

WELCOME TO WEST ISLAND SCHOOL



For some of you, this will be a familiar routine as younger siblings join their elder brothers and sisters. For other parents, this will be nervous, exciting and at this stage of year, perhaps a welcome change for something new.

Whatever your feelings, our teaching team feel very lucky. Without exception we love working with young people in the secondary years. Children begin to develop a sense of how they want to be seen by the world, they identify and develop new interests, they begin to recognise their strengths and how to use these in setting future goals. Most of all, they are great fun to be with.

Sometimes young people face challenges in this phase of their growth, not least becoming self aware of others around them and being able to connect and articulate their feelings about themselves when this awareness arrives; it is different for each child.

We are lucky to have a capable group of teachers who are able to demonstrate a joy of learning, give rigorous preparation for formal academic exams and give great encouragement to young people in the belief that everybody can achieve their personal best.

We are lucky because of our curriculum. Sports and Physical exercise is a cornerstone of health and well-being - whether it's representing our school in sports teams or attending morning swimming. Our Arts programmes develops creativity and self expression. Your child may wish to join our historians debating in the Model United National programme or to participate in the annual South East Asian Maths challenge. Our science labs inspire the next generation of medics and nobody can resist the maker spacers we have created for young people to literally design their own future.

This year we have been thinking deeply about the future impact of the fourth revolution. Considering Artificial Intelligence, Elon Musk's investment into fully automated production, the hyper-link project worldwide and the UN Sustainable Development Goals. Our IB curriculum programmes allow us to create and teach young people knowledge and skills that really matter for their future. We are lucky indeed.

We have been deeply impressed by the mindfulness education programmes which young people at Kennedy School have begun and are training staff so that we can build on this further. Keeping your feet on the ground as the world gathers pace will be an important skill for young people.

There are many things we do well and many things we may do better. Your partnership with us is welcomed. If something is not working for you, then please do not hesitate to pick up the phone to me or my colleagues. And, I will remind you of this moment when we meet formally in seven years time at your child's final graduation ceremony. Stay aware of the moments you have with your children because it will go faster than you think.

Chris Sammons
Principal

GUIDANCE AND ACHIEVEMENT

The Guidance and Achievement team ensure the wellbeing of the whole child, supporting their academic and personal development.

The Pre 16 Guidance and Achievement team consists of a Vice Principal, Director of Learning, Heads of Year and Tutor Team and support students from Year 7-11. As students move to their IB, IBCP or BTEC studies there is a similarly structure Post 16 Guidance and Achievement team.

The Year 7 team for 2019/20 is as follows:



Ms Clare Haworth
Vice Principal
clare.haworth@wis.edu.hk



Director of Learning Pre 16
Mr Guy Hewson
guy.hewson@wis.edu.hk



Head of Year 7
Ms Keren Chaukria
keren.chaukria@wis.edu.hk

Ms Julia Zhu 7H1	Mr James Sandford 7H2	Ms Charlotte Luck 7M1	Ms Ana Parra Rodriguez 7M2	Ms Angel Chau 7Q1	Mr Aaron Ma 7Q2

Ms Jessica Madden 7S1	Ms Sophie Oxford 7S2	Ms Shanice Welsh 7T1	Mr Roshan Chainani 7T2	Ms Dawn Strachan 7Y1	Mr Vincent Chu 7Y2

HOW CAN YOU SUPPORT YOUR CHILD WITH THEIR TRANSITION TO WEST ISLAND?

Transferring to West Island can seem quite a daunting prospect for some children as friends may be going to other secondary schools and they will be leaving the familiar surroundings of their primary school.

It is a recommendation that parents begin preparing their child during the summer holidays for the beginning of the new term and the move to West Island. Frequently talking about the transition at home and concerns or questions your child may have will help to reduce any anxiety being felt.



Practising the journey to and from school will ensure that your child is familiar with the route and bus numbers and stops of public transport. If travelling by school bus make sure your child knows which is their stop as the buses are unaccompanied.

Student Bulletin: The student bulletin is emailed to the students every day at approximately 7.45am. It includes notices for the days and weeks ahead. It is very important that this is read to make sure any information about CAS activities, room changes and field trips are seen in advance. It is a suggestion to read this with your child so that they are familiar with any upcoming events they may be involved in or would like to join.

Student bags: Students should get into the habit of packing their equipment for school the night before at home. This ensures that they arrive at school with the correct items for their school day. This will also reduce anxiety for your child and ensure that they arrive fully prepared. Students should use their school locker to manage the amount carried in the school bag and read the daily bulletin as this may indicate if specific equipment is required for the following day.

Equipment : Ensure your child has the necessary equipment for school –pencils, eraser, coloured pencils, pens, sharpener, glue stick, scissors and a 15cm ruler that fits into the pencil case easily. Please make sure all equipment is labelled with their name.

Laptops: Your child will receive their WIS laptop on their induction day in August. It is a suggestion for your child to be in the habit of charging it fully every evening so that the battery is at capacity for the following day.

Octopus Card: Please note that West Island operates a cashless system for the purchase of all food and drinks. It is advised that this is labelled with the students' name, preferably in permanent marker or an Octopus card is obtained with your child's image and that you make a note of the number. As a recommendation, Octopus cards should have approximately \$50 allowance per day for food. Top up the card frequently to allow your child time to get used to managing their money and the allowance available.

Home Learning: Home learning is set by teachers and follows a set Home Learning Timetable. Each subject has allocated days for setting Home learning to avoid overloading students. They may occasionally receive additional messages on the Home learning systems such as reminders of upcoming assessment or materials to bring to class. Both students and parents will receive an email each evening with home learning that has been assigned until its due date. It is each students responsibility to check a Home Learning task to confirm its completion so that it is removed from the system. Home Learning tasks which do not get completed remain on the system as overdue.

Student advice on managing home learning:

'It's easier to do your homework on the day it's given to you.'

'If you are struggling with your homework don't be afraid to ask your teacher for help.'

'The Xtra time (homework) club is a good opportunity to work on your homework.'

(Year 7 students)

Google Calendar: Students and parents have access to the school's Google calendar. This is a live calendar and is uploaded with all school events and updated should an event be cancelled or rescheduled. It also includes which day of the 7 day rotational timetable it is, along with day 0s when school is not in session.

Uniform: West Island maintains high standards of uniform which should be ordered prior to your child joining West Island. It has been designed considerate of the climate in Hong Kong. An emphasis is placed upon students wearing the correct footwear. Shoes should be entirely black, leather and sturdy in construction as it provides the best protection in science and technology classrooms. Sports trainers, canvas or suede shoes and flimsy ballet pumps are not considered appropriate footwear and parents may be contacted to purchase new shoes.

As the weather cools, students and parents can purchase warm layers from the PTA shop such as a WIS jumper or fleece. Students can also wear t-shirts beneath their WIS shirt provided they are not visible.



PE Kit and Uniform: If PE is in period 1 students may wear their PE kit to school and change into their school uniform after the lesson. If PE is in period 5, they can wear their kit home. If PE is any other lesson, students must come in wearing the correct school uniform and bring in the appropriate PE kit for that lesson. For the first two weeks of PE, Yr 7 students should bring to each lesson both their PE and swimming kits (swim costume/ shorts, Dynasty swimming hat, goggles and towel). After week 2,

each class will be informed of the sport they will follow (it is displayed on the PE notice board and on WISDOM). Students then follow six lessons of an activity before rotating to a new sport.

HOW DOES THE SCHOOL SUPPORT YOUR CHILD IN THEIR TRANSITION TO WEST ISLAND?

At the beginning of the academic year, students will be in school on Monday 13 August. This is a general induction for all new students and the year group will be together as a cohort. The remainder of the school community will join on Tuesday 14 August for the start of the new term and academic year.

During the induction day, students will meet their tutor and go through a series of activities to ensure that they are prepared for their first full day of lessons. This will include the distribution of your child's laptop. It is a suggestion to decorate your child's laptop and charger to ensure that they are both easily identifiable as every child has the same model laptop and charger.

To help your child settle into West Island students need to develop a good routine and put structures in place that will support them to manage their time and resources effectively. Some support for this will be given in Learning for Life and 1-2-1 but the main source of support will be your child's tutor.

Tutoring System

The first point of contact and support for all students and parents is their tutor. Please refer to the school website for their contact details. Each tutor group is placed into one of six Dynasties and consists of approximately fifteen students. Students remain in the same Dynasty for their entire time at WIS. Students become very attached to their Dynasty and school events such as Sports Day provide opportunities for each Dynasty to engage in some friendly competition and cooperate with their peers. Your child's Dynasty is noted in their form group; a student in 7Y1 will be in the Year 7 Yuan Dynasty form.



Please note that your child's tutor is also a member of teaching staff at West Island, although they may not teach your child in their subject area.

Role of the tutor

The form tutor plays a fundamental role in guiding each individual within their form group. The tutor should be the first point of contact for teachers, parents and students. The role of the tutor is:

- To take the register and disseminate notices/messages/correspondence. Registration begins at 8.15am and it is expected that students will arrive promptly to their tutor room by this time. Students arriving later than 8.15am need to sign in as late at reception and provide a reason why
- To contact the parents whenever it is necessary
- To conduct a 1-2-1 session with your child approximately every five weeks

- To be in contact with subject teachers and review performance to help with setting targets.
- To provide your child with information about activities and events
- To discuss any problems or worries

1-2-1 explained

1-2-1 sessions are an opportunity for your child to connect with their tutor. This also provides further opportunities to deepen the transition process and support your child in the move from their primary school to West Island. This provides a valuable opportunity to pause during busy schedules and reflect on academic and extra-curricular progress with their tutor. Personal issues that could be affecting progress may also be raised during this discussion. As these sessions progress a cycle of reflection, review and target setting develops. The tutor or Head of Year will contact you if any areas of discussion become of a concern during the 1-2-1 sessions. During this time, students will work individually and in small groups to develop skills of organisation, self-management and effective communication.

The Structure of 1-2-1

Students remain in school during their allocated 1-2-1 time from 2pm-3.15pm. During this time individual students meet their tutor for a fifteen minute discussion and use the remaining time for personal skill development. The dates and times for these 1-2-1 sessions are given to each student at the start of the academic year and parents can access these meeting times via WISDOM. It is an expectation that all students attend their 1-2-1 sessions. If the student was in attendance during the school day but absent from 1-2-1 then this absence must be explained by the parent like any other absence from school. Please avoid scheduling appointments for your child during this time, as most students only have the 1-2-1 meetings five times in each academic year.

Additionally, students will be exploring ideas of Mindfulness and Well Being in 1-2-1 morning registrations, which will be extended and developed in their Learning for Life lessons. These skills and practices can also be encouraged and shared at home.

*‘1-2-1 time is an opportunity to discuss my strengths and areas for development with my tutor. I also get to tell my tutor about general issues going on in school and feel I have got to know my tutor more’
(Year 7 student)*

Timetable

The timetable runs on a seven day cycle with Teacher Professional Development days for staff (CPD), sports day, swimming gala and Horizons Week labelled as Day 0. You will also notice a tutor period, which is every day five, period three. This is a time when students engage in activities with their tutor that support the guidance and achievement dimension of school life including CAS (Creativity, Activity, Service). Assemblies that address other areas of school life will also be scheduled during this time; for example, the school’s values, Dynasty spirit in action or service projects.

The school day is advertised all around the school site so that students are reminded of the correct lesson for the day. It is also on the Google Calendar and WISDOM site.

Please note: Typhoons, black and red rain closures do not become Day 0. The days continue when the school returns to session.

Lockers: In school, students are allocated a locker to store and organise their supplies and books for the day, to avoid carrying their entire day on their backs. When they arrive at school, the students should only keep the books etc they need for the first two lessons. Then they can return at break time and swap the books so they have what they need for lessons 3 and 4. Finally at the end of lunch, they should pack for what they need for lesson 5 and what they will take home.

WISDOM and e-mails: Students need to get into a habit of checking the WISDOM site regularly. This is the site to access subject feedback information, timetable, home learning information, subject specific resources and messages. Although the daily notices are communicated at tutor time it is a good idea to check these as well as the school website concerning special events, information about an activity or room changes. Students should also check their emails regularly as this is a method of communication frequently used between member of staff and student.

Library: The West Island School Library is well resourced and supports student learning and inquiry. It provides access to information resources, and fosters the knowledge and critical skills required to become 'Information literate' in order to discover and use these resources effectively.

Library staff are always available during the school day to support students searching for resources and information to support their completion of projects, home learning or general reference.

Communication to parents

At West Island School we value communication with parents and will keep you informed of whole school events, student contributions and activities.

Communication regarding events and further information on the curriculum and enrichment activities can be accessed via:

The school website: The website can be used to access daily notices, the school calendar, curriculum resources, information on Pre and Post 16 Pathways, CAS activities and the FARM which continually updates your child's academic progress and your child and teachers feedback and reflection

The Weekly Bulletin: emailed to all parents every Friday

Home learning Email: emailed to all parents and students daily

The Student Bulletin: emailed to all students daily



“Tape a copy of the timetable in the locker. Colour-code the subjects...”
(Year 7 student)

OTHER IMPORTANT INFORMATION FOR NEW PARENTS TO WEST ISLAND

The Role of Reception:

School reception is open Monday to Thursday from 7.30am - 4.30pm and on Friday 7.30am- 3.30pm. Reception offers many useful services for students, particularly new Year 7 students who require further assistance in the first few weeks of school. When you do visit reception expect to see student helpers who are happy to assist you in addition to Ms. Karen Wong, our receptionist. All students in Years 7 and 8 are expected to do a day of office duty during the year. This helps students understand how West Island operates aside from the teaching of lessons.



Reception will help with:

Timetable/rooming - If a student loses their timetable they can come to the main office to get a copy if they are unable to access it themselves from WISDOM. Year 7 students are welcome to visit reception if they are unsure of what lesson they have or need pointing in the right direction!

Dropping items at school for students/Sending messages to students - If students have forgotten important items for lessons, they can be dropped off at reception for the student to collect at break or lunchtimes. If you need to send a message to your child (emergencies only), please call the office and a student helper will pass the message on. Avoid texting your child if it during lesson time.

Emergency travel money - The office has a small amount of money to lend students for travel in case of an emergency, usually no more than \$20 unless they have been sent home by the nurse and need to take a taxi home. It may be a consideration for your child to carry a small amount of emergency money in case of unforeseen circumstances.

Lost items at school - Students should record lost items in the 'Lost' book at reception so we can return them to the correct student if they are handed in. Students should inform reception if they find the item so we can keep a record of lost and found items.

Lost property on School Buses- If students leave items on the school bus in the morning they should inform Ms Wong on their arrival to school and she will call the bus company. Please be aware that the buses are used for many other routes after they drop our students off and therefore found items may not be returned immediately but rather at the company's earliest convenience. If items are left on the school bus at the end of the day students should, in the first instance, call the bus company on 2882 6623 (this number is also on the back of the bus pass) and report the lost item themselves. On their arrival to school the following morning they should inform Ms. Wong so she has a record of the missing item and can follow this up with the bus company. If students lose their bus pass they can get a temporary one from the PTA office at break or lunch time. For any other bus queries please contact the PTA (website).

Reporting lateness/absences- Please ensure that any lateness or absence is communicated with reception by following the procedures outlined below:

- **Late arrival to school-** Students must sign in at reception if they arrive later than 8.15am and then proceed to registration to listen to tutor notices if they arrive before 8.25am. Students arriving after 9am must still sign in and also provide a note from parents to explain their late arrival.
- **Leaving school during the day** - Students require permission to leave the school premises during the day, including at lunchtime. This will normally only be granted in response to a written request from parents. A note or email will suffice for one-off requests such as dental appointments a copy of which will be placed on the students school file. Students leaving school during the day must sign out at reception. If returning later that day the student should sign back in.
- **Whole day absence (illness)** - Please email the tutor and cc the Main Office at wis@wis.edu.hk. If you call reception but do not email the tutor then a written note must be sent in with your child on their return to school for the school records.
- **Absence requests** - If your child needs to be absent from school for a reason other than illness, please contact your child's tutor. For absence requests of more than one day, contact Mr Hewson at guy.hewson@wis.edu.hk.

STUDENT WELLBEING



School Nurse: It is vital that parents communicate any health related issues to the school and provide up to date medical information for our records. If a student is sick they can visit our school nurse, Ms Saffron Brown. The school nurse will then make a decision whether to send the student home and if this is the case, Ms Brown will inform the parent or emergency contact. Students must follow the correct procedures and not contact home themselves requesting to be picked up. The school has a duty of care and must be able to account for the whereabouts of students at any time of the day. All visits to the medical room will be recorded. The school nurse is only able to administer prescribed medication to a student if there is an accompanying note from a doctor and parent. Medication should be in its original packaging, with time of administration and dosage noted clearly on the package in English and in the note from your doctor. *Students who require emergency medication due to allergies or asthma must provide the school with a spare set of medication in case this needs to be administered during the school day.*

Students with asthma should also carry a spare inhaler in their school bag. Please note that the nurse is not allowed to administer Panadol or non-prescription medication. Students taking regular medication outside of school or with other medical concerns that may affect their performance during the school day must inform the nurse. For any further medical queries, please email Nurse Brown at: saffron.brown@wis.edu.hk

Please keep the ESF Gateway system up to date with medical information for your child including any medication being taken. This will be referred to should your child be unwell at school or on a trip.

Counselling Service: The school offers a confidential counselling service for those students who are in need of further specialist support. Parents or students can approach their tutor or Head of Year to determine if there is a need to involve the counselling service.

Catering Facilities: The school has three outlets provided by Chartwells, our caterers, which offer a variety of menus. These are located on levels four and five. There is a focus on healthy eating and the hot food menu varies on a daily basis. West Island also has a pizza oven and provides fresh pizzas on a daily basis. Wisaccino is our café style eatery which is a more relaxed setting for mainly older students but a popular choice with all students at break and lunch time.

Please note that students can only purchase food and drink using their octopus card. It is strongly advised that students do not bring cash into school and should therefore add money on their octopus cards before arriving into school. If a student does need to add value to their card this can only be done outside of break and lunchtimes.

A menu including nutritional information for all food served at West Island is available on the WISDOM website.

WEST ISLAND PTA



The Role of the PTA

The West Island School Parent Teacher Association is run by a committee of parents and teachers, including the school Principal, who meet on a regular basis to find ways that parents can further develop the school.

Frequently there are guest speakers, who will spend a few minutes explaining, for example, new procedures in the school, plans for special events. All parents are required to join the PTA and this is an annual fee of \$400 per family. The PTA publishes three newsletters per academic year and also raises funds to finance various items of equipment for the school, which are not otherwise funded by ESF, as well as donating to various service projects.

The PTA runs the uniform shop and the bookshop, and also manages the provision of school buses for the students. In addition to holding various events throughout the year, the PTA organises the annual fair, which is the main fundraiser for its activities. The PTA office and shop is open to students and parents from 9am-3pm. School books, uniform, stationery and sports kits can also be purchased via the PTA online shop accessible through the school's website.

ADDITIONAL INFORMATION

Additional fees in Year 7

Like all other ESF schools, parents pay additional fees during each academic year to cover curriculum materials when appropriate and enrichment activities such as year group trips. These costs will vary depending on the needs of the particular year group. Please see the list below for additional fees pertinent to Year 7:

Year 7 camp - approximately \$3,700 - It is expected that all Year 7 students will attend camp during the school's Horizons Week.

CAS fee (Creativity, Activity and Service opportunities) – \$650 - \$700. This is a one off fee for the year. However, some of the activities do require a further supplement to cover the cost of external coaching, transport or the equipment being used. Examples are sailing and rowing.

School Trips - Some field trips occur during Year 7, usually in Geography and Science. For example, as part of the Individual and Societies curriculum Year 7 students attend a Geography trip which costs approximately \$25. Details of these trips will be provided in advance through the relevant departments.



We hope this brochure has provided you with some further clarity regarding the West Island School community that your child will soon be part of. If you have any further queries please contact our Guidance and Achievement team.