



AUSTRALIAN  
INTERNATIONAL  
SCHOOL

An **inspired** school



# SECONDARY PARENT HANDBOOK 2025-2026

An **inspired** school



Cambridge Assessment  
International Education



INTERNATIONALLY  
ACCREDITED  
SCHOOL



**SECONDARY  
PARENT HANDBOOK  
2025-2026**





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**Mr Jonathan Standen**  
Executive Principal

Dear Parents

I would like to extend a very warm welcome to you all, and look forward to meeting you in person. This handbook provides you with detailed information about the Secondary School at AIS Saigon; it sets out our high expectations for all students, and summarises our key procedures.

At AIS Saigon we aim to offer the very best holistic education, not only in Vietnam for day students, but also across SE Asia with our wonderful boarding facilities. This aim is founded on five key beliefs:

That academic rigour and intellectual curiosity lead to success in examinations. Examination results give access to the very best universities and employers. Our students celebrate enthusiasm for learning in school and become lifelong learners.

That success in life is not determined by school grades alone. Personal qualities and values ultimately determine whether academic potential is translated into meaningful careers and a life well lived. Our holistic education ensures our alumni are well balanced, resilient and innovative young men and women; with the leadership skills to turn opportunities into realities.

That a happy child will be a successful child, students who are safe, happy and who enjoy their school days will achieve their potential. Here at AIS Saigon, academic success and the development of the whole person are rooted in exceptional pastoral care, with lifelong friendships and contacts made. Our graduates are quietly confident, curious, creative thinkers, who possess the skills and qualities to make a difference in the world, and at the same time enjoy personal fulfillment.

That we employ the very best staff and support their career development. Our staff are the heart of our success, modelling the values we hold dear each day for our students to emulate. Passionate about their subjects, they place a premium upon understanding each student's individual needs, nurturing their development.

That we work closely with you, our parents, at all times and value your insights.

Education at AIS Saigon is inspiring, culturally rich, aspirational, and life enhancing. We have a lot of fun along the way too.

Kind regards

**Jon Standen**  
*AIS Saigon Executive Principal*

## MISSION

### OUR MISSION STATEMENT

AIS is committed to providing a high-quality international education.

We encourage and support our students to become inquiring and knowledgeable learners with the confidence to achieve their potential. We empower our students to be global citizens who can actively make a difference to our world.

## VISION

The Australian writer David Malouf exhorts the learner:

*"Here, take a tuning fork, throw it down, and hear the planet hum."*

At the Australian International School, we want our students to listen to the world around them, to hear it hum, and to grow into young people who are curious, reflective and want to make a positive difference to their world.

AIS emphasises the development of each student's academic ability and encourages well-rounded, confident individuals who aspire to achieve their potential.

Our curriculum is rigorous and balanced, with appreciation of different learning styles and experiences. It supports the individual strengths and talents of our students so that they are excited by learning and embrace challenges with a belief in their own ability.

## SENIOR LEADERSHIP

The senior leadership of AIS comprises the following people:

<b>Executive Principal</b>	Mr Jonathan Standen
<b>Secondary Principal &amp; Deputy Executive Principal</b>	Mr Lee Childs
<b>Primary and Kindergarten Principal</b>	Mr Allan Short
<b>Deputy Principal – Secondary School</b>	Mr Trent Richardson Mr Andrew Diamond
<b>Deputy Principal – Primary and Kindergarten</b>	Ms Bridie Anderson Ms Meryl Fossey

## COMMUNICATION/ CONTACT WITH SCHOOL

The main platform for parents to access academic information on homework, assessments and reports is via Managebac.

Students will receive two progress reports and two formal written reports throughout the year, accessible on Managebac.

The main platform for Extra-Curricular Activities is AIS Services.

The main platform for student and teacher interaction is Microsoft Teams.

Parent Teacher Conferences occur twice a year, but visits to the school are encouraged at any time.

A newsletter is sent out monthly via email. Formal written reports are issued twice a year. Teachers are also contactable via email. Please see the inquiry flowchart for how best to contact the appropriate person at School.

Parents and teachers may set up parent teacher conferences at any time during the school year. Special parent teacher conference days are provided, but visits to the school are encouraged at any time.



## AIS INQUIRY CHART 2025-2026

### SECONDARY SCHOOL – THU THIEM CAMPUS (YEAR 7 TO 13)

#### Front Office

Name	Telephone number	Email Address
Front Office	+84 28 3742 4040	<a href="mailto:reception@aisvietnam.com">reception@aisvietnam.com</a>

#### Leadership

Executive Principal	Mr Jonathan Standen	<a href="mailto:jon.standen@aisvietnam.com">jon.standen@aisvietnam.com</a>
Head of Secondary School	Mr Lee Childs	<a href="mailto:lee.childs@aisvietnam.com">lee.childs@aisvietnam.com</a>
Deputy Principal, Secondary School	Mr Trent Richardson Mr Andrew Diamond	<a href="mailto:trent.richardson@aisvietnam.com">trent.richardson@aisvietnam.com</a> <a href="mailto:andrew.diamond@aisvietnam.com">andrew.diamond@aisvietnam.com</a>

Inquiry	Who To Ask?
Academic Progress, school curriculum	Subject teacher (first point of contact) – refer managebac for exact teacher Subject Coordinator (if still unresolved) Deputy Principal - Secondary, Head of Secondary (if still unresolved)
Student and Behavioral Concerns (including uniform)	Homeroom teacher (first point of contact) – refer managebac for exact teacher Deputy Principal - Secondary
Teacher Concerns	Deputy Principal- Secondary, Head of Secondary (after speaking to teacher) Executive Principal (if still unresolved)
Specific School Procedures	Deputy Principal- Secondary Head of Secondary
General School Policies, Strategic Direction	Head of Secondary Executive Principal



## Other

<b>University Guidance</b>	Heather Julien	<a href="mailto:heather.julien@aisvietnam.com">heather.julien@aisvietnam.com</a>
<b>Special Education Needs</b>	Jessica Rendall	<a href="mailto:jessica.rendall@aisvietnam.com">jessica.rendall@aisvietnam.com</a>
<b>EAL</b>	Garry Seabrook	<a href="mailto:garry.seabrook@aisvietnam.com">garry.seabrook@aisvietnam.com</a>
<b>Extended Leave</b>	Thi Duong	<a href="mailto:thi.duong@aisvietnam.com">thi.duong@aisvietnam.com</a>
<b>Fees and Discounts</b>	Financial Director	<a href="mailto:liem.nguyen@aisvietnam.com">liem.nguyen@aisvietnam.com</a>
<b>Sport</b>	Matthew Washer	<a href="mailto:matthew.washer@aisvietnam.com">matthew.washer@aisvietnam.com</a>
<b>Change to Music and Productions</b>	Nicholas Mason	<a href="mailto:nicholas.mason@aisvietnam.com">nicholas.mason@aisvietnam.com</a>
<b>CAS</b>	Sophie Hoang	<a href="mailto:sophie.hoang@aisvietnam.com">sophie.hoang@aisvietnam.com</a>
<b>IB Diploma</b>	Jo Prendergast	<a href="mailto:jo.prendergast@aisvietnam.com">jo.prendergast@aisvietnam.com</a>
<b>BYOD</b>	IT Helpdesk	<a href="mailto:helpdesk@aisvietnam.com">helpdesk@aisvietnam.com</a>
<b>Attendance</b>	Campus Reception	<a href="mailto:attendance@aisvietnam.com">attendance@aisvietnam.com</a>
<b>Buses</b>	Khang Bui	<a href="mailto:transport@aisvietnam.com">transport@aisvietnam.com</a>
<b>Academic Records</b>	Thi Duong	<a href="mailto:academy@aisvietnam.com">academy@aisvietnam.com</a>
<b>Timetable/Managebac Accounts/ Isams/Changes in Personal Details</b>	IT Helpdesk	<a href="mailto:parentsupport@aisvietnam.com">parentsupport@aisvietnam.com</a>
<b>Parent Teacher Conferences</b>	Thi Duong	<a href="mailto:thi.duong@aisvietnam.com">thi.duong@aisvietnam.com</a>
<b>Accountant/Cashier</b>	Thuy Tran	<a href="mailto:thuy.tran@aisvietnam.com">thuy.tran@aisvietnam.com</a>
<b>Uniform Shop</b>	Hanh Truong	<a href="mailto:schoolshop@aisvietnam.com">schoolshop@aisvietnam.com</a>
<b>School Nurse</b>	Mercy Candelaria	<a href="mailto:schoolnurse@aisvietnam.com">schoolnurse@aisvietnam.com</a>
<b>Librarian</b>	Ngoc Nguyen Hong	<a href="mailto:ngoc.nguyenhong@aisvietnam.com">ngoc.nguyenhong@aisvietnam.com</a>
<b>ECA's</b>	Mai Pham	<a href="mailto:mai.pham@aisvietnam.com">mai.pham@aisvietnam.com</a>
<b>Camp</b>	Thi Duong	<a href="mailto:thi.duong@aisvietnam.com">thi.duong@aisvietnam.com</a>

## SCHOOL TIMES / AFTER SCHOOL ACTIVITIES AND EAL PROGRAM

Secondary	
<b>Homeroom</b>	8:00am - 8:10am
<b>Period 1</b>	8:10am - 8:50am
<b>Period 2</b>	8:50am - 9:30am
<b>Morning recess</b>	9.30am - 10.00am
<b>Period 3</b>	10.00am - 10.40am
<b>Period 4</b>	10.40am - 11.20am
<b>Period 5</b>	11.20am - 12.00pm
<b>Period 6</b>	12.00pm - 12.40pm
<b>Lunch</b>	12.40pm - 1.20pm
<b>Period 7</b>	1.20pm - 2.00pm
<b>Period 8</b>	2.00pm - 2.40pm
<b>Bus departing</b>	3.00pm
<b>After School</b>	2.50pm - 3.50pm
<b>EAL &amp; VNC programme</b>	4.05pm

## HEALTH, SAFETY AND SAFEGUARDING POLICY

### INTRODUCTION

Keeping everyone safe and well is the foundation on which AIS Saigon is built. This document outlines our health, safety and safeguarding vision, our approach as well as key responsibilities and standards for leaders, functions and staff.

### FOR CLARITY OF UNDERSTANDING;

**Health** includes the physical and mental health and wellbeing of students and staff. Management of medical conditions, exposure to harmful substances and agents (e.g. chemicals, noise, radiation) as well as prevention and management of stress.

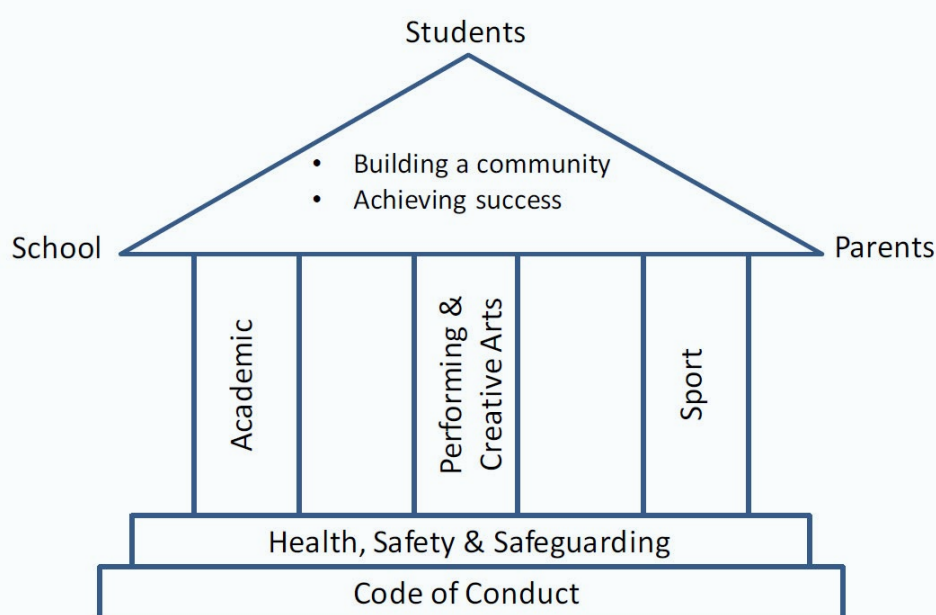
**Safety** includes the physical protection from accidental harm from the physical environment to students and staff. Management of building construction and maintenance, fire, food, transport, trips and excursions, manual handling, accident reporting, first aid treatment as well as preventing slips, trips and falls etc.

**Safeguarding** includes controls to prevent abuse and neglect, the management of security access and control, safe recruitment, allegation and incident reporting and investigation

### OUR VISION

Our vision is to embed a positive culture of health, safety and safeguarding into AIS so that is immediately tangible by the positive behaviours and attitudes of students and staff as well as the physical presentation of our school.

### OUR APPROACH - HEALTH, SAFETY & SAFEGUARDING



We recognise that good health, safety & safeguarding and good leadership and behaviours are indistinguishable from each other. We firmly believe that the safest schools are also the most effective in terms of delivering outstanding teaching and

learning, not only is keeping everyone safe and preventing harm the right thing to do, it creates a compelling case for Health, Safety & Safeguarding to be at the very heart of our school.

Importantly any member of staff who is uncomfortable or unsure about their own or other's health, safety or safeguarding is empowered to stop, seek help, raise a concern or escalate issues.

We believe in the power of making things simple, avoiding bureaucracy and performing activity that adds no value or distracts us from real risks. By applying a few simple principles relentlessly as a school can achieve extraordinary results.

Our Health, Safety & Safeguarding principles are designed to encourage engagement and to underpin and guide everyone's thinking and action throughout the group. We encourage our school community to:

**TALK OPENLY**, about health, safety and safeguarding:

- Talk about the value health, safety and safeguarding adds to the teaching and learning environment
- Talk about mental health and general wellbeing as much as safety & safeguarding.
- Talk to parent about the group's focus in this area

**CHALLENGE RESPECTFULLY**

- If in any doubt, stop, challenge others, staff, students, parent, visitors and suppliers.
- Ask questions rather than criticise.
- Recognise that mistakes are part of being human and most often these are unintentional, apply 'Just/ Fair Culture.'

**COLLABORATE CONTINUOUSLY**

- Share your story, report incidents, near misses or good ideas.
- Consult the end user and consider the impact of your decisions on others.



Please follow the safety and safeguarding reporting structure of contacting the Deputy Principal Mr Trent Richardson ([trent.richardson@aisvietnam.com](mailto:trent.richardson@aisvietnam.com)), Mr Andrew Diamond ([andrew.diamond@aisvietnam.com](mailto:andrew.diamond@aisvietnam.com)) or the school Secondary Principal and Designated Safeguarding Lead, Mr Lee Childs ([lee.childs@aisvietnam.com](mailto:lee.childs@aisvietnam.com)) if you would like to report any health, safety or safeguarding concerns.

## MOBILE PHONES

### RATIONALE

At AIS, we are most concerned with student well-being and personal growth. Based on UNESCO guidance, AIS will prohibit the use of mobile phones on-site during the school day, both during lessons and at breaktimes.

We are committed to fostering an environment that prioritizes student well-being and academic success. By banning mobile phones during school hours, we aim to reduce distractions and encourage face-to-face interactions, helping students to develop stronger social skills and focus better on their studies.

Additionally, this policy is intended to mitigate the negative impacts of excessive screen time on mental health, such as anxiety and depression, and to promote a more balanced and mindful approach to daily life. Our goal is to create a supportive and engaging learning atmosphere for all students and we believe this policy will help achieve our goal.

### POLICY

- It is acceptable for students to have a mobile phone. However, they are not to be used between the time of 7.30am-2.40pm. They are to be switched off or to be silent during school time.
- Mobile phones can be used before and after school but not during school breaks.
- Parents are asked to contact the front office in cases of emergency. Students are allowed to make emergency calls through the front office.
- Mobile phones should not be used to make calls, send SMS messages, access the Internet, audio record, take photographs / videos or any other application during the school day.
- Students who use their phone during the school day will have their phone confiscated. The phone will be given to the Head of Year who will return the phone to the student at the end of the school day at 2.40pm. This will be recorded as a Level 1 Behaviour offence and recorded on the school incident database.
- The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.

Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photographs or objectionable images and phone calls. Students using mobile phones to bully other students will face disciplinary actions as outlined in the School's Behaviour Management Plan





## AIS AIR QUALITY MEASURES

The Australian International School (AIS) is committed to the health and safety of its staff and students. HCMC is a large, metropolitan city undergoing rapid economic and technological transformation. This has resulted in a number of environmental concerns for human health, including air pollution. There are now some periods of the year when we experience poor air quality in HCMC. Exposure to elevated levels of air pollution causes both short-term and long-term health effects. The extent of those effects varies depending on individual risk factors including:

- age
- existing cardiovascular or respiratory conditions and/or sensitivity to pollutants
- the nature of activities performed

AIS has the following measures and procedures in place to maintain a healthy environment in regard to air quality.

### MONITORING

- AIS relies on the Air Quality Index (AQI) developed by the United States Environmental Protection Agency to determine the extent of health impacts and mitigation responses needed.
- AIS has an air quality monitor at the Thu Thiem campus and in Thao Dien. They are checked and compared against the AQI monitor at the HCMC Unites States Consulate [aqicn.org/city/vietnam/ho-chi-minh-city/us-consulate/](http://aqicn.org/city/vietnam/ho-chi-minh-city/us-consulate/)
- AQI pollution levels are monitored regularly throughout the day.
- When the AQI level is above 150 an email is sent advising staff.

### MITIGATION PROCEDURES

- AIS provides students and staff with clean air via the filtered air system at Thu Thiem campus and individual air purifiers at Thao Dien Campuses.
- The air-conditioning and air purifiers are inspected regularly and any issues addressed as soon as possible.
- When the AQI level is above 150 an email is sent advising staff.
  - Kindergarten and Primary teachers keep all children with asthma or other respiratory conditions in their classrooms.
  - Secondary teachers advise students with asthma or other respiratory conditions that they should stay indoors.
  - All teachers ensure that the windows and doors of their classrooms are closed and the security guards ensure that all external doors and windows are closed in shared areas of the building e.g. main entrance, halls, corridors, staff and meeting rooms.
  - Further actions are taken, depending on the AQI level, as per the chart on the following page.

### ADDITIONAL GUIDANCE/EXCEPTIONS:

- Community members who are more sensitive to the health effects of air pollution, including individuals with asthma, respiratory illness, and heart or lung disease are recommended to take additional mitigation measures.
  - Parents of these children should speak with their Principal and ensure the conditions are recorded within the school's records.
  - Faculty/employees should inform their direct supervisor of such conditions.
- Air pollution levels will vary during the day and may rise above or below outdoor activity guidance levels during ongoing activities.
  - Activities with less than one hour remaining may proceed using the mitigation measures the activity started with.
  - Activities (excluding field trips) with greater than one hour remaining shall align with the mitigation measures for the most recent AQI reading.
- Sport Conference AQI Policies (e.g. SISAC, AISA, ASAC) supersede this Policy.
- Modification/cancellation/suspension decisions shall be made within the following timeline:
  - Field trips/School events (e.g. International Day) - Two hours prior to departure
  - School day activities (PE, recess, ECAs, practices) – Use last available reading
  - Sports games – Two hours prior to start or per conference guidelines

## AIS AIR QUALITY INDEX (AQI)

	LEVEL 1 GOOD	LEVEL 2 MODERATE	LEVEL 3 UNHEALTHY TO SENSITIVE GROUP	LEVEL 4 UNHEALTHY	LEVEL 5 VERY UNHEALTHY
<b>Break (30 mins)</b>	No restrictions	<b>Sensitive individuals:</b> Students with asthma and respiratory infection to stay indoors. <b>Kindergarten - Year 3:</b> No Restrictions <b>Year 4 - 12:</b> No Restrictions	<b>Sensitive individuals:</b> Keep students with asthma, respiratory infection, and lung or heart disease indoors. <b>Kindergarten - Year 3:</b> Limit to light outdoor activities. Allow any students to stay indoors if they don't want to go outside. <b>Year 4 - 12:</b> No Restrictions.	<b>Sensitive individuals:</b> Keep students with asthma, respiratory infection, and lung or heart disease indoors. <b>Kindergarten - Year 3:</b> Play indoors. <b>Year 4 - 12:</b> Play indoors and avoid vigorous outdoor activities.	Keep all students indoors and keep activity levels light.
<b>PE (1hr)</b>	No restrictions	<b>Sensitive individuals:</b> Monitor students with asthma, respiratory infection, lung or heart disease. Increase rest periods for these students as needed. <b>Kindergarten - Year 3:</b> Increase rest periods for these students as needed. <b>Year 4 - 12:</b> No Restrictions.	<b>Sensitive individuals:</b> Keep students with asthma, respiratory infection, lung or heart disease, and diabetes indoors. Limit these students to moderate activities. <b>Kindergarten - Year 3:</b> Limit to light outdoor activities. Allow any students to stay indoors if they don't want to go outside. <b>Year 4 - 12:</b> Limit to moderate outdoor activities. Allow any students to stay indoors if they don't want to go outside.	<b>Sensitive individuals:</b> Conduct P.E. indoors. Limit students to light indoor activities. <b>Kindergarten - Year 3:</b> Exercise indoors and avoid vigorous outdoor activities. <b>Year 4 - 12:</b> Exercise indoors and avoid vigorous outdoor activities.	No outdoor activity. All activities should be moved indoors.
<b>Athletic Practice &amp; Training (2-3hrs)</b>	No restrictions	<b>Sensitive individuals:</b> Monitor students with asthma, respiratory infection, lung or heart disease. Increase rest periods for these students as needed. <b>Kindergarten - Year 3:</b> Increase rest periods for these students as needed. <b>Year 4 - 12:</b> No Restrictions.	<b>Sensitive individuals:</b> Students with asthma, respiratory infection, lung and heart disease, or conditions like diabetes shouldn't play outdoors. <b>Kindergarten - Year 3:</b> Limit to moderate outdoor activities for 30 minutes per hour of practice time with increased rest breaks. <b>Year 4 - 12:</b> Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks. Allow any students to stay indoors if they don't want to go outside.	<b>Sensitive individuals:</b> Keep students with asthma, respiratory infection, and lung or heart disease indoors. <b>Kindergarten - Year 3:</b> Exercise indoors. <b>Year 4 - 12:</b> Exercise indoors and reduce vigorous exercise to 30 minutes of practice time with increased rest breaks.	Keep all students indoors and keep activity levels light.
<b>Scheduled Sporting Events</b>	No restrictions	<b>Sensitive individuals:</b> Ensure that students with asthma and respiratory infection are medically managing their condition. <b>Kindergarten - Year 3:</b> Increase rest periods for these students as needed. <b>Year 4 - 12:</b> No Restrictions.	<b>Sensitive individuals:</b> Ensure that students with asthma and respiratory infection are medically managing their condition. <b>Kindergarten - Year 3:</b> Increase rest breaks. <b>Year 4 - 12:</b> Increase rest breaks.	<b>Sensitive individuals:</b> Ensure that students with asthma and respiratory infection are medically managing their condition. <b>Kindergarten - Year 3:</b> Move events indoors. <b>Year 4 - 12:</b> Increase rest breaks.	Keep all students indoors and keep activity levels light.
<b>US AQI</b>	<b>0 - 50</b>	<b>51 - 100</b>	<b>101 - 150</b>	<b>151 - 200</b>	<b>&gt; 200</b>

\* Modified = A change to reduce the time and/or level of exertion of an activity. Examples include moving indoors, focusing on technical skills, replacing intensive workouts for easy activities. Implementation is left up to the discretion of the coach or activity leader

## ASSESSMENT & REPORTING

### INTRODUCTION

Assessment at AIS is integral to all aspects of the curriculum. Assessment is not only a means of measuring student achievement, it also informs decisions made by teachers and students about what will be learned and how it will be learned.

Assessment will be authentic, informative, personalized and collaborative, involving teachers, students and parents. Constructive feedback will be provided through a balance of formative and summative practices that inform the teaching-learning cycle. Our assessment practices will reflect our international context, as well as the ethos and values of this school community.

### ASSESSMENT & REPORTING IN THE MIDDLE AND SENIOR SCHOOL

#### General

In middle school and senior school, a consistent grade system will be used for reporting all end of semester achievement levels, with each level clearly described.

- In Years 7 - 11 this will be in the form of a letter grade from A\* - U
- In Years 12 and 13 it will be in the form of a number grade from 1-7.
- In Years 7-11, a C or above in each semester is considered worthy of a pass. In years 12 and 13, a level 4 or above in each semester is considered worthy of a pass.

#### *Semester Grades*

Each year Subject Coordinators will develop and coordinate summative assessment schemes for all courses and year groups. Semester grades will be based on a minimum of two summative assessments per semester. These will be common assessments i.e. every student in a year-level course will undertake the same assessment tasks. Each summative task will be assessed using subject-specific criteria appropriate to that task.

Reported levels of achievement are the most accurate possible representation of a student's level of achievement at the end of the reporting period. In determining semester grades, all valid summative data is considered as per departmental assessment schemes.

#### Years 7 to 9

There are at least two types of summative assessment tasks per semester. Assessments in years 7 - 9 are based on subject-specific criteria. The criteria is modified for each separate curriculum level as appropriate for each course taught. Departments adapt, modify, create and use criteria that the students, teachers and parents can refer to as the student's progress. Individual task-specific criteria and indicators are developed to clarify or focus subject-specific subject criteria.

#### Years 10 to 11

Assessment criteria and grading is based on IGCSE learning outcomes and assessment rubrics.

In IGCSE classes, teachers use past papers as a formative assessment and summative tasks. There are at least two summative assessment tasks per semester. Past IGCSE papers are assessed using the CIE mark schemes.

#### Years 12 and 13

Assessments in years 12 and 13 are based on Criterion Based Assessment in classes. It will be used on all internal assessments for which the IB provides criteria.

In reports for years 12 and 13 students, the subject-specific criteria will not be listed. When appropriate, teachers are expected to comment specifically on the criteria of a subject.

When tests are provided as a means of assessment, they are graded using the appropriate mark scheme provided by the IB and allocated a 1-7 grade based on the grade boundaries published in the subject reports. Teachers in the DP are expected to use a variety of assessment tasks that cater to the different learning styles of their students.

The AIS and IB grades are aligned and accurately reflect student achievement at that point in the course.

## Moderation

Moderation of summative assessments takes place a minimum of once per semester to establish a common understanding of achievement levels, and at other points in the semester as required. Moderation takes place with small groups of teachers teaching the same subject and grade level in common planning time or during department meetings.

## Documentation

In the Secondary School, all subject coordinators are required to collect and review an assessment overview at the beginning of each semester that outlines the major summative assessment tasks planned for the semester as well as approximate dates. These will be shared with the students and with the relevant Secondary Deputy Principal.

## Cycle Tests / Assessment Week / Exams

### Cycle Test Grades

Starting in September, all students in Years 7-13 will undertake cycle tests each week. These are for English, Maths, Science and Humanities for Year 7-11 and specific IB subjects in Years 12-13. These tests will focus on knowledge and skills learnt in lessons implementing the theory of spaced repetition into the curriculum. Each subject is assessed on a regular basis. Scores can be tracked on Managebac and are graded using the generic grade descriptors.

There is a cycle test calendar which is shared with students. All students will have time to prepare for the cycle test and be told what to review for the assessment.

## End of Semester Report

The report card will be made up of the following for each subject area:

- A semester grade based on common, summative assessments that indicates students' level of achievement in each subject relative to the whole year-level cohort:
  - on an A\*-U scale for Year 7 – 11 students.
  - on the 1-7 scale for Year 12 and 13 students.
- Current levels of achievement for Approaches to Learning (ATLs).
- A narrative comment from each subject teacher focusing on the student's achievements throughout the semester as well as a comment focusing on goal for improvement, future learning, what the student can do and how the parents can contribute.

The following will also be included on each report card.

- Explanations of grading systems and other relevant detail.

## Term 1 Progress Report

A progress report for all Year 7 – 13 students will be published at the end of Semester 1. This report will include:

- An Academic Progress grade:
  - A\*-U scale for Year 7 – 11 students.
  - 1-7 scale for Year 12 and 13 students.
- Current levels of achievement for Approaches to Learning (ATLs).

## Assessment and Reporting of Online Courses

Year 12 and 13 students enrolled in online classes will be issued with reports from the online course provider, Pamoja Education. These reports may not be published at the same time as regular AIS reports as Pamoja courses are taught over seven terms. Pamoja results will be included in AIS transcripts.

## CYCLE TESTS AND INTERNAL ASSESSMENT AT AIS

Our approach to assessment is grounded in research and designed to support long-term academic success. One key component of this is our **cycle test programme**, which plays an integral role in strengthening student learning, evaluating progress, and informing teaching strategies.

### WHAT ARE CYCLE TESTS?

Cycle tests are internal assessments conducted at regular intervals throughout the academic year. They are not simply exams, but part of a broader learning strategy designed to:

- Reinforce key concepts through repetition and review
- Identify learning gaps early so they can be addressed promptly
- Provide teachers with meaningful insights to adjust instruction accordingly
- Encourage students to develop effective study and revision habits

These tests support a method known as retrieval practice—a research-backed learning strategy that involves actively recalling previously taught content. This process helps embed knowledge in long-term memory, making it more accessible and applicable in different contexts. The result is deeper, more durable learning.

### ASSESSMENT POLICY AND ABSENCE GUIDELINES

As part of our assessment policy, aligned with the standards set by **Inspired Education** (our parent organisation of over 100 schools worldwide)—students are expected to complete all scheduled cycle tests. The following guidelines apply:

- In **exceptional cases**—such as a close family bereavement or a serious medical emergency—a student may be recorded as **NA (Not Assessed)**, provided legitimate / **official supporting documentation** is submitted and approved by the school.
- The **NA** designation ensures students are not unfairly penalised due to legitimate circumstances, while maintaining fairness for those who attend and complete assessments as scheduled.
- A **score of 0** will be recorded for any student who misses a cycle test or internal assessment without an accepted and documented reason. These include: family holidays, sick days without a medical certificate, travel delays, family 'issues' etc.

This policy helps preserve fairness and academic integrity. If a student were to miss an assessment and receive NA without a legitimate reason, it could unfairly inflate their average when compared to peers who complete all assessments.

### WHY ARE RETAKES NOT INCLUDED IN REPORTS?

To maintain the integrity of our assessment process, students who complete the **cycle test** at a later date will not have the results included in report/ assessment scores. This is partly due to the ongoing pace of the academic programme, we are unable to formally administer missed assessments during the school day. Allowing the assessment scores to count towards a grade may also create an uneven playing field, as content could be shared between students, compromising the fairness and accuracy of the results. This same principle applies to external qualifications such as the IGCSE and IB.

### WHAT IF MY CHILD MISSES A TEST?

If a student misses a test due to illness or another reason, a score of 0 or NA will be applied ( see criteria above). However, we still encourage students to complete the assessment independently. Although no official mark will be recorded, this self-assessment can still provide valuable feedback and support continued learning.

Students may:

- Request the test paper from their teacher
- Review their work using provided mark schemes
- Discuss areas of difficulty with teachers and receive general feedback

Our focus remains on ensuring that all students continue to engage with learning and take responsibility for their progress.



## CYCLE TESTING SCHEDULE 2025-2026

Year Level	Test Day & Time	
7	Wednesday	p.1
8	Monday	p.5
9	Tuesday	p.7
10	Thursday	p.5
11	Friday	p.5

### TERM 1

Week	Dates	Year 7	Year 8	Year 9	Year 10	Year 11
3	26 - 30 Aug	Review	Science	Maths	Review	Review
4	1 - 5 Sep	Humanities	Holiday	Holiday	English	Business/Economics
5	8 - 12 Sep	English	Humanities	Science	Maths	English
6	15 - 19 Sep	Maths	English	Humanities	Science	Maths
7	22 - 26 Sep	Science	Maths	English	Business/Economics/CS	Science
8	29 Sep - 3 Oct	Humanities	Science	Maths	English	Business/Economics
9	6 Oct - 11 Oct	English	Humanities	Science	Maths	English

### TERM 2

Week	Dates	Year 7	Year 8	Year 9	Year 10	Year 11
1	20 Oct - 24 Oct	Maths	English	Humanities	Science	Maths
2	27 Oct - 31 Oct	Science	Maths	English	Business/Economics/CS	Science
3	3 Nov - 7 Nov	Humanities	Science	Maths	English	Business/Economics
4	10 Nov - 14 Nov	End of Semester Assessment Period				
5	17 Nov - 21 Nov	End of Semester Assessment Period				
6	24 Nov - 28 Nov	Christmas Holiday				
7	1 Dec - 5 Dec					
8	8 Dec - 12 Dec					

### TERM 3

Week	Dates	Year 7	Year 8	Year 9	Year 10	Year 11
1	5 Jan - 9 Jan	English	Humanities	Science	Maths	English
2	12 Jan - 16 Jan	Maths	English	Humanities	Science	Maths
3	19 Jan - 23 Jan	Science	Maths	English	Business/Economics/CS	Science
4	26 Jan - 30 Jan	Humanities	Science	Maths	English	Business/Economics
5	2 Feb - 6 Feb	English	Humanities	Science	Maths	English
6	9 Feb - 13 Feb	TET				
7	16 Feb - 20 Feb	TET				
8	23 Feb - 27 Feb	Maths	English	Humanities	Science	Maths
9	2 Mar - 6 Mar	Science	Maths	English	Business/Economics/CS	Science
10	9 Mar - 13 Mar	Humanities	Science	Maths	English	Business/Economics
11	16 Mar - 20 Mar	English	Humanities	Science	Maths	English
12	23 Mar - 27 Mar	Maths	English	Humanities	Science	Maths
13	30 Mar - 4 Apr	Science	Maths	English	Humanities	Science

### TERM 4

Week	Dates	Year 7	Year 8	Year 9	Year 10	Year 11
1	13 Apr - 17 Apr	Humanities	Science	Maths	English	Business/Economics
2	20 Apr - 24 Apr	English	Humanities	Science	Maths	English
3	27 Apr - 1 May	National Holiday				
4	4 May - 8 May	Exam Review				
5	11 May - 15 May	Exam Review				
6	18 May - 22 May	End of Semester Assessment Period				
7	25 May - 29 May	End of Semester Assessment Period				
8	1 June - 5 June	End of Semester Assessment Period				
9	8 June - 12 June					

**AIS REPORT GRADE DESCRIPTORS**

Year 7-11	Year 12-13	Grade Descriptors
A*	7	Thorough/comprehensive/excellent knowledge and understanding of curriculum content; highly effective skills and techniques demonstrated
A	6	Very good, detailed knowledge and understanding of curriculum content; very effective skills and techniques demonstrated
B	5	Good knowledge and understanding of curriculum content; effective skills and techniques demonstrated
C	4	Sound knowledge and understanding of curriculum content; sound skills and techniques demonstrated
D	3	Basic knowledge and understanding of curriculum content; basic skills and techniques demonstrated
E F	2	Limited knowledge and understanding of curriculum content; very limited skills and techniques demonstrated
G	1	Very little knowledge and understanding of curriculum content; rarely demonstrates skills and techniques
U		Ungraded: demonstration of knowledge, understanding, skills and techniques fell short of the standard required for grade G

## ATTENDANCE AND PUNCTUALITY

At AIS, we believe that attendance and attainment are strongly linked. We expect all students to attend school regularly and on time so they can become confident learners who reach their full potential.

Our school aims to meet its obligations regarding attendance by:

- Promoting good attendance and reducing absences, including persistent absence
- Ensuring every student has access to full-time education
- Acting early to address patterns of absence
- Expecting all students to be punctual
- Communicating attendance band data to parents
- Supporting parents in ensuring their child(ren) attend regularly and arrive on time

### LEAVING CAMPUS DURING THE SCHOOL DAY

If a student needs to leave the school campus during the day, a Permission to Leave School form must be completed and signed by a member of the Senior Leadership Team (SLT). The signed form should then be handed to reception. The attendance officer will update the registration records for the remainder of the day.

Any student leaving campus for medical reasons must be assessed by the school nurse before leaving. This ensures the student is safe to travel home or receive further medical attention.

### COMPLETING A LEAVE REQUEST FORM

To ensure accurate attendance records and safeguard all students, the school will no longer accept walk-ins, phone calls, or emails to report absences.

Absences must be reported by parents through the iSAMS Parent Portal by submitting a Leave Request form.

Follow these steps:

1. Log in to the iSAMS Parent Portal: [aisvietnam.parents.isams.cloud](https://aisvietnam.parents.isams.cloud)
2. Navigate to Communication > Leave request
3. Click on New Leave Request
4. Complete the required fields
5. Click Submit Leave Request

### UNEXPLAINED ABSENCES

If a student is absent and no notification has been received, the attendance team will contact parents via email or SMS. If the parent responds, the attendance officer will update the record with the appropriate absence code.

If no explanation is received, the student will be marked as Absent Unauthorised. Please note that this code does count toward the student's total absence percentage. From the 2025–2026 academic year, attendance data will appear on all student reports.

### ATTENDANCE CODES EXPLAINED

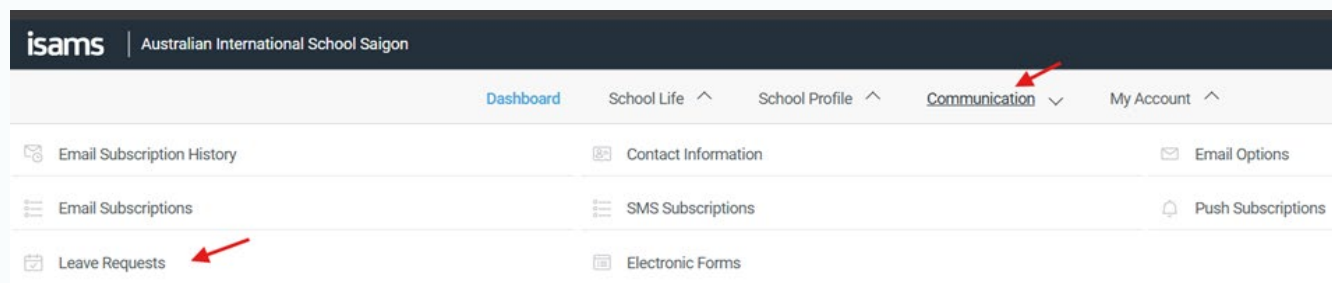
- Absent (Educational Activity) – Approved school activities. Not counted in absence totals.
- Absent (School Authorised) – Authorised by the school. Not counted in absence totals.
- Absent (Parent Authorised) – A note has been received from the parent, but the school does not authorise the absence. Counted in absence totals.
- Absent Medical (Parent Authorised) – Parent or physician confirms illness. Still not authorised by the school and counted in absence totals.
- Exceptional Circumstances – Parents must submit a request with supporting documentation to the Head of School. If approved by the Executive Principal, marked as Absent (School Authorised).
- External Suspension/Exclusion – Parents will be notified with return date. Days marked as X – Excluded Off-Site. Counted in absence totals.
- Internal Suspension – Days marked as I – Isolation. Authorised and not counted in absence totals.

### LATENESS

Students should move to their classrooms before the start of registration. Any student entering the classroom after 08:05 will be marked as R – Late to Registration.

## HOW TO USE LEAVE REQUEST FORM ON ISAMS PARENT PORTAL

- URL: [aisvietnam.parents.isams.cloud](https://aisvietnam.parents.isams.cloud)
- After logging in, navigate to Communication > Leave request.



- Click on New Leave Request underneath of Leave Request page, fill-in required fields then hit Submit Leave Request.

The screenshot shows the 'Leave Requests' form. The 'New Leave Request' button is highlighted with a red arrow. The 'Select Child(ren)' dropdown is highlighted with a red arrow. The 'Submit Leave Request' button is highlighted with a red arrow.

**Leave Requests**  
Listed below are the latest forms available to you within iSAMS.

**New Leave Request**

Select Child(ren)  
0 Selected  
Select Child(ren)  
☐ . Test Phan

Default Times  
Select Time Of Day

Start Date  
Select Start Date

End Date  
Select End Date

Leave Request Type  
Select a Type

Notes

Supporting Documents  
Supporting Documents

Submit Leave Request

- You will be receiving confirmation once the request has been received, approved, or rejected.

## STUDENT REFERENCE REQUESTS

We understand that, due to the nature of international communities, students may occasionally leave AIS, whether to return to their home country, relocate due to family circumstances, or transition to another international school. To support families through these changes, we have a clear and consistent process for managing student reference requests that ensures fairness and transparency across our school community.

- **General Reference Letters:** AIS provides a general reference from a member of the Senior Leadership Team (SLT), accompanied by official school reports. This is standard practice across most international schools and is widely accepted.
- **No Individual Subject References:** We do not provide individual subject teacher reference letters. In certain circumstances, depending on the application process or destination country, a Head of Year or teacher may contribute brief comments (such as bullet points) to support a reference form. This will be coordinated by the school.
- **Entrance Assessments:** AIS teachers will not be able to conduct or supervise entrance assessments on behalf of other schools.

We will support your application by providing:

- A reference from the senior leadership team
- Detailed historical school reports, including subject grades, teacher comments, and learning attitudes
- Any relevant information related to attendance, special educational needs, or safeguarding, if appropriate

Once we receive an official reference request directly from the school your child is applying to, Miss Thi Duong will coordinate the preparation and send the required documents as soon as possible.

### SUBMITTING A REQUEST

If you require a reference for your child, please forward your request to the **Admissions Office** and to **Miss Thi**. Our Admissions team will coordinate the process to ensure it is managed fairly and to help us understand any concerns or plans for school departure. This also allows us to schedule a meeting with your family if needed, to explore whether continued enrolment at AIS remains the best option for your child. We appreciate your cooperation in following this process, which helps us maintain consistency and uphold the best interests of all students and staff at AIS.





## BEHAVIOURAL EXPECTATIONS

Whilst we place high expectations on academic achievements and outcomes for our students, we also set high expectations of their behaviour. It is our expectation that our students learn in a safe, secure and supportive environment. Every endeavour is made to promote a positive, caring and cooperative atmosphere. As an IB world school, we expect all our students to have the following attitudes and behaviour:

<b>Appreciation</b>	Appreciating the wonder and beauty of the world and its people.
<b>Commitment</b>	Being committed to their learning, persevering and showing self-discipline and responsibility.
<b>Confidence</b>	Feeling confident in their ability as learners, having the courage to take risks, applying what they have learned and making appropriate decisions.
<b>Cooperation</b>	Cooperating, collaborating and leading or following as the situation demands.
<b>Creativity</b>	Being creative and imaginative in their thinking and in their approach to problems and dilemmas.
<b>Curiosity</b>	Being curious about the nature of learning and of the world, its people and cultures.
<b>Empathy</b>	Imaginatively projecting themselves into another's situation, in order to understand his/her thoughts, reasoning and emotions.
<b>Enthusiasm</b>	Enjoying learning.
<b>Independence</b>	Thinking and acting independently, making their own judgments based on reasoned principles and being able to defend their judgments.
<b>Integrity</b>	Having integrity and a firm sense of fairness and honesty.
<b>Respect</b>	Respecting themselves, others and the world around them.
<b>Tolerance</b>	Feeling sensitivity towards differences and diversity in the world and being responsive to the needs of others.

## BEHAVIOUR MANAGEMENT PLAN

AIS has a Behaviour Management Plan that is applicable to all students. AIS has high expectations of all those who work and learn within the School. Students are expected to recognise that for the School to operate effectively and function as a community all students are expected to behave in keeping with the behaviour management plan.

### SECONDARY

	Level 1	Level 2	Level 3	Level 4
What Did I Do?	<ul style="list-style-type: none"> <li>Late to class</li> <li>Arriving at class unprepared</li> <li>Behaviour which disrupts other students</li> <li>Out of class unnecessarily or unnecessarily long (e.g. on a toilet break)</li> <li>Not wearing correct uniform, includes makeup and jewellery</li> <li>Being in out of bounds area on the campus</li> <li>Breaching others' personal space</li> <li>Not following specific safety or behaviour rules</li> <li>Using a language other than English inappropriately</li> <li>Homework not completed</li> <li>Classwork not presented to acceptable standard</li> <li>Using Mobile Phone during school (7:30-2:40pm)</li> <li>Using Computer Devices in the Cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Persistent level 1 issues 3 or more lateness in 5 days</li> <li>Failing to follow direction or instruction from staff member</li> <li>Misuse of school property/equipment</li> <li>Bullying/provoking other students</li> <li>Inappropriate use of mobile phone, laptop, tablet or another device</li> <li>Swearing – in any language</li> <li>Being disrespectful to an adult, staff member or teacher</li> <li>Late to class by more than 5 mins</li> <li>Disruptive or disrespectful behaviour on buses</li> <li>Chewing gum</li> <li>Persistent use of Mobile Phone during school (7:30-2:40pm)</li> <li>Playing computer games in class</li> </ul>	<ul style="list-style-type: none"> <li>Persistent failure to meet behaviour expectations of school</li> <li>Racism and/or derogatory remarks</li> <li>Persistent bullying/provoking other students</li> <li>Leaving school grounds without permission</li> <li>Persistent disruptive or disrespectful behaviour on buses</li> <li>Persistent failure to follow instructions to complete set tasks in classroom</li> <li>Persistent failure to complete homework</li> <li>Persistent lateness to class</li> <li>Hacking/abuse of School computer system, network or internet</li> <li>Absent from class, including Homeroom, or compulsory school event without valid excuse</li> <li>Cheating and plagiarism</li> <li>Minor incidents of fighting</li> <li>Major insolence or rudeness to staff</li> <li>Graffiti and/or vandalism</li> <li>Inappropriate physical contact with another student</li> </ul>	<ul style="list-style-type: none"> <li>Fighting and/or physical violence</li> <li>Ongoing major insolence or rudeness to staff</li> <li>Smoking, including e-cigarettes</li> <li>Persistent Truancy</li> <li>Major graffiti and/or vandalism</li> <li>Theft</li> <li>Severe bullying including cyber bullying</li> <li>Use and /or possession of illegal drugs/substances</li> <li>Behaviour that brings discredit to the School</li> </ul>
Who will manage this?	<ul style="list-style-type: none"> <li>Classroom/supervising teacher</li> </ul>	<ul style="list-style-type: none"> <li>Classroom/supervising Teacher</li> </ul>	<ul style="list-style-type: none"> <li>(Referred to) Head of Year or Deputy Principal.</li> </ul>	<ul style="list-style-type: none"> <li>(Referred to) Deputy Principal/Principal/Exec Principal</li> </ul>
What Will Happen Next?	<ul style="list-style-type: none"> <li>Recorded on school incident database</li> </ul>	<ul style="list-style-type: none"> <li>Recorded on school incident database</li> <li>Head of Year and Homeroom teacher notified through school incident database</li> <li>Lunch time detention.</li> <li>Daily or weekly Report (when determined as advisable by HOY)</li> </ul>	<ul style="list-style-type: none"> <li>Recorded on school incident Database</li> <li>Parents contacted by phone/email (by Wednesday for a Friday detention)</li> <li>Friday afternoon detention OR</li> <li>Internal suspension (depending on severity)</li> <li>Withdrawal of privileges including but not limited to participation in inter-school activities (optional)</li> <li>Suspension conference if required – Parent/student/HOY/Deputy Principal or Principal</li> </ul>	<ul style="list-style-type: none"> <li>Recorded on school incident Database</li> <li>Parents contacted by phone/email</li> <li>Suspension conference – parent/student/HOY/Deputy Principal or Principal</li> <li>External suspension</li> <li>Withdrawal of privileges including but not limited to participation in inter-school activities</li> <li>Behaviour Contract (optional)</li> <li>Referred to Disciplinary Committee for possible expulsion if a repeat Level 4 offence as per school policy</li> </ul>

## HOMEWORK

### GENERAL HOMEWORK GUIDELINES

Homework can serve several purposes. It affords a valuable link between school and home, keeping parents informed of the kind of work being done at school. Homework is designed to reinforce skills already learned, facilitate independent research and study skills, and so should be completed independently by the student.

- Where possible, teachers will modify homework expectations for students who receive assistance from the EAL staff.
- Homework times are given as 'approximate' as students work at different speeds and will find tasks to be of varying difficulty.
- All questions regarding student homework should be discussed directly with the class/subject teacher.
- Students are required to complete all homework set. Consequences for not completing homework tasks will be given by the teacher in-line with the student Behaviour Management Policy statement.

It is recommended that parents remain aware of their children's homework, course work and research commitments. Helping to ensure that time is set aside and that there is a quiet place to study is of particular assistance in establishing good study habits.

AIS provides a structured Homework Timetable to help students manage their workload effectively. This timetable is designed to prevent students from becoming overwhelmed and to support them in planning and organizing their time efficiently throughout the week.

### SECONDARY SCHOOL HOMEWORK

The homework for the secondary school will include all subject areas.

<b>Year 7</b>	an average of 60 minutes per night
<b>Year 8</b>	an average of 70 minutes per night
<b>Year 9</b>	an average of 80 minutes per night
<b>Year 10 - 11</b>	an average of 90+ minutes per night
<b>Year 12 - 13</b>	an average of 120+ minutes per night

For secondary school students, homework will be assigned from Monday to Friday. Weekend homework will be set when daily classroom assignments have not been completed. Teachers will use Managebac to communicate daily homework tasks and expectations.

### ABSENTEE HOMEWORK

- Parents should not expect the School to provide work while a student is absent and students are expected to meet all assessment deadlines whether they are attending school or not.
- Modified classroom activities and assignments can be provided where students are absent from school due to illness for a period of three days or longer.
- Homework assignments will be uploaded to Managebac for student access.

## ACCESS CONTROL SYSTEM

Entry to and exit from the Thu Thiem campus is via card-controlled security gates. All parents are issued with access cards on the basis of one per parent and one nanny/driver per family. One additional card per family can be issued upon request. If an access card is lost, there will be a replacement charge. To request additional or replacement cards, email [reception@aisvietnam.com](mailto:reception@aisvietnam.com) or speak with one of the school receptionists.

Anyone visiting the Thu Thiem campus who does not have an access control card must report to Security at the campus main entrance. Security will issue a visitor's badge and will tag the visitor in and out of the electronic security gates.

## BIRTHDAY ARRANGEMENTS

### STUDENT BIRTHDAYS – SECONDARY

Students are not to organise parties to celebrate their birthday at school. Ordering external food deliveries such as pizza or birthdays cakes is not permitted and the deliveries will be kept at reception to collect at the end of the school day.

### EXTERNAL PARTIES ARRANGEMENTS

- Where students intend to attend after school birthday parties and gatherings changes to bus travel home and traveling with other families must be arranged in writing or through the school reception desk before 12 noon of that day so that all school based arrangements and security protocols can be followed. Late arrangements, verbal message and after school phone calls will not be accepted.
- Invitations to parties and the giving of presents should happen family to family or parent to parent. Invitations and presents are not to be distributed by the students in the classroom setting at any time.

## CANTEEN INFORMATION

Food services in the school Cafeteria (TT only) are provided by an experienced and professional team.

The school Cafeteria is open from 8am until 4pm Monday to Friday. The Cafeteria provides an a la carte food system for secondary students and the school staff.

- Morning recess is served for the Secondary school from 09.30am - 10am.
- Lunch is served for Secondary students from 12.40pm – 1.20pm

Students may also bring their own lunch.

Students in the Secondary School have the option of purchasing snacks and refreshments during the morning break and after school, and purchasing their lunch from the daily menu board. Secondary school students should use the student ID Card as a debit Card for the Cafeteria to purchase items.

### SMART CARDS

AIS uses a cash-less system so Secondary students are expected to use their ID Card to pay for meals and refreshments. Cash will also be accepted in the Cafeteria for parents and visitors (as well as those students who lose or forget their cards). Primary students are not permitted to purchase directly from the Cafeteria.

### RECEIPTS

Receipts will be issued with all transactions.

### CAFETERIA STAFF

The Cafeteria staff will aim to please and serve all students and staff to the best of their ability. They should be treated with respect at all times.

### COMPLAINTS

Complaints should not be made to the Cafeteria serving staff as they have little to do with the systems, organisation and running of the Cafeteria. Complaints, feedback and suggestions can be made to the AIS Principal's PA, Ms Phuong Nguyen ([AIS.Admin@aisvietnam.com](mailto:AIS.Admin@aisvietnam.com))

## CAMPS / OUTDOOR EDUCATION

Camps are an essential and valued part of the AIS program, offered across various year levels. They provide students with meaningful educational and social learning experiences that extend beyond the classroom. Camps are designed to challenge students personally, encouraging growth in independence, resilience, and teamwork.

The cost of all camps is included in the annual school fees.

To ensure student safety, all activities are closely supervised. Camps are managed collaboratively by AIS teaching staff and internationally recognised educational camp providers. Fully trained camp staff oversee all activities and are responsible for delivering high-quality food and maintaining safe, comfortable sleeping arrangements.

## CARE OF PERSONAL PROPERTY AND SCHOOL PROPERTY

Common sense precautions should always be taken to safeguard personal articles and school issued property. Students are responsible for school issued property and are expected to pay for lost and/or damaged items. Reports will not be issued until accounting is made for lost or damaged property. Students owing for uniforms, books, other school items or fund raising money cannot participate in extracurricular activities. AIS will not be held responsible or liable for personal property deemed missing, lost or stolen

## CHANGE IN ADDRESS / TELEPHONE NUMBER / E-MAIL ADDRESSES

Please ensure that the School is kept up-to-date with any change of home/email addresses or phone numbers to ensure reports, invitations, etc reach you. As email is the main form of communication from the school, it is important that we have an up-to-date email address on file for each parent. It is also important that up-to-date parents' work phone numbers, as well as an alternative emergency contact number, are available for use in the event of sickness or an emergency. It is your responsibility to ensure that the school has accurate details at all times. A change of details form is available from the School for you to complete and return to reception.

## COUNSELLING & PROFESSIONAL SUPPORT SERVICES

The School employs a full-time Counsellor to support students experiencing social and/or emotional issues. The counsellor works in conjunction with outside professionals to best support students who have needs that are beyond the School's resources. It can only do this if parents are prepared to provide all available information.

Referral to outside agencies and educational psychologists is available upon request through the Counsellor or the Principal. These agencies can be especially helpful for advice and strategies to manage particular learning problems or mental welfare issues. As these are outside services, fees are payable by the parents.

## CURRICULUM OVERVIEW

In Years 7-11, the academic program leads to the Cambridge Checkpoint assessment and the university of Cambridge IGCSE external examinations, and aims to extend the inquiry-based approach that the IB Primary Years Program offers while also preparing the students for the rigours, challenges and demands of the University of Cambridge International Lower Secondary Curriculum. In addition, we strive to make the program relevant for our culturally diverse student body. The Middle school years are a time when children are exploring who they are and where they fit into the scheme of school and further education. They want to increase the level of independence in their own decision-making and our task as educators, in partnership with parents, is to guide them along this road with both patience and understanding.

The Senior School (Years 12 – 13) leads to the International Baccalaureate Diploma Program. Our programs provide not only rigour and challenge, but depth, breadth and variety across disciplines. Our academic and co-curricular programs provide students with enriching experiences and opportunities. We are committed to providing an international education of the highest standards of academic excellence maintained by highly qualified and knowledgeable teachers and placing our students in leading universities around the world.

Full details of the various curriculum programs can be downloaded from the ais website [www.aisvietnam.com](http://www.aisvietnam.com)

## DANGEROUS ITEMS

Dangerous items, such as pocket knives, are not allowed and students may face suspension if caught with such items.

## EXTRA CURRICULAR ACTIVITIES (ECA) PROGRAM

The extra curricular activities (ECA) program is designed to introduce students to a range of special interest areas. The activities focus on participation and gaining new experiences as well as achievement. Activities are conducted by AIS teachers, teacher assistants and externally hired specialist instructors.

Extra curricular activities are scheduled Monday to Friday from 2.50pm to 3.50pm for students from Year 7 to Year 13. Additional clubs and teams will also operate from 4pm. Our school bus services will operate at 2.50pm and 4pm for students to depart the school and return home.

Students may select one activity per day. Students are required to register for activities at [services.aisvietnam.com](http://services.aisvietnam.com)



Placements into activities will be made on a 'first come, first served' basis. Every effort will be made to timetable the students' requests. In some cases, sessions do have a maximum number of participants and may be closed to later nominations. In these cases, a waiting list is held for future activity vacancies.

Participants who are absent from school for the day of their session will not have the session replaced or refunded as the staffing has been secured for the period of the course.

When a student is not registered for an activity they are expected to leave school at 2.40pm.

It is the student's responsibility to arrive at the ECA or Bus to the ECA on time.

Occasionally, the transport returning to school will be delayed and therefore the child will need to make their own way home at the cost of the child/parents.

## BYOD

AIS runs a Bring Your Own Device (BYOD) program. For secondary students the use of laptops is compulsory and is an integrated resource for students.

The school employs laptop monitoring technology to ensure students are on task during lesson time. All privacy rights are respected and followed.

Wireless access is available and the School employs network security software to ensure that devices students use to connect to the School's network are protected from viruses and malware. Use of the School's IT facilities from a student's own device is still governed by the School's IT acceptable use policy.

There is no computer gaming accepted at anytime.

## HOUSES

All students and staff are allocated to one of 4 houses. The houses and their colours are:

Pegasus	Black
Sphinx	Yellow
Griffin	Blue
Phoenix	Red

Sporting events and other inter-house competitions are organised to engender a spirit of belonging and build relationships between students from different year groups.

Siblings are placed in the same house wherever possible. House colour school tee shirts can be purchased from the school shop.

## ID CARDS

All students must have a school ID Card. If students lose their ID card, they should order a new card at Reception. Students should carry their ID card at all times as they have several important functions.

- They are required to enter and exit Thu Thiem campus via the Access control System.
- They are used for the issuing of library books.
- Secondary students use them to purchase food in the cafeteria and to pay for photocopying.

## LOCKERS

Having a locker is a privilege that requires responsible control. All Year 7 - 8 students will be assigned one locker at the beginning of the school year by their home room teacher. A large number of lockers are also available for use for Year 9 - 13 students. Students will need to purchase their own padlock and key. Students should not give their locker combinations to anyone, even their friends. If a student believes someone knows his/ her combination, a new lock should be purchased immediately. Students must have a lock on their locker at all times. Lockers must be kept clean and neat both inside and out. Please do not mark on them or attach anything to the outside. If students have a very good reason to do so, they may request a locker change from their tutor group teacher.

Students should clear their lockers at the end of the school year. Items left in lockers after the last day of school will become school property.

## LOST AND FOUND AREA

Found and unclaimed items are collected and taken to Reception where they are kept in a lost and found area. Money found will be donated to the school charity if it is not claimed within one week. Other unclaimed articles such as clothing will be donated to charity if not claimed at the end of each term. Students should label clothing and other personal belongings with their name using a waterproof pen. Parents are requested to call Reception if something is missing, as many times the articles are waiting in the lost and found area. Please do not bring valuable items to school unless they are marked.

## MESSAGES

Reception staff will interrupt classes to give genuinely urgent messages only. Items such as forgotten lunches, physical education uniforms or homework are not regarded as urgent and will be held at Reception.

## OFFICE HOURS

The School Office hours are 7.30 am until 4.30 pm each day. When telephoning the School, please do so between these hours.

## PRINTING AND PHOTOCOPYING

Both black and white and colour printing and photocopying facilities are available within the School. Students will need to use their student ID cards to access these devices. At the beginning of the year, each student is given credit for printing and photocopying. Students can purchase credit from the cashier at Thu Thiem.

## RECEPTION FOYER - BEFORE/AFTER SCHOOL

The school reception foyer is a busy place and an area for holding business only. The security staff outside the front door will welcome all visitors to the School and direct them to the AIS reception desks. Students are not to stand, wait, socialise or meet in this area at any time (before school, break times, after school).

After school, Secondary students should only be in the pick up zone immediately prior to being collected. If they are not in an after-school extra curricular activity, they must wait in the Library or in the Cafeteria.

## RECEPTION PHONES

Ideally students should not use the reception phones, except in the case of sickness or emergency. Students should see one of the Principals if they have an emergency. Students will not be able to borrow money or obtain change from the office. In case of an emergency see one of the Principals.

## SCHOOL PRODUCTION

Each year the school stages at least one production in both Primary and Secondary School. Students in Kindergarten, Primary and Secondary school are encouraged to join and we would also encourage interested staff members and parents to participate. It is important for all participants to understand that school theatre productions require an enormous amount of time, commitment, and energy. Students who sign up for the production must attend all scheduled rehearsals including after school, evening, and weekend rehearsals. Parents and students must also arrange their own transportation for pick up after rehearsal sessions during the week and drop off / pick up on Saturdays.

## SCHOOL SHOP

The AIS shop at Thu Thiem sells stationery items used by students. Also available are book bags, uniforms and school supplies including locks for lockers. Secondary students are advised to check with their subject teachers about textbook titles before purchasing additional textbooks from the AIS shop. There is an AIS shop at Cherry Blossom campus which sells uniforms and other resources.

Shop opening hours are 7:30 am – 4:30 pm.

## SMOKING

Vietnamese Law states that no person under the age of 18 shall purchase, use or possess tobacco products. Absolutely no smoking of cigarettes or e-cigarettes is allowed in the School or in front of the School or anywhere when a student is wearing AIS uniform. Students who fail to comply with these laws may face suspension or expulsion in accordance with the School's Behaviour Management Plan.

## SPORT

Sport and exercise are an essential part of a well-balanced education, and at AIS we attempt to provide as varied a program of sports activities as facilities and qualified staff allow.

Participating in Physical Education is a compulsory part of our curriculum, and students are also encouraged to take part in our extensive After School Extra Curricular Program and/or to join a sports team.

Our sporting facilities include an air-conditioned gymnasium, two 25m pools, covered tennis courts, a fitness suite and field. The size and quality of these facilities allow us to host sports events with other International schools and multi-school tournaments.

By participating in a sport for recreation, students build their physical, emotional and intellectual skills. By being a part of a team, students learn sportsmanship, commitment and self-confidence.

## STUDENT DRESS CODE

The School seeks to respect, encourage and model culturally professional modes of dress at school and at off-campus, school events. The attire worn by students will project a positive, polite and dignified reflection of the school. Students are expected to wear the AIS Vietnam uniform at all times. The appearance of each student should reflect the high standards expected from each person at AIS. At AIS a high standard of dress is essential to the success of the student body and the expectation of excellence for the school.

It is the responsibility of parents to ensure that their child has the correct uniform and that it is clean and in good condition.



## SPORTS TEAMS

Students who are selected and join an official school sports team will be required to purchase an AIS team uniform. These uniforms will be worn at all official sporting fixtures with other schools.

## VIOLATIONS

A student whose clothing violates the dress code shall be given the opportunity to correct the problem at school. In repeated cases families will be called by phone and the student will not be permitted to enter classes until they return home and change their clothing.

## GENERAL GUIDELINES

- Students must wear clean clothing that is in good condition.
- Hair must be clean, of a natural colour, and well kept.
- Jewellery, make-up and nail polish must be 'simple and modest' and appropriate to a school setting.
- Tattoos / fake tattoos must not be visible at any time. Clothing must not be too tight or short.
- All 'undershirts / under clothing' should be covered as much as possible and be white in colour.
- Hats are encouraged outside the building, to promote the student's dress code and 'sun smart' awareness.
- All students from Years 7 to 11 are expected to bring along their sports uniform and change into it before and after all PE lessons. Students who have PE lessons scheduled for period 1 or 8 may wear their PE uniform to or from school, as appropriate.
- No artificial nails or facial piercings are permitted.
- On Friday's, students are encouraged to wear their house shirts. The rest of the regular uniform should be adhered to including black shoes.
- Titans training gear should only be worn for training purposes and is not appropriate for PE classes. This includes titans' sports jumpers.
- Students participating in House Activities can wear their PE uniform (AIS Shorts) and House Shirt to school, but must change at lunchtime before going home.

## AIS SECONDARY UNIFORM

All items are available at the school shops.

### Secondary School

- White (blue stripe) shirt
- Navy blue skirt
- Navy blue shorts / trousers
- Black enclosed shoes (Black shoes should be all black with no white markings on them.)
- Plain white socks
- Year 12 and 13 students must wear a long sleeve white shirt with tie as they enter and exit the school campus. Shirts should remain tucked in whilst on school campus.
- AIS uniforms are gender neutral and can be worn by either gender.

### Physical Education (PE)

- Blue and white striped shirt
- Coloured house team T/shirts (can also be worn for PE lessons)
- PE Uniform can be worn on timetabled PE Days all days.
- Appropriate sporting shoes (white socks)
- AIS swim costume

## STUDENT REPRESENTATIVE COUNCIL

Classes from Year 7 to Year 13 have a representative on the Student Representative Council (SRC). The function of the SRC is to provide a conduit for the opinions and ideas all students have about making AIS more effective. Their ideas are taken seriously by the Senior Leadership of the School and considered when making decisions about changes within the school. SRC also play an active role in conducting assemblies and delivering the student message to the school community.

The Secondary School SRC is guided by the Deputy Principal and a Teacher Coordinator. The Student Representative Council is run by an elected executive comprising a president, vice-president, junior president, public relations officer, and secretary.

## SUBSTANCE ABUSE

Substance abuse, including any form of alcohol or illegal drug is unlawful and will not be tolerated. If students are found to be using, or are in possession of such items, parents will be contacted immediately. They may also face suspension, expulsion, or even police referral. Students are also prohibited from administering prescribed or non-prescribed medication to other students.

## THEFT

Theft of any kind will not be tolerated and may lead to expulsion.

## TRANSPORT

Parents are responsible for transport arrangements to and from school for students. Please ensure that your child knows what their back-up plan is, in the event of normal transport plans being disrupted. If normal transport arrangements are temporarily changed (i.e. parents / guardians away for a few days), please inform the school, providing details of temporary arrangements, so that we may best assist your child in the event of any problems arising.

AIS provides a safe and reliable school Bus service, using modern air-conditioned vehicles, to pick up and drop off school students on designated routes around the city.

All vehicles have regular safety and maintenance checks, are operated by a licensed driver and have an assistant on board. The regular afternoon departure time is approximately 3.00pm.

Students who choose to participate in the after school activities program will be placed on the later bus run that departs at approximately 4.05pm.

## VISITORS

Anyone visiting the School who does not have an access control card must report to Security at the campus main entrance. Security will issue a visitor's badge which must be worn at all times while on campus. At Thu Thiem Campus Security will tag the visitor in and out of the electronic security gates.

## WATER

Students may have a water bottle in class. Screw-top glass bottles and cans are not permitted in class during lesson time. Water is the only liquid to be consumed in class time. There is water available throughout the school buildings although leaving class to have drinks will not be encouraged.

## WITHDRAWAL FROM SCHOOL

Students who need to leave AIS during the school year should inform the School in writing as soon as possible so we will have time to arrange records and transcripts. In accordance with the conditions of enrolment, parents should give sufficient advance notice: at least 60 days prior to the student's last day of attendance from 01/09/2023 to 30/04/2024, or at least 90 days if the last day of attendance from 01/05/2024 to 31/08/2024.











An **inspired** school

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t: +84 28 3742 4040

**Thao Dien Campus** (*Kindergarten - Year 6*)

APSC Compound, 36 Thao Dien Road, An Khanh Ward, Ho Chi Minh City, Vietnam

**Lotus Campus** (*Kindergarten*) | Lotus Road

**Cherry Blossom Campus** (*Year 1 - Year 6*) | Cherry Blossom Road

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