



Island School  
20 Borrett Road, Hong Kong  
Tel: (852) 2524-7135  
Fax: (852) 2840-1673  
www.island.edu.hk



Principal  
Chris Binge, MA (Cantab)

## Checklist

Parents are asked to submit the following documents and cheques before the commencement of the term.

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
School Policy Agreement	✓	✓	✓	✓	✓	✓	✓
General Parental Consent Form for Out of School Visits and Activities	✓	✓	✓	✓	✓	✓	✓
Activities/Co-curricular Enrichment fee	✓	✓	✓	✓	✓	✓	✓
Camp fee	✓	✓	✓	×	×	×	×
A copy of HKID card/passport for School Sports Federation ( <i>if applicable</i> )	✓	✓	✓	✓	✓	✓	✓

## Payment

- 1) Activities/Co-curricular Enrichment fee – HK\$500.00 (Please see parent handbook for an explanation of what this fee covers.)  
(Please make cheque payable to ***Island School*** .)
- 2) Year 7 Camp fee – HK\$1,800.00  
Year 8 Camp fee – HK\$1,800.00 (includes balance carried forward from last year)  
Year 9 Camp fee – HK\$4,200.00  
(Please make cheque payable to ***Island School***.)  
Details of each the camp programs for years 7 to 9 are available on the CAS Week Website:  
<https://sites.google.com/site/casweek/>

Please write down the name and class of your child and either for “activities fee or camp fee” on the back of the cheque.

## Registration for HKSSF

If you have not previously registered for the School Sports Federation, please attach a copy of your ID card/passport or scan your ID copy and email to [hkid@mail.island.edu.hk](mailto:hkid@mail.island.edu.hk) . We would encourage all students to register.

## School Bus Forms

Bus application form and bus list are available on <https://sites.google.com/a/online.island.edu.hk/island-school-pta/school-bus-forms>

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**School Policy Agreement**

Student's name \_\_\_\_\_ Tutor Group \_\_\_\_\_

**1. Photo permission**

I allow / disallow \* photographs to be taken of my Son/Daughter for use in the school's e-newsletter, website and other publications

\* Delete as applicable

**2. General Laboratory Rules**

I have read Island School Science Department General Laboratory Rules (page 42) and understand these rules.

**3. Communications and Technology (ICT) Systems**

**Student section**

I have read the Island School home/school 'Essential Agreement'(pages 22-23) and agree to meet the expectations laid down there.

I have read the school's Acceptable Use Policy (AUP) (pages 22-23) and agree to abide by it.

I understand that my use of all digital technologies in school is bound by the Island School Code.

**Parent section**

I have read the Island School home/school 'Essential Agreement' (pages 22-23) and agree to meet the expectations laid down there.

I have read the school's Acceptable Use Policy (AUP) (pages 22-23) and agree to support its use by discussing the document and the issues therein with my child(ren).

Student signature \_\_\_\_\_

Parent's name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



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## General Parental Consent Form for Out of School Visits and Activities

*This form should be completed by all parents. It is intended to give the school permission to take students on trips in the urban area or other destinations of low risk. Parents will always be informed of such trips. For trips involving a higher element of risk a separate indemnity form will be issued.*

I consent to my son/daughter \_\_\_\_\_ of Form/Class \_\_\_\_\_ being allowed to join educational visits and out of school activities organized by Island School. I agree to him/her taking part in any or all of the activities proposed. I will ensure that my son/daughter understands that it is important for his/her safety and the safety of the group that he/she obeys any rules and instructions given by the staff in charge and in particular follows the following Code of Conduct.

### CODE OF CONDUCT

Students will be expected to exercise self-discipline, to show courtesy and consideration to staff, fellow students and members of the public. Smoking, drinking alcohol and the consumption of drugs that are illegal in Hong Kong are expressly forbidden. Should my son/daughter break this code of conduct, I agree to support the school's implementation of appropriate disciplinary action which may include returning the student home at my expense.

I understand that, whilst the staff in charge of the members of the group will take all reasonable care for their health and safety, they cannot be held responsible, unless they are found to be negligent, for any injury, illness, damage or loss suffered by my son/daughter during or arising out of the journey. I authorize the leader of the trip or any member of the school staff present, to consent to such medical treatment – including inoculations, surgery, blood transfusions – which, in the opinion of a qualified medical practitioner, may be necessary for my child in the course of the trip. I, therefore, agree to indemnify the English Schools Foundation, its employees and agents against all liability for injury (including death), illness, loss to person or persons or damage of property caused by my son/daughter unless this can be shown to be due to the negligence of the English Schools Foundation or any of its employees.

Parent's signature:

Date:

Parent's name in block letters:

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## Opening Routines 2011-12

### Tuesday August 9th

8.30am New Staff Induction at ESFC

### Thursday August 18th

10.00am Science tests for new students  
11.00am Language tests for new students  
12.30pm Insight Testing for new students

### Friday August 19th

9.00am SLT  
10.00am New Staff Induction  
1.00pm Lunch: SLT and new staff

### Monday August 22nd

8.30am Staff Briefing and Breakfast  
9.00am Department Meetings  
10.00am Individual Staff Planning Time  
12.15pm Lunch (Provided)  
1.00pm Year 7 Tutors Meeting ; Island Time Meeting  
1.30pm Inset in the Hall  
3.00pm End

### Tuesday August 23rd (Students attending: yr 7 and all new students)

7.30am Kwoon Chung bus service from Pier 3 and Star Ferry.  
8.00am Assembly for all students new to Island School and their parents in the Hall.  
8.15am Year 7 to tutor bases with HOH and Form Tutors  
New students in years 8-10 go to LDS for induction with JAH  
8.30am Optional guided tour of school for parents and new Y12 students led by prefects.  
9.00am New Year 12 students meet with DPT re. subjects / timetable - LMM  
9.45am Year 7 Induction and Scavenger hunt (inc Photos)  
10.30am CAS Week offer to new students Y10,11,12 – Hall  
11.00am New students in years 8-10 can depart  
12.50pm Year 7 Depart  
1.00pm New Year 12 students meet SHOH, HOH and Yr 12 Tutors  
1.45pm Staff Meeting  
3.00pm End  
(Lunch BYO - flexible according to role)

### Wednesday August 24th (All students in School)

7.55am Registration and tutor time (no period 1); Timetables for 7-11 and 13  
P2-4 Year 12 Induction (SCR); Year 7-11 Normal Lessons (School Photos for years 8-10 in Hall)  
P2 Year 13 Assembly (LDS)  
P3-4 Year 13 Extended Essay Day  
2.15pm House meetings; planning tutor time  
3.30pm SHOH and SLT meet to review GCSE results (as needed)

### Thursday August 25th

Normal lessons (School Photos for Years 11-13)  
SHOH off timetable as needed to see individual year 12 students  
2pm Year 12 receive GCSE Results (may need to be off lesson 5)

### Friday August 26th

Whole School Assembly  
Normal lessons  
P5 Year 12 v 13 in Games: Michelle Hughes Cup  
Senior School BBQ

### Monday August 29th

Normal lessons for years 7 - 12  
Year 13 World Lit Day

## **STATIONERY PACKS**

To avoid some of the queues at the start of term, you are invited to come to school during August to buy Stationery Packs. The packs will be available for sale, from the PTA, on the following days:

**Thursday 18<sup>th</sup> August for Y7**

**Friday 19<sup>th</sup> August for Y8**

**Monday 22<sup>nd</sup> August for Y9**

**9:30am-3pm**

Thereafter the packs will be available from the PTA Bookshop which is open daily. The Bookshop will open from 9am – 3:00pm from 23<sup>rd</sup> August thereafter, with early closing on Wednesday at 2pm.

The cost of the Stationery Packs is as follows:

	<b>Language Choice: French</b>	<b>Language Choice: Mandarin</b>
Year 7	<b>HK\$878.00</b>	<b>HK\$795.00</b>
Year 8	<b>HK\$632.00</b>	<b>HK\$546.00</b>
New Year 8	<b>HK\$880.00</b>	<b>HK\$794.00</b>
Year 9	<b>HK\$448.00</b>	<b>HK\$359.00</b>
New Year 9	<b>HK\$712.00</b>	<b>HK\$623.00</b>
	<b>Language Choice: Spanish</b>	<b>Language Choice: Japanese</b>
Year 8	<b>HK\$574.00</b>	<b>HK\$555.00</b>
New Year 8	<b>HK\$822.00</b>	<b>HK\$803.00</b>
Year 9	<b>HK\$389.00</b>	<b>HK\$394.00</b>
New Year 9	<b>HK\$653.00</b>	<b>HK\$658.00</b>

Incidental items will also be on sale at these times and the Geography department recommends that all year 7 students also purchase a Clipboard, Safety Scissors, Coloured Pencils and a small Glue Stick.

Cheques should be made payable to “Island School Parent Teacher Association Limited”. If you are paying cash it would be appreciated if you could give the correct amount. Please avoid large denomination amounts in notes.

If you cannot come on the above dates please do not worry but you may have to queue at the start of term. Apologies but no refunds or exchanges will be entertained until the week beginning the 29<sup>th</sup> August.

## **SCHOOL UNIFORM**

Summer uniform is worn all year round with the addition of a Sweatshirt, scarf and warm fleecy jacket during the colder weeks of the year. This coming year we are offering an alternative to the sweatshirt, a unisex, navy cardigan. This is a cotton mix, for in between days and will cost around HK\$330. We are very anxious that everyone looks tidy so that we avoid unnecessary criticism of the school. May I remind parents that they have agreed to support the school's code on dress, uniform and appearance and if students fail to conform we shall send them home? The uniform regulations are, for the most part, conservative and do not always please the students. They do, however, conform to a standard that most people want in Hong Kong.

May I also state that it is unfair for a child to be expected to manage, for instance, on one skirt or one pair of trousers throughout the whole year. It is impractical and unhygienic. Could parents please make sure that their child has a change of clothing and that all uniform, particularly P.E. uniform, is clearly marked with their child's name.

The opening hours of the Uniform Shop are as follows:

Monday 15<sup>th</sup> August 2011 until Friday 26<sup>th</sup> August  
9.30am to 3.00pm Monday to Friday

From Monday 29<sup>th</sup> August 2011 and onwards throughout the remainder of the academic year – normal Opening Hours are as follows:

Monday - Friday 10.00am-3:30pm

The shop is closed during the school holidays and public holidays, except by prior appointment.

In order to offer as smooth a service as possible the shop will open on specific days for different year groups:-

Thursday 18<sup>th</sup> August for Y7 students

Friday 19<sup>th</sup> August for Y8 students

Monday 22<sup>nd</sup> August for Y9 students

All cheques should be made payable to the "Island School Parent Teacher Association Limited"

If you could bring your own bags, it would be most appreciated