

Special Edition - New Family Welcome Programme 2019-2020



Xin chào! Chào mừng bạn đến với UNIS Hanoi!

Hello and Welcome to UNIS Hanoi!

We are delighted that you have chosen UNIS Hanoi for your child/ren and our Welcome Team of faculty, parents and students are here to help in any way we can to ensure that your family settles into school and makes new friends in your new home!

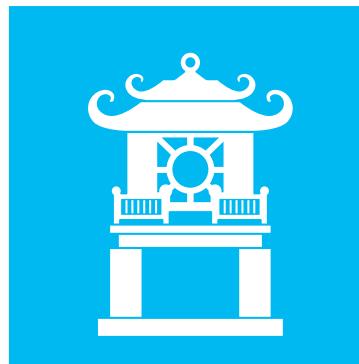
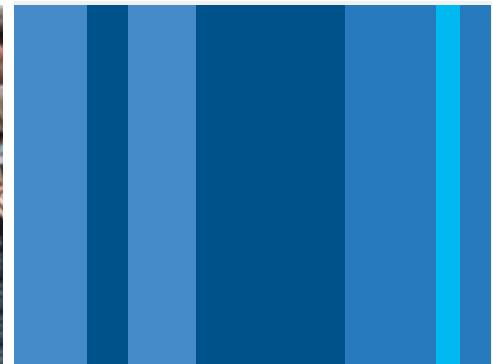
UNIS Hanoi is an exceptional place to learn. We incorporate the ideals and principles of the United Nations into everyday teaching and learning, as we strive to embody our School's Vision: "Our learning community will be an inspirational role model for a better world."

Our Welcome Programme is designed to carefully guide you through the orientation process with a host of events and activities for our new families. We encourage you to attend as many events as you can and our staff, parents and student greeters will be happy to answer any questions you may have.

This special Welcome Edition of the Tin Tuc will serve as an introduction to UNIS Hanoi giving you essential information about programmes, activities available at school, key contacts, UNIS 'Survival Lingo' and much more!

In case you are wondering...Tin Tuc means news in Vietnamese and is our School's newsletter delivered to your inbox every Friday.

Word to the wise: The best way to stay on top of what's happening at our busy school is to read the Tin Tuc every week!



LEARNING TO INSPIRE

From the Head of School



Dear Families New To UNIS Hanoi,

I would like to extend a warm welcome for the 2019-2020 school year. We are pleased that you have chosen to join our incredible community here at UNIS Hanoi and are looking forward to an excellent year continuing our commitment to our values of learning, community and responsibility.

This year, we anticipate a student body of more than 1150 students representing over 60 countries. Our diversity is one of the hallmarks of our

school and differentiates us from other international schools in Hanoi and across the region.

At UNIS Hanoi, our value of community is focused on forging positive, meaningful relationships within our community to support student learning. Our hope is that you sense this even before you arrive and that it will continue to be your experience throughout your time at our school.

Transition to a new school, can be simultaneously overwhelming and exciting. It is important for us at UNIS Hanoi to ensure that our new families feel welcome and that everything goes as smoothly as possible beginning with the initial inquiry and continuing through the beginning of the school year. To this end, we have an extensive Welcome Programme to support your transition to our school with a great team of people, including staff and student and parent volunteers. They are a fountain of information and are dedicated to providing you with the resources and support you need to make a smooth transition -- please use them!

As a school, we are committed to creating an innovative learning environment that supports and

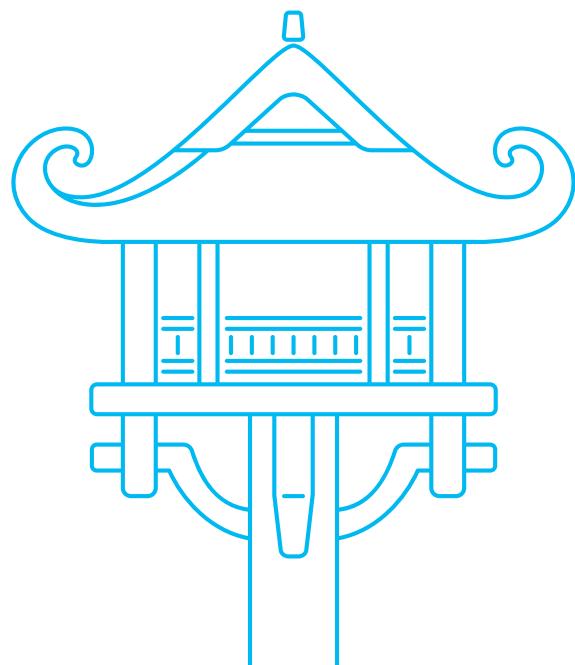
enhances all students through our curricular and co-curricular activities. We invite you to engage fully with our programme and take advantage of the opportunities on offer to support the intellectual, social, emotional, and physical development of our students. Please do not hesitate to reach out to us to let us know how we can further support the transition of your child and/or their learning experience.

I look forward to meeting you at the new family orientation. Once again, welcome to our learning community at UNIS Hanoi!

A handwritten signature in blue ink that reads "Jane McGee".

Jane McGee

Head of School
headsoffice@unishanoi.org



The Board at a Glance

On behalf of the Board of Directors, we are delighted to welcome our new families to UNIS Hanoi for the start of the 2019-2020 school year.

UNIS Hanoi is a not-for-profit private school that is governed by a Board of Directors and we would encourage you to find out more about the School's governance on the UNIS Hanoi website.

In brief, we are nine voting Directors, three are appointed by the United Nations Resident Coordinator, two are elected by parents and four are appointed by the Board. The Head of School is an ex-officio Board member and a faculty consultant for the Board is appointed by the faculty. All voting directors are unpaid volunteers and this year, all are parents with children - most of whom study at UNIS Hanoi.

The Board meets regularly and the open community meeting dates are listed on the School Calendar and announced in the weekly school newsletter. Community members are encouraged to attend the Community Board meeting which will occur on 5th November - where details of the Audit, Budget and fees for the following year are presented. The Annual General Meeting will be held on May 19th where a summary of Board work and achievements for the year are presented.

Who's Who

- Board Chair, Amie Pollack (USA) is Parent Elected. She joined the Board in 2015 and has two children at UNIS Hanoi.
- Vice-Chair, Ngo Thi Quynh Hoa (Vietnam) is Board appointed. She joined the Board in 2015 and has one child at UNIS Hanoi.
- Treasurer Hieu Nguyen (Australia) is

Board appointed. He joined the Board in 2011 and has two children at UNIS Hanoi.

- Board Secretary, Louis Vigneault Dubois (Canada) is a UN appointed member since July 2017. He has one child at UNIS Hanoi.
- Caryn McClelland (USA) is Board Appointed. She joined the Board in September 2018 and has one child at UNIS Hanoi.
- Michelle Dinh Jones (UK) is parent elected and joined the Board in June 2018 and has one child at UNIS Hanoi.
- Maria Chung (USA) is parent elected. She joined the Board in June 2019 and has one child at UNIS Hanoi.
- Le Thanh Forsberg (Swedish) is UN Appointed. She joined the Board in June 2019 and has three children at UNIS.
- Jane McGee (Canada) is Head of School and an ex-officio (non-voting) member of the Board. She joined the School in 2018.
- One UN Board appointed position on the Board is currently vacant, to be filled in the 2019-2020 school year.

What we do

The Board has six roles:

- Developing and approving school policy.
- Developing strategic plans, ensuring their implementation and monitoring progress.
- Hiring, nurturing and evaluating the Head of School (the Head is responsible for the day to day management of the School).
- Ensuring the financial health of the School.



- Leading and supporting Governance as Leadership Training Institute (GALTI) at UNIS Hanoi.
- Leading, supporting and driving institutional fundraising at UNIS Hanoi.

How you can get involved

The Board appoints a number of committees and task forces to carry out its responsibilities and achieve its annual objectives and goals. Committees and task forces bring together Board members, school employees and interested parents who can offer expertise and commitment to research, analyse and discuss the details of a particular subject in order to bring thoughtful and clear proposals for Board consideration. Committees and Task Force for 2019-2020 are:

- Executive Committee (Board Officers)
- Finance Committee (Board, Admin and Community Members)
- Committee on Directors (Board only)
- Fundraising Task Force (Board, Admin and Community Members)
- Strategic Management Plan Task Force (Board, Admin and Community Members)

Contact Maeve O'Donovan:
bodadmin@unishanoi.org or visit
www.unishanoi.org/boardofdirectors

Getting to Know Your School

Dates for your calendar!



We have designed a broad range of events all with one goal - to help welcome you to our vibrant community.

Sync the online School Calendar (www.unishanoi.org/calendar) to your personal device for most up-to-date details and locations and don't hesitate to contact our Community Liaison Officer, Nathalie Grun, in the Advancement Office with any questions: clo@unishanoi.org

NEW FAMILY ORIENTATION

Tuesday, August 13

(See Programme in your Welcome Folder for details)

Mandatory for new families to attend. Complete registration, receive your Welcome Folder, meet the principals & teachers, visit classrooms, browse the school information tables, attend a tech session and end the day with a whole school BBQ!

NEW PARENT TECH SESSION

Wednesday, August 15 (ECC Parents)

8.30 - 9.30 / Community Room

Monday, August 19 (All Parents)

9.00 - 10.00 / B8b (above canteen)

In these info sessions you will be guided through the school's information systems and become familiar with Veracross, CHQ, PowerSchool and other programmes used at UNIS Hanoi. *These are repeat sessions in case you could not attend a tech session during orientation.*

NEW PARENT WELCOME COFFEE

Monday, August 19

8.00 - 9.00 / B8b - Canteen

Drop off the kids, join us for coffee and take this opportunity to meet other new parents and members of the community in an informal setting.

BACK TO SCHOOL NIGHTS

MS: Grades 6 - 8 / August 27

HS: Grades 9 - 12 / August 29

ES: Discovery - Grade 5 / September 5

All parents of students at UNIS Hanoi attend an informative evening where they learn more about the expectations of the year ahead for their child as well as the school goals. This evening is targeted for parents not students.

ES PARENTS & ADMIN COFFEE MORNING (MONTHLY!)

Friday, August 30

8.30-9.30 / B9 ES Creativity Space

Get to know our ES Administration Team who will be presenting on different topics every month. Be the first to find out what exciting plans are in store for the year and celebrate the monthly learning and discover the best way to support your child's learning at home!

LOVE YOUR LIBRARY!

Friday, August 30

9.45 - 10.30 / B8 Library Nook

Meet the librarians who will give you a guided tour of the library and the resources available to the UNIS Hanoi community members. Bring your devices and get setup with library apps.

HANOI BUS TOUR WITH THE SCHOOL COMMUNITY ORGANISATION (SCO)

Thursday, September 5

8.15 - 14.30 / B7 - Admin Building

All parents new are invited to join this popular 'Get to know Hanoi' bus tour organised by our parents!

PARENT AND FACULTY SPARKLY SOCIAL

**Saturday, September 14
19.00 – 23.00 / Sheraton Hotel**

Leave the children at home and celebrate the new school year with us! This is a great night of food and drinks with live music and dancing organised by our wonderful parents in the School Community Organisation! You will leave this soiree with a new cohort of friends! Trust us, you do not want to miss this event!

MS PARENT MEETING

**Friday, September 20
12.00 - 13.00 / B8b Ly Thai To Centre**

This is a chance for MS parents to discuss their student's first month at UNIS Hanoi and upcoming trip week.

COMMUNITY CONNECTIONS FAIR

**Saturday, September 21
9.00 - 12.00 /B8b - Canteen**

The purpose of the Community Connections Fair is to provide useful information to our new families by bringing a variety of service providers together to one convenient location, from local medical centres, dentists, organisations, gyms, vets...and more!

ES & MS OPEN CLASSROOMS

**Middle School: Grades 6 - 8
September 26/27**

**Elementary School: Discovery to G5
November 19**

Parents are invited to observe their child at work in classroom lessons. Come

and find out about how learning works in the PYP and MYP!

PARENT TEACHER CONFERENCES

**ES: Discovery - Grade 5
September 30 / 10.00 - 18.00**
**MS / HS: Grades 6 - 12
November 21 - 22 / 10.00 - 18.00**

During your individual time with the teachers, you will be able to discuss your child's strengths and challenges, hear how they have settled into class and together set goals for their development. The meeting is between the parents and teachers. Students are not expected to attend. No school for students these days.

HS PARENT LET'S CHAT

**Wednesday, October 2
8.30 - 10.00 / B8b Ly Thai Tho Centre**

The High School holds periodic parent information workshops to communicate events and initiatives in the High School, give parents an opportunity to

ask questions, and continue to improve the school-parent relationship in the High School.

UN DAY CELEBRATION

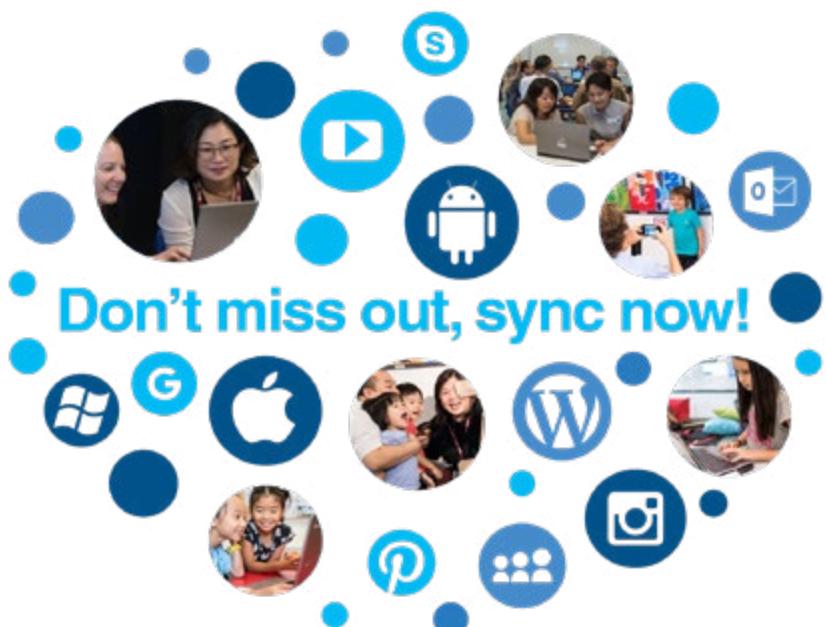
**Friday, October 18
10.30 - 13.00 / Sports Centre**

UN Day is one of the key moments of the School year when our entire community joins together to celebrate building a better world... together!

BOARD OF DIRECTORS COMMUNITY MEETING

**Wednesday, November 5
18.30 - 20.00 / B8b**

Parents are invited to attend this meeting with the primary purpose of presenting the Board's goals and objectives for the year and provide a draft budget for the next School Year. Community members have the opportunity to meet the Board of Directors, provide feedback to the treasurer and ask questions.



One School - One Calendar

Don't miss out, sync now!

G Sync with Google Calendar

Log in to Google Calendar (or create a Google Calendar account at www.google.com/calendar).

In the left column, in the 'Add a friend/coworker's calendar' section, click plus icon and select From URL.

Type the iCal addresses below (one at a time) into the URL of calendar field, then press ADD CALENDAR. The newly added calendar will now be listed under the Other calendars section in the left menu.

D-12 Events	:	https://bit.ly/unisd12cal
Elementary School	:	https://bit.ly/unisescal
Middle School	:	https://bit.ly/unismscal
High School	:	https://bit.ly/unishscal
Co-Curricular	:	https://bit.ly/uniscocurricularcal
Board of Directors	:	https://bit.ly/unisboardcal
Alumni	:	https://bit.ly/unisalumnical



Sync with Android devices

Step 1 - Open internet browser and go to this link:
go.unishanoi.org/calendar

Step 2 - Log in with your Google account if it asks you to.

Step 3 - A pop-up window appears within the Google Calendar, tick on only the calendar which you want to subscribe to and see the events. Then click ADD ALL button.

Step 4 - Open the Google Calendar app

Step 5 - In the top left, tap Menu , then press Settings

Step 6 - You will then see the list of calendars which you have just subscribed. Select one by one and turn them on.

Step 7 - Go back to the Calendar app. You will now see the school events appeared.

Sync with mobile Apple devices

(iPhone, iPad, iPod Touch)

Step 1 - Open Safari on your Apple device

Step 2 - Insert link below to subscribe to your calendar of choice (one at a time)

D-12 Events:	go.unishanoi.org/unisd12cal
Elementary School:	go.unishanoi.org/unisescal
Middle School:	go.unishanoi.org/unismscal
High School:	go.unishanoi.org/unishscal
Co-Curricular:	go.unishanoi.org/uniscocurricularcal
Board of Directors:	go.unishanoi.org/unisboardcal
Alumni:	go.unishanoi.org/unisalumnical

For full details and
step-by-step guides, please visit
www.unishanoi.org/calendar



Step 3 - Press Open when it asks you to open this in "Calendar":

Step 4 - Press Subscribe button

Step 5 - Wait a moment for the calendar to be subscribed, then hit Done

You Are Here!



Campus Map

- 1 Main Gate
- 2 Operations
- 3 Physical Education/ Swimming Pool
- 4 Sports Centre
- 5 Middle/High School Grades 6 - 12
- 6 Middle/High School Science, Design, Tech & Language Buildings
- 7 Administration: Head of School's Office, Business Office, HR, Admissions & Advancement
- 8a Library, MS classrooms, MS Breakout Space, HS Lounge
- 8b Canteen, Co-curricular Activities Office, Ly Thai To Learning Centre
- 9 Elementary School Campus
- 10 Centre for the Arts
- 11 Early Childhood Centre (ECC)
- 12 Covered Courts
- 13 ES Playground
- 14 All weather Pitch

Getting Started

Essential Information

School Calendar and Hours

The detailed school events calendar can be found on the UNIS Hanoi website (www.unishanoi.org/calendar).

Elementary School

Monday, Tuesday, Thursday, Friday

Discovery: 08.10 to 12.20 (partial day) to 15.30 (full day)

Kindergarten 1 to Grade 5: 08.10 to 15.30

Wednesday

Discovery: 08.10 to 12.20 (ALL students, BOTH partial and full day)

Kindergarten 1 to Grade 5: 08.10 to 14.20

Middle and High School

Monday, Tuesday, Thursday, Friday 08.10 to 15.35

Wednesday

08.10 to 14.35

Starting School

On Orientation Day your family will be provided with an orientation letter and package containing:

- Parent Username/Password
- Your child/ren's homeroom teacher assignment and details
- Family House Animal placement
- Campus Cards for campus entry, canteen and shop purchases, student printing and library access
- Orientation schedule and checklist

Class schedules will be provided on the first day of school and on Veracross.

Elementary School Programme

The ES Handbook and Grade Level Guides include detailed information about the Elementary School Programmes including: important contact information, school procedures and curriculum guides. These are available on the Elementary School pages of the website.

Items required for Discovery - Grade 5

- Daily healthy snack from home
- School Campus Card to purchase lunch (grades 1 - 5)
- Sun-hat – students are required to wear a hat in the sun.
- Reusable water bottle
- School bag – large enough to carry an A4 folder (stationery is supplied by school)
- Waterproof library bag
- PE uniform – UNIS Hanoi shirt and shorts (PE 3 times/week)
- House Animal shirt (for PE and Sports Days)
- Swimming gear – for swim unit in PE (one piece suit for girls, swim shorts for boys, towel, cap, flip flops and goggles)
- Change of clothes – for younger children
- Performance attire – Black trousers, black shoes and a UNIS Hanoi Polo (BLUE for Discovery - Grade 3 / WHITE for Grades 4 - 5)
- National attire – On United Nations Day students are encouraged to wear something representing your “national” dress or clothes from a place where you have lived

Note: Please write your child's name on all belongings.



Middle School Programme

Please familiarise yourselves with the following resources to learn about school procedures, contact details and Middle Years Programme (MYP) curriculum information which are available on our website.

- Middle School Handbook
- MYP Curriculum Handbook (Grade 6-10)

Students are required to follow the dress code outlined in the MS Handbook.

Items required for Grades 6 - 8

- School Campus Card
- School bag
- Reusable water bottle
- Stationery such as pencils, pens and highlighters should be provided from home
- Middle School specific scientific calculator (available at The School Shop)
- PE Uniform – UNIS Hanoi PE shirt and shorts (PE 2-3 times/week)
- House Animal shirt (for Sports Days)
- Swimming gear – for swim unit in PE (one piece suit for girls, swim shorts for boys, towel, cap and goggles)
- Performance attire – Black trousers/

- skirt and a white UNIS Hanoi Polo (as applicable)
- National attire – On United Nations Day students are encouraged to wear something representing your “national” dress or clothes from a place where you have lived
 - MS students will be given a school tablet during student orientation

High School Programme

Please familiarise yourselves with the following resources to learn about school procedures, contact details Middle Years Programme (MYP: Grades 6 - 10) and International Baccalaureate (IB: Grades 11 - 12) curriculum information available on the website.

- High School Handbook
 - MYP & IBDP Curriculum Handbooks
- Students are required to follow the dress code outlined in the HS Handbook.

Items required for Grades 9 - 12

- School Campus Card
- School bag
- Water bottle
- Stationery such as pencils, pens and highlighters should be provided from home
- High School scientific calculator (Required model: **TI-Nspire CX** available at The School Shop)
- PE Uniform – UNIS Hanoi PE shirt and shorts (Grades 9 - 10 only)
- House Animal shirt (for Sports Days)
- Swimming gear – for swim unit in PE (one piece suit for girls, swim shorts for boys, towel, cap and goggles)
- National attire – On United Nations Day students are encouraged to wear something representing your “national” dress or clothes from a place where you have lived

- HS students (grades 9-12) are required to bring their own personal computer to school (Bring Your Own Device requirements are listed on the website under Teaching and Learning/BYOD)

- <http://campusonline.unishanoi.org>,
- Elementary students are not allowed to purchase food from the ‘deli’.

Middle School and High School students

Snacks – Students have access to the ‘deli’ during break periods or can bring snacks from home.

Lunch – Students can prepare food from home or purchase meals from the canteen.

Note: Campus Cards are used to purchase food from the canteen. They can be loaded at the cash kiosk in the canteen or online at <http://campusonline.unishanoi.org>.

Nut and Allergy Aware Campus

UNIS Hanoi is a Nut and Allergy aware school. Students may bring nuts onto campus; however, we ask parents to be aware of harmful allergens that may trigger an allergic reaction in a student at school. We ask parents when preparing food that will be shared in a class party, that the food is clearly labelled with all known ingredients.

The school canteen prepares food without known nut products; however, some foods may contain traces of nuts.

Parents of students with known allergies are required to complete an Allergy Action Plan and/or an Asthma Action Plan. Please visit the School Health Centre to discuss your child’s allergies, allergy action plan and medications.

Questions?

See Key Contacts on pages 20-21.

Engaged, Supportive & Full of Spirit

The School Community Organisation

SCO - IN YOUR OWN LANGUAGE

PTA - PARENT TEACHER ASSOCIATION Родительский Комитет SRPSKÝ SDRUŽENÍ RODICŮ A PŘÁTEL ŠKOLY
FOR ELDREBESTYRELSE ELTERNVERTRETUNG 家长教师联系协会
FAU - FORELDERRÆDETS ARBEIDS UTVALG
SAMAHAN NG MGA MAGULANG AT MGA GURO
FÖRÄLDRARFÖRERNINGEN APA - ASOCIACIÓN DE PADRES DE ALUMNOS
HỘI PHỤ HUYNH HỌC SINH
বিদ্যালয় সমূদায় সংগঠন
ওৰ লেড়ার জংগলও

SCO COMMITTEES



SCHOOL VALUES

Learning
Community
Responsibility



SCO MISSION

To enhance and foster supportive partnerships throughout the school community in support of the UNIS Hanoi Mission



The School Community Organisation (SCO) is made up of all of us - every parent, faculty and staff member - an inclusive body that is led by parent volunteers. At UNIS Hanoi, the SCO aims to proactively build family-school partnerships. By sharing your time and talents and getting involved in your child's school, all parents have the

opportunity to enhance student-learning which is at the heart of all we do. For detailed news and updates please visit our [website](http://www.unishanoi.org/sco) www.unishanoi.org/sco or email us at sco@unishanoi.org

We look forward to meeting you soon!

SCO Executive Committee 2019-2020:

Lower ES Chair – Walaa Hassan
SCO_LES@unishanoi.org

Upper ES Chair – *This could be you!*
SCO_UES@unishanoi.org

MS Chair – Garry Reichert
SCO_MS@unishanoi.org

HS Chair - Pavla Jarkulischova
SCO_HS@unishanoi.org

Treasurer – Chris Behr
SCO_Treasurer@unishanoi.org

Communications Officer – Susan Perez
SCO@unishanoi.org

Committee Coordinators:

Spring Fair – A collaborative team!
SpringFair@unishanoi.org

Snack Sale – Seung Shin Lee, Yuju Moon, Haruko Dyer, Rumi Sugimura & Naoko Murakami:
SnackSale@unishanoi.org

Used Book Sale – Alexis Rodrigues-Lafleur & Aleks Brading:
BookSale@unishanoi.org

Phoenix Boosters – Nami Krittenbrink
PhoenixBoosters@unishanoi.org

Swim Club Parents – Molly Moore
swimclub@unishanoi.org

Sparkly Social – Esther Van Tuijl

Cultural Liaisons:

Vietnamese – Hien Nguyen & Huyen Nguyen: vietnam@unishanoi.org

Korean – Min Jung Kim, Yukyung Seo & Yunja Yang: korea@unishanoi.org

Japanese – Setsuko Miki, Miho Motojima and Chiharu Iseri: japan@unishanoi.org

Technology 101

Online User Guide



Our vision is that UNIS Hanoi will be a leader in the region in the use of technology for learning. We believe that technology, when used appropriately, provides opportunities to support, engage, enhance and transform student learning.

UNIS Hanoi strives to create learning experiences where technology is integrated throughout all curriculum areas in the context of classroom learning. From Discovery to Grade 3, children enjoy age-appropriate use of multimedia resources such as iPads, laptops and other mobile devices. Grades 4-6 students are each issued a Chromebook and have access to shared iPads. Grades 7-8 students are each issued a MacBook to allow them greater access to applications and software. Grade 9-12 students bring family-owned devices running English versions of either Windows or MacOS. We seek to equip students with the skills and knowledge they need to learn

and live productively in an increasingly digital world.

Below are some of the most useful tech websites for parents at UNIS. All of them are easily accessible under Quicklinks on the UNIS website.

Veracross Parent Portal

At UNIS Hanoi we use Veracross as our primary School Information Management System. You will receive an email containing your username and password to our primary school systems. Parents can stay connected with your child's education through our Veracross Parent Portal to:

- View student classes, schedules & school reports
- Access assessment calendars and open gradebook (MS/HS only)
- Report student absences
- Sign up for parent teacher conferences

- Update Household Profile (required: parent and emergency contacts)
- Request to update medical profile
- View the community directory
- Register for Co-Curricular Activities (Tennis Academy / Aquatics Academy / Music Academy / Community Programme / Summer Programme)
- Portal links to Handbooks / Activities Sign up / Library Catalogue / Tin Tuc and more!

UNIS Hanoi Website

The UNIS Hanoi website (www.unishanoi.org) is the primary information reference source for all families. You will find information about the school, its programmes and services, the staff and faculty directory, the school calendar, TinTuc (the school newsletter) and quicklinks to all the other key online resources you will need, as well as a host of useful information about moving to Hanoi and Vietnam. Your starting point should be the 'Get to know your School' webpage under Admissions and we encourage you to fully explore.

Follett

UNIS Hanoi community members can browse our Library Catalogue collection of more than 35,000 multilingual prints and audio visual resources. In addition, on the library homepage (<http://libguides.unishanoi.org>) you will be able to access our online resources, including eBooks, eMagazines and academic purpose based subscription databases designed for learning from your own home! For more information about navigating through the online

resources, please talk to our librarians.

Tin Tuc Newsletter

Every Friday our School's weekly newsletter will be delivered to your inbox containing homeroom blogs, news from the Head of School and upcoming events consolidated into this weekly news source.

Don't miss out on key events, read your Tin Tuc weekly!

PowerSchool

PowerSchool is our Learning Management System, a space used primarily by MS and HS students and teachers for shared class resources, communications and daily work. Students are able to go to a single place to see information for all of their classes, and parents are able to go to a single place to see information about all of their children.



Campus Cards

All students, faculty, staff and parents are issued with a smart card which is linked to our cafeteria, school shop, library, printing and security systems. You are required to wear the Campus Card for entry and at all times when on campus.



Technology Orientation Q&A

We hope that our communications make it straightforward to access our systems. However, should you have any questions, our Tech Support team are available to support students, faculty and parents.

Tech Sessions

We offer Technology Sessions on Orientation Day and after the New Parent Welcome Coffee, at which a 'guided tour' of the systems will help orientate parents and specific questions or concerns can be raised.

- August 13
MS/HS:
14.00 - Healthroom B4-101/102.
ES: 14.45 - B9-Creativity Space
- August 14
Discovery - Kindergarten 2:
8.30 - Community Room B7 104
- August 19
All grades: 9.00 - Ly Thai To Learning Centre B8b 117/118

Questions?

- For general Tech related questions, including Username and Password questions, contact our Tech Team: techsupport@unishanoi.org
- Questions regarding the website should be directed to the Advancement Office: Advancement@unishanoi.org
- For further information about our school information systems, contact Tran Ha Thu: smsis@unishanoi.org

Expanding Horizons

The Co-Curricular Programme



Welcome to the UNIS Hanoi Co-Curricular Programme – a dynamic and ever-evolving programme designed to offer a wide range of opportunities for the children and young adults of our school community. We aim to inspire our students to actively engage in purposeful activities beyond the classroom to develop skills, to become life-long learners and responsible world citizens. In addition to our comprehensive co-curricular offerings for UNIS Hanoi students, our office supports several community programmes for members of our extended community.

On these pages we hope to give you an introduction and brief outline of the options. The Activities Team will be distributing more detailed information in the coming days and weeks and there

is detailed information about all these Activities on the website (www.unishanoi.org/co-curricular).

Please don't hesitate to stop by the Activities Office in Building 8b (room 102) where a member of the team would be happy to discuss or answer any questions.



Co-Curricular Offerings

UNIS Hanoi provides a wide range opportunities for our students to support our holistic educational programme. The foundation of our co-curricular offerings is our After School Activities (ASA) Programme where we offer students from K1 through Grade 12 the opportunity to investigate areas of potential interest, improve skill sets, and interact with like minded individuals outside of their immediate peer group. The offerings vary from year to year as teachers, parents and professionals from our community apply their expertise and enthusiasm to develop unique opportunities for students. These activities are wide-ranging and generally fall into one of five categories with examples of popular offerings:

- Visual and Performing Arts - Ceramics, Contemporary Dance, Glee Club, School of Rock
- Academic Pursuits - SAT Prep, The Spark (MS Newspaper), The Flame (HS Newspaper), Math Challenge, Gardening Club
- Technology - Coding Club, Computer Club, 3D Art, Robotics
- Sports and Movement - Learn to Swim, Running Club, Offseason Volleyball, Indoor Games, Tennis Club
- Social/Cultural - Korean Club, Board Games, Cooking Club

Building upon what our ASA programme offers, we support a variety of programmes requiring a higher level of commitment, but offering a deeper understanding as well as more opportunity to enhance skill sets. Sports teams that represent our school at events ranging from festivals to high-end competitions and tournaments are available at developmentally appropriate levels from

Grades 4 to 12. The Arts offerings provide students the opportunity to develop and nurture their growing talents through innovative and creative experiences, and age-appropriate leadership opportunities are available to UNIS Hanoi students in elementary through high school

Activities Organisations – APAC, MRISA, HAC

UNIS Hanoi is a member of three activities organisations. Locally, UNIS Hanoi participates in the Hanoi Activities Conference (HAC) which supports various opportunities for our students in grades 4 to 12. Internationally, Asia Pacific Activities Conference (APAC) and the Mekong River International Schools Association (MRISA) provide UNIS Hanoi students opportunities to represent the school and work collaboratively with other international schools in both sports and performing arts festivals. These events involve our students travelling to and being hosted by other international schools. We also host exchanges ourselves on a rotational basis. UNIS Hanoi hosting responsibilities for 2019-2020 in these organisations are: MRISA Jr. Basketball, APAC Basketball and APAC Badminton.



Co-Curricular Contacts

Co-Curricular Activities Office

cocurricular@unishanoi.org

Telephone: 024 7300 4509

Community Programmes

Ms Ha Ha,

communityprogrammes@unishanoi.org

UNIS Aquatics Academy

Martin Hamilton,

aquaticsmanager@unishanoi.org

UNIS Music Academy

Ms Xuan Thanh, umaofficer@unishanoi.org

UNIS Tennis Academy

Nick Firth, tennisam@unishanoi.org



Community Programmes

Community Programmes at UNIS Hanoi offer resources to support the development of a sense of community and to build a connection to our host country. We consider students, their families, our faculty and staff as our core community, but our sense of community extends far wider than that including; our local Hanoi community, our host country, our alumni and our international peer school community. We hope to both support and engage our community through the following avenues: Community Programme classes &workshops, UNIS Music Academy, UNIS Aquatics Academy, UNIS Tennis Academy, Energize, Saturday Sports Programme, Sports & Activities, Summer Programme and making available for hire select recreation facilities.

If you have a skill to share or would like to receive our Community Programmes Brochure, please contact our Community Programmes Officer, Ms Ha Thien Ha, at communityprogrammes@unishanoi.org

Saturday Sports Programme

Saturday Sports is an extension of the UNIS Hanoi Community Programme, meeting the needs of young athletes from ages 4 to 11. It is an inclusive programme for all boys and girls from the Hanoi community.

Saturday Sports offers participants of all levels the opportunity to learn the fundamentals in a variety of sports, being: T-Ball, Futsal, Soccer, Floor



Hockey, Basketball and Tag Rugby. The programme also gives the participants the opportunity to meet new friends, experience teamwork, cooperation and build self-confidence.

If your child/ren are interested in being part of the Saturday Sport Programme please contact our Community Programme Coordinator, Ms Ha Ha, at communityprogrammes@unishanoi.org



develop their musical talents by working directly with gifted musicians. The UMA teachers are members of the Vietnamese Symphony Orchestra, professors from the National Music Academy and local expatriates. Lessons are given on weekdays after school or on Saturday mornings. Students will also be able to showcase their talents and what they have learned during one of the UMA concerts organised at various times throughout the year. UMA offers ABRSM and Rockschool examinations to all its participants.

UNIS Hanoi Academies

The purpose of the United Nations International School of Hanoi academies is to provide additional specialised instruction to UNIS Hanoi students in support of our curricular and co-curricular programmes. Additionally, UNIS Hanoi academies provide options for our parents, faculty, and staff to improve their skill set in their chosen activity. In some cases UNIS Hanoi academies extend programme options out to the greater community.

UNIS Music Academy

The UNIS Music Academy (UMA) is a wonderful resource for all our students, parents and staff to learn a new instrument, to train their voice or to

UNIS Aquatics Academy

UNIS Aquatics Academy (UAA) provides a wide range of swimming programmes for members of the UNIS community as well as the wider Hanoi community. For UNIS Hanoi students competitive swimming is offered after school. Through the Community Programme, lessons and competitive swimming for adults and students are offered to the Hanoi community. The Aquatics Academy promotes safe and enjoyable swim opportunities taught by well trained instructors.

UNIS Tennis Academy

UNIS Tennis Academy (UTA) aims to introduce the lifelong sport of tennis through the offering of a fully inclusive and diverse coaching programme.





Tennis is a fantastic sport offering physical fitness, and development of many life skills and challenges. Our goal is to get you ‘playing the game’ as soon as possible and to be able to join the regular social, fitness and competitive opportunities on offer. Whether you are a beginner, or seeking to elevate your level of play for competitive opportunities, the UNIS Tennis Academy has offerings for all ages and levels.

Energize

Energize is an opportunity for the UNIS Hanoi community – parents, students, staff and their spouses to use our recreational facilities outside of school hours. Members are entitled to use both the swimming pool and fitness room, staffed by a fitness instructor.

To become an Energize member simply apply online at www.unishanoi.org/energize

Summer Programme

Every summer UNIS Hanoi provides a Summer Programme when the academic year has finished for its students and the community. One or two week full-time options are available for students to participate in fun learning combining science, technology, performing arts, sports activities and core subjects like English and Mathematics. The Programme also provides outstanding leadership experience for our students who work alongside the administration, organising and delivering fun packed sessions. Registration for the 2020 Summer Programme will be announced in early Spring.



Key Dates:

CO-CURRICULAR ACTIVITY SEASONS

After School Activities (ASA), Grades 4 & 5 Youth Sports, UNIS Music Academy (UMA), UNIS Tennis Academy (UTA), UNIS Aquatics Academy and the Community Programme season dates:

Autumn session:	Sep 3 - Nov 16
Winter session:	Nov 25 - Feb 29
Spring session:	Mar 9 - May 23

Registration will be through the CHQ and Veracross platforms depending on the activity. Detailed registration instructions, times and links will be emailed to you.

SEASON 1: TRYOUT AND AUDITION DATES (INCLUDING APAC AND MRISA)

Volleyball & Tennis:	begin Aug 16
HS Play Auditions:	Aug 22 & 23
APAC Choir & Orchestra:	Aug 26, 27 & 29

Educating Agents of Change



The Service Learning Programme

The Service Learning Programme at UNIS Hanoi is central to our Mission and Guiding Principles and is firmly embedded in both Curricular and Co-Curricular activities from Elementary through to High School.

There are scores of opportunities for our students of all ages to become more closely involved with the Vietnamese community including organising fundraising events, teaching swimming, planning and running activities for children at orphanages, visiting local communities, highlighting specific issues and distributing microloans.

We believe service should extend into a student's school and personal life. We encourage students and faculty to look outside themselves and give to others, which brings its own learning and intrinsic rewards programme which benefits our own children as much as the people with which they are involved and is a learning experience for all.

The Service Learning programme offers a wide variety of choice for students at UNIS Hanoi. Students engage in a structured process of investigation, planning, action (through trips and visits), reflection and celebration. At both MS and HS levels, Service Learning activities are grouped by concept. Broadly speaking, these correspond

with the United Nations Sustainable Development Goals. Students explore specific concepts as they apply to the local Vietnamese context.

For all students, Service opportunities exist both within the school day linked to curriculum units and after school or on weekends.

UNIS Hanoi Service Learning Vision

By addressing real and authentic community needs, the Service Learning programme at UNIS Hanoi aims to provide opportunities for our students as individuals, and as part of the UNIS Hanoi community, to gain a deeper understanding of themselves, their community and their world.

Our Service Learning programme aims to provide opportunities for our students to develop the knowledge, skills and outlooks required to play their part in creating a fair, inclusive and cohesive society and to encourage them to drive and inspire sustainable change.

For more information and questions about the programme, contact the Service Learning Coordinators, Colin Campbell: ccampbell@unishanoi.org (MSHS) and Kris Bezzerides: kbezzerides@unishanoi.org (ES)



Advancing UNIS Hanoi



Empowering Our Vision!

The Advancement Programme at UNIS Hanoi has a single purpose - to 'advance' the Mission and Vision of the School.

The Programme is designed to empower and support the School's programmes and strategic plan through the areas of:

1. Communications and Storytelling
2. Institutional Reputation Management
3. Community Building (parents, alumni and local community)
4. School Philanthropy and Fundraising

The Advancement Team coordinates and supports many projects and activities at the School including community events such as our UN Day (this year celebrated on Friday October 18), our alumni connections programme, the work of our parent volunteers and building community partnerships with organisations such as UNESCO and UNICEF.

In addition, the team also coordinates fundraising for The Scholarship Fund and for the School's new initiative this year - the Impact Fund - which will

support our commitment to the UN's Sustainable Development Goals.

UNIS Hanoi Scholarship Programme

The UNIS Hanoi Scholarship Programme was launched to celebrate the School's 25th Birthday in 2012-2013. It gives the opportunity for Vietnamese students from low income families, who are excelling at their local Hanoi public school, to enter UNIS Hanoi in Middle or High School with a full (100%) fees waiver until graduation.

We are proud that our scholars often attend their first choice universities with 100% scholarships, and one scholar achieved a perfect IB Diploma score of 45. Six Scholarships are funded through the School's operating budget and three are funded through community fundraising.

You can find out all about the programme on the website: www.unishanoi.org/scholarshipfund



UNIS Hanoi Impact Fund

This year we launch a new institutional fundraising programme. It is designed to support UNIS Hanoi's efforts as it works toward the UN's Agenda 2030 and to enhance learning!

Funds raised from our community will support projects proposed and selected by our community - students, faculty & staff, parents and alumni. It is an opportunity for everyone to get involved in 'Changing the world for good'!

Watch out for more information or visit the website: www.unishanoi.org/ImpactFund

To find out more about any of our programmes or to get involved please contact our Director of Advancement, Emma Silva: doa@unishanoi.org



Key Contact Information

Telephone: (+84 24) 7300 4500

www.unishanoi.org/contact

Reception

General Inquiries

info@unishanoi.org

ES Office

ES Student Absences & Questions

espsecretary@unishanoi.org (ext 8900)

esdpsecretary@unishanoi.org (ext 8914)

eccsecretary@unishanoi.org (ext 8911)

Direct number (024) 7300 4501 (Disc-K2) & (024) 7300 4502 (G1-G5)

MS Office

MS Student Absences & Questions

mspsecretary@unishanoi.org (ext 8620)

msdpsecretary@unishanoi.org (ext 8502)

Direct number (024) 7300 4503

HS Office

HS Student Absences & Questions

hspsecretary@unishanoi.org (ext 8503)

hsdpsecretary@unishanoi.org (ext 8500)

Direct number (024) 7300 4504

School Health Centre

Health Inquiries & Your Child(ren)'s Illness/Allergies

shc@unishanoi.org (ext 8911)

Direct number (024) 7300 4505

Co-curricular & Activities Office

ASAs / UMA / Aquatics Academy/ Tennis Academy/

Community Programme / Saturday Sports /

Energize / Summer Programme / Activities

Organisation

cocurricular@unishanoi.org (ext 8713)

Direct number (024) 7300 4509

Business Office

Payment Arrangements

revenueaccountant@unishanoi.org (ext 8725)

Bus Arrangements (Mr Lai, Transportation Manager,
091 876 7755) - (024) 7300 4510

transportmanager@unishanoi.org (ext 8786)

Tech Support Office

Information Technology System Questions

techsupport@unishanoi.org (ext 8600)

Direct number (024) 7300 4512

Advancement Office

Scholarship / Fundraising / School News and

Publications / Website / Community Questions /

Alumni / External Relations

advancement@unishanoi.org (ext 8703/8704/8718/8734)

Direct number (024) 7300 4514

Admissions Office

Applications / Campus Tours / Enrolment /

Withdrawal

admissions@unishanoi.org

Direct number (024) 7300 4508

D-12



Jane McGee

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Lee Cassidy

D-12 Psychologist

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Phelix

Spirit Mascot

f UNISHanoiPhoenix88

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Middle School

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**Glenda Baker**

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ext 8508

**Elliott Cannell**

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**Brenda Manfredi**

High School Counsellor
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ext 8513

**Frank Cifizzari**

High School Counsellor
fcifizzari@unishanoi.org
ext 8329

On the move?

Transport Information & School Buses



UNIS Hanoi contracts transport companies to provide daily travel to and from school.

Buses arrive at the school campus each morning at approximately 8:00 am and depart from school at the following times and cannot wait for late students:

Mon-Tue-Thu-Fri

- 1st bus leaves Campus at 15:45
- 2nd bus leaves Campus at 16:50 (For students who have Co-Curricular activities after school)
- 3rd bus leaves Campus at 17:55 (For students who have Co-Curricular activities after school)

Wed

- 1st bus leaves Campus at 14:45
- 2nd bus leaves Campus at 15:50
- 3rd bus leaves Campus at 17.10

The detailed Bus Regulations are posted in full on the School website under Community Life (www.unishanoi.org/transport) as well as on the Starting School Resource Centre where you will also

find the Bus Request Form for completion.

Please note that bus services cannot be provided on a route where there are less than 8 students requesting the service and the bus service cannot deliver every child to an individual address. The school reserves the right to cancel any bus route service with 7 students or less.

The school will provide a late bus during After School Activity (ASA) sessions and during the sports seasons arranged by the Co-Curricular Activities Office only. This may affect students in Mother Tongue or UMA make-up classes as these lessons may continue throughout the academic year when ASAs and sports are not in season, parents will need to arrange transportation for their children during this period separately.

Bus monitors are present on every bus route and are there to help protect your child's safety. We expect all students to follow their instructions and to be respectful and courteous at all times.

For any questions, contact the Transportation Manager, Mr Lai, at transportmanager@unishanoi.org or call 091 876 7755

Cars and Motorbikes on Campus

Families who wish to be on campus with a car and/or motorbike (including drivers and house staff) must complete the online permit application form which is submitted to the Operations Office.

The link is available from the website, either from the Transport page under Community Life.

Our primary concern at all times is the safety of your child(ren). Please be sure to read carefully and follow the rules concerning cars and motorbikes on campus.

For any questions, contact the Operation's Office at operationssec@unishanoi.org



HAVE A GREAT
SCHOOL YEAR!

Key Dates

Please check UNIS Hanoi calendar for specific event details including event description, location and times
www.unishanoi.org/calendar

August

- 13 New Family Orientation
14 ECC Tech Session
19 New Parent Welcome Coffee & Tech Session
26 - 30 Student Photo Week
27 MS Back to School Night
29 HS Back to School Night
30 ES Monthly Parent & Administrstors Coffee Morning
Love your Library - Orientation

September

- 5 Hanoi Bus Tour
ES Back to School Night
10 HS Parent Night (IB Diploma Programme)
12 ES Moon Festival
13 Professional Development Day (No School)
14 Sparkly Parent and Faculty Social
20 MS Parent Meeting
21 Community Connections Fair
26 - 27 MS Open Classrooms
27 ES Monthly Parent & Administrstors Coffee Morning
30 ES Parent - Teacher - Student Conferences

October

- 2 HS Parent: 'Let's Chat'
18 UN Day Celebration & Lunch (early dismissal)
25 ES Monthly Parent & Administrstors Coffee Morning
31 ES Dress Up Day

November

- 5 Board of Directors Community Meeting
7 MS Parent Coffee Morning
7 - 9 HS Drama Production
11 Professional Development Day (No School)
19 ES Open Classrooms
21 -22 MS/HS Parent Teacher Conferences
25 - 29 Freedom from Chemical Dependency
27 HS Parent : 'Let's Chat'
29 ES Walk-a-thon Annual Service Event

December

- 2 - 12 Amazing Arts Auction
7 - 8 ES Grades 2 - 3 Musical Production
9 MS Winter Concert
10 HS Winter Concert
12 Winterfest

Survival Lingo

Common Abbreviations and Terms used at UNIS Hanoi

AGM	Annual General Meeting (for parents)
AQI	Air Quality Index
APAC	Asian Pacific Activities Conference
ASA	After School Activities
BoD	Board of Directors
CHQ	Co-Curricular activities software programme to sign-up for activities such as ASAs and UMA
CAS	Community Action Service (Grades 11 - 12)
CfA	Centre for the Arts
D or Disc	Discovery Programme (for children aged 3 years)
DP	Diploma Programme (Grades 11 & 12)
EAL	English as an Additional Language
ECC	Early Childhood Centre
Energize	School 'Fitness Club' for UNIS Hanoi Families
ES	Elementary School
HAC	Hanoi Activities Conference
IB / IBO	International Baccalaureate / Organization
iBlock	Interdisciplinary & Exploratory courses (Grade 6 - 10)
ISA	International Schools Assessment (standardised test)
IT	Information Technology
PowerSchool-	Learning Management System (MS/HS)
HoS	Head of School
HS	High School
K1	Kindergarten (for children aged 4 years)
K2	Kindergarten (for children aged 5 years)
LS	Learning Support
MAP	Measures of Academic Progress (standardised test)
MRISA	Mekong River International Schools Association
MS	Middle School
MUN	Model United Nations
MYP	Middle Years Programme
PE	Physical Education
PSEL	Personal, Social, Emotional & Learning
PYP	Primary Years Programme
SCO	School Community Organisation
SL	Service Learning
SLP	Speech-Language Pathologist / Therapist
SST	Student Success Team
Tin Tuc	School News Service
UAA	UNIS Aquatics Academy
UMA	UNIS Music Academy
UTA	UNIS Tennis Academy
UoI	Unit of Inquiry
VX	Veracross - School Information Management System
UoI	Units of Inquiry

cut out and stick on fridge

