

PYP 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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Dream Strive Succeed

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,

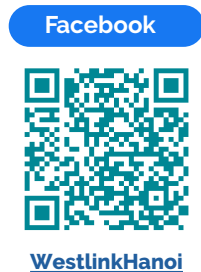
Hillary Hinchliff
Executive Principal

2. CONTACT DETAILS

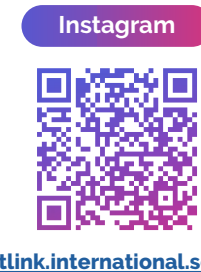
 Nguyen Huu Lieu Road, Xuan Dinh, Hanoi City
(Đường Nguyễn Hữu Liễu, phường Xuân Đình, thành phố Hà Nội)

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

Social media



[WestlinkHanoi](#)



[westlink.international.school](#)



[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.



4. STAFF LIST

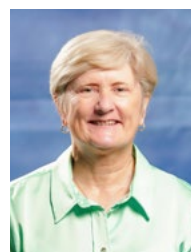
Academic Executive Leadership Team



Ms. Hillary Hinchliff
Executive Principal



Mr. Martin Berridge
Primary Principal

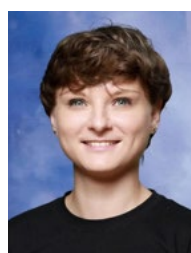


Ms. Karen Simpson
Secondary Principal

Academic Senior Leadership Team



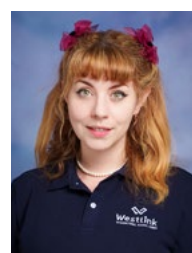
Ms. Sylvia Johnston
PYP programme/
Innovation and EdTech



Ms. Daisy Flynn-Piercy
Primary Pillars
Coordinator



Ms. Marine Archer
English Curriculum
Coordinator



Ms. Jess Edwards
Maths Curriculum
Coordinator



Ms. Laurretta Philip
Head of Inclusion



Ms. Sarah Somerfield
Head of EAL &
Multilingualism



Ms. Ana Abella
Head of Sports
& Enrichment

Homeroom Teachers

No	Class	Name
1	Junior Intro – JIntroJC	Ms. Jannell Caldwell
2	Senior Intro – SIntDP	Ms. Daisy Flynn-Piercy
3	Senior Intro – SIntSM	Ms. Sophie Marriott
4	Grade 1 – 1JN	Ms. Josephine Nalugya
5	Grade 1 – 1ME	Ms. Martha Edwards
6	Grade 2 – 2DB	Ms. Danielle Berridge
7	Grade 2 – 2MA	Ms. Marine Archer
8	Grade 2 – 2NN	Ms. Nilofer Neubert
9	Grade 3 – 3JE	Ms. Jess Edwards
10	Grade 3 – 3NC	Mr. Nathanael Carey
11	Grade 4 – 4CK	Ms. Chloe Kirsten
12	Grade 4 – 4LP	Ms. Liz Park
13	Grade 4 – 4IL	Ms. Itziar Gonzalez
14	Grade 5 – 5MF	Mr. Michael Fisher
15	Grade 5 – 5PR	Mr. Paul Raisbeck
16	Grade 5 – 5LA	Mr. Len Archer

Specialist Teachers

No	Subjects	Name
1	ML/ EAL	Ms. Sarah Somerfield
2	PSPE	Ms. Ana Abella, Mr. Tuan Tran, Mr. The Tran, Mr. Alberto Pardo
3	Visual Arts	Ms. Sunayana Iyengar Tyagi
4	Performing Arts	Mr. Will Parsons, Ms. Rhett Morrell
5	Vietnamese Language	Ms. Ngan Chu, Ms. Ngan Nguyen
6	Spanish Language	Ms. Xenia Monserrat, Mr. Alberto Pardo
7	Korean Language	Ms. Soo Kim
8	Librarian	Ms. Linh Nguyen, Ms. Trang Nguyen
9	Inclusion Team	Ms. Laurretta Philip, Ms. Xenia Monserrat



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 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 29 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 31 21 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						

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 primary@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 members 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 fill in the form Absence Request Form 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 - 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
Finish	16:00	15:05

- 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

Arrival and Exit

Arrival

- 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. Children should arrive to school prior to 8 a.m., giving them time to be ready for the start of the day.
- 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: 
- Parents and students are not allowed to enter or stay on 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: **3:05pm**

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 4:20p.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 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

Students will be escorted to the front of the primary foyer and be supervised by school staff. 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 thieves. 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.

**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 Chilli 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). For health and safety reasons, students bringing food from home will be seated in a designated area, separate from those using the school's catering services in the canteen.
- Students are not permitted to order food from outside providers for delivery to the school.
- Primary students are not allowed to purchase snacks/ drinks at the school canteen.
- 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.

10. UNIFORM LIST

The purpose of the uniform at Westlink International School is to foster a sense of belonging, identity, and pride among students, while encouraging them to maintain a tidy and appropriate appearance. Taking care in personal presentation reflects a sense of self-respect and consideration for others and contributes to a positive learning environment. 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! Students are also encouraged to wear these on Fridays.



- 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 for purchasing uniforms as below:
Option 1: Fill the online order -> Receive our payment advice -> Payment -> Receive at School Shop every Friday (except for Summer Break).
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 related to our Units of Inquiry (UOI).

For each trip, we require your permission to ensure your child/ren can participate with 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.

iPads:

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

13. STUDENT CARD AND PARENTS CARD

Student Card:

- Primary students are not required to have student cards campus.

Parent Card:

- Families also will receive a free Card per mother & per father (Parent Cards) once a student is enrolled.
- 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 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 **Head of Primary**.
- 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 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 [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 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 Primary 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, 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.

16. PARENT FORUM

Each class 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.
- The right to learn and play in a supportive, clean, and safe environment that promotes quality education.
- The right to open communication and positive relationships with peers and staff.
- 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 refer to the Behaviour Policy for 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

