
Head of Inclusion



Ms. Sarah Somerfield
Head of EAL &
Multilingualism



Ms. Ana Abella
Head of Sports
& Enrichment

Homeroom Teachers

	Class	Programme	Name
1	Grade 6A	MYP IB	Ms. Ramya Tahiliani
2	Grade 6C	MYP IB	Mr. Mike Gonzales
3	Grade 6D	MYP IB	Mr. Rehan Afzal
4	Grade 7A	MYP IB	Ms. Sunu Thomas
5	Grade 7C	MYP IB	Ms. Dana Porter
6	Grade 8A	MYP IB	Ms. Kaye MacIver
7	Grade 8C	MYP IB	Mr. Stuart Wilson
8	Grade 9A	MYP IB	Ms. Maiah Lintag

	Class	Programme	Name
9	Grade 9C	MYP IB	Mr. Jerome Cathedral
10	Grade 10A	MYP IB	Ms. Karen Vines
11	Grade 10C	MYP IB	Ms. Kim Hyung Soo
12	Grade 6B	MRC	Ms. Tran Thi Hong Ngat
13	Grade 7B	MRC	Ms. Dung Nguyen
14	Grade 8B	MRC	Ms. Ngo Thi Lan Huong
15	Grade 9B	MRC	Ms. Hoang Thi Tra My

Specialist Teachers

No	Subjects	Name
1	English	Ms. Karen Vines
2	English	Ms. Maiah Lintag
3	English	Ms. Kaye MacIver
4	Science	Mr. Ronaldo Calangi
5	Science	Mr. Kailash Tahiliani
6	Science	Mr. Rehan Afzal
7	Science	Ms. Dana Porter
8	Math	Mr. Bosco Simethy
9	Math	Mr. Mike Gonzales
10	Math	Mr. Jerome Cathedral
11	Individuals and Societies	Ms. Marianella Rivera
12	Individuals and Societies	Mr. Gonzalo Fabian
13	Physical and Health Education	Ms. Ana Abella
14	Physical and Health Education	Mr. Alberto Pardo
15	Visual Arts	Ms. Sunu Thomas
16	Design	Ms. Ramya Tahiliani
17	Music	Mr. Stuart Wilson
18	Swimming	Mr. Tran Duc The
19	Future Pathway	Ms. Marika Farrell
20	Vietnamese	Ngan Nguyen (Jenny)
21	EAL	Ms. Manon Lerebourg
22	Korean	Ms. Kim Hyung Soo
23	Vietnamese Language and Literature - MRC	Thuy Dung Nguyen
24	Math - MRC	Ms. Ngo Thi Lan Huong
25	History and Geography - MRC	Ms. Hoang Thi Tra My



5. SCHOOL DATES

TERM DATE 2026 - 2027	
Term 1	Monday, August 17th, 2026 – Wednesday, December 16th, 2026
Term 2	Tuesday, January 5th, 2027 – Thursday, April 15th, 2027
Term 3	Monday, May 3rd, 2027 – Thursday, June 24th, 2027



SCHOOL CALENDAR
School Year 2026-2027
For students only

AUGUST 2026	SEPTEMBER 2026	OCTOBER 2026
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 10 school days	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 20 school days	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 17 school days
NOVEMBER 2026	DECEMBER 2026	JANUARY 2027
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 21 school days	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 12 school days	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 19 school days
FEBRUARY 2027	MARCH 2027	APRIL 2027
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 13 school days	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 23 school days	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 11 school days
MAY 2027	JUNE 2027	JULY 2027
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 21 school days	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 18 school days	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 26 school days

Term 1 10 - 14 August: PD Week 17 August: School Commencement 31 August: PD Day 01 - 02 September: Independence Day 12 - 16 October: Half-Term 1 Break 23 November: PD day 24 November: Vietnamese Culture Day 16 December: Term 1 ends 16 December - 03 January: Christmas Holidays Number of school days: 77 days
Term 2 05 January: Term 2 starts 04 - 12 February: Tet Holidays 15 April: Term 2 ends 16 April: Hung King Day 19 - 29 April: Term 2 Holiday 30 April: Reunification Day 01 May: Labour Day Number of school days: 67 days
Term 3 03 May: Term 3 starts 24 June: Term 3 ends 25 June: PD day Number of school days: 39 days
Total number of school day: 183 days
- Term starts - Term ends - School Holidays - Public Holidays - Induction/ PD
AUGUST 2027 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 26 school days

6. KEY CONTACTS

- If you have questions about any of the topics on the table below, or would like to speak to a member of staff:
- Email secondary@westlink.edu.vn
 - Put the subject and the name of the relevant member of staff (from the list below) on the subject line
 - We'll forward your email to the relevant staff member(s)

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
Secondary 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 508 799**

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 fill in the form Absence Request Form If you want to request approval for term-time absence, contact school office at secondary@westlink.edu.vn
Academics, School Policies, and any other concerns	(1) Secondary - IB: - Ms. Marianella Rivera (MYPc) mriviera@westlink.edu.vn - Mr. Bosco Simethy (Head of Middle School) bsimethy@westlink.edu.vn - Ms. Marika Farrell (DP and Careers) mfarrell@westlink.edu.vn - Ms. Nga Ngo (Secondary – MRC) nngo@westlink.edu.vn Principal: Ms. Karen Simpson ksimpson@westlink.edu.vn (if still not resolved) Executive Principal Office principal@westlink.edu.vn (if still not resolved)
Behaviour concerns	(1) Homeroom or Subject teacher (2) Secondary - IB: - Ms. Marianella Rivera (Secondary MYP) mriviera@westlink.edu.vn - Ms. Nga Ngo (Secondary MRC) nngo@westlink.edu.vn Principal: Ms. Karen Simpson ksimpson@westlink.edu.vn (if still not resolved) (3) Executive Principal Office principal@westlink.edu.vn (if still not resolved)
General inquiries, School Events and Activities	Secondary School office - secondary@westlink.edu.vn
Transport, Catering, General Operations	School services - schoolservices@westlink.edu.vn
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 - 8:55	8:15 - 8:55
Lesson 2	8:55 - 9:35	8:55 - 9:35
Lesson 3	9:35 - 10:15	9:35 - 10:15
Morning Snack & Recess	10:15 - 10:45	10:15 - 10:45
Lesson 4	10:45 - 11:25	10:45 - 11:25
Lesson 5	11:25 - 12:05	11:25 - 12:05
Lunch time & Recess	12:05 - 12:45	12:05 - 12:45
Lesson 6	12:45 - 13:30	12:45 - 13:30
Lesson 7	13:30 - 14:10	13:30 - 14:10
Lesson 8	14:10 - 14:50	14:10 - 14:50
Afternoon Snack	14:50 - 15:05	14:50 - 15:05
ECA / EAL/other classes	15:10 - 15:55	NA

Please note that school ends at 15:05 every Friday.

Outdoor playtime

During play time, students play outdoors. However, outside play will be cancelled and children required to remain indoors under the following conditions:

- High Air Quality Index (above 200)
- Wet Weather
- Excessively high temperatures (heat index over 45)
- Lightning

Learning Continuity – In case of school closure

If the school needs to close due to a typhoon or other unexpected circumstances, MYP students will move smoothly to online learning. Students will follow their normal timetable as closely as possible, helping to maintain a familiar routine. Learning will include a mix of live online lessons with teachers and independent work to be completed offline. Attendance will be recorded in line with school policy, and teachers will provide clear guidance and support to help students stay engaged with their learning during the closure.

Arrival and Exit

Arrival

1. Students 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 7:30 a.m. and a member from the teaching staff will begin morning duty at 7:45 a.m.
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. In order to save your time in registration, please access to the link for WESTLINK VISIT PASS 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, 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 handed over to staff/ bus monitors following the [School Bus Policy](#).

For further detail, please contact our School Office. To register the service, please fill [Service Registration Form](#)

2. Non-bus children

During dismissal, vehicles may park in the designated "Parking Area" inside the campus.

Students can be picked up at the main lobby.

3. Self-leaving children

Starting from Grade 6, students are permitted to go home by themselves. If you agree with this option for your child, please complete the [Service Registration Form](#).

If there are any changes to the pick-up method, we kindly request official confirmation from parents to ensure the safety and well-being of all students.

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, the playground is not open outside school hours.

Extra-curricular Activities (ECAs)

An after-school activity program will occur on Monday, Tuesday, Wednesday and Thursday between **3:10 to 3:55 p.m.** 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. As these activities are optional, students may choose not to participate. In such cases, please arrange for your child to be picked up at **3:05 p.m.** on days when they are not enrolled in an ECA.



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 W ings 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 wish to use the catering services. Please note, we do not have facilities to heat food, and refrigeration is not available for food brought from home. Food should be packed appropriately in a sealed and reusable lunchbox to ensure its safety (minimizing the use of single-use packaging).
- Students are not permitted to order food from outside providers for delivery to the school.
- Secondary students are allowed to purchase snacks/ drinks at the school cafe. Parents can top-up the credit into students' card by transferring to Caterer's bank account. (No cash payment)

For further detail, please contact our School Office. To register the service, please fill [Service Registration Form](#)

YES	NO
Seeds, Vegetables, Fruit, Water, Plain Milk (No added sugar), Yogurt, Plain popcorn, Sushi	Crisps/Chips, Chocolate bars, Sweets, Chewing gum, Fizzy drinks, Fruit Juice, Fast food, NUTs

9. BIRTHDAY PARTY

At Westlink International School, we enjoy celebrating children's birthdays during our Friday assemblies. However, we understand the impact that frequent birthday celebrations with food can have on students, including the disruption to learning, dietary concerns, and the potential risks for students with serious food allergies. Ensuring their safety is our top priority. For these reasons, **we do not permit birthday food** at school. Our dedicated homeroom teachers will continue to 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 for a birthday party outside of school, your child's teacher can distribute them, provided that all students in the class are invited. If you are only inviting a select few, we kindly ask that you send invitations privately by mail or phone to avoid hurt feelings among classmates. 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:



Students are required to wear black shoes. 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 every Friday and 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). [Westlink Uniform Order](#)
Option 2: Buy and pay directly at our School Shop every Fridays (except for School Holidays or National Holidays).

To help us and your child, kindly ensure that all items are clearly labelled with their full name and class. We also ask that valuables, such as jewelry, expensive watches, toys, and electronic devices, are not brought to school.

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.

For each trip, we require your permission to ensure your child/ren can participate with your full awareness. Without your consent, your child/ren will not be allowed to join the trip.

12. MOBILE PHONES AND ELECTRONIC DEVICES

Mobile Phones and Smartwatches:

- The use of mobile phones and smartwatches is **not allowed** during school hours.
- Secondary students may bring their mobile phones and smartwatches to school, but these devices must be handed in to the school office at the beginning of the school day and can be collected at dismissal time.
- Should you need to contact your child/ren, please contact the school office.

Laptops/ iPads/ Calculator:

- Students in Grade 6-7-8 are required to have their own iPad with keyboard or laptop for school use.
- Students in Grade 9&10 need their own laptop and Casio fx-9860GIII Graphic Calculator for school use.

Please refer to the Device Policy for more requirements.

13. STUDENT CARD AND PARENTS CARD

Student Card:

- Secondary students are required to have their student card when on campus. In any case of loss or damage, replacement cards can be obtained at a cost of 200,000VND.

Parent Card:

- Once a student is enrolled, families also will receive a free card per parent and/or guardian (Parent Cards).
- Parents will be able to collect the cards at the Administration Office.
- Additional or replacement cards can be obtained at a cost of 200,000 VND per Card.
- To request for your Parent cards, please fill in the [Service Registration Form](#) and one passport-sized photograph of each adult referenced to the School Office. Card processing time is 05 working days.

14. ILLNESS AND ABSENCE

Absence from the School

All student absences, regardless of the reason, must be reported to the school. This is a matter of student safety, and it is essential that we are aware of each child's whereabouts every day.

If your child is unable to attend school, please send [Absence Request Form](#) by **7:00 a.m.**

If a student is absent by **8:30 a.m.** and no prior notice has been received, the school will make a courtesy call to the parents.

- Absences of **3–5 consecutive days** require approval from the **Secondary Principal**.
- Absences of **more than 5 consecutive days** require approval from the **Executive Principal**.

To support academic success and overall development, we expect students to maintain a **minimum attendance rate of 95%**, unless there are unavoidable or exceptional circumstances. We will contact you if attendance drops below 95%.

Medical Appointments during the School day

To avoid disrupting the school day, parents are encouraged to schedule appointments (dental, medical, etc.) outside of school hours or during vacation periods. If this is not possible, such as for specialist appointments made in advance, please send [Absence Request Form](#) by **7:00 a.m.**

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 Secondary School Office. Parents are reminded to send an email in advance to secondary@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.

15. 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, 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.

16. PARENT FORUM

Each grade level 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 Leadership Team monthly.

17. BEHAVIOUR

Behavioural Expectations

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

- The right to be treated with respect, courtesy, and fairness, in line with the School's values and principles of natural justice.



2. The right to learn and play in a supportive, clean, and safe environment that promotes quality education.
3. The right to open communication and positive relationships with peers and staff.
4. The right to participate fully in the 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 see the link for Behaviour Policy for more information.

18. HEALTH AND SAFETY INFORMATION

All medication will be administered by the school nurse.

Parents must authorise the taking of medication by filling the [Medication Consent Form](#). 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.

Please see the link for Health Policy in the appendix.

19. 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.

20. SOCIAL MEDIA POLICY AND INTERNET ACCEPTABLE USER AGREEMENT

Our Social Media Policy and acceptable user agreement is currently being updated.

21. WITHDRAWAL

Parents are required to submit the [Withdrawal Form](#) at least **seven (7) school weeks** prior to the student's last day of attendance. The withdrawal request must be acknowledged by the School for any applicable refund to be processed.

Parents are responsible for paying all Tuition Fees during the required notice period, even if the student is absent from school.

All outstanding obligations to the School must be fulfilled before any refundable amount, student records, or transcripts can be released. This includes, but is not limited to, the return of all school property (e.g., library books, uniforms, learning resources, etc.).

For security purposes, all school access cards (including both student and parent cards) must be returned upon withdrawal. If any cards are not returned, a replacement fee of **VND 1,000,000** will be deducted from the refundable security deposit.

Upon withdrawal, the School will provide **one (1) official copy** of the student's transcript and school records, duly certified by the School, free of charge. Additional copies may be requested at a fee of **VND 100,000** per set. (More information can be found in the Application Form.)

Appendix 1
EARLY LEAVE FORM



Appendix 2
LETTER OF WITHDRAWAL



Appendix 3
SAFEGUARDING POLICY



To access forms and documents for parents, please visit...
westlink.edu.vn/downloads
or scan the QR code below

