

July 18, 2018.

PRINCIPAL'S GREETINGS

Dear Parents/Guardians:

I hope this letter finds you in good health and that everyone has a great summer vacation. As the start of a new academic year is approaching, here are some items that I would like to highlight for your reference. Please note the following:

- **FIRST DAY OF SCHOOL:**

The new academic year begins on **Monday, August 20, 2018**. Students should arrive by 8:15 a.m. wearing proper school uniform. There will be an Opening Session at the Chapel for all students. Textbooks, classroom supplies, lockers etc. will be distributed. Updated school information for 2018-19 will also be announced. You are required to bring a pad-lock for your locker. The First Day of the school year will finish at 12:00noon, there will be no class in the afternoon. Regular classes will start on Tuesday, August 21.

- **OPEN HOUSE:**

In the first week of September, the school will hold a 'Meet the Staff - Open House' session. All parents/guardians are invited to come to the school on **Friday, September 7, 2018 at 5:00p.m.** The Principal will give a talk in the Chapel at 5 p.m. to introduce our curriculum and to update information for the 2018-19 school year. Our teachers will then meet parents in small groups in their homerooms till 8:00 p.m. Please try to join us.

- **SCHOOL UNIFORM:**

Please review the uniform requirements on P.17 of the updated Student & Parent Handbook.

- **YMCA Program for Grades 7 – 10:**

As part of the 'Sports and Activities' class for grades 7 to 10, Concordia has arranged for students to use the facilities at the King's Park Y.M.C.A. Sports Center (<http://www.ymcahk.org.hk/kpcc>). Students will visit the Y.M.C.A. on Friday afternoon (except the first Friday of the calendar month – please refer to the School Calendar for more exact information) between 1.00 to 3.30pm and they should be properly dressed for sport activities. These visits will take place from the period of August 31, 2018 to May, 31, 2019. In order to safely transport the students to Y.M.C.A., the school has arranged for a private bus. Students will be dismissed at Y.M.C.A. at 3.30 p.m. and will be expected to return home safely by themselves.

Please note that Y.M.C.A. has taken precautions to ensure that their venue and facilities are safe. However, Y.M.C.A. cannot be held responsible for accidents that may occur there. At least two Concordia International School teachers will supervise the students as well as the on-site Y.M.C.A. coaches. Activities scheduled for students include basketball, tennis, stretching and rock climbing. Students must act responsibly and play safely without harming others.

(In case parents/guardians urgently need to contact the students during these excursions, please first call the School: 2789-9890)

- **SERVICE LEARNING FOR GRADES 9-10:**

Grade 9-10 students will also be involved in a valuable initiative. Besides going to YMCA on Fridays, they will also be helping with "Global Leadership" projects at centers and nurseries of the Lutheran Social Services and other NGOs for at least one quarter of the year to provide community service of 13-15 hours yearly. A private bus will take

them to the place. A good record of community services will be very helpful when students apply for college / university later.

- COLLEGE PREPARATION:

As Concordia International School follows a North American Curriculum, we would like to embark our students on a US study plan as soon as possible. The series of US standard tests that we will provide for our students in 2017-18 are:

PSAT for Grade 10-11	(Test date: Wednesday, October 10, 2018)
SAT Reasoning Test for Grade 11-12	(Test date: December 1, 2018)
AP Exam for Grade 11-12	(Test date: early May 2019)
SAT Subject Tests for Grade 11-12	(Test date: June 1, 2019)
TOEFL for Grade 11	(Test date: May 2019)

For students who do not plan to study in the United States after high school, the preparation they go through here is still useful in college applications for other countries. SAT and AP scores are recognized all over the world for college/university admission.

- STUDENT & PARENT HANDBOOK:

The updated electronic version of our STUDENT & PARENT HANDBOOK can be found in our school website, a paper version of this document will be given to your child on August 20, 2018. Please review the handbook and endorse the SOCIAL MEDIA & ACCEPTANCE USE POLICY together with your child on the Return Slip attached.

- ACTIVITY WEEK (November 26 – 30, 2018):

We have planned an Activity Week in the first quarter this school year. During this week, students will experience experiential learning outside classroom. Teambuilding, collaborative, and various training workshops will be provided by local or international trainers. Educational tours and excursions will also be organized during this week. The Activity Week is a regular teaching week of the school's program to enhance global citizenship and worldwide perspective, participation of all activities is compulsory for every Concordia student. The total fee for activities of the week is \$1500. To make administration simple, this fee will be deducted from the General Deposit.

- ESL PROGRAM & MATH COACHING CLASS:

Students whose language proficiency does not support effective learning through English in the classroom are placed under the ESL program as a condition of promotion/admission. In 2018-19, the ESL program will continue to be conducted during the regular class time for efficacy of the program. Students will be "pulled out" from different subjects to receive more language support during the year.

Students promoted/ admitted under a condition will receive Math coaching from our tutor in 2018-19. Small group coaching sessions (2 hours weekly for each student) are arranged after-school at 3:00 -5:00 pm on Monday-Friday. For parents who want to send their children to the Math coaching class for better and more advanced Math skills, please inform Ms. Wu of the General Office by late August.

ESL and Math coaching class are charged on top of the Annual School Fee at \$6000 per term.

- STUDENT LAPTOPS AND e-BOOKS:

E-books are used in parallel with paper books in most subjects. Students must keep their laptops fully charged every night at home and bring them to school every morning. There is no spare laptop that your child may borrow from school, a student who forgets to bring his own laptop to school physically means that he has no 'book' for classes of the day.

- CONCORDIA I.T. POLICY

(1). If you have purchased a new laptop for your son/daughter, this laptop must be imaged with the school configuration before it could be used for learning on campus, an unregistered laptop cannot access our WiFi system at all. It is the school's policy that only one laptop per student would be registered with the school at a time. Only registered laptops will be insured, maintained and upgraded. If your child's laptop has been lost/broken, then the old laptop must be deregistered with the General Office before the new one can be registered and imaged with the school's configuration for use in school.

(2). Student laptops are imaged with an "Administrator Account" to stop students changing the configuration. Laptops in school needed to be imaged with the same configuration, because ebooks and online learning platforms have to be browsed readily and together by students during class activities and that the school's hardware such as the printers must be made accessible by every user in school.

(3). Programs such as the Wechat, QQ, Skype, Facebook Messenger and BT software for streaming online videos/games should not be downloaded onto any laptops registered for use in school. These programs not only clog up the computers' memory, they would also slow down the school network as they consume large bandwidth. These media have also been found to be the sources of distraction that hinder students' learning in school. Using the laptops to play online games, to listen to music or to browse popular websites during class time would diminish class attention and would affect learning outcomes adversely. For this reason, the third-party technician from Apple would carry out **laptop audit** from time to time to ensure that the school's I.T. Policy is complied by all students.

- PARENT-TEACHER ASSOCIATION:

To enhance communication with parents and to solicit positive contributions from parents for upgrading and improving our services, the PTA has been established. If you want to learn more about the PTA to offer your valuable contributions to the school, please inform us on the "Student Updated Information".

Concordia International School is a safe and secure place for academic challenges. Once again we have a strong team of dedicated teachers. Every student who attends the school will improve in their knowledge, skills, and attitudes. *Concordia* is a community of people interacting together. Students can achieve excellence from a unique partnership that combines your efforts with those of the teachers. Such important work requires everyone's contribution. Together we can positively '*transform lives*'. You can be assured that all of us here are determined to make your child's time a meaningful and valuable learning experience. This year we have a fantastic group of talented (and full of potential) students. It should be a productive year. As of 2018-19, a 200HKD will be levied annually from the General Deposit as PTA Member Fee per student.

In order to ensure your full cooperation, I ask that you complete and sign the 'Registration and Consent Slip', the 'Medical Form', the 'Student Updated Information 2018-19 and the 'Return Slip on the Parent & Student Handbook and on the Acceptable Use Policy' as attached. Please return these documents to the school through your child on August 27, 2018 (if you have not returned yet).

Thank you for your continued support of *Concordia International School*. Please feel free to contact us at any time. I look forward to seeing you in the near future.

Sincerely yours,

Mr. T. Du
PRINCIPAL



CONCORDIA
INTERNATIONAL
SCHOOL

Registration and Consent Slip (2017-18)

(Please sign and return together with the deposit)

1. I agree to cooperate fully with the school and its teachers to provide the best education for my child by supporting the school's mission and its ongoing functions.
2. I agree that my child will follow school rules and policies and abide by them.
3. I am fully aware of the amount of the annual school fees to be collected, the mode of collection term by term by 2 instalments and that **school fees paid are non-refundable**. I have read the corresponding "Withdrawal and Refund Policy". I agree to pay all fees on time.
4. I agree that my child will acquire a laptop of the chosen model (Apple MacBook Pro 13" or MacBook Air 13" with external DVD Drive) and will bring it to the school every school day for learning and teaching purpose.
5. **For Grades 7-10: I GIVE permission** for my child to visit YMCA during the "Sports and Activities" class on Fridays. **I also GIVE permission** for my child to help with the "Global Leadership" projects at Centres and Nurseries of the Lutheran Social Service or at other places on Fridays.
6. The following sample signatures are provided to verify all correspondence with the school from me, my spouse and the guardian (if any).

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Mother

Father

Guardian (if any)

Signed by: _____
(Parent/Guardian)

Signed by: _____
(Student)

Date: _____



Medical Form

To be Completed for All Students

This form must be completed and on file in the General Office for all students. This enables us to adequately care for your child during the school day.

Student Name:

Surname	First Name	Known as in school
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Parent/Guardian _____	Contact Number _____
Name	Contact Number

Emergency Contact in Hong Kong: _____

Name	Contact Number
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1. Allergies. List your child's allergies, including foods, drugs, plants and animals. _____ None

Allergic to	Reaction	Treatment

2. Medications. Does your child take medication at home on a daily basis? No Yes

Medication	Used to Treat	Dose/Time

3. Is your child receiving current or ongoing treatment for any medical, surgical or psychological condition?

No Yes (Please explain and attach physician's statement)

4. Is there any reason why your child cannot participate in Physical Education classes, intramural or sporting events?

No Yes (Please explain and attach physician's statement)

5. Visual Difficulties ___ No ___ Yes ___ Contact Lenses ___ Glasses

6. Any previous difficulties with hearing, speech or language development?

___ No ___ Yes (Please give details)

7. Please indicate if your child has had the following conditions?

X	Condition	X	Condition
	Seizures		Headache
	Tuberculosis		Blood Pressure issues
	Eczema		Frequent Nosebleeds
	Asthma		Orthopedic
	Emotional Trauma		Menstrual Cramps (females)
	Stomach aches		Other:
	Seizures		Headache

8. Other medical/health information you may wish to include that may help us understand your child's health needs:

9. Medical Permission

I hereby give permission for my child to be given temporary medication by the general office. Medication used may include Paracetamol, Panadol, Acetaminophen and Ibuprofen.

Signature

Date

10. Accident Treatment Permission

I understand all efforts will be made to contact parents first, emergency contact second, and if neither are available I hereby give permission for emergency measures in case of accident or sudden illness. I certify that all information given is correct and complete.

Signature

Date

Failure to declare accurate and full medical information may result in annulment of the school's acceptance offer or require withdrawal from CIHS.

STUDENT UPDATED INFORMATION

2018-2019

It is important that all student information be accurate so that we can contact parents/guardians directly. Please take the time to change or add information so that our files can be updated. If there is other important information that you would like the School to know (*e.g. a new medical condition or family concern*), please feel free to include that on the Medical Form or on a separate sheet. Any information that you give to us will be treated as strictly confidential.

Personal Information

Student Name: _____ Date: _____
(Surname) (Other name)

Mobile Phone: _____ Email Address: _____

FAMILY INFORMATION

Father's Updated Information:

Home Phone: _____ Mobile/Pager: _____

Work Phone: _____ Work Fax: _____

Residential address: _____

Email Address: _____

Mother's Updated Information:

Home Phone: _____ Mobile/Pager: _____

Work Phone: _____ Work Fax: _____

Residential address: _____

Email Address: _____

In an **Emergency**, the School should contact:

Name: _____ Phone: _____
(Surname) (Other name)

I am interested to learn more about the PTA, please line me up with the Chairperson:

Name: _____ (father/mother of student)

**Return Slip on the Parent & Student Handbook and on
the Acceptable Use Policy**

I have read the Parent & Student Handbook and understood the Acceptable Use Policy outlined on P.23, and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

I have read the Parent & Student Handbook and discussed the Acceptable Use Policy with my child:

(Parent Printed Name)

(Parent Signature)

(Date)