



PARENT and STUDENT

HANDBOOK

2020 -2021



TABLE OF CONTENTS

Welcome	2
Mission Statement, Core Values	4
History of Tesla Education	5
Faculty Leadership	6
Teaching and Learning Programme	8
Address and Contact Details	10
Attendance and Absence Procedures	11
Health and Safety	12
School expectations	14
Calendar	17
ICT Policy	18
Parent Teacher Association	20
Academic Honesty Policy	26

WELCOME FROM SCHOOL BOARD

Dear Parents and Caregivers,

On behalf of Education Advisory Board, we welcome all Students to the Tesla Bilingual International School. Whether you are an old student or a new student, you can be assured that Tesla Education is a place to bring you a modern and comprehensive education program with the principle of "Every child matters". Help them develop in harmony both intellectually, spiritually, physically and aesthetically.

This Handbook is designed to help Students and Parents understand the educational philosophy, regulations and policies of Tesla Education to ensure that each student receives maximum benefits during learning and practicing at Tesla Education.

For the purpose of protection and service, regulations are designed and enforced strictly for the mutual benefit of Students, Parents and Teachers. Therefore, please read carefully and fully understand the rules and policies in this Handbook and do not hesitate to contact us if you have any questions.

Wishing all students a successful new school year.

Best wishes.

Nguyen Huong Trung

Tesla Education ED

WELCOME FROM HEAD OF SCHOOL

Dear Parents and Students,

I am delighted to welcome you to the 2020 – 2021 academic year. Since its inception in 2015, Tesla Education has been providing a creative curriculum with a strong foundation provided by the MOET curriculum and supplemented by the innovative TESLA+M program. With a focus on language development and learning in both Vietnamese and English, Tesla ensures students meet the needs of their mother tongue language along with the skills to communicate in English. This integrated approach means that Tesla students are exposed to a balance of the arts and technology alongside the core subjects, so that each child can have a meaningful and relevant education along the way.

From Early Years throughout their Tesla education, this approach provides each child with the possibility to develop their innate curiosity through an emphasis on inquiry and exploration, to take ownership of their own learning, with regular opportunities for multidisciplinary and contextualised learning, where the subjects often overlap to provide learning examples in real life situations. Our application of contemporary teaching methods in addition to the more traditional practices, will ensure that your child develops as a balanced, well-rounded and independent learner, equipped with the skills for an ever-changing and advancing world.

2020 is an extremely exciting time in Tesla Education's history, as we embark on the implementation of a new, truly international approach, led and delivered by a team of experienced international educators. As a member of the Tesla Education family you can look forward to witnessing and being part of this transformation over the next few years.

I believe strongly in the importance of collaborative learning partnerships to create a true learning community, and I look forward to establishing and nurturing this partnership with you. Please take a look at our Vision, Mission and Core Values to understand how Tesla Education believes we achieve our goals.

I very much look forward to working with you throughout the year.

Best wishes,

Simon Lee

Head of School

VISION

To become a leading education group by giving students a passion for science and technology through developing strong language skills.

MISSION

To provide students with an educational environment that combines the teaching of modern science, technology and education in Western cultures with the Oriental values.

We undertake the mission by:

Combining the programme of the Vietnam Ministry of Education and Training (MOET) with an International English Programme through Inquiry and Project-Based Approaches.

Working with a professional team of teachers, staff and administrators from overseas and from Vietnam with educational expertise, dedication and commitment to teaching and learning.

Nurturing a rapport between teachers – students that aims to build up our parents’ trust to accompany the parents on their children’s education journey by encouraging our students to go beyond their capability.

Equipping students with a solid educational background from an early age so that they have the tools and skills to succeed as they grow older.

Creating fun and engaging learning experiences.

Core Values

Pioneering

- Leading and guiding
- Being proactive
- Enjoying cultural exchanges and connections
- Exploring through questioning
- Passion for discovering

Commitment

- Confidence in facing adversity
- Enterprising
- Learning from challenges

Experiment

- Novel and new experiences
- Enthusiasm
- Sharing a love for life and its people
- Acquire extensive knowledge
- Adapting easily to different contexts

Creative

- Being self-orientated and innovative
- Having a passion for life-long learning and scientific research
- Being creative and optimistic
- Solving problems independently and proactively

HISTORY OF TESLA EDUCATION

Tesla Education, the name and brand of our international bilingual education group, is named after the eminent scientist Nikola Tesla, he is one of the 10 greatest scientists of all time. The Tesla Education brand is based on the vision of our founder, to develop comprehensive students of strong ethic who have creatively innovative mind, excel academically - especially in technology, science and design -, physically, socially, and spiritually.

The Tesla Education International Bilingual Education Group (TBIS), established in 2015, provides Early Years, Primary and Secondary curricula according to an international standard integrated education program. Our student journey through the school years is one of discovery, personal growth, interaction and the pursuit of excellence. At every stage, we try to prepare them for the many challenges they will encounter when they step into society and the real world. It is a memorable journey, fostering friendship, encouraging a remarkable sense of student, teacher, parent and alumni, and also one that fosters the unbreakable Tesla spirit has made Tesla Education (TBIS) unique among schools.

We built the second campus and had 200 students in total from Early Years to Primary. We are continuing to implement the integrated curricula of international accreditation for high school, and implementing design, technology and artificial intelligence subjects for all levels of education at Tesla Education to target educational goals. We look forward to building Tesla Education as a place to nurture and train young people who desire knowledge and passion for science, technology and art; prepare global integration skills, ready to learn for the advancement of mankind, leadership and always in the forefront of the spirit of the scientist, Tesla.

FACULTY LEADERSHIP

EDUCATION ADVISORY BOARD



Board Member
Nguyen Thi Quynh Lam



Board Member
Robin Klymov



Board Member-ED
Nguyen Huong Trung



Board Member
Huynh Nam Trung

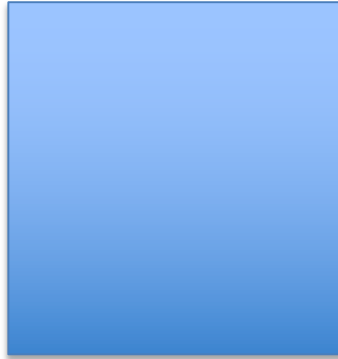


Board Member
Tham Quyen Anh

ACADEMIC LEADERSHIP TEAM



Head of School
Simon Lee



Head of Primary & EY
To be announced soon



Moet Head of Section
Nguyen Truong Ton



Moet Head of EYs
Le Thi Hong Son



Moet Head of EYs
Nguyen Thi Kim Hieu



Primary Coordinator
Nguyen Ha Huyen Kim



Primary Coordinator
Nguyen Thi Quynh Dien



EYs Coordinator
Phạm Thị Hương Trà

TEACHING AND LEARNING PROGRAMME

EARLY YEARS

Little children are natural inquirers. We all know that children are naturally curious and enjoy asking questions, experimenting, trying, making mistakes, trying again and so on. Their interests are varied and wide and we base our teaching upon the premise that developing the innate inquirers that children are enabled to become, leads to stronger learner as they grow older. Our curriculum is skills, knowledge and inquiry based. We all need knowledge and the most basic is language. The ability to communicate creates effective learners so we create our units of learning on the foundation blocks that matter. Language development of the mother tongue is crucial. Strong first language children become strong second language practitioners.

PRIMARY

The Early Years students moving into our Primary section develop a stronger sense of identity. Their world is local and real and based upon Vietnam, and so we build our curriculum to reflect that culture. Children identify and learn quickly with concrete examples, the people of Vietnam, the buildings and traffic. Abstract learning is not feasible nor needed at this stage. However, the worlds of dinosaurs, the sea and heroes grow in students and is a great place to build learning. By the last years of the Primary section, we expect our students to have become the confident and pioneering learners outlined in our core values. We require respect and tolerance, want our children to be open-minded, reflective, skilled and knowledgeable.

SECONDARY

Tesla Education has made the decision to develop the vision and mission by developing Inquiry and Project-Based Approaches through its Secondary section. This type of learning at our school is transformational for our students. MOET standards are combined with the inquiry and project approach. This combination creates the opportunities to continue to embed the culture and history of Vietnam while looking further and beyond. Again, this is in keeping with our Mission.

The Middle Years at Tesla Education utilises the MOET requirements while instilling the following aspects for all students:

- Global Contexts
- Identities & relationships
- Orientation in space and time
- Personal & cultural expression
- Scientific & technical innovation
- Globalization & sustainability
- Fairness & development

- Furthermore, we stress thinking and research skills through communication and self-management.
- Our Secondary Subjects at Tesla Education are:

1 - LANGUAGE AND LITERATURE (Vietnamese)

2 - LANGUAGE LEARNING (English)

3 - MATHEMATICS

4 – SOCIAL STUDIES

5 – SCIENCES

6 – ARTS (VISUAL, DRAMA, MUSIC)

7 – DESIGN

8 – PHYSICAL AND HEALTH EDUCATION

ADDRESS AND CONTACT DETAILS

TESLA EDUCATION GROUP

Campus I :

171B Hoang Hoa Tham, ward 13, Tan Binh dist, Ho Chi Minh city, VietNam

Hotline: 0984948080

Email: admission@tesla.edu.vn

Campus II :

Golden Mansion, 119 Pho Quang, ward 9, Phu Nhuan dist, Ho Chi Minh city

Điện thoại: +84(028)73079889

Hotline: 0989948080

FAX: +84(08)62548080

The opening hours of our administration office are from 7:30 a.m. until 4:00 p.m.

ATTENDANCE AND ABSENCE PROCEDURES

At Tesla Education regular attendance is crucial for optimal learning and development to be achieved. Students must attend school unless ill or detained by urgent personal or family matters. There are various procedures for absences.

If your child is ill or will be quite late, please call the school's Reception: **0984948080**

Your message will be conveyed to your child's homeroom teacher and the Head of Section.

When a child returns to school after having been absent, the absence must be explained by parents in a written note that is brought to your child's homeroom teacher. The note should include:

- child's name and class
- date or dates of absence
- reason for the absence (with a doctor's certificate for absences longer than one week)
- parent's or guardian's signature.

Leaving school early

If a student must leave the campus during the school day, a written note is needed from the parents. The parent's excuse note should be presented to the student's homeroom teacher before they report to their first class. The Head of Section/ Head of School will provide the student with an early-leave permission note. When leaving the school, the student is to present this to the Reception Office and Security Guard. Early Years students must be picked up from the classroom and signed out at the Reception.

Leave of absence

In the event of necessary absence for personal or family reasons, parents must request a leave of absence for a student by writing to the Head of Section/ Head of School.

Tardiness

It is expected that students will be on time for school. If a student will be foreseeably late, we request that the parents call the Reception to inform us in advance.

HEALTH AND SAFETY

Tesla Education has comprehensive safety and emergency procedures and holds regular emergency drills to enable staff and students to respond quickly in an emergency. There are two different alarm signals– one signaling that the building must be evacuated and one signaling the entry of an intruder. A third signal indicates an all-clear. The following is a brief overview of our procedures:

- If a level one alarm sounds, everyone leaves the building by walking quickly to the nearest emergency exit.
- Students must follow the instructions of the staff and should not run or talk.
- All students are to go directly to a pre-designated assembly area and report to their homeroom teachers.
- All students must remain in this assembly area until instructed by the staff to return to the buildings.
- If a level two alarm sounds everyone proceeds to the nearest safe location, out of sight of windows and doorways, and locks the doors.

All students must remain with the teacher of their current class, who will ensure that all the steps of securing the room are taken and that everyone remains quiet and calm.

All faculty, staff, students and visitors are to remain in the lock-down state until an all-clear is given by the school administration.

At Tesla Education, we set a high focus on a healthy, nutritious and balanced diet. Recent research shows that eating healthily in school makes children more emotionally stable and improves their attention span and grasp of concepts. We offer a wide variety of food every day, which is prepared in our own kitchen, using fresh and natural products. We encourage our families to promote healthy choices and support our nutrition initiative at Tesla Education.

Tesla Education Note: If your child has any allergies or needs special food please kindly inform us about this matter in the application form. Please advise your child's teacher of any allergies, disabilities, fears, strong dislikes or any other conditions which affect your child's health, happiness, or ability to function in a group.

In cases of illness please call the office by 8:00 am on the day your child will not be coming to school or inform our admin office by email admission@tesla.edu.vn. For security reasons (as your child may be lost, have missed the bus etc.) we require that you call in person. Notification by a third party will not be accepted unless you send a written notice of absence.

Tesla Education recognizes the importance of health care in school. To ensure a healthy and active lifestyle we work closely with our families and other health care providers. During the first weeks of the new school year and through constant education we encourage the children to wash their hands with soap, to brush their teeth and to clean their face after mealtimes. Further, we teach the children how to behave when ill (cleaning the nose, discarding the used tissue etc.) Our staff disinfects the tables, chairs and cleans the classrooms and hallways every day. The toys and other working material are also cleaned and disinfected on a regular basis.

In case of illness

If your child becomes sick during school hours we will notify you as soon as your child is taken to our on-site nurse. Please understand that we will ask you to pick-up your child for one of the following reasons:

- Excessive diarrhea/ vomiting
- unknown and severe rashes
- fever
- abnormal breathing (in emergency we will contact hospital immediately)
- other contagious diseases
- head lice
- **Tesla Education Note:** Your child must be symptom free before returning to Tesla Education to ensure the health of other children. In case of any contagious diseases we request a doctor's approval that the child is healthy.

In case of an accident

We set a high focus on teaching the children to identify safety rules to prevent injuries or accidents. Members of our education team are first aid trained with a special certification in first aid emergency action. In case an accident happens in school we ensure your child's safety first and notify you immediately. If medical attention is urgent, your family physician and / or a nearby hospital will be contacted. In the most serious cases, if parents are unable to be at school before an ambulance arrives, a member of the teaching staff will accompany your child to hospital.

Medication policy

We require written permission to administer medication to your child. You will find the medication form attached in this handbook. Any medication must be labeled, in the original container and include the Doctor's prescription with dosage and directions of how to administer the medicine.

Tesla Education Note: Please understand that without written permission we will not be able to administer the medication.

SCHOOL EXPECTATIONS

SCHOOL RULES

The teachers, support staff and administration at Tesla Education consider the uniform dress code important to our school environment. Tesla Education students should attend school correctly attired in school uniform, wearing white/ black trainers with white socks. Early Years are also expected to wear appropriate footwear.

Early Years Note: All outer clothing should be fully labelled inside for easy identification. Please write your child's name on the inside tag of school sweaters, gym clothes and coats or jackets and on backpacks and lunchboxes

Make-up/tattoo/hair policy

No student may wear make-up / nail varnish to school premises. Students' hair colouring should be in natural shades and cut in a neat style. No visible tattooing is appropriate for school.

Jewellery policy

The amount of jewellery worn by a student should not be excessive, nor of great monetary or sentimental value. Students may wear one **stud** earring in the lobe of each ear. No other piercings e.g. eye brow etc. are appropriate for school for either boys or girls and students will be asked to remove these piercings. Long or hoop earrings are not permitted for safety reasons.

Students should be aware of safety concerns and dress appropriately. In certain situations, (e.g. Physical Education, Science Labs, Art and any other sessions where the relevant teacher deems the wearing of jewellery as inappropriate due to safety concerns), students will be requested to remove any jewellery prior to the lesson.

Parents are requested to ensure that the dress and grooming of a student respects the values and standards of the people of our host country and reflects well on the school and the international community.

Non-uniform guidelines

When students are not required to wear uniform to school, they should wear appropriate clothing – no singlet tops, tops showing midriff, short skirts or shorts are allowed. Students are not allowed to wear flip flops on non-uniform days.

Communication, questions and information

We welcome open communication from parents. Depending upon your requirements, please feel free to communicate via e-mail with the teacher direct, telephone, note or face-to-face. If you have any questions, concerns or need further information about lessons, projects or classroom organisation or any other educational advice please contact your child's teacher first. If you feel speaking to our leadership team is more appropriate, please do not hesitate to contact the administration office to arrange an appointment. Please see the Communication Policy for more details.

Tesla Education Note: We hold Parent- Teacher Conferences during the year and also invite you to parent information evenings on a regular basis.

Arrival and picking - up procedure

For the Early Years and Primary sections, when bringing your child in the morning you must accompany him/her to the main entrance and ensure that the teacher in charge is aware of your child's attendance.

Please ensure that any person authorised to pick up your child at the end of the school day has a "pick-up" card. For safety and security reasons, staff will not allow any child to leave with a person who does not have the necessary identification. These cards are available from reception.

Upon enrolment of your child, you will be able to authorise family members, friends and other people to pick- up your child (please use the authorisation form). If an unauthorised person not listed on the authorisation form attempts to collect a student, we need

your written consent. Unauthorised persons will be asked to show identification cards (passport, ID etc.). Please ask your classroom teachers for the appropriate forms.

Tesla Education Note: If you have not given written consent, we will not release your child from school.

Transportation by bus

We are pleased to provide a bus service for all students throughout the school. The safety and well-being of the children and the bus driver are of the utmost importance. Therefore, we have provided bus rules and expect them to be followed at all times. We ask that you review this information and discuss it with your child, so that we can ensure that school bus transportation remains the safest way to transport children to and from school.

Bus rules

- We wear Seatbelts at all times
- We remain seated
- We do not change seats
- We do not eat on the bus
- We respect the rights and property of others
- We speak quietly
- We follow the directions of the bus driver, assistant or teacher in charge

After School Activities

There needs to be a good balance between education and enrichment in a child's development. Activities include sports, arts, music, language development, crafts and games. It is important that the children get the opportunity to experience these activities, and it offers them more chances to work together outside of the classroom environment. The activities are changed regularly, and all children are given a good selection to choose from at the start of each block.

Excursions/Field trips

In the Primary and Secondary sections, field trips may involve staying away overnight in order to conduct extended study for a given assignment. The cost of these trips, including transport and accommodation, is calculated and conveyed to parents in good time before the field trip.

Parental permission is required for all excursions/field trips and parents should note the waiver that is requested on the application for admission form.

Your child's teacher will occasionally arrange class field trips. Your child's teacher will notify you well in advance of the field trip. This notice will inform you of the field trip specifics, such as destination, purpose, and transportation. At the beginning of the school year Tesla Education will distribute a General Excursion Permission Form. No student will be allowed to participate in a field trip without the written approval of the parent, via the parent's signature on the General Excursion Permission Form. If we do not have your explicit permission to take your child on the field trip, the student will be placed in a different class for the duration of the field trip. We will use a local school bus company or public transportation for trips away from the building. When a field trip is planned, parents will be notified prior to the event stating the location, time, transportation and event. Safety procedures will be explained and reviewed with the children. Students are expected to wear the school uniform on field trips unless stated otherwise.

Field trips are regarded as an important dimension to learning and all students are expected to participate in planned co-curriculum activities. A field trip is an educational activity which involves all members of a class outside of the classroom. It will involve prior preparation for the activity and follow-up evaluation and work in class after the trip.

Personal belongings

Your child is allowed to bring small toys to school such as books, a doll, favourite music etc. Please do not send money, valuables or electronic toys to school.

Tesla Education note: The School cannot be responsible for lost or broken items. Therefore, we kindly ask you to label all of your child's belongings to ensure that you receive all of your child's items back at home.

Early Years Note: In Early Years your child will need a spare set of clothes, and in Little Explorer Class also nappies and wet wipes. Please make sure that your child is wearing appropriate shoes in school at all times.

Each student in Secondary has their own locker for the storage of their bags and books.

Use of telephones/ mobile phones

Students may request the use of school telephones only in case of emergencies. We are aware that mobile phones have become an important and invaluable part of a modern lifestyle. The school understands there are times when possession of a mobile phone can provide a sense of safety and security while travelling to and from school, as well as enabling urgent calls or contact for parents. However, we request your support in implementing the following:

- During school hours the use of mobile phones is not permitted on school grounds, unless given permission by a teacher for use as part of a lesson (Secondary only)
- If a mobile phone is brought to school, it has to be switched off and kept inside the student's bag at all times.
- Any student found using a mobile phone during the day without permission will have the phone confiscated and only returned to a parent.

- Students bring mobile phones to school at their own risk.
- Parents should not call their children on their mobile phones during school hours or call the school to talk to their child. In an emergency, messages can be left with the school secretaries for delivery to your child.
- Parents will also be asked to turn phones off when volunteering in classrooms and attending assemblies and meetings so that there is no disruption to the school's programmes.
- The use of a mobile phone in the classroom by staff members is also restricted.

Transcripts

Official Transcripts to colleges must be mailed direct to the schools. Please provide an addressed stamped envelope for this purpose. Hand-held Official Transcripts can only be issued if an "exceptional need" or condition arises. Normally, hand-held Official Transcripts will not be available. Unofficial Transcripts may be given to either a parent or student. They will usually be available for pick-up in the school office three days after they have been requested. This time may be longer at the end of each semester to allow for the updating of transcripts with current grades.

Copies of Unofficial Transcripts will be limited to two (2) per semester. Official Transcripts can only be issued during regular school sessions. They can not be issued during school vacation times. Requests made during vacation will be mailed as soon as school resumes.

SCHOOL CALENDAR FOR ACADEMIC YEAR 2020 - 2021

1. This School Calendar is applicable to parents and students

2. Students receive 4 Term: **180 days**
 • Term 1 : 42 days
 • Term 2 : 45 days
 • Term 3 : 45 days
 • Term 4 : 48 days



3. School days
 Term start and end
 Term 5 (summer)

4. School closed for student only during

3. Holiday programme (dates are subject to change)
 Induction programme for new foreign staff
 Professional Development days/week

August						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TERM 1

11 School days
 17 Term 1 start (2020 - 2021)

September						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

TERM 1

21 School days
 2 National Day (or Time off in lieu)

October						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

TERM 1

10 School days
 14 Term 1 end

TERM 2

10 School days
 19 Term 2 start

November						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

TERM 2

21 School days

December						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TERM 2

14 School days
 18 Term 2 end
 21-31 Christmas and New Year break

January						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TERM 3

20 School days
 4 Term 3 start
 1 New Year (or Time off in lieu)

February						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

TERM 3

10 School days
 8-19 Tet holidays

March						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TERM 3

15 School days
 19 Term 3 end

TERM 4

8 School days
 22 Term 4 start

April						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

TERM 4

18 School days
 21 Hung Kings Commemoration (or Time off in lieu)
 30 Reunification Day (or Time off in lieu)

May						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TERM 4

20 School days
 3 Labor day (or Time off in lieu)

June						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

TERM 4

2 School days
 2 Term 4 end

TERM 5 (summer)

18 School days
 7 Term 5 start (summer)

July						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

TERM 5 (summer)

17 School days
 23 Term 5 end (summer)

August						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TERM 1

12 School days
 16 Term 1 start (2021 - 2022)

INFORMATION TECHNOLOGY POLICY

Students are expected to follow the rules, behave in an appropriate manner, and follow the instructions for the daily activities at the school as well as the electronic systems use policies at Tesla.

Students are not allowed to:

- Participate in personal attacks of the nature of prejudice or discrimination through online activities.
- Post information that is detrimental, dangerous or disruptive to school operations.
- Access, submit or post any materials that are profane or vulgar, that advocates illegal conduct, or that conflicts or discriminates against to others.
- Harassing others. Actions are considered harassment that distresses or annoys another person.
- Deliberately or recklessly posting false information, defaming other people or organizations.
- Using words that are inappropriate in an educational setting in violation of school rules.
- Using the school information system to engage in any illegal activity.
- Accessing other people's personal accounts or impersonating others and sending electronic messages.
- Inappropriate behavior when communicating online, including interactions with other individuals on websites, social networks and on forums.
- Distributing illegal material, information or software.
- Commercial use of network, computer or related material. Students may not offer, buy / sell products or services.
- Using someone else's account, trying to "log on" as a network administrator, acting as a "hacker", or purposely out-of-authority access.
- Deliberately disrupting network connectivity or destroying data by spreading viruses by any forms. These actions are illegal.
- Change the location of hardware, install peripherals micro, installation, post to or download software, or modify installed components of the electronic networks without the consent of the ICT department.
- Introducing or attaching any software or hardware to any component of the electronic network at the school that is not owned by the school or not authorized to be used by the ICT department,
- Vandalizing computers, any component of electronic networks, or data concerning the network connection.
- Participating in other activities on the website are not intended to serve the purpose of learning.

Portable Electronic Devices

Tesla is asking parents buy equipment themselves Tablet / laptop for students with appropriate configuration for technology subjects. However, Tesla has devices for students to use at school in case students forget to bring them, the device suddenly breaks down or runs out of battery.

However, Tesla has devices for students to use at school in case students forget to bring them, the device suddenly breaks down or runs out of battery.

It is the student's responsibility to immediately notify the homeroom teacher when a personal electronic device is found to be lost, damaged, or stolen at school.

Students take full responsibility for the personal electronic devices brought to school, Tesla will provide students lockers for convenient management of own property.

Students' use of personal electronic devices must comply with school policies.

Teachers and ICT Staff will not support or configure any personal electronic device except for learning purpose advised by teachers and school.

The School reserves the right to disallow a student from using their personal device on campus or accessing the network and wifi connection due to their conduct.

PARENT TEACHER ASSOCIATION (PTA)

We set a high focus on working together with our parents and the community. It is of the utmost importance that parents and teachers communicate on a regular basis to ensure the child's well-being and developmental progress. We highly appreciate your attendance and help and encourage you to take an active part in our parents' community.

For the academic year 2020/21, the PTA will be selected by the parents' community at the beginning of the school year. If you wish to take the responsibility as a member of PTA, you can have your name nominated in the Election Day. Being a member of the PTA requires a great deal of dedication and commitment, but it also allows you to be an active part of our team and helps us to further develop the school.

Parent – School communication

As previously mentioned, if there are any instances of needing to discuss academic matters, then an appointment should be made with the necessary teacher. Parents can communicate with teachers by writing to them at their @tesla email address and they will reply within 24 hours, or the communication books in Early Years and ManageBac in Primary and Secondary (more information very soon about ManageBac). These channels are invaluable for maintaining a good level of dialogue between teaching staff and parents. Please review the communication book and check ManageBac daily. All matters regarding administration need to be addressed directly with the administration department of the school. Please see the Communications Policy for more details.

Student Council

It is important that the students at school have a voice and are able to discuss their opinions. Each Grade from Primary to Secondary chooses one representative to attend the Student Council. This body of students meets regularly with a member of the teaching staff to discuss ideas and views that might make the school a better and happier environment for all children.

EARLY YEARS

Information for Parents and Caregivers.

Communication books

- Please check your child's communication book on a daily basis to ensure you receive regular feedback and information from the class teachers.
- The communication book is also a useful tool for parents to communicate with their child's class teachers.

Uniforms

- Children are required to wear school uniform to school. Uniforms, including bags, hats are available for purchase in our school shop.
- All clothes must be appropriately labelled.
- Please ensure your child comes to school everyday with a spare set of clothes (this does not have to be uniform).
- Please ensure your child wears suitable footwear that is appropriate to their developmental age. Flip flops without backstraps are not permitted.

Swimming

- All our Early Years students have swimming classes in order to build confidence in the water, learn about water safety and develop their swimming skills.
- Swimming classes are held on a weekly basis.
- Parents will be notified of their child's swimming schedule in advance.
- On swimming days, please ensure your child comes to school equipped with a swimming costume, towel, and sunscreen. These may be kept at the school throughout term time if you prefer.

After School Activities

- Details of activities available will be sent to you each term.
- If you would like your child to participate in these activities, please fill in the forms and return to your child's class teachers.
- Participation in ASAs is optional except for children travelling by school bus. Children using school transport must register for an ASA on all three days.
- Registration for these activities will be based on a "first come first served" basis. In order to ensure your first choice, please register in a timely fashion.

Sun safety

- Children are required to wear a school hat whilst outside. If your child does not have a hat, they may be unable to participate in certain activities.
- It is advised that parents provide sunscreen for their child which can be kept at school.

Personal possessions

- Please ensure that toys and books brought from home for 'Show and Tell' etc are clearly labelled.
- Children should not bring electronic equipment such as iPads, cameras or phones to school.

Pick-up authorisation

- Please ensure that any person authorised to pick up your child at the end of the school day has a "pick-up" card. For safety and security reasons, staff will not allow any child to leave with a person who does not have the necessary identification. These cards are available from reception.
- Playdates - if your child is going on a playdate after school with a friend, teachers must be informed in writing through the communication book or by email before 11a.m.

Sickness/Absence

- If your child will be absent from school due to sickness or other reasons, please inform Admissions as soon as possible.

Birthdays

- Parents are welcome to provide a cake for a simple class celebration, which teachers will organise. Please inform your child's class teacher in advance.
- If you would like to plan a party outside of school hours, teachers will be happy to distribute invitations for the **whole** class. The school will not be responsible for distributing invitations unless **all** children in the class are invited.
- If you wish to invite only selected students, please organise this yourself.
- The "Little Explorers" compound is available, without charge, for Early Years parents to use as a party venue after school. Please seek prior approval from the Head of Early Years. Parents must ensure that adequate supervision is in place. We advise 1 adult to every 8 children.
- If you would like to use the "Little Explorers" campus, outside school hours, for a birthday party or another event, please contact the Head of Early Years for further information.

PRIMARY

The Primary programme encourages students to become independent learners, and Tesla Education encourages them to make connections between life in school, life at home and life in the world. Making these connections is a springboard for our students to become lifelong learners.

The Tesla Education Primary School encourages students to:

- develop a strong set of problem-solving strategies
- think critically

- develop knowledge and skills to apply to new situations or tasks
- continue to question throughout their lives
- develop a sense of international mindedness
- take action as a result of the learning process.

Tesla Education Primary Students will:

- learn through inquiry
- build on prior knowledge
- work individually, with a partner and in groups
- be curious, be inquisitive, ask questions, explore and interact with the environment physically, socially and intellectually
- be listened to and supported in their journey to become independent, autonomous learners
- learn through differentiated experiences that accommodate for the range of abilities and learning styles in a group.

Tesla Education Primary Teachers and Parents will communicate by:

- direct formal or informal discussions as per our open-door policy
- writing to teachers at their @Tesla email address, and they will reply within 24 hours
- contacting the Admissions office for urgent matters. The office team will relay the message to the teacher or your child as necessary
- messages in the communication book on a daily basis to ensure a regular exchange of feedback and information
- the e-newsletter highlighting Primary events and achievements
- Please see the Communication Policy for more details.

Uniforms:

Tesla Education has a mandatory school uniform policy and all students are required to:

- Purchase approved school uniform items from the school uniform shop. These items include polo shirts, shorts, bags, hats, jumpers and swimming costumes
- wear correct school uniform to school each day
- wear white sport shoes and white socks
- wear a school hat each day and observe our 'No hat, No play' policy
- wear correct sports / swimming uniform for P.E. and swimming classes
- have their name written on all clothing and other personal items

Swimming

Tesla Education considers water safety to be of extreme importance. All Primary students will:

- participate in swimming lessons throughout the year
- record their swimming schedule in their communication books
- bring swimming attire on swimming days i.e. a swimming costume, towel, and sunscreen
- bring a signed note if they are unable to swim for any reason.

After School Activities

Tesla Education offers co-curricular activities on 3 afternoons a week.

All Primary students:

- are encouraged to enrol in 2 activities per week on Tuesday, Wednesday, or Thursday. Bus Riders must enrol in 3 activities, one on each day
- will receive notification of the activities on offer each term
- have to be registered for their chosen activities via a form that will be provided by the school
- will be accepted into their first-choice activities strictly on a “first come, first served” basis
- will not be permitted to switch their choice of activity once the term has begun.

Personal Possessions:

Primary students are expected to develop their self management skills. All students will:

- bring to school only items clearly labelled with their name
- be given age-appropriate instructions on independently managing their possessions
- not bring electronic equipment such as iPads, cameras, phones, or other precious items to school

Arrival and Dismissal

Tesla Education values the safety of all our students before, during and after school. Students:

- must arrive at school before 7.45am each morning
- must drop off their bags outside the classroom but only enter the room if a member of staff is present
- must report to Admissions and get a late note if they arrive late

- will only be allowed to leave the campus with an authorised person in possession of a “pick-up” card. For safety and security reasons, staff will not allow any child to leave with a person who does not have the necessary identification. These cards are available from reception.
- must bring a written note if they are going on a playdate after school with a friend, or parents may email the Homeroom Teacher before 7:30am
- **must be picked up by 16.30 at the latest**, which is closing time of the school office.
- School will provide after school care until 6pm if requested in advance, for which there will be a charge.

Sickness/Absence:

Regular school attendance is valued at Tesla Education. We expect that parents will:

- Call, email or message via ManageBac to inform the Homeroom Teacher of a child’s absence and the reason for it
- keep their child at home if they are suffering from any illness that can be transmitted to others
- avoid scheduling holidays during school days.

Birthdays are acknowledged as opportunities for celebrating together:

- Parents of children in Grades 1 & 2 are welcome to provide a cake for a simple class celebration, which teachers will organise. Teachers must be told in advance
- Parents should provide all the necessary items needed for cutting and distributing birthday cakes e.g. paper plates and serviettes
- should avoid ice cream cakes as we do not have refrigeration
- Parents of students in Grades 3 to 5 may provide a slice of cake or brownie, for example, to help celebrate the birthday, but we will not arrange a class party
- Parents are welcome to distribute party invitations at school only if **all** students are invited to the party.

Academic Honesty Policy

We at Tesla Education Education strive to instill a sense of honesty and integrity in our students, which extends to their academic output. Our school has a responsibility to encourage our students to be *principled* - one of the Learner Profile attributes. We expect all students to recognise ownership of work and reference all works in an age-appropriate manner. The school takes responsibility for teaching a range of age-appropriate academic honesty skills, and ensuring students understand expectations. Any behaviour which may result in a student gaining an unfair advantage in one or more assessment tasks is considered dishonest.

Dishonesty can include, but is not limited to, the following:

- *Plagiarism*, which can be copying books or online material, work from another student, or work from a home tutor, without clear reference or citations. Using a foreign language translator to change from one language to another and then using that translation as if it were in their own words, or forging another person's signature. Students are expected to acknowledge all ideas from others, even if they are paraphrased in the student's own words.
- *Duplication of work* such as the unauthorised use of the same piece of work for two assessments or submitting a previously completed project or project completed by someone else.
- *Disrupting the examination process*, by unauthorised access to material in tests or examinations, disclosure of confidential examination information, impersonating another student, using calculators or other precluded materials.
- *Collusion* with another student, whereby a student knowingly allows a student to copy their work when it should be completed independently. Note: collusion should not be confused with collaboration, whereby other students are acknowledged and authorised to work with others in order to complete a piece of work.

ACKNOWLEDGEMENT OF ACADEMIC HONESTY POLICY

Please sign and return this form to homeroom teachers as soon as possible.

Student's Printed Name

Grade

Student's Signature

Date

I have discussed this policy with my child.

Parent's Signature

Date