

Taipei European School  
British Primary Section



# Parent Handbook

2023 - 2024



TAIPEI EUROPEAN SCHOOL

# Definition of High Quality Learning and Teaching (HQLT) at Taipei European School

High Quality Learning and Teaching (HQLT) at our school engages our community of learners in acquiring knowledge, skills and understanding with authentic and aspirational experiences within the school.

TES promotes a broad range of competencies and aptitudes which are both academic and social-emotional, such as: collaborative skills; creativity; critical thinking; communication; interpersonal skills; empathy; problem solving; leadership; entrepreneurship; digital and media literacy; and resilience.

HQLT at TES provides a truly holistic experience for our students through the influence of our Graduate Attributes and Community Values, and by encouraging our learners to have a positive impact, and to make ethical decisions and choices.

## A Framework for High Quality Learning and Teaching (HQLT) at Taipei European School

Our commitment to high quality learning and teaching (HQLT) is embodied in our ethos: Learn and Flourish. This ensures that our school culture and environment encourage each community member to be guided, supported and challenged holistically as they strive towards their full potential.

High Quality Learning and Teaching is realised through the following key principles:

### **Global Citizenship**

We celebrate our own identity and heritage while embracing diversity through our taught curriculum, service and community engagement, and beyond.

### **Opportunities**

Within and beyond the classroom, we provide our community members with highly engaging experiences that develop: collaboration, curiosity, creativity, independence, inquiry, interdisciplinary thinking, and a thirst for lifelong learning.

### **Progress**

We are committed to ensuring that all community members achieve progress through high expectations, differentiated goal setting, meaningful and timely feedback, and personalised interventions.

### **Relationships**

We foster personal connections that allow each community member to be included, respected and heard, safe, and valued.

### **Technology**

We embrace technology and innovation to enhance learning and teaching and to nurture responsible digital citizens.

# 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

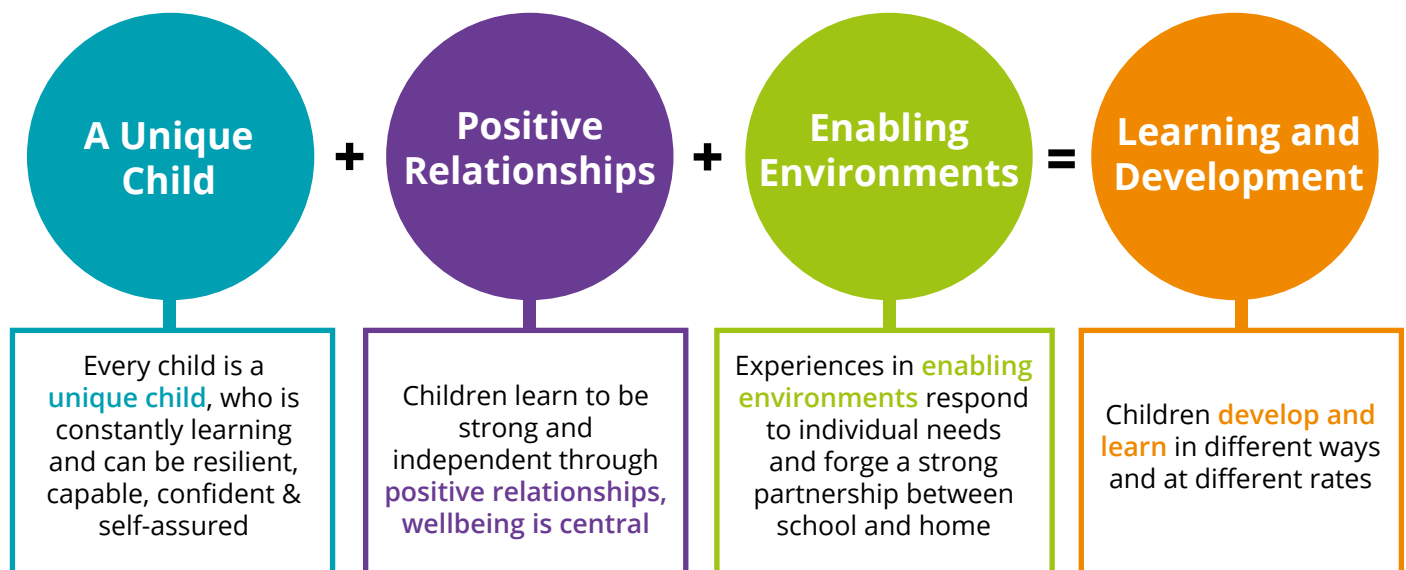
To be a flourishing, multilingual and multicultural community of lifelong learners that embraces independence, curiosity and empathy to make a positive difference in local, national and global environments.

## 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:












## Definition of Global Citizenship at Taipei European School

The goal of TES is to prepare students who, as part of a multicultural community, are able to engage with the world through an open mind and meet the demands of a global society. They will recognise the interconnectedness between communities and cultures and demonstrate an awareness of their personal impact on the environment and the well-being of others around them. Through active participation and intercultural understanding TES’ global citizens will impact others through local, national, and global action, valuing practices such as harmony, inclusion, global perspectives and worldviews. We actively encourage students to show empathy, recognise differences, challenge stereotypes, and take responsibility for their social and physical environment, thereby helping to shape the future.

## The Learner Profile

The TES 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>TES 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 TES 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  |
|--|-------------------------------------|--|---|
|  | <b>Respect</b><br>We care.          | We take care of our world and the people in it.            | We are honest, considerate, and tolerant global citizens.                   |
|  | <b>Participation</b><br>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. |
|  | <b>Responsibility</b><br>We think.  | We think about our actions and we make good choices.       | We are trustworthy, independent, and act as positive role models.           |
|  | <b>Creativity</b><br>We create.     | We are creative and solve problems in different ways.      | We use our imagination, explore ideas, and express ourselves freely.        |
|  | <b>Perseverance</b><br>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 MS SIOBHAIN ALLUM

#### 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 HAVE A CONCERN

Please inform the designated Safeguard Lead,  
Ms Siobhain Allum (Head of BPS).



#### 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 **Ms Allum** (Head of BPS) or **Mr Nixon** (CEO of TES)

#### 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 Ms Siobhain Allum.
- **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  
Ms Siobhain Allum**



**Deputy Head of British Primary Section  
Ms Zoe Heggie**



**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         | Vivi Treston                                 |
| <b>Jennie Bonnalie</b> | Kyoko Herbision (Maternity Cover) / Lena Yen |
| Jenny Chien            | Su Long Ho                                   |

9<sup>th</sup> Teacher Covering Multiple Classrooms: Mark Vincent

### Reception : Team Leader - Craig Gamble

■ Indicates Head of Year

| Teacher           | CEP Teacher  | Learning Assistant | EAL Teacher    |
|-------------------|--------------|--------------------|----------------|
| Joyce Duxfield    | Wen-Tsu Chou | Lili Liwan         | Lucille Gerber |
| <b>Gemma Farr</b> |              | Loba Chang         |                |
| David Treston     |              | Cora Fang          |                |

9<sup>th</sup> Teacher Covering Multiple Classrooms: Mark Vincent

### Year 1 : Team Leader - Craig Gamble

■ Indicates Head of Year

| Teacher                   | CEP Teacher | Learning Assistant | EAL Teacher  |
|---------------------------|-------------|--------------------|--------------|
| <b>Elizabeth Miller</b>   | Sherry Lin  | Jamie Gao          | Joyce Lau    |
| Kristie Funnekotter       |             | Richard Fang       | Clair Palmer |
| Elizabeth Bottomley-Chang |             | Ginger Wang        | Clair Palmer |
| Hilary Trehern            |             | Judy Chang         | Joyce Lau    |

9<sup>th</sup> Teacher Covering Multiple Classrooms: Mark Vincent

### Year 2 : Team Leader - Craig Gamble

■ Indicates Head of Year

| Teacher               | CEP Teacher | Learning Assistant      | EAL Teacher    |
|-----------------------|-------------|-------------------------|----------------|
| <b>Thomas Rudduck</b> | Fuju Wu     | Sherry Huang            | Maria Gandolfo |
| Thuy Ca               |             | Sarah Thomas            | Maria Gandolfo |
| David O'Connor        |             | Karina Tung             | Corne Coetzee  |
| Jeni Wong             |             | Rosario (Teng) Castillo | Corne Coetzee  |

9<sup>th</sup> Teacher Covering Multiple Classrooms: Mark Vincent

### Year 3: Team Leader - Michael Norris

■ Indicates Head of Year

| Teacher            | CEP Teacher | Learning Assistant | EAL Teacher     |
|--------------------|-------------|--------------------|-----------------|
| <b>Megan Hardy</b> | Sally Lin   | Olivia Chen        | Yulia Maksymova |
| Matthew Rushton    |             | Olivia Chen        |                 |
| Ross Millcliffe    |             | Joyce Su           |                 |
| Tina Chang         |             | Joyce Su           |                 |

### Year 4 : Team Leader - Michael Norris

■ Indicates Head of Year

| Teacher   | CEP Teacher | Learning Assistant | EAL Teacher        |
|---|-------------|--------------------|--------------------|
| <b>Hollie Slater</b>                            | Misa Lin    | Linda Lin          | Bernadine Cassimer |
| Anna Forrest                                    |             | Linda Lin          |                    |
| Chris Mullins (Maternity Cover) / Rachel Hodson |             | Cammy Lan          |                    |
| Amy Madeley                                     |             | Cammy Lan          |                    |

### Year 5 : Team Leader - Michael Norris

■ Indicates Head of Year

| Teacher              | Learning Assistant | EAL Teacher |
|----------------------|--------------------|-------------|
| Christopher Youles   | Yaling Chou        | Peter Groom |
| <b>Daniel Thomas</b> | Yaling Chou        |             |
| Gem Patricio         | Li-Chin Chang      |             |
| Cristie Woodall      | Li-Chin Chang      |             |

### Year 6 : Team Leader - Michael Norris

■ Indicates Head of Year

| Teacher                       | Learning Assistant | EAL Teacher |
|-------------------------------|--------------------|-------------|
| <b>Thomas Myerscough</b>      | Lili Chen          | Julia Chow  |
| Lewis Butterworth             | Lili Chen          |             |
| Katie Boyce / Christopher Lee | Linda Lan          |             |
| Georgia Loton                 | Linda Lan          |             |

## Primary Specialist Teachers

■ Indicates Head of Year

|                              |  |                                     |   |
|------------------------------|--|-------------------------------------|---|
| Designated Safeguarding Lead | <ul style="list-style-type: none"> <li>• Siobhain Allum</li> </ul>   | ART                                 | <ul style="list-style-type: none"> <li>• Eamonn O'Callaghan</li> <li>• Maggie Chai (Art Assistant)</li> </ul>   |
| Deputy Safeguarding Lead     | <ul style="list-style-type: none"> <li>• Zoe Heggie</li> </ul>   | MUSIC                               | <ul style="list-style-type: none"> <li>• <b>Edith Kao</b> (Head of Music)</li> <li>• Graeme Abernethy (Head of Music Performance)</li> <li>• Stina Chu</li> <li>• Brian Burraston (Music Assistant)</li> </ul>  |
| Child Protection Officers    | <ul style="list-style-type: none"> <li>• Craig Gamble</li> <li>• Michael Norris</li> <li>• Joyce Duxfield</li> </ul>   | PE                                  | <ul style="list-style-type: none"> <li>• <b>Richard Leaver</b> (Head of PE)</li> <li>• George Demetriou (Head of Sport)</li> <li>• Claudine Olver</li> <li>• Jill Kennedy (PE Assistant)</li> </ul>   |
| TES School Psychologist      | <ul style="list-style-type: none"> <li>• Chia-Chi Chow</li> </ul>  | Digital Leads                       | <ul style="list-style-type: none"> <li>• Mark Vincent</li> </ul>  |
| EPC Counsellors              | <ul style="list-style-type: none"> <li>• Isabelle Lu</li> <li>• Shan-Ju Lin</li> </ul>   | STEAM Coach (Integrated Technology) | <ul style="list-style-type: none"> <li>• Frank Cheung (STEAM Coach)</li> </ul>  |
| Learning support (LS)        | <ul style="list-style-type: none"> <li>• <b>Lika Li</b> (ALNCO)</li> <li>• Purnima Thakar (LS Teacher)</li> <li>• Andrew Gibson</li> <li>• Joseph Shaw</li> <li>• Julie Lee</li> <li>• Mai-Liang Chang</li> <li>• Oleg Nevenglovskiy</li> <li>• Sophia Fang</li> <li>• Silva Leung</li> </ul>                    | CLC                                 | <ul style="list-style-type: none"> <li>• Flora Sung (TES Head of CLC)</li> <li>• <b>Yun-Yeh Tsai</b> (Lead Teacher of Primary CLC)</li> <li>• Ariel Tsai</li> <li>• Elaine Tsai</li> <li>• Harper Liu</li> <li>• Jennifer Chou</li> <li>• Julia Kao</li> <li>• Sarah Kuo</li> <li>• Shuying Wu</li> <li>• Tingting Feng</li> <li>• Airl Lee (Learning Assistant)</li> </ul> |
| EAL Teachers                 | <ul style="list-style-type: none"> <li>• <b>Peter Groom</b> (Head of EAL)</li> <li>• Anne Bagley (SIEAL teacher)</li> <li>• Bernadine (Bee) Cassimer</li> <li>• Clair Palmer</li> <li>• Corne Coetzee</li> <li>• Joyce Lau</li> <li>• Julia Chow</li> <li>• Maria Gandolfo</li> <li>• Yulia Maksymova</li> </ul> |                                     |   |

# 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         |

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.

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

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

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 |                         |
|--------------------------|-------------------------|
| 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   |

*\*Times may slightly change from August 1st following Covid-19 review*

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](mailto: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](mailto: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 (so we can update PowerSchool). 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. It is a requirement that we have a min. of 2 contact numbers on PowerSchool.

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 (we are a nut free school). 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](mailto:library@tes.tp.edu.tw)

### Maggie Chen

+885-2-8145-9007 #1192  
[maggie.chen@tes.tp.edu.tw](mailto:maggie.chen@tes.tp.edu.tw)

### Shih-Yen Lee

+885-2-8145-9007 #1191  
[shih-yen.lee@tes.tp.edu.tw](mailto:shih-yen.lee@tes.tp.edu.tw)

### Marina Guedmadingar

+886-2-8145-9007 # 1193  
[marina.guedmadingar@tes.tp.edu.tw](mailto:marina.guedmadingar@tes.tp.edu.tw)

### Miranda Li

+886-2-8145-9007 # 1192  
[miranda.li@tes.tp.edu.tw](mailto: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 outlines expectation of all students throughout the European Primary Campus.



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



# TES Primary Learner Profile



Empathy



Communicators



Thinkers



Future Focused



Healthy



Global Citizens



Adventurers



Integrity

## Section 3

### Communication

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#### 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 early in the academic year.

#### Reporting and Learner Conferences

Learner Conferences 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   |  |
|---|--|
| <b>Swire European Primary Campus</b><br>99 FuGuo Road Shihlin, Taipei 11158<br>#1000 (EPC - Operator) | <b>Swire European Secondary Campus</b><br>31, Chien Yeh Road, Yang Ming Shan, Taipei 111<br>#2000 (ESC - Operator) |

| Primary office   |                     |                 |
|--|---------------------|-----------------|
| Diana Doo  | Office Manager      | 8145-9007 #1501 |
| Joy Chang  | Senior Secretary    | 8145-9007 #1502 |
| <b>For general enquiries please contact Mavis or Irene</b> |                     |                 |
| 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      |
| Ms Siobhain Allum       | 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      |
| Ms Juliette Kudlikowski | 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 Services and Facilities Manager<br><a href="mailto:emma.hu@tes.tp.edu.tw">emma.hu@tes.tp.edu.tw</a>         | #1800                   |   |
| Ms Angie Lin     | Student Services Officer<br><a href="mailto:angie.lin@tes.tp.edu.tw">angie.lin@tes.tp.edu.tw</a>                    | #1841                   | N/A                                       |
| Ms Alice Liu     | Student Services Administrator (Bus Service)<br><a href="mailto:bus@tes.tp.edu.tw">bus@tes.tp.edu.tw</a>            | #1842<br>Fax: 2832 6576 | Ms Jessie Tsai<br>#2801<br>Fax: 2862-1458 |
| Miss Jessica Lin | Student Services Officer (School Lunch)<br><a href="mailto:jessica.lin@tes.tp.edu.tw">jessica.lin@tes.tp.edu.tw</a> | #1810<br>Fax: 2832 6576 | Ms Jessie Tsai<br>#2801<br>Fax: 2862-1458 |
| Ms Tracy Tsao    | Student Service Administrator (CCA)<br><a href="mailto:tracy.tsao@tes.tp.edu.tw">tracy.tsao@tes.tp.edu.tw</a>       | #1820<br>Fax: 2832 6576 | N/A                                       |
| Ms Jasmine Yu    | School Nurse Supervisor<br><a href="mailto:jasmine.yu@tes.tp.edu.tw">jasmine.yu@tes.tp.edu.tw</a>                   | #1831<br>Fax: 2832 6576 | N/A                                       |
| Mr Jerry Su      | School Nurse<br><a href="mailto:jerry.su@tes.tp.edu.tw">jerry.su@tes.tp.edu.tw</a>                                  | #1832<br>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"> <li>• Red polo shirt</li> <li>• Red sweatshirt</li> <li>• Navy blue shorts, skirt, trousers, or leggings (must be bought from uniform shop)</li> <li>• Navy blue or black shoes, trainers or play shoes</li> <li>• NB No flip-flops or crocs and no tights please</li> </ul>   | <ul style="list-style-type: none"> <li>• Grey and navy short sleeve polo shirt</li> <li>• Grey and navy long sleeve polo shirt</li> <li>• Navy blue lightweight sweatshirt (V neck)</li> <li>• Navy blue winter weight zip up jacket</li> <li>• Knitted sleeveless top</li> <li>• Navy blue shorts, trousers, skirt</li> <li>• Grey and navy blue summer dress</li> <li>• Black shoes or trainers (no additional colours in the design please – ALL black)</li> <li>• Black, navy blue or white socks or tights (plain only – no detail please)</li> </ul> |
| Year Three to Year Six  | PE Reception to Year Six   |
| <ul style="list-style-type: none"> <li>• Blue and white striped short sleeve shirt</li> <li>• Blue and white striped long sleeve shirt</li> <li>• Navy blue lightweight sweatshirt (V neck)</li> <li>• Navy blue winter weight zip up jacket</li> <li>• Knitted sleeveless top</li> <li>• Navy blue shorts, trousers, skirt</li> <li>• Blue and white striped summer dress</li> <li>• Black shoes or trainers (no additional colours in the design please – ALL black)</li> <li>• Black, navy or white socks or tights (plain only – no detail please)</li> </ul> | <ul style="list-style-type: none"> <li>• School PE kit</li> <li>• School tracksuit</li> <li>• School hat</li> </ul> <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><b>Please note:</b></p> <ul style="list-style-type: none"> <li>• long hair must be tied back for PE</li> <li>• Remove jewellery and watches for PE</li> </ul>  |

#### 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:

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

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](mailto: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  

BHS PARENTS

  
TES High School



**TAIPEI  
EUROPEAN  
SCHOOL**  
*Learn and Flourish*

APPLY PORTALS VISIT QUICKLINKS WORK AT TES  
LEARN EXPERIENCE WELLBEING JOIN COMMUNITY 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 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


### British Primary Section Messages

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

## This Week Events

24 Jun 2021  
Year 6 Graduation Ceremony (Cancelled)

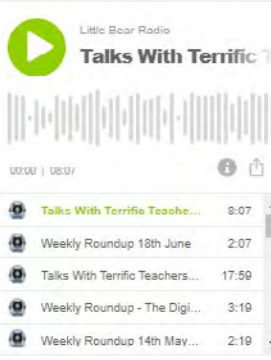
ALL DAY  
Read More




## 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



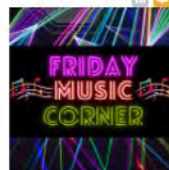
BPS - PARENTS ONLY

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



BPS - PARENTS ONLY

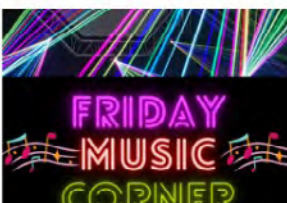
TES hosts virtual Beyond COP21 Symposium - by Mr Aldan Stallwood



BPS - PARENTS ONLY

Friday Music Corner

## 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<br><a href="#">BPPTA AGM (Online)</a> | 4<br><a href="#">Transition Day (Online)</a><br><a href="#">BEYOND COP21 SYMPOSIUM (Online)</a><br>9:00 AM - 1:00 PM<br>AMPHITHEATER | 5   |
| 7                                      | 8  | 9  | 10                                      | 11<br><a href="#">CCA programme Semester 2 Ends</a>  | 12  |
| 14<br><a href="#">National Holiday</a> | 15<br><a href="#">Year 6 Outward Bound (6.1 and 6.2) (Cancelled)</a> | 16<br><a href="#">Year 6 Outward Bound (6.3 and 6.4) (Cancelled)</a> | 17                                      | 18<br><a href="#">Year 6 Art Exhibition (Cancelled)</a>  | 19<br><a href="#">Year 6 Art Exhibition (Cancelled)</a> |
|  |  |  |   |  | 20<br><a href="#">Year 6 Art Exhibition (Cancelled)</a> |

### Calendar Tools

+ 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<br>~<br>2020-07-16 | 2020-07-18<br>~<br>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

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 navigation 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 a list of bank details: 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 (Taipei European School Foundation), Account Number: 813220XXXXXX, and Min. amount of money needed: NT\$0. Method B, 'Money transfer via Web ATM /Internet banking', includes instructions for using an IC card reader and an online account. The page also features a sidebar with navigation links like Home, Cafeteria System, Activity System, User & User Account, My Account, My Account Balance, Add Value, Refund Application Form, Help Desk, TESmile, and Log out.

### ★ 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.

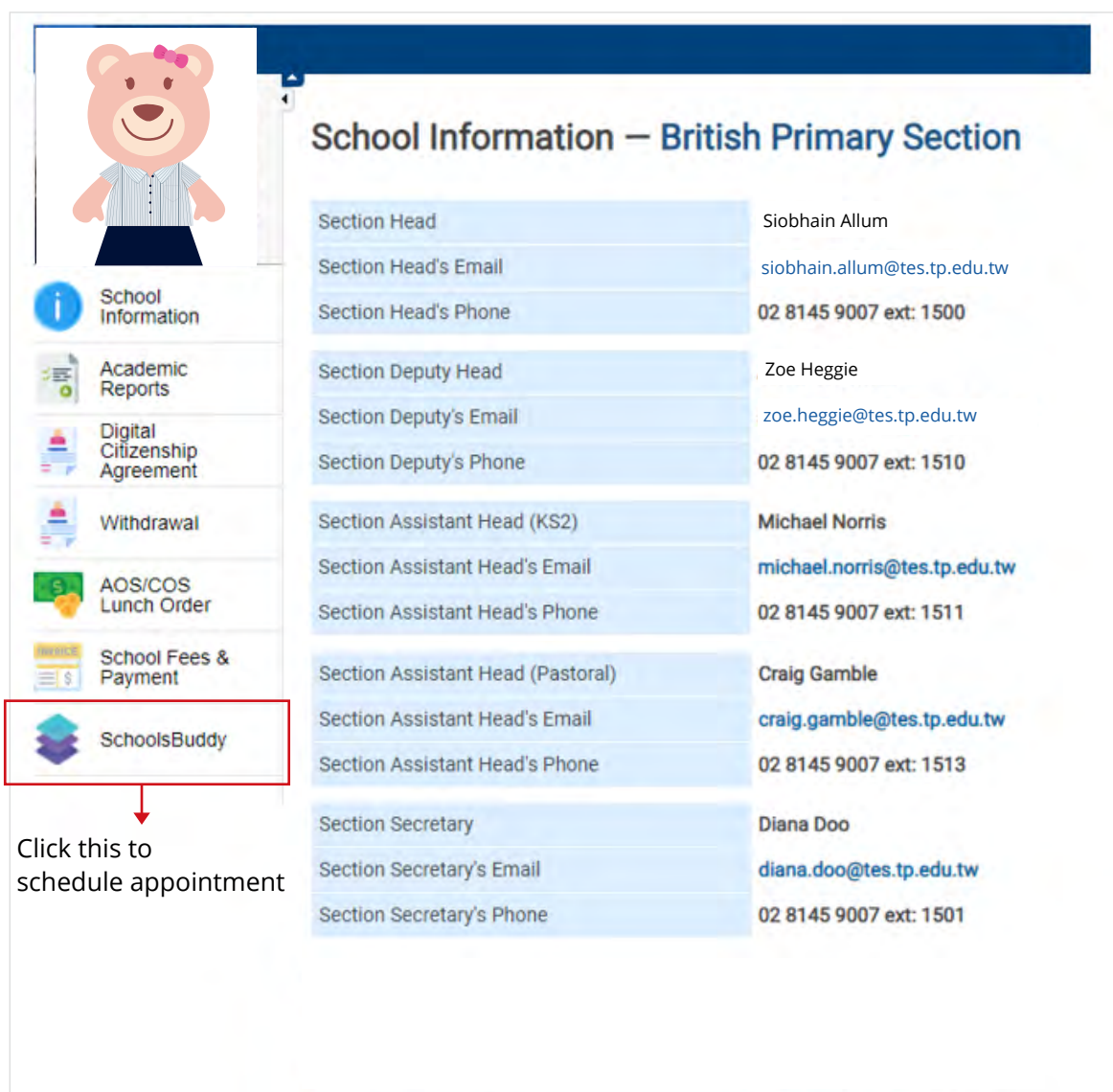
### Refund Policy

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 for Learner Conferences

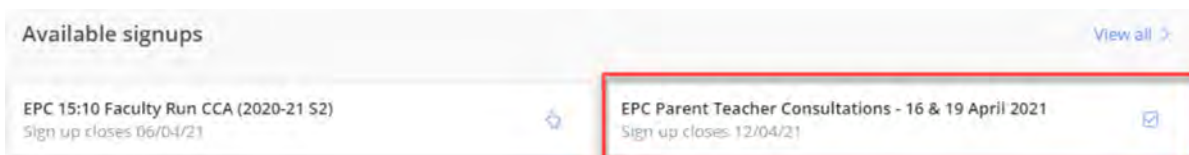


**School Information – British Primary Section**

|                                   |  |
|-----------------------------------|--|
| Section Head                      | Siobhain Allum   |
| Section Head's Email              | <a href="mailto:siobhain.allum@tes.tp.edu.tw">siobhain.allum@tes.tp.edu.tw</a> |
| Section Head's Phone              | 02 8145 9007 ext: 1500   |
| Section Deputy Head               | Zoe Heggie   |
| Section Deputy's Email            | <a href="mailto:zoe.heggie@tes.tp.edu.tw">zoe.heggie@tes.tp.edu.tw</a>         |
| Section Deputy's Phone            | 02 8145 9007 ext: 1510   |
| Section Assistant Head (KS2)      | Michael Norris   |
| Section Assistant Head's Email    | <a href="mailto:michael.norris@tes.tp.edu.tw">michael.norris@tes.tp.edu.tw</a> |
| Section Assistant Head's Phone    | 02 8145 9007 ext: 1511   |
| Section Assistant Head (Pastoral) | Craig Gamble   |
| Section Assistant Head's Email    | <a href="mailto:craig.gamble@tes.tp.edu.tw">craig.gamble@tes.tp.edu.tw</a>     |
| Section Assistant Head's Phone    | 02 8145 9007 ext: 1513   |
| Section Secretary                 | Diana Doo  |
| Section Secretary's Email         | <a href="mailto:diana.doo@tes.tp.edu.tw">diana.doo@tes.tp.edu.tw</a>           |
| 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)<br>Sign up closes 06/04/21                |  |
| EPC Parent Teacher Consultations - 16 & 19 April 2021<br>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 has a grid of time slots. The time slots are arranged in rows and columns, with the first column representing the date and the subsequent columns representing the time slots. The time slots are color-coded: green for available, red for reserved, and grey for unavailable.

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. 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. 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.

The screenshot shows the 'EPC Parent Teacher Consultations - 16 & 19 April 2021' page. At the top, there's a navigation bar with links like Home, Organising, My Diary, Reception, Activities & Clubs. Below the title, it says 'Jagori European School' and 'Period from: 16-Apr-21 To: 19-Apr-21'. The main heading is 'Check selections and press Book to confirm'. A table lists available slots for two dates: 16 Apr 2021 (Fri, 08:30 - 08:40) and 19 Apr 2021 (Mon, 08:45 - 09:00). The table columns are Date, Day, Time, Event(s), and Price. The events listed are 'Appointment (H, Lia B6CLC, B5CLC, B4CLC, B3CLC, B2CLC, B1CLC (BPEALCLC))' and 'Appointment (B, MC Adams B4 Class (BPS))'. The price for each slot is 'Free! No Charge'. At the bottom right, a red box highlights the 'Book' button. There are also 'Get Back to Main' buttons in the top right and bottom left corners.

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

[Get Back to Main](#) [Book](#) [Get Back to Main](#)

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

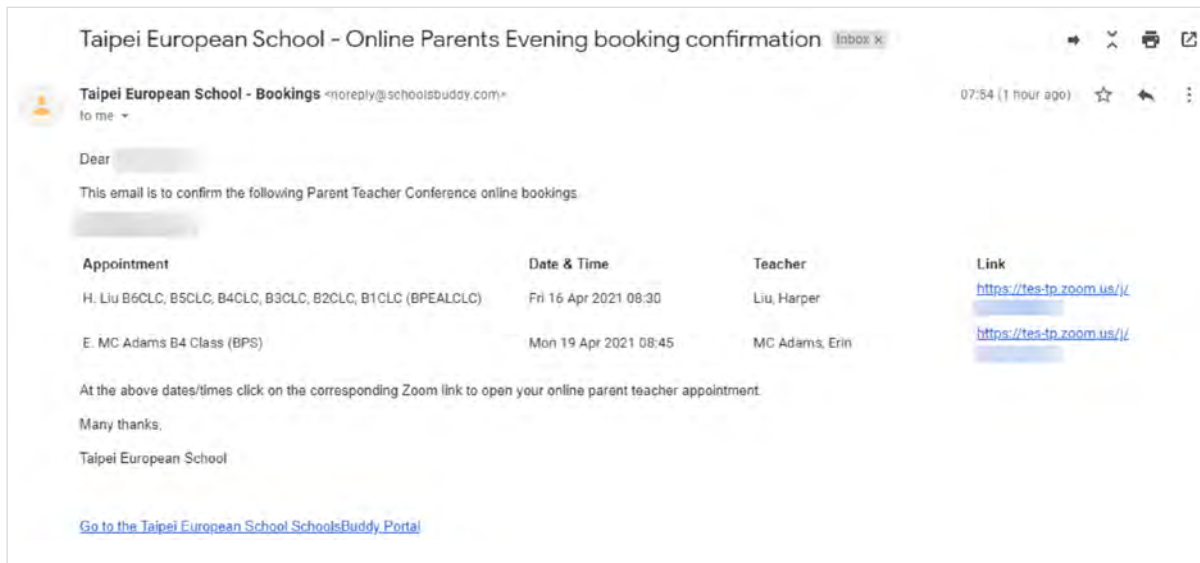
Bookings

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

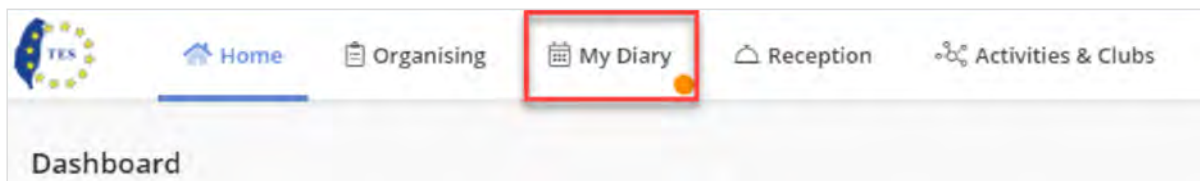
Back to signups

Your bookings will be confirmed via an email notification.

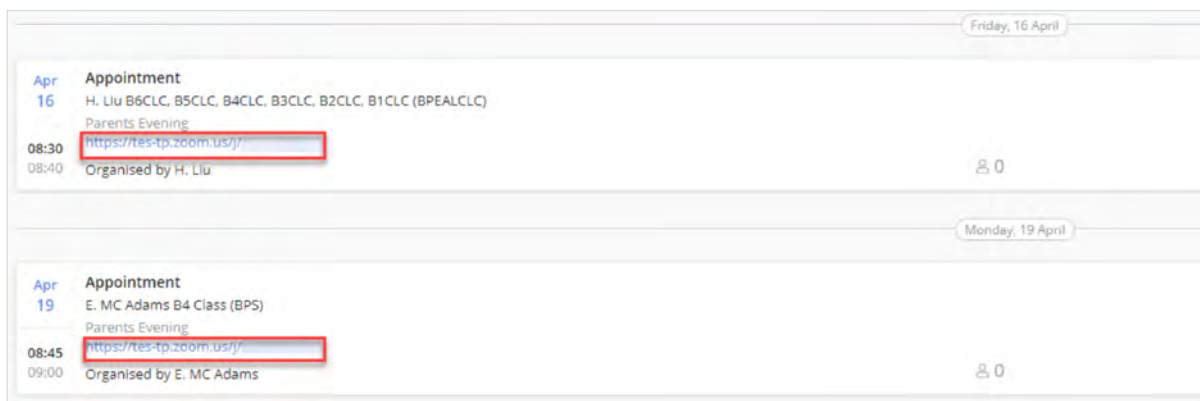




Links to the individual Zoom meetings will be shown in the email.



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](mailto: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.tes.tp.edu.tw](http://www.tes.tp.edu.tw)  
BPS Parent Portal: <https://portal.tes.tp.edu.tw/public/>