



Anne Hill  
International



**PRESCHOOL**

# Parent-Student Handbook



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# ABOUT ANNE HILL INTERNATIONAL SCHOOL

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INTERNATIONAL SCHOOL





# Message

from

# School Leadership Team



**Ms. Anne Hill**

**School Mentor**

Dear Parents,

On behalf of Anne Hill International (AHI) Preschool, I am very pleased to welcome your family as we embark on a life-long journey of learning ahead.

This handbook serves to introduce school life at AHI Preschool and what you can expect for your child as he/she joins our community.

Our founding principles are to ensure quality education is priced affordably, and we aim to provide a safe and conducive environment for students, teachers and all staff members.

We have a mission to:

- Develop, motivate and culturally enrich students to be enthusiastic and joyful learners
- Guide all students towards realising their cognitive, emotional, social and physical potential
- Provide all students with the opportunity to learn and succeed during their development in AHI Preschool
- Educate students to be life-long learners as they move to AHI Primary School

Last but not least, I look forward to welcoming you and your child to our campus.



## 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.

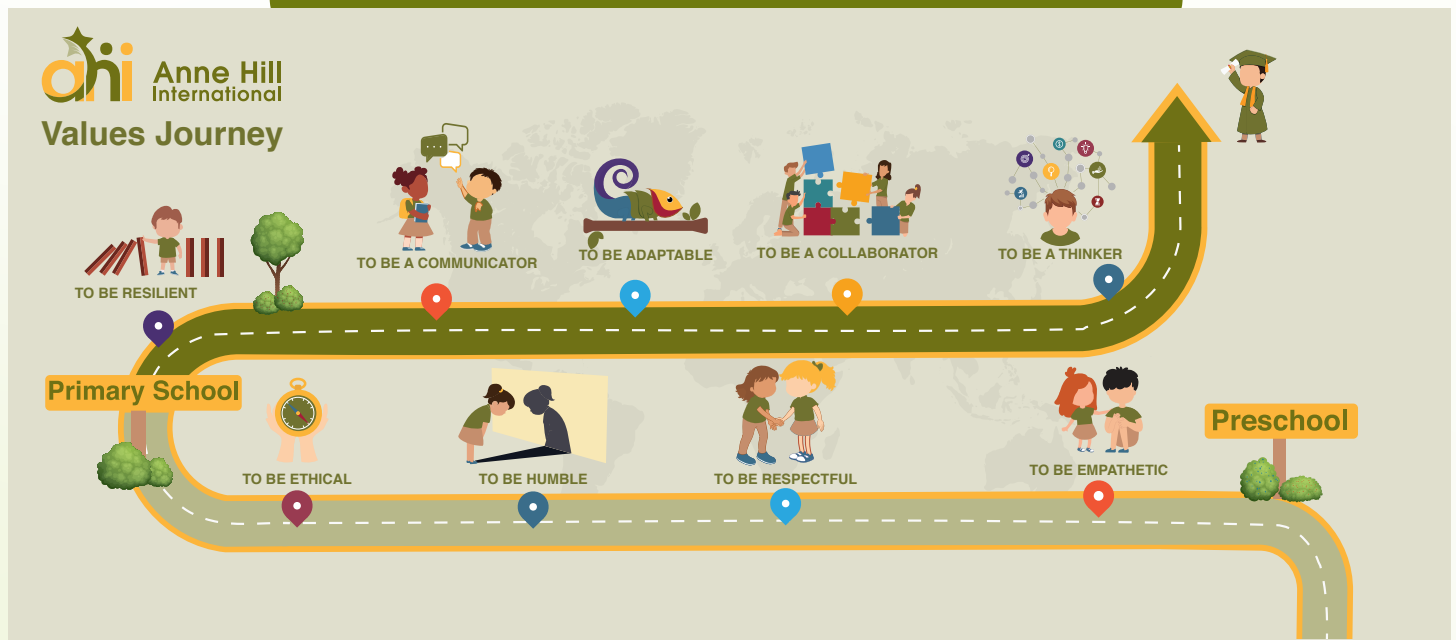
'Globally minded' recognises the need for students to learn about the wider world and our place in it.

'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.



## 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 PRESCHOOL LEADERSHIP TEAM



**Ms Anne Hill**  
*School Mentor*







**Mr Sean O'Maonaigh**  
*Head of School*



**Ms Aundrea Farley**  
*Preschool Vice Principal*

## AHI INQUIRY CHART

### Who to ask when you have an inquiry?

 <b>Homeroom Teacher</b>	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.
 <b>Admissions Team</b>	For other inquiries, the Admissions Team can be reached via email or on admissions phone number.
 <b>Operational staff</b>	For operational matters, contacting the relevant operational staff directly is recommended for the quickest response.
 <b>Feedback Survey</b>	Finally, if your concern cannot be resolved through the channels above, the school offers a feedback survey to ensure your voice is heard: <a href="https://forms.office.com/r/ZT5zEEfMyT">https://forms.office.com/r/ZT5zEEfMyT</a>



Details of all listed contact points are as follows.



Contact Point	Topic of Inquiry	Contact Channel	Email	Phone Number
<b>Homeroom Teacher</b>	Academic progress Curriculum information Wellbeing matters Absence notices Report request		-	-
<b>Admissions Team</b>	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
<b>ASA Coordinator</b>	After-School Activities (registration, payments) After-School Care booking		asa@annehill.school	0906 915 109
<b>Billing Team</b>	Billing, fees, discounts		AHI.Accounting@annehill.school	0902 589 107
<b>School Nurse</b>	Medical updates Communicable diseases Medication and health concerns		ahi.schoolnurse@annehill.school	Preschool Nurse: 0906946937 Primary Nurse: 0901836995
<b>Bus Coordinator</b>	General bus matters		ahi.schoolbus@annehill.school	0906 915 109
<b>Bus Assistant</b>	Specific bus concerns (related to your child's assigned bus)		-	Shared at start of year
<b>Meals Coordinator</b>	School meal matters		nghiem.pham@annehill.school	-
<b>Communications Department</b>	Email delivery School calendar Forms and surveys Other communication matters		communications@annehill.school	-
<b>Uniform Shop</b>	Purchase of school uniforms		ahi.procurement@annehill.school	-
<b>Feedback Survey</b>	General service feedback		<a href="https://forms.office.com/r/ZT5zEEfMyT">https://forms.office.com/r/ZT5zEEfMyT</a>	

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 AHI'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 AHI, 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.

AHI 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.

AHI 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 who enter school after 8.15 am will be considered late for school and to report to the Vice Principal Office where they will be given a late pass to present to their class 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 your child is picked up at 12 noon – 12.30 pm (half-day) or 4.00 pm – 5.00 pm (full-day).
- 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 enter the Preschool Campus with the tap cards to pick up their children.  
  
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
- 4
- 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 **Reception Area**, 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](mailto: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
Preschool students will be able to wear any sensible shoes or closed-toe sandals that aid the growth and development of small feet.	In the interest of safety, appropriate sports shoes and grip socks are required: <ul style="list-style-type: none"> <li>Shoes can be in any colour and design as long as they are appropriate for sports.</li> <li>Grip socks can be purchased at the school's uniform shop</li> </ul>

### Notes:

- Shoes with special accessories such as roller blades, decorations or flashing lights, flip-flops are not allowed.



## 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.

## Personal Items for Preschoolers – What to Bring?

- School bag
- Easy-to-wear face masks (when necessary)
- Bath towel (half-day students to only bring when water play is scheduled on the day; full-day students to bring every day)
- Water bottle filled with water
- School cap
- 4 diapers (a requirement for children who are not toilet trained)
- Hairbrush/Comb
- Toothbrush, toothpaste and mug – personalised with a name for easy recognition
- An extra set of uniform
- A reusable bag (for soiled clothes)
- Mosquito repellent and sun cream
- Sleeping bag (Fully day students only; it should be an all-in-one sleeping bag and not with a separate blanket and pillow), to be brought to school every Monday.

All water bottles, towels and clothing are to be brought home daily for washing for hygiene purposes. Sleeping bags will be returned for washing every Friday.

## 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

## Standard Lunches/Snacks



**Morning snacks, lunch and light afternoon snacks are provided**

Children are fed nutritionally on a daily basis with morning snacks, lunch and light afternoon snacks (full-day students). Please inform the school if your child has any special dietary requirements.

**Packed lunch not allowed**

Food from home including morning snacks, lunch and afternoon tea is not permitted to be brought to school with the exception of birthday celebrations, class parties and community events.

*Note: For Preschool students, fresh and/or formula milk is allowed.*

**Nut-free**

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
<ul style="list-style-type: none"><li>• 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.</li><li>• Simple party decorations that do not pose safety hazards (self-brought).</li></ul>	<ul style="list-style-type: none"><li>• Food with traces of nuts/nut oils/nut milk</li><li>• Confectionery, sweets, crisps, creamy cake</li><li>• Fizzy/soft drinks</li><li>• Durian and durian-flavoured cake</li><li>• Pork, ham, bacon, pork-related snacks</li><li>• Home-baked cake, homemade food</li></ul>

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

<b>Time</b>	<p>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.</p> <p>For afternoon departures from school, please refer to the schedule below:</p> <div data-bbox="726 465 1157 560"> <p><b>Afternoon Bus Departure Time</b> for Preschool Students</p> </div> <div data-bbox="443 593 1444 824"> <div> <p><b>12:30 pm</b> for Half-Day Preschoolers</p>  </div> <div> <p><b>4:00 pm</b> for All-Day Preschoolers</p>  </div> </div> <div data-bbox="726 862 1157 956"> <p><b>Afternoon Bus Departure Time</b> for Primary Students</p> </div> <div data-bbox="466 990 1407 1220"> <div> <p><b>3:00 pm</b> on Mon, Wed and Fri <i>4:00 PM Bus depends on actual demand</i></p>  </div> <div> <p><b>4:00 pm</b> on Tue and Thu</p>  </div> </div>
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## Bus Assistant

<b>Identification</b>	<p>All drivers and bus assistants (including substitutes) wear the official school uniform.</p> <p>The assigned Bus Assistant's contact information will be shared at the beginning of the academic year.</p> <p>When an appointed bus driver or assistant for a particular route is on sick leave, there will be a substitute to cover their duties.</p>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure the safety and well-being of students on the bus</li><li>• 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</li><li>• Receive and record notifications of students' absence from the bus</li></ul>
<b>Limitations</b>	<p>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.</p>

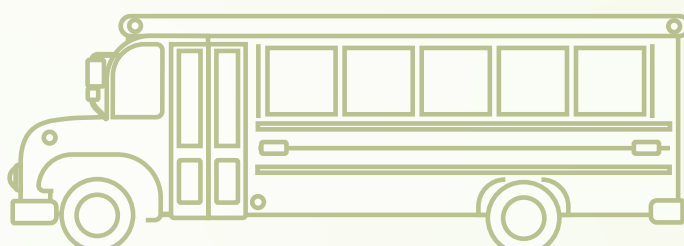


## Parent's Responsibilities

<b>Authorised Pick-up and Drop-off</b>	Parents/guardians must sign to confirm pick-up and drop-off of their child.
<b>Registered Address Only</b>	<p>The school bus will only pick up and drop off students at addresses registered via the school bus form.</p> <p>Changes must be communicated to the Admissions team at least one week in advance. Frequent changes throughout the year are not encouraged.</p>
<b>Live Location via WhatsApp</b>	Parents must download WhatsApp and join all related WhatsApp groups to receive Live Location updates while the bus is in transit.
<b>Informing Absences or Changes</b>	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.
<b>Be Contactable</b>	Parents/guardians must be reachable during pick-up and drop-off times using the provided phone numbers.
<b>Be on Time</b>	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.
<b>Bring Your Child(ren) to the Vehicle</b>	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.
<b>Student-Only Bus Access</b>	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.

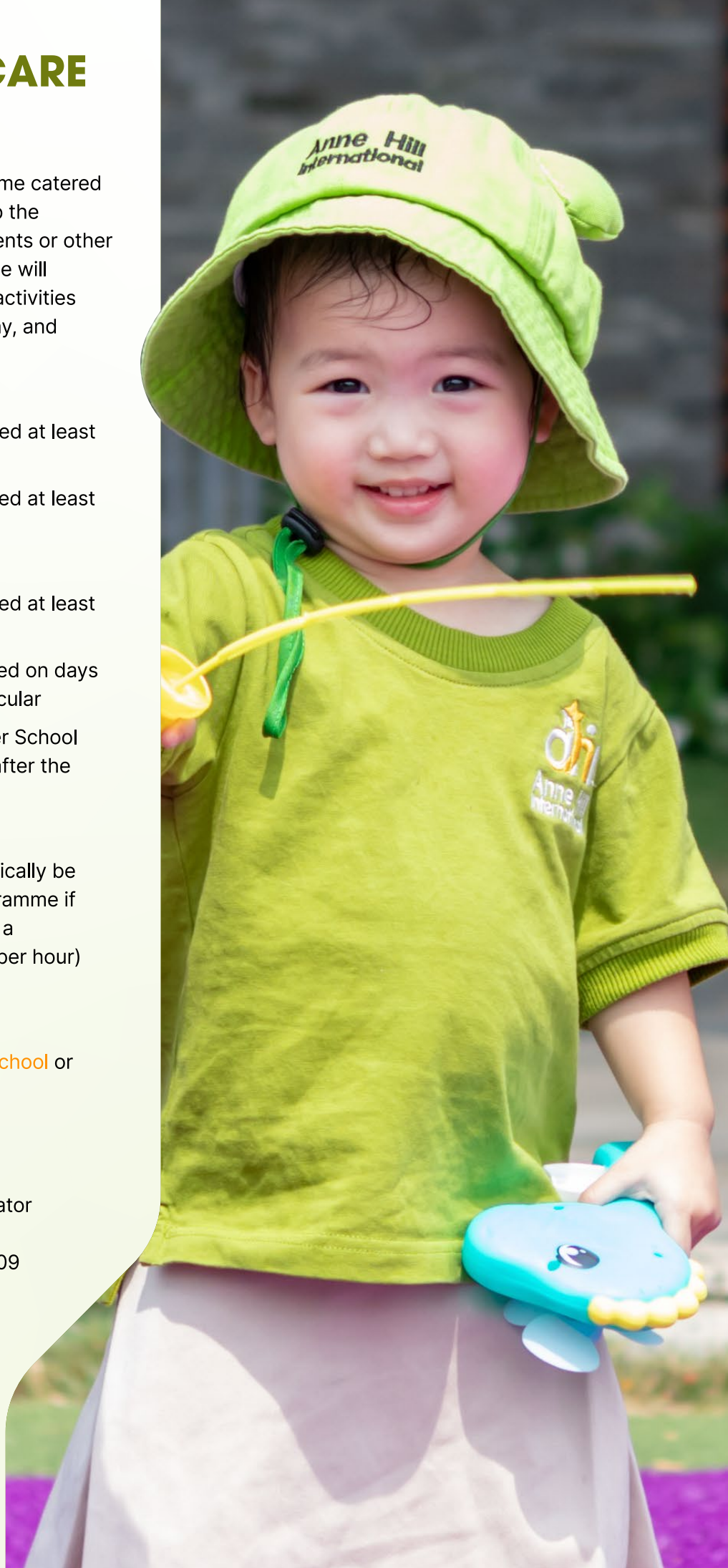
## To book ASC, please contact:

Admissions Team at [admin@annehill.school](mailto:admin@annehill.school) or phone numbers:

Preschool: 0906846995

Primary: 0906 846 939

Or our After-School Activities Coordinator at [asa@annehill.school](mailto: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.

AHI Preschool tailors its programme for children of different age groups:

### **Playgroup (18 months – 2 years)**

At this age group, they require both a stimulating and nurturing environment to develop their independence and motor skills. Practical Life activities and manipulative play help to develop their motor skills, sense of order, concentration and responsibility in their environment. Through Sensorial Activities (i.e. learning through the five senses), they will also be engaged in activities that stimulate their senses to learn early number concepts and language skills.

### **Nursery (2 – 4 years)**

Continuing from the early learning experiences in Playgroup, children of this age group are able to work with more complex exercises in Practical Life and Sensorial Activities and engage in thematic learning. Early mathematical concepts, word building and early writing skills are taught at the Nursery stage. A foundation is also laid at this stage for good work and social habits.

### **Kindergarten (4 – 5 years)**

Kindergarten consists of children who are 4 to 5 years old. At this stage, children are ready to take on more complex exercises in a more disciplined way in preparation for primary school. Mathematics, language and writing skills will be further developed in fun ways. They will also be involved in early science and cultural activities.



# THE INTERNATIONAL EARLY YEARS CURRICULUM (IEYC)



The IEYC is used at AHL. It helps to meet the educational needs of our children and ensure that teachers are providing the best learning environment and opportunities for their community.

The IEYC is a research-based curriculum recognising global best practices in early childhood education and the developmental needs of students 2-5 years old. It supports key areas of learning through holistic enquiry and play-based approaches that cover all curriculum areas including personal, social and emotional development. Learning is largely based on exciting themes that capture children's interest and spark their imagination.

The IEYC is designed around eight learning principles for our preschoolers who will find this curriculum exciting, fun-filled, and educational. The IEYC also provides learning outcomes to describe the knowledge, skills and understanding children will have as they progress.

- 1 The earliest years of life are important in their own right.
- 2 Children should be supported to learn and develop at their own unique pace.
- 3 Play is an essential aspect of all children's learning and development.
- 4 Learning happens when developmentally appropriate, teacher-scaffolded and child-initiated experiences harness children's natural curiosity in an enabling environment.
- 5 Independent and interdependent learning experiences create a context for personal development and are the foundation of international mindedness.
- 6 Knowledge and skills development lead to an increasing sense of understanding when children are provided with opportunities to explore and express their ideas in multiple ways.
- 7 On-going assessment, in the form of evaluation and reflection, is effective when it involves a learning link with the home.
- 8 Learning should be motivating, engaging and fun, opening up a world of wonder for children where personal interests can flourish.



For more information please refer to the following link:

[International Early Years Curriculum | ICA](#)

# MONTESSORI METHOD

Montessori is AHI's signature programme. The emphasis is on self-directed activities, child-led learning and discovery. The five key areas of learning in the Montessori environment include Practical Life, Sensorial, Language, Mathematics and Culture.

**Practical Life** – Exercises for the child to learn how to perform activities independently and in a purposeful way in their daily life routine e.g. peeling/cutting bananas, watering plants, etc. These activities will also help children develop coordination & control, concentration, environment awareness and good work habits.

**Sensorial** – Exercises that help the child to develop and refine his/her sense of smell, touch, taste sight and hearing. This translates to the child being able to perceive size, shape, colour, loudness, texture and smell. Like many other materials in the Montessori classroom, sensorial learning materials have what is called a "control of error". It is a method that allows the child to check the work himself/herself rather than seeking out for teacher's help. Working with sensorial materials lays a firm foundation for subject learning in the future such as Mathematics, Geometry, Geography, Botany, Art & Music.

**Language** – Multi-sensory exercises that combine phonics, stories and language experiences to bring meaning to reading and writing.

**Mathematics** – This activity-based programme complements our Numicon approach to learning where children will have a hands-on experience in learning mathematical concepts. It is taught through the manipulation of concrete subjects.

**Cultural** – Cultural areas of studies that are introduced in the Montessori classroom range such as Science, Geography, History and Botany and Zoology. It helps to facilitate the child's exploration of the world around them i.e. observing, inquiring, researching and communicating his/her discovery. The child is introduced to different countries, cultures and environments. Cultural topics introduced during Montessori also encourage AHI students to appreciate the diversity within their school.

## PHONICS

We use a fun and child-centred approach to teaching literacy through synthetic phonics. It is systematic and teaches the letter sounds in an enjoyable and multi-sensory approach. We teach children the five key skills for reading and writing:

- **Learning the letter sounds** – Children are taught the 42 main letter sounds. This includes alphabet sounds as well as digraphs
- **Learning letter formation** – Using different multi-sensory methods, children learn how to form and write letters
- **Blending** – Children are taught how to blend the sounds to read and write new words

## WHITE ROSE MATHEMATICS

In AHI Preschool, we introduce young learners to foundational mathematical concepts through the White Rose Maths approach. Using fun and engaging activities, children explore numbers, shapes, patterns, and simple problem-solving techniques. While we do not use formal workbooks at this stage, the principles of White Rose Maths are embedded in our daily activities and play-based learning. Children develop their mathematical understanding through hands-on experiences, where they can interact with objects, count, sort, and compare. These activities help them make connections between numbers and the world around them.

# ADDITIONAL SUBJECTS & ACTIVITIES

Subjects and activities introduced at AHI Preschool aim to provide a holistic development of the child. In addition to knowledge and understanding, children will also engage in activities and daily routines that focus on developing their loco-motor skills, social & emotional well-being, cultural awareness and moral compass. Learning is conducted across different settings – inside and outside of classrooms.

Subject & Activities Introduced:

 Art & Craft	 Understanding of the World (Cultural Appreciation Activities)
 Gym (Physical Education)	 Outdoor Activities (Outdoor/Water Play, Rock-wall, Eco-gardening)
 Circle Time	 Football*
 Music & Movement (Singning/Dancing)	 Water Games*
 Storytelling, Nursery Rhymes, Finger Rhyme Plays, Dress Up/Role-Play	

\*Certain activities may only be introduced starting from older age groups, or for After-school Activities (ASA) with additional fees involved.

## SECOND LANGUAGE

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

Preschool students will learn both Vietnamese and Mandarin Language for exposure. Lessons are conducted twice a week, for a duration of 30 minutes each.

## AFTER-SCHOOL ACTIVITIES (ASAs)

The 4–5 PM programme for Preschool students is called ASA (After-School Activities). This helps clearly distinguish it from the Primary Co-Curricular Activities (CCA) programme, which is part of their formal curriculum.

The number of ASA options for Preschool students is streamlined to prioritise quality and meaningful experiences for our students, working with trusted and experienced partners.

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



### Sample timetables:

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

*Please note that the subjects listed below, if any, are for reference only. The confirmed information will be emailed to parents at the beginning of Term 1 and Term 3.*

Weekday	Time	Activity	Bus departure time
MONDAY	4:00 PM – 5:00 PM	Gymnastics	4:00 PM
TUESDAY	4:00 PM – 5:00 PM	Sport Fun	4:00 PM
WEDNESDAY	4:00 PM – 5:00 PM	Arts	4:00 PM
THURSDAY	4:00 PM – 5:00 PM	Swimming	4:00 PM
FRIDAY	4:00 PM – 5:00 PM	Gymnastics	4:00 PM

## 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.

## Absence From School

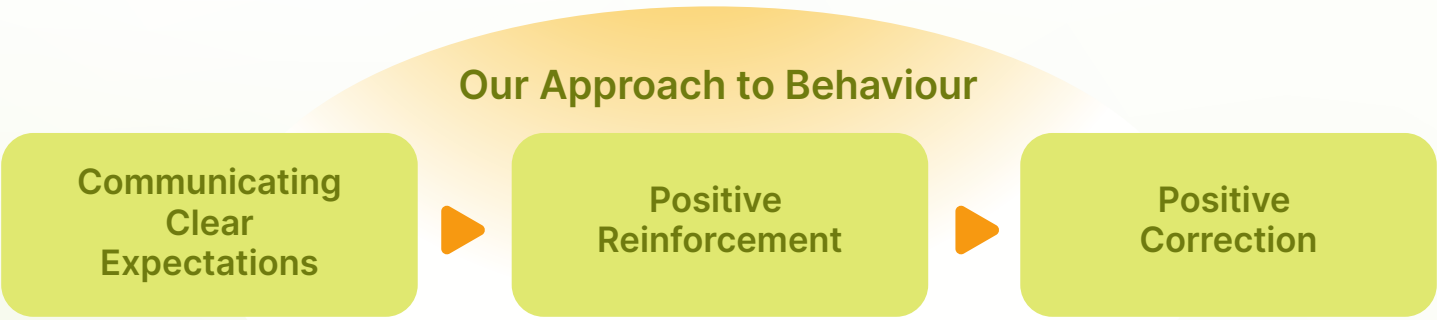
Please refer to **Section 2: Your Guide to School Life** for information on Absence Procedures.





# 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.



**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 12, please refer again to the table below clarifying who to contact for different inquiries.

 <b>Homeroom Teacher</b>	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.
 <b>Admissions Team</b>	For other inquiries, the Admissions Team can be reached via email or on their hotline.
 <b>Operational staff</b>	For operational matters, contacting the relevant operational staff directly is recommended for the quickest response.
 <b>Feedback Survey</b>	Finally, if your concern cannot be resolved through the channels above, the school offers a feedback survey to ensure your voice is heard: <a href="https://forms.office.com/r/ZT5zEEfMyT">https://forms.office.com/r/ZT5zEEfMyT</a>

Kindly refer back to page 12 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](mailto: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
 <b>Notify the School</b> Download the form below and send the completed form to our Admissions Department via email. <a href="#">AHI Withdrawal Form</a>	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>
 <b>Request Needed Documents</b> 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
 <b>Return of Borrowed School Books &amp; Other Items</b> 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

