

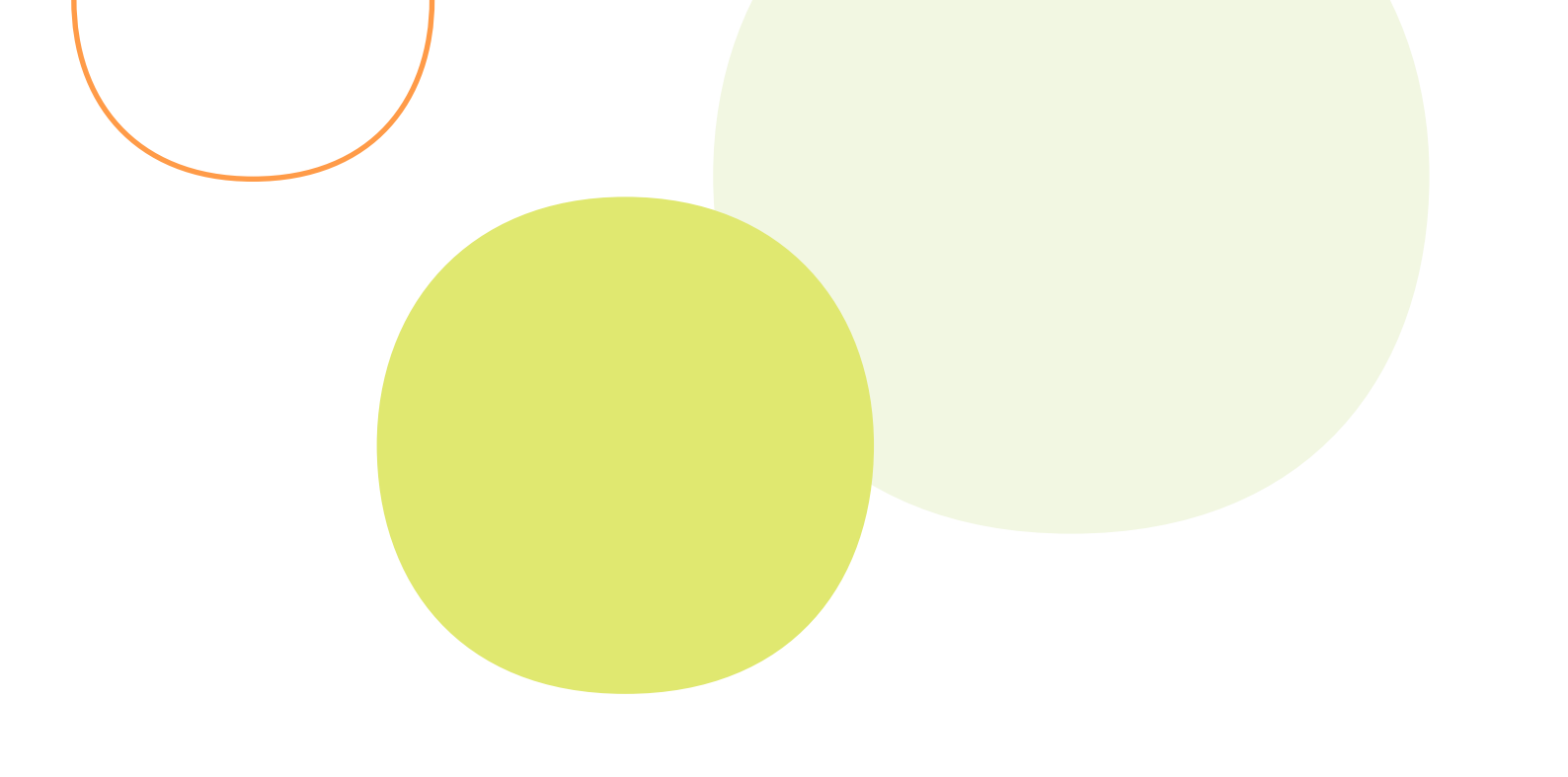


Anne Hill
International



YEAR 1 AND ABOVE

Parent-Student Handbook



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ABOUT ANNE HILL INTERNATIONAL SCHOOL

MESSAGE FROM HEAD OF SCHOOL



Mr. Sean O'Maonaigh

Head of School

It is with great pleasure that I welcome you and your family to Anne Hill International School.

Every new school year brings exciting opportunities and experiences, and we hope that students will be engaged and energised in pursuing their academic progress and personal, social and emotional learning. We welcome new parents and students hope they will feel excited and welcomed in our community.

Our values learning journey and curriculum objectives provide a continuum of learning that is interesting and challenging. Our mission fosters internationally minded, caring young people who are motivated to succeed. Our teachers and staff are focused on the progress of each student are paced through a curriculum with individual attention.

Students learn across disciplines to cultivate independent skills.

In an increasingly changing world students are encouraged to learn to consider both local and global contexts. In so doing, students learn intercultural understanding and work, play, and grow in their understanding of a world of wonder and possibilities.

We strive to make our school a place where there is mutual respect and trust, a place that honours difference, nurtures self-esteem and builds individual capacity.



GUIDING STATEMENTS

At AHI, the process of learning is very important to us for it ensures that our students develop the skills and attributes that will help them to become independent and flexible learners that are prepared for the 21st century. Our aim is to make learning meaningful so that children are empowered, inspired and motivated to become independent learners. This means an effective teacher-student ratio taught by an academic team of qualified teachers from different parts of the world.

Active learning is achieved through hands-on, exploratory and inquiry-based activities, individual tasks and group work. We believe in holistic approaches to learning that nurture a balanced student life.

We hope to create a connected community for students, teachers, parents and beyond. AHI also recognises the importance of the performing arts to enrich and support all areas of the curriculum. This helps students to develop creative ways of communicating and expressing their ideas and feelings. We allow students to explore and develop their talents through opportunities within the school and the greater community, including performances for their families during the year.

CONNECTING HEARTS
INSPIRING MINDS



Vision & Mission

Our vision is to nurture well-rounded, globally-minded, lifelong learners.

‘Well-rounded’ recognises the need for personal learning and international learning, not just subject learning.

‘Globally minded’ recognises the need for students to learn about the wider world and our place in it.

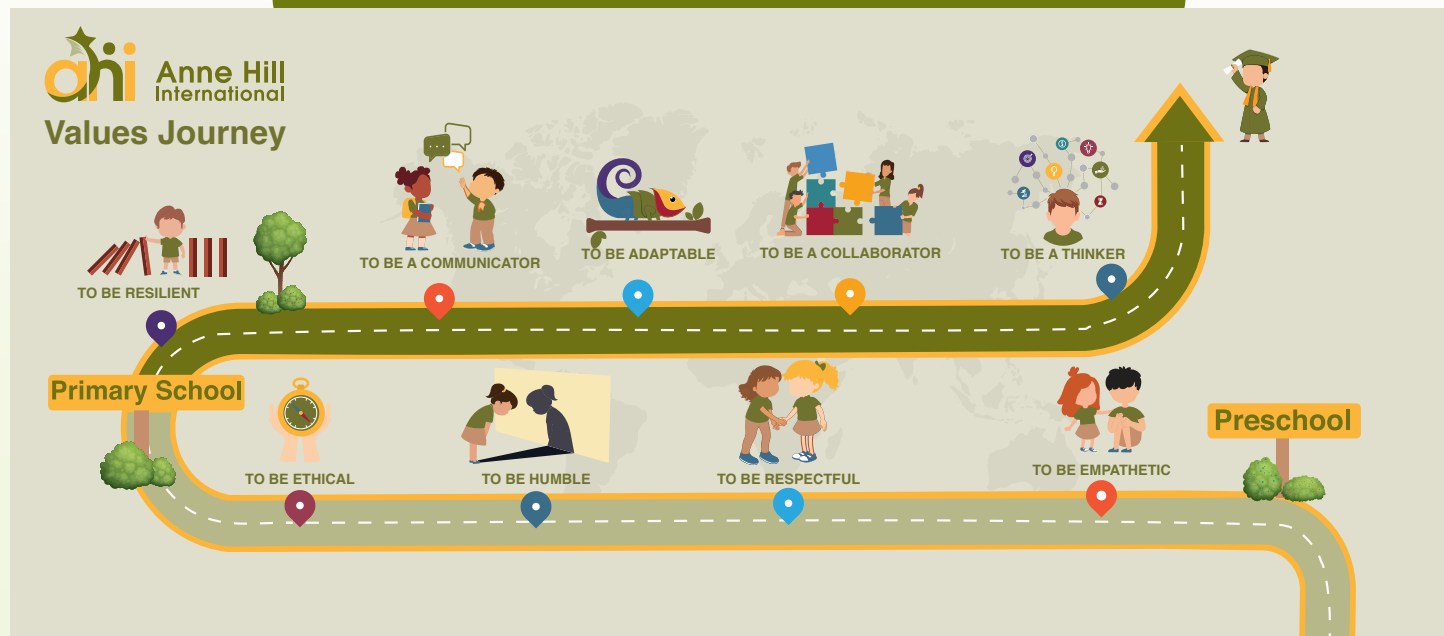
‘Lifelong learners’ recognise that we live in a rapidly changing society and children of today need to acquire the attitudes and skills that are needed to be successful as learners, not simply successful in learning.

As such, our mission is to deliver affordable, high-quality international education in a safe and caring environment. We believe in creating a nurturing space for students to grow and express themselves while learning how to collaborate with others in this globalised world.



AHI Values Journey

JOIN US ON OUR VALUES JOURNEY



At AHI, we have embraced a comprehensive set of 9 school values, also known as the Values Journey. Understanding the young age of our preschoolers, our approach is to introduce 4 foundational values to create a supportive learning environment. As they progress to Primary School, we gradually introduce the remaining 5 values, ensuring a balanced and developmentally appropriate approach to character education. This way, our students can gradually grow and embody all 9 values. Subsequently, after Primary School, these 9 values continue to be reinforced in every aspect of school life.



AHI PRIMARY SCHOOL LEADERSHIP TEAM



AHI INQUIRY CHART

Who to ask when you have an inquiry?

 Homeroom Teacher	The homeroom teacher is the first point of contact for all matters related to academic progress, curriculum, and student wellbeing. The Learning & Teaching Assistant (LTA) is also available to support. You may contact them via Seesaw, or by scheduling an appointment.
 Admissions Team	For other inquiries, the Admissions Team can be reached via email or on admissions phone number.
 Operational staff	For operational matters, contacting the relevant operational staff directly is recommended for the quickest response.
 Feedback Survey	Finally, if your concern cannot be resolved through the channels above, the school offers a feedback survey to ensure your voice is heard: https://forms.office.com/r/ZT5zEEfMyT

Details of all listed contact points are as follows.



Contact Point	Topic of Inquiry	Contact Channel	Email	Phone Number
Homeroom Teacher	Academic progress Curriculum information Wellbeing matters Absence notices Report request		Shared by homeroom teacher at start of year	-
Admissions Team	Absence notices Reports, transcripts, records Student data changes School transfer IT support General/service matters		admin@annehill.school	Preschool Admissions: 0906846995 Primary Admissions: 0906 846 939
ASA Coordinator	After-School Activities (registration, payments) After-School Care booking		asa@annehill.school	0906 915 109
Billing Team	Billing, fees, discounts		billing@annehill.school	-
School Nurse	Medical updates Communicable diseases Medication and health concerns		ahi.schoolnurse@annehill.school	Preschool Nurse: 0906946937 Primary Nurse: 0901836995
Bus Coordinator	General bus matters		ahi.schoolbus@annehill.school	0906 915 109
Bus Assistant	Specific bus concerns (related to your child's assigned bus)		-	Shared at start of year
Meals Coordinator	School meal matters		nghiem.pham@annehill.school	-
Communications Department	Email delivery School calendar Forms and surveys Other communication matters		communications@annehill.school	-
Uniform Shop	Purchase of school uniforms		ahi.procurement@annehill.school	-
Feedback Survey	General service feedback		https://forms.office.com/r/ZT5zEEfMyT	

If you're unsure who to contact, the Admissions Team is available to assist via email or phone number.



YOUR GUIDE TO SCHOOL LIFE

YEAR GROUP PLACEMENT

At Anne Hill International School, students are typically placed in year groups according to their date of birth. As such, we look at a child's age on 31st August to determine which class they qualify for. Students entering Year 1 must have turned 5 by 31st August, whereas students entering Year 2 must have turned 6 by 31st August, and so on.

Please note, however, that the School can only confirm the offer a place once it has been determined that the student's educational needs can be met by the school and its programmes. As such, a range of other factors are also taken into account. These include a child's current academic level, English language proficiency, social and emotional development, and any other relevant factors.

Read more about AHl's admissions policy at <https://annehill.school/admissions-policy/>, including the enrolment process, required documents, assessments, and support available to ensure appropriate placement for each student.

CLASS ALLOCATION

At AHl, class allocation is an important process, and we will consider factors such as each child's learning needs, abilities, friendships, gender, and nationality when deciding on class placements. At the start of the school year, we will take time to organise the classes carefully. Class lists will be shared in the Back to School email before the new academic year begins.

As an international school, we have a student population that changes throughout the year, so class composition may shift. We believe reorganising classes gives students a chance to make new friends, build resilience and become more comfortable with change.

AHl reserves the right to respectfully but consistently decline any parental requests to change class allocation or teacher at any stage throughout the year.

STUDENT INFORMATION UPDATE

At the beginning of the year, parents will need to update student's key information, including parent contacts and medical details. This is essential to ensure you receive all important school updates and that we can respond promptly in case of an emergency. All families are required to complete the form, even if there have been no recent changes.

It is the parent's responsibility to update the portal should there be a change in any information.

AHl is committed to protecting your child's personal data and strictly follows all privacy regulations.



SCHOOL HOURS

AHI Preschool



8: 15 am – 5:00 pm

(pick-up window: 4:00 pm to 5:00 pm)

Full-day
Students

AHI Primary School



8.15 am – 4 pm

(Pick-up Window: 3:00 pm – 5:00 pm
*Note: On Mondays, Wednesdays, and Thursdays,
students may leave at 3:00 pm if they are not registered
for After School Activities (ASAs)*)

Haft-day
Students



8: 15 am – 12:00 pm

(pick-up window: 12:00pm - 12:30pm)

Not applicable

CALENDAR

Please refer to the school calendar on our website for more details on holidays and events:

<https://annehill.school/term-dates-holiday-breaks/>

SCHOOL TERM HOLIDAYS AND CLOSURE

In the event of necessary adjustments to school holidays, such as during a pandemic, parents will receive prior notification of any changes.

If the school is required to close due to unforeseen circumstances beyond its control (e.g. epidemic outbreaks, Acts of God, or government orders), refunds will not be issued. However, the school will ensure timely communication to parents regarding such closures.

During these periods, the school will carry out deep cleaning and disinfection of all facilities, equipment, and toys. Additionally, we kindly ask that parents keep children at home if they show symptoms such as cough, cold, runny nose, or flu to help prevent the spread of illness within the school community.

PICK-UP AND DROP-OFF PROCEDURES

Morning Drop-off

- 1 The student drop-off time and supervision will start at 7.45 am as gates will only be open then.
- 2 For parents dropping off their children at our school, please note that it is mandatory for you to accompany your child up until the school gate. Parents may not enter the school at this time.
- 3 Students are expected to be at school by 8.15 am as attendance will be taken in class before the lesson starts.
- 4 Parents and students are expected to bring and use their tap cards at all times.
- 5 Students who are taking school buses, need to wear their tap cards before entering the bus.

Late Arrival:

Students arriving at school after 8:15 am will be considered late. They are required to report as follows:

- *Between 8:15 – 9:00 am:* Report to the Admissions Office to receive a late pass, which must be presented to the Homeroom Teacher.
- *After 9:00 am:* Report to the Vice Principal's Office to receive a late pass, which must be presented to the Homeroom Teacher.

Afternoon Pick-Up

- 1 All parents who are picking up their children are responsible for ensuring that their child is safe and punctually picked up from our school. All children will be guided to the designated pick-up areas. Please ensure that your child is picked up by 3:15pm (without CCA or ASA) or by 4:15pm (with CCA or ASA).
- 2 Please inform our Admission Department if you are unable to pick up your child on time and the approximate time that you will be able to pick them up on the day. They will automatically take part in our After School Care service (see After School Care section).
- 3 Parents are required to wait at the designated area for pick-up. Parents are not allowed to enter the school premise without prior appointment.
- 4 If parents/authorised guardians are unable to pick up their child, at least one parent **MUST** inform the Admissions Department of an alternate arrangement to pick up the child in writing (via admin email or phone number) by morning time or 6 hours in advance. In such cases, the parent must provide:
 - a. Identification document (ID)
 - b. Photo and
 - c. The phone number of the person picking up the child
- 5 The authorised pick-up representative must complete the school's Authorisation Pick-Up Slip
- 6 Our school will not release any child to any person without prior consent from the parent. This also includes parents of other children attending the school.

Early Leaving:

If a student needs to leave before dismissal time, parents must email/send a Seesaw message to the Homeroom Teacher in advance. The LTA will then bring the student to the **Cafeteria**, where parents can collect them.

Last-minute arrangement via phone call before the pick-up time is not allowed to avoid confusion by all parties and to ensure the safety of the child.



TIMETABLES

The class teacher will provide parents with the class timetable for any new enrolment or if there is any change to the timetable. Please reach out to the class teacher if you have not received the timetable. Parents will also be able to see the student's timetables online on the Parent Portal, including updates and changes.

Please note that meal times and the weekly duration of each subject or activity may differ depending on each year level.

ABSENCE PROCEDURES

As poor attendance in school affects students and the relevant competencies needed for the future of your child, please note the procedures below:

For students normally dropped off by a parent or a guardian

For students using the school bus

For long absences from school

For absence of school due to communicable diseases
Such as Hand, Foot and Mouth Disease (HFMD), Measles, Chickenpox, Lice, or Conjunctivitis (e.g., eye infection)

Please inform the absence of the class teacher via Seesaw at least one day in advance. For emergencies, you may contact the Admissions Department.

If your child is not taking the school bus for morning pick-up, please inform both the bus assistant via the bus phone number and your child's teacher on Seesaw - ideally one day in advance or as soon as you become aware of the reason.

Please write to the school for approval via email at admin@annehill.school.

Students will not be allowed to attend school to minimise infection and spread of viruses to other students. Parents must notify the school immediately if the student is diagnosed. Upon expiry of the dated medical certificate, the parent must provide a follow-up doctor's note to certify that the student is fit before returning to school.

Example of a typical dated medical certificate is attached below for your reference.

MEDICAL CERTIFICATE

This is to certify that **[name]** has undergone medical examination conducted at **[clinic/hospital]** on **[date]** by **[doctor's name]**.

Official diagnosis: _____

The child will need to be absent for a period of **[x]** days.
He/she is fit to return to school on **[date]**.

Doctor's Signature

Example of a valid medical certificate

UNIFORM & PERSONAL BELONGINGS

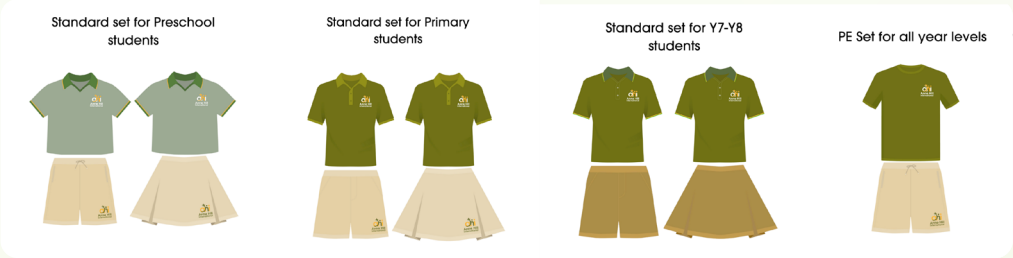
Uniform

The AHI uniform is a means of showing our identity and school pride to the wider community as well as being practical school wear. Students of all ages are required to wear their uniforms to campus at all times provided by the school:

Standard uniform set (for a normal school day)	PE uniform set (for days with PE)	For days with events or special occasions	Art attire
Polo Shirt Shorts (for boys) or Skorts (for girls)	PE T-Shirt PE Shorts Students who possess the 10-Year Anniversary T-shirt may wear it as an alternative to the PE T-shirt.	These are the only occasions when students are not required to wear their uniforms. The school will notify parents of the appropriate dress code in advance.	Art aprons are provided at the school. However, students may choose to bring an additional T-shirt with cut-off sleeves to protect their uniforms during art activities. This attire is not to be worn during other times at school.

Notes:

- Well-fitted and tailored attire helps ensure your child's comfort and confidence during learning and school activities
- Skorts length must be knee-length
- It is the parent's responsibility to label their children's uniforms



Footwear

Normal school days	For PE lessons / outdoor activities
All students are required to wear black, closed-toe shoes. Please support us in ensuring your children have the correct footwear.	In the interest of safety, appropriate sports shoes and grip socks are required: - Shoes can be in any colour and design as long as they are appropriate for sports. - Grip socks can be purchased at the school's uniform shop.

Notes:

- To assist parents, a black shoe vendor will be available during uniform distribution weeks at the start of each school year, offering high-quality shoes at a discounted price.
- Shoes with special accessories such as roller blades, decorations or flashing lights, flip-flops are not allowed.



Accessories

Only the following accessories are permitted:

- Medic Alert Bracelets/Necklaces
- Simple ear studs (no dangling or costume earrings)
- Mosquito bracelets
- Plain colour hair clips (rounded corners and flat) / soft hair bands (no hard bobbles)
- Leggings and arm protectors for medical reasons (only black, white or beige colour are allowed)
- Anne Hill International School caps (available for purchase at AHL's uniform shop)
- Anne Hill International School Jumper (available for purchase at AHL's uniform shop)

The wearing of jewellery/costume jewellery, outerwear and hats (that do not contain the school's logo) is not allowed during school hours.

Personal Grooming

Students with long hair are required to tie their hair up with a simple and plain soft hair tie (no large accessories) for safety.

Prohibited Items

Students are not allowed to bring personal/valuable items such as:

- Electronic equipment (gaming devices, iPods, etc.)
- Toys (except for comfort that is needed in the first few days of school to help ease the children's transition or an item requested by teachers for a "Show and Tell activity")

The school accepts no responsibility for the loss or damage of electronic equipment and other valuable items brought to school.

Phone/Device Policy

The use of mobile phones and smart watches is not allowed during the school day. Use of these will result in confiscation and disciplinary action. Students who bring these to school must have them turned off and may only use them off campus.

Valuables/money

Parents are advised to restrict their child from bringing any valuables including large amount of money to school.

Lost and Found

A Lost & Found box is placed at our reception for any personal items found to be left on campus after school hours. Please ensure that you label the belongings your child brings to school. The school is not responsible for the loss of personal items.



MEALS

Starting from AY 2025–26, Primary students will enjoy buffet-style lunches that include pork dishes.

Standard Lunches/Snacks

			
Nutritious meals provided by the school canteen	Packed lunch not allowed	Parents pack afternoon snacks per AHL guidelines	Nut-free
Our school canteen serves fresh daily snacks and lunch to keep students energised and focused, with meals designed to support healthy growth and eating habits.	Packed lunches are not allowed for safety reasons, and this policy is designed to promote an inclusive environment where all students have equal access to healthy food choices.	The school provides daily morning snacks and lunch. Parents are responsible for preparing afternoon snacks, following the AHL Afternoon Snack Guideline .	Please note that the school is a nut-free environment. This includes food items with traces of nuts, nut oils and nut milk.

Birthday Celebrations

We recognise that birthdays are important for every child and that they should get a chance to celebrate with their classmates.

- Please inform the school and the child’s teacher at least one week in advance if you would like to organise a small birthday celebration at school.
- Celebrations will be held at the canteen or outdoor area.

To ensure the safety of all children while celebrating, please take note of the following measures that will apply for birthday celebrations:



ALLOWED	NOT ALLOWED
• Plain cupcakes or muffins with no cream or any icing (must be ordered from a reputable bakery and need to be individually packed from the bakery). Parents are to provide proof of purchase. • Simple party decorations that do not pose safety hazards (self-brought).	• Food with traces of nuts/nut oils/nut milk • Confectionery, sweets, crisps, creamy cake • Fizzy/soft drinks • Durian and durian-flavoured cake • Pork, ham, bacon, pork-related snacks • Home-baked cake, homemade food

A sample of the treats will be kept for 24 hours following food safety inspection procedures. Please reach out to the Admissions Department for checks and recommendations on birthday treats.

SCHOOL BUS

General Information

Time	Bus pick-up times in the morning will be shared with you based on your assigned route to ensure students arrive well before the first lesson begins. For afternoon departures from school, please refer to the schedule below: Afternoon Bus Departure Time for Preschool Students 12:30 pm for Half-Day Preschoolers  4:00 pm for All-Day Preschoolers  Afternoon Bus Departure Time for Primary Students 3:00 pm on Mon, Wed and Fri <i>4:00 PM Bus depends on actual demand</i>  4:00 pm on Tue and Thu 
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Bus Assistant

Identification	All drivers and bus assistants (including substitutes) wear the official school uniform. The assigned Bus Assistant's contact information will be shared at the beginning of the academic year. When an appointed bus driver or assistant for a particular route is on sick leave, there will be a substitute to cover their duties.
Role and Responsibilities	• Ensure the safety and well-being of students on the bus • Hold a designated bus phone number and share their live location via WhatsApp when departing from school to help parents track the bus and anticipate any delays • Receive and record notifications of students' absence from the bus
Limitations	Bus assistants cannot leave the vehicle unattended or supervise children outside the vehicle. Parents are responsible for bringing their child(ren) to the bus at pick-up and receiving them at drop-off.

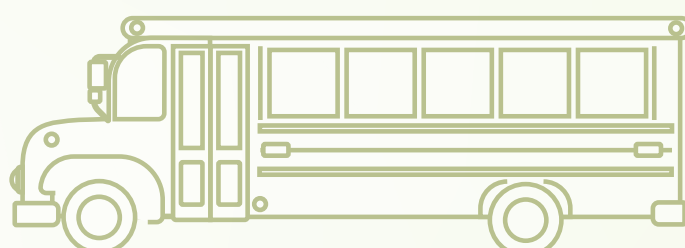


Parent's Responsibilities

Authorised Pick-up and Drop-off	Parents/guardians must sign to confirm pick-up and drop-off of their child.
Registered Address Only	The school bus will only pick up and drop off students at addresses registered via the school bus form. Changes must be communicated to the Admissions team at least one week in advance. Frequent changes throughout the year are not encouraged.
Live Location via WhatsApp	Parents must download WhatsApp and join all related WhatsApp groups to receive Live Location updates while the bus is in transit.
Informing Absences or Changes	Parents must inform both the bus assistant (phone) and the teacher (Seesaw) ideally one day in advance or as soon as possible about any changes to the child's bus attendance, including missing the morning pick-up or afternoon drop-off.
Be Contactable	Parents/guardians must be reachable during pick-up and drop-off times using the provided phone numbers.
Be on Time	Be at the bus stop 5 minutes early. The bus can only wait a maximum of 5 minutes. If no one is present or contactable, the bus will move on and cannot return.
Bring Your Child(ren) to the Vehicle	Parents must bring the child to and from the designated bus stop (e.g. curbside or gate), not inside lobbies or apartments. As mentioned, bus assistant cannot leave the vehicle for safety reason.
Student-Only Bus Access	Parents are not allowed to board the school bus with their child(ren) for safety reasons. For new students, we recommend that parents drop off and pick up their child at school for the first few days until the student is comfortable using the bus.

Other Notes

- Our school bus vehicle will undergo safety maintenance on a regular basis. During these days, please be informed that a substitute bus vehicle will be used.
- In the event that the school bus faces a technical difficulty during pick-up/drop-off, the school will inform parents of the alternative arrangements and temporary changes.



AFTER-SCHOOL CARE SERVICES

The After School Care (ASC) programme catered for parents who are not able to pick up the children in time due to work commitments or other reasons. The After School Care Service will include homework supervision, some activities such as reading in the library, Lego play, and outdoor play.

Primary School:

- 4:00 pm – 5:00 pm: Booking required at least 24 hours in advance
- 5:00 pm – 6:00 pm: Booking required at least one week in advance

Preschool:

- 5:00 pm – 6:00 pm: Booking required at least 24 hours in advance

The service will be automatically applied on days when students do not have a Co-curricular

Activity (CCA) and/or do not have After School Activities (ASA) and/or are picked up after the designated dismissal time.

Fee: 200,000 VND/per hour

Please note that students will automatically be enrolled in the After School Care programme if they are not picked up on time. This is a chargeable service (which is charged per hour) and is not included in the school fees.

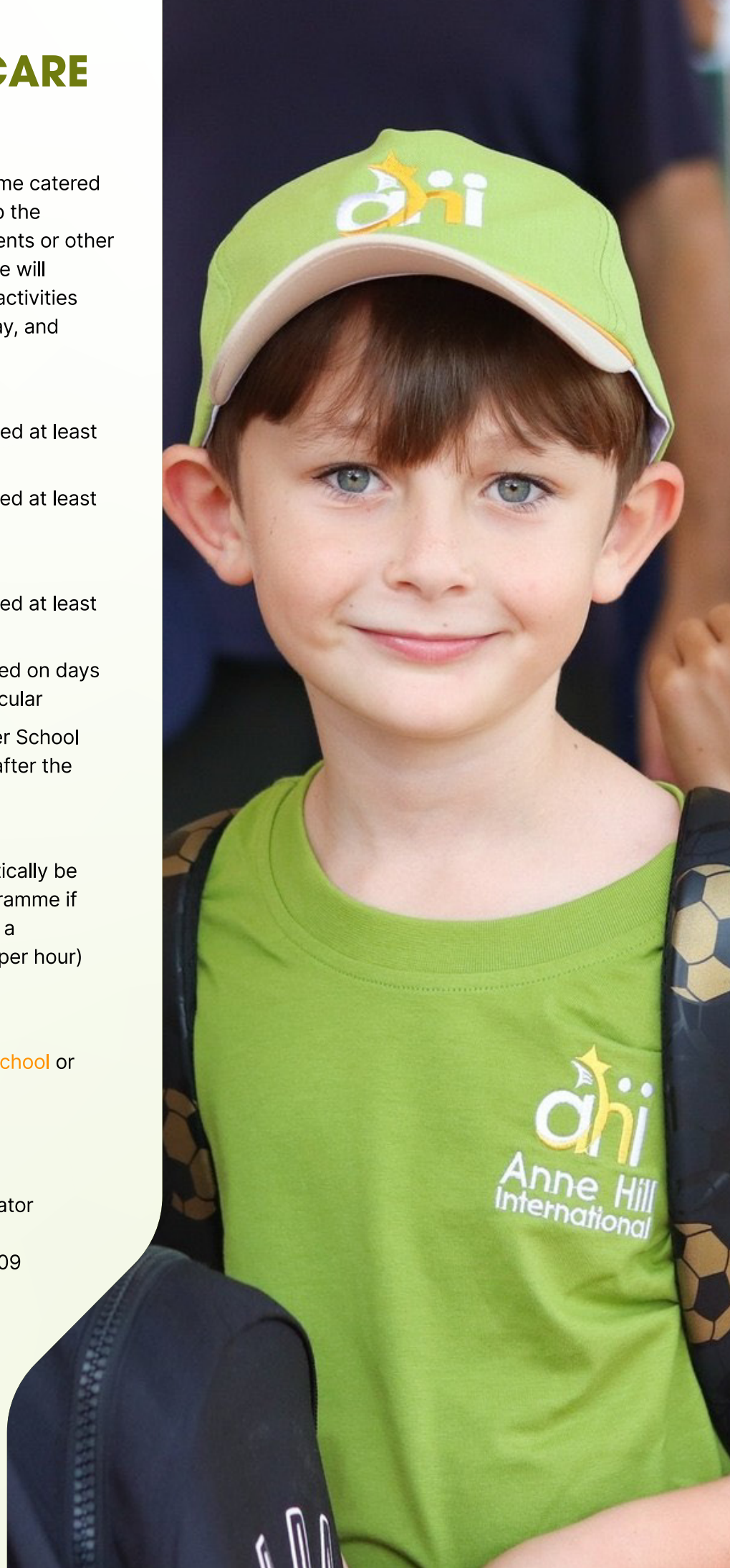
To book ASC, please contact:

Admissions Team at admin@annehill.school or phone numbers:

Preschool: 0906846995

Primary: 0906 846 939

Or our After-School Activities Coordinator at asa@annehill.school or via Phone number: (+84) 906 915 109 (phone call and WhatsApp available).



CURRICULUM





Our curriculum adheres to high international standards that prepare students for a rapidly changing world. We provide an innovative, comprehensive cross-curricular programme that delivers a breadth of learning for students.

INTERNATIONAL PRIMARY CURRICULUM (IPC)/ INTERNATIONAL MIDDLE YEARS CURRICULUM (IMYC)

The IPC and IMYC feature units crafted around Big Ideas for teachers to create rigorous and enjoyable learning opportunities that enable students to connect and make meaning with their subjects. The framework enables teachers to personalise the IPC/IMYC to adolescents while developing their Knowledge, Skills and Understanding across multiple subject areas, encouraging them to positively contribute to the world now and in the future.

The IPC/IMYC are designed upon the internationally-researched seven foundations of the curriculum: Learner-focused; Personal, International and Subject Learning Goals; A Progressive Pedagogy; A Process to Facilitate Learning for All; Globally Competent Learners; Knowledge, Skills and Understanding are taught, learned and assessed differently; Connected Learning; and Assessment for Improving Learning.

International Primary Curriculum (IPC)



The IPC is recognised as one of the major international school systems and identified specifically with international objectives. The curriculum supports our vision and provides a highly engaging, cross-curricular and internationally-minded curriculum. The IPC's thematic units of learning are designed to appeal to children's curiosity and interests to learn more about the world around them. Students engage in exciting, globally relevant thematic units of work that help students engage in learning from multiple perspectives.

AHI utilises an inquiry-based and student-centred approach to learning that focuses on the three key learning areas of Academic, Personal and International learning. In addition to mathematics and literacy, students engage in a number of themed Units of Learning integrating science, geography, history, art, music and technology.

The units help children to see how subjects are both independent and interdependent and enables them to understand the big picture of their learning.

AHI believes in the importance of language and provides a programme of English as a second language. Mandarin and Vietnamese languages are provided as a first or second language, allowing student to become bilingual overtime.

Students also engage in a programme of physical education and swimming and a programme of health and wellbeing is integrated across the curriculum to address student pastoral care.

For more information, please refer to: [International Primary Curriculum | ICA](#)

The International Middle Years Curriculum (IMYC)



IMYC engages students aged 11-14-years-old (Years 7 to 9) and focuses a progressive pedagogy that encourages teenagers to be informed, globally competent, and future-ready learners.

The IMYC sets comprehensive learning goals which encompass Knowledge, Skills, and Understanding across all subjects. Within the IMYC, international learning goals are also an overarching principles, encouraging students to cultivate an interest in cultures, places and issues to develop globally competent citizens empowered to positively impact society.

The curriculum is a strong foundation as students prepare for the International General Certification of Secondary International (IGCSE) in Year 10.

For more information, refer to: [International Middle Years Curriculum | ICA](#)

SECOND LANGUAGE

English is the main teaching medium for all subjects with the exception of 2nd Language. Currently, Vietnamese Language & Culture (VLC) and Mandarin are offered as 2nd Languages.

Vietnamese class is compulsory for students of Vietnamese nationality. For other international students, they can choose to study either Vietnamese or Mandarin (lessons for both Vietnamese and Mandarin run concurrently).

For students who are from other countries and are not familiar with the Vietnamese language and/or Mandarin, they will learn Mandarin/Vietnamese at the basic level, focusing on understanding the language and conversing using the language. The Vietnamese and Mandarin standard classes are reserved for those students who have an advanced proficiency.

Parents are expected to commit to their child's language choice for the entire school year. Students are able to take additional language classes during curriculum time.

TEACHING AND LEARNING RESOURCES

We strive to provide comprehensive and engaging learning experience for our students at AHl, through the use of meaningful and engaging teaching and learning resources:

Mathematics

In our Mathematics curriculum, students practise their new skills using the White Rose Maths workbook. These workbooks serve as a valuable tool for reinforcing concepts learned in the classroom. At the end of each unit, students are allowed to take the workbooks home, enabling parents to review and appreciate their child's progress. For parents who would like to guide their child's mathematical development further at home, a collection of parent resources is made available at [this link](#).

English

At AHl, we adopt a 'teach through a text' approach in our English curriculum. This method introduces students to high-quality language and ideas through captivating texts. Students then have opportunities to apply their newfound knowledge and skills in their writing. To facilitate further support for your child's English development at home, we recommend exploring the Literary Curriculum's blog and book lists, which offer a wealth of resources and ideas for home learning. You can access these materials at [this link](#).

IPC/Topic Lessons

In our IPC/topic lessons, we emphasise an inquiry-based and hands-on learning approach. Our teachers utilise a variety of resources, including educational videos, to guide students in understanding key concepts. These videos serve as supplementary tools to enhance the learning experience and provide visual and interactive elements that foster deeper understanding. IPC subjects include:

- English
- Mathematics
- Science
- ICT
- Physical Education
- Art
- Design, Technology and Innovation
- Music
- Geography
- International Studies
- History
- Health & Wellbeing

HOME READING

The home reading programme is essential to the student's success in learning English. AHI has selected Collins Big Cat (Publisher) from the UK, which contains more than 1000 carefully levelled books to instil a love of reading in all pupils. These books are written and developed by award-winning authors and supported by beautiful illustrations and stunning photography. They have been levelled to match the Institute of Education book bands for guided reading.

HOMEWORK POLICY

At AHI, our home-learning policy is built upon the following beliefs:

- The school day is already sufficiently long to meet curriculum expectations
- Additional home learning is not necessary for most students
- Not all parents have the time, knowledge or skills to support students with home learning
- All parents can help students learn spellings and times table facts
- Students need time to socialise, rest, play, and be children to enjoy their childhood
- Students should be given opportunities to try new experiences outside school and begin to develop personal interests
- Activities such as reading for pleasure, cooking, learning a musical instrument, and playing sports are all forms of home learning

For these reasons, directed home learning is limited to a few key areas. The following are offered as guidance to both teachers and parents.

Age Group	Recommended Duration of Time	Suggested Activities
Years 1 and 2	10-20 minutes per night	Reading to an adult Spellings
Year 3 to Year 6	20 minutes (increasing to 30 minutes) per night	Reading to an adult Spellings Timetables IPC (to be done for an extended duration) Any additional learning allocates

LIBRARY SERVICES

AHI library provides a wide variety of resources that are appropriate for the range of age and language abilities of our students, mindful of the diverse, multicultural population, and support of the AHI curriculum.

For more information regarding Library Services, please refer to [this document](#). It includes details on:

- Access and Hours
- Borrowing Guidelines
- Book File
- Library Behaviour
- Lost or damaged library book policy
- Digital Resources
- Library Programmes and Activities
- Parental Involvement
- Policy Review



ENGLISH AS ADDITIONAL LANGUAGE (EAL) SUPPORT

English as Additional Language (EAL) aims to support students who may not have yet attained the level of competency for English learning for the grade level. This programme, support to the students aims to develop literacy in English by small group learning. This allows your child to feel motivated to learn in school. The programme, conducted by trained English teachers, will give additional support to your child:

- To speak English
- To listen and comprehend spoken English
- To read and write English
- Learning through individualised teaching of English

This programme aims to ensure that the children can learn at a suitable pace and eventually lead to success in their learning and keep up with the learning pace with the other children in the same class.

The student may be selected to participate in the EAL programme during curriculum time. The EAL teacher will monitor and assess your child throughout the programme. The student will be able to exit from the programme once the student is able to follow the pace of English learning in the class. The duration of the programme ranges from one term to four terms.

ASSESSMENT

Assessment is a fundamental part of AHI's educational model as it informs teachers' planning and practice, guides instruction and leads to improved student outcomes. In addition to academic observations, students' social/emotions, cognitive and physical progress is also observed throughout the year. This information is conveyed to parents during parent-teacher meetings.

Assessment at AHI is carried out for two main purposes: assessment for learning (formative) and assessment of learning (summative).

Formative Assessment

Formative assessment refers to the ongoing practices employed by teachers to gauge students' understanding of new concepts and determine their readiness for subsequent learning. These assessments are generally informal and seamlessly integrated into daily teaching activities, such as in-class observations, targeted questioning, reviewing students' written work, exit tickets and self-reflections. Throughout the learning process, students receive descriptive feedback, allowing both teachers and students to make the necessary adjustments in order to ensure continued progress.

Summative Assessment

Summative assessment refers to a formal assessment that is typically used at the end of a period of learning to measure student performance against established objectives and criteria. At AHI, students complete standardised assessments three times a year in Reading and Mathematics, and once a year in Writing.

Attainment and progress are measured against the Age-Related Expectations within each subject and year group, and communicated using the following descriptors:

- **Working Below** - Student is not yet working on the learning goals related to their age group.
- **Working Towards** - Student is working on the learning goals from their age group but are not yet secure in all areas.
- **Working At** - Student is secure in most areas of the age-related expectations.
- **Working at Greater Depth** - Student is working beyond Age-Related Expectations and demonstrate a greater depth of understanding.

Students in Year 6 will also sit the Cambridge Primary Checkpoint, a diagnostic assessment that measures student attainment against international standards in English, Mathematics and Science. These assessments are marked externally by Cambridge and results communicated as scores and detailed feedback.

Student Assessment Report

In addition to parent-teacher meetings held twice a year, written reports reflecting student progress and attainment will also be issued. These reports will contain detailed summaries about areas of learning each individual student is secure in as well as carefully selected targets for their future progress.

CO-CURRICULAR ACTIVITIES (CCAs) AND AFTER-SCHOOL ACTIVITIES (ASAs)

CCA and ASA are an integral part of AHI's holistic approach to learning. We value students learning outside of the core academic subjects and these form an essential part of the school's curriculum.

For students in Year 1 and above:

The CCA sessions on Tuesdays and Thursdays are structured, school-organised programmes that take place alongside the academic curriculum. Students can now enjoy additional meaningful activities at no extra cost. These will now be led by our dedicated teachers and LTAs. Afterschool Activities (ASAs) are optional fee-paying activities on Monday, Wednesday and Friday led by specialised educational providers.

Please see the table in this page for a summary of the key differences between CCA and ASA.

Naming	Co-Curricular Activities (CCA)	After-School Activities (ASA)
Run by	AHI teachers/LTAs (part of the curriculum)	AHI's external partners
Time	3:00 pm - 4:00 pm Tue & Thu	3:00 pm - 4:00 pm Mon, Wed & Fri
Fees	Free of charge	Fee-paying
Participants	For all students	Optional, based on interest
Activities	Enriching experiences guided by the expertise and cultural diversity of our teachers and LTAs	A stronger focus on quality over quantity. New activities like Pickleball, Gymnastics, Badminton
Bus departure time	4:00 pm on Tue & Thu	3:00 pm on Mon, Wed & Fri 4:00 PM bus may be arranged for these days based on actual demand

As outlined in the table above, to better support families not participating in ASAs, the school bus will depart at 3:00 PM on Mondays, Wednesdays, and Fridays. If enough families register for ASA, we may reinstate the 4:00 PM bus on those days. Your participation helps make this possible.

Sample timetables:

The timetables below showcase how a typical week looks like at AHI Primary School:

Weekday	Time	Activity	Bus departure time
MONDAY	3:00 PM – 4:00 PM	ASA	3:00 PM (4:00 PM bus if enough sign-ups)
TUESDAY	3:00 PM – 4:00 PM	CCA	4:00 PM
WEDNESDAY	3:00 PM – 4:00 PM	ASA	3:00 PM (4:00 PM bus if enough sign-ups)
THURSDAY	3:00 PM – 4:00 PM	CCA	4:00 PM
FRIDAY	3:00 PM – 4:00 PM	ASA	3:00 PM (4:00 PM bus if enough sign-ups)

For information about ASAs and CCAs at AHI, including activity details, fees, and the programme booklets, please refer to <https://annehill.school/asa/>

EVENTS AND EDUCATIONAL TRIPS

School Events

Anne Hill International School is not affiliated in any way with any religious organisations. Nevertheless, cultural diversity and community awareness play important roles in our curriculum. The school will organise events including cultural festivals and charity fundraisers. Please refer to our School Website for the different school events which we have organised: <https://annehill.school/ahi-family/>

Open House

Anne Hill International School's Open House serves to provide new parents with a glimpse of the student life on campus. The agenda includes school tours and activities for students to experience what a day is like at Anne Hill International School. If parents and students want to volunteer for this event, they may contact the Admissions Department for more information. The Open House is usually held in March.

Field Trips and Residential Trips

As a part of our school's curriculum, the children will be brought on field trips to visit places of interest or other events outside of the school. The purpose of field trips is to provide students with opportunities to apply what they have learned in class to real-life situations. Field trips are curated to deliver key learning goals and foster students' awareness of the environment they live in. We encourage all parents to allow their children to take part in these field trips as these activities form part of the curriculum. Alternative arrangements have to be made by parents if a student is unable to attend.

Kindly note that only field trips, which are related to the school curriculum, are included in the Student Service & Amenities fees. Residential trips such as overnight camps and other trips not related to the school curriculum are not included. The fees will be communicated to parents once the residential trips are confirmed and organised.



STUDENT CONDUCT

ATTENDANCE EXPECTATION & PUNCTUALITY

At AHI, we start to introduce students to the qualities that are aligned with our school values. Being able to conform to the rules of the school and observe the expected conduct is important as an AHI student.

Punctuality

Being punctual for school is a form of discipline and respect, these are attributes which are important in life. To minimise disruption in learning, your child is expected to arrive at school no later than 8.15 am.

Parents have to fill in the reason for late arrival after the stipulated time. If you know in advance that your child is going to be late or going to leave school early on a particular day, please inform both the homeroom teacher and the Admissions Department at least one day the teacher at least one day in advance. For less than 24-hour notice, you may contact the Admissions Department.

Attendance Expectations for Students Y1 and above

- Excellent = 0–3 absences per year (>98% attendance)
- Good/Meeting Expectations = 4–9 absences per year (95–98% attendance)
- Requires Improvement = 10 or more absences per year (<95% attendance)

Absence From School

Please refer to **Section 2: Your Guide to School Life** for information on Absence Procedures.



POSITIVE BEHAVIOUR

At AHI, we believe it is necessary and important to have a single approach to behaviour management across all classes. This means avoiding individual classroom practices.

Our Approach to Behaviour



Part 1 Communicating Clear Expectations (Our Golden Rules):

Be Respectful • Be Honest • Be Kind

Part 2 Positive Reinforcement:

Criteria	People	Method	Location	Frequency
Any positive behaviour such as demonstrating a Personal Goal	Anyone who observes success	Praises by the teachers, stickers/stamps, extra play time (Now... that...)	Anywhere on Campus	Daily
Outstanding effort or significant progress	Class Teachers and Specialist Teachers	A visit to the Principal (Now... that...)	Anywhere on Campus	Teacher's Discretion

Part 2 Positive Correction:

Tier 1	Minor infractions
Tier 2	Persistent behaviour incidents
Tier 3	Serious incidents

Each tier requires a different approach. However, it is important to note that each of these protocols is based on four principles of effective behaviour management. Parents will be notified of any incident that may happen.

ANTI-BULLYING

Every child has the right to feel safe, respected and valued. As such, Teachers and Learning & Teaching Assistants (LTAs) have a responsibility to ensure that any conflict between students is identified early and dealt with swiftly and effectively.

Bullying involves deliberate behaviour intended to harm and cause distress. It results in physical or emotional harm and is characterised by persistent and repeated acts of aggression. Bullying can be direct (such as physical attacks) or indirect (like spreading rumours). It often involves an imbalance of power, with one or more individuals exerting dominance over others due to factors like age, physical strength, or psychological resilience. Cyberbullying, which occurs online, is also a form of bullying.



Anti-Bullying Measures

- **Positive Behaviour Policy:** Our school, AHI, strives to establish a culture of respect, kindness, inclusion, and empathy. We reinforce positive behaviours through our positive behaviour policy.
- **Anti-Bullying Events:** AHI actively participates in Anti-Bullying Week, organised by the Anti-Bullying Alliance, and Safer Internet Day each year to promote safer environments and prevent bullying.



Reporting Bullying

We encourage students to report any bullying incidents or if they are targets of bullying to a trusted adult, such as a teacher, parent, or Designated Safeguarding Lead. Teachers or parents suspecting bullying should report it in person, by email, or by using the incident report form available around the school.

DAMAGE TO SCHOOL PROPERTY AND EQUIPMENT

Students, as well as staff and parents, are responsible for the condition of the items or equipment that they borrow or use from the school. These include but are not limited to learning materials, books, devices and equipment. If an item is damaged, vandalised or lost, the borrower or user is responsible for paying the necessary compensation to fix or replace the item.

HEALTH AND SAFETY



DATA PROTECTION

Digital Literacy

At AHI, we educate students to use their devices safely and responsibly. Students must ensure the security of their devices at all times and the school will not accept responsibility for loss or damage to these often-expensive items.

The use of devices such as iPads, tablets and laptops is allowed as long as it supports the curriculum. Our in-house IT support staff is available to assist students in ensuring the necessary set-up and technical support.

We believe in fostering a safe and productive digital learning environment. To achieve this, we have established guidelines for digital device use, including appropriate online behaviour, digital citizenship, and responsible internet use. These guidelines aim to promote ethical and respectful online interactions and protect students from potential risks.

Together, we can empower students to become responsible digital citizens and harness the full potential of digital tools for their educational journey.

Photograph and Video Taking

Following the authorisation obtained from the Registration Form, parents will opt to agree to give the school permission to take photos and videos of students during school activities. These photos and videos may be used for the school's promotional materials and platforms such as Facebook, website and brochures/flyers.

Parents may take photos of their child on campus; however, they are NOT ALLOWED to take photos when other children are in the background, including Singing Assemblies.

Confidentiality

All students' records (personal, academic and medical) are kept strictly confidential. The school will not share this information to other parties, give out parents' contact information to other AHI parents unless permission is given by parents personally or in emergency cases.



MEDICAL INFORMATION

Update the Medical Data

At the start of each school year, parents are required to review and update key student information, including medical details such as known allergies, existing medical conditions, and any medications the student may require during school hours. This ensures that the school can act swiftly in emergencies. All families must complete the form, even if no changes have occurred.

Parents are responsible for keeping the portal up to date should any information change. AHI is committed to safeguarding your child's personal data and adheres strictly to all privacy regulations.

Communicable Disease

Student with communicable disease will not be allowed to attend school to minimise infection and spread of viruses to other students. Parents must notify the school immediately if the student is diagnosed.

There must be a medical certificate with a fit-to-return date from the doctor before the student returns to school. Please refer to the Absence Procedure Guidelines for a sample of a valid certificate.

Vaccination Policy

All students registering at AHI must have the essential vaccination, as recommended by the doctor, to ensure the health and safety of themselves and the school community. Moreover, they need to have their vaccination documents approved and updated by the school. Please refer to the health check form for details of the essential vaccination required.

To ensure the well-being of both students and the broader community, the school reserves the right to decline enrolment for a student who has not received the necessary vaccinations.



Medication

To ensure the safety of our students, we will only administer prescribed medication from a medical practitioner. Any other form of medication will not be accepted without a medical practitioner's note. All medicine must be labelled – the name of the medicine and dosage and in the original medicine packaging – in English and will be administered by the School Nurse. A Medication Administration Authorisation Record must be filled in and signed by the parent/guardian upon arrival of the student at the health check station in school.

Parents or guardians are required to come to school for the collection of medicine given. No medicine will be returned to the children for safety reasons.

The School reserves the right to refuse to administer medication if it is deemed unsafe to do so during school hours. The School will not be held responsible for any consequences arising from the medicine.

We encourage parents to administer medication before or after school hours where possible.

When a Student Feels Unwell at School

If a student feels unwell during school, he/she will be brought to the school clinic, that is staffed by nurses, for monitoring and follow-up treatment. The school will notify parents by phone call or WhatsApp message if their child needs to be picked up.

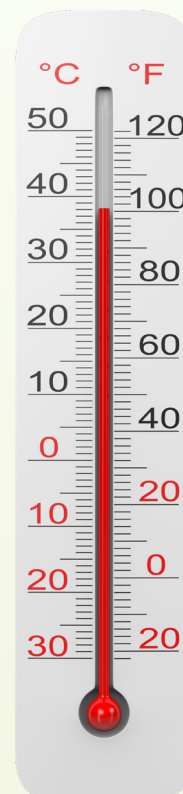
Criteria for a Student to Be Sent Home

The school will notify parents to take the child home if he/she is deemed to be unwell and unable to continue with their school day. The following symptoms and medical problems are the school's criteria for a child to stay at home:

- Fever above 37.5 degrees after the second reading.
- Nausea, vomiting, and/or diarrhea.
- Persistent coughing & wheezing, headache and fatigue.
- Rashes and swelling.
- Communicable/Infectious disease (e.g Dengue fever, Conjunctivitis, HFMD, etc.)

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

To ensure the safety of your child and other students, please arrange the pick-up within one (1) hour of notification for non-emergency cases. Students will wait for their parents at the sick bay. If parents are unable to arrange for the pick-up, they must inform the school to discuss an alternate arrangement.



Emergency Contact and Treatment

In case of an accident/emergency, the school is authorised by the parents through their signing of the Registration Form to seek appropriate medical consultation and treatment for the child. The authorisation is valid until the child is withdrawn from our school. Any expenses incurred by the school or staff (e.g., transport, medical fees) as a result of such an incident and not covered by the accident insurance plan will be the responsibility of the child's parents.

The Nurse will call one or both parents to inform them of the necessary steps. If neither parent can be reached, the school will contact the Emergency Contact provided in the most recent Student Data Update.

The school will direct all emergencies to *9999 (24/7 Emergency Hotline by Family Medical Practice Vietnam). The school will follow all instructions directed by Family Medical Practice Vietnam.

FMP DISTRICT 2 MEDICAL CENTER

Working date: (Mon – Fri: 8:00 AM – 5:00 PM, Sat: 8:30 AM – 12:30 PM)
Address: 95 Thao Dien Street, An Khanh Ward, HCMC , Vietnam
Tel: (+84) 28 3744 2000
Fax: (+84) 28 3744 6382
Email: d2.reception@vietnammedicalpractice.com

AMERICAN INTERNATIONAL HOSPITAL

Address: 199 Nguyen Hoang, Binh Trung Ward, HCMC, Vietnam
Hotline: (028) 3824 0777
Email: frontdesk_hcmc@rafflesmedical.com
Working date: Monday – Friday (8:00am-17:00pm) & Saturday (8:00am-12:00pm)
24/7 Emergency: Call *1155

RAFFLES MEDICAL INTERNATIONAL CLINIC

Address: 285B Dien Bien Phu, Xuan Hoa Ward, HCMC, Vietnam
Hotline: (028) 3824 0777
Email: frontdesk_hcmc@rafflesmedical.com
Working date: Monday – Friday (8:00am-18:00pm) & Saturday (8:00am-17:00pm)
24/7 Emergency: Call *1155



Accident Insurance

The school has purchased a Personal Accident Insurance Plan for all students registered at Anne Hill International School. This plan includes medical expenses for treating bodily injuries caused by accidents, as prescribed by the treating doctor, and also covers emergency transportation costs – with specific terms and conditions that will apply.

To ensure a smooth process for our parents, the school will assist in connecting parents with a designated representative from the insurance provider. They will provide parents with all the necessary guidance and support to submit insurance claims. All reimbursements will be handled directly between the insurance provider and parents.

Please note that the Personal Accident Insurance Plan is effective only during the student's enrollment period at the school. For coverage and amount beyond this period, we recommend that parents consider purchasing additional personal insurance.

Please contact our Admissions Department for more information on the Personal Accident Insurance Plan and the terms and conditions of the plan.

PARENT ACCESS TO CAMPUS AND VISITOR POLICY



Parent Access to Campus

Parents may not enter the campus without tapping their security card.



Visitor Policy

To minimise disruption to our programmes, visitors are requested to make an appointment. All visitors who enter the school must produce identification (ID card, passport, etc..) and will register their visit at the security booth. Visitors will receive a visitor card attached to a lanyard that must be displayed at all times while on school premises.

Visitors without an identification card will be escorted from the gate by the employee whom they are going to meet.

Anyone who is suspected to be under the influence of drugs or alcohol will not be allowed to enter the school premises. If a person displays inappropriate and/or offensive behaviour, the person will also be escorted outside of the school.

The school has a zero-tolerance policy towards violence and aggression.



Vehicles

Parents/visitors are requested to drive slowly and carefully when arriving or leaving the school premises. In addition, please avoid double parking and parking in front of the ramps. The security guards will guide vehicles surrounding the school premise. We appreciate if you can follow their guidance to ensure the safety of the students on campus.

If deemed suspicious, any vehicle stopping in front/beside the school gates may be subjected to a search conducted by the school security guards.

OTHER HEALTH AND SAFETY NOTES

Substance-Free School Grounds

Smoking is strictly prohibited on campus. This includes electronic smoking devices such as e-cigarettes. All parents, teachers, staff and visitors are prohibited from engaging in the illegal manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on campus.

Air Quality

The school will keep track of the air quality daily. Each classroom is equipped with an air purifier or air conditioner to be cleaned regularly. If the outdoor reading exceeds the level that is deemed safe for children, we will keep students indoors as much as possible. Parents must inform the school if their child has respiratory problems or conditions including those that are sensitive to air quality.

Pets

To ensure the safety of all students, pets are not allowed to be brought into school premises at all times.



HOME - SCHOOL COMMUNICATIONS



ADMISSIONS DEPARTMENT

Our Admissions Department is stationed at the reception area of the school building during school hours. Our Admissions Department aims to assist parents with any enquiries and parent support. For any general enquiries, appointments, enrollment procedures or other administrative support, please reach out to our Admissions Department via email and they will direct you to the relevant contact person. In cases of emergencies outside of school hours (8 am – 5 pm; Monday – Friday), please contact our phone number (Preschool: 0906846995 | Primary: 0906 846 939) via message.

OTHER INQUIRY CHANNELS

As shared on page 10, please refer again to the table below clarifying who to contact for different inquiries.

 Homeroom Teacher	The homeroom teacher is the first point of contact for all matters related to academic progress, curriculum, and student wellbeing. The Learning & Teaching Assistant (LTA) is also available to support. You may contact them via Seesaw, or by scheduling an appointment.
 Admissions Team	For other inquiries, the Admissions Team can be reached via email or on their hotline.
 Operational staff	For operational matters, contacting the relevant operational staff directly is recommended for the quickest response.
 Feedback Survey	Finally, if your concern cannot be resolved through the channels above, the school offers a feedback survey to ensure your voice is heard: https://forms.office.com/r/ZT5zEEfMyT

Kindly refer back to page 10 for the full list of contact channels and details.

EMAILS

Our school will email you regular updates to keep you informed of important school announcements and other student care matters. Do whitelist our email so that you can receive our email. You may approach our school IT support to find out how to whitelist the school email.

For weekly menu and class activities, please refer to Seesaw. If you have changed your email address, kindly update the Parent Portal and inform the Admissions Department.

NEWSLETTERS

Since the last academic year, families of Anne Hill International School have been receiving a consolidated Primary School newsletter on the third Monday of each month via email. This monthly newsletter, contributed by both the faculty and operations teams, provides the latest updates to keep our community well-informed. Starting this academic year, the school will extend the monthly newsletter to include the Preschool, ensuring the entire community stays even more regularly updated.

We strongly encourage all families to make it a habit to read the newsletter, as important announcements may be missed otherwise. For your convenience, all newsletters are also accessible online via [this page](#).

If you experience any issues with receiving or viewing the emails, please don't hesitate to contact us at communications@annehill.school for assistance.

SEESAW/iSAMS (PARENT PORTAL)



Seesaw is an all-in-one platform that connects parents, students and teachers. Through this app, we hope to keep in touch with parents and allow you to closely follow your child's learning journey at AHI. Updates on classroom activities, class photos, the school menu and your child's learning experiences will be posted to you via this platform. As the teachers and LTAs will be focusing on guiding and caring for your children, photographs of the students will only be posted at least 2 times a week.

Seesaw will be used as a communication application between parents and teachers for all student matters. In addition to class updates, you may also communicate with the class teacher during school hours with regard to academic and well-being matters. This can be done via the messaging function within the app. Please note that caring for your child is the teacher's priority and the class teachers are not always on their devices; responses may not be immediate.

For more information on how to use Seesaw as a parent, please refer to [AHI Seesaw Parent Guide](#)

Except for their child, parents are advised not to post photos (downloaded from Seesaw) of other children on their public profiles or websites due to privacy reasons.



Starting from the 2025–26 academic year, the school will implement iSAMS – a robust data management system widely used by international schools. All student data will be securely stored in this system, and parents will be granted access to the Parent Portal, where they can log in to view a wide range of information, from attendance records to learning reports and more. Further details and instructions will be shared in due course.

PARENT-TEACHER MEETINGS

You are invited to attend the two meetings, which will be held twice a year. The meetings will be an opportunity for parents to meet with the teachers to discuss the progress of their children. A written report will also be given during the final meeting before the academic year ends.

The official Parent-Child-Teacher Meetings are scheduled and publicised in the School Year Calendar. Parents are also encouraged to take the initiative to meet and communicate with teachers throughout the school year.

ADULT BEHAVIOUR POLICY

The school recognises that staff, parents and children are entitled to a safe environment on campus. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school.

Aim: All members of the AHI school community are to treat one another with respect.

✓ **Expectations:**

- Adults set a good example to children at all times, showing them how to present themselves and get along with all members of the school and the wider community
- No members of staff, parents or children are the victims of abusive behaviour, or bullying or are open to threats from other adults whether these scenarios occur physically or on virtual platforms
- Physical attacks and threatening behaviour, abusive or insulting language – verbal or written – to staff, parents and guardians, children and other users of the school premises will not be tolerated and may result in withdrawal of permission to be on school premises.

✗ Listed below are types of ***behaviour that are considered serious and unacceptable and will not be tolerated***. This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Inappropriate posting on social networking sites and chat applications, e.g. WhatsApp which aims to defame either the school or any member of the school community
- Rude or abusive emails and/or texts
- Speaking in an aggressive or threatening tone
- The threat of physical harm including shaking or holding a fist towards another person
- Swearing
- Use of physical force
- Spitting
- Racist or sexist comments
- Inappropriate dressing that goes against the purpose of a school dress code e.g. short shorts, fashion items that contain profanity, etc.
- Any other behaviour which contravenes the school's Child Protection and Anti-Bullying policies

Please note that the school reserves the right to take necessary actions to ensure that members of the school community are not subjected to abuse. School premises are private property; parents and other adults have been granted permission from the school to be on campus. However, in case of abuse or threats to staff, students or other parents, the school may ban the person responsible for the abuse or threats from entering the school.



ADMISSIONS PROCEDURES

RE-ENROLMENT

AHI students are always welcome to re-enrol at the school, and we will prioritise re-enrolments subject to the availability of the class. Kindly note that students will still have to go through the student registration procedure again. This is to ensure that all student information is up to date. A non-refundable Registration Fee (following the Schedule of Fees for the Academic Year that the child is enrolling in) is applicable for all re-enrolments.

For more information on the student registration procedure, kindly refer to our Admissions Process at <https://annehill.school/admissions-process/>

WITHDRAWAL

Please find below the step-by-step guidelines for withdrawing a student from the school.

Things to do	Request timeline
 Notify the School Download the form below and send the completed form to our Admissions Department via email. AHI Withdrawal Form	At least 60 calendar days before the student's last day of duly registered (paid) attendance at school. <i>Note: Failure to follow this timeline will result in the forfeit of the refund amount.</i>
 Request Needed Documents Inform the Admissions Department if you need: Recommendation letters from Head of School / Vice Principals / homeroom teachers AHI Academic Report and Certificate of Attendance	At least 30 days prior to the child's last day at the school
 Return of Borrowed School Books & Other Items Students must return all borrowed school books, learning devices and other items that belong to the school (if any). Staff, parents, and students are responsible for the proper care of any school items they borrow or use, and will be required to cover the cost of replacement or repair if the items are lost, damaged, or vandalised.	Before the child's last day at the school

For more information, please refer to the Withdrawal Procedure and Refund Policy in the [Schedule of Fees](#) (Page 5)





**Anne Hill
International**

Preschool: 32 An Phu, An Khanh Ward, Ho Chi Minh City

Primary School: 31 Giang Van Minh, An Khanh Ward, Ho Chi Minh City

☎ 0906 846 995 (Preschool) • 0906 846 939 (Primary School)

✉ info@annehill.school

🌐 annehill.school

