

# PARENT HANDBOOK

2023-2024

"As a student-centered, family-focused community, we will guide learners on their journeys towards fulfilling their individual potential, embracing their own independence and internationalism in a safe, supportive and challenging environment."



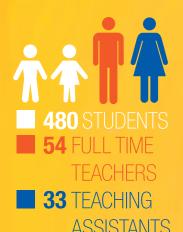








# **RENAISSANCE IN NUMBERS**



62 CLASSROOMS

MAXIMUM EYFS:18

CLASS PRIMARY:22

SIZES SECONDARY:25

TRANSPORT 1:9
TEACHER TO STUDENT RATIO



LANGUAGES TAUGHT IN SCHOOL

English, French, Mandarin Chinese, Korean and Vietnamese



32 POINTS

IBDP AVERAGE 2023

**375M<sup>2</sup>** Early Years Playground

**549M²**Primary Playground

6.000M<sup>2</sup> + 962M<sup>2</sup> Sports Fields

**86.7M<sup>2</sup>** Maker Space

**25M x 10M**Large Swimming Pool

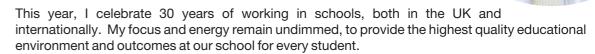
185M<sup>2</sup>
Flag Pole Field

1 OF M2

# Welcome

# Dear Parents,

As the new Head of School, it is my great pleasure to welcome you and your child to our Renaissance community! Renaissance is a special place and I feel proud to be leading such a strong and promising school. Together with you and your child, we are embarking on a voyage, a voyage in which the journey, the companions we meet along the way and the destination are of equal importance.



After the recent re-Accreditation evaluation by the Council of International Schools, they wrote: "Warmest congratulations to...the entire school community on achieving re-accredited status. In reaching its decision, CIS took into account the commendations which were based on evidence of excellent and effective alignment with the standards for CIS accreditation." This is a true honour for the school, and I applaud all the staff for their hard work and attention to detail that brought about this achievement.

This year too sees our full accreditation into the International Baccalaureate Organisation (IBO) for the PYP, MYP and Diploma programmes. Once complete, Renaissance will be the only though IB World School in Saigon that also offers the renowned IGCSE examinations for mid Secondary students. Our IB Diploma scores are consistently well-above the world average, and we are building on this success. University offers continue to come in for the world's top universities and we are delighted by these offers for our young people.

Alongside our full participation in Cambridge International Assessment, FOBISIA, EARCOS and Round Square, the light of our regional, national and international profile continues to shine.

But underpinning these collective successes is the development of every individual in our school, through the strong values that are instilled and the opportunities that students are given to focus, grow and thrive.

It is indeed when we discover our purpose, our strengths and what we really enjoy that true fulfilment comes. It must be said that students do not go to school in order to be happy. Being happy is the byproduct of attending a stimulating learning environment that is well-run, healthy, safe and purposeful. Renaissance is a place where children are valued, recognized, heard; a place where they know and feel they can flourish. Here at Renaissance, we are laying the foundations for young people to help them develop into responsible, well-rounded and balanced individuals who leave us equipped with the skills, knowledge and resilience necessary to face an increasingly complex and challenging world.

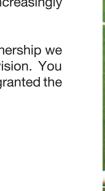
We cannot do this alone. As a family-oriented school, we not only appreciate the partnership we have with our parents. We expect it. You desire the best for your child. We share this vision. You have chosen Renaissance as the school for your precious child, and we do not take for granted the trust that you have placed in us.

Welcome to Renaissance!

### Mr Mark Sayer MA

Head of Renaissance International School, Saigon





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# **ACADEMIC CALENDAR** 2023-2024



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## Holiday

### INSET (Non-student Days)

: Half Term Holiday

Total teacher days: 188

: INSET (Non-student Days)

**Term 1: 77 days** 07-11 August

21 August

01-04 September

16-20 October 10-11 November 18 December - 05 January : Winter Break

25-26 December

# New Staff Induction

Term 2: 62 days

08 January 05-16 February

11 March 18 April

19-29 April 30 April-01 May

Term 3: 41 days

Round Square Day

: INSET (Non-student Day)

: First Day of Term 3

: Last Day of Schoo



# **GETTING STARTED**

# **School Hours**

Students should arrive at school before 7.45am. Lessons are from 8:00am until 3.30pm. Students must be picked up before 4:00pm as no supervision is available after this time. Students from Year 1 to Year 6 have a daily assembly every morning at 07:50am whilst Secondary students are involved in their respective home tutor classes at this time. If late: Students who are late need to see Ms. My for Primary and Early Years (P201) or Ms. Lien for Secondary (S202).



# Student Pick-Up

Only authorised people are allowed to collect your child and a school issued ID card is required. The ID card should be displayed when on school premises. Please inform the school when there are any changes to your circumstances or if you are nominating someone else to collect your child. Some children will travel home by bus.

Students who need to leave before the end of the day, need a permission slip from Head of Primary and Early Years or Head of Secondary.



# **Bus Service**

Renaissance offers a safe, reliable cost-effective bus service. There are several customised routes covering the city, with a free service operating from Tao Dan Park and District 2. All buses have seatbelts, qualified and experienced drivers and an assistant. Please ask our Bus Assistant or Receptionist for more information on the bus routes available, and on our bus service fees.



# Lunch & Snacks

The school provides free healthy snacks in the morning and afternoon for Early Years and Primary. For lunch, all students who wish to use the school's canteen have a choice between Vietnamese, Korean, Asian and Western dishes. A vegetarian option is also available each day. Younger children have options for their parents to choose from. Older children have a set menu or à la carte. A lunch menu is provided each month. Parents have the option of paying for their child's lunch or sending a packed lunch from home. Payments are made via a smart card which you can 'top-up'. If you would like your child to have a packed lunch, please provide the lunch at the start of the day. Details for students' meal arrangement, please see: https://www.renaissance.edu.vn/school-life/catering





# Homework

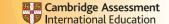
All children from Primary through Secondary have Home Learning (homework). This is a part of school life and is aimed at revising concepts introduced in the classroom and establishing a disciplined, self-study work ethic at home.



# **Extra Curricular Activities**

The school has an extensive Extra-Curricular Activity Programme (ECA). Some activities are provided free of charge whilst others have a fee. Details of the ECA Programme are made available at the beginning of each

In Secondary, we have co-curricular activities and Extracurricular activities. Extracurricular activities (ECA) take place at lunch-times and after school and a calendar will be made available at the start of each term for students to join. Co-cocurricular activities (CCA) take place during the normal timetabled lesson time and will be explained to students at the start of each unit.

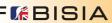








26 June



# **HEALTH & MEDICAL**

# **School Nurse**

Renaissance has its own school clinic with 2 fully trained nurses on site. Our nurses play important roles in looking after the children's physical and emotional well-being while contributing to Renaissance's aim of improving the health of our children and young people. For minor accidents, the nurses will take care of your child. In rare cases, if necessary, the nurses will arrange for a child to be taken to the nearby hospital. Of course, parents will be contacted and updated.



## **Medications**

Students are not allowed to carry medication amongst personal belongings. Medicines must be given to the school nurse, with a note from the parent or guardian. Medications need to be in their original pharmacy container and marked with the student's name, name of the drug, its dosage and instructions. The nurses will contact you if clarification is needed.



# **Solution** Contagious Diseases

A child with communicable disease MUST be kept at home and not sent to school under any circumstances. Children are considered contagious during the following periods:

- 1. Coronavirus: COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.
- Most common symptoms: fever, dry cough, tiredness.
- Less common symptoms: aches and pains, sore throat, diarrhoea, conjunctivitis, headache, loss of taste or smell, a rash on skin, or discolouration of fingers or toes.
- Serious symptoms: difficulty breathing or shortness of breath, chest pain or pressure, loss of speech or movement.

Seek immediate medical attention if your child(ren) have serious symptoms.



# 2. Chicken pox: 6 days from onset of rash

- Symptoms: pocks or blisters have scabs and are found on parts of body that are usually covered by clothing.
- 3. German Measles (Rubella): 7 days or until symptoms
- Symptoms: brief red rash, enlarged glands in the neck.
- 4. Mumps: 9 days or until swelling disappears.
- Symptoms: fever, swelling and tenderness of glands at angle
- 5. Infectious Hepatitis: 14 days from onset of clinical disease and at least 7 days from onset of symptoms.
- Symptoms: headaches, abdominal pain, nausea, vomiting usually fever; skin and eyes may or may not turn yellow.
- 6. Infectious Mononucleosis: Variable but usually 3-6 weeks.
- Symptoms: fever, sore throat, malaise, swollen glands in the
- 7. Scarlet Fever or Strep throat: 7 days from onset if untreated or 48 hours after antibiotics.
- Symptoms: sore throat, fever, vomiting, fine rash later for scarlet fever (not on face).
- 8. Conjunctivitis (pink eye): The child SHOULD NOT attend school until treatment is effective. It is highly infectious and should be treated right away.
- Symptoms: itching of the eyes, watering, redness, and discharge from eyes.
- 9. Cough: When a child has a bad cough (a cold) or other common but highly contagious illness, parents are asked to keep the child home so that the illness is not spread to other children.
- 10. Head lice: If a child is found to have head lice or nits, the parents will be contacted immediately and the child will be sent home. The whole class will be checked for head lice. Once any affected children have been treated at home they may return to

# **UNIFORMS** & FOOTWEAR



EY Boys	EY Girls
School cap	School cap
School polo shirt	School polo shirt
School shorts	School skort
Black, closed-toe footwear	Black, closed-toe footwear

Primary Boys	Primary Girls
School cap	School cap
School polo shirt	School poló shirt
School shorts	School skort
Black, closed-toe footwear	Black, closed-toe footwear

Secondary MYP and IG Boys	Secondary MYP and IG Girls
School polo shirt	School polo shirt
School shorts	School skort
Black, closed-toe footwear	Black, closed-toe footwear





Secondary DP Boys	Secondary DP Girls
School polo shirt	School polo shirt
School shorts/trousers	School skort
Black, closed-toe footwear	Black, closed-toe footwear



All students are required to wear closed black footwear at all times except during PE classes. A dark coloured sweater without text can be worn during the cooler months.

# SUBJECTS & LANGUAGES



# **Subjects**

# **Early Years Foundation Stage (EYFS)**

The EYFS curriculum is play based and specifically designed to provide equal opportunities for all children to develop skills and competencies, flourish as individuals and to achieve to the best of their ability in a child-centred learning environment. Our programme ensures students enjoy greater success with the consistency and natural progression of skill development to support a smooth transition into Primary School. By enrolling in our Early Years, parents are giving their children a great advantage in life as research shows the majority of children that complete the Early Years programme achieve at a higher level when compared to others.

The EYFS is broken down into 7 areas of learning and development: 3 prime areas and 4 specific areas which are all planned for and assessed as an ongoing support for development.

Communication & Language	Listening and Attention, Understanding and Speaking
Physical Development	Moving and Handling and Health and Self-care
Personal, Social & Emotional Development	Making relationships, self-confidence, self-awareness and managing feelings and behaviour
Mathematics	Numbers, shape, space and measurement
Literacy	Reading and writing
Understanding the World	People and communities, the world and technology
Expressive Arts and Design	Exploring and using media and materials, being imaginative

Children at Renaissance enjoy the challenges and rewards offered from specific teaching strategies, attention to active engagement with hands-on learning activities, collaborative opportunities and critical thinking skill development. At the heart of the EYFS is the fundamental belief that all children are unique in their learning pathways and possess strengths and competencies which teachers embrace and weave into their curriculum planning to ensure personal motivation.

# **Primary School**

LOWER PRIMARY Year 1, 2 and 3 The school adopts a creative approach to curriculum delivery with a strong cross-curricular approach. Apart from core instruction in Mathematics, Language and the associated PYP units, specialist teachers provide instruction in Music, Physical Education, Swimming, Vietnamese Language / Vietnamese Language and Culture and Library. From Year 2, students have the opportunity to study French or Chinese. Technology is an important feature in the curriculum and is integrated in the programme.

UPPER PRIMARY Year 4, 5 and 6 In addition to a creative approach to curriculum delivery and strong cross-curricular approach, there is an equally strong focus on academic rigour, on the integration of technology and on developing and enhancing research, critical thinking and problem solving skills.

Core instruction is in Mathematics, Language and the associated PYP units; specialist teachers provide instruction in Music, Physical Education, Swimming, Vietnamese Language / Vietnamese Language and Culture and Library. French and Chinese are offered as third languages.

# **Secondary School**

MYP Years 7,8 and 9 Based on the National Curriculum of England but modified in part to suit the needs of a diverse international student population; Students studying the MYP follow an inquiry based concept curriculum which involves subjects in English, Mathematics, Science, the Humanities, The Arts (Art, Music, Drama), Design and Technology (DT), Vietnamese, a third language and Physical Education.

There is a strong emphasis on cross curricular links across the MYP and all students are involved in Service Learning.

IG Years 10 and 11 Students are involved in a programme that culminates in the International General Certificate of Secondary Education (IGCSE) at the end of Year 11.

Designed and administered by Cambridge Assessment, the IGCSE has been specifically created for international students and leads to a certificate that is internationally recognised. The core subjects – English, Mathematics, Language A and Coordinated Sciences are compulsory; students then choose from a broad range of subjects across the Humanities, Creative, Visual and Performing Arts and Physical Education.

DP Years 12 and 13 Students study the International Baccalaureate Diploma. The prestigious programme provides an excellent pathway into universities and colleges worldwide. Students study six subjects and Theory of Knowledge, Creativity, Activity and Service requirements plus an Extended Essay. For students not involved in the IB Diploma, a Renaissance High School Diploma is available.

For further details on the Secondary Programme, please see the respective leader.

# Languages

**Foreign Languages:** Renaissance offers a diverse language programme. In addition to EAL (English as an Additional Language) instruction, students from Year 2 and above study Vietnamese as well as French and Chinese Mandarin. Korean is offered as a mother language from Year 10.

SEN

The school has a strong Special Educational Needs Department. For any questions on this area please contact the SEN coordinator.

**EAL** 

Renaissance offers a highly-experienced and trained EAL department who will tailor EAL support to the needs of each individual student. Renaissance is renowned for its EAL support.

# Counsellor

Our Student Counsellor is trained and experienced in providing the best support to our students for academic and emotional counselling, guidance counselling and University admissions.



# NON-ACADEMIC ACTIVITIES

# **Sports**

All students across the range of Early Years to Year 13 are involved in Physical Education classes and the school has a strong commitment to sport.

Our facilities include a large 6000m<sup>2</sup> sports field, a smaller internal field, a 25 metre pool and a large indoor gymnasium.

# **Trips & Visits**

Educational residential and field trips and visits are a key feature of our curriculum. For older children they are an essential element as they add to their university application. We build such activities around the Round Square approach which promotes six IDEALS of learning: Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service. It is common practice in schools for such costs to be in addition to school fees. However, we always work hard to make sure that such activities are affordable for our families.

# **Service Learning**

There is a strong commitment to service learning at Renaissance and the school offers a range of designated and age appropriate service learning opportunities.

# **Round Square Initiatives**

Renaissance is dedicated to working with the students and the parent community to ensure that the Round Square IDEALS (Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service) are embedded within the school culture. Students make a commitment to addressing each of the areas of IDEALS through residential trips, educational visits, work projects, community service and international awards. The common goal is to ensure the full and individual development of every student as a whole person through the simultaneous realisation of academic, physical, cultural and spiritual aspirations. To find out more, please visit: <a href="https://www.roundsquare.org">www.roundsquare.org</a>



# **OUR CATERING SERVICE**

At Renaissance, we believe in Excellence – Excellence of education, well-being, facilities, relationships; and also: excellence in nutrition. That is why we are convinced that Skyline is the right provider for us and the whole experience we want to give to your children at our school.

Skyline is one of the leading facility management companies in Vietnam. An extensive choice of food is offered from either a set menu or a la carte. Vietnamese, Korean, Western and Vegetarian options are always made available for every child. At the same time, Skyline always pays extra attention in the cooking process to ensure the consistency of each dish for students to enjoy the most perfect experience.

For more information about our Catering, kindly visit: https://www.renaissance.edu.vn/school-life/catering







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# OUR ACCREDITATION & MEMBERSHIPS

Being one of the leading schools in Saigon, we are proud that our ethos of academic excellence and a family-friendly environment have been recognised by a number of high-profile, exclusive external bodies, which has allowed us to partner up with renowned organisations for the benefit of our students:



## **Council of International Schools - CIS**

We are a fully accredited CIS school, and our accreditation was awarded in 2017. After a highly-successful pre-accreditation visit in December 2021, our school is due to be re-accredited in early 2023. The Council of International Schools is an exclusive membership and accreditation body for premium international schools worldwide, and CIS accreditation is testimony to the school's ongoing commitment to quality international education, academic excellence, and an international ethos. For more information, please visit www.cois.org



### **Round Square**

Renaissance is a proud member of Round Square, a world-wide association of schools which share a commitment beyond academic excellence, to personal development and responsibility. Round Square schools are known for their world-class educational approach, vibrant and connected networks, and being platforms for future leaders. We are the only school in Viet Nam with Round Square membership. For more information, please visit www.roundsquare.org



## **East Asia Regional Council Of Schools - EARCOS**

Renaissance is an official member of EARCOS. The membership enhances the professional development opportunities for faculty and supports Renaissance in continuing to provide a quality education for students. For more information, please visit www.earcos.org



### **FOBISIA**

Renaissance is a member of the Federation of British International Schools in Asia (FOBISIA) and our students have the opportunity to be involved in the FOBISIA games that are held twice every year.



## **International Baccalaureate Organisation - IBO**

Research from leading institutions shows that IB students are more likely than their peers to succeed in higher education. The IB supports schools and teachers to provide a rigorous, high-quality education, offering professional development that improves pedagogy and leadership. IB programmes challenge students to excel in their studies, and encourage both personal and academic achievement. They aim to do more than other curricula by developing inquiring, knowledgeable and caring young people who are motivated to succeed. More than 4,000 schools worldwide teach IB programmes. In addition to be a fully-accredited IBDP provider, Renaissance is also a candidacy school for both the Primary Years Programme (PYP) and Middle Years Programme (MYP), having already had our initial applications approved in June 2022. We will be following theor courses of study. For more information, please visit www.ibo.org



### **Cambridge Assessment International Education**

Cambridge IGCSE qualification opens doors for Renaissance learners and is a passport to success. The qualification is recognised by leading universities and employers around the world as evidence of academic ability. Cambridge IGCSEs help students become confident, responsible, reflective, innovative and engaged. CIE is part of Cambridge Assessment, a department of the University of Cambridge, which makes CIE the only provider of international qualifications that is wholly owned by a world-leading university. For more information, please visit www.cie.org.uk



### **National Curriculum for England**

Renaissance follows the National Curriculum for England, which sets out the programmes of study and attainment targets for all subjects in most year groups in Primary and Secondary. The curriculum is structured for students aged 5-16, for each of which certain subjects must be taught. The National Curriculum aims to support the statutory duties of schools to offer a curriculum which is balanced and broadly based.

For more information, please visit www.fobisia.org

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# PARENT ENGAGEMENT & COMMUNICATIONS

A family-friendly, child-centred environment.

Parents and families are always welcome in our school, and many families join us because we have an exceptionally family-friendly environment.

Parents can also help in their child's class for 'one-off' events or on-going projects. Having parent helpers in for activities means that we can utilise expertise for specific projects and it ensures that we have extra pairs of eyes on events such as field trips. If you want to help, please contact your class teacher. Parent can also help in the library. Please contact the Librarian directly to discuss how you can get involved.

If you like to come into school to see how your child is progressing, please make an appointment with the teacher. For child protection, and health & safety reasons we do not allow unannounced visitors.

# **Parent Communication**

We have in-house tracking systems in place to follow a student's progress from the moment they arrive at Renaissance. These are carefully monitored to ensure that development is continuous and any issues are detected early to allow for immediate consultation with parents and students.

Seesaw updates and messages are the main form of communication between home and school for Primary and Early Years parents. Each Friday, teachers post updates with photos and videos to showcase the learning from the week. Parents are encouraged to use Seesaw to message all staff when asking questions, making requests or booking a meeting time.

In Primary and Early Years, all students receive Progress Reports twice a year. We also have 1 parent conference to discuss student progress as well as 1 Student Led Conference where students have the opportunity to showcase their learning.

Parents receive 4 reports a year in Secondary. (3 in year 11 and 13). We also have 1 parent & teacher meeting a year and 1 student led conference day, where students can show off their work to their parents.

In addition, all teachers allocate regular times each week to parent meetings.



# FEES & SCHOLARSHIPS

# **Scholarships**

When our school was founded it was always intended that Renaissance would serve and support its community and provide high quality education. We offer qualifying students a fee discount on entering our IB programme with scholarships of up to 80% available for high performing students.

# **When Your Employer Pays Your Tuition Fees**

The company/employer must advise the school in writing on company letterhead confirming that it is responsible for the payment of fees. They can either come to our school and pay the fees to the cashier or transfer to the school account.

# **Withdrawal Policy**

Parents must advise the school 90 calendar days in advance before the expected departure dates so that any refund will be processed. The withdrawal can be submitted by completing a withdrawal form and submitting it to our Admissions Office. For the refund amount, please see our Schedule of Fees. The Withdrawal Refund is applicable only to Annual Tuition Fees that were paid on time i.e. paid on or before the due date. Your Security Deposit will be refunded in full given that the required 90-days' notice is provided.



# **Force Majeure**

In the case of a force majeure caused by events beyond the school's control - including but not limited to - epidemics, natural disasters, acts of terrorism, pandemics, wars, social unrest - the school has the right to replace, reduce or adjust the learning schedule and method of instruction so as to suit the context at that time. In such cases, the school has no obligation to refund any portion of the fees paid (except for meals and transportation, if any) and the parent/s are responsible for the full payment of all fees to ensure the completion of the academic year.

# UNIVERSITY APPLICATIONS

We have a dedicated full-time University & College Counsellor who supports all Secondary students and their parents with their university and study subject choices, and university applications. The Counsellor organises regular university visits so that our families can meet with university representatives in person, and discuss their questions and preferences with them directly. Both qualifications we offer, IGCSE for Year 11 and IB Diploma for Year 13, are recognised by all leading colleges and universities in the world, including Korea and the USA. Recent research studies also show that many top class universities believe that the IB Diploma prepares students best for their university studies.

Our students graduate into prestigious universities around the world. Including: the University of Leeds, Kings College London, University of Loughborough, North Eastern University, Savannah College of Art and Design, University of San Francisco, University of Arizona State, University of Hong Kong, Chinese University of Hong Kong, City University of Hong Kong, Hong Kong Polytechnic, Ritsumeikan University, Les Roche International School of Hotel Management, Korea University and University of Seoul and University of Pennsylvania.





Assistant Head PYP – Daniella Raposo Assistant Head MYP – Stephen Isaacs Assistant Head IG & DP – Kathryn Holland

Please also contact the Head of Primary & Early Years, or the Head of Secondary if you need more help. Our friendly and welcoming Admissions Team provides help, advice and support for our school community of over 25 different nationalities and serves as the first point of contact for all new parents. We provide help and advice to families on all matters relating to Renaissance and also to life in Ho Chi Minh City.

We are always happy to share our local knowledge with you, to make moving to and living in Saigon easier and more enjoyable for your family. The team speaks English, Korean and Vietnamese. Our Admissions Office is open Monday to Friday, from 8am to 5pm.

# **Contact our Admissions Team:**

Email: admissions@renaissance.edu.vn

Renaissance International School Saigon 74 Nguyen Thi Thap St. , Binh Thuan Ward, District 7 (028) 37733171