

Taipei European School
British Primary Section



Parent Handbook

2022 - 2023



TAIPEI EUROPEAN SCHOOL

Taipei European School

Vision and Mission

TES is a unique school, comprising four different sections. These are: British Primary Section (BPS), British Secondary and High School Section (BSHS), French Section (FS), German Section (GS). The sections share in common a mission and vision which is set out below.

Vision

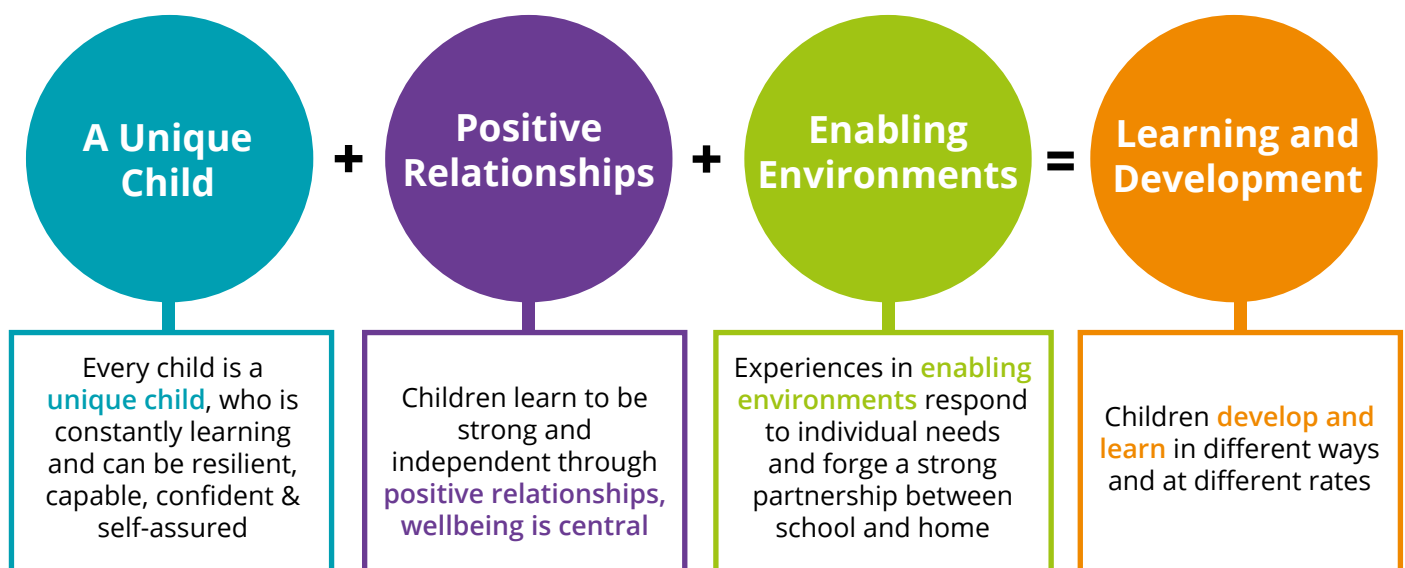
To be a flourishing, multilingual and multicultural community of lifelong learners that embraces independence, curiosity and empathy to make a positive difference in local, national and global environments.

Mission

Through world class curricula, Taipei European School cultivates lifelong learners and responsible global citizens who are ready to rise to the challenges of the future. We nurture independence, embrace diversity, and encourage all to “do well by doing good”. We embrace holistic education programmes that value academic accomplishment while prioritising the social and emotional wellbeing of each learner.

Principles of British Primary Section










Within the British Primary Section we have clear principles that we use to support children’s learning and development. We provide our children with a world class education which is committed to academic excellence and the development of the whole child. Both of these aspects are vital elements in enabling our children to fulfill their potential. This can be summarised in the following statement:



The Learner Profile

The BPS Learner Profile was developed by staff, students, and parents and is a precursor to the International Baccalaureate (IB) Learner Profile. It is a distinctive set of attributes that we aim to instil in our students before they exit the BPS after Year 6. The attributes are a sound base for students to launch into the IB Learner Profile that is used across our British Secondary and High School.

The Learner Characteristics are:

Characteristic	Description
<p>We are</p>  <p>Thinkers</p>	<p>BPS students have the ability to think creatively, critically, and analytically. They are inquisitive about their learning and the world around them. They seek to solve problems, apply strategies, and adapt to new situations presented to them.</p>
<p>We are</p>  <p>Adventurers</p>	<p>BPS students are confident to take risks and committed to their learning journey. They take risks to experience new opportunities in learning and in life. They are resourceful in new situations and face challenges with optimism and an open mind.</p>
<p>We are</p>  <p>Communicators</p>	<p>BPS students are effective communicators. They can select and use multiple modalities of communication to express, justify, and reason their learning. They are articulate and fluent, and know when to collaborate and when to work alone.</p>
<p>We are</p>  <p>Global Citizens</p>	<p>BPS students are globally aware. They understand international culture and have a secure identity of their place in the world. Their learning is with an international perspective and prepares them for life on the world's stage. They take responsibility for their behaviour in the world and to those who share it with them. They make considered decisions based on sustainability and environmental impact, protecting what they have for their future and for those that follow.</p>
<p>We are</p>  <p>Healthy</p>	<p>BPS students are aware they need to have a healthy mind and a healthy body in order to achieve their full potential. They are socially and emotionally intelligent, reflective and supportive. They understand that their bodies and minds need care and stimulation in order to grow.</p>
<p>We are</p>  <p>Future Focused</p>	<p>BPS students are aware of their future and take an active role in shaping its design. They are responsible citizens and are able to set goals, plan for, and implement actions for the benefit of themselves and others.</p>
<p>We have</p>  <p>Values</p>	<p>BPS students have a core set of values at the heart of their learning and are expected to model these behaviours at all times. In addition, BPS students are expected to be polite, honest, and respectful. They are resilient, and despite difficulties, they will move forward and learn from challenges they face.</p>
<p>We have</p>  <p>Empathy</p>	<p>BPS students are empathetic towards people, creatures, and situations. They show kindness to those in need, and care without hesitation. They give their kindness, care, and time with no expectation of receiving anything in return. They seek fairness and equality for our community.</p>
<p>We have</p>  <p>Integrity</p>	<p>BPS students are honest and have high moral principles. They have a unique sense of self and are proud of who they are, what they know, and what they believe in. They are role models for their peers, and are encouraged by their own success. They are loyal to their learning.</p>

Values

The BPS Values are essentially our school rules. They are a set of values developed by all Sections in consultation with staff, students, and parents. They are important to the way we function and work within our curriculum, school, and across our campus.

The Values are:



	Age 3-5	Age 6-8	Age 9-11
Respect			
尊重	We care	We take care of our world and the people in it	We are honest, considerate, and tolerant global citizens
Participation			
參與	We join in	We join in and are active learners who share our thinking	We take an active role in our learning and encourage others to do the same
Responsibility			
負責	We think	We think about our actions and we make good choices	We are trustworthy, independent, and act as positive role models
Creativity			
創意	We create	We are creative and solve problems in different ways	We use our imagination, explore ideas, and express ourselves freely
Perseverance			
全力以赴	We try	We keep trying and do our best	We show persistence and strive to do our best

SAFEGUARDING CHILDREN AT TES

DOING NOTHING IS NOT AN OPTION

As an adult **YOU** have a duty to act when you have a concern about a child's welfare.

WHEN TO BE CONCERNED

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in behaviour
- Someone may disclose to you, and/or
- You have a sense something's not right or is 'off'

DEALING WITH A CHILD'S DISCLOSURE

- **Listen** carefully to what is said. Don't interrupt.
- **Reassure:** be calm, attentive, don't judge.
- **Act:** this cannot be a secret.

ACTION INFORM MR LUKE CHAETER IMMEDIATELY

IF YOU ARE A MEMBER OF STAFF

- **Listen** carefully to what is said. Don't interrupt.
- **Reassure:** be calm, attentive, don't judge.
- **Act:** this cannot be a secret.
- Log on CPOMS.
- Follow up is necessary.

IF YOU ARE A NON STAFF MEMBER

- **Listen** carefully to what is said. Don't interrupt.
- **Reassure:** be calm, attentive, don't judge.
- **Act:** this cannot be a secret.

You **MUST** report your concerns to the Child Protection Team without any delay regardless of the source.

- If your concern is about a member of staff, you **MUST** report this to either **Mr Chaeter** (Head of BPS) or **Mr Nixon** (CEO of TES)

IF YOU HAVE A CONCERN

Please inform the designated Safeguard Lead, Mr Luke Chaeter (Head of BPS).



WHAT WILL TES DO?

- Recognise your concern (in confidence)
- Respond by passing the information on
- Manage the process confidentially

REMEMBER!

- Delay in reporting could cause the child greater harm.
- Not all abuse has physical signs.
- If in any doubts, talk to Luke Chaeter
- **Safeguarding of a child is your first priority**



KNOW



SEE



RESPOND

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Section 1

Structure of the British Primary Section

Taipei European School Primary Campus Site Map



About Our School

The British Primary Section follows the framework of the National Curriculum for England and Wales, but as an International school we draw on the very best educational practice from around the world to enrich this experience.

The British Primary Section includes the Foundation Stage, Key Stage One and Key Stage Two. The Foundation Stage includes Nursery (3-4 year olds) and Reception (4-5 year olds). Key Stage One includes Year 1 (5-6 year olds) and Year 2 (6-7 year olds). Key Stage Two includes Year 3 (7-8 year olds), Year 4 (8-9 year olds), Year 5 (9-10 year olds) and Year 6 (10-11 year olds).

Senior Leadership Team:



**Head of British Primary Section
Mr Luke Chaeter**



**Deputy Head of British Primary Section
Mr Aidan Stallwood**



**Assistant Head
Mr Craig Gamble**



**Assistant Head
Mr Michael Norris**

Year Group Information

Nursery : Team Leader - Craig Gamble

■ Indicates Head of Year

Teacher	Learning Assistant
Louise Kendrew	Ginger Wang
Jennie Bonnalie	Su Long Ho
Joyce Duxfield	Cora Fang

Reception : Team Leader - Craig Gamble

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Gemma Farr	Wen-Tsu Chou	Judy Chang	Lucille Gerber
David Treston		Lili Liwan	
Jenny Chien		Vivi Treston	
Elizabeth Miller		Ariel Lee	

Additional Foundation Stage Teacher: Mark Vincent (Rachel Hodson)

Year 1 : Team Leader - Craig Gamble

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Peter Groom	Sherry Lin	Jamie Gao	Joanna Szukala
Kristie Funnekotter		Richard Fang	Joanna Szukala
Anna Forrest		Karina Tung	Sarah Beddoes
Hilary Trehern		Olivia Chen	Sarah Beddoes

Year 2 : Team Leader - Craig Gamble

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Thomas Rudduck	Sally Lin	Sherry Huang	Maria Gandolfo
Thuy Ca		Rosario (Teng) Castillo	Corne Coetzee
David O'Connor		Li-Chin Chang	Corne Coetzee
Matthew Rushton		Lena Yen	Maria Gandolfo

Year 3: Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Megan Hardy	Fuju Wu	Jerry Pai	Yulia Maksymova
Cristie Woodall		Jerry Pai	
Ross Millcliffe		Joyce Su	
Tina Chang		Joyce Su	

Year 4 : Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	Learning Assistant	EAL Teacher
Benjamin MacGregor	Yaling Chou	Bernadine Cassimer
Elizabeth Bottomley-Chang	Yaling Chou	
Kay Chaeter	Linda Lin	
Amy Madeley	Linda Lin	

Year 5 : Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	Learning Assistant	EAL Teacher
Christopher Youles	Lili Chen	Sebastian Russell-Waters
Daniel Thomas	Lili Chen	
Gem Patricio	Linda Lan	
Jeni Wong	Linda Lan	

Year 6 : Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	Learning Assistant	EAL Teacher
Thomas Myerscough	Cammy Lan	Julia Chow
Hollie Slater	Cammy Lan	
Katie Boyce / Christopher Lee	Sarah Thomas	
Georgia Loton	Sarah Thomas	

Primary Specialist Teachers

■ Indicates Head of Year

Designated Safeguarding Lead	<ul style="list-style-type: none"> • Luke Chaeter 	ART	<ul style="list-style-type: none"> • Eamonn O'Callaghan • Maggie Chai (Art Assistant)
Deputy Safeguarding Lead	<ul style="list-style-type: none"> • Aidan Stallwood 	MUSIC	<ul style="list-style-type: none"> • Edith Kao (Head of Music) • Graeme Abernethy (Head of Music Performance) • Stina Chu • Brian Burraston (Music Assistant)
Child Protection Officers	<ul style="list-style-type: none"> • Craig Gamble • Michael Norris • Kay Chaeter • Joyce Duxfield 	PE	<ul style="list-style-type: none"> • Peter Poulton (Head of PE) • George Demetriou (Head of Sport) • Claudine Olver • Jill Kennedy (PE Assistant)
TES School Psychologist	<ul style="list-style-type: none"> • Chia-Chi Chow 	Digital Leads	<ul style="list-style-type: none"> • Mark Vincent
EPC Counsellors	<ul style="list-style-type: none"> • Isabelle Lu • Shan-Ju Lin 	STEAM Coach (Integrated Technology)	<ul style="list-style-type: none"> • Frank Cheung (STEAM Coach)
Learning support (LS)	<ul style="list-style-type: none"> • Lika Li (ALNCO) • Purnima Thakar (LS Teacher) • Chanel Chien • Joseph Shaw • Julie Lee • Nicky Onyemere • Oleg Nevenglovskiy • Sophia Fang • Silva Leung 	CLC	<ul style="list-style-type: none"> • Flora Sung (TES Head of CLC) • Yun-Yeh Tsai (Lead Teacher of Primary CLC) • Ariel Tsai • Elaine Tsai • Harper Liu • Jennifer Chou • Julia Kao • Sarah Kuo • Shuying Wu • Sydney Lin (Learning Assistant) • Tingting Feng
EAL Teachers	<ul style="list-style-type: none"> • Peter Collier (Head of EAL) • Annie Bagley (SIEAL teacher) • Bernadine (Bee) Cassimer • Corne Coetzee • Joanna Szukala • Julia Chow • Maria Gandolfo • Sarah Beddoes • Sebastian Russell-Waters • Yulia Maksymova 		

Section 2

Procedures and Parent Information

Timing of the School Day

School begins at **07:55 for all children**; please ensure that your child arrives at school on time so that their learning is not disrupted. Please note the Entrance Gates close at 08:00.



Nursery	
Registration	07:55 - 08:00
School Ends (Half Day Children)	12:00
Lunchtime (Full Day Children)	12:00 - 12:40
School Ends (Full Day Children)	15:00

Reception	
Registration	07:55 - 08:00
Break Time	10:00 - 10:30
Lunchtime	11:30 - 12:30
Rest-time	12:30 - 13:00
School Ends	15:00

Year 1 and Year 2	
Registration	07:55 - 08:00
Break Time	10:00 - 10:30
Lunchtime	12:00 - 13:00
School Ends	15:00

Year 3, Year 4, Year 5 and Year 6	
Registration	07:55 - 08:00
Break Time	10:00 - 10:30
Lunchtime	12:30 - 13:30
School Ends	15:00

Please note that all lunchtimes are currently staggered for COVID-19 mitigation

After school Co-Curricular Activities (CCAs) for children in both Key Stage 1 and 2 will run from 15:10-16:10. There are some later start / finish CCAs in addition to this main session and for all information on CCAs, the Education Student Services department will contact parents directly. Additional information is available on the school website under the Student Services Page: <https://www.tes.tp.edu.tw/community-portals/student-services>

The CCA (Co-Curricular Activity) programme

The CCA (Co-Curricular Activity) programme objective is to offer students the opportunity to participate in programmes that support learning and help them flourish.

There are three types of CCAs: Specialist-led programmes, Faculty-led activities and Peripatetic Music / Language teaching classes.

CCAs are available for students from Year 2 to Year 6 and are divided into 5 different categories: Sports, Music, Crafts & Hobbies, STEAM and Language related activities.

Most faculty-led CCAs run from 15:10-16:10. Some run before school or over lunch break. The Specialist-led CCAs run from 16:15 to 17:15. In addition, the Saturday Sports programme runs from 9:00 to around 12:30.

The Student Services department will contact parents directly in August with more details.

Morning arrival

A member of staff will be on duty each day from 07:30. Children must not arrive before 07:30.

The transport supervisor will be on duty from 08:00 as a point of contact and to follow up any situations related to bus travel.

Children can socialise in the playground until the bell chimes at 07:55 when they will walk quietly to their classroom. They can go to their class to unpack their bag and get ready for the day from 07:40.

In the event of wet weather children can proceed immediately to their classroom at 07:30.

If children arrive after 08:00, they will be marked as late. If your child arrives after 08:15 they must go immediately to the office so that the register can be updated. This is important as this is a central register which informs/forms an accurate log of students on site.

Morning Drop-off Points	
Nursery and Reception	Infant Gate
Year 1 to Year 6	Main Gate

Break time

At break time the children from Reception to Year 6 are supervised playing outside from 10:00-10:30.

Children will need:

- A healthy, filling snack
- A TES hat

In the event of wet weather children will remain in their classrooms where they will be supervised.

Lunchtime

Nursery lunchtime for full day children 12:00-12:40

Children eat a lunch from home in the unit and then have rest time in the classroom.



Reception lunchtime 11:30-13:00

Children eat a lunch from home or a school meal in the cafeteria from 11:30-12:00. School meals are ordered a month in advance from the Cafeteria Online System (COS) and there is one choice for Reception children.

Cold lunches from home will be stored in the children's classrooms until lunchtime.

Children will then have time for outside play until 12:30, and a rest time from 12:30 - 13:00. *(may change due to COVID)*

Key Stage 1 (Y1 and Y2) lunchtime 12:00-13:00

(may change due to COVID)

Children eat either a lunch from home or a school meal option in the cafeteria from 12:00-12:30. School meals are ordered a month in advance from the Cafeteria Online System (COS) and have a Chinese, Western or sandwich option.

Cold lunches from home will be stored in the children's classrooms until lunchtime. Lunches that require heating using the school steamer must be in a labelled, stainless steel container and placed in the refrigerator before registration time. Lunches will be warmed during the morning and ready for lunchtime.

Children will then have time for outside play until 13:00.

Key Stage 2 (Y3 to Y6) lunchtime 12:30-13:30

(may change due to COVID)

Children eat either a lunch from home or a school meal option in the cafeteria. School meals are ordered a month in advance from the Cafeteria Online System (COS) and are designed to be both health and nutritious.

Cold lunches from home should be placed on the designated rack in the cafeteria before registration. Lunches that require heating using the school steamer must be in a labelled, stainless steel container and placed in the refrigerator before registration time. Lunches will be warmed during the morning and ready for lunchtime.

Children will also have 30 minutes for outside play, a CCA or a visit to the library.

End of the school day

Nursery children who are enrolled for a half day will finish at 12:00. All other children finish school at 15:00.

Children travelling on the bus will be escorted to the bus loading area by a member of staff where the transport supervisor will ensure all children are seated with their seatbelts fastened. *(No bus service for children under 7)*

In addition, those taking part in a CCA (15:10 - 16:10) will make their way to the meeting area. Following the CCA, children will convene at a designated point to ensure a safe handover to parents and guardians. If children require the school bus, they will be escorted to the bus bay.

Afternoon Pick-up Points (COVID mitigation)

Nursery and Reception	14:50-15:00 Infant Gate
Year 1 and Year 2	15:05-15:15 Infant Gate
Year 3 to Year 6	15:10-15:20 Main Gate

At 15:15 all children not collected will be taken to the supervised waiting and if required to the supervised homework club.

If you will be late to collect your child, please ensure that you contact the school office. In addition, if there are changes to pick up arrangements and your child travels by bus please ensure that the transport supervisor is contacted on (02) 8415 9007 ext 1840. All other changes can be noted in the home-school link diary.

We have a walk home policy which once written consent has been given, allows children at the end of the day to leave the premises. Applicable only for students in Year 5 and Year 6.

Please message Irene Lin @ irene.lin@tes.tp.edu.tw

who will support you with this process.



Co-Curricular Activities (CCA) Programme

The Student Services department organises CCAs for children to take after school, giving children the chance to try out different activities like sports, music, art, dance, etc...

To see the annual options of what is available to the children please see the "Annual CCA Schedule Brochure" for the activities, days, times. This is posted prior to the start of the new academic year.

The enrolment for CCAs is done in August for Semester 1 and in November for Semester 2. Please see the "CCA Charter" to understand the process of enrolment and payment, as well as all general information related to the programme.

School Buses

Please consult the “Policy for Bus Service” and the “Bus Charter”. These documents and examples of present bus routes can be found on the website:

<https://www.tes.tp.edu.tw/community-portals/student-services>

Absence from School

Taking time out of school can be disruptive to your child's learning. If leave during term time is unavoidable your child's class teacher should be informed in writing. Please note it is not school's policy to provide homework during absences however you may seek advice from your child's class teacher.

Lateness and Sickness

Please email or use the Seesaw App or phone the office if your child is going to be late or calling sick in the morning. This is important.

BPS office:

- Ms Mavis Wang
02 8145 9007 Extension: 1503
- Miss Irene Lin
02 8145 9007 Extension: 1504

Alternatively, you may inform of your child's absence by email at bps.absence@tes.tp.edu.tw

Please be advised that if you have informed the school that your child will be absent after 8am - you may still receive a confirmation call from one of our secretaries. Please do not be offended if this occurs as we have a process in place to ensure that we are accurate with all registration.

Supervision of children when parents are away from Taiwan

If parents are away from home and travelling outside Taiwan without their child/children, the school should be informed of the supervision arrangements. This will allow us to provide support for your child if needed. Please contact your child's class teacher and the school office with a written notice with signature including the following details:

- Child's name
- Class
- Supervisor (a designated responsible adult)
- Supervisor's contact details
- Parent's overseas contact details
- Date leaving and returning to Taiwan



Health Concerns

If your child becomes ill at school, we will contact you so that you can take your child home, or to the doctor. In order for this to be effective it is essential to have family contact information and telephone numbers.

Please ensure that the school Admissions department has this information at the start of the school year and if your contact information changes throughout the year please update this via [Powerschool](#) on the Parent Portal of the school website. If there is an emergency, we will transfer your child as well as a member of staff, to a local hospital using a taxi or licensed ambulance if required.

Please do not send your child to school if they feel unwell, particularly if they have a fever, sickness, diarrhea, head lice or any medical condition where infection of others could occur. Your child should stay at home for a minimum of 24 hours after symptoms cease and should be checked by a registered medical practitioner before returning to school.

When a child is diagnosed as suffering from a contagious disease and / or communicable disease (e.g. chickenpox, measles, Enterovirus, H1N1) they must stay at home. Your child may only re-enter TES upon written recommendation by a physician. For full details on this please see the “[School Absence with Infectious Diseases](#)” document .

School Nurse

School nurses are available onsite during the hours of 07:30 to 16:30. The nurse station is located on the ground floor of the Infant Building.

Medical Conditions

The medical form that is provided at the time of registration should be completed in full and submitted. If the medical details of your child change at any time, please inform the school immediately through the BPS office. Please contact the class teacher to discuss any medical conditions that may affect your child at school, such as epilepsy, diabetes, asthma or severe allergies.

Medicines

If your child requires medication during school hours, we ask you to follow these rules;

- the medicine should be labelled clearly (large) in English with your child's name, class, medicine name, dose and time to be given.
- Where possible, please send in one dose of medicine each day. Please note that **without a prescription nurses are not allowed to administer medicine**, so please do not send in medicines for relief of fever or pain (Panadol, Paracetamol, Tylenol etc).
- If your child needs such medication they should be at home.

For full details about "[School Policy on Illness and Injury](#)".

Closure of School

It is sometimes necessary to close the school at short notice due to unforeseen circumstances, such as typhoons or response to pandemic. In such situations parents will be contacted by **SMS** to inform them of the closure. The school management will inform the local **English radio station ICRT (FM 100.7)** of school closure and they will provide regular updates. Information will also be available on the **school website**.

In the rare event that the school is forced to close during a working day, the school will make every effort to contact all parents. Please be assured that children will always be cared for on campus until suitable arrangements can be made.

If you are in any doubt about the status of school operations please contact the school on (02) 8145 9007.

Parents and Visitors in School

We view security as a high priority and security guards are located in the school premises to enforce procedures. When visiting school it is important to wear your school **Smart Card** at all times. Smart Cards can be obtained from the school office. A temporary access card will be issued by the security guards, in exchange for a form of identification, to visitors who wish to access the school campus.

We also ask that you follow our emergency procedures. On hearing the fire alarm please make your way to the Junior Playground. In the event of a lockdown or an earthquake directions will be given over the intercom.

Class Reps and Parent Helpers

Each class may have one or two class reps, these will be decided upon by the class teacher. The class reps work closely with the class teacher and reps should confirm all information with the class teacher, before sharing it with other parents.

The role has 3 aspects:

- **Welcoming** - organising coffee mornings for the class parents
- **Events planning** – organising parental support for class parties and PTA events

- **Support** – helping in class and on trips, enlisting parents to make show costumes, etc.

Parent Contact Information

Please ensure that school has up to date contact details for your family.

The school does not share parental contact information and we ask that you please do not ask staff for this information. Parents are welcome to share their information personally through the class reps, by meeting other class parents at drop off and pick up.

Birthdays

We understand the importance of celebrating your child's birthday and we recognise that you may wish to share a small treat with the class. Please ensure that you liaise with the class teacher to ensure a suitable time is arranged and that the treats are individual e.g. donuts or cupcakes, so they can be easily shared. Where possible please take into account children's allergies. Unfortunately, we do not allow goody bags to be shared for children's birthdays.

Shows and Performances

We recognise the value of siblings attending each other's shows and performances and the school invites all siblings to attend dress rehearsals. Parents may request that siblings watch the show with them; however this must be done in consultation with the class teacher.

Educational Trips

We value the importance of incorporating educational visits as part of children's learning and independence. In preparation for a visit parents will receive a letter outlining the trip details along with a permission slip. Transport will be arranged and the cost of the trip is payable through the Activity Ordering System (AOS), which can be accessed through PowerSchool Parent Portal, please see the guide at the back of this handbook for more details.

Home Learning

At BPS, we refer to homework as home-learning in that is considered an extension of children's in-school learning. We believe that home-learning should play a positive role in supporting a child's progress and their understanding of some aspects of their learning. Balance is essential and home-learning must not be onerous or too time consuming. We acknowledge the important role of play and free time in a child's growth and development.

At BPS we regard the purpose of home-learning as being to:

- provide opportunities for consolidation of learning and allows children to practise skills taught in lessons.
- aid understanding in class
- provide opportunities for sharing learning with parents
- promote self-discipline and responsibility
- help pupils develop the skills required to be an independent learner.

At BPS, we believe that the following principles are the foundations for good practice:

- We communicate clearly with parents and children regarding our expectations for home-learning. This will be done via parent meetings, use of Seesaw and/or the Home-School Link diary.
- Home-learning is set in a structured way to help children develop regular study patterns.
- In planning home-learning, teachers set clear learning intentions and tasks are appropriate.
- There is regular feedback and praise for completed work and all home-learning is appropriately marked or noted.
- There is a system for responding to those children who regularly fail to complete homework tasks.
- There is a system for responding to those children who regularly fail to complete home-learning tasks.
- There is a clear system for monitoring how the policy requirements are being fulfilled.
- The policy is reviewed regularly within the School Action Plan.



Library

The TES EPC library strives to support our community in their learning, through a varied collection of resources, and to help develop a love of reading for pleasure. Our library has a great selection of resources for children in English, Chinese, French, and German. We encourage all members of the school community to come and explore what's on offer. With events and author visits throughout the year, you'll always find something going on in the library!

Every child, when they join the school, has a library account created for them. Students just need to tell us their name and we can find their account instantly. Book borrowing limits vary depending on the year group.

Parents also have their own library accounts. Students and parents may login to their library account at any time to check the account status. See library staff for login assistance.

Please find more detailed information about our library services in our EPC Library Libguide
<http://libguides.tes.tp.edu.tw/epclibrary>

Library open hours: Monday to Friday 07:30 to 16:00

Contact information

Library

+886-2-8145-9007 # 1192
library@tes.tp.edu.tw

Maggie Chen

+885-2-8145-9007 #1192
maggie.chen@tes.tp.edu.tw

Shih-Yen Lee

+885-2-8145-9007 #1191
shih-yen.lee@tes.tp.edu.tw

Marina Guedmadingar

+886-2-8145-9007 # 1193
marina.guedmadingar@tes.tp.edu.tw

Miranda Li

+886-2-8145-9007 # 1192
miranda.li@tes.tp.edu.tw

Behaviour

In the British Primary Section we believe that setting high standards for behaviour is an integral part of having a positive attitude to learning, to raising standards and to enabling children to develop their own emotional intelligence.

A safe, calm, caring and supportive environment in which learning takes place, enables our children to become independent and confident members of the community while developing the principles of good citizenship.

We expect all members of the school community to:

- Have a positive attitude to school;
- Take responsibility for themselves, their actions and their environment;
- Show all members of our school community respect;
- Understand that everyone has the right to feel a sense of worth, purpose and achievement;
- Treat others fairly regardless of ability, gender, race and disability;
- Deal with potentially disruptive situations calmly;
- Understand and adopt the TES values together with the outcomes for children as expressed in the BPS Learner Profile.

BPS has in place a wide range of strategies to promote and support good behaviour and, when required, also has in place consequences for children who may find it hard to conform to our expectations regarding behaviour. As in all other areas of school life, we work in partnership with parents, and therefore believe that home and school should work together to support good behaviour. We aim to keep the parents informed with regards to their child's behaviour.

There are two main sets of Behaviour Guidelines for our students. These are the TES Values that are applied across all four sections that make up TES together with the BPS Learner Profile. The BPS Learner Profile underpins our approach to learning and to pupil development and puts the student at the centre of everything we do. The BPS Learner Profile feeds into the IB Learner Profile of the British Secondary and High School and both seek to prepare our young people to become positive and successful lifelong learners. Recently we have implemented the new EPC [Behaviour Policy](#) which clearly outline expectation of all students throughout the European Primary Campus.

	Age 3-5	Age 6-8	Age 9-11
Respect			
尊重	We care	We take care of our world and the people in it	We are honest, considerate and tolerant global citizens
Participation			
參與	We join in	We join in and are active learners who share our thinking	We take an active role in our learning and encourage others to do the same
Responsibility			
負責	We think	We think about our actions and we make good choices	We are trustworthy, independent and act as positive role models
Creativity			
創意	We create	We are creative and solve problems in different ways	We use our imagination, explore ideas and express ourselves freely
Perseverance			
全力以赴	We try	We keep trying and do our best	We show persistence and strive to do our best

Anti-Bullying Policy can be found at the [link](#).

BPS Learner Profile



Empathy



Communicators



Thinkers



Values



Future Focused



Healthy



Global Citizens



Adventurers



Integrity

Section 3

Communication

Term Dates and School Calendar

There are three terms in the school year. At the beginning of each school year, a calendar is issued listing all the holidays and major school events. In addition, the calendar can be found on the [school website](https://taipeieuropeanschool.com/index.php?id=277).



<https://taipeieuropeanschool.com/index.php?id=277>

Home/School Communication

At the beginning of each year, parents are invited to a welcome meeting where they will meet the team and learn about the curriculum for the coming year. This evening session takes place in September. Please note that it may be online during COVID

Reporting and Parent Evenings

Consultation Evenings are held three times a year to allow parents the opportunity to discuss their child's progress, targets and concerns with his or her teachers.

Foundation Stage, Key Stage 1 and Key Stage 2 parents will receive a written report twice a year. Parents will also receive an Individual Learning Record (ILR) which will give you information regarding your child's attainment in mathematics and English.

Parents are welcome to meet with their child's teacher at any other time during the school term if there is a query or concern. Similarly, teachers will not hesitate to notify parents should they be concerned about a child's progress or behaviour.

Parent Information Sessions and Workshops

During the year, workshops and curriculum evenings will be arranged to communicate new developments to parents and to discuss specific areas of the curriculum. These will be promoted around school and advertised on the school blogs. The school website also provides up to date information.

Home-School Link

We have many communication platforms in place although **SeeSaw** is our main communication tool and is accessible via a free downloadable [parent App](#). Our class teachers and students use Seesaw as a learning platform and weekly information from the Year Groups is shared over Seesaw. With the Seesaw parent App you will be able to view your own child's work and make comments or 'Like' the post. It truly is your window to the classroom.

Further, from Y3-Y6 students will be given a Home Learning Diary which is individually updated by the children, an effort to further promote independence.

The British Primary Parent Association (BPPA)

The BPPA hosts many events throughout the school year and assists with current school projects. Upon enrolment every teacher, parent or legal guardian automatically becomes a member of the Parent Support Committee (PSC) and the BPPA. The BPPA will write to parents to inform them of forthcoming events.

Important Phone Numbers

Who to call... If you have any questions or need to contact staff at BPS please see the list below.

Taipei European School Tel: 8145-9007	
Swire European Primary Campus 99 FuGuo Road Shihlin, Taipei 11158 #1000 (EPC - Operator)	Swire European Secondary Campus 31, Chien Yeh Road, Yang Ming Shan, Taipei 111 #2000 (ESC - Operator)

Primary office		
Diana Doo	Office Manager	8145-9007 #1501
Joy Chang	Senior Secretary	8145-9007 #1502
For general enquiries please contact Mavis or Irene		
Mavis Wang	Assistant Secretary	8145-9007 #1503
Irene Lin	Assistant Secretary	8145-9007 #1504
Lena Hsu	Assistant Secretary	8145-9007 #1505
Jessie Wu	Assistant Secretary	8145-9007 #1506

Leadership		EPC Campus	ESC Campus
Mr John Nixon	CEO	#1101	#2101
Mr Luke Chaeter	Head of British Primary Section	#1501	N/A
Mr Stewart Redden	Head of High School and British Secondary Section	N/A	#2601
Mr Andreas Hilsbos	Head of German Section	#1300	#2300
Mr Benjamin Orillon	Head of French Section	#1201	#2201
Mr Sébastien Clergeault	Primary Head of French Section	#1210	N/A

Mr Kerry Nockolds	Director of Community Relations and Marketing	8145-9007 #1108 (EPC)
Ms Lillian Lin	Operations Director	8145-9007 #1109 (EPC)

Student Services		EPC Campus	ESC Campus
Ms Emma Hu	Student Service Manager emma.hu@tes.tp.edu.tw	#1800	
Ms Angie Lin	Student Services Officer angie.lin@tes.tp.edu.tw	#1841	N/A
Ms Alice Liu	Student Services Administrator (Bus Service) bus@tes.tp.edu.tw	#1842 Fax: 2832 6576	Ms Jessie Tsai #2801 Fax: 2862-1458
Miss Jessica Lin	Student Services Officer (School Lunch) jessica.lin@tes.tp.edu.tw	#1810 Fax: 2832 6576	Ms Jessie Tsai #2801 Fax: 2862-1458
Ms Tracy Tsao	Student Service Administrator (CCA) tracy.tsao@tes.tp.edu.tw	#1820 Fax: 2832 6576	N/A
Ms Heidi Hsiao	School Nurse heidi.hsiao@tes.tp.edu.tw	#1831 Fax: 2832 6576	N/A
Ms Iris Lee	School Nurse Iris.Lee@tes.tp.edu.tw	#1832 Fax: 2832 6576	N/A

Section 4

Uniform and Personal Belongings

Uniform

All the children in the British Primary School are expected to wear a school uniform. The uniform is available from the school uniform shop, which is based at the European Primary Campus. The opening times of the shop are 12:30 to 15:30 each school day.

Nursery	Reception to Year Two
<ul style="list-style-type: none"> • Red polo shirt • Red sweatshirt • Navy blue shorts, skirt, trousers, or leggings (must be bought from uniform shop) • Navy blue or black shoes, trainers or play shoes • NB No flip-flops or crocs and no tights please 	<ul style="list-style-type: none"> • Grey and navy short sleeve polo shirt • Grey and navy long sleeve polo shirt • Navy blue lightweight sweatshirt (V neck) • Navy blue winter weight zip up jacket • Knitted sleeveless top • Navy blue shorts, trousers, skirt • Grey and navy blue summer dress • Black shoes or trainers (no additional colours in the design please – ALL black) • Black, navy blue or white socks or tights (plain only – no detail please)
Year Three to Year Six	PE Reception to Year Six
<ul style="list-style-type: none"> • Blue and white striped short sleeve shirt • Blue and white striped long sleeve shirt • Navy blue lightweight sweatshirt (V neck) • Navy blue winter weight zip up jacket • Knitted sleeveless top • Navy blue shorts, trousers, skirt • Blue and white striped summer dress • Black shoes or trainers (no additional colours in the design please – ALL black) • Black, navy or white socks or tights (plain only – no detail please) 	<ul style="list-style-type: none"> • School PE kit • School tracksuit • School hat <p>Tribe shirts for children from Nursery to Year Six can also be purchased from the uniform shop and worn for special tribe events.</p> <p>Please note:</p> <ul style="list-style-type: none"> • long hair must be tied back for PE • Remove jewellery and watches for PE

Please note:

- The children can wear their own winter or rain coats outside
- Please do not put layers under the polo shirts or striped shirts ~ use the uniform items to add layers for warmth on top of the polo shirts/ striped shirt.
- The children can wear their PE kits to school (including trainers) but only on the days they have PE. They can stay in their kit and trainers all day (Reception to Year 6)
- ALL items of clothing MUST be named
- ALL items listed above MUST be purchased from the Uniform Shop
- There are many other items that can be bought from our Uniform shop – reading book folders (Infants only), Eco-bags, PE drawstring bags, art overalls - go and have a look!
- Full time Nursery children also need a sleeping bag in school

Please ensure that all clothing and equipment is clearly labelled with your child's name.





Water Bottles

All the children should bring a labelled water bottle to school. Fresh water is always available at school and children can have a drink and fill their bottles when necessary.

Lost and Found

If your child misplaces a personal item please check lost property. Lost property can be found on the large metal shelving in the stairwell to the right of the Amphitheatre in the Junior Atrium. Infant lost property can be collected outside the Infant Hall.

Jewellery, Watches & Make-up

Children in the British Primary Section are not allowed to wear any make-up or jewellery to school for health and safety reasons. Small studs are allowed as long as they are worn flat against the ear. However, children are encouraged to wear a watch. An analogue watch with hands is preferable to a digital watch, to enable the children to practise telling the time, but either is acceptable.

Children wearing any form of jewellery or watch on a P.E. day will be asked to remove or safely cover it.

Please note: The school takes no responsibility for the safety of jewellery at any time.

We discourage the artificial colouring of hair.

Mobile Devices (phones, watches etc.)

For safety reasons, we understand why parents like their child to carry a mobile phone or other mobile device, particularly if they travel on a bus. We therefore allow children in Year 3 –Year 6 to bring a mobile phone to school for emergency use only. Mobile phones should be labelled with the child's name and class and must remain turned off and in your child's bag. It must not be used during the school day. All calls during school hours must be made through the school office. These rules also apply to 'smart' watches that are able to make or receive calls, emails or SMS messages.

Please note that the school cannot accept responsibility for the loss or damage to any electronic equipment or mobile phone that is brought into school.



Section 5 Online Services

Community Portal, Parent Portal, Powerschool, Payments, SchoolsBuddy

Community Portal

Each parent has been assigned a unique SSO account e.g. p12345678@parent.tes.tp.edu.tw. The prefix p12345678 is your parent number that is tied to your family. Moving forward this unique identifier will replace existing legacy account conventions and ensure that we have a unified record key.

Our Community Portal which offers secure access to school communications, documents, presentations, and videos already utilises SSO.

Website - Community Portal


Once you have logged into the Community Portal you will be able to access all the latest news, events and messages from the section, as well as our weekly podcasts from Little Bear Radio and a host of resources via the menu on the right hand side of the screen. Here you will find detailed guides on our Curriculum, our approach to assessment, key policy documents and how to make a booking for parent teacher consultations via Schools Buddy. Accessing Powerschool will give you access to your child's information including any academic reports, the bus service and the lunch ordering system to name a few.


Below is a quick overview of the 3 main platforms we have adopted for parents and what functions they serve:

PowerSchool Parent Portal	Function Student Information System (Data Management Platform)	<ul style="list-style-type: none">• Report Card• Student Timetable• Demographic Data• AOS/COS Link• Transportation Information• Billing Invoice• Medical Consent• Withdrawal notice• New School Year Checklist
Community Portal (website)	Function Content Management System (Communications & Document Management Platform)	<ul style="list-style-type: none">• Calendars• News Posts• Document access• Message archive• Section specific portals• Videos, webinars and Presentations• Feeds
SchoolsBuddy	Function Activities, Parent Teacher Meeting, and Event Management Platform	<ul style="list-style-type: none">• CCA Sign-up• ECA Sign-up• Parent Teacher Conferences & Meetings Sign-up• Field Trip Consent Forms

In a world of greater technological functionality comes the need for all of us to learn new things, new platforms, and this year has definitely proven that we are true to our Vision, a community of lifelong learners!


Parent Portal - [BPS Portal](#)


**TAIPEI
EUROPEAN
SCHOOL**



Login to the Parent Portal


Please use your TES provided parent SSO account (this is your parent ID number followed by the parent email domain).


 This page is protected. Please log in to view this page.

Username

NEXT

Should you have any difficulties signing into your account please reach out to webmaster@tes.tp.edu.tw


**TAIPEI
EUROPEAN
SCHOOL**
Learn and Flourish

[APPLY](#)
[PORTALS](#)
[VISIT](#)
[QUICKLINKS](#)
[WORKATTES](#)


[LEARN](#)
[EXPERIENCE](#)
[WELLBEING](#)
[JOIN](#)
[COMMUNITY](#)
[ABOUT](#)

PARENT PORTAL


Parent Portal

Semester 1 2021-22 School Fees & Invoices
[School Fees for Semester 1 2021-22](#)


Schoolwide Messages
[TES - CEO - End of Semester Materials Drop-off / Pick-up Arrangements](#)
11 Jun 2021
[TES - CEO Office - Extension of Digital Learning until end of Semester](#)
26 May 2021
[Reminder for Semester 1 2021-22 School Fees](#)
24 May 2021


Section Portals

BPS PARENTS


British Primary Section

BSHS PARENTS


TES High School



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[WORK AT TES](#)

[LEARN](#)
[EXPERIENCE](#)
[WELLBEING](#)
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[ABOUT](#)

PARENT PORTAL > BRITISH PRIMARY PARENTS

British Primary Parents

[British Primary General Overview](#)
[British Primary Calendar](#)
[British Primary Sport](#)
[British Primary Parent Association](#)

Transition Assemblies for next Academic Year 2021-22

We have the Transitions Assembly here - find out who your teacher is next year and about new teachers coming.

[EYF5/KS1 Transition Assembly](#)
[KS2 Transition Assembly](#)

British Primary Section Messages

TES-BPS: Newsletter 37
19 Jun 2021 3:45 PM

British Primary Section Parent Resources

- Handbooks
- Policies
- Year 6 > 7 Laptop Order Form
- Year 6 > 7 Laptop Lease Request
- Parent Teacher Consultation Sign-Up Guide
- Y2-Y5 1-1 iPad Programme


This Week Events

24
Jun
2021

Year 6 Graduation Ceremony (Cancelled)

ALL DAY

Read More



Upcoming Events (coming 30 days)

THU
JUN
24

Year 6 Graduation Ceremony (Cancelled)


ALL DAY

SUN
JUL
4

BPS - PTC Meeting (Online)


3:30 PM - 6:00 PM

British Primary Section News




BPS - PARENTS ONLY

Friday Music Corner




BPS - PARENTS ONLY

Health and Wellbeing Newsletter #8 - Ms Chia-Chi Chow, School Psychologist




BPS - PARENTS ONLY

TES hosts virtual Beyond COP21 Symposium - by Mr Aldan Stallwood



BPS - PARENTS ONLY

Friday Music Corner

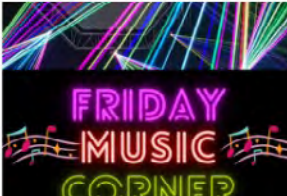


Talks With Terrific

00:00 | 08:07

- Talks With Terrific Teachers... 8:07
- Weekly Roundup 18th June 2:07
- Talks With Terrific Teachers... 17:59
- Weekly Roundup - The Digi... 3:19
- Weekly Roundup 14th May... 2:19

Friday Music Corner



PARENT PORTAL > BRITISH PRIMARY PARENTS

British Primary Parents

[British Primary General Overview](#)
[British Primary Calendar](#)
[British Primary Sport](#)
[British Primary Parent Association](#)

Month
Week
Day

< JUNE 2021 >

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
31	1	2	3 BPPTA AGM (Online)	4 Transition Day (Online) BEYOND COP21 SYMPOSIUM (Online) 9:00 AM - 1:00 PM AMPHITHEATER	5
7	8	9	10	11 CCA programme Semester 2 Ends	12
14 National Holiday	15 Year 6 Outward Bound (6.1 and 6.2) (Cancelled)	16 Year 6 Outward Bound (6.3 and 6.4) (Cancelled)	17	18 Year 6 Art Exhibition (Cancelled)	19 Year 6 Art Exhibition (Cancelled)
					20 Year 6 Art Exhibition (Cancelled)

Calendar Tools

All
Selected

+ Calendars

UPDATE CALENDAR

Academic Calendars

[2020-2021 Calendar](#)
[2021-2022 Calendar \(Draft\)](#)

There are no resources or collections to display

Powerschool

Craig GAMBLE
Portals


TAIPEI EUROPEAN SCHOOL
Learn and Flourish

APPLY
PORTALS

LEARN
EXPERIENCE
WELLBEING
JOIN

Quick Links to School Platforms

Downloading Reports and ILR



Student Key
TES Little Bear
Family Key
TL Bear
Class
B1.1
House
RED

School Information

Academic Reports

Student Health and Travel Declaration Form

Permission to Walk Home

Withdrawal Notice

2020-2021 S2 Bus Schedule


AOS/COS Lunch Order

School Fees & Payment

Document attachments — TES Little Bear

Title	Description
BPS 2020-2021 Term 2 ILR	BPS 2020-2021 Term 2 ILR
2020-2021 Semester 1 Report	2020-2021 Semester 1 Report
2020-2021 Term 1 ILR	2020-2021 Term 1 ILR

Paying for Activities - AOS/COS



Student Key
TES Little Bear
Family Key
TL Bear
Class
B1.1
House
RED

School Information

Academic Reports

Student Health and Travel Declaration Form

Permission to Walk Home

Withdrawal Notice

2020-2021 S2 Bus Schedule

AOS/COS Lunch Order

School Fees & Payment

Activity System

Activity List
Simple Bus Order

User & User Account
Help Desk
TESmile
Log out
ver.1.7.200121

Activity ID Type Date Title

Total: 64 Record(s) << < > >> Go to Page:

Status	Activity ID	Type	Title	Registration Start / End Date	Activity Start / End Date	Status of
Registering	AF2007006	Field Trips	Y:3 Field Trip - Sun Song Theatre	2020-07-16 ~ 2020-07-16	2020-07-18 ~ 2020-07-18	Cassie NOCKOLDS

Click this to make payment

Activity Registration Procedure

You are advised to check your account balance before beginning to register for an activity, as insufficient funds will require re-registration.

A. Find your activity item from the Activity List, then click 'Join' to see the activity details.

AOS Activity List
announcementFCS_list.jsp

Activity ID Type **All** Date Title
Search

Total: 64 Record(s) << < > >> Go to Page **1**

Status	Activity ID	Type	Title	Registration Start / End Date	Activity Start / End Date	Status of Registration
Registering	AF2007006	Field Trips	Y3 Field Trip - Sun Song Theatre	2020-07-16 ~ 2020-07-16	2020-07-18 ~ 2020-07-18	<input type="button" value="Join"/>

★ Click to see the activity details

B. Click 'Add' to do the registration. Find your activity item from the Activity List, then click 'Join' to see the activity details.

AOS Activity Order
announcementFCS_detail.jsp

Student ST Code		Student Name	
Activity ID	AF2007006	Activity Status	Registering
Activity Type	Field Trips	Activity Title	Y3 Field Trip - Sun Song Theatre
Description	Year 3 will visit Sun Song Theatre on 18 Jul 2020		

Sub Item	Sub Item Title	Quota for Whole School	Max. Qty for Each User	Remaining Quota	Necessary / Optional	Unit Cost	Order Quantity	Subtotal
1	Y3 Field Trip - Sun Song Theatre	65	2	64	Necessary	650	<input type="text" value="1"/>	650
	Status of Registration	Not Registered	Balance Before Order	\$29607	Balance After Order	\$28957	Total Cost	\$650

Staff Responsible		Posting Date	2020-07-16
S.R. E-Mail		S.R. Tel No.	02-81459007#1116
Registration Start Date	2020-07-16	Registration End Date	2020-07-16
Activity Start Date	2020-07-18	Activity End Date	2020-07-18

★ Click for registration and pay the fee

Add value into your account

When your account balance is insufficient to register for an activity, the following screen will show up. Please follow the screen instruction to add value into your family account and register for activities when the fund is available in your family account.

There are two ways to add value to your student account:

- A. Money transfer via ATM machine/ Bank wire transfer or
 - B. Money transfer via Web ATM/ Internet banking or
- (The bank details will be shown in your account as the screen below)

The screenshot displays the 'Add Value' interface of the Taipei European School's online services. The left sidebar contains a navigation menu with options: Home, Cafeteria System, Activity System, User & User Account, My Account, My Account Balance, Add Value (highlighted with a star), Refund Application Form, Help Desk, TESmile, and Log out. The main content area is titled 'Add Value' and provides instructions for two methods. Method A, 'Money transfer via ATM machine / Bank wire transfer', includes an image of an ATM and a list of required information: Bank Name / Branch (兆豐銀行/蘭雅分行, Bank ID: 017), Account Name (財團法人台北歐洲學校), Account Number (813220XXXXXX), and Minimum amount (NT\$0). It also provides a link to 'Print Wire Transfer Instructions'. Method B, 'Money transfer via Web ATM / Internet banking', includes an image of an IC card reader and instructions for using an online account, with a link to 'Web-ATM'. A 'Remarks' section at the bottom states that the account number is for the family, not the individual student.

★ Remarks:

The account number is for each family, not individual student.

Important Policies

Family Account

Please note that accounts of TESmile for parents is a family account, therefore, parents are able to see all of their children's activities on the same screen if they have more than one child.

For Year 6 students transitioning to Year 7, their TESmile accounts will not be changed and the money will remain in the account for the next academic year.

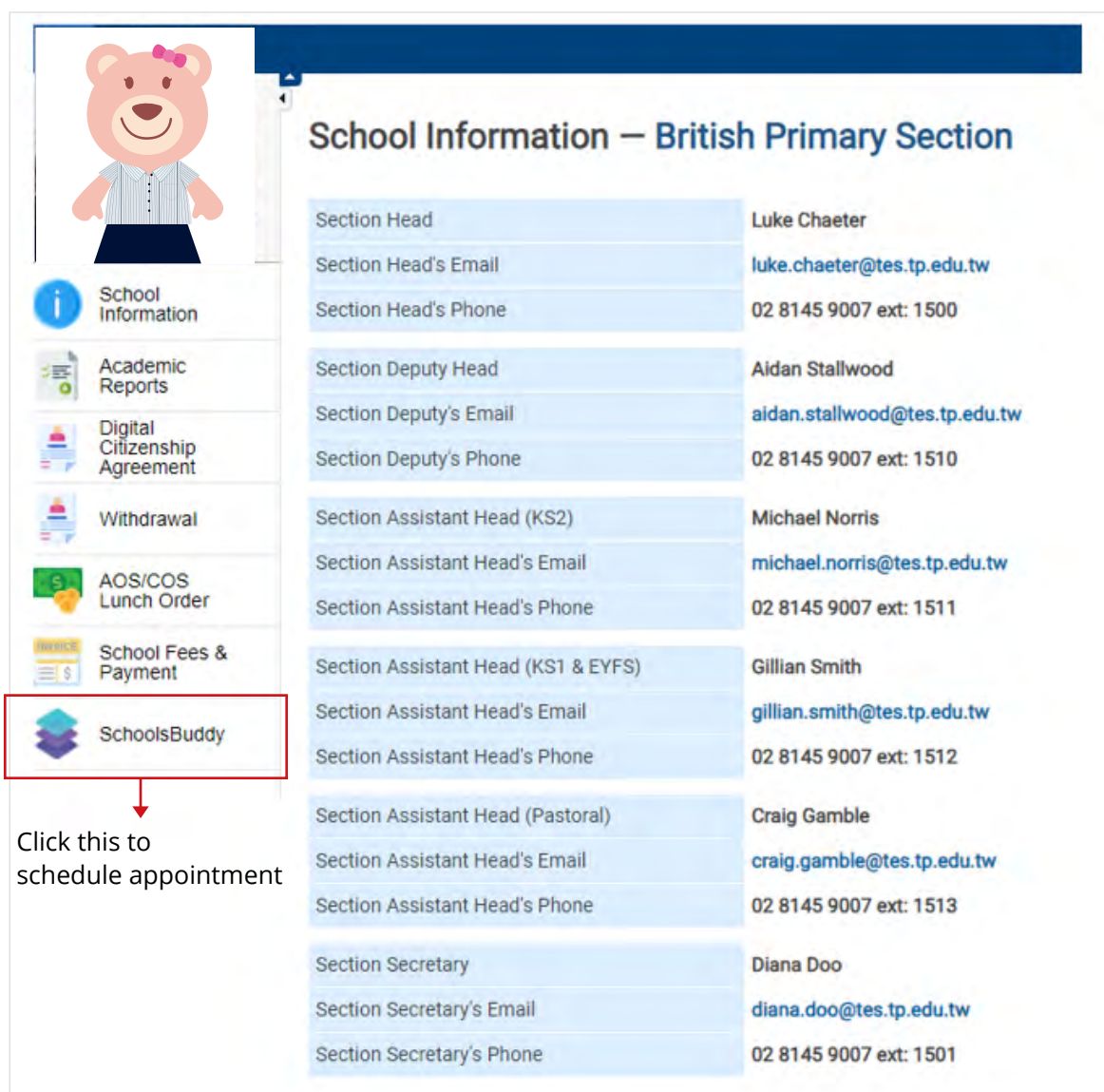
Refund Policy

Any payment is made through AOS; the refund should be made under the following two situations:

- 1. When the amount is **less than or equal to NT\$3,000**; the refund will be **ONLY wired** directly to student's family account.
- 2. When the amount is **larger than NT\$3,000**; it will be refunded **by cheque**. Parents will receive a Refund Request Sheet to collect information about the cheque title and address the cheque will be sent to. If parents would like to wire the refund back to their family account, it can be done by request.

If any leaving students would like to close their TESmile account and request a refund, please go to the Student Services Office for further information.

Scheduling Appointments

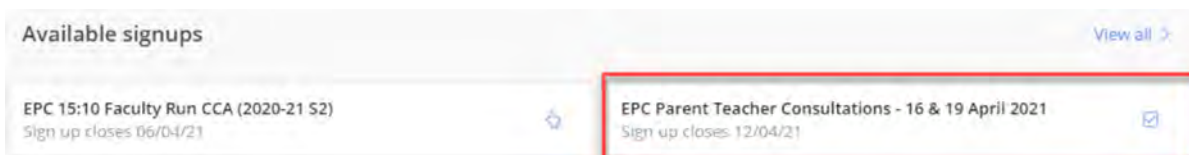


School Information – British Primary Section

Section Head	Luke Chaeter
Section Head's Email	luke.chaeter@tes.tp.edu.tw
Section Head's Phone	02 8145 9007 ext: 1500
Section Deputy Head	Aidan Stallwood
Section Deputy's Email	aidan.stallwood@tes.tp.edu.tw
Section Deputy's Phone	02 8145 9007 ext: 1510
Section Assistant Head (KS2)	Michael Norris
Section Assistant Head's Email	michael.norris@tes.tp.edu.tw
Section Assistant Head's Phone	02 8145 9007 ext: 1511
Section Assistant Head (KS1 & EYFS)	Gillian Smith
Section Assistant Head's Email	gillian.smith@tes.tp.edu.tw
Section Assistant Head's Phone	02 8145 9007 ext: 1512
Section Assistant Head (Pastoral)	Craig Gamble
Section Assistant Head's Email	craig.gamble@tes.tp.edu.tw
Section Assistant Head's Phone	02 8145 9007 ext: 1513
Section Secretary	Diana Doo
Section Secretary's Email	diana.doo@tes.tp.edu.tw
Section Secretary's Phone	02 8145 9007 ext: 1501

Click this to schedule appointment

After logging into the SchoolsBuddy platform you will be able to select the Learning Conference (Parent Teacher Consultations) event.



Available signups [View all >](#)

EPC 15:10 Faculty Run CCA (2020-21 S2) Sign up closes 06/04/21	
EPC Parent Teacher Consultations - 16 & 19 April 2021 Sign up closes 12/04/21	

A list of classes that your son/daughter is enrolled in will be displayed. Should you have multiple children these will all be listed on the same booking overview.

The screenshot shows the 'Available Bookings' section of a booking system. It features two class listings, each with a grid of time slots for two dates: Friday 16 Apr 2021 and Monday 19 Apr 2021.

Class 1: H. Liu B6CLC, B5CLC, B4CLC, B3CLC, B2CLC, B1CLC (BPEALCLC) - H. Liu

Class 2: E. MC Adams B4 Class (BPS) - E. MC Adams

Each class listing includes a grid of time slots (07:30 to 18:50) for the specified dates. The time slots are represented by small boxes, some of which are highlighted in green, indicating available slots.

To book a time slot, select the time slot desired. When you book a time slot for one subject/teacher the same time slot will be blocked out for all the other bookings so no double bookings can be made. Once you select a booking, it will appear on the right side of the screen.

The screenshot shows the 'Your Bookings' section of the booking system. It displays the selected bookings for the user, including the class and time slot selected in the previous step. A 'Check availability' button is visible in the top right corner.

Class 1: H. Liu B6CLC, B5CLC, B4CLC, B3CLC, B2CLC, B1CLC (BPEALCLC) - H. Liu

Class 2: E. MC Adams B4 Class (BPS) - E. MC Adams

The 'Your Bookings' section shows the selected bookings for the user, including the class and time slot selected in the previous step. A 'Check availability' button is visible in the top right corner.

Once complete please click on the **Check availability** button (top right of the window).

Terms & Conditions

We agree to adhere to these meetings being a confidential process which cannot be recorded. A child can be present should you choose, this is often beneficial as this meeting is a reflective process to instigate positive change. As a school which promotes fairness please respect the time limits, which in turn will allow equal opportunities for all.

基於維護雙方隱私保密原則，此面談請勿進行錄音或錄影。您可以邀請孩子一同參與會議，在所有面談後，與孩子溝通、反思，建立良好的學習態度。請家長們遵守學校的規定，在時間內完成會議，讓其他家長有同等的面談時間。

☒ I agree to the terms and conditions

OK

Cancel

Check I agree to the terms and conditions and click OK.

Home Organising My Diary Reception Activities & Clubs

EPC Parent Teacher Consultations - 16 & 19 April 2021
 Taggart European School
 Period From: 16-Apr-21 To: 19-Apr-21

Check selections and press Book to confirm Edit/hold booking

Date	Day	Time	Event(s)	Free/ No Charge
16 Apr 2021	Fri	08:30 - 08:40	Appointment (H, L1a B6CLC, B5CLC, B4CLC, B3CLC, B2CLC, B1CLC (BPEALCLC))	Free/ No Charge
19 Apr 2021	Mon	08:45 - 09:00	Appointment (J, MC Adams B4 Class (BPS))	Free/ No Charge
Total to pay now				Free/ No Charge

Book

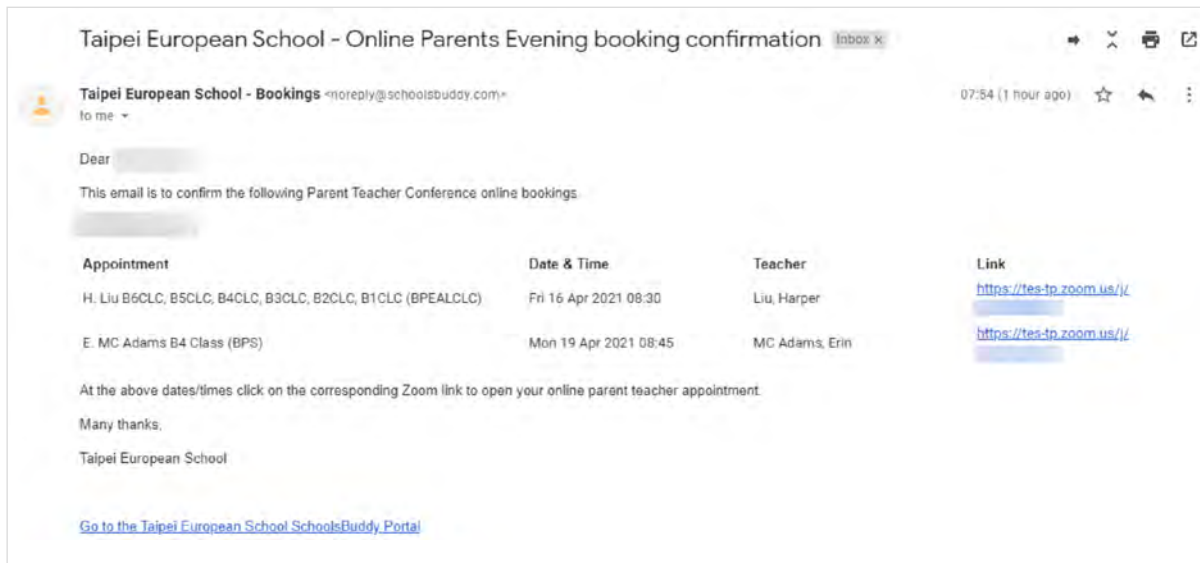
An overview of requested/available appointments are displayed. Click Book to complete the process.

Bookings

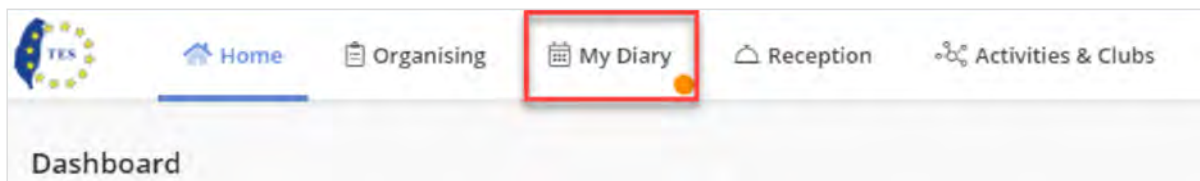
Your bookings have been confirmed and an email confirmation has been sent.

Back to signups

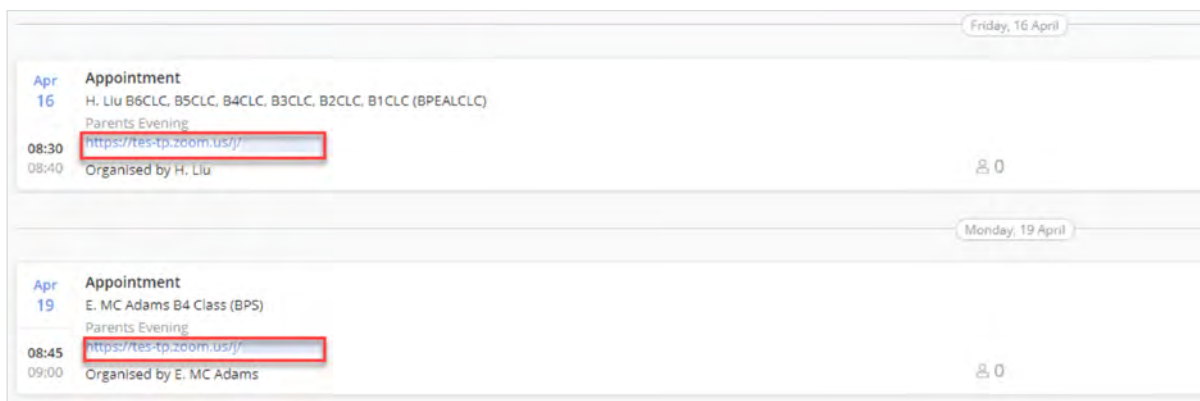
Your bookings will be confirmed via an email notification.



Links to the individual Zoom meetings will be shown in the email.



Likewise, you can access your appointments within the SchoolsBuddy portal, these will appear in the **My Diary** tab.




Modifying Appointments

Please contact the section office to adjust appointments.

Should you have any difficulty making a booking please contact schoolsbuddy.support@tes.tp.edu.tw

 School Address: No. 99 FuGuo Road, ShiLin District, Taipei City, Taiwan

Tel: (02) 8145 9007

 Fax: (02) 2832 6643

Extension: 1503 and 1504 (General Enquiries)

 Website: www.taipeieuropeanschool.com
TESmile: www.tesmile.tes.tp.edu.tw