



BRIGHTON COLLEGE
VIETNAM



PUPIL HANDBOOK PREP SCHOOL

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01 WELCOME FROM HEAD OF PREP SCHOOL

WELCOME TO BRIGHTON COLLEGE VIETNAM

I am delighted to welcome pupils to another exciting year at Brighton College Vietnam Prep School. Whether you are continuing your journey with us or joining our community for the first time, we are thrilled to have you here. Your teachers and I are eagerly looking forward to seeing you all and getting to know our new friends.



Starting a new school year can bring a mix of excitement and perhaps a bit of nervousness too. Remember, you are part of a vibrant community of hundreds of pupils and staff members, all eager to start this year together. This is a wonderful opportunity for everyone to deepen friendships and continue learning from our fantastic teachers.

Throughout your time in the Prep School, there will be many wonderful opportunities available to you, and I hope you will make the most of them. Your happiness in school is our top priorities, so if you ever have any concerns, please speak to your class teacher, the teaching assistant, or any other member of staff. We are all here to support you.

I hope you enjoy reading this handbook and find it helpful in understanding what to expect. Feel free to bring any questions to your teachers during the first few days. I look forward to seeing you all very soon and wish you a fantastic start to the new school year at Brighton College Prep School.

Best wishes,

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

Mrs Pinchess
Head of Prep School

02 MEET YOUR TEACHERS

2.1 SENIOR LEADERSHIP TEAM



Mrs Phan Ha Thuy
Chair, Board of Governor
head@brightoncollege.edu.vn



Mr Martin George
Member, Board of Governor
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Mrs Carly Barber
Head of College
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Mrs Pinchess
Head of Prep School
headofprep@brightoncollege.edu.vn



Dr Golding
Deputy Head of Senior School
(Academic)
cgolding@brightoncollege.edu.vn



Mrs Jackson
Deputy Head of Senior School
(Pastoral Care),
Designated Safeguarding Lead
aljackson@brightoncollege.edu.vn



Mrs Clarke
Deputy Head of Prep School
(Pastoral Care),
Designated Safeguarding Lead
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Ms Sefton
Deputy Head of Prep School
(Academic)
sjsefton@brightoncollege.edu.vn



Ms Odell
Head of IB
fmodell@brightoncollege.edu.vn



Mrs Whitehead
Assistant Head: Learning &
Teaching, Head of English
amwhitehead@brightoncollege.edu.vn

2.2 PREP SCHOOL TEACHERS



Mr Terris

Teacher of Year 1

sdterris@brightoncollege.edu.vn



Mrs Wilkins

Teacher of Year 1

awilkins@brightoncollege.edu.vn



Ms Brosnan

Teacher of Year 2

kfbrosnan@brightoncollege.edu.vn



Ms Bowen

Teacher of Year 2

hebowen@brightoncollege.edu.vn



Ms Morris

Teacher of Year 3

hemorris@brightoncollege.edu.vn



Ms McKee

Teacher of Year 3

sebmckee@brightoncollege.edu.vn



Ms Barton

Teacher of Year 3

pebarton@brightoncollege.edu.vn



Ms Culligan-Hughes

Drama Lead Teacher
& Teacher of Year 4

rfchughes@brightoncollege.edu.vn



Ms Coyle

English Lead Teacher
& Teacher of Year 4

sccoyle@brightoncollege.edu.vn



Mr Yule

Teacher of Year 4

srule@brightoncollege.edu.vn



Ms Rogers

Teacher of Year 5

hisrogers@brightoncollege.edu.vn



Mr Ashby

Head of KS2
& Teacher of Year 5

sdashby@brightoncollege.edu.vn



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



MrHenry



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 OUR SCHOOL

3.1 SCHOOL PHILOSOPHY

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

Our philosophy, values and aims are those of the Brighton College family of schools. Here is our School Philosophy:

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.

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.

3.2 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.

3.3 EQUAL OPPORTUNITIES

In our Prep School, we believe that every pupil has the same rights and is entitled to the same opportunities. We want you to:

- Believe in yourself and always try your best.
- Learn exciting things and be confident to ask questions, showing your curiosity.
- Develop your inner self.
- Stay safe and act confidently, with integrity.
- Build and maintain positive relationships with each other and the adults around you.
- Make a meaningful impact on your communities (school, home, local area, national, international)
- Always be kind, respectful and value the diversity in others regardless of gender, ethnic and social background.



04 BEHAVIOUR AND APPEARANCE EXPECTATIONS

4.1 BEHAVIOUR

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.

- 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 to take at 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 elbow. Wash your hands afterwards to stop germs from spreading.

4.2 PELICAN PATHWAY

We have a special reward system so you can earn Pelican Points when you demonstrate any of the positive behaviours, we want to see from all our pupils at Brighton College Vietnam.

We want you to move along the Pelican Pathway as you collect Pelican Points. Your teachers will explain this to you and show you how to record your points.

Brighton College Vietnam pupils are considerate and careful, and they are good ambassadors for the school. We should all be proud to be part of the Brighton College community. Everyone plays their part in ensuring that good relationships flourish. When you are in public places, particularly when in school uniform or on school trips, you are representing the school so make us all proud.

Remember to treat other people as you would want to be treated:

- Let others go first, particularly elderly people or younger children in pushchairs.
- Avoid grouping together and blocking the pavement when arriving at school or out on trips.
- Find a safe place to cross the road. If you are in a group, cross the road together.
- Maintain a smart appearance and be proud of your uniform, e.g. shirts tucked in, ties and laces done up.
- Speak courteously and kindly to people you meet.
- Hold doors open for others.
- Say 'thank you' to adults, other pupils and to members of the public.

THE PELICAN PATHWAY

IN OUR LEARNING WE VALUE:

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

4.3 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 any form of bullying. The school keeps an active bullying log to ensure that all incidents are recorded.

Anti - bullying statement

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.

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.

4.4 APPEARANCE AND UNIFORM

We expect all pupils to care about their appearance and look smart when they arrive at school each day. This means:

- Your uniform is clean and neat.
- You have a clean sports kit if needed.
- You have all your equipment in your school backpack.
- Your face is washed.
- Your teeth are brushed.
- Your hair is neat and tidy.

Why is my uniform important?

At Brighton College, our pupils take pride in wearing the school uniform and you are expected to look smart at school and at school events. You must always wear the correct uniform and follow our uniform guidelines. Our uniform gives us all a sense of belonging and allows us to show that we are part of our school community, both within, and beyond, the school campus. In wearing the Brighton College uniform, we expect you to demonstrate the highest standards of behaviour and kindness in your interactions with both your friends and adults. There may be special occasions when casual clothes or costumes can be worn, and on certain school trips.

What do I need to know about my uniform?

- All uniform and PE kit must be clearly labelled with your first name, family name, and form.
- Uniform must be Brighton College Vietnam branded clothing. No substitutions are permitted.
- 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. We hope you will not use single use plastic bottles because we want to help the environment.
- Hair must be smart and tidy and your natural colour. Long hair should be tied, off the face.
- Only a single stud in the ear lobe is allowed. No make-up or nail varnish allowed.
- Please see our BCVN uniform policy for full details of hair, makeup and jewellery.
- No jewellery at all may be worn for games for safety reasons.
- Only an analogue watch with no internet connection (no Smart watches or Fitbit style watches please).
- If it rains, a plain overcoat/waterproof may be worn, but must be removed in school.

Years 1 and 2

- Blue/white dress (girls)
- White ankle socks (girls)
- Royal blue polo shirt with Brighton College crest (boys)
- Charcoal grey shorts (boys)
- Black ankle socks (boys)
- Black V-neck jumper with contrast trim and Brighton College crest (all)
- Royal blue cap (all)
- Black crested rucksack (all)
- Black leather shoes, black patent is allowed. Shoes should be a sensible, flat style. No trainers or boots.

Years 3 to 6

- Open neck revere blouse (girls)
- White short or long-sleeved crested shirt (boys)
- Black crested blazer (all)
- Tartan skirt or tartan trousers (girls)
- White ankle socks or black tights (girls)
- Charcoal grey shorts or trousers (boys)
- Black ankle socks (boys)
- Black V-neck jumper Brighton College crest (all)
- Prep school tie (boys)
- Royal blue cap (all)
- Black crested rucksack (all)
- Black leather shoes. Shoes should be a sensible, flat style. No trainers or boots.

Our school uniform helps everyone feel part of our Brighton College Vietnam family. It ensures everyone feels equal and respected. Only items on our uniform list are allowed. We do not allow bandanas, fancy hairbands, or other 'trends' on most school days. Save your special clothes and accessories for weekends, holidays, or themed events. We will always give you plenty of notice for these special days.

Our school uniform also helps us participate in all activities without worrying about getting dirty. We change into PE kit or put on an apron to help to keep us clean. When we take part in a busy day at school we play, cook, design or get creative and sometimes we can get a little messy. Your teachers and your parents know you have the right school uniform for each activity, and we want you to focus on enjoying your learning rather than to worry about staying neat and tidy!

Please do not bring in any toys or valuable items to school. Phones and smartwatches (i.e. a watch which can be sent messages or link to the internet) are not allowed in school. If you need a phone or smartwatch for travel to/from school, please hand this into reception when you arrive and remember to pick it up again when it is time to leave.

05 ROUTINE AND ORGANISATION

5.1 DAILY ROUTINE

Our school is a wonderful place where we learn and play. It is important to know that we have specific times when we can be at school. You cannot come to school before 8.00am because there might not be anyone to look after you to ensure that you are safe. Please remember that you must leave school at 4.00pm, either by being picked up by your responsible adult or getting on the school bus.

Our Prep School is open from 8.00am.

You must come through the main door by 8.20am to be in your class by 8.25am.

School is closed to our Prep School pupils from 4.00pm unless you are specifically invited to stay for a special event.

Your first day

On your first day, you will arrive at school and be met at the main reception by your form teacher. You should arrive at school by 8.20am so you have time to walk to your form class by 8.25am. Your first day will help you to get to know your form teacher, your teaching assistant (TA) and your classmates as well as to find important places you will use in school such as your classroom, the toilets, the playground and the dining hall. You will:

Spend the day with your teachers and new class, getting to know each other.

- Be given a room list and a tour to learn where the different rooms and places you will go to learn are.
- Be given your timetable.
- Find and use your allocated coat peg and locker for your rucksack and sports kit.
- Have your first Brighton College school lunch.
- Play, chat, exercise and have fun at break times with your new classmates.

What do I need to bring to school?

You must wear your full school uniform – all uniform, including your PE kit, must be clearly labelled with your first and surname on the inside of your clothes. This is very important so that any lost clothing can be returned to you and is part of our uniform expectations.

There is more information about uniform later in this document. Please read it carefully to help you know what is expected.

- A rucksack is needed to carry your bags and belongings into school every day and you may choose to have a smart Brighton College Vietnam one if you would like to order one.
- Your sun hat is part of your uniform so please bring it every day for outdoor play. We recommend you apply a suitable long-lasting sunscreen before coming to school each day. You can bring a labelled bottle of sunscreen in your backpack to replenish it if needed.
- A simple, reusable water bottle between 500ml – 1L made of a material that is not breakable (i.e. no glass bottles) and is clearly labelled with your name. No water bottles that have an extra function such as a spray are permitted. You will take this home every day to be washed and bring it back to school filled with fresh water.
- A pencil case containing:
 - Two good quality ballpoint pens in blue (Years 3 – 6).
 - 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)
 - A purple writing pen
 - A 2B writing pencil with no eraser
- PE kit for the days when you have games, dance or swimming, all labelled with your first and family names.
- If you are in Year 1 or Year 2, you can bring a small soft toy if it helps you feel comfortable. This will be kept in a special place for you by your teacher. No blankets or pillows should come to school because our school day does not include a nap time.
- If you are in Year 3-6, please do not bring any toys to school. If you are worried or concerned about school in any way, you can speak to your trusted adult who will help and reassure you.
- If you are in Year 6, you need your own laptop device. Your laptop should always be charged overnight but always bring your charger just in case there is a problem. Buying a protective case for your laptop will help keep it safe in case it accidentally falls or is dropped. You 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 you to access but you will keep your reading book in your backpack. On your library day do not forget to bring back your library book so you can change it for a new one.

5.2 MY TIMETABLE

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

- The school timetable is organised with seven lessons per day.
- Each lesson is 40-minutes long.
- From Monday to Thursday there is one Co-Curricular Activity (CCA) every day after school.
- On Friday, there is no CCA and the school day ends at 3.00pm.

Here is some other information about your school day:

- If you are in Year 1, 2 or 3, an adult should bring you to school if you walk in to supervise you and keep you safe. If you do not live close enough to walk, you might come on the school bus or be delivered by a car at the designated drop off. If you are worried about getting to and from school, please speak to your trusted adult who can help and advise you.
- There will always be a teacher to meet you at the school door.
- You need to be in your classroom at 8.25am for your teacher to take the register. The first session of the day is with your form teacher and TA. You will find out what is happening that day, you will have time in your classroom to go over interesting or important topics or you might go to assembly. Assemblies are an important time for us to gather as a whole community. Teachers, pupils and outside speakers are all involved in delivering assemblies. On Fridays we have a special assembly to celebrate individual and group achievements.

- Break time is from 10.10am to 10.30am. During breaks, you are allowed to play outside or inside in bad weather. Break time is also the time to use the toilet and have your snack so that you are ready for your lessons afterwards. Toilet breaks can be taken when needed but break time and lunch time are the best time to use the toilet to avoid having to leave lessons. If you need to leave a lesson for any reason, you must first ask the teacher and may only leave with permission. It is important that staff know where you are for your safety.
- Lunchtime is from 11:55pm - 12:55pm and we all eat together in our beautiful dining hall. Eating lunch is important for your well-being as you eat to re-fuel, and it is nice to chat to your friends. You will also have time to play.
- You will choose your activities for CCAs for Monday - Thursday with the help of your parents and form teacher. You are expected to take part in the full school day, and everyone takes part in the CCA programme, which runs from 3.10pm to 4.00pm.
- School buses leave at 4.15pm from the back door of the Prep School or, if you are being picked up, you must be collected by an adult at 4.00pm. Your parents will let us know who is picking you up and whether you are walking or being driven.
- You will see that there is no nap time during the school day. This is because the school day is the perfect time to learn, explore and play with friends. It's important to stay awake so that we can make the most of our time in school. That is why it is so important to have a good evening sleep routine so that our brains and bodies have the rest they need to grow and stay healthy. Sleep experts recommend children between the ages of 5-12 get between 9 and 13 hours of sleep per night. To keep yourself healthy, work with your parents to create a good bedtime routine that helps you have the best day in school. If you are worried about not having a naptime, you can speak to your form teacher or TA about it. They will work with you and your parents to help you to create healthy routines to help you to adjust to your new BCVN daily timetable.



5.2 CAMPUS

We all need to learn where areas are located in school and how to get from one place to another. Do not worry as we will help you with this and soon you will know your way around our building and playgrounds.

There is a helpful list of rooms and locations below. Our building is big, but your teachers will always help you to find your way.

Location	Description
Main Entrance	This is where you or your parents will walk into school.
Back door	This is where buses drop pupils at school
Reception	Adjacent the main entrance, where you need to check in for late arrivals or early departures. You can also visit here if you need to contact your parents during school hours.
Years 1 and 2 classrooms	Floor 1
Swimming Pool	Floor 1
Astroturf and running track	Floor 1
Health Centre	Floor 1
Mrs Pinchess' Office, Head of Prep	Floor 1
HEALTH Classroom	Floor 2
Dining Hall	Floor 2
Lost and Found Section	Adjacent to the Dining Hall, where you can find the lost items
Year 5 classrooms	Floor 2

Location	Description
Years 3,4,6 classrooms	Floor
Mrs Clarke's Office, Deputy Head of Prep (Pastoral)	Floor 3
Ms Sefton's Office, Deputy Head of Prep (Academic)	Floor 3
Mr Ashby's Office, Head of Key Stage 2	Floor 3
Digital Innovation Lab	Floor 3
Sports Hall	Floor 4
Science Labs	Floor 4
Arts Room	Floor 4
Music Room	Floor 4
Drama & Dance Studio	Floor 4
Prep Garden	Floor 5 - rooftop



5.3 HOUSES

There are four houses, which are named after four of the houses in Brighton College UK. These four houses are also used in the other Brighton College international schools, meaning that you are joining a community with hundreds of other pupils across the world! You have been assigned to a house where you will be able to make friends quickly, both within your own year and in years above and below across our whole school community. You will have the opportunity to represent your house in a wide variety of exciting competitions. No matter whether you are singing in the House Song competition or competing as an athlete at Sports Day, your participation and effort will help contribute to your house's points and overall place in each competition.

Hampden



Fenwick



Chichester



Ryle



06 LOOKING AFTER OURSELVES AND EACH OTHER

6.1 OUR CARING COMMUNITY

Who should I speak to if I am worried or sad?

Remember that everyone has ups and downs in our lives and it is good to talk to someone to share your worries. Please speak to your form teacher or TA if you are worried or sad about anything. You can speak to any of the other adults in school; we are all here to help you. Mrs Clarke is our Prep School Deputy (Pastoral) and her job is to support well-being, or Miss Duong, our Pastoral Care Officer are great people to speak to if you want to someone to talk to privately. Their office is on the 3rd floor of the Prep School and they will explain the different ways you can contact them at the start of term. At Brighton College Vietnam, we always want you to feel safe, secure, healthy and happy.

Where should I go if I feel ill in school?

If you don't feel well during the day, please tell your teacher who will tell you what to do. Our school nurses in the Health Centre are always available to help. The Health Centre is located on the 1st floor in the Prep Building.

If you have any medicine, you need to take during the school day it needs to be handed in to the school nurses in the Health Centre. The only exception would be a medication such as an inhaler for asthma, which you need to carry with you at all times. The school nurse will check your medication list from your parents before you start school with us so we know what medication you should bring into school with you. You can speak to the staff at the front door, and they will help you to do this if you are on the bus. If your parent is dropping you off, they will be invited into the reception to drop the medicine off at the Health Centre.

Your parents should let the school nurses know if there are any changes in your medical or dietary requirements.

How do I keep healthy at school?

At school we will always wash our hands before we eat and after visiting the bathroom.

When we are unwell, we stay at home so we can rest and get better. Your parents will keep you at home for 48 hours if you have had an upset tummy or have been sick so you can get better, but also to make sure we don't pass on any bugs to other people at school.

If we find out someone in your class has had a contagious infection, we will let your parents know so they can keep a careful eye on your health. Your parents will let us know if you are unwell, have been to see a doctor or have any new medicines. The School will make sure we get an annual update about your health so we always know how to support you.

Please be sure you arrive at school having had a good breakfast and brushed your teeth well. Teeth brushing twice a day is very important to keep your teeth healthy.

6.2 SAFETY PROCEDURE

What should I do if I hear an alarm sounding in school?

Your teacher will explain what the fire alarm sounds like. If the fire alarm sounds continuously, everyone is required to evacuate the building quickly and silently by the shortest safe route to the open air and gather outside in class lines, until the all-clear is given. Your teachers will then take the register. You must be silent whilst we check everyone is safe. We will practise this as a whole school so everyone knows what to do in case of an emergency.

Your teacher will also explain what the lockdown alarm sounds like and what you must do if you hear it. Listen to their instructions and follow them carefully, remaining inside of the building.

What happens if the weather is very bad?

Sometimes weather events affect us all. For example, when it is very hot or heavy rain we may have to change outdoor activities. If there is a significant weather event the school will contact your parents to advise them about any changes required. Your teacher will let you know if we need to change any routines. We follow local safety advice for schools to make sure we keep everyone safe.

We have planned our uniform so it does not require extra layers in cooler weather, but you have your jumper to wear to keep you warm.

Be aware and share

The overwhelming majority of the public will be polite and considerate towards you. However, you should not hesitate to tell a teacher if anyone, or any behaviour, makes you feel uncomfortable or nervous. Report any worries, suspicions or incidents to us at school.

07 LEARNING

7.1 SUBJECTS

What will I learn in my lessons?

In Years 1 and 2, you will be taught a wide range of subjects. When you move into Year 3, this expands to include Mandarin and HEALTH. The subjects taught in each year group are as follows:

Subject	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Phonics	x	x	x			
English	x	x	x	x	x	x
Maths	x	x	x	x	x	x
Science	x	x	x	x	x	x
Vietnamese	x	x	x	x	x	x
Computing	x	x	x	x	x	x
Art	x	x	x	x	x	x
Music	x	x	x	x	x	x
Our Planet and Our Past	x	x	x	x	x	x
Design Technology	x	x	x	x	x	x
Physical Education	x	x	x	x	x	x
Growing Minds/RSHE	x	x	x	x	x	x
HEALTH (Home Economics And Life Time Health)			x	x	x	x
Drama			x	x	x	x
Mandarin			x	x	x	x

Pupils can find more detailed information about the Primary School curriculum here:

[Key Stage 1 Curriculum Booklet](#)

[Key Stage 2 Curriculum Booklet](#)

7.2 FEEDBACK

Every day and in every lesson your teachers will make the focus of your lesson clear to you. They will share the learning objectives which they want you to achieve. Some objectives may be achieved in one lesson and others may take a series of lessons. Keep listening to the teacher's advice and do your best in every lesson. Your teacher will always help you and let you know how you are doing. Remember that we all learn differently and have varied strengths and development areas, so your own learning pathway will be different to others in your class.

Sometimes you may have assessments to see how you are getting on with your learning. Some of these will be done before learning to help your teachers to know what to teach you, others might be quick weekly checks. Researchers have told us these types of tests develop neural pathways in your brain, so they help learners to remember facts, spellings, phonics and other new information. Once a term we will do some longer assessments to see what learning has now 'stuck'. As your teachers, we need to know whether we have helped you to understand new learning and plan how we can support you further.

In Brighton College Vietnam, we use 'The Pelican Pathway' to reward pupils in all areas of school life. You will be rewarded by staff and will know how many Pelican points you have earned. You will be awarded special Pelican certificates and could earn a pin or crest for your excellent effort.

7.3 PARENT PARTNERSHIP

Your family have selected Brighton College Vietnam for you because they like our Brighton College ethos. Your parents will work closely with your teachers to help you to do your very best at school. We hope they will be able to attend some of the many special events this year at school to see what you are learning and how you are making progress.

Your parents will be invited into school to meet your class teacher at a 'Meet the Teacher' event and then they will be invited to come into school for formal parents' evenings to talk about you and your progress. Your form teacher will also write regular reports to share information about your progress with your parents. The purpose of these meetings and reports is to be sure that everyone knows how you are doing and make sure you have the best learning experiences.

If you, your teacher or your parents are worried about something, big or small, we may have a meeting to try and find the best way to support you. Your family at home and all the staff at school will work closely together to help you to do your very best. Sometimes home situations can affect school life, or the other way around, so remember that we all want you to be happy and successful.

7.4 HOMEWORK

Homework is an important part of the learning process and allows you to review your learning and prepare for future learning. It also helps you develop the skills and practice of independent study and time management.

Homework will be set following these guidelines.

- KS1 - Reading books/online reading every day for 10-15 minutes. Year 2 pupils will be set one piece of written homework per week. This could be in any subject.
- KS2 - One English-based task and one maths task every week. Daily reading should also continue as in KS1, but increase incrementally as follows:
 - Years 3 & 4 - 20 minutes
 - Years 5 & 6 - 30 minutes
 - For Year 6, starting in January, homework will be set in line with KS3 homework guidelines which are: "KS3 - Homework in any subject may be set at any time. Adequate time to complete the homework assignment will be given with a minimum of three working days for completion. Homework should be completed in the form that the teacher has requested (e.g. online, on paper, written/drawn, etc.). They will set homework for you which they believe is best for you to meet your learning objectives."



08 OTHER QUESTIONS ABOUT SCHOOL LIFE

Can I come to school at the weekend?

We come to school from Monday to Friday in term time. School is not open to pupils at the weekend except for some special events which your family will be invited to attend. These include our Open Days which you may be asked to attend. Year 6 are expected to attend the Senior School Prize Giving event.

When are our holidays?

At Brighton College Vietnam we have three terms with regular holidays.

- Autumn term begins on Thursday 15th August.
- Spring term begins on Tuesday 7th January 2025.
- Summer term begins on Monday 5th May 2025.
- We break up for the summer holidays on Friday 20st June 2025

What happens if I am ever late, I am unwell or cannot come to school?

If you are unwell and cannot come to school or have a medical appointment, your parents need to let the school know where you are. They will send a message through our parent portal, so we know you are safe. If you are late and arrive after 8.25am your parents or the bus driver will let the school know. You must enter school through the main front entrance, signing in with the school receptionist before we take you to your next lesson to join your classmates.

If you need to leave school for any reason during the school day, to go to the dentist for example, your teacher or TA will send you to the school receptionist to sign out. If you are coming back to school afterwards you will come back in through the main front entrance and be signed back in again before we take you to your lesson to join your classmates.

If you are in school but are unable to take part in physical exercise at playtime, in swimming or PE lessons due to a medical issue, your parents should inform us in advance, so your teachers all know how to support you. Unless you need to be indoors due to your illness or injury, you will still be required to go to games, wearing your school uniform.

What language do I speak at school?

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. We will encourage and support you to speak English all the time in school but if you are upset or stuck then we have teachers and TAs who have years of experience working with and supporting pupils who have a range of languages.

Please let us know all the different languages you speak at home, so we are aware and can support your language acquisition.

How do I know what is happening in school?

We want you to be informed about important dates and exciting things happening at school. Your teacher will talk to you each morning about plans for the day in morning registration at 8.25am. We will make announcements in assembly. Your parents will have access to an electronic calendar for the term and your teacher will send out a weekly calendar to you and your parents with reminders about what is happening each day, so you do not forget your kit or special activities. Every Friday, Mrs Pinchess, the Head of Prep, will write a special Prep newsletter to share what has been going on at school and to highlight any events coming up. Your parents will also receive messages through parent portal or email with any important information. Our Head Master will also send a termly whole school letter celebrating the achievements of our school community.

Can I use the library straight away?

Yes, our library is at the heart of our school. It is open during the school day for loans, reference and as a place to read and study during breaktimes. There are a wide range of reading materials, knowledgeable librarians to help, quizzes, reading challenges, computers for research and much more to enjoy. You must always ask permission from both your teacher and the librarian if you want to visit the library at a time that is not during your class library time or break times.

Can I use the school computers?

Yes, we have school accessible computers to use in the classrooms and in the library. If you are in Year 6 you will bring in your own device every day to use in school. We will help all pupils to explore and use technology in your learning for information and knowledge. We will teach you how to do this safely so that you understand appropriate use of the internet, social media and gaming. You will use computers in some of your lessons and at other times when in school. When you first arrive at Brighton College Vietnam, you will be given a login and password to allow you access to the network. Remember to be respectful of the computer facilities so that everyone can enjoy using them. We have some important rules to keep everyone safe online which is called our Acceptable Usage Policy (AUP). When you are using the school computers or school network, it is not allowed to use social media and you may lose the right to have access to the network if you break the rules. You will be taught the expectations by your teacher.

Can I walk or cycle to school?

Walking to school is a great option if you are able. Remember to wear a sun hat and sunscreen if it is hot and to bring a waterproof jacket or an umbrella if there may be rain!

Once you are in Year 4 you are allowed to walk to school on your own. Until then you need a parent or carer to bring you to school or to collect you. At school we have asked your parents to tell us the names of any adult who may drop or pick you up and to share a photograph of them so we can make sure the right person is looking after you to keep you safe.

You may cycle to school with your parent or adult carer, but you should remember to wear a helmet and follow their lead to keep safe on the road. You may request to park your bike in the school basement. Please remember you are leaving it there at your own risk.

What can I eat and drink in school?

You should always fill up your water bottle and keep it with you at all times in school. Your teachers will encourage you to have a drink regularly to keep hydrated and you may fill up your bottle again if you need to. Please do not have any drink at school other than water. You are not allowed to have any fizzy drinks or caffeinated drinks at school or on a school trip/activity.

All pupils are encouraged to eat a school lunch cooked by our school chef and his kitchen team. Every day there will be a Vietnamese meal option and a Western meal option for lunch, you can use the face recognition system to know which lunch style you will have for the day. Your parents will deposit money into your lunch account and help you to choose your meal choice in advance. This is important so the kitchen know how many portions there are and what they need to order. The lunch menu has been planned carefully to ensure it is delicious, healthy and well balanced to help you grow.

We hope that everyone will want to eat our school lunches but if there is a day when you do not like the options then you may wish to bring in a packed lunch. This should be a healthy balanced meal with a main savoury option, fruit and vegetables included and just one sweet treat such as a biscuit or cake. No sweets or fizzy drinks are allowed at school.

After school there is also a snack option available between the end of lessons and the start of the CCAs which your parents can preorder for you.

Some pupils may have a breakfast in school if their parents have ordered this for them. If you do not have a school breakfast, then make sure you get up in time to have something to eat before you leave home. If you are hungry you will not be able to concentrate on your lessons.

You may choose to bring in some raw fruit or vegetables for a snack at morning playtime, for example a banana, an apple or some chopped up cucumber in a name labelled pot. This is not a breakfast option and only a small snack. No cereal, processed fruit snacks, cakes or anything other than fresh fruit or vegetables are allowed.

Please do not bring in any supplements or vitamins into school but keep these at home. If a doctor has prescribed some supplements for you to take these must be kept at the Health Centre and they will give them to you when needed.

Please do not bring in any other food to school. If you find there are some days when you are extra hungry, please tell your teacher or parent so we can work out how to help through a balanced diet.

Where do I go if I lose something?

All lost property picked up around the school by staff or pupils is taken to the lost property area situated next to the Dining Hall.

Your belongings must be named so we can help to return items. All uniform is the same, so labelling every item is the only way to ensure they can be returned to you. Found items will be placed in plastic storage boxes (that have been labelled with Class/Year) to help us to return them to the right person. Unnamed items will be separated out into their own storage box.

All valuable items found in the school (such as phones, jewellery and money) are taken straight to reception to be locked away until claimed. As these are generally not allowed, the School cannot be held responsible for any of these items going missing or being damaged. The School will try to support you with finding your lost items, but it is your responsibility to take care of anything you bring into school.

09 LIFE BEYOND THE CLASSROOM

What activities can I do after school?

Our exciting range of Co-Curricular Activities (CCAs) takes place from Monday to Thursday from 3.10pm - 4.00pm. Information on the different types of activities on offer is available in the school's activity booklet which will be shared with you and your parents before the start of each term. Your parents need to sign you up for the activities so that you appear on the register. Once you have committed to a CCA we expect you to stick with it until the end of term when you can make new choices.

What should I know about sport at Brighton College?

Sport is a key part of Brighton College Vietnam life; we take sport seriously but always enjoy it. There are many sporting options to try, both in games and CCA time. We will also be involved in fixtures and tournaments throughout the year. If you are chosen to represent the Prep School in a match, please do so with pride and passion. This is an honour and a privilege. Please make sure to turn up on time, in the correct kit, and to play your hardest. Listen to the staff, both BCVN and the opposition, showing good manners to everyone on and off the pitch.

Can I participate in the performing arts?

Your parents will receive information about the opportunity to take individual lessons in drama and music at the start of the academic year. These take place during the school day, and lesson times will rotate so you will not miss the same lesson in succession. Remember to practise at home, between your lessons, to get the most out of your special learning. You will also need to remember to bring in your musical instrument and take it home each week. Your class teacher will let you know where to store it.

There will also be opportunities to get involved in dance, drama and music competitions and productions during the course of the school year.

Will I go on school trips?

Yes, you will have lots of exciting opportunities to enhance your learning through school trips and these are great fun! We hope you will enjoy taking part in school trips, but remember, you are representing Brighton College wherever you go, and school rules still apply for the safety of you and others.

How can I get involved with school life and make a difference?

All pupils will participate in our termly Charity Day, as a way of working in partnership with our local community. We would love to know your ideas to make a difference so please share them when your teacher asks for suggestions!

We also have an active School Council which has representatives from Year 2 upwards. They meet regularly with Mrs Clarke, our Deputy Head (Pastoral) and Miss Duong, our Pastoral Care Officer, to share ideas from their classes and year groups. Each class votes for their representatives, so if you are interested, make sure you talk to your teacher.

We also have Year 6 leaders who self-nominate to take on additional responsibility and Pupil Leaders who are voted for by teachers and pupils. These special Year 6 roles mean that you 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 in taking on one of these roles.

Birthdays

It is exciting to have your birthday, and once a month, we will celebrate the birthdays of all pupils for that month. You will get a birthday badge to take home and we will sing to you. We all celebrate in different ways and, to respect our differences, we ask everyone in our community to keep to the same expectations to ensure our value of kindness is always adhered to. We will not hand out invitations to parties or home playdates at school unless the whole class is invited to attend. We also do not share treats, party bags or gifts at school so please arrange to do this outside of school. Please do not bring in any cake or sweets as we cannot share these at school.

Whilst it is a very thoughtful idea to invite members of staff to your parties or special events, they are not permitted to attend so please don't be disappointed. They would still like to hear about your special plans or see photographs of your celebrations on Seesaw.