



BRIGHTON COLLEGE  
VIETNAM



# PARENT HANDBOOK 2024-2025

## PREP SCHOOL

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# 01 INTRODUCTION

## 1.1 WELCOME FROM HEAD OF PREP SCHOOL

As Head of Prep, it is my pleasure to welcome both new and returning families to Brighton College Vietnam as we begin our second year. We are thrilled to have you as part of our vibrant school community.

You have chosen our school with great care, just as we have selected an outstanding team of educators to support your child's learning journey. Our commitment is to provide an environment where every child feels valued and inspired to achieve. Each of your children is special to us. For new pupils, we are excited to get to know you and help you settle in. For returning pupils, we look forward to continuing our journey together and seeing how much you have grown.

Thank you for entrusting us with your child's education. I am confident this year will be filled with wonderful learning experiences and memorable moments.



A handwritten signature in black ink that reads "Mrs Pinchess".

Mrs Pinchess  
Head of Prep School

## 1.2 SCHOOL PHILOSOPHY

**Brighton College Vietnam is a British school which is proud to be in Vietnam.**

At Brighton College Vietnam, we believe education should be an active and collaborative process that emphasises hands-on learning experiences that are meaningful and applicable to real-world challenges.

We believe that every pupil has unique talents and strengths which can be developed through a personalised learning approach.

We empower our pupils to take ownership of their learning and to cultivate critical thinking skills, creativity, intellectual curiosity and a sense of agency. We are committed to diversity and inclusivity, ensuring that every pupil feels both valued and supported, and that every voice is heard through being part of a distinctive school community.

In preparing our pupils to make meaningful contributions to their own communities and to the world, we demonstrate that education is a lifelong process of discovery, innovation and adaptation.

## 1.3 SCHOOL VALUES

Our core values: CONFIDENCE, CURIOSITY, KINDNESS

These three values are part of everything we do at Brighton College Vietnam to enable each pupil to achieve their best, both academically and pastorally. These are embedded into our everyday work with the pupils and are made clear to parents and carers from our initial meetings and in interviews before a place is allocated.

## 1.4 SCHOOL AIMS

We work in partnership with parents and carers to deliver our school aims. We want pupils to have:

- A love of learning.
- The knowledge and skills with which to understand and ask questions, both now and for the future.
- An awareness and appreciation of our wonderful world and its many inhabitants.
- An enthusiasm for activities and opportunities beyond the classroom, through sport, music and the performing arts.
- A respect for the fact that we are all different, but that every person in our community is valued equally.
- An awareness of the needs of others.
- A strong belief that we can all make a difference locally and globally.

## 1.5 THE PURPOSE OF THIS HANDBOOK

As parents, you may wish to be informed of policies and procedures in the school. Whilst this handbook has most of the everyday procedures laid out in summary form, please contact your child's form teacher in the first instance if you would like to know more.

We are very happy to provide you with details of policies which include, but are not restricted to:

- Behaviour policy.
- Education and welfare provision for pupils with learning support needs and pupils for whom English is an additional language.
- Anti-bullying policy.
- Rewards and sanctions policy.

The safeguarding policy can be found on the school website. Finally, please note that this handbook is intended as a guide for parents and is updated at least annually. It does not form a part of the school's contract with parents.

## 1.6 EQUAL OPPORTUNITIES

We believe that every person has the same rights and is entitled to the same opportunities, regardless of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability.

Brighton College Vietnam does not discriminate on the grounds of gender, disability, age, sexual orientation, marital status or racial, ethnic, or national origin. We expect everyone involved throughout the schools of Brighton College to:

- Respect and promote equal opportunities for all people.
- Encourage harmony and understanding in society.
- Recognise and oppose all forms of prejudice and discrimination.
- Remove both outward and hidden discrimination.
- Enable differences to become positive and enriching attributes.
- Develop each person's skills to the highest possible level.
- Promote an environment where all can share equally in the opportunities offered.
- Help pupils to learn acceptance and tolerance.
- Enable pupils to communicate confidently without fear or prejudice.
- Any member of the school (staff or pupil) who is found to discriminate against or favour another, based on any group that they may be perceived to belong to, may be disciplined for their actions.

## 1.7 PRIVACY NOTE

While your child is at the school, they will be taking part in many events, and it is usual that photographs and videos of these occasions will be taken. We may use photographs or videos of your child for the College's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the College. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson. We publish our sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.

## 1.8 CONTACT DETAILS

BRIGHTON COLLEGE VIETNAM

Lot B2-CS01, Vinhomes Ocean Park Urban Area, Da Ton, Gia Lam, Hanoi, Vietnam

Please call/email to School Office for customer care and admissions

Telephone: 18006010 | Email: [support@brightoncollege.edu.vn](mailto:support@brightoncollege.edu.vn)



# 02 MEET THE TEAM

## 2.1 SENIOR LEADERSHIP TEAM



**Mrs Phan Ha Thuy**  
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**Mr Martin George**  
Member, Board of Governor  
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**Mrs Carly Barber**  
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**Mrs Pinchess**  
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**Dr Golding**  
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**Mrs Jackson**  
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**Mrs Clarke**  
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**Ms Sefton**  
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**Mrs Whitehead**  
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Teaching, Head of English  
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## 2.2 PREP SCHOOL TEACHERS



**Mr Terris**

Teacher of Year 1

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**Mrs Wilkins**

Teacher of Year 1

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**Ms Brosnan**

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**Ms Bowen**

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**Ms Morris**

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**Ms McKee**

Teacher of Year 3

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**Ms Barton**

Teacher of Year 3

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**Ms Culligan-Hughes**

Drama Lead Teacher  
& Teacher of Year 4

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**Ms Coyle**

English Lead Teacher  
& Teacher of Year 4

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**Mr Yule**

Teacher of Year 4

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**Ms Rogers**

Teacher of Year 5

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**Mr Ashby**

Head of KS2  
& Teacher of Year 5

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**Ms Owers**

Teacher of Year 6

alowers@brightoncollege.edu.vn



**Ms Thomson**

Teacher of Year 6

fkthomson@brightoncollege.edu.vn

## 2.3 SPECIALIST TEACHERS



**Mr Gleeson**  
Director of Music



**Mr Cooper**  
Head of Art



**Mr Rushton**  
Head of Drama



**Mr S. Taylor**  
Head of Design Technology



**Mr Vimpany**  
Head of Science



**Mrs Yap**  
Head of Mandarin



**Mrs Liu**  
Teacher of Mandarin



**Mr Shen**  
Teacher of Mandarin



**Ms Lily**  
Head of Vietnamese



**Ms Kim Anh**  
Teacher of Vietnamese  
(for native pupils)



**Ms Thuy Chi**  
Teacher of Vietnamese  
(for native pupils)



**Ms Julie**  
Teacher of Vietnamese  
(for non-native pupils)



**Mrs Smith**  
Director of Sports



**Ms Hasim**  
Teacher of Physical Education



**Mr Ryder**  
Teacher of Physical Education



**Mr Harris**  
Teacher of Physical Education



**Mr Ocenar**  
Sport Coach



**Mr Siores**  
Sport Coach



**Mr Millington**  
Lead teacher for  
Computing & Science



**Mr Hung**  
Head of EAL (English as an  
Additional Language)



**Mr Golding**  
Teacher of EAL



**Ms Montillano**  
Teacher of EAL



**Mrs Pringle**  
Head of AEN  
(Additional Education Needs)

## 2.4 TEACHING ASSISTANTS (TA)



**Ms Trang**



**Ms Oanh**



**Ms Ruby**



**Mr Henry**



**Ms Jocelyn**



**Ms Thùy Dương**



**Ms Cadie**



**Ms Linh**



**Ms Hương Anh**



**Ms Hao**



**Ms Gem**



**Ms Lan**



**Ms May**



**Ms Quỳnh Trang**



## 2.5 OTHER SUPPORT STAFF



**Ms Mai Anh**  
PA to the Head Master



**Ms Ly**  
PA to the Head of Prep



**Mr McRobbie**  
Librarian



**Ms Huyen**  
Library Assistant



**Ms Huong**  
Academic Admin Officer



**Ms Hang**  
Academic Admin Officer



**Ms Duong**  
Pastoral Care Officer



**Mr Q**  
School Psychologist



**Mr Duy**  
School Psychologist



**Ms Toai**  
School Nurse



**Ms Quyen**  
School Nurse



**Ms Trang**  
School Nurse



**Ms Thu**  
Customer Care Officer

# 03 SCHOOL CALENDAR

## 3.1 TERM DATES FOR 2024 - 2025

The official term dates for each school year are published on the BCVN website for pupils and parents' reference.

### Autumn Term

- Autumn term begins for pupils on Thursday 15th August.
- Half term holiday: no school from Monday 14th to Monday 21st October. Pupils back to school on Tuesday 22nd October.
- Autumn term ends on Friday 13th December 2024.

### Spring Term

- Spring term begins on Tuesday 7th January 2025.
- Tet holiday: no school from Monday 27th January until Friday 7th February. Pupils back to school on Monday 10th February.
- Spring term ends on Tuesday 22nd April.

### Summer Term

- Summer term begins on Monday 5th May.
- We break up for the summer holidays on Friday 20th June 2025.

## 3.2 EVENTS AND FESTIVALS

The school regularly organises events and festivals throughout the school year, during which pupils play a leading role in preparation and organisation, under teachers' guidance. Details about school events, festivals, and special occasions will be notified through emails to parents.

### Open Mornings

These termly events are exceptionally important days for the whole school community and are held on Saturdays. From Year 4 onwards, your child(ren) is expected to be available to attend and assist as required. Please also encourage friends and family who may have sons and daughters who are interested in Brighton College Vietnam to come along and see the school and meet pupils and teachers.

### End of Year Celebration & Prize Giving

There is an End of Year celebration event for the Prep School pupils which will be held on June 13th in 2025. This is a celebration of the academic year for all Prep School pupils and parents to attend, with prizes awarded to selected pupils.

The School Prize Giving is for Senior School, held on a Saturday and Year 6 pupils are invited to attend as part of their Transition programme.



### 3.3 TTIMETABLE

Time	Period	Monday to Thursday	Friday
08:30 - 09:00		Tutor Time/Assembly	Tutor Time/Assembly
09:00 - 09:40	1	Lesson 1	Lesson 1
09:40 - 10:20	2	Lesson 2	Lesson 2
10:20 - 10:40		Break	Break
10:40 - 11:20	3	Lesson 3	Lesson 3
11:20 - 12:00	4	Lesson 4	Lesson 4
12:00 - 13:00		Lunch	Lunch
13:00 - 13:40	5	Lesson 5	Lesson 5
13:40 - 14:20	6	Lesson 6	Lesson 6
14:20 - 15:00	7	Lesson 7	Lesson 7
15:00 - 16:00	CCA	Activities	No activity

Please note that there is no nap time during the school day as our focus is on learning, exploring and play. It is essential for your child(ren) to have a good evening sleep routine so that their brains and bodies have the rest they need. Sleep experts recommend children between the ages of 5 - 12 get between 9 and 13 hours of sleep per night. Please help your child to create a good bedtime routine to enable them to have the best day in school. If you have any concerns, you can speak to your child's class teacher.

The school is not open on weekends (Saturday and Sunday), except for makeup lessons (if any) and events/activities that are announced beforehand.



# 04 CONDUCT & APPEARANCE

Our emphasis is to encourage and motivate pupils within an enjoyable and broad curriculum involving busy, varied days. Expectations of pupil conduct whilst in our environment are high.

## 4.1 CODE OF CONDUCT

Our school rules are based on good manners, showing respect to everyone around you and being kind and helpful. The way we expect you to behave in school might be different to other places but if you follow the rules, you will find life here is better for you and for everyone in our school community.

These are the rules we share with the children:

- Address the teachers by their title and family name, e.g. Mr Brown, Mrs Jones.
- Address our Vietnamese staff members by their title and given name, e.g. Miss Julie, Miss Trang.
- In lessons, raise your hand and wait for an adult to invite you to speak.
- Wait until other people have finished speaking before speaking.
- Listen carefully to the instructions each teacher gives you.
- Sit where you are told to sit by the teacher.
- Respect each other's property, the school buildings and furniture. If you damage something, tell an adult immediately. Do not take anything that does not belong to you.
- Look after the school environment; use the bins for litter.
- Arrive at school on time, fully prepared to learn. If you are late to a lesson, knock on the door of the classroom and wait to be invited inside.
- If you need to go to the toilet, raise your hand or ask an adult before leaving the lesson or room.
- Do your best in class and complete homework to the best of your ability, handing it in on time.
- Be proud to wear the BCVN uniform. Dress correctly following the uniform policy.
- Walk sensibly, safely and quietly around the school. Keep right in corridors and on the stairs.
- Always let adults pass first. Hold the door open for people following you.
- Behave safely at all times, observing health and safety rules (e.g. fire procedures).
- Look after your own possessions and leave anything valuable at home. Everything you bring into school should be named. Do not leave your belongings behind when you leave a room, unless a teacher tells you to do so.
- Always look after each other and encourage each other.
- Play ball games only in designated areas at approved times.
- Do not bring chewing gum into school.
- If your parent sends in some medicine for you into school hand it straight to the school nurse in the Health Centre.
- Use a quiet voice inside to help everyone to learn; save your loud voices for playtime.
- If you need to blow your nose or to sneeze use a tissue. Wash your hands after blowing your nose.
- If you have a cough or a cold then try to cough into your hand. Wash your hands afterwards to stop germs from spreading.

Parents and pupils are reminded that there are four things which we do not tolerate at Brighton College:

- Bullying
- Theft
- Involvement in drugs
- Sexual activity on school grounds, including involvement with sexting

If pupils do any of these four things, they may put their place at Brighton College Vietnam at risk.

## 4.2 ANTI-BULLYING STATEMENT AND CODE

Our community fosters a caring ethos where all members are actively encouraged to respect other people. We encourage our pupils to develop good interpersonal skills which they can use with all persons with whom they have contact in their lives.

Our school has in place a strict anti-bullying code based on mutual respect, which underlines the unacceptability of any form of bullying. The school does not tolerate bullying and pupils who are found to be bullying other members of the school community will not be tolerated. The school keeps an active bullying log to ensure that all incidents are recorded.

The following messages are regularly shared with the public:

### Anti-bullying statement

Bullying is any persistent behaviour, verbal, non-verbal, or physical, which upsets another person or persons or makes them unhappy. Different types of bullying may include racial, religious, cultural, sexual/sexist, homophobic, special educational needs/disability, and cyber. Bullying can also be a serious significant one-off event.

Bullying, as defined, is unacceptable behaviour and will not be condoned, either by staff or pupils.

### Anti-bullying code

The pupils in our school do not tolerate bullying.

Intimidation, silent treatment, spreading rumours, racism, sexism, hiding/stealing property, practical jokes, fighting, ganging up and making fun of people are all examples of unacceptable behaviour.

Support for each other is vital in the school.

If you see, or experience, any of the above types of behaviour, you must tell someone about it. This advice applies to us all: the witness, the bully, and the victim. You all have a responsibility to our school and the people in it.

Who do you tell?

- It is more important to tell someone than to worry about exactly who you should tell. Possible people to tell are:
- Your form teacher
- Any of the teachers/teaching assistants
- The pastoral care officer
- A school nurse
- Parents
- A friend
- An older pupil
- If you can't say it, write it.
- Never suffer in silence.
- Be assured that anything you say will be dealt with in a sensitive way.

### 4.3 BEHAVIOUR EXPECTATIONS

The school has a clear Behaviour policy which is based on a positive approach. The school shares clear expectations for good behaviour. Any pupils who struggle to follow our Code of Conduct are supported with restorative conversations which are constructive and provide opportunities for reflection, discussion and resolution of concerns, to the benefit of the pupil and the school community. Misdemeanours in school may lead to meetings with pupils, letters to parents or detentions/suspensions depending on the severity and frequency of the offence. Occasionally, in addition to sanctions, a pastoral referral may also be appropriate, in order to support a pupil and or family with a particular issue - either within the school's own pastoral system, or in very particular cases, through liaison with external agencies.

A fixed-term suspension or exclusion is, of course, also possible for serious individual incidents. The Head and/or Deputy Head (Pastoral) will contact parents to discuss the reasons for any suspension or exclusion.

Parents have the right to appeal against the permanent exclusion (expulsion) of a pupil. Our policy, Exclusion, Removal and Review, is available on request. Parents are also entitled to raise an issue that is related to the implementation of any sanction. Although they may do so via the Complaints Policy, issues can be resolved through discussion with the Head or a member of the SLT. Information about children's behaviour is recorded on iSAMS and stored in their files from emails, letters, and meetings. Transfer meetings and the passing of information happens when children go from year to year or change schools. This is done face to face, via phone call or email.

### 4.4 SAFE AND APPROPRIATE USE OF ICT

All pupils are given access to the internet and the school's own network. Pupils, from Year 2 are expected to follow the age-appropriate ICT Acceptable Use Policies and parents are asked to discuss the terms with their child before completing an acceptable use document on the parent portal. We recommend close supervision of children in their use of the internet. If you have any queries over any aspects of ICT use in the school, please contact our Head of Computing.

## 4.5 REWARDS

### 4.5 Rewards

Our rewards system in the Prep School is 'The Pelican Pathway' where pupils are rewarded Pelican points for upholding the things we value most in our learning and school environment. Pupils are awarded as they attain milestones along the Pathway: bronze, silver, gold, pin, and crest. As their points accumulate, they also earn points for their Houses. In Years 3-6 Pelican points are awarded in the three specific pillars of the Pathway: Progress, Participation and Partnership. This ensures we reward pupils equally in our three areas of school life: academic, co-curricular and pastoral. Similarly, our younger pupils are awarded points in a simpler, single pathway.

Each Friday we hold our Prep School Pelican celebration assembly where pupils are recognised for their effort and achievement across all areas of school life.

### THE PELICAN PATHWAY IN OUR LEARNING WE VALUE:

P	Perseverance
E	Enthusiasm
L	Leadership
I	Improvement
C	Creativity
A	Achievement
N	Knowledge

## 4.6 APPEARANCE, SCHOOL UNIFORM AND EQUIPMENT

Pupils look smart when their school uniform and sports kit is worn correctly. We believe that both should give a sense of belonging, as well as providing identification to others. It is not our intention to curb personal expression as the children are encouraged to 'be themselves' in many ways, but we do place considerable importance on high standards of dress and personal appearance. The school is grateful for parental support in ensuring that this happens. The current uniform list and uniform policy is available to view on [this link](#).

All uniform and sports kit should be clearly named and is essential if we are to return lost property to pupils. Lost items can be found in the lost and found section adjacent to the Dining Hall.

Uniform and sports kit can be purchased by visiting the School Shop.

### Uniform rules for all pupils:

- All uniform and PE kit must be clearly labelled with first name, family name, and form.
- Ties should be smartly tied, top buttons done up, shirts tucked in.
- No cardigans or jumpers to hang below the blazer.
- A named, refillable water bottle should be used. Single use plastic bottles are actively discouraged as part of our focus on improving the environment. No water bottles with extra functions such as a spray or flavour function.

- Hair must be smart (no extreme hair styles or colours). Long hair should be tied up, off the face.
- Any jewellery must be discreet. No jewellery may be worn for games.
- No make-up or nail varnish allowed.
- In inclement weather, a plain overcoat/waterproof may be worn, but must be removed in school.
- Casual clothes may be worn on certain occasions – such as a termly ‘own clothes day’ for charity or on some school trips. Parents will be informed when this is allowed.
- Only an analogue watch with no internet connection (no smartwatches or FitBit style watches to be worn).

## Equipment

- A rucksack is needed to carry belongings into school every day. A good-sized Brighton College Vietnam one is available to purchase at the School Shop.
- A BCVN sun hat is part of the uniform and needs to be brought into school every day for outdoor play. We recommend you apply a suitable long-lasting sunscreen on your child before they come to school each day. They can bring a labelled bottle of sunscreen in their backpack to replenish it if needed.
- A simple, reusable water bottle between 500ml – 1L is required, made of a material that is not breakable (i.e. no glass bottles) and is clearly labelled with your child’s full name. No water bottles that have an extra function such as a spray are permitted. This will be brought home every day to be washed and then brought back to school filled with fresh water each morning.
- If your child opts to bring in their own school lunch, it must be healthy and balanced. Please ensure you provide containers that store food safely before consumption.
- A pencil case containing:
  - Two good quality ballpoint pens in blue (Years 3 – 6)
  - A purple writing pen
  - A 2B writing pencil with no eraser
  - Rubber
  - Pencil sharpener
  - 15cm non-hinged ruler
  - Colouring pencils, we recommend a set of 12 colours
  - At least one colour of highlighter
  - Maths set including compass, set-square, protractor plus a scientific calculator (all required for Years 5 & 6)
- PE kit for days when games, dance or swimming are timetabled, all labelled with your first and family names.
- Children in Year 1 or Year 2 may bring a small soft toy if it helps them feel comfortable as a transition comforter. This will be kept in a special place for them by their teacher. No blankets or pillows should come to school because our school day does not include a nap time.
- If your child is in Year 3-6, please do not send in any toys to school. If your child feels worried or concerned about school in any way, please encourage them to speak to a school adult and let us know any relevant details.



- If your child is in Year 6, they need their own laptop. Their laptop should always be charged overnight but please send in their charger just in case there is a problem. Buying a protective case for their laptop will help keep it safe in case it accidentally falls or is dropped. Parents can refer to the [Bring Your Own Device \(BYOD\) Guidelines](#) on the school website for more information.
- Homework and resources will be shared online through Seesaw for your child to access but they will keep their reading book in their backpack. On their library day please remember to send back their library book so they can change it for a new one.

## 4.7 PERSONAL PROPERTY AND MONEY

Please ensure that all uniform, school bags, sports kit, personal property and clothing brought into school is clearly and permanently marked with your child's full name. Staff will return any found, named items, to their owners on a daily basis. Unnamed items are stored in lost property boxes near the Prep Dining Hall. Toys, including electronic toys and trading cards should not be brought into school as they could easily be broken or misplaced, causing upset. The only exception to this is "Show and Tell" type activities which the teacher will always contact parents about. At Year 1 or 2 "Show and Tell", children may bring an item, which easily fits in their school bag, to share with the class.

The school cannot accept responsibility for valuable items, and it is not advisable for pupils to have expensive watches or pens in school. The same applies to MP3 players/iPods, mobile phones, etc. Pupils should not bring money into school, the only exceptions being for donations to school charities or special purchases, e.g. books from a visiting author or on a school trip if this has been specifically authorised by the teacher. The school is unable to accept responsibility for the security of cash; however, it may be left in the relevant school office and collected at the end of the school day.

## 4.8 MOBILE PHONES

We do not allow phone use in school for many reasons: they are expensive, likely to get lost or damaged, it is difficult to monitor their use and they are a distracting influence for all pupils. It is understood, however, that it is useful for pupils to have mobile phones if they are travelling home unaccompanied. In these instances, pupils may bring their clearly named phones to school to hand into the school reception on arrival and collect before they leave. Use of the phones during the school day is not permitted.

The school cannot be held responsible for the loss or damage of any mobile phones on site.

## 4.9 PLAGIARISM

Throughout your child's time at Brighton College Vietnam, rules regarding honesty and plagiarism will be taken seriously. Pupils from Year 1 up are taught to be honest, including in relation to their work.

# 05 GENERAL INFORMATION

## 5.1 ARRIVAL AND DEPARTURE

The school doors open at 8.00am. For safety please do not leave your child unattended before this time. Buses drop off at the back door of the Prep School on the private road. Parents or other carers dropping by car will drop at the front door of the Prep school for both Prep and Senior School pupils. Members of staff will be on duty to help escort pupils safely into school.

We encourage pupils to be in school by 8.20am to ensure they are in their Form Class in time for registration. If your child arrives later than 8.25am they will be required to register at the school reception before being taken to class. If they are late due to a planned event, such as a medical appointment, then the adult dropping them back at school should accompany them to the school gate. If their bus is late, then they will be met by school staff who will support them in signing in.

Messages to teachers should be sent via the Seesaw or email. Please note that teachers will not necessarily be able to read emails sent to them during the school day as they will be busy teaching.

Please arrive on time to collect your child. For their safety, do not allow them to climb or play on the school playground equipment at the end of the school day. If, for any reason, you are unable to collect your child promptly, please inform the school reception who will notify your child's Form Teacher and the staff running their CCA.

You must supply the name and telephone number of any person collecting your child on a regular basis. We will not allow a child to leave school with anyone other than the contacts provided at the start of the school year on your Acceptance Form. The details of adults you authorise to collect your child have been uploaded to our online database for reference, including their phone number, email, and their ID on the face recognition system, to ensure security. The registered individuals will be authorised to pass the FaceID gates or use one (01) pick-up card. Only one pick-up card will be provided, and parents/guardians are responsible for its safekeeping.

If staff are in any doubt, or a pupil seems unaware of who is collecting them, we will ask the adult collecting your child to wait whilst we contact you as parents to double check arrangements to ensure the safety of all pupils.

Dismissal is at 4.00pm unless children are staying for a specific after school activity. Pupils will be dismissed from their clubs and staff will ensure they are escorted to their bus or collecting adult for collection. Every child should say 'good afternoon' to their dismissing teacher before leaving - this is acknowledged as the official handover to the adult collecting them.

Full school uniform should be worn when travelling to and from school, and pupils are expected to behave appropriately whilst representing the School. Any behaviour will be deemed to be typical of Brighton College by members of the public.

We do not allow children under Year 4 to leave school on their own and expect an adult or Senior School sibling to collect Prep pupils who are in Years 1, 2 or 3 for their own safety. If your child is in Years 4, 5 or 6 and you authorise them to walk home then please send in written permission of this to their form teacher. Pupils will be allowed to leave on their own by using the "Self-Leaving Pass" provided by the school.

Any pupil cycling to school must wear a helmet, and parents must provide written permission to the form teacher. Bikes should be stored safely on campus in the basement garage.

If you need to collect your child during the school day, please request an absence stating the reason for the absence in advance. If you need to collect your child early for an appointment, please report to the school reception to sign them out.

## 5.2 BUSES

There are a number of bus routes to bring pupils to school. The school buses depart at 4.15pm each day from Monday to Thursday and at 3.15pm on a Friday. Please see the [Bus Policy](#) section published on our website or contact the school office for more information.

## 5.3 SITE VISITORS & CAR PARKING

Before visiting the school, it's important for parents to be aware of the following, instead of solely relying on reading the safeguarding policy upon arrival:

- **Proper Dress Code:** All visitors are expected to dress appropriately, maintaining a level of decorum that is suitable for an educational institution.
- **Restricted Access to Pupil Areas:** Visitors are not allowed to access pupil-specific areas such as classrooms, laboratories, playgrounds, and other dedicated learning spaces, unless accompanied by a staff member.
- **Check-In Procedure:** Upon arrival, all visitors are required to check in at the main reception. They must provide a valid ID, state their purpose of visit, and obtain a visitor's badge, which should be clearly displayed at all times during their stay.

We have very limited parking and parents are not permitted to park without prior authorisation for a specific meeting.

## 5.4 EMERGENCY PROCEDURE

### Fire evacuation and lockdown procedures

There will be a fire evacuation test as well as a lockdown procedure once per term in which pupils, staff and any on site visitors will all take part. As visitors on site, parents should follow staff guidance. Silence must be maintained at all times, both on the way out of buildings and whilst waiting to be dismissed.

### Serious incidents

If parents become aware of a serious incident on-site, please report it straight to our Security staff or to the relevant school office. Information regarding off-site incidents should be phoned through to reception on 18006010.

## 5.5 BREAK TIMES

Children enjoy a play break each morning and after their lunch. Year 1 and 2 children sometimes have a short additional break in the afternoon. Playtimes are supervised by teachers and teaching assistants. Please ensure that your child has a waterproof jacket for inclement weather. When sunny, children should wear the uniform sun hat during playtimes.

Rough games are not allowed at playtimes, and we operate a no (aggressive) contact rule which the children are expected to follow. Fair play, kindness, and respect for one another are embedded in our ethos. We also strongly discourage re-enactments of films/TV programmes showing any violent or inappropriate behaviour. Children are taught and encouraged to play traditional playground games and we appreciate parents' support in encouraging these. Children are expected to include everyone in line with our core value of kindness; we teach the children, "There is always room for one more".

## 5.6 LUNCH AND CATERING

Lunch is served in the Prep School dining hall each day. Children sit together to eat, and table manners and polite behaviour are emphasised.

Lunch is an extra cost for all pupils and must be ordered in advance from the options available. In addition to lunch, there is a breakfast service from 8.00am. We encourage children to try all parts of their meal, including vegetables, and request your support with this. Monthly menus are updated on the BCVN parent portal. Parents will support children to choose from the daily lunch options. Pupils will then collect the freshly made food from the dining room. Parents should finalise any changes to your child's lunch order at least two (02) days in advance. The school's online ordering portal will not deduct the lunch fee from your account for any continuous absences that are 3 days or longer, provided that the absence has been reported to the form teacher or your pupil's teaching assistant. You will also not be charged if you have registered on the ordering portal two (02) days in advance that your child will not be having lunch.

Children in the Prep school should bring one healthy snack of fruit (fresh or dried) or vegetables to enjoy during mid-morning break. No other food is allowed. Please send the break time snack in a small, named snack box rather than in their lunch box.

Children should have a named drinking bottle which they take home each night to be washed and refilled. The bottles can be refilled during the school day as required. and they are encouraged to drink water regularly throughout the day. The bottles are carried with the pupils and they are allowed to drink from them in lessons (apart from in the science labs). Water bottles are taken to games lessons, on fixtures, and trips. Single-use plastic bottles and glass bottles are not permitted on site. Fruit juice, squash, fizzy drinks, and energy drinks are not permitted in school.

If your child opts to bring in their own school lunch, it must be healthy and balanced. Please ensure you provide containers that store food safely before consumption.

Please ensure your child(ren) arrive at school having had a healthy, balanced breakfast. Pupils may have breakfast in school if this has been ordered for them in advance.

## 5.7 DIETARY REQUIREMENTS

It is vital that dietary and medical information is submitted prior to your child starting at the school. Parents are asked to complete the Acceptance Form before their children join our school which includes dietary information. This should be re-submitted straight away if there are any changes to a child's allergies.

Pupils enjoy well-balanced, cooked meals every day, with fresh fruit as an alternative to the published dessert. The menus cater for vegetarians, pescatarians and vegans. Please let us know any religious dietary requirements. We will endeavour to support all needs, where possible, and these can be discussed with our chef.



## 5.8 BIRTHDAYS

Your child's birthday will be celebrated at school in assembly time. To ensure fairness, please do not send your child in with any food, party bags or gifts. Invitations to birthday parties will only be distributed if the entire class is invited to attend. Staff are not permitted to attend any parties or private events but would welcome photographs of your celebrations sent via Seesaw.

## 5.9 GIFTS

On holidays and Lunar New Year teachers and staff are not permitted to accept money or gifts from parents under any circumstances, with the exception of cards and souvenirs made by pupils. We are proud to work with you in educating your children and our positive relationships are prized.





# 06 SCHOOL ORGANISATION

Brighton College Vietnam is one school split on two adjacent sites: the Prep School caters for pupils aged between 5 to 11 years old and the Senior School is currently for pupils aged 11 to 16 this year but will grow with our oldest pupils as they move up to Year 13, aged 18.

## 6.1 YEAR GROUPS AND FORMS

We aim to keep a balance of ability, gender, age, and positive friendship groups in every form. To maintain this balance, forms within a year group are changed each academic year. Teachers may move between year groups which means that a child may be taught by a teacher twice as they progress through the school. It is not possible to accommodate individual requests for a specific form or teacher. Form list allocations will be communicated to parents and pupils at the start of each academic year. Each form from Years 1 to 6 has a form teacher and teaching assistant. Children in the Prep School are mainly taught in their forms for core subjects but have specialist teaching in a significant number of subjects. In some lessons, they will mix with another class or year group to create further opportunities for learning. For example, Years 1 and 2 are mixed in smaller ability-levelled groups for phonics, and classes are doubled for PE lessons to allow the development of team skills in games.

Where we have more than one class in a year group, we name them by the BCVN initials, e.g. 2B, 2C, 2V and 2N.

Any year group with multiple classes is split equally by the SLT, with an equal mix of gender, ages, abilities, etc. as is possible. All pupils and parents should be aware that the year group will often be mixed for learning and always mixed for social and recreational activities including breaktimes and clubs, so pupils should not be concerned if they are not in the same form as a particular friend. There is no setting used in the splitting of classes and the Head Master has final approval on the splits.

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## 6.2 HOUSE SYSTEM

Pupils are allocated to one of our four houses when they join the school, with siblings allocated to different houses. The houses are named after four of the houses in Brighton College UK. These four houses are also used in every Brighton College international school, meaning that your child is joining a community with hundreds of other pupils across the world.



Pupils will be encouraged to represent their house in a wide variety of hotly contested competitions, including, amongst other things: chess, debating, drama, music and sports competitions.

## 6.3 STAFF LEADERS AND WHO TO CONTACT

Each Form Teacher is the lead professional for all parent contacts in the Prep School and the Form Teacher should be your first contact for any question about your child. Even if they are not the specialist teacher for a subject, please copy the Form Teacher into any query so they can be aware of any issues for their class. There are regular opportunities to speak to the teachers throughout the year, but you are always welcome to contact any of your child's teachers via email.

We would expect staff to respond to emails or portal messages with an acknowledgement of receipt within 24 hours during the working school week (which runs in term time from Monday at 7.30am to Friday at 4.30pm). We would typically try to respond and answer your query within a week, but it may take a little longer for the member of staff to investigate and get back to you with a full answer to your query. Please do contact the school office if you have not had an acknowledgement of receipt within 24 hours in case there has been an issue (e.g. staff absence) so we can help.

We have two Deputy Heads in the Prep School. Mrs Francesca Clarke is the Deputy Head (Pastoral), and Ms Sheralyn Sefton is the Deputy Head (Academic). Both are very experienced practitioners, and they would be the next contact point if you felt you needed one.

In addition to their roles as teachers, each staff member also leads a subject area within the Prep School curriculum. Not only do they support the planning and development of the curriculum across the Prep School, but they also work closely with the Senior School subject teachers to inform and develop good practice across the whole of the College. They champion their subject and lead on events and competitions to enhance and showcase the subject with our pupils. On certain occasions your email or question may be directed to a subject leader by another member of staff.

If you have contacted the Form Teacher and then one of the Deputies but still feel your query has not been fully answered, then you are welcome to contact the Head of Prep, Mrs Katy Pinchess.

## 6.4 PUPIL LEADERSHIP ROLE ON THE PREP SCHOOL

All of our Year 6 pupils are supported by their Form Teacher and the Head of Prep to self-nominate to take on additional leadership responsibilities across the Prep School. These special Year 6 roles mean that our eldest pupils help lead the younger pupils and manage particular areas of school life including events, sports and the houses. We encourage all of our Year 6 pupils to think about how they can support our Prep School and what they might wish to contribute by taking on one of these roles or similar: Co-Curricular Captains (such as Art & Design, Dance, Drama, Music, Librarian, Eco and Sport), Heads of House, Respect Ambassadors, and Digital Ambassadors.

### School Council Representatives

The Prep School Council involves pupil representatives from Years 2 to 6. The Council is chaired by Mrs Clarke, our Deputy Head (Pastoral) and Miss Duong, our Pastoral Care Officer. The Council meets regularly to share ideas from their classes and year groups and acts as an important conduit for pupils to raise issues about their school and ideas for future change. Pupils are elected by their peers so children should be prepared to think about whether they might be interested in these roles.



# 07 PARENT ENGAGEMENT

## 7.1 PARENT PORTAL

Prior to new pupils joining the school, parents are required to fill in the Acceptance Form. Here, you will find a new parent information section where there are a variety of important forms to complete before the end of the summer term. This ensures that we have all the information we need prior to the start of the new academic year, including up to date contact information for families as well as emergency contacts who can be reached urgently when parents are not available. Updates can be made at any time during an academic year. It is of utmost importance that we have both daytime and evening contact numbers, including mobile phone numbers. As we frequently contact parents via email, it is also vital that we have up-to-date email addresses in case of an emergency.

The "BCVN Portal," accessible through our mobile application, serves as one of our official communication channels. It offers a variety of features designed to enhance your engagement with your child's education at Brighton College Vietnam. These include:

- Academic Progress Tracking: Access your child's timetable, attendance, and bus details.
- School Service Registration: Order uniforms, meals, and top-up meal credits directly.
- Notifications: Receive timely updates, news, events, and important information.
- Personal Information Management: Request absences and update personal details.

The BCVN Portal is available on both IOS and Android platforms. Download from [IOS App Store](#) or [Android Store](#) and log in using your registered phone number. For a step-by-step guide on using the BCVN Portal, please refer to the instructions provided [here](#).

## 7.2 PARENT MEETINGS

At the start of the school year, parents are invited to attend a 'Meet the Teacher' evening. This will be a presentation by your child's Form Teacher. They will outline the learning the children will be covering during the year and answer any questions you may have. Throughout the year we hold several parent workshops to provide further information on how particular subjects are taught in schools and to help you support your child's learning at home.

Parent consultation evenings, where you can discuss your child's progress, are held throughout the school year for all year groups. The school offices will send an email reminder to book your appointments online via the school's booking system.

As well as the official parent consultation evenings you are, of course, welcome to speak informally to your child's teachers should you have any concerns or worries. You can also book appointments with the specialist teachers at the parent consultation evenings. The two Deputy Heads are also available, by prior arrangement, if there is any matter concerning your child's well-being, either socially or academically, which you wish to discuss. The form/specialist teacher will often be invited along to these meetings to ensure that all perspectives are explored.

Parents are often invited to the school for other events throughout the year (assemblies, plays and sports fixtures for example). We hope such meetings allow the development of positive, friendly contact with parents and maintain the supportive links between home and school.

### 7.3 CONTACTING THE SCHOOL

Should you have any queries prior to the start of the academic year, your first point of contact is the Admissions & Customer Care Office. Contact details for staff are listed in this Handbook.

Once term has begun, the most appropriate first point of contact is your child's form teacher. If the teacher feels it is appropriate, they will pass your concern on to a member of the Senior Leadership Team (SLT). Occasionally, important matters may arise that you feel need to be discussed directly with a member of the SLT. In this instance, please contact the School Office to arrange an appointment. Urgent messages left during the holidays will be picked up by a member of the SLT but may not be responded to immediately.

Email is often the easiest way to contact school. As a rule, school staff email addresses are in the following format: initials, family name @brightoncollege.edu.vn. We try, where possible, to use the Seesaw for all information but may also send some communications home electronically by email, so we encourage you to keep us informed if your email address changes.

Please be aware that teaching staff do not spend much time at a computer/desk. They will respond as soon as they are able to, but parents should bear in mind the nature of a teaching day, which rarely affords staff extended time to respond to emails. Please also note that we actively encourage our staff not to be emailing late in the evening or at weekends.

### 7.4 SCHOOL COMMUNICATION

The weekly newsletter, which can be accessed on the parent portal, is an essential part of the school's communication with parents. We urge you to read it as it contains information about school trips, sports fixtures, changes to procedures, reminders of upcoming events and celebrations of success. Please be advised that the contents of this newsletter are not intended for wider circulation outside of the school, including on social media or public platforms.

The termly newsletter will be sent from the Head Master to celebrate and highlight outcomes and events over the previous term. This will also be accessed on the parent portal.



## 7.5 CONCERNS AND COMPLAINTS

As a school we would always hope to find a positive solution for any issues before they might be considered to have become a complaint. Should you need to refer to our Complaints Policy, please find it on our website.

## 7.6 PHOTOGRAPHS, VIDEOS, PUBLICATIONS AND PRIVACY NOTE

Your child will be taking part in many BCVN events, and it is usual that images and videos of these occasions will be taken. We may use images or videos of your child for the BCVN website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson. We publish our sports fixtures and other news on the website and put articles and photographs in the local media to tell people about what we have been doing.

BCVN's Privacy Notices explain how we collect personal information about you and your child, and what we do with that information. They can be found on the Brighton College Vietnam website. Parents and family members, both on the school site and when pupils are involved in activities organised by the school at off-site locations, may take photographs, digital images or videos of their own children at school events, but are discouraged from doing so of fellow pupils. In order to respect the privacy of others, and in some cases for protection purposes, parents should not make these images and videos publicly available on social networking sites or on other public areas of the internet. Due to safeguarding concerns parents should not take photographs of their child or fellow pupils in the swimming pool or changing rooms.

Individual and class photographs are taken at both sites during the academic year. Occasionally shows are filmed by a professional cameraman.





# 08 PUPIL MATTERS

## 8.1 SAFEGUARDING

All teaching and support staff are trained regularly in safeguarding procedures and are familiar with the procedures to be followed in the event of an actual or alleged case of abuse. The Safeguarding Policy is available on the school website. Our Safeguarding team are:

- Mrs Ann Jackson, Designated Safeguarding Lead (DSL), Senior School
- Mr Dale Whitehead, Deputy Designated Safeguarding Lead (DDSL), Senior School
- Mrs Francesca Clarke, Designated Safeguarding Lead (DSL), Prep School
- Mrs Kim Devlin, Deputy Designated Safeguarding Lead (DDSL), Prep School

## 8.2 PASTORAL CARE

Our school is a very friendly and kind school, and it prioritises the importance of pastoral care. We believe that a happy child learns, so we aim to provide a happy atmosphere where children learn harmoniously in a secure environment. All form teachers take their responsibilities for pastoral care very seriously. If you have any concerns or worries, they should be your first port of call. In more serious cases, the relevant member of the SLT can be contacted directly. The pastoral care team and the school nurses support the form teachers with their pastoral care of all pupils. There are high expectations of good manners and behaviour, and we maintain a positive approach, with an emphasis on praise and encouragement. Children's effort in this area is recognised and rewarded. Kindness and respect for each other are continually encouraged, as is punctuality and attitudes of tolerance, honesty, reliability, perseverance and self-control. We ask parents to support the School's philosophy.

## 8.3 MEDICAL CARE & EMERGENCY

If pupils feel unwell at school, they will be looked after by staff. Parents will be contacted if they are not well enough to stay in school. Brighton College Vietnam are fortunate to have the dedicated services of professional nurses who have specialist skills in working with children and young people in a centralised Health Centre. This area on the Prep School site contains rest rooms and a welcome area. All problems that cannot be dealt with at a First Aid level on our individual sites will be looked after here. The Health Centre is open from 8.00am to 5.00pm.

During office hours the nurses can be contacted via reception. They assist at both sites. In addition to treating pupils who are not feeling very well, they also offer a sympathetic ear and lots of reassurance where required. Routine treatment will be carried out, but additional medicine cannot be administered unless written permission, with instruction as to dosage, has been received from parents. Please do not send any supplements or vitamins into school unless prescribed by a doctor. These must be held by the Health Centre.

We require that all children undergo an annual health check prior to entry into the school. Telephone numbers of recommended health centres or hospitals for these can be obtained from the school office. Prior to entry, a pupil health questionnaire is completed by parents on the parent portal. It is important that we are made aware of any health or dietary problems at the beginning of the school year or as soon as anything develops. It is also useful to know of any hereditary conditions.

### Medical Emergency

In an emergency, an ambulance would be called to take your child to your chosen hospital, and we would endeavour to contact you immediately. For this reason, it is vital that we have up-to-date records of your contact numbers and details of your child's allergies, health concerns, etc.

### Headlice and Verrucas

Outbreaks of head lice can be common in all schools. Please check your child's hair regularly and inform your child's form teacher if you find any head lice. From time to time, the school nurse will perform a routine head lice check. Please inform the school if you are against this happening. If a teacher or the school nurse notices a child with head lice the parents will be telephoned and asked to take the child home for the condition to be treated. Other parents will be notified of the outbreak. Verrucas are common, particularly in young children. We follow current health guidelines which no longer suggest a sock in preference for a simple plaster as being sufficient.

### Menstruation

Girls in Year 5 and above are sensitively advised what to do if they start menstruating at school and, if this occurs, they will be supported by a school nurse. The school office and Deputy Head (Pastoral) also have supplies of sanitary products and there are disposal bins in all toilet cubicles.

## 8.4 MEDICINE

After an illness, if you feel your child is well enough to return to school but must complete a course of antibiotics, please speak to the relevant school office where we will take instruction for the administration of the medicine at your request. If medicines have not been prescribed by a doctor, we may need to contact the school nurse to check whether it may be administered at school. Please never put medicines into your child's school bag but pass via an adult, such as the bus driver/chaperone or a nanny. Medicines should also be collected from the office by the parent or relevant carer at the end of the day. If your child is on the bus the school nurse will pass the medicine to the driver and an adult will be needed to collect it at the other end of their journey. Children will not be allowed to take medicines home themselves.

## Inhalers and Epi-pens

Any child who has a current prescription for a Ventolin inhaler or EpiPen (or Vietnamese equivalent) should always carry this with them. In addition, parents should provide a named spare inhaler/EpiPens at school. Parents should check regularly that their child's inhaler/EpiPen is in date and should replace any spare versions at school as needed. All pupils should have a bag to carry their inhaler/EpiPen around with them. It is vital that Form Teachers know of any food allergies or whether a child needs an inhaler or EpiPen. It is always advisable to reiterate the information personally to the next Form Teachers at the beginning of a new school year.

## 8.5 SUNSCREEN

This should be applied during sunny weather before school to protect children's skin at playtimes and during games lessons. Parents of Year 1 children with very sensitive skin should bring in a named bottle/tube of sun cream and ask the teacher to help guide them in applying it as appropriate. Named sunscreen bottles should be supplied if it needs to be applied during the school day for children with sensitive skin. Pupils in Year 2 and above would be expected to apply it themselves.

## 8.6 PROCEDURE IF A CHILD GOES MISSING

In the extremely unlikely event of a child going missing, staff will follow the School's Missing Child Policy. Staff will immediately alert the relevant member of the SLT who will alert security and the child's parents. A thorough search will ensue, and a decision made as to whether it is appropriate to inform the police.

## 8.7 HEALTH & SAFETY

Please note that pets (except guide or hearing dogs) are not allowed on our school sites, in the playgrounds or on the school field. Smoking is not allowed in either site or on school grounds at any time.

## 8.8 SUPERVISION

In line with our safeguarding policy we expect all pupils to be in the care of a responsible adult overnight. If you are going to be away from home, please let the school know in advance, together with the name(s) and contact details of who will be responsible for them in your absence. We understand that many parents have to attend to business abroad. This information will help us to support your children in your absence.

# 09 PUPIL ATTENDANCE

## 9.1 ATTENDANCE

We expect pupils to begin term on the day stated and not to leave before the official end of term. Permission for absence from school, on grounds other than medical, should be sought in advance using the leave request form on the parent portal. The school discourages parents taking pupils out of school during term time because of the disruption this causes to the teaching and learning we offer. Term dates are published a year in advance and, therefore, it is not normal to sanction absence for holidays during term time. Any requests for absences that are longer than a day must be submitted via the leave request form on BCVN Portal or email and will be authorised/denied by the Deputy Head (Pastoral). Additional work will not be provided for children taking holidays during term time, except in exceptional circumstances. If parents remove their child without the permission of the school, the absence is unauthorised and the pupil's place in the school may not be secure.

## 9.2 ILLNESS OR ABSENCE

If your child is unwell or absent, please complete the absence form. You may also telephone to advise the school reception between 7.30am and 8.30am on each morning of absence. If we do not receive an absence form, the relevant school office will try to contact you for an explanation of absence. Where the school has not received an explanation of absence an 'unauthorised absence' will be recorded for your child.

Whilst we do not encourage you to keep your child at home for minor causes, we would not wish you to send him or her to school with a very heavy cold, tummy upset, a contagious disease or conjunctivitis. After a bout of sickness/diarrhoea children should remain off school for 48 hours. Please do not send children into school if they have been sick in the morning.

If part of a school day is to be missed due to an appointment, parents should complete a leave request form. This will be sent through to the relevant staff to authorise. Pupils arriving late, leaving school for an appointment or in an emergency during the school day should report to and sign out at the relevant school office.

## 9.3 DAILY REGISTRATION

Pupils arriving late will be registered thus and should be taken to reception on arrival at school. Full attendance on every school day is expected, along with specific weekend requirements such as Prize Giving for Year 6 and Senior School pupils, and Open Mornings for Year 4 and above. Registration is required by law at the beginning of each morning session and during the afternoon session. Registration is electronic and is completed on the school's management information system. The school office teams are responsible for contacting parents to ascertain the reason for absence wherever possible.

## 9.4 LATE COLLECTION

If parents know they are going to be late collecting children at the end of the school day, e.g. stuck in traffic, please telephone the relevant school office so that we can alert the child and staff. If we have not heard from parents, the school will call you to ascertain what has happened.

## 9.5 OFF GAMES, PE OR SWIMMING

If a child is well enough to be in school, it is anticipated that they will participate in all lessons, including PE, games, and swimming. Exceptions to this would be an injury or a debilitating illness. Should such an exception arise, a written note or email from you to the form teacher is required on the morning of the lesson specifying, if possible, the length of the 'off games' request. In the case of a long-term injury or illness, a new note should be supplied at the beginning of each week. If a written note is not provided, children will be expected to participate as normal.





# 10 TEACHING AND LEARNING

In Prep School, pupils progress through and beyond the English National Curriculum. We believe that children should learn from and be inspired by the best. From the very first week at school, our Prep pupils benefit from the expertise of our specialist teachers in a wide range of subjects: Vietnamese, Mandarin, PE & Games, Swimming, Drama, HEALTH, DT, Art and Music.

We are a British school, so all of our learning in the lessons is in English, except for other language lessons which are Vietnamese, and Mandarin. Please let us know all the different languages spoken at home via our online pupil information form so that we can support them.

Visitors as well as trips to museums, exhibitions and events during the year enrich their education.

## 10.1 YEARS 1 TO 6

These year groups focus on pupils building upon and consolidating their learning through practical work, practice and the opportunity to apply their learning. Our cross-curricular approach, as well as links to out-of-school experiences and to other daily activities help children to appreciate the role that these aspects of learning play in their everyday lives.

### Key Stage 1 (KS1)

In Year 1, children begin Key Stage 1, which incorporates both Year 1 and 2. Year 2 is the time when most children secure the skills needed for Key Stage 1. Teaching will identify any gaps or highlight the need for extension to secure progression in learning. Continuing to help children recognise their progress maintains their enthusiasm and motivation. This is further supported by strong home-school links with clear lines of communication.

### Key Stage 2 (KS2)

Year 3 is the beginning of Key Stage 2 and is seen as the first of two transition years, where the children are developing their learning and independence. Children are increasingly encouraged to recognise their progress and begin to develop more independent ways of working. Motivation and enthusiasm are therefore maintained, as are the strong home-school links and clear lines of communication. From Year 4, pupils gradually see an increase in the amount of specialist subject teaching, which continues into Year 5. Pupils will also see an appropriate increase in the amount of homework, to help them develop good self-study habits.

Year 6 is an important transition year between the Prep and Senior School. There will be a number of transition activities and days, particularly during the second half of this year, to help the pupils prepare to move to Brighton College Vietnam Senior School.

## 10.2 SUBJECTS TAUGHT

The school curriculum is broad and varied.

In the Prep School, pupils study the following subjects: English, Maths, Science, Computing, Our Past & Our Planet (History & Geography), Relationships, Sex and Health Education (RSHE), Physical Education (PE) including Games, Art, Music, Design Technology (DT), Drama, HEALTH (Home Economics and Lifetime Health), Vietnamese and Mandarin.

Further curriculum information for the Prep School can be found on this link here.

- [Key Stage 1 Curriculum Booklet](#)
- [Key Stage 2 Curriculum Booklet](#)

## 10.3 ASSEMBLIES

Our Prep School assemblies bring our school community together. They are a special time for reflection, celebration, information and sharing. Occasionally days for assemblies may change due to the event of the calendar but there is a typical routine in place:

- On a Monday the Head of Prep leads the assembly.
- On a Wednesday the assembly is led by the Deputies or teachers during the Autumn term. In the Spring term the classes will each lead an assembly to which parents will be invited.
- On a Friday we hold our Pelican Pathways Celebration assembly. We highlight kindnesses observed over the week and celebrate achievements. At the end of each month, we wish 'Happy Birthday' to all those who have celebrated their birthday that month.

## 10.4 ASSESSMENT, MONITORING & REPORTING TO PARENTS

An annual overview of all assessment and reporting is published on the parent portal. This details all activity linked to the monitoring of the progress of our pupils in every year group from Year 1 upwards.

## 10.5 PROGRESSION

Our aim, as a school, is to keep you fully informed about your child's progress. We always want the best for every child and all staff work hard to support each pupil at Brighton College Vietnam. If we have any concerns about your child, you will be contacted by a member of staff. If we feel that a child is having difficulty accessing the curriculum, we may advise that additional support or an alternative setting should be considered. The SLT discusses the academic progress of all pupils as they progress through the year groups.

## 10.6 HOMEWORK/ PREP

Homework will be a consolidation of the skills that your child has learnt that week and will feature an example of the type of answer expected.

Reading is also an incredibly important part of a child's learning journey. We appreciate your involvement in hearing your child read a few pages out loud from his or her reading book each evening until they reach Year 5. This should be an enjoyable activity for both parent and child after a busy school day. Books sent home should be within your child's capability; learning to read more challenging material is typically done at school, when children are fresh. Older Prep School children should be encouraged to continue to read at home with increasing independence, away from the distraction of mobile phones and other technology.

## 10.7 GRADING AND REPORTS

You will receive a settling-in report followed by three short and two long reports each year. You will have an opportunity to meet teachers at an initial tutor evening, a subject evening and a final tutor evening to review progress over the year and look ahead to the following year.

The settling-in reports are published early in the year. They do not contain grades but have comments from your child's tutor regarding how they are adapting to life at BCVN.

Short and long reports contain two sets of grades: Attitude to Learning and Attainment. Attitude to Learning is reported on a four-point scale, based around our core values:

Grade	Profile
Outstanding  	<p>You are very positive about your own learning, taking extra responsibility in order to make progress and achieve.</p> <p>Curiosity - You question ideas appropriately and have a constant desire to seek out new ideas, to understand them deeply and to learn new skills.</p> <p>Confidence - You are an excellent communicator who is always keen to take on leadership roles. You respond positively to set-backs, using them as learning opportunities.</p> <p>Kindness - You always listen carefully to others and are open to views other than your own. You often support others in their learning and in our community.</p>

<p>Good</p> <p>G</p>	<p>You are positive about your own learning, taking responsibility in order to make progress; but there is still room for growth.</p> <p>Curiosity - You question ideas appropriately and often show a desire to seek out new ideas, to understand them and to learn new skills.</p> <p>Confidence - You are a good communicator who sometimes takes on leadership roles. You respond positively to most set-backs, using them as learning opportunities.</p> <p>Kindness - You normally listen carefully to others and are typically open to views other than your own. You support others in their learning and in our community.</p>
<p>Inconsistent</p> <p>I</p>	<p>You show positivity in some aspects of learning. You are starting to take responsibility for your own learning but you do not always achieve your full potential and there is room to progress.</p> <p>Curiosity - You rarely ask questions to move your own learning forwards and do not regularly show a desire to seek out new ideas, to understand them, and to learn new skills.</p> <p>Confidence - You communicate ideas only when asked directly. You do not always see set-backs as a learning opportunity and can struggle to respond positively.</p> <p>Kindness - You can listen to others but sometimes need support to be open to views other than your own.</p>
<p>Concern</p> <p>C</p>	<p>You struggle to be positive about your learning and do not take responsibility for your own learning. You need significant support in school to achieve your outcomes.</p> <p>Curiosity - You do not question ideas, nor do you show the desire to seek out new ideas or to learn new skills.</p> <p>Confidence - You do not communicate your ideas appropriately. You respond negatively to set-backs and do not see them as a learning opportunity.</p> <p>Kindness - You rarely listen to others and are not open to views other than your own.</p>

## 10.8 COACHING & TUTORING

Please note it is school policy that any staff (teachers, TAs or any specialist staff) employed at Brighton College should not tutor children privately outside school. If you are considering employing support for your child outside of school, we suggest speaking to a relevant member of staff before commencing.

## 10.9 EMAIL

All Brighton College Vietnam, pupils will have a school email address from Year 6 upwards. However, in Years 1 to 5, most communication between staff and pupils will be via Seesaw. Email accounts will be used primarily for accessing online programs. In Year 6, teachers will contact pupils via Teams and, in some cases, via email. Year 6 pupils should check their school email account at least once per day and will be given clear guidance on the School's Acceptable Use of IT policy.

## 10.10 RELATIONSHIPS & SEX EDUCATION (RSE)

Relationships and Sex Education is part of the RSHE curriculum in the context of a broad and balanced curriculum, intended to provide what children and young people need to know about how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way. Pupils in Years 1-3 consider a range of important topics and issues relating to happy and safe relationships, and what to do if they feel unsafe or concerned about something. From Year 4 upwards, pupils receive sex education as part of their science course (appropriate to the age of the pupils). The children are taught the biological facts of sexual reproduction in humans and there is time allowed for discussion and for children to raise questions or concerns. In Years 5 and 6, children are prepared for puberty in their form classes. Parents will be given advance notification of any sex education lessons and will be able to see the content of any resources upon request.

Parents can find more details about our RSHE and RSE curriculums in the curriculum booklet for Prep school pupils.

## 10.11 DRUGS EDUCATION

As part of our RSHE course, from Year 5 upwards, pupils receive drugs education. This aims to raise self-esteem and to help pupils resist peer pressure as well as giving them clear messages about drug use. Copies of the school's drugs and RSE education policies are available on the website and from the school office.



## 10.12 HOME ECONOMICS AND LIFETIME HEALTH (HEALTH)

Pupils in Years 3 to 6 attend a double lesson of HEALTH each week. The sessions are of a practical nature and all ingredients and necessary packaging are provided by the department. There are no nuts or nut products kept in the HEALTH room and, whenever possible, alternative ingredients are made available for different dietary needs, e.g., vegetarian, coeliac and food intolerances/allergies. Additional information on HEALTH is found in the Prep School's Curriculum information booklet which can be found on our website.

## 10.13 LIBRARY

The library is at the heart of the school and is open from 8.00am to 4.00pm each day.

Our library aims to:

- Put learning first.
- Provide a service to all users.
- Offer focused up-to-date resources that reflect diversity in our community and support the curriculum and progression, co-curricular activity and pupil welfare.
- Enrich by providing an increasingly wide range of reading material, including new publications.
- Promote literacy through events, activities, competitions and visiting writers.
- Harness relevant technology in the resources and services on offer.
- Increase information skills across the pupil body, enhancing learning, the user experience, and ultimately results.
- Provide an accessible environment conducive to studying.
- Increase professional skills among staff.

The role of the library is to promote pupils' reading, leisure and cultural development, at the same time as supporting information needs as they move through the school. Pupils enjoy browsing and sharing books with each other. We want our pupils to use the library for study and research. Pupils are allowed to borrow books although there is a nominal charge for lost or damaged library books.

The library stocks have been selected to enhance development in all areas and are constantly monitored for condition, relevance and interest level for children within our age groups. Our equipment includes a class set of computers with internet access, which provides a huge boost to independent research.

Non-fiction sections are kept up to date and support teaching and learning. Our cultural and literature-related provision plans to connect with author visits each year (designed to inspire children's creativity and broaden their reading experience), to promote fun library CCAs and the development of reading lists to inspire all our readers. The library content reflects diversity and inclusion and offers challenging, yet age-appropriate texts, to meet the needs and interests of our pupils.

Our library is a bustling centre for research and the enjoyment of reading, and pupils are encouraged to experience the wonderful opportunities they offer. Every class has a library based English lesson each week and teachers can bring classes to the library for additional lessons. Our children can be seen reading, conducting research, using computers, exercising their creativity with pen and paper and helping other children to make the most of the resources on offer. There are regular book clubs, and it is a great place to be for everyone in the school. Our librarians are always happy to offer guidance and support to pupils with their book selection.



# 11 CO-CURRICULAR ACTIVITIES

## 11.1 TRIPS AND SPECIAL DAYS

The children enjoy a range of themed learning days to enrich our curriculum, when we depart from our regular timetable and embark upon a series of exciting and creative activities to offer new experiences and challenge for children.

You will be notified in advance of every trip which is planned for your child, this also covers matches, and all children are expected to go on school trips, including residential, which are always well-planned and well-supervised and are regarded as part of the children's education. Enhanced supervisory arrangements are put in place for trips. If trips are within walking distance from the school, children are expected to walk and will be well-supervised. Appropriate outdoor clothing should be worn as specified by staff.

Visits to the school by theatre groups, authors, etc. are organised and parents or local businesses in particular professions, e.g. vets, doctors, dentists, police, are often invited to come and talk to the children, if appropriate to their learning. Please let us know if you have a particular profession or talent which may be of educational interest.

## 11.2 CHARITY DAY

Pupils are encouraged to get involved in the local community and support those less fortunate than themselves. In addition to various volunteering opportunities which run during the academic year, one event for parents to be aware of is when the entire school spends a day making a difference in some way: this is called our Charity Day.

## 11.3 MUSIC

Music is an essential part of life at our school where the ethos fosters involvement in music by all pupils, not just those who learn an instrument. All children have weekly curriculum lessons where they listen to, compose and perform music in a variety of styles from classical to pop. Our Director of Music and the team of peripatetic teachers, many of whom are professional musicians, have several teaching rooms, including a recital space, recording studio, band room and a number of musical practice rooms. Instrumental lessons with visiting music teachers are rotated throughout the school day and fees are charged to parents termly per instrument.

Trial lessons can often be arranged for pupils to try new instruments before committing to a whole term of lessons. It is strongly advised that parents insure instruments that pupils bring into school. Further details of instrumental tuition are available from the Music Department.

There are orchestras and choirs in which pupils can participate as part of our CCA programme. These ensembles rehearse once a week, preparing classical and popular repertoires for concerts and recitals. We aim for a high standard of performance and place importance on regular pupil attendance at weekly rehearsals throughout the year. Pupils who receive instrumental tuition are expected to participate in these groups as we consider ensemble performance to be an important part of music education. Pupils perform in various concerts each year which showcase their work, alongside teatime recitals and the popular family concert.

## 11.4 DRAMA

At Brighton College, Drama plays an integral part of the daily lives of our pupils. There are various informal opportunities for drama-based activities during the academic year. London Academy of Music and Dramatic Art (LAMDA) lessons will be offered, including preparation for exams which act as a formal acknowledgement of the excellent standard reached by our pupils.

## 11.5 GAMES AND PE

From Year 1 upwards, pupils receive weekly games and P.E. lessons incorporating dance, gymnastics, strength and conditioning, coordination, and athletics. Games kit should be labelled with the child's full name as per the uniform policy. For hygiene reasons, games kit should be clean at the start of the day.

## 11.6 TEAM SPORTS

Selection for a school team is an honour and we are confident that children will feel proud to play for our school. Where there is a sports tournament on a Saturday, school fixtures should take priority over outside club activities. Parents should please contact the Director of Sport, Mrs Zoe Smith, if there is a clash at short notice due to exceptional and/or unforeseen circumstances.

Team lists will be posted before the match, giving detailed instructions. Attendance at match teas is compulsory. It is possible for a parent to take their child home after match tea at another school if the teacher in charge of the team has been made aware of this. If a fixture is published in advance, we expect one week's notice of any player unable to attend due to an event or special occasion. If the reason is of a more urgent nature, then notice of at least 24 hours should be given. Only emergencies, illness or injury should prevent a child from giving the school adequate notice.

When representing the school, the children should

- Be punctual.
- Be in possession of the correct kit.
- Be as clean and tidy as possible.
- Always be on best behaviour.
- Show respect to officials, teachers, guests, parents, the opposition and their teammates.
- Be sociable and respectful during tea after the game.

Winning is important but so too is sportsmanship and personal growth. All games demand effort, concentration and skill but they should also be played in a sporting way within the spirit of the game.

On days when matches take place and pupils return to school after 4.00pm pupils will be dismissed by their team coach.

In cases when matches are cancelled, a message will be sent to all parents.

## 11.7 CLUBS AND ACTIVITIES

We are proud of the clubs and activities we offer as part of our co-curricular programme. Co-curricular clubs run after school at both sites. Pupils enrol for the clubs of their choice at the end of every term for the following term.

Each term, parents are sent a link to the Clubs Brochure and booking form. When a club is full, waiting lists are established and a pupil will be offered a space should one become available. Teacher-led clubs are included in the school fees. Clubs run by external companies will involve a charge.

All pupils are expected to attend CCAs from Monday to Thursday from 3 - 4pm as this is considered part of our school day. Once pupils are committed to a CCA, they are expected to attend until the end of the term when they can make a new choice. If there is specific reason for a pupil not to attend a CCA (e.g. they have a long-standing music lesson once a week with a specialist teacher at home) please contact the Head of Prep to request permission for your child to be absent.