

Hope International School Parent Handbook



Association of Christian Schools International



UNIVERSITY of CAMBRIDGE
International Examinations



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HOPE Vision and Mission Statements

The VISION for HOPE International School

Global-minded servant-leaders with a biblical understanding and application of knowledge, impacting the world for Christ.

“People of HOPE - Godly leaders worldwide”

The MISSION of HOPE International School

To support world missions by providing quality, Christ-centered educational services for families of international Christian workers in Cambodia and surrounding countries.

“HOPE School – training servants for Christ”

Welcome

Welcome to HOPE International School, Cambodia. We thank God for your interest and involvement, as together we build a place of learning, which will be part of preparing your children for life. This information booklet contains a brief background of the school, an outline of the educational philosophy and curriculum, and other important details of school organization.

Introduction

HOPE International School (known as HOPE) commenced in February 2002 to provide an affordable, high quality, international Christian education for the children of missionaries. An Advisory Group was formed to help develop foundational documents that reflect our Christian community here in Phnom Penh.

The School Board is comprised of representatives of participating member missions, and other invited individuals. Parents are represented by the Parent Council, which provides advice and recommendations in a consultative role to the School Board. We believe such a broad-based foundation will provide stability for the long-term existence of the school, including the provision of sound spiritual, emotional, academic programs, and excellent facilities.

HOPE Mission

Who are world missions?

This group of people includes Christian expatriate personnel who come to Cambodia through a sending agency or a supporting church. It also includes Christian development workers in Cambodia.

What are Quality, Christ centred services?

Quality, Christ-centered educational services in this context means a Biblically based, western style education system, with a Biblical world view integrated throughout the curriculum. The curriculum is taught in English, and prepares students for transition to English speaking schools and universities.

Students who successfully complete the IGCSE exams and AS levels gain an internationally recognised qualification for entrance into university.

Services include HOPE School itself, a boarding home so that students not normally living in Phnom Penh can access the services, and a Home School Support Unit, run by a teacher committed to helping families using nontraditional schooling methods.

Approximately eighty percent of the students are from expatriate mission families. Ten percent from Christian expatriate families, and the other ten percent from business families.

HOPE School educates students using English language as the medium of instruction. There is a maximum ratio of twenty five percent students who are graded at ESL C and below, using a school administered ESL test. Some students who are fluent in English would be classified as ESL B, and not included in these ratios.

	Classification	Classroom Percentages
A	Native English Speaker	Minimum 75%
B	Fluent English speaker	
C	Advanced	Maximum 25%
D	Intermediate	
E	Beginner	

The Home school Support Unit exists to provide educational support and academic accountability to home school students and parents within Cambodia and surrounding nations. The Home school Support Coordinator partners with Asia Educational Resource Consortium (AERC) to provide curriculum advice, educational planning, resources, educational testing, workshops and conferences. The Home school Support Coordinator will also provide limited support for families who have short absences from school due to furlough commitments in their home country.

The Boarding Home is run as a family home where each student is supported in their studies at school and is encouraged to reach their full potential, lead a balanced life, and contribute positively to the community of the home. The boarding parents aim to disciple and encouraged the students to become lifelong flowers of Jesus. They are committed to co-parenting each student in partnership with their parents.

The boarding home operation has been suspended for the year 2010/11 and will be reviewed again for the 2011/12 year.

Education

Education Philosophy

As Christians, we believe that each child is created as a unique individual and should be so taught so that their gifts will develop, and be developed, to bring glory to their Creator.

Programs will promote both cooperative and independent learning, and special programs will be developed for those with additional needs. The conduct and relationships of all members of the school community should be intentionally Christ-like.

It is our aim to develop students intellectually, physically, socially, emotionally, culturally and spiritually. In order to do so we encourage students to evaluate, from a biblical perspective, what is learned and experienced in life.

We hope to equip students with the necessary life skills and confidence for life: including thinking, studying, working, playing, creating, imagining, discovering.

Curriculum

HOPE School acknowledges God as the Creator of all things and the source of all wisdom, truth and knowledge, as revealed in the Bible.

The curriculum is the deliberate and purposeful plan of instruction through a variety of learning experiences reflecting the values and ethos of HOPE School.

The curriculum will be regularly reviewed to ensure the vision and mission of HOPE School is sustained.

Through the curriculum, students will be encouraged

- To wisely apply knowledge and understanding in their life
- To fulfil the plans and purposes God has for them
- To become a servant leader
- To live as Christ lived in an attitude of worship to God
- To aim for excellence in the development of their skills
- To discover and develop their gifts to their full potential.

The educational program recognizes the educational and social needs of children from diverse cultures. An international core curriculum, compatible with the Australia, New Zealand, North American and United Kingdom education systems, is followed, with all disciplines taught from a biblical worldview.

Non-English speaking students can access specialised English classes.

- The curriculum is delivered by committed Christian teachers, who aim to reflect the love of God in their relationships with the students, and who try to incorporate a biblical world view into their teaching where appropriate. All teachers have a professional teaching qualification in their home country.
- The school is English speaking, and students are expected to communicate in English at all times, unless instructed by their teacher.

- The following subjects are taught:- English (language arts), mathematics, science, health, social science (geography & history), Khmer and French at the primary and secondary level respectively, the arts (music, fine arts, drama), Christian perspectives, ICT and physical education (sport).
- Science is taught on a two year program , so children in mixed year groups do not repeat work over two years.
- The curriculum is objective led, being based upon clearly defined, progressive learning objectives. Such objectives have been developed using the expertise and experience of teachers from a range of educational backgrounds, in a range of English speaking countries.
- Decisions about the teaching style and approach, as well as the contexts for delivering the objectives, are left to the professional judgment of individual teachers. The benefits of this approach are that teachers from any English speaking background can deliver the best teaching they can, and students should experience a rich and varied learning environment as they move through the school.
- Assessment is closely linked to the learning objectives, and clear criteria are given to make accurate judgments of ability. This is done in a way which can be interpreted by professionals from different countries making transfer from Hope easier.

The school is an accredited Cambridge International Examination Centre and we offer IGCSEs (International General Certificate of Secondary Education) to our senior students, as well as Cambridge AS levels in Year 12 and 13.

Currently all Year ten students start an IGCSE course in Math's, Science (dual award, equivalent of two IGCSEs) Geography, and ICT. Students who are proficient in English (ESL B and A) also study English language, English literature and French.

Students who operate at ESL level C and below study English as second language and an exam in their first language where appropriate and available.

An option block allows students to add Christian Perspectives, Art, Music or PE to this list. Currently it is hoped to offer a Global perspectives IGCSE as a vehicle for this.

The curriculum may be changed in the future, but these are the plans for the academic year 09/10

Bible teaching

All students throughout the school are expected to be part of Christian Perspectives lessons as Christianity is central to the vision and mission. A Biblical Worldview permeates everything a child is taught across the curriculum.

Specialist teachers

Some Primary school subjects are taught by specialist teachers. This may change from year to year depending on the strengths and availability of staff. Currently such subjects include ICT (Computers) Art and Design, some PE and some Science.

Extra-curricular Activities

As staffing allows, an extracurricular programme runs each semester. A variety of clubs are offered to students at a cost to be borne by students. Places are offered where available, and priority is given to those students who did not get accepted in the previous semester. Clubs offered so far have included some sports clubs, visual and creative arts, Khmer dance, music and gardening. There is also an annual senior school sleep over.

Classes and Age Groups

Being an international school means meeting the needs of a variety of families, coming from a range of countries. At HOPE all children are grouped chronologically. They are put into year groups depending upon date of birth, starting from 1st August until 31st July. This follows the system of the majority of international schools in Asia. Teachers differentiate the curriculum within mixed ability classes.

Normal class size is 20 students, with two discretionary places held for children of teachers, and for English speaking member mission children. The given age is the required age between August 1st and July 31st of the academic year, and refers to Western measurement of ages, i.e. how many years the child has been alive. Special consideration will be given to children born either two weeks before 1st August, or four weeks after.

Pre School

Pre School 0	available to children aged three years old when they turn three
Pre School 1	3 years old before 1 August of the academic year.
Pre School 2	4 years old

Primary School Classes

Year 1	Kindergarten	5 years old
Year 2	Grade 1	6 years old
Year 3	Grade 2	7 years old
Year 4	Grade 3	8 years old
Year 5	Grade 4	9 years old
Year 6	Grade 5	10 years old

High School classes

Year 7	Grade 6	11 years old
Year 8	Grade 7	12 years old
Year 9	Grade 8	13 years old

IGCSE Classes

Students need to complete both years of this two year course, and would not normally be admitted into Year 11 without completing Year 10

Year 10	Grade 9	14 years old
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Year 11 Grade 10 15 years old

AS Levels

Year 12 Grade 11 16 years old

Year 13 Grade 12 17 years old

Hope is accredited as an Cambridge University examination centre (www.cie.org.uk), and also accredited by ACSI (Association of Christian Schools International) (www.acsi.org)

Pastoral Care

Students in the primary school will be mainly taught by one teacher. They will be responsible for pastoral care of those students. In the high school students meet with their pastoral teachers each morning at 8.00am for student devotions and pastoral time. Such teachers are the main point of contact for parents with concerns.

Homework

The purpose of homework is as follows:

- To extend classroom learning
- To establish desirable time management practices for children.
- To reinforce the shared responsibility for a child's education, i.e. the partnership between child, school and home.
- To acknowledge and value the current educational practices within family routines.

Guidelines

- Homework should provide students with the opportunity to reinforce and practice skills learned at school.
- Homework should encourage students to improve their organisational skills.
- Homework should give students the opportunity to complete unfinished work.
- Homework should give parents an opportunity to assist children's learning.
- Homework should reflect current educational research findings.

Parental role

- Be positive and encouraging - homework should not be an onerous task!
- Show an interest by asking about the work
- Get involved in solving some of the problems - you ARE allowed to GUIDE!
- Assist your child with the organisation of their time by:
 - ⇒ Helping them decide which exercise to do on which night (Do the worst first!)

- ⇒ Help them allocate a time, e.g. 30 minutes, then have a break, and return if required, so that the students pace themselves
- ⇒ Don't leave it until the last minute

By showing an interest in the work, your children know that you're interested in what they do at school too, and they become more motivated to learn.

Please feel free to contact us during school hours about any of the homework tasks set.

Implementation – Primary School

Homework will be given to Years K1 to 6 each week. The content of the homework will vary depending on the age and stage of the child, and individual teachers will be responsible for giving appropriate homework.

Children in Preschool will not be expected to do homework.

All homework should be acknowledged by an adult and returned as requested by the teacher. If the teacher decides that the standard of completed homework is inadequate, the student will be given an opportunity to improve their work before behavior management processes take place

Spelling

Years K-6 will usually have a list of words to either read or learn to spell. These words will be selected from the spelling pattern for the week, the student's personal writing, the current unit of study, and other spelling lists. The children will be tested on these words in class.

Reading

Primary aged children need to read and be read to often. Students in Years 1 to 3 are heard by the teacher during the week during class lessons. The growth and progress in reading is affected by the opportunities children have to practice. Take-home readers are selected to match the student's reading ability. Children can change these home readers as often as they want, but parents are expected to listen to children read at least once during the week.

Children in years 3 and above are often reading at an independent level. All students read daily (during Silent or Guided Reading time), either alone, or as part of a group. Sometimes students select their own books to take home and sometimes these books are selected by a teacher to match reading skills; other times they have been selected to provide diversity in reading material usually selected by the student.

Other homework

Teachers may ask the children to find out some information at home, to complete a task not finished at school, or to do some additional practice of skills taught in the classroom.

We also acknowledge that children are doing lots of less traditional "homework" activities – for example learning additional language, helping with household chores, playing strategy based games, reading for fun, sports clubs, cultural visits, and after school clubs. Recent research has shown that such experiences enrich a child's

education more than more traditional homework tasks, so we would encourage you to recognise the value of these.

Time Guidelines

Year K1, 2	5 to 10 minutes a day
Years 3, 4, 5, 6	Approximately one and a half hours a week

Implementation – High School

1. The High School timetable is split into 30 fifty minute lessons a week, and different subjects have different lesson allocations. The frequency of homework tasks will depend on this lesson allocation
2. Homework tasks are set, on average, once every four lessons for each subject. Over a two week period, a student in Year 8 should therefore expect two homework tasks in each of Math's, English, Science and Social Studies, with one homework task for Music, Christian Perspectives, Art and Design Technology.
3. If homework tasks are set more frequently than this, then the length of the task would usually be reduced.
4. Students will be given an appropriate time frame, usually a minimum of 3 school days, to complete a homework task
5. All homework tasks will be set in the homework diary
6. All completed homework tasks should be acknowledged by the teacher
7. Parents should sign their child's diary on a weekly basis to acknowledge their involvement in supporting homework. The diary should also be used for parents to communicate with teachers regarding both homework and class work.
8. If the teacher decides that the standard of completed homework is inadequate, the student will be given an opportunity to improve their work before behavior management processes take place

Time Guidelines

Year 7 - 9	Each homework task should last between 30 and 45 minutes
Year 10 - 11	Each homework task should last between 45 minutes and 1 hour
Year 12 and 13	Each homework task should last between 1 hour and 2 hours

Assessment and Reporting

Teachers will assess student learning regularly, and maintain evaluation records. Student reports will be issued quarterly, with comprehensive graded reports given to parents twice per year.

In addition standardised testing will take place for Year Four and above, using the International Schools Assessment test. This is an Australian product and has been used for the past two years to measure progress in Math's and English.
(www.acer.edu.au/tests/isa)

Parent / Teacher Interviews

Parent/teacher interviews will be held twice during the year.

However, we also encourage parents and teachers to talk informally as part of our practice of open communication. Please make an appointment with your class teacher direct.

Behaviour management

Guidelines for this policy are consistent with the Christian Ethos and Philosophy of Education stated in the Prospectus of Hope International School. It includes concern for the welfare of the child, created by God as an individual, in the areas of academic, social and spiritual growth and well-being.

Basic Beliefs:

- Student Welfare & Behavior Management is a shared responsibility between school, home and the community.
- All individuals are to be valued and treated with respect, as God's children, regardless of culture, creed, race or gender.
- Hope International School should provide a positive Christian environment in which all teachers assume responsibility for Student Well-being and Behavior Management, and ensure that each student is provided with experiences of success.
- Students work most effectively in a secure environment where they are able to
- grow as individuals and develop their talents, interests and ambitions.
- All students should have the opportunity to learn in an environment that is free from bullying and anti-social behavior.
- All students have access to professional academic guidance, prayer and pastoral care.
- Teachers expect to be able to teach in an orderly and co-operative environment.
- Parents expect that their children will be educated in an environment in which care, courtesy and respect for the rights of others are encouraged, and Christian love is shown.
- Parents have the responsibility to support the school in its efforts to maintain a positive teaching and learning environment.
- The staff has an obligation to fairly, reasonably and consistently implement the student welfare and discipline policy in keeping with the Christian principles of ethics and morality upheld in the school.
- Clear communication processes and protocols are critical to the effectiveness of support for student well-being.
- HOPE School will promote a healthy, supportive and secure Christian environment for students.

- An agreement must be developed between staff and students on the important rules needed to run and develop a happy, orderly and integrated school.

The discipline policy will be implemented with much thought and under the covering of prayer, through a Discipline Plan.

Student Behaviour

The school shall encourage godly behavior in keeping with its stated aims. The school will implement behavior support structures and programs which prioritise and address the identified needs of students. The stages at which support may be provided are as follows:

Primary Prevention:

The school's foundational behavior programs develop the qualities of a servant leader as exemplified by Christ. These are implemented as part of the school's daily program and culture.

- Student Awards, positive and encouraging comments
- Discussions with individual students about poor or wrong behavior
- Discussions with other members of staff

Early Intervention:

Teachers use a variety of strategies and processes which, assesses and manages individuals and groups identified as being or becoming disruptive.

- Informal behavior management programs developed and put in place
- Loss of privileges
- Staff informed
- Parents informed

Continued Intervention:

Consistent behavior issues will require the involvement of the parents and the Director or his/her nominee.

- Formal, written behavior management program applied
- Interview with parents, student, class teacher and director (or nominee), and subsequent signing of a behavior contract.
- Regular reporting on progress- includes 'Home-School Diary'
- Date set for Student Review

Temporary Exclusion:

When behavior problems continue, the school reserves the right to exclude the child for one to two weeks. The chairperson of the School Board will be notified. On return to school the following criteria will need to be met in order to maintain the student's place.

- Full co-operation of the parents

- Minimal evidence of the problem which caused their exclusion
- A weekly summary to parents, to monitor progress
- Agreement with the parents that no improvement, on the part of the student, would lead to permanent exclusion without any re-imbursments for fees already paid.

Permanent Exclusion:

When, after temporary exclusion, there is no improvement in behavior, the school reserves the right to exclude the child permanently. The parents and the student will be requested to be present at a final meeting attended also by the class teacher, director, and the School Board Chairperson.

- Evidence of the problem which caused exclusion will be presented, including the behavior program and subsequent reports.
- No re-imbursments will be made for fees already paid.

Special Events

Christmas Concert

Each Christmas the Primary School and Pre School students present two Christmas plays. One is a Nativity; the other is a Bible story or a play about an aspect of Christianity. This is a great opportunity for Primary children to work together, to perform in front of an audience, and to celebrate Christmas. School finishes at lunch time on the performance day as children are expected back at 4.30pm for a late afternoon performance. Those not involved are expected to be part of the audience.

Flag Week

Flag week has a particular focus on setting aside time for spiritual reflection. Time is allocated each day for worship and speakers to share the Gospel of Jesus and what He has done.

Sports Week

The student council organizes a Sports week that culminates in Sports Day on the Friday; the sport day being organized by staff. Each day during the week some time is used for a mixture of activities to encourage team spirit in school.

International Week

This is another event organized by Student Council, and culminates in a shared meal and a celebration of cultural diversity in HOPE School

Buddy Group Games

On the final day of each semester, students take part in games in their cross age buddy groups. These are organized by staff.

Excursions / Field Trips

Students, accompanied by teaching staff, will leave the school grounds occasionally for educational purposes such as a local community walk. These are known as minor excursions. Permission for this will be sought from parents annually.

Major excursions, or field trips, will occur on occasion. Information regarding these will be sent to parents, and permission will be sought for each field trip.

Camping Programme

HOPE has a camping program for all students, with the goals of developing leadership skills and also experiencing life outside of Phnom Penh. Parents will receive comprehensive information regarding these, well in advance. The cost of School camps has been included in the tuition fee.

Swimming Programme

A Water Safety program is planned for all primary school students as part of the swimming program. This program takes place for nine weeks during the year with each class attending a swimming lesson at some point. Parent assistance is

essential to the success and smooth running of this program. In the high school swimming is planned for a short block during the academic year.

Swimming fees are included in the tuition fees.

Sports Programme

At Hope we believe that exercise enhances the health and academic success of a student. Our school grounds whilst limited, are used for the teaching of skills of various sport and fitness activities. HOPE currently schedules an athletics carnival in the first school semester, where students participate in a range of track and field events. There is also a swimming carnival in the second semester.

Assemblies

Two assemblies are held each week. The first is one on Monday mornings is for the whole school, and is for worship and administrative purposes. It enables the whole school to start the week with prayer. The second is on Friday mornings for high school, and Friday afternoons for primary school is a time of worship and announcement of student awards.

Student Awards (Philippians 4:8)

Weekly

Each teacher nominates a student from their room for outstanding achievement or service each week. In addition the students are also encouraged to nominate one student in the school for an award celebrating achievement or service.

Annually

Several major certificates will be awarded to students in each year group at the Celebration and Dedication Evening at the end of the academic year. For the primary classes two Encouragement awards are given for outstanding effort and achievement.

At high school four awards are given in each year group:

- The Creative Arts Award is awarded to a student showing creativity and flair in all aspects of the Arts.
- The Sports Award is awarded to a student displaying excellent teamwork and attitudes of fair play in addition to his/her sporting skills.
- The Studentship Award is awarded to a student who displays conscientious effort and pleasing attitude at all time.
- The Scholarship Award is awarded to a student for outstanding academic work in class throughout the school year.

In addition, the Gwen Coventry Award is awarded to the student of HOPE School who displays the characteristics of a servant leader growing in Christ. Gwen Coventry served God in remote villages in Nepal for many years. Upon returning to Melbourne, Australia she continued to selflessly serve God's people, especially the growing Cambodian community. Her life is an example of what it means to be a servant leader.

School Calendar and Hours

School Calendar

HOPE School works on a two semester year. The first is from August to December, the second from January to June. Holidays coincide with Christmas, Easter and some of the many Cambodian holidays.

NEED TO ENTER CALENDAR

School hours

8.00 am – 2.30 pm Monday – Friday, 181 days a year. At the end of each semester and before Khmer New Year, school finishes at 12pm.

Please ensure your children arrive before classes commence, no later than 7.55 am, but not before 7.30am. There is nobody on duty before 7.30 am.

School finishes at 2.30 pm. Parents should contact school if they are going to be late to collect children. Parents are welcome to supervise their own children playing after school, but teacher duty ends at 2.50 pm.

A guard is on duty at school, 24 hours a day, and the gates are secured. An external bell is available to summon the guard if parents need to enter the school premises during the day.

Break times

Morning break is from 10.00 am to 10.20 am.

Lunch is split for Year K to 6 (11.10am until 12.00pm) and Year 7 to 13 (12.00 noon to 12.50pm) pm. All food is to be eaten in the dining area, not on the courts or elsewhere in school.

There is always at least one teacher on duty at these times, and other staff take a break at the staff tables in the undercover playground, so are available when needed.

Grounds

The grounds currently contain 2 small grass areas for the use of soccer and baseball, as well as space to run and play. Sand pits and playground equipment enhance the play space with plenty of shade available for restful pursuits. Students are advised to wear hats and sunscreen when playing in the sun.

A large basketball/tennis/volleyball court plus an additional undercover play area are available and ground markings and equipment for games are provided. Students are encouraged to participate in meaningful activities before school and during break times. They are expected to become good stewards of school equipment by taking care of it and returning promptly.

Children leaving grounds

HOPE has a closed campus. Students are not allowed to leave the school grounds during the school day except with permission from the office. Parent communication is required for early departure and the student is to check out through the office.

Part time students should only be on campus during their contact time.

Collecting children early

Parents wishing to collect students early must report to the school office upon arrival. Please inform teachers if you plan to do this, so they can be prepared.

Attendance and Punctuality

Regular attendance is basic to a child's successful learning in school.

Absences

It is realized that many families have conferences and events which the entire family may need to attend. It would be appreciated if you could inform the school, at least one week in advance, of anticipated absences of a week or more. It is preferable that this be done in writing. E mails can also be sent to enquiries@hopeschool-cambodia.org.

If a student has more than 10 unexplained absences it will be investigated by the director.

Absences due to illness

If your child is ill please call the school office on 023 217 565 or 012 409 597 to report the illness as early as possible in the school day.

Illness/injuries at school

If your child becomes ill or is injured at school you will be notified and asked your advice as to what steps should be taken. If you are not available and further medical help is necessary the advice you have given on your emergency contact form will be activated.

Medication will not be administered unless authorized by a parent in writing. Only first aid equipment is kept at school.

It is important that the school be kept informed of your current telephone numbers, both at work and at home, and that you inform the school in writing when you plan to be away from home.

Dropping off and collection of children from school

In the morning all students will enter the school by the lower gate (below street level), where they will be greeted by the guard. All vehicles wishing to park must remain outside the school grounds, on the street or pavement in front of the school. No vehicles will be given access to the school grounds. A drop off zone is marked outside school for parents not needing to park. Vehicles must strictly follow traffic guidelines to ensure safety and efficiency of the drop off area.

At 2.30pm, parents with Year 1 to 4 students please go to the child's classroom to collect your child. Year 5 and above will move to the lower gate. No student in year 6 and below will be allowed to pass through the gate until a parent or other authorised person has come. A teacher will be on duty, assisting the guard, during this time. Students will not be permitted to cross the road unless attended by a parent or carer.

Students in year 7 and above are allowed to leave school unattended at the end of the school day.

For reasons of security, no student will be allowed to depart with another unauthorized person. No student can be collected without the official pick up card.

This includes family friends and other parents, unless the school office is informed about this before 2:30PM.

All students are to be collected by 2:50pm.

Helmets

Please ensure that students riding to and from school on motorbikes or bicycles wear helmets. We can not stress the importance of this enough. Failure to wear a helmet will be treated as a behaviour issue and treated as described in the behaviour policy.

Punctuality

Punctuality impacts, positively, on the learning process of the student, the class and the teacher. Students who are not punctual disrupt the class and the teacher. If tardiness becomes an obvious problem both parents and students will be consulted. If a student arrives more than 5 minutes late, they need to report to the school office. A late pass will be issued at this point.

Medical Information

Infectious diseases

Chicken Pox	excluded for at least 7 days and until blisters are healed.
Conjunctivitis	(acute infection) until discharge from eyes has ceased.
Head Lice	excluded until effective treatment has been carried out. Parents should keep a check on children's hair. Please inform the school (in confidence) so other parents can take the necessary steps.
Hepatitis	excluded until medical certificate of recovery is produced.
Impetigo (school sores)	excluded until effective medical treatment has been carried out and sores covered.
Measles	excluded for 7 days from appearance of rash or a medical certificate of recovery is produced.
Mumps	excluded for at least 14 days from onset of symptoms.
Ringworm	excluded until medical certificate furnished stating child is being treated.
Rubella	excluded for 10 days from appearance of rash.
Scabies	excluded until medical certificate furnished stating child is being treated.
Whooping cough	excluded for 4 weeks or until medical certificate of recovery is produced.

Other diseases where children may be excluded from school include: Diphtheria, Leprosy, Meningococcal Infection, Poliomyelitis, Streptococcal Infections, Scarlet fever, Trachoma, Tuberculosis, Typhoid and paratyphoid Fever.

Immunization

Prevention is the best way to make certain that your child grows up healthy, happy and disease free. Various authorities recommend immunization against the seven major childhood diseases before children enter school. Inoculations include diphtheria-pertussis (DPT), polio, measles, mumps and rubella.

Medication

Parents are requested to complete a medical and health information questionnaire at the time of enrolment. This information should be updated at the beginning of each year or whenever there is a change in the child's condition.

Teachers are not generally expected to accept responsibility for administering medication except where no practical alternative exists but is recognized that a child's continued attendance at school and benefit from education could be seriously jeopardized if assistance was not available.

If medication must be administered at school the parent must ensure that the preparation is clearly marked with the child's name and that it is accompanied by a

letter from the doctor outlining the dose and frequency of the medication. Where the medication is only required in the short term then it is appropriate to rely upon the directions typed on the bottle or packet by the pharmacy.

Under no circumstances will school staff dispense medication to children unless the parent has consented in writing. All administrations will be recorded and dated. Please discuss any other medical issues with the Director.

Allergies

If a child has a serious medical condition and/or allergies the school should be informed, in writing, and the antidote supplied to be kept at school. Full instructions should be included.

Please note that some children have severe allergies to certain foods. Please ask your child not to share break or lunch with other children.

General Information for students

Library

All families enrolled at HOPE have automatic library membership. Children in the primary school have a weekly session to borrow books, and families are also allowed to borrow. As from August 2010 a deposit is required for library and textbook hire. This will be used to replace lost books and will be returned at the end of the year if all books are returned in a good condition. Water damaged books may require replacement.

Preschool	to	Year 6	\$25
Year 2	to	Year 9	\$50
Year 10	to	Year13	\$75

The new price plus postage is charged for lost books as listed on Amazon Books.

Lockers

Lockers are available for high school students. A \$10 deposit is required and a key issued by the library on presentation of an office receipt.

Lost and Found Property

Please label all children's clothing and other personal belongings with their names. All lost property is kept in the lost property basket in the school kitchen.

Snacks and Lunches

Students are required to bring a snack for the morning break and a bottle of water each day. There are no facilities for heating food, although Hagar does provide hot water for noodles. Several students have lunches delivered at lunch time. Please ring the bell at the top gate for entrance. Students are expected to eat their own lunch, and not share or "swap" with others. **Please name all containers clearly.**

Hagar, A local NGO, offer a cooked meal at lunch time. Coupons can be purchased in the school office and cost \$1.50 for a child up to and including Year 3, and \$1.70 for anyone in Year 4 and above. Tickets are not sold at lunch time.
(www.hagarcambodia.org/hagar-catering)

Snacks for birthdays or class parties

If it is your child's birthday and you wish to send in treats, please let the class teacher know beforehand. Also remember that there are some students in school with nut allergies, so please check with the teacher first. Teachers are not responsible for lunch time party supervision.

Transport

HOPE currently runs four school vans to pick up students whose parents are unable to get them to school. There is an additional cost involved in using the vans on a regular basis.

Photographs

Class photographs are taken each year and will be available for purchase. At this time, students with siblings are also offered a family photograph.

Photographs taken throughout the year will be used for school promotional purposes. If you do not wish for your child's photograph to be used, please contact the school office.

Items not allowed in school

Chewing gum is not permitted on the school premises. Walkmans, radios, beepers, skateboards and rollerblades may not be used at school unless specifically requested by a teacher and permission has been granted in advance.

Special permission will be granted for hand phones to be brought to school but these must be turned off and only used at times of emergency, again after permission has been granted.

Students should not bring significant amounts of money or valuable personal items to school. The school cannot guarantee the safeguard of these and will not be responsible for them if they are lost or stolen.

HOPE does not allow students to carry illegal or restricted substances including tobacco, glue, alcohol and medicines without a prescription.

School Visitation

Parents are welcome to visit the school. Before planning a visit, parents should consult with the school office to ensure that the scheduled visit will not interfere with planned classroom activities. All visitors, regardless of the reason for their visit, must report to the school office before going to any classroom. The duty guard will supply a visitor pass, which must be worn at all times.

Collection of monies

School fees can be taken to the school office where the office cashier will receive and issue receipts. Please do not send money to the class teachers. If students bring money to school, it **must** be in an envelope clearly stating name, class teacher, amount and purpose for payment, and should be given to the school office immediately. Receipts for all monies collected will be issued within 24 hours.

Drinking water

Students are asked to bring a bottle of drinking water to school each day. This can be refilled from the school's drinking fountains which are supplied with filtered and chilled water safe for drinking. Please name drinking bottles clearly.

Smoking & Alcohol

The grounds and all buildings of HOPE School are designated as non-smoking areas. Please observe this for the medical safety of all students and staff. Hope is also a designated alcohol free site.

Student School Supplies

All pens, pencils, books and other classroom requirements will be provided by the school. Students need to bring daily: lunch, snacks, hat, and bottle of water.

Each student is requested to bring an art smock (old shirt)

Student Dress Code

Hope school is a Christian school in a Cambodian setting. Students should therefore wear clothes which are appropriate for study, appropriate in a Christian environment and appropriate in reflecting our respect for Cambodian customs and standards.

The following guidelines apply to all students at HOPE during all school days whether on or off campus

1. Shoes, preferably slip off, should be worn whenever students are outside a building
2. Clothes should allow students to study and play in comfort
3. Students should bring appropriate footwear and clothes to change in to for P.E lessons.
4. Ear rings are permitted, but no other form of body piercing jewelry is permitted. If a member of staff feels that a student's safety is at risk, the student will be asked to remove the ear rings.
5. Where clothing contains logos or language, this should be appropriate for HOPE school and its setting.
6. Certain specific events may require particular dress. E.g. public performances

The following guidelines apply additionally to students in Y7 or higher.

1. Shirts or T-shirts should not reveal a bare midriff
2. Shirts or T-shirts should either have covered shoulders or have shoulder straps a minimum of 3 cm in width
3. The hemline of trousers, skirts or dresses should be no shorter than 5 cm above the knee.
4. No underwear should be obviously visible through clothing.

Staff concerned that a student dress does not conform to these guidelines will discuss the matter with the student initially. The student may then be required to change into more appropriate dress, and this in turn may require a phone call to parents or a visit home to collect a change of clothes.

If the student persistently fails to conform to these guidelines, a meeting will be arranged between the Principal responsible for behavior management and parents to discuss the situation.

The school reserves the right to refuse entry to any student deemed by the Director or Principal responsible for behavior management to be dressed inappropriately.

Internet Acceptable Use policy

Hope School believes that the educational benefits of Internet access far outweigh the possible risks and that good planning and management will ensure appropriate and effective pupil use.

How will the school ensure Internet use provides effective learning?

- Curriculum planning will identify opportunities to enrich and extend learning activities via access to the Internet
- Students will be given clear objectives for Internet use
- Students will be provided with lists of relevant and suitable websites
- Students will be informed of their responsibilities
- Students will be informed that checks can be made on files held on the system
- Students using the Internet will be supervised appropriately

How will Students be taught to assess Internet content?

- Students will be taught to validate information before accepting it as true, and to discriminate between fact and opinion
- Students will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed
- Students will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV
- Students will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable

How will E-mail be managed?

- Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of Hope School is maintained
- Students may send E-mail as part of planned lessons

Acceptable Use Policy

1. Students must obtain the permission of a parent or guardian before they are allowed to use the school computers.
2. The school network must not be accessed without permission from a supervisor or a teacher.
3. Students must only access those areas on the network that they have been given permission to use.
4. Any internet activity must be directly related to Students school work.
5. Students must not view, upload or download unsuitable material this includes material of a violent, dangerous, racist, or inappropriate sexual content.
6. Students will only E-mail people they know or their teacher has approved and the messages they send will be polite and responsible

7. Students will understand that the school may check their computer files and may monitor the Internet sites they visit.
8. Students must not disclose any password or login name they have been given, to anyone.
9. Students must respect the privacy of files of other users. Students must not enter the areas of other students or staff without permission

Videos, VCD's and DVD's

Videos shown as part of school programmes will be G rated videos, or appropriate clips from other films, unless written permission has been obtained from the appropriate parents.

Home / School Communications

Newsletter

A newsletter, "Notice Board", will be distributed weekly to parents, in addition to specific notices when applicable.

Parent's Afternoon Tea

Early in the school year all parents and teachers will be invited to a social occasion where a light snack will be served. The afternoon will provide an opportunity for parents and staff to form new friendships and renew previous ones, as we develop our school community.

Telephone calls

Messages for teachers and/or students can be left with the office administrator. Teachers are not available for telephone calls during lesson time. Out of respect for their privacy, teachers can be contacted for school-related issues during breaks or immediately after the school day has ended.

Student Calls

Students are only given access to the school phone in case of an emergency or a matter of importance. This is at the discretion of office staff. They are not allowed to use the office telephone because they have forgotten something such as homework, or to arrange social outings.

Web Page

The web page is in the process of being updated and will include copies of recent letters and publications. (www.hopeschool-cambodia.org)

Calendar

A school calendar is available from the office. An electronic copy can be viewed and downloaded on the web site.

Community Involvement

Governance

Establishing a firm Christian foundation and practical governance has been a priority resulting in a two-tier governance model.

1. HOPE School Board
2. Sub Committees overseen by The Board.
 - a) Parent Council
 - b) Finance Committee
 - c) Personnel Committee
 - d) Facilities Committee
 - e) Siem Reap Steering Committee

Various adhoc Committees or working are establish as needs arise. These have specific tasks and are dissolved once they have reported to the Board. e.g. Salary Review Committee, Senior Curriculum Review etc.

The Director is an ex officio member of both bodies.

School Board

The HOPE Board consists of one representative from:

- Participating Member Missions
- Other Christian Member Organizations, by invitation,
- Representative from the Parents' Council
- One staff representative

The Board is the sole policy making body and has the responsibility for the overall administration and operation of the Institution.

It has the ultimate authority to approve and modify the foundational documents such as: Constitution, Vision and Mission, Statement of Faith, Philosophy of Education and the Core Values.

The Board has the authority and responsibility to appoint a Director as their chief executive officer.

It also has the sole responsibility for major building and construction, property purchases, mortgage acquisitions and property sales.

Missions or other Christian Organizations may formally become Member Missions after application to the HOPE Board. This requires a financial commitment to the school for a minimum of three years, ensures a seat on the Board, and results in tuition benefits for families belonging to the Member organization.

Parent Council

The Parent Council consists of parents, nominated and elected by the parents of the students. One representative from the Parent Council will be provided to the HOPE Board.

The role of the Parent Council is to support the implementation of plans and policies, and, after consultation with the broad parent body, provide advice, as required by the HOPE Board and Director. The Parent Council takes an active role in helping to maintain, support and develop the unique school culture and traditions that contribute to making HOPE the school that it is. The Friday afternoon tea social time is an example of this.

It shares the responsibility for the maintenance of the physical facilities and equipment required to carry out the objectives of the school. The Parent Council is also expected to promote the ministry of HOPE.

HOPE is committed to a real partnership with the parents of the children that attend the school and the Parent Council is an expression of this. We are able to express the concerns of all parents to the Director and the board as well as take a role in organizing school functions, fund raisers, prayer for the school and welcoming new staff. We meet once a month when there is much laughter and fun as we discuss issues relating to the school and most importantly, our children. Every year we look for new parents to join the Parent Council to bring fresh ideas and enthusiasm and to take a share in the running of our children's school.

Student Council

Each year group nominates a student council representative each year. They meet once a month to plan social events such as Sports Week and International Week as well as being a link between teachers and students. This is part of our Godly leadership training, as the older members lead the younger ones. The Primary School principal is responsible for overseeing this group, but acts in an advisory role and a management team representative, rather than leading the group.

Finance Committee

The Finance Committee members are the Director, Business Administrator, and experienced co-opted members from the school and broader community.

The Finance Committee advises the Board, providing financial reports preparing budgets, monitoring staff allowances, overseeing tuition fees and making recommendations on financial issues for Board approval.

Working Parties

Various opportunities for participation in various short-term working parties will occur, such as, for example, the Public Relations Committee, and assistance with special events. Parents are encouraged to become active participants in “the growing of HOPE”. They have specific tasks and are dissolved when the task is completed.

Parent Involvement

We welcome your involvement in a variety of ways, from instruction and practical assistance in the classroom, attendance at assemblies and other events, to helping

your children at home. Undergirding Hope School is prayer. A group of parents meet weekly and we encourage you to be involved in this vital school ministry.

School problems – grievances

Good relationships within the school community give children a greater chance of success. However in the event of a grievance the following principles will apply.

- Everyone will be treated with respect.
- Pray about the issue.
- Meetings to discuss grievances will be suspended if any person(s) behaves in an insulting or offensive manner.

Steps that could be followed:

- Arrange a time to speak to the relevant teacher about the concern.
- Let the teacher know what you consider to be the issue.
- Allow a reasonable timeframe for the issue to be addressed - We would like to gently remind parents that every story has two sides to be told, and staff are often more able to take a more objective view point of the situation. Parents do need to be able to trust their own children and be advocates for them, but it is always useful to talk to a teacher to get a full picture before making a judgment.

Personnel Committee

If resolution has not been reached an Appeals Member has been appointed by the Board to act as an intermediary for resolution.

If the grievance is not addressed arrange a time to speak to the principal of the primary or high school or the Director.

Fees

Please ask in the school office about HOPE School fee structure.

Enrolment

Application for enrolment at HOPE may be made at any time during the school year. Application Forms are available from the school office, and a non-refundable fee of \$50.00 must accompany the completed application. **Submission of application does not guarantee enrolment.** Applications will be processed within 14 working days.

Upon the offer of a place at HOPE, the annual capital fee, a deposit of one month and payment for the following month is required for confirmation. HOPE has a waiting list, and applications for enrolment will be processed according to the school Admission Policy.

Queries

Please contact the Director if you have further questions.