

Taipei European School
British Primary Section



Parent Handbook

2025 - 2026



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

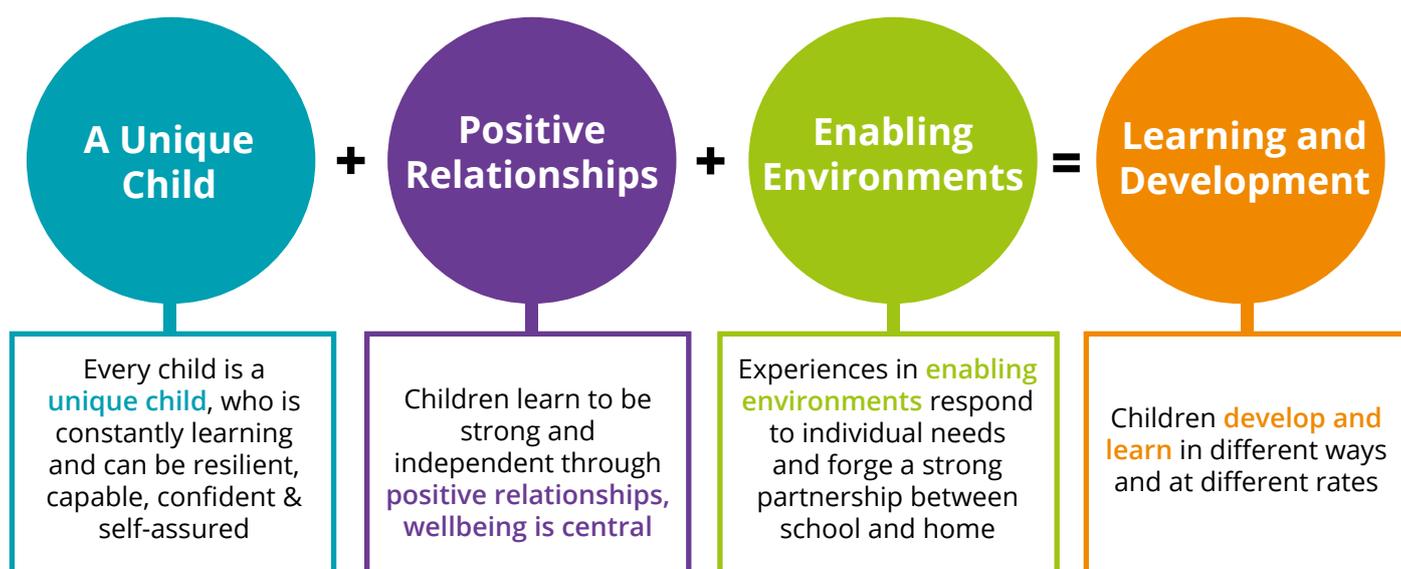
To be a flourishing, multilingual and multicultural community of lifelong learners that embraces independence, curiosity and empathy to make a positive difference in local, national and global environments.

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 Graduate Attributes that are used across our High School.

The Learner Characteristics are set out below:

Characteristic	Description
We are  Thinkers	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.
We are  Adventurers	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.
We are  Communicators	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.
We are  Global Citizens	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.
We are  Healthy	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.
We are  Future Focused	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.
We have  Empathy	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.
We have  Integrity	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.
We have  Values	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.

Values

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

The Values are:



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

IF YOU HAVE A CONCERN

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



WHAT WILL TES DO?

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

REMEMBER!

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



KNOW



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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 and use the International Primary Curriculum to ensure that we are providing our students with a rigorous and learning focused educational 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**



**Assistant Head
Ms Kimberley Britton**



**Assistant Head
Mr Christopher Youles**



**Assistant Head
Mr Michael Norris**

Year Group Information

Nursery : Team Leader - Kimberley Britton

■ Indicates Head of Year

Teacher	Learning Assistant	EYE Teacher
Louise Kendrew	Milk Yang	Lucille Gerber
Leigh Orman-Rutene	Kyoko Herbison	
David Treston	Cora Fang	

9th Teacher Covering Multiple Classrooms: Evelyn O'Connor

Reception : Team Leader - Kimberley Britton

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EYE Teacher
Jennie Bonnalie	Wen-Tsu Chou	Richard Fang	Lucille Gerber
Elizabeth Miller		Vivi Treston	
Clair Palmer		Jamie Gao	

9th Teacher Covering Multiple Classrooms: Evelyn O'Connor

Year 1 : Team Leader - Kimberley Britton

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Aimee Goddard	Wen-Tsu Chou	Sherry Huang	Sophie Hammerberg
Elizabeth Bottomley-Chang		Yaling Chou	
Hilary Trehern		Olivia Chen	
Joyce Duxfield		Joyce Su	

Year 2 : Team Leader - Kimberley Britton

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Tina Chang	Sherry Lin	Lena Yen	Maria Gandolfo / Katie Boyce
Thomas Rudduck		Lily Liwan	
David O'Connor		Rosario (Teng) Castillo	
Kris Funnekotter		Karina Tung	

Year 3: Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Jeni Wong		Ginger Wang	Katie Boyce / Corne Coetzee
Megan Hardy			
Christopher Lee		Linda Lan	
Anna Forrest	Sally Lin		

Year 4 : Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Hollie Slater	Joy Lin	Judy Chang	Yulia Maksymova
Cristie Woodall			
Owain Robertson		Linda Lin	
Mark Vincent			

Year 5 : Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Anisha Bhagchandani		Maggie Tsou	Bernadine Cassimer
Daniel Thomas			
Matthew Rushton		Li-Chin Chang	
Thuy Ca	Misa Lin		

Year 6 : Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Gem Patricio	Ting-Ting Feng	Loba Chang	Julia Chow
Lewis Butterworth			
Amy Madeley		Lili Chen	
Marika Machado			

Primary Specialist Teachers

■ Indicates Head of Year

Designated Safeguarding Lead	<ul style="list-style-type: none"> • Siobhain Allum 	ART	<ul style="list-style-type: none"> • Eamonn O'Callaghan • Maggie Chai (Art Assistant)
Child Protection Officers	<ul style="list-style-type: none"> • Christopher Youles • Kimberley Britton • Michael Norris • Joyce Duxfield 	MUSIC	<ul style="list-style-type: none"> • Edith Kao (Head of Music) • Graeme Abernethy (Head of Music Performance) • Stina Chu • Sandy Chen (Music Assistant)
TES School Psychologist	<ul style="list-style-type: none"> • Chia-Chi Chow 	PE	<ul style="list-style-type: none"> • Richard Leaver (Head of PE) • George Demetriou (Head of Sport) • Jennifer Smith • Jill Lin (PE Assistant)
EPC Counsellors	<ul style="list-style-type: none"> • Isabelle Lu • Shan-Ju Lin 	Digital Leads	<ul style="list-style-type: none"> • Mark Vincent
Learning support (LS)	<ul style="list-style-type: none"> • Lika Li (ALNCO) • Michelle Chou (LS Teacher) • Sunny Huang (LS Teacher) • Jerry Pai • Joseph Shaw • Mai-Liang Chang • Sarah Thomas • Sophia Fang • Silva Leung • Salvador Cabanilles 	STEAM Coach (Integrated Technology)	<ul style="list-style-type: none"> • Frank Cheung (STEAM Coach)
		CLC	<ul style="list-style-type: none"> • Yun-Yeh Tsai (Lead Teacher of Primary CLC) • Ariel Tsai • Ivy Yang • Jennifer Chou • Julia Kao • Sarah Kuo • Shuying Wu • Airel Lee (Support Covers) • Ainsley Kuo (Learning Assistant)
EAL Teachers	<ul style="list-style-type: none"> • Katherine Boyce (Head of EAL) • Anne Bagley (SIEAL teacher) • Bernadine (Bee) Cassimer • Corne Coetzee • Julia Chow • Maria Gandolfo • Sophie Hammerberg • Yulia Maksymova 		

Section 2

Procedures and Parent Information

Timing of the School Day



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

Nursery	
Registration	07:55 - 08:00
School Ends (Half Day Children)	12:00
Lunchtime (Full Day Children)	12:00 - 12:30
Rest Time	12:30 - 13:00
Optional Nap Time	13:00 - 14:00
School Ends	14:50

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	14:50

Year 1 and Year 2	
Registration	07:55 - 08:00
Break Time	10:00 - 10:30
Lunchtime	11:30 - 12:30
School Ends	15:00

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

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's 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.

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 07:50 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. Students up to Y2 will be taken by a school secretary to their class and then marked as late. Y3-6 students must go to the BPS admin office and collect a late slip to take to their class teacher. They will be marked as late by the school secretaries. If they do not collect a slip before going to their class they will be sent back by their class teacher to collect one and be marked as late.

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: students may not bring sugary, highly processed snacks, cookies, chocolates, or sweets. Teachers will remind students about healthy choices and send messages home as needed.
- A TES hat
- A water bottle

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 lunch brought from home in the unit and then have optional rest time in the classroom. The Nursery nap time is optional. Children not sleeping have access to the classroom provision at that time.



Reception lunchtime 11:30-12:30

From 11:30-12:00 children have outdoor play.

Reception students eat lunch brought from home or a school meal in the cafeteria from 12:00-12:30. 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.

Key Stage 1 (Y1 and Y2) lunchtime 11:30-12:30

Children eat either lunch brought from home or a school meal option in the cafeteria from 11:30-12:30. School meals are ordered a month in advance from the Cafeteria Online System (COS) and there is 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 12:30.

Key Stage 2 (Y3 to Y6) lunchtime (Y3 and Y4: 12:00-13:00 / Y5 and Y6: 12:30-13:30)

Children eat either lunch brought 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 healthy 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 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. Full-Day Nursery students and Reception children may be collected at 14:50. Students in Years 1-6 finish 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 they 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

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

If you will be late collecting 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 applicable only for students in Year 5 and Year 6.

Once written consent has been given, children may leave the school premises on their own. Please message Irene Lin @

irene.lin@tes.tp.edu.tw if you wish to apply for this permission for your child.



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

The enrolment for CCAs is done in June 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 and is to be avoided as far as possible. BPS allows for two days in each academic year when parents may request leave for personal matters. For example, this may include visa applications, school visits, student participation in competitive events not formally associated with BPS/TES, family holidays and so on. This leave will be recorded on the school report in a separate category to late and sick leave but will be recorded as sanctioned. Any absence beyond these two days will be recorded as unsanctioned by the school and will appear on your child's school report as such. If leave during term time is unavoidable, then you should apply for this leave via the parent portal in PowerSchool. Please note it is not the school's policy to provide homework during absences unless there are exceptional circumstances (this can be discussed with your child's class teacher).

Lateness and Sickness

Please email or use the Parent Portal in PowerSchool if your child is going to be late or is unwell. This will avoid us having to call home to check on your child's whereabouts to ensure that we are accurate with all registration.

Supervision of children when parents are away from Taiwan

If parents are away from home and travelling outside Taiwan without their child/children, the school should be informed of the supervision arrangements. This will allow us to provide support for your child if needed. Please ensure you have informed the school via the Parent portal in PowerSchool and informed the class teacher as well. This will provide the school with the following information:

- 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 updated family contact information and telephone numbers in PowerSchool.

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 update this in PowerSchool in the "Demographics" section, and also notify your child's classroom teacher. 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](#)".

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 along with 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.

Student References Process

If you are considering another school for your child and require teacher/school references or admissions tests to be administered please ensure that you email the BPS Office Manager Diana Doo diana.doo@tes.tps.edu.tw to inform the school and she will help to coordinate your requirements. Please do not email teachers directly with your requests.

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 **EMAIL / 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 parent access card at all times. These 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 or if you have forgotten your parent access card and need to come onto campus.

We also ask that you follow our emergency procedures. On hearing the fire alarm please follow the guidance of a staff member or a member of the IMT (Incident Management Team) who will be identifiable through their red vests. 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. The class reps work closely with the class teacher and should confirm all information with the class teacher, before sharing it with other parents. Class reps are expected to routinely attend the monthly BPPA meetings to be up to date with school related discussions.

The role has 4 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.
- **BPPA** – Attending BPPA monthly meetings to be able to be a bridge to further aid parent-school communication where necessary.

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 will ensure that all classes celebrate every class member's birthday. This will be done through individual class celebrations.

Please do not send in any cakes, muffins or class treats; these are not permitted and will be returned to you at the end of the school day.

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 and may not always be possible. Please follow the guidance from the Head of Year on this matter as the situation will vary depending on the venue and nature of the performance.

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 which will need to be signed and returned. 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 to allow children to practise skills taught in lessons.
- aid further understanding about work taught 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 a system for responding to those children who regularly fail to complete homework 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 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.

Open Hours

Students	Monday - Friday	07:30 - 15:55
Parents	Monday, Wednesday, Friday	15:15 - 15:55

Contact information

✉ library@tes.tp.edu.tw

☎ +886 2 8145 9007	Michelle Lau	Ext.1190
	Bling Lin	Ext.1191
	Midanda Li	Ext.1192
	Marina Gedmadingar	Ext. 1193

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 for learning, 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 student development and puts the student at the centre of everything we do. The BPS Learner Profile feeds into and the Graduate Attributes in the High School and both seek to prepare our young people to become positive and successful lifelong learners. The EPC [Behaviour Policy](#) outlines expectations 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

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://www.tes.tp.edu.tw/about/calendar>

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 year group expectations for the coming year. This 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 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 sessions will be arranged to communicate new developments to parents and to discuss specific areas of the curriculum.

Home-School Link

Teacher and parent one-to-one communication should take place via email.

For information regarding your child's learning and weekly year group updates, **Evidence Me** is available for children in the Early Years (Nursery and Reception) and Seesaw for Years 1-6. The parent access to both of these platforms act as 'a window into the classroom'.

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. The BPPA is also an important communication link between school and parents. 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 and share information about how parents can become actively involved in the BPPA.

Important Phone Numbers

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

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

Primary Office		
Diana Doo	Office Manager	8145-9007 #1501
Joy Chang	Senior Secretary	8145-9007 #1502
For general enquiries please contact Mavis or Irene		
Mavis Wang	Assistant Secretary	8145-9007 #1503
Irene Lin	Assistant Secretary	8145-9007 #1504
Lena Hsu	Assistant Secretary	8145-9007 #1505
Jessie Wu	Senior 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 Angie Lin	Student Services Manager angie.lin@tes.tp.edu.tw	#1841	N/A
Ms Alice Liu	Student Services Administrator (Bus Service) bus@tes.tp.edu.tw	#1842 Fax: 2832 6576	Ms Jessie Tsai #2801 Fax: 2862-1458
Miss Jessica Lin	Student Services Officer (School Lunch) jessica.lin@tes.tp.edu.tw	#1810 Fax: 2832 6576	Ms Jessie Tsai #2801 Fax: 2862-1458
Ms Tracy Tsao	Student Service Administrator (CCA) tracy.tsao@tes.tp.edu.tw	#1801 Fax: 2832 6576	N/A
Ms Sara Kuo	School Nurse sara.kuo@tes.tp.edu.tw	#1831 Fax: 2832 6576	N/A
Ms Phoebe Hsiao	School Nurse phoebe.hsiao@tes.tp.edu.tw	#1832 Fax: 2832 6576	N/A
Ms Jasmine Yu	School Nurse Supervisor jasmine.yu@tes.tp.edu.tw		

Section 4

Uniform and Personal Belongings

Uniform

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

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

Please note:

- The children can wear their own winter or rain coats outside
- Please do not put layers under the polo shirts or striped shirts ~ use the uniform items to add layers for warmth on top of the polo shirts/ striped shirt.
- The children can wear their PE kits to school (including trainers) but only on the days they have PE. They can stay in their kit and trainers all day (Reception to Year 6)
- ALL items of clothing MUST be named
- 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.





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. Students should not dye their hair unnatural or artificial colours. Students with hair dyed artificially will be asked to return it to its natural shade. Boys should not shave designs into their hair (for example zigzag or spiderman/batman motifs).

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.



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 ask them to check the lost property storage. The school considers students (from Y3 onwards) to be liable for collecting and finding their misplaced items so they develop a strong sense of responsibility. 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 near the nursery classrooms under the Infant music room. The BPPA parents also provide additional support for lost property and these guidelines will be shared via the parent newsletter once they have been updated.

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. Students may not wear 'smart' watches to school.



Section 5 Online Services

Community Portal, Parent Portal, Powerschool, Payments, SchoolsBuddy

Community Portal

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

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

Website - Community Portal

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

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

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

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

Parent Portal - [BPS Portal](#)

The screenshot shows the login page for the Parent Portal. At the top left is the Taipei European School logo with the text 'TAIPEI EUROPEAN SCHOOL'. A navigation menu icon is at the top right. The main heading is 'Login to the Parent Portal'. Below it, a message states: 'Please use your TES provided parent SSO account (this is your parent ID number followed by the parent email domain)'. A red warning icon and text say: 'This page is protected. Please log in to view this page.' There is a 'Username' label and a text input field containing 'Enter your username'. Below the input field is a 'NEXT' button. At the bottom, a note says: 'Should you have any difficulties signing into your account please reach out to webmaster@tes.tp.edu.tw'.

The screenshot shows the Parent Portal dashboard. At the top left is the school logo and the tagline 'Learn and Flourish'. A navigation menu includes: LEARN, EXPERIENCE, WELLBEING, JOIN, COMMUNITY, ABOUT, APPLY, PORTALS, VISIT, QUICKLINKS, WORKATTES, and a search icon. The main content area is titled 'Parent Portal'. It features a large dark blue banner for 'Semester 1 2021-22 School Fees & Invoices' with a link to 'School Fees for Semester 1 2021-22'. Below this is a 'Schoolwide Messages' section with three items: '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), and 'Reminder for Semester 1 2021-22 School Fees' (24 May 2021). On the right side, there is a 'Section Portals' box containing three links: 'BPS PARENTS' (highlighted with a red box and a red arrow), 'BSHS PARENTS', and 'TES High School'.

TAIPEI EUROPEAN SCHOOL

Learn and Flourish

APPLY PORTALS VISIT QUICKLINKS WORK AT TES Q

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.

📄 EYFS/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-YS 1-1 iPad Programme

British Primary Section Messages

TES-BPS: Newsletter 37
18 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

HOME > ABOUT > CALENDAR

Calendar

Month Week Day < AUGUST 2024 >

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
29	30	31	1	2	3
					4
5	6	7	8	9	10
					<ul style="list-style-type: none"> ● TES Alumni Event 🕒 2:00 PM - 5:30 PM 📍 ESC PHASE 3
12	13	14	15	16	17
					18
19	20	21	22	23	24
<ul style="list-style-type: none"> ● First Day of Academic Year 🕒 ALL DAY 📍 TES 					25

Search Events

Keyword Search

Date Range -

SEARCH

Academic Calendar 2025 - 2026

[📄 2025 - 2026 Academic Calendar](#)

Powerschool

The screenshot shows the Taipei European School website. At the top, there is a navigation menu with links for APPLY, PORTALS, VISIT, QUICKLINKS, and WORK AT TES. The QUICKLINKS dropdown menu is open, showing options like Apply, Air Quality, Calendar, Library, PowerSchool for Parents, PreNote, SchoolBuddy, and Weather Station. Below the navigation is a large image of the school building. At the bottom, there is a 'Parent / Student Sign In' section for Powerschool. The sign-in section includes instructions and email addresses for parents and students. A red box highlights the 'Parent / Student Sign In' button, and a red circle with the number 3 is next to it.

Downloading Reports



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 2021-2022 Term 1 ILR	BPS 2021-2022 Term 1 ILR
BPS 2021-2022 Term 1 WTR	BPS 2021-2022 Term 1 WTR
BPS 2021-2022 Term 2 ILR	BPS 2021-2022 Term 2 ILR
BPS 2021-2022 Term 3 ILR	BPS 2021-2022 Term 3 ILR
BPS 2021-2022 Term 3 WTR	BPS 2021-2022 Term 3 WTR
BPS 2022-2023 Term 1 ILR	BPS 2022-2023 Term 1 ILR
BPS 2022-2023 Term 1 WTR	BPS 2022-2023 Term 1 WTR
BPS 2022-2023 Term 2 ILR	BPS 2022-2023 Term 2 ILR
BPS 2022-2023 Term 3 ILR	BPS 2022-2023 Term 3 ILR
BPS 2022-2023 Term 3 WTR	BPS 2022-2023 Term 3 WTR
BPS 2023-2024 Term 1 ILR	BPS 2023-2024 Term 1 ILR
BPS 2023-2024 Goal Setting Report	BPS 2023-2024 Goal Setting Report
BPS 2023-2024 Term 1 Report	BPS 2023-2024 Term 1 Written Report
BPS 2023-2024 Term 2 ILR	BPS 2023-2024 Term 2 ILR
BPS 2023-2024 Term 3 ILR	BPS 2023-2024 Term 3 ILR
BPS 2023-2024 Term 3 Report	BPS 2023-2024 Term 3 Written Report

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 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
Registering	AF2007006	Field Trips	Y:3 Field Trip - Sun Song Theatre	2020-07-16 - 2020/07/16	2020-07-18 - 2020/07/18	Cassie NOCKOLDS

Click this to make payment

Activity Registration Procedure

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

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

AOS Activity List
announcement\FCS_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
announcement\FCS_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)

Online Services
Taipei European School

Add Value

There are 2 ways to add value:

A. Money transfer via ATM machine / Bank wire transfer
You may go to any bank counter or any ATM machine to make the money transfer. The amount of money transferred will be added into your account. Please see your account number and the instructions as below

 ★

1. Bank Name / Branch: 兆豐銀行/蘭雅分行 (Bank ID: 017)
2. Account Name: 財團法人台北歐洲學校 (Taipei European School Foundation)
3. Account Number: 813220XXXXXX
4. Min. amount of money needed: NT\$0.

You can click on [Print Wire Transfer Instructions](#) to print the above information. After you finish the money transfer operation, Megabank will automatically notify the TES Online Service System. The money will be added into your account within 1-2 working hours.

B. Money transfer via Web ATM /Internet banking
If you have an IC card reader installed on your PC, you can add value via your bank account. If you have an online account, you may make the money transfer via Internet banking

 ★

1. Please enter the amount of money you want to add NT\$ 0
2. Please click on [Web-ATM](#) to proceed to the Megabank Web-ATM programme and follow the instructions of that programme to add value. (If you don't have a card reader and you wish to have one, you may talk to your bank to purchase one for installation on your PC.)

★ **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	siobhain.allum@tes.tp.edu.tw
Section Head's Phone	02 8145 9007 ext: 1500
Section Assistant Head (Teaching & Learning)	Christopher Youles
Section Assistant Head's Email	christopher.youles@tes.tp.edu.tw
Section Assistant Head's Phone	02 8145 9007 ext: 1512
Section Assistant Head (KS2)	Michael Norris
Section Assistant Head's Email	michael.norris@tes.tp.edu.tw
Section Assistant Head's Phone	02 8145 9007 ext: 1511
Section Assistant Head (KS1)	Kimberley Britton
Section Assistant Head's Email	kimberley.britton@tes.tp.edu.tw
Section Assistant Head's Phone	02 8145 9007 ext: 1513
Section Office Manager	Diana Doo
Section Office Manager's Email	diana.doo@tes.tp.edu.tw
Section Office Manager's Phone	02 8145 9007 ext: 1501

Click this to schedule appointment

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

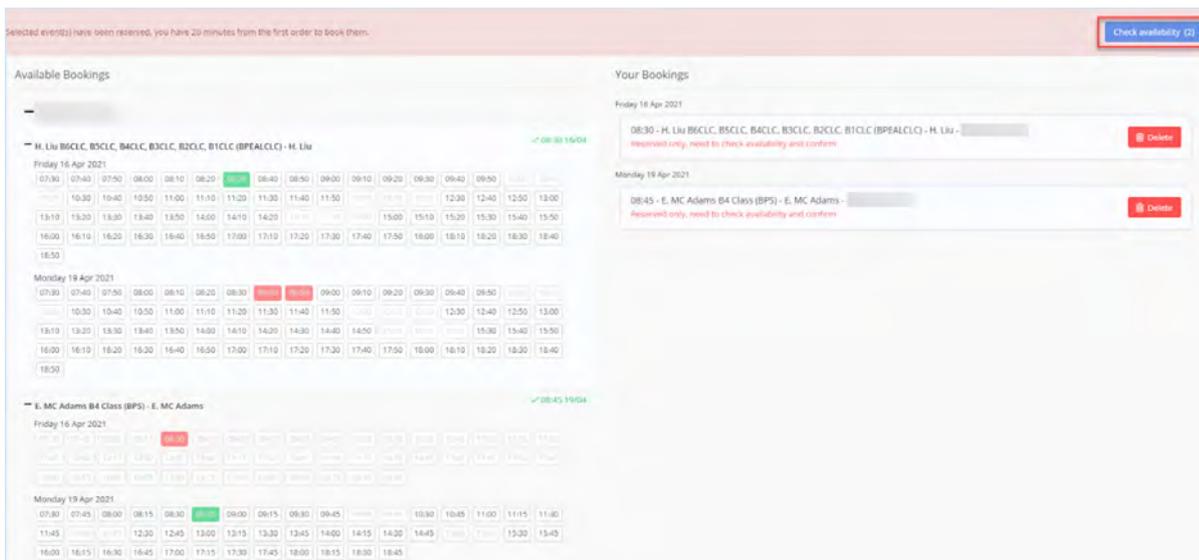
Available signups View all >

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

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



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.



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.

Check selections and press Book to confirm ▶ Edit/hold items

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

Book

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

Bookings

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

Back to signups

Your bookings will be confirmed via an email notification.

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

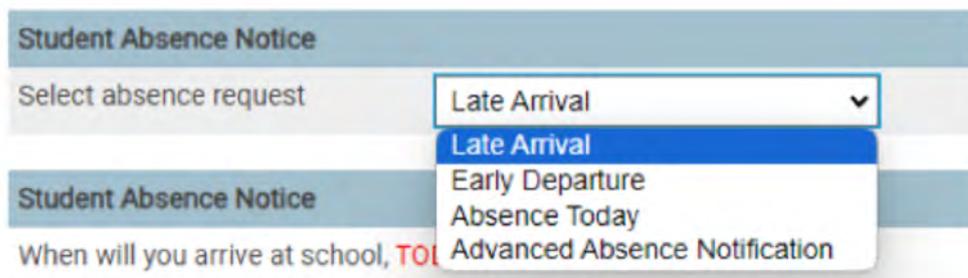
Absence Request

- School Information
- Demographic Update
- Academic Reports
- Community Portal
- Digital Citizenship Agreement
- Withdrawal
- Student Absence Notice**
- Timetable
- AOS/COS Lunch Order
- School Fees & Payment
- SchoolsBuddy

1. Click 'Add' to create an absence request.



2. Select the leave option.



3. Click the 'Yes' box if indicate that is a Sick Leave request.



For Late Arrival and Early Departure, please

1. Select the time
2. Write down the reason
3. Click the 'Submit' button



 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



BPS Parent Portal
<https://portal.tes.tp.edu.tw/public/>