



Island School  
Parent Handbook 2011-2012

# Contents

## Introduction

Our Values .....	3
Contact details .....	4
Island School Code .....	5
Message from the Principal .....	6
School Location Map .....	7
School Plan .....	7
Term Dates .....	8
Times of the School Day .....	8

## Care & Guidance

Child Protection .....	10
Counselling Services .....	10
House System .....	10
Medical Appointments.....	10
Medical Matters .....	11
Responding to Concerns about Student Behaviour.....	12
Rewards .....	14
The Guidance Team .....	16

## Learning

Assessment, Recording and Reporting .....	18
CAS Week.....	18
English as an Additional Language .....	19
Examinations Information.....	19
Gifted and Talented Policy .....	20
Homework for Years 7, 8 and 9 .....	21
ICT at IS.....	22
Island School Laptop Minimum Specifications .....	25
Learning Support for Individual Needs .....	26
Individual Needs Staff.....	27
Library and Learning Resources.....	27
Library Use .....	27

## Communication

Bulletin .....	29
Calendar.....	29
Communicating student progress .....	29
E-mail .....	29
ISLE .....	29
Newsblogs .....	29
Newsletters .....	30
Parent Notices.....	30
Parents Consultation Events.....	30
Teaching Staff contact list .....	31
Support Staff contact list.....	34
Telephone calls.....	35
The Gateway .....	35
The Form Tutor .....	35
The School Diary.....	35
The School Website .....	35

## General Information

Absences and Requests for Leave .....	37
Alumni.....	37
Co-curricular Activities .....	37
Inclement Weather Procedures.....	39
Lockers .....	40
Lost Property.....	40
Parent Teacher Association ISPTA.....	41
Private Cars and Parking .....	41
School Council.....	41
Science Laboratory Rules .....	42
Site Facilities and Hiring.....	42
Uniform.....	43
Island School PTA Uniform Shop .....	44

# **Introduction**

# Our Values

## The Island School Community...

### Pursues Excellence...

Through our passion for learning;  
Through our passion for teaching;  
Through our determination to be the best we can be;  
Through our resilience in the face of challenge.

### Embraces Responsibility...

For our learning and teaching;  
For our words and behaviour;  
For our leadership;  
For our local and global community.

### Celebrates Individuality...

By recognising a variety of approaches to learning;  
By recognising a variety of approaches to teaching;  
By respecting our diversity;  
By valuing empathy.

## 港島中學社群

### 追求卓越...

我們熱切追求學問  
我們對教學充滿熱誠  
我們決心精益求精  
我們無懼挑戰

### 承擔責任...

對學習和教學承擔責任  
對自己的言行負責  
對我們的領導負責  
對本地和全球社區負責

### 突顯個性...

認識不同學習方法  
認識不同教學理念  
尊重多元與差異  
重視同理心



# Contact details

Telephone +852 2524 7135

Fax: +852 2840 1673

Email: [school@mail.island.edu.hk](mailto:school@mail.island.edu.hk)

Address: 20 Borrett Road, Hong Kong

Website: [www.island.edu.hk](http://www.island.edu.hk)

PTA: [pta@mail.island.edu.hk](mailto:pta@mail.island.edu.hk)

## How do I get to Island School?

### 1. By Minibus from Exchange Square

No. 9 Minibus – Catch the MTR to Central. Come out from Exit A and walk to Exchange Square. Take No. 9 Minibus from the minibus station.

### 2. By MTR

Catch the MTR to Central, and come out from Exit K. Then either take a minibus (see no. 1), or take a taxi to the address shown above.

### 3. By Taxi

Take a taxi from Admiralty or Central directly to school; the journey will take approximately 10 – 15 minutes.

# Island School Code

## **The Island School Code**

We should:

### **Value and respect the diversity of our school community**

- *with regard to cultural heritage, gender, sexuality, age, physical appearance or physical/academic ability*

### **Be positive role models**

- *behaving appropriately when representing the school both on and off campus*
- *be courteous and inclusive in the language we use, whether spoken, written or in cyber space*
- *not using language as a way to exclude others*
- *not calling people names which may offend*
- *showing respect and care for others in public forums (e.g. websites)*

### **Take action to support those in need**

- *if someone's safety is at risk*
- *reporting unkind or intimidating behaviour*
- *not being a bystander*

### **Show respect for other people's property**

- *always asking permission before using others' property*
- *treating other people's property with respect*
- *never taking the property of others*
- *handing in property that is found (to the nurse or the general office)*

### **Respect the environment and take positive steps to enhance it**

- *using the recycling bins provided*
- *not defacing or vandalizing school property*
- *ensuring that our physical surroundings help to create a positive learning environment*

### **Be positive about learning and respect the rights of other students to learn in their own way**

- *allowing others to work without disturbance*
- *being active and supportive about teaching and learning*

### **Take responsibility for our actions**

- *thinking independently and considering consequences*
- *being honest*
- *following and supporting all school guidelines*

Island School Behaviour Policy Group

May 2007

# Message from the Principal



In this publication we attempt to group together useful and interesting information about life at Island School. Some of the documents included are entirely functional and act as a reference point for parents to find information about the day to day workings of the school. You will find information about what to do if your child cannot come to school, rules about uniform and the regulations about school closures in the case of typhoons and heavy rain as well as many other useful procedures.

As well as these very functional sections, we have included several of our educational procedures and contacts. The Guidance team is described, as are the various teams for supporting students in their learning and language. We have included guidelines on homework, assessment procedures and the policies on the use of the school communications and technology systems.

At the start of all these interesting documents is one that we refer back to regularly and use in many aspects of school life. The Island School Code was written by students and staff and is the cornerstone of the way we expect all members of the community to behave to each other.

I am sure you will find all of this collection of documents useful at some point. The ones that I request you read immediately are the Island School Code and the policies on the use of the school communications and technology systems. You will find at the back a sheet that needs to be signed by parents and students to indicate that you have all read them, discussed their meaning and accept them.

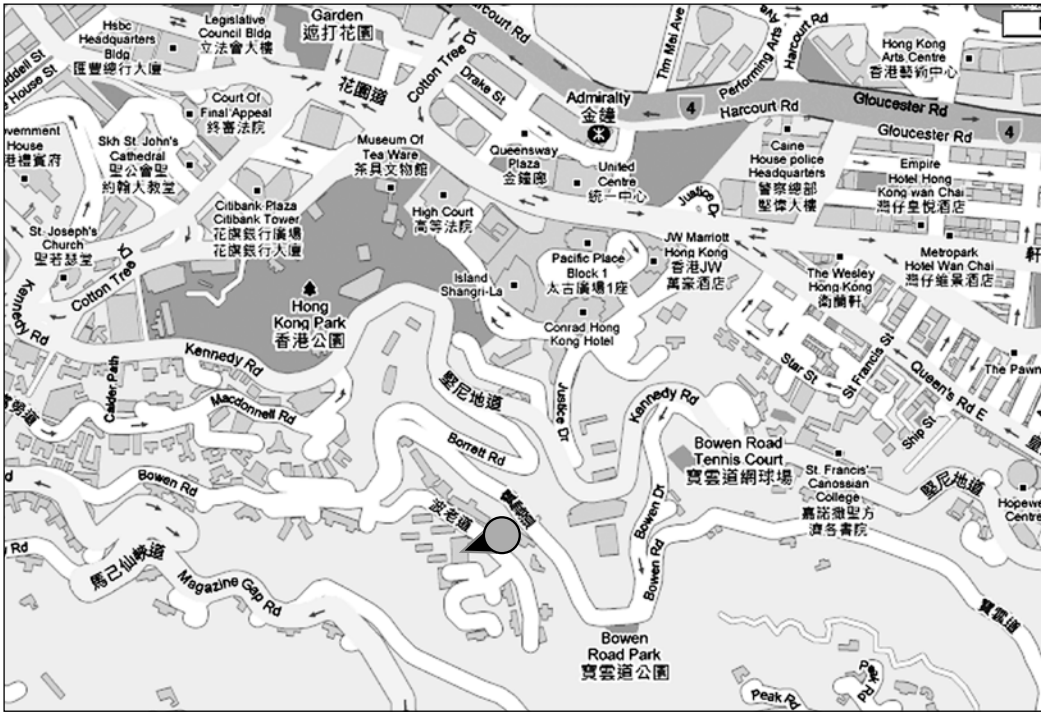
We also need to sign your agreement for us to take your child out of school for activities. Please return these documents, found at the back of the booklet, to school as soon as possible.

There is further information about all aspects of Island School on our website [www.island.edu.hk](http://www.island.edu.hk)

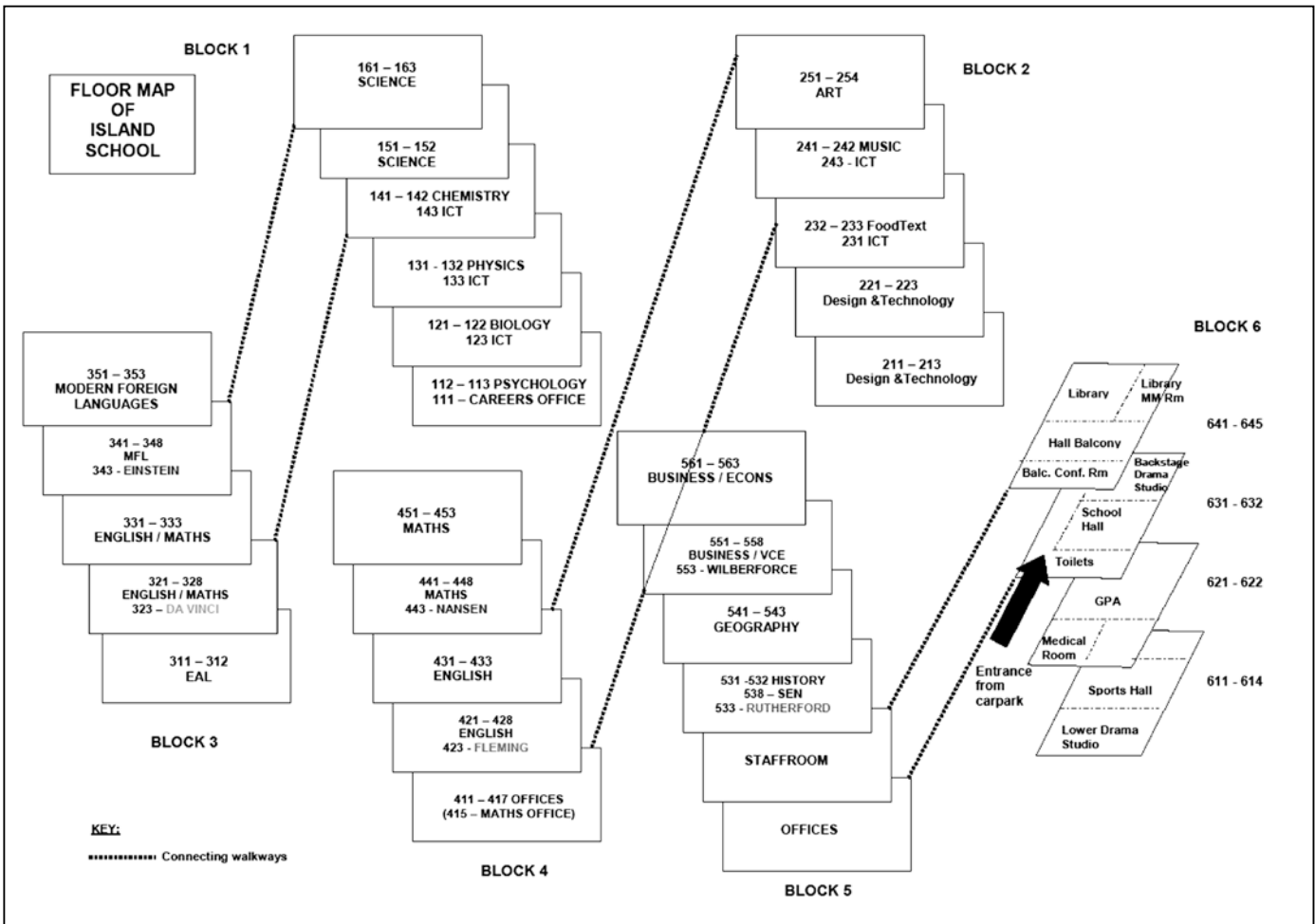
I wish you and your children an enjoyable and fulfilling school year.

Chris Binge  
Principal

# School Location Map



# School Plan



# Term Dates for 2011/12

## Term 1

Tuesday 23 August	Term 1 starts
Tuesday 13 September	Public holiday
Friday 30 September	CPD Day (school closed)
Wednesday 5 October	Public holiday
17 – 21 October	Mid term break
7- 11 November	CAS Week
Monday 14 November	CPD Day (school closed)
Friday 16 December	Term 1 ends

## Term 2

Tuesday 3 January	Term 2 starts
23 – 27 January	Mid term break
Monday 20 February	CPD Day (school closed)
Friday 30 March	Term 2 ends

## Term 3

Monday 16 April	Term 3 starts
Monday 30 April	CPD Day (school closed)
Tuesday 1 May	Public holiday
Friday 11 May	CPD Day (school closed)
Friday 29 June	Term 3 ends

# Times of the School Day 2011/12

Timings of the school day 2011-12					
Timings except Wednesday			Timings on Wednesday		
	Duration	Starts		Duration	Starts
<b>Registration</b>	10 mins	7.55	<b>Registration</b>	10 mins	7.55
<b>Lesson 1</b>	65 mins	8.05	<b>Lesson 1</b>	65 mins	8.05
<b>Short break</b>	10 mins	9.10	<b>Short break</b>	10 mins	9.10
<b>Lesson 2</b>	65 mins	9.20	<b>Lesson 2</b>	65 mins	9.20
<b>Long break</b>	25 mins	10.25	<b>Long break</b>	25 mins	10.25
<b>Lesson 3</b>	65 mins	10.50	<b>Lesson 3</b>	65 mins	10.50
<b>Short break</b>	10 mins	11.55	<b>Lunch</b>	60 mins	11.55
<b>Lesson 4</b>	65 mins	12.05	<b>Lesson 4</b>	65 mins	12.55
<b>Lunch</b>	55 mins	13.10			
<b>Lesson 5</b>	65 mins	14.05			
<b>School ends</b>		15.10	<b>School ends</b>		14.00

# **Care & Guidance**

# Child Protection

The English Schools Foundation believes that every school community should work collaboratively to protect and promote the welfare of every child. In line with this, we believe that children have the right to learn and can only reach their full potential, in a safe environment, free from fear of any form of physical or emotional intimidation.

These principles have implications for all of us in schools who have regular contact with children and students and we are committed to meeting these responsibilities. We do this through school policies in areas such as positive behaviour and discipline, equal opportunities, dealing with bullying and our curriculum for personal, social and health education. Our Child Protection Policy is another important way of doing this. When there are concerns about the child or student, it is essential that the school follows agreed procedures and works with other agencies as necessary to provide what is best for the child or student.

The school has a designated member of staff, Jenny Hodson, Vice Principal: Guidance, who has special responsibility for coordinating all matters regarding child protection in the school.

The school's full Child Protection Policy can be accessed through the Policies section on the school website.

# Counselling Services

We recognize that as children grow up, they can face problems which are more easily solved if they are able to speak with someone in confidence. For this reason, in addition to House Staff, we have two counsellors who visit the school regularly. Students are sometimes referred by House Staff but they may also self refer, contacting one of the counsellors directly.

Kamy Yeung, a social worker from Hong Kong Children and Youth Services, is with us all day on Mondays and Thursdays. She can be contacted at [swkamy@mail.island.edu.hk](mailto:swkamy@mail.island.edu.hk). Jackie Li and Roseleenda Nordin from St John's Counselling Service spend one day each in school every week. They can be contacted at [jackie@sjcshk.com](mailto:jackie@sjcshk.com), and [rnordin@sjcshk.com](mailto:rnordin@sjcshk.com), respectively.

# House System

Any child joining Island School will be placed in one of six Houses: Da Vinci, Einstein, Fleming, Nansen, Rutherford or Wilberforce. The House represents a family within the whole school community. In addition to the support offered by the tutor, Head of House and Senior Head of House, leadership and mentoring provided by senior students within the House helps to create a secure climate for all. The House System is an aspect of the school which we feel sets us apart. The strong relationships formed with fellow students and staff, the continuous guidance, and the regular team competitions against other Houses all help to form the bonds that last. One thing is certain: Island School students have a very strong affiliation to their Houses, one that continues into their adult lives!

# Medical Appointments

Students are strongly encouraged to make medical appointments during holiday or after school hours. In the case of unavoidable or emergency appointments parents are required to notify the school as soon as possible using the absence procedures above.

# Medical Matters

## School Nurse and Medical Room

Our medical room is staffed by a fully registered school nurse who is available at all times during the school day to students and staff requiring medical attention.

The school nurse attends to minor ailments and injuries (such as headaches, stomach aches, cuts and bruises) in-house. For more serious conditions, parents are contacted and the nurse arranges for the student to be transported to a nearby hospital if necessary. The nurse supervises the administration of prescriptions brought into school by students under strict guidelines but neither prescribes nor administers any other medication to students.

The medical room is equipped with first aid supplies and first aid kits are located at high-risk areas throughout the school, such as in the sports hall, Design and Food Technology classrooms and Science laboratories. An Automated External Defibrillator (A.E.D.) is available for emergency situations and a number of staff, as well as the nurse, are qualified to use it.

Most of the staff accompanying school trips are first aid qualified and all trips are equipped with ESF-customised first aid kits. The school is vigilant in ensuring that the majority of teachers and support staff such as Science technicians are up-to-date with their first aid qualifications.

## School Nurse

The school nurse is an integral part of the school staff and community. Their role is to provide medical support to students in the school and promote health in the curriculum.

## Guidelines

Parents should complete the medical information form every academic year. This is sent out in the summer mailing to all parents (or can be updated on The Gateway from September 2011).

- The school nurse provides medical emergency intervention and assistance with incidental injuries such as cuts and grazes.
- The school nurse does not provide medicine, diagnose illnesses or change dressings on wounds.
- Parents should inform staff if they have concerns regarding their child's health when the child comes to school.
- Parents will be informed by staff if they consider a child to be unwell when the child comes to school. Parents should not send their child to school if they have a temperature over 37.5 °C.

## Procedure for attending the medical room

- If a child is slightly unwell in class, the teacher will send the child to the medical room accompanied by another child. The nurse will inform the teacher of their actions. If the child is seriously ill, the nurse can be called to the class.
- The nurse will inform the parents of their actions.
- All medical intervention will be recorded by the nurse in an accident log book.

## Procedure requiring external intervention/ hospitalisation

- When an accident occurs requiring medical intervention beyond the capability of the school nurse, the school will attempt to reunite parents and children as soon as possible. Parents will be informed immediately of the situation and will be advised of the next steps.
- Where a parent is unavailable or cannot be contacted, decisions on medical intervention will be based on the available knowledge and in the best interests of the child (where a parent holds strong views against medical intervention based on religion, s/he must inform the school in writing and meet with the school to agree alternative arrangements. The parent must also sign a waiver of the school's responsibility for not intervening medically as normally required).

## **Head Lice**

- It is important NOT to send your child to school if infested with head lice. Parents should inform a teacher/nurse if their child has head lice.
- If your child is found to have head lice during school hours the nurse will inform you to come and collect them. Once your child has received treatment and all eggs are removed they can return to school.

## **Contacting parents**

- If the child is unwell or has a temperature over 37.5 °C and needs to go home, the school will contact the parent; the school will not send a child home with anyone unless a parent has been contacted first.
- It is the parents' responsibility to keep current their contact information with the school at all times.

## **Arrangements on Drug Administration**

The following procedures regarding medication being brought to and administered in school will take immediate effect.

Medication refers to routine medicines administered orally (tablets or liquid), ointments/ creams or sprays. We encourage parents and physicians to minimize the prescribing of medication to be taken during the school day. Medications will be expected to be given before and after school hours when possible. However, if your child requires medication in school please adhere to the following guidelines:

A request must be received from the parent or guardian in writing. If the medication was prescribed by a doctor, a note should be received to the effect that it is necessary for the child to take medication during school hours. The note should give clear instructions concerning the required dosage.

Any medication should be brought to school by the parent or parent's representative. It should be delivered personally to the school nurse/school health professional. Medications must be clearly labelled with contents, owner's name and dosage.

A completed Medication Authorization Form must be submitted to the school before the medication can be administered. The Medication Authorization Form is available on the Gateway under documents.

Medication will not be sent home with a child. Where there is an excess of medication sent, these must be collected from the school by an adult.

The school does not assume responsibility for any reactions that may occur following administration of medication sent from home, nor can there be any responsibility assumed if the parent does not send sufficient medication.

To protect your child, we will NOT prescribe/provide drug/medication to your child.

# **Responding to Concerns about Student Behaviour**

Any responses to concerns about a student's behaviour – in connection with the Island School Code or specific school policies – are carried out with the following aims in mind:

- To improve the student's understanding of expectations
- To encourage students to reflect and make amends
- To bring about positive change to the student's future behaviour
- To create opportunities for discussion about the student's behaviour

## Responses

- In the first instance the member of staff who has the concern will have a conversation with the student.
- The concern will also be noted in the student's **diary**.
- If seen as appropriate, the matter will be passed on to the **Tutor** for initial follow up.
- The tutor may involve the **Head of House** or **Senior Head of House** who will in turn have a **conversation** with the student (in line with the aims above). **Parents** may also be notified and/or invited in to school for further discussion.
- If seen to be appropriate the HoH/SHoH may also decide to give the student a **Friday detention**.

The fundamental principle behind the giving of any detention is that it will serve to improve the student's behaviour, to prevent a repeat of the same behaviour that caused the detention to be given. The detention is not seen to be an absolute, nor is it an end. It is only a means to support behaviour improvement.

## Friday Detentions

- The decision to give a Friday detention can only be made by a Head of House or Senior Head of House.
- These detentions take place after school on a Friday and are supervised by Senior Heads of House.
- A Friday detention is given in response to concerns over behavioural (not academic/learning) issues related to the Island School Code and other school behavioural policies.
- The decision to give a Friday detention will only be made if the HoH/SHoH feels strongly that it will have a beneficial effect on the student concerned, in line with the aims above.
- This decision regarding appropriate action always follows a conversation between the House staff and the student to discuss the misdemeanour, be fully informed and guide.
- A conversation will always take place with a parent if a Friday detention is to be given.
- The HoH/SHoH will set an appropriate task for the student to complete during the Friday detention and will communicate over this with the member of staff supervising the detention. However the member of staff supervising the detention should also discuss the situation with the student.
- A record of the detention, and of why it was deemed appropriate, will be kept on the student's file; as will a record of any behaviour that has required follow-up action beyond a simple conversation.
- The principles of detentions as listed above should be taken into consideration before setting a detention.

## Principal's Detention

- The decision to give a Principal's Detention can only be made by the Principal.
- These detentions take place on a Saturday morning and are supervised by members of the Senior Leadership Team.
- The same principles apply to this detention as to the Friday detention.
- However a Principal's Detention will be given in response to what is perceived to be a more serious misdemeanour or to reflect ongoing concerns about a student's behaviour.
- Any Saturday detention is explained through a letter from the Principal to the student's parents. This letter is kept on the student's file as a record.
- Recorded information about detentions is not normally cited in references to universities or other schools.

## Temporary Suspension

- The decision to suspend a student temporarily from Island School can only be made by the Principal.
- In such cases the School Council will be informed.
- A formal letter of explanation will be sent to parents by the Principal.



- After a temporary suspension, a student will need to attend a meeting with the Principal, House staff and parents before being readmitted.
- Readmission is not automatic and will depend upon the student's attitude and intentions with regard to future change and personal development.
- A temporary suspension is a very serious marker, indicating that any continued concerns will jeopardize a student's place in the school on a permanent basis.
- The records of a student's suspension will remain on a student's file unless the Principal authorizes their removal.

## Permanent Exclusion

- The decision to permanently suspend a student from Island School can only be made by the Principal, in consultation with the School Council.
- Please see the English Schools Foundation 'Exclusions Policy' for further information.

# Rewards

## What?

- A merit system which leads to certificates (Bronze, Silver and Gold)
- Teachers are expected to give out a minimum of ONE and a maximum of FIVE merits each week (on average)
- Copies of certificates are kept in House rooms

## Why?

To reward commitment, achievement, responsibility and support in the following three areas:

- LEARNING
- CO-CURRICULAR INVOLVEMENT
- SERVICE

## Where?

- In the student diary
- Merits awarded through a comment and a signature

## The Process

### CERTIFICATES

### For a **BRONZE Certificate:**

- **10** merits required
- These can come from only one area (Learning – Co-curricular – Service) or more
- Student approaches Tutor after gaining 10 merits
- Certificate awarded by the Tutor (or possibly House Prefect) in tutor time
- Certificate kept by student
- Copy of certificate on student's file

## **For a SILVER Certificate**

- 25 merits required
- These must come from at least two areas (with at least two from each category)
- Student approaches tutor and/or Head of House after gaining 25 merits
- Certificate awarded by Head of House
- Letter sent to parents (generic letter) by Head of House

## **For a GOLD Certificate**

- 50 merits required
- These must come from all three areas (with at least two from each category)
- Student approaches Head of House who informs the Principal
- Principal arranges to see the student and awards the certificate
- Letter (more personalized) sent to parents by the Principal
- See Principal's Book (below)

## **ROLLING ON**

- Throughout years 7, 8 and 9, the accumulation of merits rolls over from one year to the next. Thus, for example, a silver certificate could be awarded in the first week of an academic year to a Year 8 student if this is when he/she reaches 25 merits (having added to the Year 7 merits).
- It is therefore important that students keep their diary Merit Pages from one year to the next.

## **PRINCIPAL'S BOOK**

- Gold certificate holders will have their names written in a section of the Principal's Book.
- In addition, students will be sent to see the Principal for individual outstanding pieces of work (taking this with them to show). This will be arranged by the teacher, liaising with the Principal and the student. The student's name and a record of the outstanding achievement will be noted in a separate section of the Principal's Book.

## **THE NEWSLETTER**

- New certificate holders will be announced in the on-line newsletter.
- Individual students are responsible for taking their certificates to show to Kelly Lau (in the General Office). She will record the necessary details and then ensure that the announcement is made in the next newsletter.

# The Guidance Team

The Guidance Team welcomes regular communication with parents to ensure that students are happy and successful at school.

The main points of contact at school should be:

The Form Tutor; the Senior Head of House or Head of House; the Assistant Principal: Guidance (Jenny Hodson)

Please note that within each House the Senior Head of House and Head of House have particular responsibility for different year groups. For the academic year 2011-12, apart from the Form Tutor, the Head of House will be the main point of contact for Years 7 and 9; the Senior Head of House will be the main point of contact for all other year groups.

The House staff are as follows:

	<b>SENIOR HEAD OF HOUSE</b>	<b>HEAD OF HOUSE</b>
<b>DA VINCI</b>	Kevin Lester kjl@mail.island.edu.hk	Jo Rickards jkr@mail.island.edu.hk
<b>EINSTEIN</b>	Sheila Dewick skd@mail.island.edu.hk	Paul Harries pjh@mail.island.edu.hk
<b>FLEMING</b>	Angela Worthington ajw@mail.island.edu.hk	Phil Tudor pjt@mail.island.edu.hk
<b>NANSEN</b>	Cath Hopkins cdh@mail.island.edu.hk	Pippa Peters pep@mail.island.edu.hk
<b>RUTHERFORD</b>	Pak Chan phc@mail.island.edu.hk	Russell Scott rs@mail.island.edu.hk
<b>WILBERFORCE</b>	Kate Sommerville kxs@mail.island.edu.hk	Lowanna Dunn lmd@mail.island.edu.hk

# Learning

# Assessment, Recording and Reporting

At Island School we believe that assessment is an essential and fundamental part of all teaching and learning. We believe that the ultimate aim of all assessment is to enable students to become managers of their own learning and become independent and reflective thinkers.

Many of the school aims are supported by ongoing and effective formative assessment. Our assessment is a rigorous form of nurturing that seeks to develop in students a capability to take ownership and control of their own progress.

Furthermore we believe that accurate and purposeful summative assessment is necessary, especially when results of such assessments are used formatively.

At Island School...

- Good assessment practice is derived from scrupulous attention to each student's academic and social development. Teachers and students work together on raising achievement and the development of the student as a whole person, supporting them to become lifelong learners.
- The quality of assessment has significant impact on attitudes to learning and on levels of attainment. It does this by stimulating and challenging students to learn effectively and by providing opportunities for students to take risks, to become inquiring, knowledgeable, creative and caring people.
- Teaching methods actively involve pupils in analysis, discussion, experimentation and critical thinking.
- Teachers focus on how to improve the learning of individual students. They use assessment to plan approaches to teaching and learning for individuals, sub-groups, classes and whole year groups. Strategies and techniques for assessment are varied to meet individual learning needs.
- Written and oral assessment of students' work provides both clear evaluation of level of achievement and sensible advice that leaves students with manageable action points and time to reflect on what they have learnt and what they need to do to progress.
- Students are encouraged to demonstrate their understanding of knowledge in different ways.
- Students are encouraged to become more reflective about their own performance, emerging competence and learning styles as they move up through the school.
- Target-setting focuses on specific, relevant and achievable goals.
- Students' progress is improved by thorough ongoing monitoring and support, based on informed dialogue among subject and pastoral staff about students' academic and social progress and their attitudes, behaviour and personal development.
- Students of all ages appreciate and understand the importance of teachers showing them how to move on to the next stage of achievement and value discussion about their progress with their tutor.
- The parents value well-written, personalized school reports, commenting on academic and social development. They also appreciate regular, informal consultation over and above that provided at conventional Parents' Evenings.

## CAS Week

Island School's CAS Week (formerly Interim Week) is a valued part of the Island School curriculum. Every year (usually during late October or November) for a period of a week the normal school curriculum is suspended and students are given the opportunity to develop themselves along different lines.

CAS stands for CREATIVITY, ACTION AND SERVICE and is at the heart of the student CAS Week experience. It is hoped that Island School students will experience a variety of these activities during their time at the school. For our students in Year 12 and 13 in particular, emphasis is placed on developing Creativity Action and Service experience as part of their core Island School and IB Diploma experience.

This year our students will be involved in a wide range of experiences both in Hong Kong and overseas. CAS Week is a compulsory part of our curriculum, something that we feel provides our students with avenues for personal growth and development. In particular it provides challenging experiences and opportunities to support each other and the local community.

Further information about the activities offered in this year's CAS week can be found at: <https://sites.google.com/site/casweek/home>

## English as an Additional Language

### Island School EAL Department

For many students at Island School, English is a second or even third language. We recognize and admire the skills shown by these students and value their other languages.

The EAL Department [Teachers and Educational Assistants] provides support within mainstream and through English enrichment classes for Y7 – Y11. In addition, Island School has an EAL Centre for students who need an intensive period of language development before joining the mainstream curriculum.

The Department aims to help students with EAL needs to achieve their full potential within the curriculum and to participate fully in school life. We try to promote an understanding of these students' needs on the part of mainstream teachers, and to celebrate their achievements. To help achieve this, we play a role in the settling-in process, especially where students are coming from CMI schools or schools whose culture is quite different from that of the ESF.

## Examinations Information

Students at Island School sit examinations offered by the UK Examination Boards (Edexcel, CIE and AQA) and the International Baccalaureate Organisation.

In Year 11, students sit GCSE (General Certificate of Secondary Education) and IGCSE (International GCSE) examinations. Most of the examinations are those offered by Edexcel but a small number of CIE and AQA examinations are offered. Some students may sit some GCSE examinations in Year 10 (e.g Maths) but the majority of examinations are taken in May and June of Year 11.

Results are published in late August.

In Year 12 and 13 students may study the IB (International Baccalaureate) Diploma programme, leading to examinations in six subjects in May of Year 13. Alternatively they may opt to study BTEC Level 3 courses (through Edexcel) which are assessed at different intervals throughout Years 12 and 13. IB Diploma results are published in early July.

Information about examinations (regulations, procedures and timetables) is now kept on ISLE and the Gateway.

## **Examination Fees and Billing**

When students reach Year 10 they embark upon their GCSE and IGCSE courses which lead to public examinations at the end of Year 11. Some courses (Mathematics and Languages) have early entry schemes and students may take examinations at the end of Year 10 or even Year 9. In Years 12 and 13 students will embark upon the IB Diploma Programme or BTEC courses.

The fees and charges for external examinations are not included in the school fees. There are a number of reasons for this. The number of examinations taken varies from student to student and the fees vary from year to year according to the charges set by the UK exam boards and the IBO and the prevailing exchange rate. We therefore bill for examination charges separately at a price that reflects the cost to the school of entering your child for the examination in each subject.

Students take IGCSE/GCSE exams together with the Diploma in Applied ICT in Years 10 and 11. The approximate costs for these are:

CIE Diploma in Applied ICT ----- around HK\$800 (Bill sent in September of Year 11)

GCSE/IGCSE ---- around HK\$6,000 in total (Bill sent in March of Year 11)

The individual GCSE/IGCSE will vary in cost depending on the subject. The costs of each subject are determined by the examination boards and reflect factors such as visiting moderator costs.

Students studying the IB Diploma Programme will take their examinations in May of Year 13. The cost for these exams is around HK\$6,500 and a bill is sent in November of Year 13, at the time of entering the students for the examinations.

For students studying BTEC courses, we are obliged to pay registration costs at the time of the course registration in September of Year 12 and the cost is around HK\$2,000 per BTEC course.

We feel it is important to let parents understand at this point what financial costs can be expected in Years 10 to 13. Please appreciate that these costs may increase over time due to factors outside of our control.

## **Gifted and Talented Policy**

The context for the school to develop a policy on making provision for gifted and talented students was the 2002 OFSTED inspection that highlighted a need to 'challenge' the more able in KS3. At the same time the ESF placed it on their Development Plan. The subsequent ESF Gifted and Talented Curriculum group has stated that "All students have the right to access a comprehensive curriculum that provides relevant and worthwhile educational programmes, that acknowledges differences in pace and learning styles and that enables them to participate, learn and experience success. The ESF recognises the need to offer and deliver a differentiated curriculum that enables gifted students to achieve their full potential and, at the same time, provide for their social and emotional needs".

It goes on to define gifted and talented students.

"Gifted and talented students are those who have the potential to excel (gift) or who demonstrate outstanding ability (talent) in one or more domain. These domains may include

- Intellectual – Creative – Socio-affective – Sensorimotor

These students require differentiated curriculum, interventions and/or services beyond those normally provided by the regular school programme."

Island School policy is to use this rationale and definition to identify and challenge gifted and talented students in a way that can also increase opportunities for all students. The Assistant Principal (Curriculum) and the Head of Individual Needs are responsible for its implementation and evaluation.

# Homework for Years 7, 8 and 9

'I'd prefer students to join the guides or cubs, or ride a horse rather than worry about homework – it's about holistic development.' Bob Middleton, head teacher, King's Hawford School

Not everyone agrees that homework is 'a good thing', as the quote above shows. As parents and teachers the following needs to be considered about the homework that is set for your children.

We need to consider:

- The purpose of homework.
- The amount of homework appropriate for different age groups and for different subjects.
- Whether the homework is challenging? Some will be, some will be more routine.
- Whether the homework is stimulating? Again this may depend on the purpose of the homework.
- Whether the homework is differentiated to meet the needs of the students...

At Island School we believe...

'Learning at home is an essential part of good education. Regular homework is important, since it gives students the opportunity to practice at home the tasks done in class, and helps the students work towards improving important skills. It also helps children to become confident and independent in their learning, which will help throughout their time at school, and in adult life. We also believe that students learn in all kinds of ways and that the activities that your children are involved in are as important to this learning process and the development of skills as the specific homework set. All children need time to be children.'

Academic year	Recommended Homework allocation
Year 7	<ul style="list-style-type: none"> <li>• 1 hour per night</li> <li>• Daily reading</li> <li>• Being involved in an activity 2 times a week</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>• 1.5 hours per night</li> <li>• Daily reading</li> <li>• Being involved in an activity 2 times a week</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>• 1.5 hours per night</li> <li>• Daily reading</li> <li>• Being involved in an activity 2 times a week</li> </ul>

These allocations are approximate. Many subjects will set homework of an extended nature which will involve research and extended project work. The time a student will spend on these often reflects the students' motivation, interest and ability to study independently.

Teachers will always aim to give homework that stimulates students and engages their minds. Example homework tasks -

Homework that gives students the opportunity to practice at home the tasks done in class, reinforces the lessons learned and improves important skills.

Helps students become confident and independent in their learning, develop study skills (such as research) and reinforce good learning habits.

Ensures that the curriculum is covered.

Introduces new ideas and encourages enquiry.

Encourages students to learn to use resources, such as libraries, reference materials and websites.

Explores subjects more fully than classroom time permits.

Extends learning by applying skills that students have acquired already to new situations.

## **Expected Homework allocation per subject in years 7/8/9.**

Creative Arts... Occasionally, students will be asked to deepen and reflect upon their learning outside the classroom.

English... There is no set timetable for homework, but it will be no more than 2.5 hours (for Year 7) / 2.75 hours (for Year 8) / 3 hours (for Year 9) over the fortnight in total. Approximately 1 hour will be writing tasks and the rest of the time will be set aside for reading, which should be done on a regular basis. Please note that the highest achieving students do read extensively, usually 20 mins. or more per day.

History... Up to 4 common assessments per term. Up to 30 mins. reading and / or research type homework per week.

PRS... One formal assessment per half term. Approx 30 mins. per week research and preparation for this extended piece of work.

SCIENCE... 40 mins. per week, this could be 20 mins. a lesson or 80 mins. over a fortnight on a more extended piece of work.

P.E... No formal homework set but students should try to be involved in one action activity.

FTT/TEXTILES... One piece of ongoing project work per half term in either FTT or Textiles.

MFL... 20/30 mins. per lesson to reinforce the language learnt, vocab., use of verbs.

MATHS... 60 mins. per week maximum. This is approximately 30 mins. on 2 of the 3 lessons per week.

DT... one piece of ongoing project work per half term with up to 30 mins. per week research and design tasks linking to this.

GEOGRAPHY... 5 assessments per year. The focus of homework is enquiry-based learning and time commitments will reflect the ability and individual needs of students.

ICT... Approximately 1 formal assessment per half term with preparation and development homework of 30 mins. every week.

# **ICT at IS**

## **Introduction and aims**

This document details the ways in which ICT facilities can and cannot be used in Island School. It is relevant to students, staff and parents who own and maintain computers that students use at home.

Whilst we aim to support the full use of the vast educational potential of new technologies we also have a responsibility to provide safeguards against risk, unacceptable material and activities.

There are two key documents that follow this introduction, the Essential Agreement which parents and students are asked to sign and the Acceptable Use Policy itself.

This Acceptable Use Policy (AUP) is provided to ensure that our technology resources and services are used in a manner appropriate to a school setting and in keeping with our ethos and values. This policy should be seen as operating within the overall influence of the Island School Code.

As a member of the Island School community due consideration must be given at all times to the effect one's actions can have on other members of our community and the wider world, when using technology both at home and school.

*At Island School we believe that students should be trusted to use digital technologies in a principled and productive way. It is up to each and every one in our community to work to ensure that we all uphold the general principles of the Island School Code and the IB Learner Profile when using ICT and the Internet. The general spirit of this policy is about giving everyone the opportunity to make productive decisions in the ways they decide to use digital technologies; we should all be fully engaged in the ongoing debate about what responsible digital citizenship means and how we can nurture it amongst all our community members.*

## Essential agreement between school, student and parent/guardian

As a parent / legal guardian of a student at Island School I ...

- ... will read and am willing to abide by the Island School's Acceptable Use Policy.
- ... grant permission for my son/daughter to access the Internet, and Island School's computer systems.
- ... support Island School's use of Internet content filtering as a protection from objectionable, or controversial, material accessible via the Internet.
- ... will discuss this document with my child, and ensure they understand the importance of adhering to this policy and the Island School Code when using the Internet.

## Student

As a student at Island School I ...

- ... have read the school's Acceptable Use Policy, and I understand its rules and restrictions.
- ... agree to use my laptop for curriculum related tasks only when in lessons.
- ... agree to use the Island School computer system and Internet connection in accordance with the most current version of the School's Acceptable Use Policy and the Island School Code as posted on the Island School's website.

## School

In order to assist students in learning to properly use Internet technology Island School will ...

- ... provide a reliable, high speed Internet connection that is protected by Internet filtering software.
- ... guide students to use the Internet and the school's computer system safely, appropriately and responsibly.

## The Acceptable Use Policy (AUP)

Island School acknowledges that computer technology and the resources of the Internet play an important role in our children's education. It is our goal, therefore, to educate our students in the efficient, ethical, and appropriate use of these resources, and to use these resources to achieve the goals of our curriculum.

Student access to the IS computer system and the Internet is governed by the School Acceptable Use Policy (AUP) and the Island School Code. Students are responsible for their actions, and will be held accountable for unacceptable use of the school computer system, the Internet, or for the intentional damage of IS owned computer equipment. Sanctions, depending on the severity of the offence, may range anywhere from temporary revocation of computer privileges to expulsion from the school. All parents, and students, are expected to read, and approve by signature, the current version of this policy at the beginning of each school year, the most current version of which will be posted on the IS website at [www.island.edu.hk](http://www.island.edu.hk) and that posted revision will always be considered the official IS policy.

## Use of computers and digital technologies at school

As users of digital technologies at Island School all members of the school community should ...

- ... report any damage to or loss of computer hardware immediately;
- ... save all documents onto appropriate storage areas of the school network or other appropriate storage systems and ensure that all files are backed up;
- ... report any inappropriate behaviour and online bullying to my tutor or head of house;
- ... not divulge personal information to third parties;
- ... abide by the Island School Academic Honesty Policy, when copying and quoting from sources on the Internet;
- ... ensure that they are not breaking copyright restrictions when copying and using material from the Internet;

- ... seek approval if I intend to host IS content on personal websites;
- ... ensure that their computer only has legal software installed and should take reasonable efforts to ensure that virus protection software is updated with the latest security patches;
- ... take appropriate measures to protect themselves whilst online and be aware of the effects of overuse of computers and the Internet;
- ... not open any downloaded files, emails or attachments that look suspicious. In the event that you receive any files that you suspect contain a virus it should be deleted immediately or reported to the ICT manager;
- ... not take food or drink near school computers or in the computer rooms;
- ... be very careful of any laptop and mains leads that may be lying on the ground when moving around the school site.

## **Use of Personal Laptop Computers**

Students who bring their laptops to school should ...

- ... store the laptop computer securely when not using it;
- ... back up regularly all data files;
- ... install personal firewall and anti-virus software on their laptop and ensure that they are regularly updated;
- ... connect their laptop to the school network frequently to automatically update the virus detection software and security updates/patches on the laptop;
- ... ensure that their laptop battery is fully charged at the beginning of each day;
- ... ensure that there is sufficient memory and storage capacity for their laptop to work efficiently;
- ... use them for curriculum related tasks only when in lessons.

Island School cannot be held liable for any accidental damage to student computers or that resulting from wilful vandalism.

Students will be held responsible for damage to other parties' laptops if this results from wilful damage, behaviour that does not follow the 'Island School Code' or carelessness.

Island School cannot be held responsible when students break the conditions of this policy.

## **Laptop Purchase scheme**

The school has worked with Apple and HP to provide a school purchase scheme which allows members of the school community to buy a range of laptop computers with an educational discount. The order forms and more information are available here.

[www.island.edu.hk/learning/learning-technologies/our-laptop-programme](http://www.island.edu.hk/learning/learning-technologies/our-laptop-programme)

Similarly we have worked with Zurich to provide an insurance package for notebook computers purchase under this scheme. The application form for such a policy is available at the same web site.

# Island School Laptop Minimum Specifications

This document is a dynamic document subject to change without notice and reflects Island School's minimum specification requirements for student laptops. The nature of this specification is such that we envisage it future-proofing the realistic lifespan of a laptop computer at a minimum of 3 years.

	Windows PC	Apple Mac
<b>Operating System</b>	Windows 7 Professional or Windows 7 Ultimate	Mac OS 10.5 or Above
<b>Virus Protection</b>	e.g. AGV available free at <a href="http://free.avg.com/us-en/download">http://free.avg.com/us-en/download</a>	Sophos available at <a href="http://www.apple.com/downloads/macosx/networking_security/freesophosantivirusformachomeedition.html">http://www.apple.com/downloads/macosx/networking_security/freesophosantivirusformachomeedition.html</a>
<b>Processor Type</b>	Core i5 or i7 Processor	Core 2 Duo 2.4GHz or higher
<b>Memory</b>	4 GB RAM	4 GB RAM
<b>Hard Drive</b>	250-500 GB	250-500 GB
<b>Graphics Card</b>	256 MB Video Memory or higher	NVIDIA GeForce 320M or higher
<b>Display</b>	10" diagonal (minimum) 1280 x 800 Resolution or better	10" diagonal (minimum) 1280 x 800 Resolution or better
<b>Connectivity</b>	10/100/1000 Ethernet WIFI 802.11b/g/n compliant	10/100/1000 Ethernet WIFI 802.11b/g/n compliant
<b>Warranty</b>	3 year parts and labor	3 year parts and labor Applecare
<b>Installed Software</b>	Microsoft Office 2007/2010  OR  Open Office available at freely available at <a href="http://download.openoffice.org/">http://download.openoffice.org/</a> Chrome or Firefox Web browser	Microsoft Office for Mac 2011  OR  Open Office for Mac freely available at <a href="http://porting.openoffice.org/mac/">http://porting.openoffice.org/mac/</a> Chrome or Firefox Web browser
<b>Windows Emulation Software</b>	N/A	Parallels Desktop for Mac ( <a href="http://www.parallels.com">www.parallels.com</a> ) <b>or</b> VMware Fusion ( <a href="http://www.vmware.com">www.vmware.com</a> )

## Optional but Recommended Accessories

- Built-in webcam
- **External USB 2.0 or Firewire 400/800 hard drive:** Strongly recommended for data backup in case of laptop failure. Always keep a daily backup of files.
- MacBook - mini-DisplayPort VGA adaptor for presentations.

**Please Note: We do not recommend students use netbooks as they are generally not sufficiently specified.**

Note on Mac: If deciding on purchasing a Mac, please contact your teacher first. ICT, Mathematics & Science classes may require use of Windows only software. For example, some ICT classes may require you to use MS Access, which is only available in the Office suite for Windows. If you purchase a Mac you will have to install Parallels ([www.parallels.com](http://www.parallels.com)) or VMware Fusion as well as the Windows operating system & Office 2007 suite in order to load this software.

For questions concerning hardware and software minimum specifications, please contact: ICT Teacher or HelpDesk

# Learning Support for Individual Needs

The school and the Individual Needs Department aims to provide all students with equal access to the curriculum and every aspect of school life, to support them so that they can achieve their full potential academically. The main focus of the department's work is to ensure that students become as independent as possible in their learning, and less reliant on the intervention of other adults. A second major theme of the department's work is to raise literacy standards, in particular those in writing and reading comprehension, which are crucial to long-term success.

Island School accepts students with a wide range of ability, some of whom have Special Educational Needs. The Individual Needs Department is responsible for identifying these students, and supporting them both directly and through collaborative work with mainstream teachers. Our approach to meeting the Special Educational Needs of our students is loosely based on the ESF wave model. Students' special educational needs are identified using information passed on from Primary schools, from school-based assessments and from concerns raised by parents, students, staff or other relevant bodies.

A range of strategies are employed, to ensure that the school meets the needs of these students. These include:

- Withdrawal groups for students in Years 8 and 9 for students with literacy development needs. They are taught in place of a modern foreign language.
- A Learning Support option class in Years 10-11 for students who need a slightly reduced curriculum and support for literacy and/or numeracy.
- Most form classes in Years 7-9 will have a fortnightly English Library lesson which is also supported by an SEN teacher and/or an EAL teacher.
- In-class support from specialist educational assistants in Maths, Science and the Humanities.
- Liaison between Individual Needs Support staff and mainstream staff (on academic and pastoral issues).
- Special examination arrangements for some students.
- The dissemination of relevant information to staff through regular updates to the Individual Needs Register.
- The provision of advice and training to staff on a variety of learning needs/strategies.
- Meetings with parents to discuss intervention strategies and Student Support Plans (SSPs).
- When necessary, referrals can be made to the Educational Psychologist.

When a student is identified as having Special Educational Needs his or her name is placed on the school's Individual Needs Register in one of the following categories:

- Level of Adjustment 1: subject teacher is responsible for ensuring student progress through differentiation of materials and assessments.
- Level of Adjustment 2: subject teachers and Individual Needs teachers liaise to establish appropriate programs of intervention. It is important to note that the school does not have a specialist Learning Support Class for students at Levels of Adjustment 3-4.

The school's Individual Needs Register is not a fixed entity - students may enter, leave or move between stages according to their particular circumstances.

The school's SEN policy is available on the school's website, and is based on the ESF's template.

# Individual Needs Staff

## Teachers

- Mark Rutter (Head of Department and Science teacher)
- Sheila Dewick (Senior Head of Einstein House)
- Susan Shaw (English and SEN)

## Educational Assistants

The work of the department is supported by a team of Educational Assistants. The Educational Assistants support the mainstream classes and generally work within particular subject areas to increase their expertise.

- Tracy Scott – Humanities
- Stephanie Weathington – Mathematics
- Others to be confirmed.

# Library and Learning Resources

The library is a purpose-built design with a lower library at the entrance level, an upper library in the second level and an internal staircase leading to a gallery at the top. All three levels enjoy picturesque views of the Hong Kong Island Mid Levels. The library is situated in the same block as the school hall, drama studio and sports hall with easy access from adjacent teaching blocks. Total seating capacity is 74 in the open area plus 34 in the multi-media room which serves as a classroom, meeting room and student reading and study area.

The upper library which houses the library's major collections, is the centre of research and learning. The Staff Development Collection, Senior Non-fiction Collection, Junior Non-fiction Collection, Reference Collection, Asian and European Language Collection and the Biography Collection together make up the over 25,000 volumes of printed materials which support the school curriculum in all subject areas of teaching and learning, as well as personal and professional growth and development.

To enhance digital literacy and information skills and to nurture independent learning for students, dedicated computer terminals are available for searching the online catalogue and to access online databases subscribed to by the library as well as electronic resources available on the Internet. Laptops are provided for study and research.

The gallery holds a reference collection which supports the IB curriculum in particular. It is a popular place used by Sixth Formers for research and self-study.

The lower library houses a vast collection of fiction books and magazines and offers a pleasurable and quiet reading area for students and teachers. It is also used for weekly English library reading lessons for Years 7, 8 & 9.

## Library Use

The opening hours for the library are from 7.30 a.m to 4.00 p.m., Monday to Friday. Library staff will be present throughout the working hours to provide assistance.

All students may use the library during break times but students in Years 7-11 who wish to use it during lesson time must have written permission from their teacher.

Students and staff may borrow books over the holidays but only staff may use the facilities during this time.

Students in Years 7-10 have one weekly Library lesson with their English teacher in the downstairs fiction area. These lessons are timetabled at the start of the academic year.

At all times, priority will be given to students using the multimedia room for research work. Using the computers for private e-mailing or games is strictly forbidden.

The upper gallery is a reference area for Years 12-13. No resources may be borrowed from this area.

The upper floor may be used for class research visits.

# **Communication**

## Bulletin

This is the student online 'noticeboard'. It will give you a real insight into what is happening at school. Students should check this on a daily basis in order to be organised, informed and prepared for their life at school.

## Calendar

This link gives you a quick way to view the school calendar. Island School is a very busy place and so parents and students need to use this to have a sense of what is coming up in our community.

## Communicating student progress

As part of a purposeful assessment process, families can expect regular, meaningful feedback on the children's progress in a number of different formats. These include:

- student-led conferences
- written feedback on individual assessment tasks on the online reporting system
- written feedback on assessment rubrics on the online reporting system

Please see loose sheets in the back of this document and/or our website for information concerning the exact dates for these processes.

## E-mail

All members of staff have a school e-mail address (listed in this brochure) and this is often the easiest way to contact the form tutor. In this event we will always endeavour to respond as soon as possible.....

## ISLE (Island School Learning Environment)

ISLE is the school's online learning tool.

Increasingly learning resources and course information will be available by logging on to this system. ISLE can be accessed via a button at the foot of the school's website or at.... <http://isle.island.edu.hk/>

## The school website

The new school website has a menu button "communication". If you click this you will have direct access to the following...

## Newsblogs

There is another direct link on the website that goes to a blog that features news items taken from the newsletters. The difference with the blog is that it is totally public, whereas the newsletter is only targeted at the school community. There are a growing number of newsblogs now so that you can keep up-to-date on news to do with Music, debating, speakers hour and a range of extracurricular activities.

# Newsletters

This link takes you to archived newsletters. Our e-newsletter goes out to parents, students, staff and all other ESF schools every fortnight and usually on a Friday afternoon.

The aims of the newsletter are to celebrate student achievement, reflect the vibrancy of our school community and to remind recipients of important upcoming events.

# Parent Notices

The Parent Notices page on the website is just a means by which we can post headline news items and announcements. Please view this on a regular basis.

# Parents Consultation Events

## Parents' Consultation Check-off Sheet (2011-12)

	Y11	Y13	Y9	Y12	Y7	Y8	Y10
<b>Day/date 2:00 - 6:00 pm</b>	Tue Oct 25th	Tue Dec 6th	Tue Jan 17th	Tue Feb 7th	Tue Feb 28th	Tue Mar 20th	Tue May 15th
<b>Lessons taught</b>	1 – 4 (not 5)	1 –4 (not 5)	1 –4 (not 5)	1 –4 (not 5)	1 –4 (not 5)	1 –4 (not 5)	1 –4 (not 5)
<b>Mail letters to parents</b>	Mon Sep 26th	Mon Oct 31st	Mon Dec 5th	Mon Jan 9th	Mon Jan 16th	Mon Feb 20th	Mon Apr 16th
<b>Booking system opens</b>	Fri Oct 7th (before Half Term)	Mon Nov 21st	Fri Dec 16th	Mon Jan 16th	Mon Jan 30th	Mon Feb 27th	Fri Apr 27th
<b>Reminder on website and bulletin re online bookings</b>	Mon Oct 10th	Tue Nov 22nd	Fri Dec 23rd	Wed Jan 18th	Mon Feb 6th	Mon Mar 5th	Mon Apr 30th
<b>Booking system closes</b>	Fri Oct 14th	Mon Nov 28th	Tue Jan 3rd	Mon Jan 30th	Fri Feb 10th	Fri Mar 9th	Fri May 4th
<b>Print out for teachers' pigeonholes</b>	Fri Oct 14th (before term break)	Wed Nov 30th	Thur Jan 5th	Wed Feb 1st	Tue Feb 14th	Tue Mar 13th	Tue May 8th
<b>Website/email notification to all parents re early closure at 1 pm</b>	Mon Oct 10th	Mon Nov 21st	Tue Jan 3rd	Fri Jan 20th	Mon Feb 13th	Mon Mar 5th	Wed May 2nd

# Teaching Staff contact list

<b>Leadership Team</b>		
Christopher Binge	Principal	cb@mail.island.edu.hk
Gareth Stevens	Vice Principal	gws@mail.island.edu.hk
Paul Chillingworth	Vice Principal	prc@mail.island.edu.hk
Jennifer Hodson	Vice Principal	jah@mail.island.edu.hk
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Kate Sommerville	Senior Head of Wilberforce House / Teacher of EAL & English	kxs@mail.island.edu.hk

<b>Learning Development</b>		
Sheila Dewick	Senior Head of Einstein House / Teacher of Individual Needs & English	skd@mail.island.edu.hk
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<b>Individuals &amp; Society Department</b>		
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Kate Wallace	Teacher of Textiles Technology	klw@mail.island.edu.hk

# Support Staff contact list

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King Ho Tsang	Lifeguard	king@mail.island.edu.hk

## Telephone calls

Parents should also feel free to telephone pastoral staff but should be aware that, due to teaching commitments, we may not always be readily available to speak. We will, however, respond as soon as possible.

## The Gateway

The Gateway is the ESF's primary information system, striving to bring together teachers, students and parents with the aim of supporting teaching and learning. Parents will have access to their child's demographic details; medical information; attendance information; enrolment in co-curricular activities; school and ESF calendars; parent version of the student bulletin; school and ESF documents and policies. Parents will also be able to access assessment information as work is completed through the ARR section, which is the way the school now reports progress.

## The Form Tutor

The form tutor should be the first point of contact for any question or discussion regarding guidance issues for your child. In addition, or if you are unable to reach the form tutor, you may wish to make contact with the relevant House staff. Please note that if your child is in Year 7 or 9, this should be the Head of House; if your child is in any other year groups, this should be the Senior Head of House.

## The School Diary

This is an important part of any student's stationery and they are expected to record all homework and important school dates within it. Teachers and parents can communicate with each other through notes in the diary, including notification of absence. Both parents and the form tutor are expected to check and sign the diary on a weekly basis.

## The school website

The new school website has a menu button "communication". If you click this you will have direct access to more information.

# **General Information**

# Absences and Requests for Leave

- Students who have registered by Octopus card in the morning will be expected to be in school and in attendance at their regular lessons unless they have been given permission to leave school or are in the medical room.
- Students who are ill during the day must report to the medical room before contacting their parents. Permission to leave school will only be granted by the school nurse in consultation with the Form Tutor, House staff and parents or by a member of the Senior Leadership Team.
- Students wishing to leave school for medical/ dental appointments etc. must bring a note from their parents in the diary which must be signed by one of their Form Tutor or Heads of House.
- Students leaving the school for any reason must always sign out at the front desk (or Car Park) and sign in on their return. They should also swipe their Octopus card.
- All students arriving in school after the registration period must sign in at the reception desk. The lateness record will be passed to House Staff for follow up. Students arriving late three or more times in a month will be required to sign in early (7:45am) for a week.
- When a student is absent, they must provide an explanation. Parents will be emailed on the day of absence and asked to provide an explanation. Absences that are unaccounted for after 3 days, will be followed up by tutors. Cases of persistent or prolonged absence will be referred to House Staff.

## Alumni

Please see our dedicated Alumni website <http://alumni.island.edu.hk>

## Co-Curricular Activities

The co-curricular program at Island School is viewed as an integral part of the development of all students. Through a rich and diverse program, students should be able to experience safe, enjoyable and challenging activities which will enable them to develop and grow into successful and happy young adults.

Students should learn how to work collaboratively through being part of a team, whether it be a sporting team, debating, hiking in the hills or playing in the orchestra. They will learn about commitment and responsibility to themselves and one another.

By becoming involved and committed to co-curricular activities, it is hoped that students will learn integrity and self-discipline in coping with situations which they may not encounter in the classroom. Students will come to realise that involvement and success contributes to the school spirit and allows all students to take pride in the success of the school within the community.

A flavour of the different activities on offer at Island School can be found in the activities brochure on the school Gateway ([is.tg.esf.edu.hk](http://is.tg.esf.edu.hk)), which students and parents can access with their own log-in.

## Inter-House Competitions

The emphasis for these is participation. We want as many students as possible to become involved.

Each year the students of each House compete in a cumulative competition for a trophy which is presented at the end of the school year. The competition involves all students and includes a wide range of sports (such as cross country, basketball, soccer, netball...) as well as quizzes, chess, Battle of the Books and debates. The competitions are divided by class group into A, B, C and D grades. Regardless of age, students represent their class accordingly. Many of these events take place within school, but some, like the finals for the swimming and athletics competitions, are off-site.

The athletics and swimming finals are whole school events, attended by parents, staff and all students. Houses encourage participation from spectators, who can dress up in House colours, bring mascots and banners – even if they are not actually competing.

## **Hong Kong Schools Sports Foundation**

The HKSSF are a quasi-government body tasked with the organisation of sports events across Hong Kong. In order to compete in these competitions, students are organised by age into A, B and C grade. Student performers are required to have a 'sports I.D. card' issued by the HKSSF.

## **International Schools Sports Federation Hong Kong**

This body was formed in 2006 and is an alternative organisation for interschool sports between the international schools in Hong Kong and now boasts 21 member schools. Island School has been involved in a gradually increasing number of sports: soccer, basketball, volleyball and badminton in recent years.

The age grouping for the ISSFHK Leagues is Under 20; Under 16 and Under 14 for Boys and Girls. No I.D. card is required.

## **English Schools Foundation**

As a group, ESF secondary schools participate in numerous inter-school leagues, tournaments and events each year. The age grouping for these follows the same guidelines as the HKSSF system, with the addition of a D Grade, which is for Year 7 students only. The majority of these events are for the younger age groups.

The ESF sports teachers run events such as a biathlon, cross-country, volleyball, swimming galas, athletics meets and basketball tournaments at various times of the year. There is no trophy at the end of the season for these competitions. The emphasis is very much on participation.

It is sincerely hoped that students will find within this structure some sporting opportunities that capture their imagination and gives them some real challenge. It is believed that the House system 'feeds' a successful inter-school system. By gaining some exposure and experience in the House competitions, many students gain the confidence to strive to succeed at inter-school level.

## **HKSSF Sports Registration**

Students wishing to compete in HKSSF organised events must be holders of a current sports registration card. The cards are only valid for one school year and run from August until June each year. Cards have to be presented to match/event officials prior to competition as proof of age and school. Island School registers all students from Year 7 to Year 13 in August each year. This is done at the student's first PE lesson in August.

## **Activities Fee**

The cost of the Activities Programme and also the Inter House Programme is not included in school fees. Island School parents are all asked to contribute HK\$500 per child towards this programme, which pays for all the 'whole school' sports events, the teacher/student run activities as well as the Inter House Sports Competitions which take place within school. Please note that there are some activities which involve the use of specialist coaches. These options involve an additional fee.

# Inclement Weather Procedures

## Rainstorm and typhoon warnings

The rainy season lasts from April to September. Parents are advised to note the following arrangements, which apply in all cases except where students are taking external examinations (see EXTERNAL EXAMINATIONS below).

## Typhoons

Before school hours: Parents should use radio or television (or consult the EDB or ESF websites) to receive announcements on the closure of schools. If Typhoon Signal Pre-8 or Signal 8 or above is raised prior to school hours, the school will close.

The pre-8 signal indicates that the observatory expects to raise the 8 signal within two hours, giving school and families the opportunity to be prepared. If a signal is raised while students are travelling to school, the school will receive students and hold them until arrangements can be made for them to return home at an appropriate time. In school hours: With the government announcement of the closure of schools, all schools are to close. In that situation Principals will ensure that safe and adequate arrangements can be made for students to return home.

If that is impossible the school will inform affected parents that their children will remain in school until it is safe to release them or until a parent or designated responsible adult picks them up. Students will not be sent home on school buses once a Signal 8 or above has been hoisted.

## Lowering of signals

When a typhoon signal is lowered to no. 3 or all signals are cancelled, the school will open on the next school day.

## Heavy persistent rain

The Amber, Red, Black Warnings are independent of other warnings e.g. landslip or typhoon warnings.

In the event of an Amber warning, school will continue as normal.

If the red or black warning is raised before school, then schools will be closed for the whole day. If the warning is raised at the time your child sets off for school (s)he should stay at home.

If the red or black warning is raised after students have departed for school but before the commencement of school, then the school will accept those students who arrive, and retain them until it is safe to allow them to proceed home.

If the red or black warning is raised when classes are in session, schools continue until the end of normal hours and students are retained until conditions are safe for them to return home.

The school will not allow students to return home, including on a school bus when a red or black warning is issued. In these circumstances children may only be released to a parent or designated responsible adult if requested by a parent to do so.

Schools will not request parents to come to school to collect their children in dangerous conditions.

If school buses can be arranged when the relevant signals are lowered, then they should run. If not, the school will advise parents (or designated responsible adult) to collect their children from school. When in doubt, parents should consult the school website for clarification on arrangements in inclement weather.

When relevant observatory signals are lowered, the emergency notices will be removed from the school website, indicating a business as usual.



## External examinations

It should not be assumed that the above procedures will apply for those taking external examinations e.g. GCSE, International Baccalaureate Diploma or BTEC.

**In the event of a Typhoon 8 signal, it is likely that all examinations will be postponed.**

In the event of a red/ black rainstorm you should listen to the radio for announcements about examinations and should check the school website. Even if there is a decision to close schools, **you must assume that exams will take place unless there is a separate announcement postponing them.**

In the event of postponements, there will be announcements made about re-scheduling. Again, listen to your radio constantly and check the information on the school website.

## Lockers

All students are allotted lockers. For the most part these are situated in form rooms. Students are strongly advised to manage their locker use in order to keep the weight of their bags to a minimum. Teachers are given adequate time between lessons and at breaks to visit their lockers. When students have PE or Drama they should leave their valuables in their locker. Any valuable should not be left unattended in the changing rooms during these lessons under any circumstances. There are lockers provided outside of the changing rooms for students to use during PE and Drama, but students should provide their own lock to use. These are meant for lesson by lesson use only. Any locks left on these lockers after school hours will be removed. As well as these, there are small lockers on block 5 playground adjacent to the medical room that are provided for students during examinations. Students should store any valuables, particularly mobile phones and other electrical devices, in them that can not be taken into the examinations. Again students should provide their own lock. The school can not be held responsible for items left by students in the Media Room (GPA) during examinations.

## Lost Property

Students are responsible for the safekeeping of their own property. All items should be clearly marked with the owner's name. Expensive items and large sums of money should not be brought to school. If students do lose something they should first go to the front office and enquire as to whether the item has been handed in. If there is any suspicion that the item might have been stolen this will be recorded in the theft book and a member of the senior leadership team will follow this up immediately. Larger items of lost property are held by the school nurse and students should check whether.

# Parent Teacher Association ISPTA

## **E-mail: [pta@mail.island.edu.hk](mailto:pta@mail.island.edu.hk)**

Island School is lucky to be supported by an enthusiastic and involved Parent Teacher Association. The committee meets on a monthly basis. It is comprised of parent members, the Principal, teacher representatives, its honorary accountant as well as student representatives when needed. Throughout the year, ISPTA organises various events, the most important being the annual Fair which help raise additional funds for new equipment, upgrading of school facilities, supporting extra curricular events organised by senior students as well as raising funds for students selected from other schools in Hong Kong in desperate financial circumstances. Coffee mornings for each of the Years are held at Helena May and see growing attendance by parents. They are invaluable occasions when the Principal and key staff for the particular Year present topical academic and pastoral issues at the school. Parents have found these a useful channel of exchange with the school and other parents.

The PTA bookshop is open in term time – Monday – Friday from 9.00am – 2.00pm

The uniform shop is open in term time – Monday – Friday from 10.00am – 3.30pm

## Private Cars and Parking

Students travelling to school by private car from Magazine Gap Road and Bowen Road should be dropped off at the junction of Bowen Road and Borrett Road.

Students travelling to school by private car from Kennedy Road and Borrett Road should drive up to and right round the roundabout beside the swimming pool and alight by the wooden steps on the way back. Students should not be dropped off in the Car Park or on the approach to the Car Park from the roundabout.

At the end of school, students may only be picked up from Bowen Road. It is essential that parents keep to this rule. At the end of the school day the upper section of Borrett Road by the school is full of buses that are being boarded by significant numbers (800 plus) of students. If private cars come up there at this time to pick individual students up this increases the risk of accidents and makes the road much more unsafe.

Students may be picked up by private cars and taxis from 3.30pm onwards once the buses have departed.

## School Council

The Council is a group that represents all areas of our community. It oversees and guides the development of Island School, keeping a hand on budgets, curriculum and site development. The members of the Council are drawn from the following constituencies:

Parents are elected by the parent body;

Teachers and support staff are elected by the staff;

Community members are nominated by the chair;

Students are selected by the student body;

The Principal, the Business Manager and other senior staff are ex-officio members.

The Council meets approximately every six weeks in the evening at school. The agenda varies from monitoring ongoing issues to discussions of new projects that are brought forward by members. Major changes in the school need to be agreed by the Council.

The Council has various subcommittees that also include other members of the community. The committees include Site and Buildings, Curriculum, Human Resources, Risk Management and Budget.

# Science Laboratory Rules

We ask that students carefully keep to the following rules when using the science labs.

- Do not enter a laboratory unless a teacher is present.
- Place bags and coats under the table or out of the way.
- Listen carefully to safety instructions and read safety warnings on worksheets.
- Note the safety symbols on bottles and containers of chemicals.
- Always wear safety glasses during practical work when there is a risk to the eyes.
- No eating or drinking in the lab.
- Act sensibly in the laboratory and during practical work. Never run.
- When Bunsen burners are used, long hair should be tied back, safety glasses should be worn and ventilation fans should be used.
- Do not leave an experiment unattended.
- In cases of broken glassware or spilled chemicals, notify the teacher immediately.
- Chemical waste should be disposed of in an appropriately labeled container, not in the sink. This should be emptied by a technician after every lesson.
- Wash hands after using chemicals. At the end of an experiment, clear away and rinse glassware and leave in the wash trays. Tidy away other equipment as instructed and make sure your work space is left clean and neat.
- Do not take anything out of the laboratory without permission.
- Appropriate footwear must be worn. No flip flops or open toed sandals.
- IB Chemists must wear white coats during practical work.

You are asked to sign the separate sheet to say that you understand these rules and allow your son/daughter to work in our Science Labs.

## Site Facilities and Hiring

Island School is situated on a pleasant site on the Hong Kong Island overlooking the Victoria Harbour. The school building consists of seven tower blocks grouped around three playgrounds. One is the hall block with a school hall, an indoor sports hall, drama studios and a library. Another is devoted to Science teaching and a third to specialist rooms for Music, Art, Design and Technology and Food and Textiles Technology. The remaining three blocks furnish the school with its standard teaching rooms. In addition, there is a swimming pool and an artificial astroturf pitch. All classrooms are fitted with the latest interactive and digital facilities served by a broadband wireless network. There is a dedicated study facility and common room for Years 12 and 13 students. There is a medical room staffed by a health professional. There is a uniform shop and a bookshop run by the PTA. All sports facilities and some specialist facilities are available for hire.

For more information, please contact our Business Manager, Ms Rebecca Yip.

# Uniform

- School uniform must be worn by all pupils in Year 7 – 11 both while at school and travelling to and from school or an event organised by the school where appropriate.
- In addition to the regular school uniform, there is a Drama kit and a P.E. kit. If students have Drama or P.E. first lesson, they are permitted to travel to school in the relevant uniform. Students should, however, change into regular school uniform immediately after the Drama or P.E. lesson. Similarly, if students have Drama or P.E. last lesson, they are permitted to travel home in that uniform.
- Pupils who come to school incorrectly dressed may be sent home. To avoid upsetting and time wasting disputes parents are asked to ensure that uniform is indeed uniform and the items of clothing conform exactly to the style and colour stipulated.
- Hair: If a student is unsure as to whether a hair style or colour will be acceptable, he/she should consult with the form tutor or House Staff before the visit to the hairdressers.
- Jewellery
  - Discreet jewellery and make up are permitted.
  - Students may wear one of each type of jewellery i.e. ring, pendant, earrings.
  - Students will be required to remove jewellery in PE and, if necessary in practical lessons.

## Uniform in different years

### Year 7 – 11

- Plain completely black shoes, sandals or black trainers. No flip-flops, high heels, clogs or boots. Note that in Science and Technology, for reasons of safety, students will be required to wear shoes that are robust and completely cover their feet.
- White socks or navy blue tights.
- Navy blue approved uniform style skirt, shorts or trousers.
- Blue and white approved uniform style pin stripe shirt.
- Maroon school regulation sweater/ sweatshirt.
- Regulation navy blue woollen 'fleecy' jacket.

### Sixth Form Dress Code

- They are exempt from wearing the school uniform. They must look clean and tidy. Students' dress can be casual but smart, not casual and scruffy. For all PE activities Y12/13 must wear Island School PE uniform.

### P.E. Uniform

- Trainers with clear non-marking soles.
- White sports socks.
- School PE shirt in the House colour.
- Blue school PE shorts.
- Blue stretch nylon school swimming costume ('Speedo'), or red swimming shorts.



# Island School PTA Uniform Shop

20 Borrett Road, Mid Levels, Hong Kong Tel: 2537-2546 Fax: 2530 0144

## Price List for 1/8/2011 to 30/6/2012

### YEAR-ROUND UNIFORM:

#### Boys' Short-Sleeved Shirt:

Collar size: 13", 14", 15", 16"  
17", 17"(XL), 18" \$160

**Boy's Shorts:** All Sizes \$240

#### Girls' Blouse:

Chest size: 30", 32", 34", 36"  
38", 40", 42" \$145

#### Drama Uniform

Shorts: All Sizes \$105  
T-Shirts: All Sizes \$115

#### Trousers:

Waist size: 24"/25"/ 26" \$240  
27"/28"/ 29" \$260  
30"/32"/ 34"/ 36"/ 38" \$280

#### Skirt:

Waist size: 22", 24", 26", 28" \$145  
30", 32", 34", 36"

### PE UNIFORM:

PE Polo Shirt (House colour) \$120  
PE Shorts \$ 95  
PE Sweatshirt: All Sizes \$170  
PE Track Pants: All Sizes \$150

Netball Skort \$220  
Boys' Swimming Trunks \$110  
Girls' Swim suit \$220  
Boys' Racer Briefs (for competition) \$120

### WINTER ITEMS:

Fleece \$270  
Sweatshirt Maroon \$210

### MISCELLANEOUS ITEMS:

Apron \$ 75  
Laundry Pen \$ 15  
Scarf \$ 60

Note: Size not listed can be ordered through the PTA Shop.

### Suggested Started Kit:

3 Shirts / Blouses	1 Swim Trunks / Swim Suit
2 Trousers / Skirts	1 Apron
2 PE Kits (Polo Shirts & Shorts)	Laundry Pen (optional)
1 Set Drama Shorts/T-Shirt	

Payment: Cash or cheque made payable to:- "Island School Parent Teacher Association Limited"

### Opening Hours:

10:00am-3:30pm  
Monday to Friday, Wednesday Early Closing  
Closed Public & School Holidays



# Island School

20 Borrett Road, Hong Kong

Tel: (852) 2524 7135

Fax: (852) 2840 1673

E-mail: [school@mail.island.edu.hk](mailto:school@mail.island.edu.hk)

Website: [www.island.edu.hk](http://www.island.edu.hk)



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