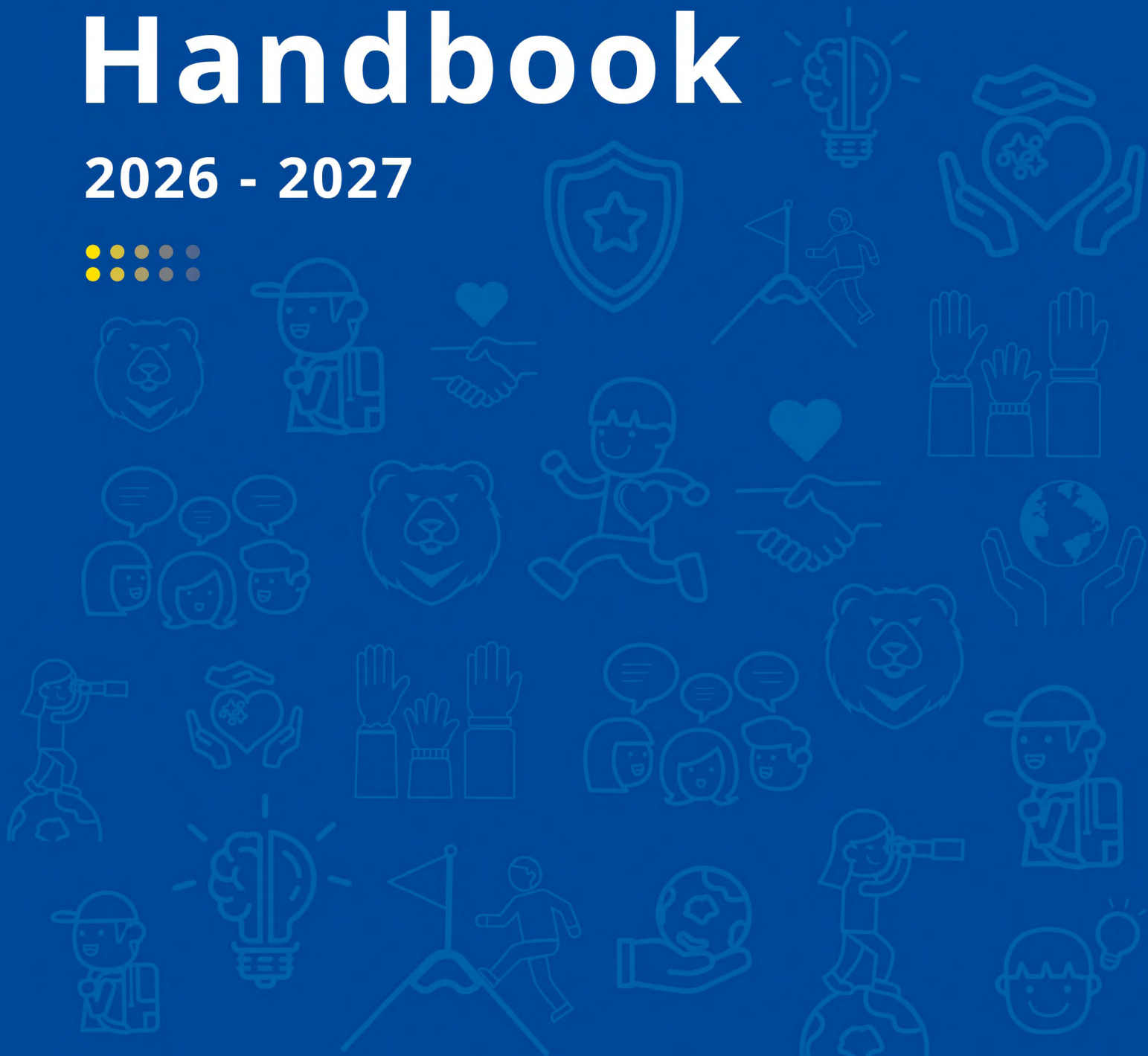


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2026 - 2027



Definition of High Quality Learning and Teaching 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.

Taipei European School (TES) promotes a broad range of competencies and aptitudes, 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 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.

HQLT 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

Taipei European School (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

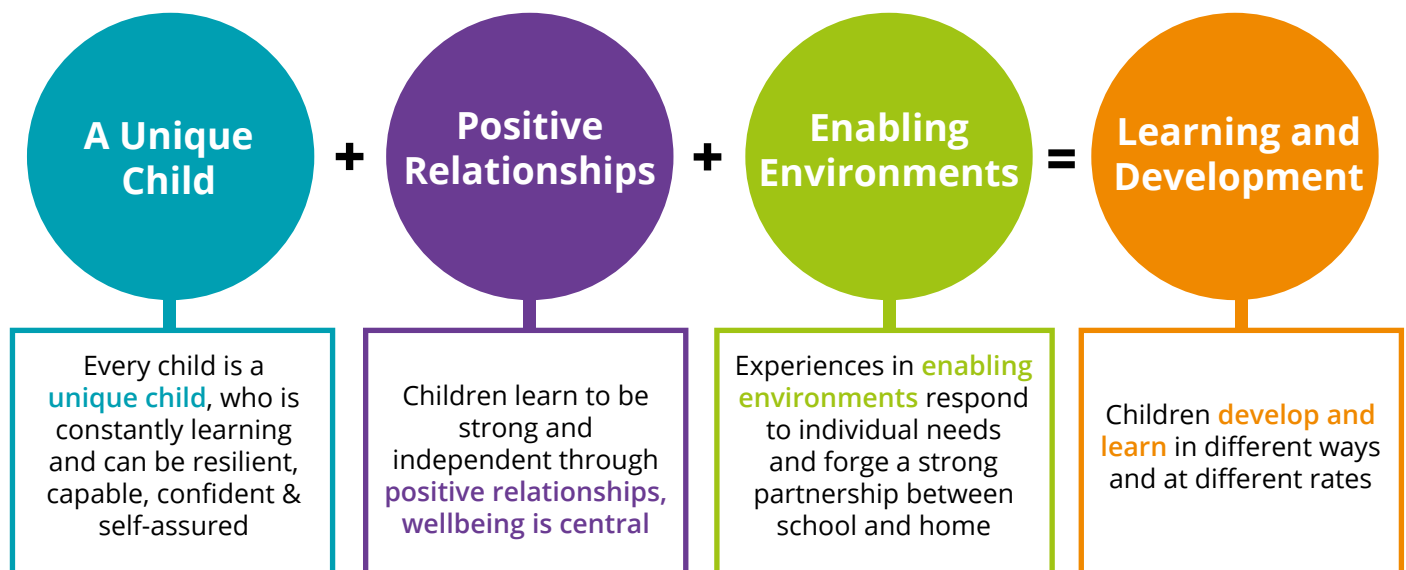
To be a flourishing, multilingual and multicultural community of lifelong learners that embraces independence, curiosity and empathy to make a positive difference in local, national and global environments.

Mission

Through world class curricula, TES 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 BPS 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.



Definition of Global Citizenship at Taipei European School

The goal of Taipei European School (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, demonstrate an awareness of their personal impact on the environment, and the wellbeing 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 Taipei European School Learner Profile

The Taipei European School (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 leave the British Primary Section (BPS) at the end of Year 6. The attributes provide a sound base for students to launch into the Graduate Attributes used across our High School.

The Learner Characteristics are set out below:

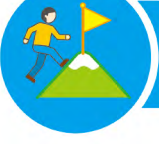
As students of the European Primary Campus (EPC), we strive to be:		
Thinkers		TES students have the ability to think creatively, critically, and analytically. They are inquisitive about their learning and the world around them. They seek to solve problems, apply strategies, and adapt to new situations presented to them.
Adventurers		TES 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.
Communicators		TES 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.
Global Citizens		TES 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.
Healthy		TES 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.
Future-Focused		TES 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.
Empathetic		TES 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.
Ethical		TES 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.
As students of the European Primary Campus (EPC), we have:		
Community 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, TES 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.

The Taipei European School Community Values

The Taipei European School (TES) Community 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: Respect, Participation, Responsibility, Creativity, Perseverance



	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 IMMEDIATELY

IF YOU ARE A MEMBER OF STAFF

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

IF YOU 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 Mansfield** (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 (BPS) 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 BPS 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	Kyoko Herbison	Lucille Gerber
Louise Kendrew	Cora Fang	
David Treston	Mariana Hosi	

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	Sally Lin	Jamie Gao	Lucille Gerber
Elizabeth Miller		Richard Fang	
David O'Connor		Vivi Treston	

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	Matthew Jackson (Mat. Cover)	Sophie Hammerberg Clair Palmer
Tom Rudduck		Milk Yang	
Hilary Trehern		Lily Liwan	
Joyce Duxfield		Sherry Huang	

Year 2 : Team Leader - Kimberley Britton

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Tina Chang	Wen-Tsu Chou	Karina Tung	Daria Kirbai Corne Coetzee
Ross Millcliffe		Rosario (Teng) Castillo	
Elizabeth Bottomley-Chang		Lena Yen	
Kris Funnekotter		Joyce Su	

Year 3: Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Jeni Wong		Linda Lin	Bernadine Cassimer
Lewis Butterworth			
Christopher Lee	Sally Lin	Ginger Wang	
Mark Vincent			

Year 4 : Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Hollie Slater	Joy Lin	Loba Chang	Andriaan Venter
Cristie Woodall			
Owain Robertson		Judy Chang	
Tabitha Brewer			

Year 5 : Team Leader - Michael Norris

■ Indicates Head of Year

Teacher	CEP Teacher	Learning Assistant	EAL Teacher
Anisha Bhagchandani		Li-Chin Chang	Julia Chow
Megan Hardy			
Matthew Rushton		Maggie Tsou	
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	Yaling Chou	Zach Henson
Dan Thomas			
Amy Madeley		Linda Lan	
Olivia Clutterbuck			

Primary Specialist Teachers

■ Indicates Head of Year

Designated Safeguarding Lead	• Siobhain Allum	ART	• Eamonn O'Callaghan • Maggie Chai (Art Assistant)
Child Protection Officers	• Christopher Youles • Kimberley Britton • Michael Norris • Joyce Duxfield	MUSIC	• Edith Kao (Head of Music) • Graeme Abernethy (Head of Music Performance) • Stina Chu • Jennifer Tsai (Music Assistant)
TES School Psychologist	• Chia-Chi Chow	PE	• Richard Leaver (Head of PE) • George Demetriou (Head of Sport) • Jennifer Smith • Jill Lin (PE Assistant) • Matthew Wright (PE Assistant)
EPC Counsellors	• Lily Lin (Primary School Lead) • Isabelle Lu • Shan-Ju Lin	Educational Technology Teacher	• Katherine Dunevant
Learning support (LS)	• Lika Li (ALNCO, Head of LS) • Michelle Chou (LS Teacher) • Sunny Huang (LS Teacher) • Jerry Pai • Joseph Shaw • Mai-Liang Chang • Sarah Thomas • Sophia Fang • Silva Leung • Shannie Wang	STEAM Coach (Integrated Technology)	• Frank Cheung
		CLC	• Yun-Yeh Tsai (Head of Primary CLC) • Ariel Tsai • Elaine Tsai (Support) • Ivy Yang • Jennifer Chou • Sarah Kuo • Shuying Wu • Ariel Lee (Part-time) • Jan Chang (Part-time) • Ainsley Kuo (Learning Assistant)
EAL Teachers	• Daria Kirbai (Head of EAL) • Anne Bagley (SIEAL teacher) • Adriaan Venter • Bernadine (Bee) Cassimer • Corne Coetzee • Julia Chow • Maria Gandolfo • Sophie Hammerberg • Zachary (Zach) Henson		

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.



Foundation Stage			
Nursery		Reception	
Registration	07:55 - 08:00	Registration	07:55 - 08:00
School Ends (Half Day Children)	11:55	Break Time	10:00-10:30
Lunchtime (Full Day Children)	12:00 - 12:30	Lunchtime	11:30-12:30
Rest Time	12:30 - 13:00	Rest Time	12:30 - 13:00
Optional Nap Time	13:00 - 14:00		
School Ends	14:50	School Ends	14:50
Key Stage 1 and 2			
	Year 1 and Year 2	Year 3 and Year 4	Year 5 and Year 6
Registration	07:55 - 08:00		
Break Time	10:00 - 10:30		
Lunchtime	11:30 - 12:30	12:00-13:00	12:30-13:30
School Ends	15:00		

After school Co-Curricular Activity (CCA) Programme for children in both Key Stage 1 (Year 2) and Key Stage 2 (Year 3 to 6) 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 Student Services department will contact parents directly. Additional information is available on the school website under the [Student Services Page](#).



The Co-Curricular Activity Programme

The Co-Curricular Activity (CCA) 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:

1. Specialist-led Programmes
2. Faculty-led Activities
3. Peripatetic Music/Language Teaching Classes

CCAs are available for students from Year 2 to 6 and are divided into 5 different categories:

1. Sports
2. Music
3. Crafts & Hobbies
4. STEAM
5. 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 16:15-17:15.

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 07:40 when they will walk quietly to their classroom. They can go to their class to unpack their bag and get ready for the day.

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 Year 2 will be taken by a school secretary to their class and then marked as late. Year 3 to 6 students must go to the British Primary Section (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

**Due to front gate construction, the provisional pick-up arrangement for those affected will be announced separately*

Break time

At break time the children from Year 1 to 6 are supervised playing outside from 10:00-10:30. Reception children have their snack and playtime from 9.30-10:00.

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 Taipei European School (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 12:00-13:00

Children eat lunch brought from home in the unit (12:00-12:30) and then have a rest time in the classroom. During rest time, children may nap. Children who are not sleeping, have access to the classroom provision with a supervising teacher from 13:00.

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 Activity Ordering System (AOS), 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 (Year 1 and 2) 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 Activity Ordering System (AOS) 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 (Year 3 to 6) lunchtime

Years 3 & 4	Year 5 & 6	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 Activity Ordering System (AOS) and are designed to be both healthy and nutritious.
12:00 - 13:00	12:30 - 13:30	

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 Co-Curricular Activity (CCA) or a visit to the library.

End of the School Day

Nursery children who are enrolled for a half day will finish at 11:55. 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 Co-Curricular Activity (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
Year 1 and Year 2	15:00 - 15:15
Year 3 to Year 6	15:10-15:20

**Due to front gate construction, the provisional pick-up arrangement for those affected will be announced separately*

At 15:15 all children not collected will be taken to the supervised waiting room to wait to be collected.

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 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](#).



Absence from School

Taking time out of school can be disruptive to your child's learning and should be avoided except in exceptional circumstances. The British Primary Section (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 the BPS/Taipei European School (TES) 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.

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 so we can contact you in case of an emergency related to your child.**

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 your contact information at the start of the school year and if this 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 British Primary Section (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 Incident Management Team (IMT) 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 British Primary Parent Association (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 BPPA 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 minimum 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.

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

Core Home Learning Expectations

Whilst we do not generally set specific homework tasks (with a few exceptions) the students are expected to engage in the following targeted activities:

- **Daily Reading:** Students are expected to read daily. We prioritise self-directed, pleasure-oriented reading to foster literacy, vocabulary growth, and lifelong reading habits.
- **English as an Additional Language (EAL):** To build confidence and classroom comprehension, EAL learners are assigned weekly vocabulary front-loading tasks to preview key terms before lessons.
- **Curriculum Support (e.g., CLC, CEP):** Modest home learning tasks will be assigned in specific subject areas where classroom instructional time is strictly limited.

Parent Partnership & Home Support

We highly value family engagement and encourage parents to support their child's development through real-world learning. Highly effective ways to support your child include:

- Promoting reading, rich conversation, and language / vocabulary building.
- Encouraging critical thinking based on the topics outlined in your child's Unit Overviews.
- Fostering personal, social, and executive functioning skills through practical, everyday household responsibilities and problem-solving.

Library

The European Primary Campus (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 (BPS) 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 Taipei European School (TES) Community Values together with the outcomes for children as expressed in the TES Learner Profile.

The 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 previously highlighted TES Community Values that are applied across all four sections that make up TES, together with the TES Learner Profile. In addition to these, the [EPC Behaviour Policy](#) outlines expectations of all students throughout the European Primary Campus (EPC).

The TES Anti-Bullying Policy can be found here [link](#).

	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.

TES Primary Learner Profile

As students of the European Primary Campus, we strive to be:



Empathetic



Communicators



Thinkers



Future-focused



Healthy



Global Citizens



Adventurers



Ethical

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.



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 are arranged to share information about specific areas of the curriculum and to communicate new developments to parents and carers.

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 Year 1 to Year 6. The parent access to both of these platforms act as 'a window into the classroom'.

From Year 3 to Year 6 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 the British Primary Section (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 <i>* For general enquiries please contact Mavis Wang or Irene Lin</i>		
Diana Doo	Office Manager	8145-9007 #1501
Joy Chang	Senior Secretary	8145-9007 #1502
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 David Mansfield	Interim 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 Kai Maas	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)	N/A
Ms Lillian Lin	Operations Director	8145-9007 #1109 (EPC)	N/A

Student Services			
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	N/A
Miss Jessica Lin	Student Services Officer (School Lunch) jessica.lin@tes.tp.edu.tw	#1810 Fax: 2832 6576	N/A
Ms Jessie Tsai	(ESC Campus Contact)	N/A	Ext. 2801 Fax: 2862-1458
Ms Tracy Tsao	Student Service Administrator (CCA) tracy.tsao@tes.tp.edu.tw	#1801 Fax: 2832 6576	N/A
Ms Sophie Fong	Shop Clerk shphie.fong@tes.tp.edu.tw	#1830 Fax: 2832 6576	N/A

Nurse Station			
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 Section (BPS) are expected to wear a school uniform. The uniform is available from the school uniform shop, which is based at European Primary Campus (EPC). The opening times of the shop are 12:30-15:30 each school day.

EYFS: Nursery and Reception		
Red Polo Shirt (short/long-sleeved) 	Red Sweatshirt 	
Navy Blue Shorts, Skorts, Trousers, or leggings (not tights), plain and without designs. <i>These do not have to be purchased from the school uniform shop, but must meet the requirements.</i>	Black (or dark coloured) Trainers <i>NB Children have open access to an outdoor area and their footwear should support this. Please no flip-flops, crocs, dress shoes or open-toes.</i>	
Reception students should wear a Tribe T-shirt on PE days 		
KS1: Year 1 and 2		
Grey and Navy Polo Shirt (short-sleeved) 	Grey and Navy Polo Shirt (long-sleeved) 	Navy Blue Lightweight Sweatshirt (V-neck) 
Navy Blue Winter Weight Zip-up Jacket 	Navy Blue Shorts / Trousers / Skorts 	Grey and Navy Blue Summer Dress 
Black Shoes or Trainers <i>No additional colours in the design please - ALL black</i>		
Black, Navy Blue or White Socks or Tights <i>Plain only - no detail please</i>		



KS2: Year 3 to 6		
• Blue and White Striped Shirt (short/long-sleeved) 	• Navy Blue Lightweight Sweatshirt (V-neck) 	• Navy Blue Winter Weight Zip-up Jacket 
• Knitted Sleeveless Top 	• Navy Blue Shorts / Trousers / Skorts 	• Blue and White Striped Summer Dress 
• Black Shoes or Trainers <i>No additional colours in the design please - ALL black</i>		
• Black, Navy Blue or White Socks or Tights <i>Plain only - no detail please</i>		
PE: Year 1 to 6		
• School PE kit		
• School Tracksuit (short/long) 	• School Hat 	
• The new Tribe Shirts for children from Reception to Year 6 can be purchased from the uniform shop, worn for special tribe events and also PE lessons. 		
Please Note: • 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 shirts.
- 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 (Year 1 to 6).
- Full-time nursery children also need a sleeping bag in school.
- Children should bring their belongings in a backpack which can hang on the hook outside their classroom.
- School bags with wheels are not allowed as they pose a health and safety risk and are too large for the small storage spaces available. Students using wheelie bags will be asked to replace them with regular backpacks.
- 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 ask them to check the lost property storage. Infant lost property can be collected near the nursery classrooms under the Infant music room. The British Primary Parent Association (BPPA) parents also provide additional support for lost property and these guidelines will be shared via the parent newsletter.

The school considers students (from Year 3 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.

Jewellery, Watches & Make-up

Children in the British Primary Section (BPS) are not allowed to wear 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.

Children wearing any form of jewellery or watch on a PE 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.)

We understand that many parents want their child to carry a mobile phone or other mobile device, particularly if they travel on a bus or walk home alone, for safety reasons. We therefore allow children in Year 3 to 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

Online Services: Community Portal, Parent Portal, Powerschool, Payments, SchoolsBuddy

Community Portal

Each parent has been assigned a unique single-sign-on (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)	• 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)	• Calendars • News Posts • Document access • Message archive • Section specific portals • Videos, webinars and Presentations • Feeds

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!

British Primary Section Parent Portal

 **TAIPEI
EUROPEAN
SCHOOL**



Login to the Parent Portal

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

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

Username

NEXT

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

 **TAIPEI
EUROPEAN
SCHOOL**
Learn and Flourish

APPLY PORTALS VISIT QUICKLINKS WORK AT TES 

LEARN EXPERIENCE WELLBEING JOIN COMMUNITY ABOUT

PARENT PORTAL

Parent Portal

Semester 1 2021-22 School Fees & Invoices

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

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

Section Portals

BPS PARENTS


British Primary Section

BSHS PARENTS


TES High School



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EUROPEAN
SCHOOL**
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[APPLY](#)
[PORTALS](#)
[VISIT](#)
[QUICKLINKS](#)
[WORK AT TES](#)

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

[PARENT PORTAL](#) > [BRITISH PRIMARY PARENTS](#)
[British Primary General Overview](#)
[British Primary Calendar](#)
[British Primary Sport](#)
[British Primary Parent Association](#)
[EYFS/KS1 Transition Assembly](#)
[KS2 Transition Assembly](#)

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



Friday Music Corner

BPS - PARENTS ONLY



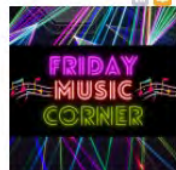
Health and Wellbeing Newsletter #8 - Ms Chia-Chi Chow, School Psychologist

BPS - PARENTS ONLY



TES hosts virtual Beyond COP21 Symposium - by Mr Aidan Stallwood

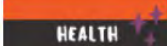
BPS - PARENTS ONLY



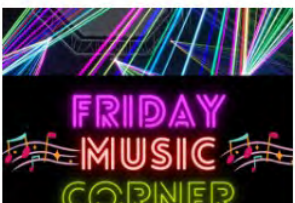
Friday Music Corner

BPS - PARENTS ONLY






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
				TES Alumni Event 2:00 PM - 5:30 PM ESC PHASE 3	11
12	13	14	15	16	17
					18
19	20	21	22	23	24
First Day of Academic Year ALL DAY TES					25

Search Events

Keyword Search

Date Range
dd/mm/yyyy -
dd/mm/yyyy

SEARCH

Academic Calendar 2025 - 2026

2025 - 2026 Academic Calendar

Powerschool

TAIPEI EUROPEAN SCHOOL
Learn and Flourish

APPLY PORTALS VISIT QUICKLINKS WORK AT TES

ABOUT BRITISH SECTION FRENCH SECTION GERMAN SECTION CHINESE AT TES STUDENT LIFE

Apply Air Quality Calendar Library PowerSchool for Parents PreNote SchoolsBuddy Weather Station

Parent / Student Sign In

PowerSchool is now using Single Sign-On. Please click on **Parent / Student Sign In** and use your TES provided Google account in order to sign in PowerSchool.

Parent: p000000@parent.tes.tp.edu.tw
Student: s000000@stu.tes.tp.edu.tw

Parent / Student Sign In

Please contact webmaster@tes.tp.edu.tw for access issues.

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

Payments - Activity Ordering System



Download

Scan the QR Code below to download the App.



★ GET READY FOR THE NEW AOS ★

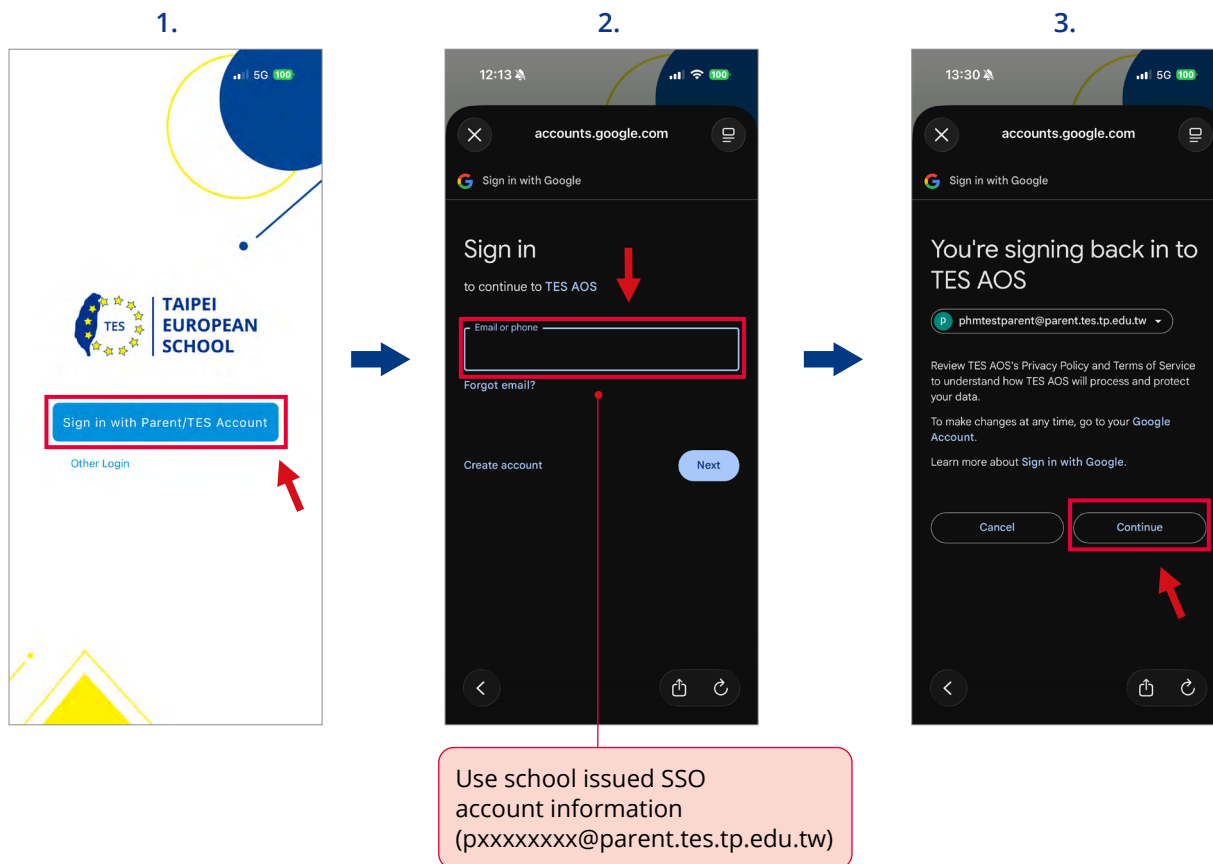
- ▶ Log-in using your Single-Sign-On (SSO) ID and password

- ▶ Check out the email message sent by the TES Operations Team

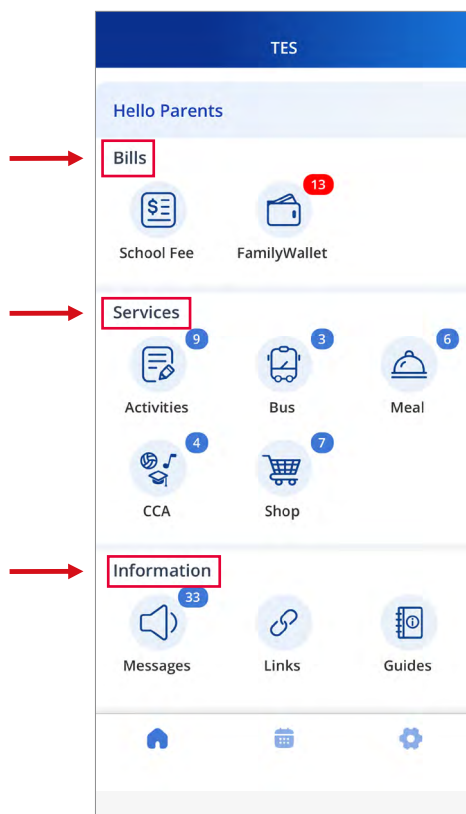
- ▶ Check out the in-app tutorial

Login

Sign in to the app with your SSO Account. (That is your TES parent account starting with a letter 'p'). Then click 'Continue' to allow Google to access your login information.



There are three main sections: **Bills, Service and Information Centre.**



Bills

It includes School Fee for mandatory tuition bills, and Family Wallet is where you can deposit funds to cover all miscellaneous charges. You may also choose to settle the charges via the Family Wallet or by credit card. Under each icon, you can view outstanding and pay invoices, access wiring instructions, make payment and download invoices or receipts.

Please note: There are two designated family payment accounts: a **Tuition account, starting with 355** and a **Family Wallet account, starting with 813**. We separate the tuition payment from the Family Wallet Fund because the tuition fee goes directly to the school, while wallet money remains yours until used.

To find the correct bank account number, click 'Make Payment' under 'School Fee' for the tuition account. You may click the 'School Fee' icon, and check the top of the Family Wallet homepage for the account details.

Tuition Account

School Fee Payment

Account: SchoolFee
FamilyKey: APPTST

by Wire

Beneficiary Bank: Mega International Commercial Bank
Bank Branch: Lan Ya Branch
Bank Code: 017
Branch Code: 0103
Account Name: Taipei European School Foundation
Account Number: 35525800026204
Amount: 210,400 NTD

Wire Info

by Credit Card

Total Amount: 210,400 NTD

Pay All

Family Wallet Account

FAMILYWALLET

Current Balance: 17,265 NTD
Hold: 7,795 NTD
Deposit Instructions: 81366800026212

2026 99 transactions

Date	Transaction	NTD	Balance
02/07/2026	David_EPC 1 Smith (T) CCA C202607000001	1,000	17,265
30/06/2026	Cindy_EPC 2a Smith (T) Shop S202606000006	-1,000	16,265
30/06/2026	Cindy_EPC 2a Smith (T) Shop S202606000008	-470	17,265
30/06/2026	Cindy_EPC 2a Smith (T) Shop S202606000007	-100	17,735
22/06/2026	Ava_ESC P1 Smith (T)	-650	17,835

Please deposit money into the following account.
Once deposited, the fund will be available for use in your FamilyWallet.

Beneficiary Bank: Mega International Commercial Bank
Bank Branch: Lan Ya Branch
Bank Code: 017
Branch Code: 0103
Account Name: Taipei European School Foundation
Account Number: 81366800026212
SWIFT Code: ICBCTWTP010

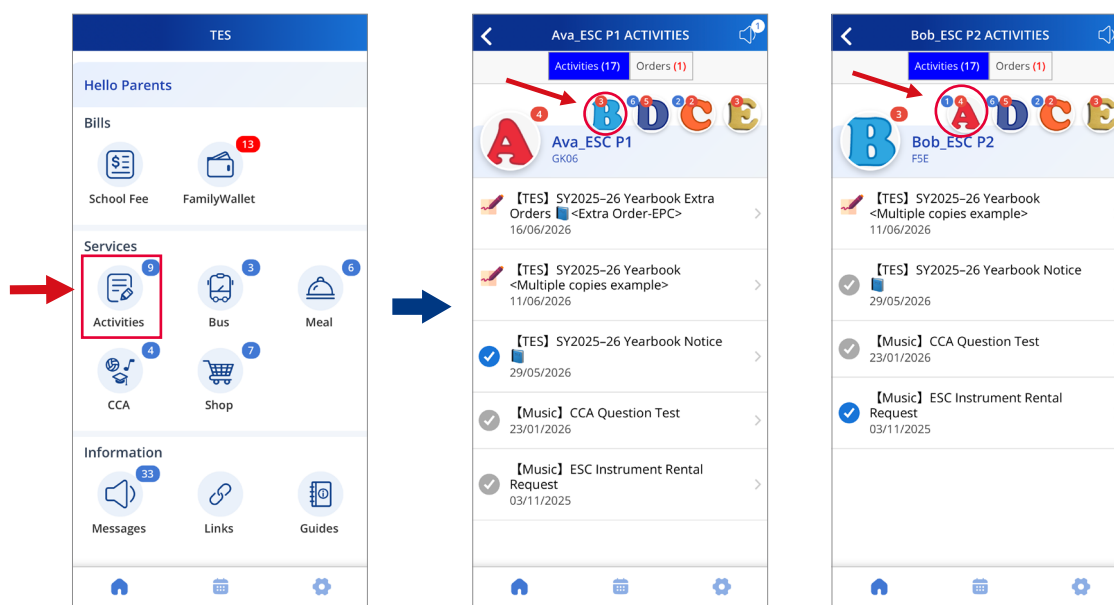
Wiring Instructions

2026 99 transactions

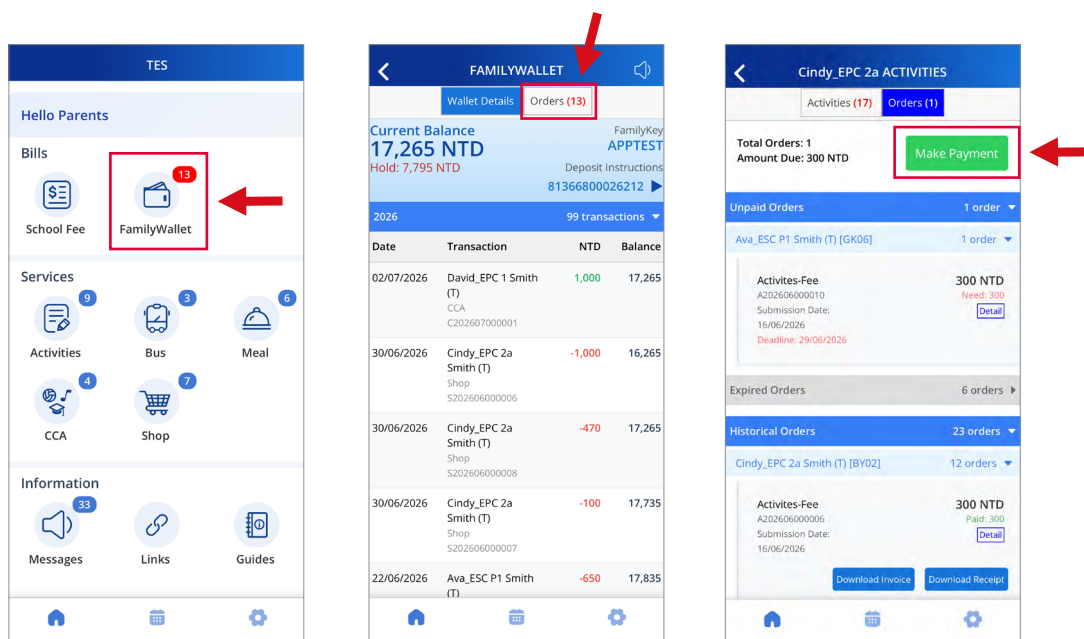
Date	Transaction	NTD	Balance
02/07/2026	David_EPC 1 Smith	1,000	17,265

Services

It is organised by service types such as Activities, Bus, Meal, CCA and Uniform Shop. You can complete related surveys, review orders and make payments. Please also note that services in this Service Section are handled separately for each child. You can switch the children by clicking their photos and you need to place orders for them one by one. When it is time to pay, you can hit the Family Wallet to complete all payments in one place.

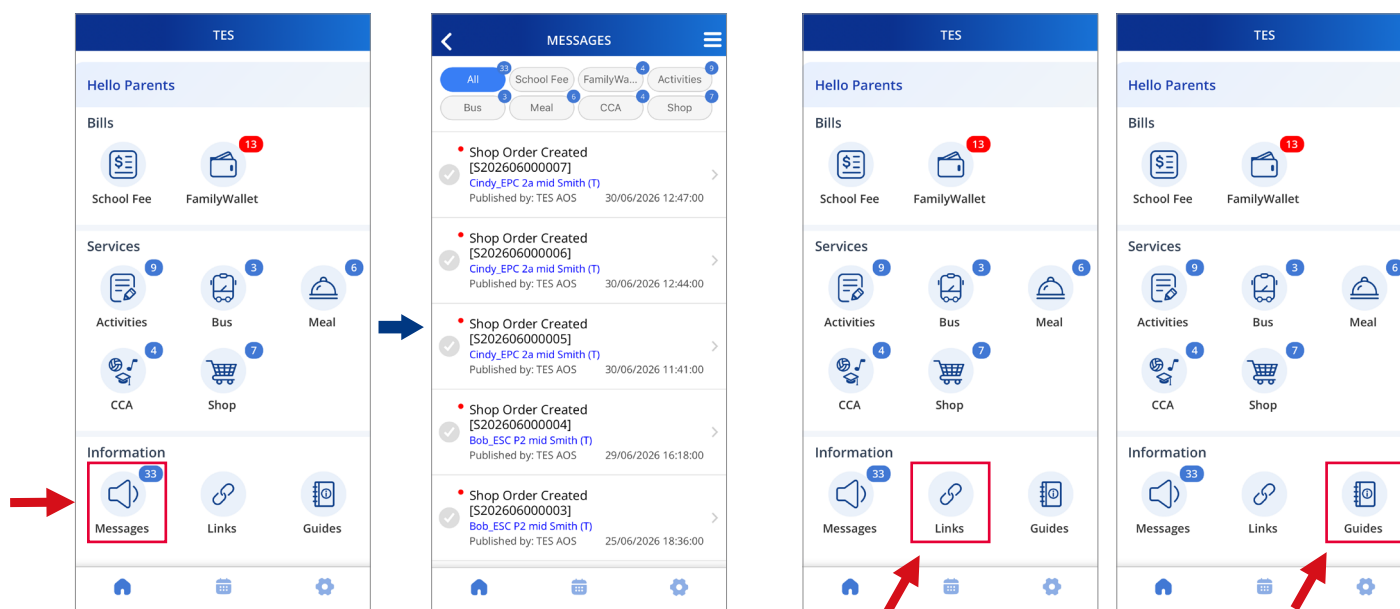


To make Payment:



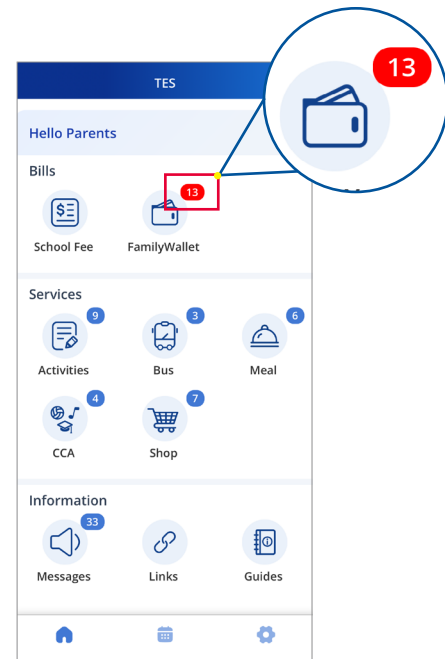
Information Centre

The megaphone below is a consolidated message hub. All pushed messages can be found in one place. Under Links, you will find commonly used links organised by categories. If you are unsure about any icon or function, you can always find corresponding tutorial videos under the 'Guide'.



Quick tips:

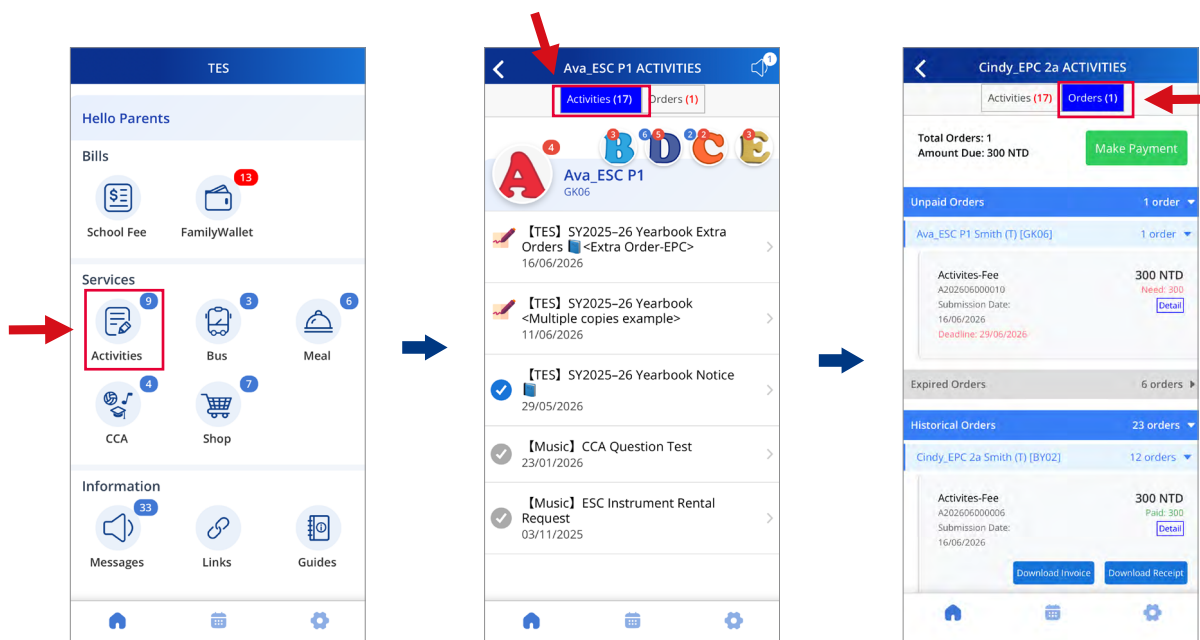
The red-circled numbers on the icons indicate items that need your action, while blue-circled numbers show unread messages, which also require your attention.



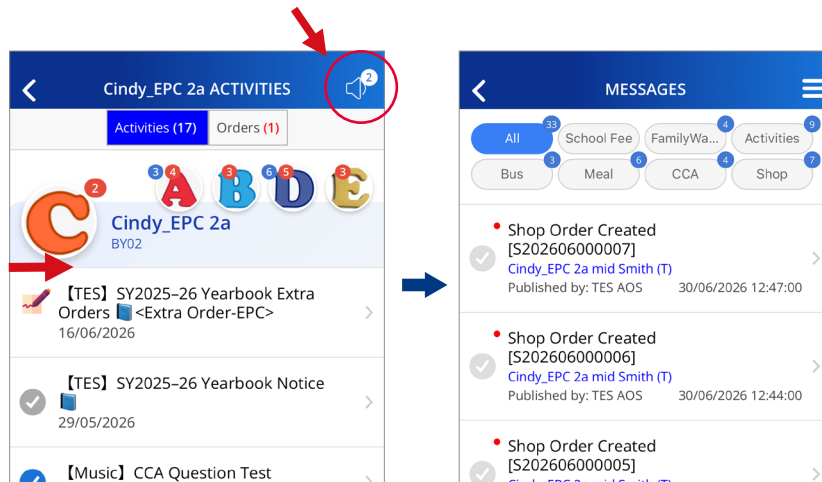
Activities

The Activities figure contains questionnaires or forms that require your confirmation before moving on to the order and payment process. These may include field trips, overseas trips, concerts, 1:1 Lease Programme, instrument rental and more. Click the 'Activities' icon to begin.

You'll see two tabs at the top. Activities lists all published questionnaires or forms, while Orders shows items that require payment and allows you to make payments or review your past records. Please note that all services in the Services session are managed individually for each child.



When a new questionnaire or form is available, you'll receive an activity published message. Click the Megaphone in the top right corner to view all these messages. Activities Tap will show the total number of unfinished questionnaires or forms across all children. Select the child and click into the questionnaire, answer the question and tap 'Submit'. **One child, one questionnaire is applicable.**



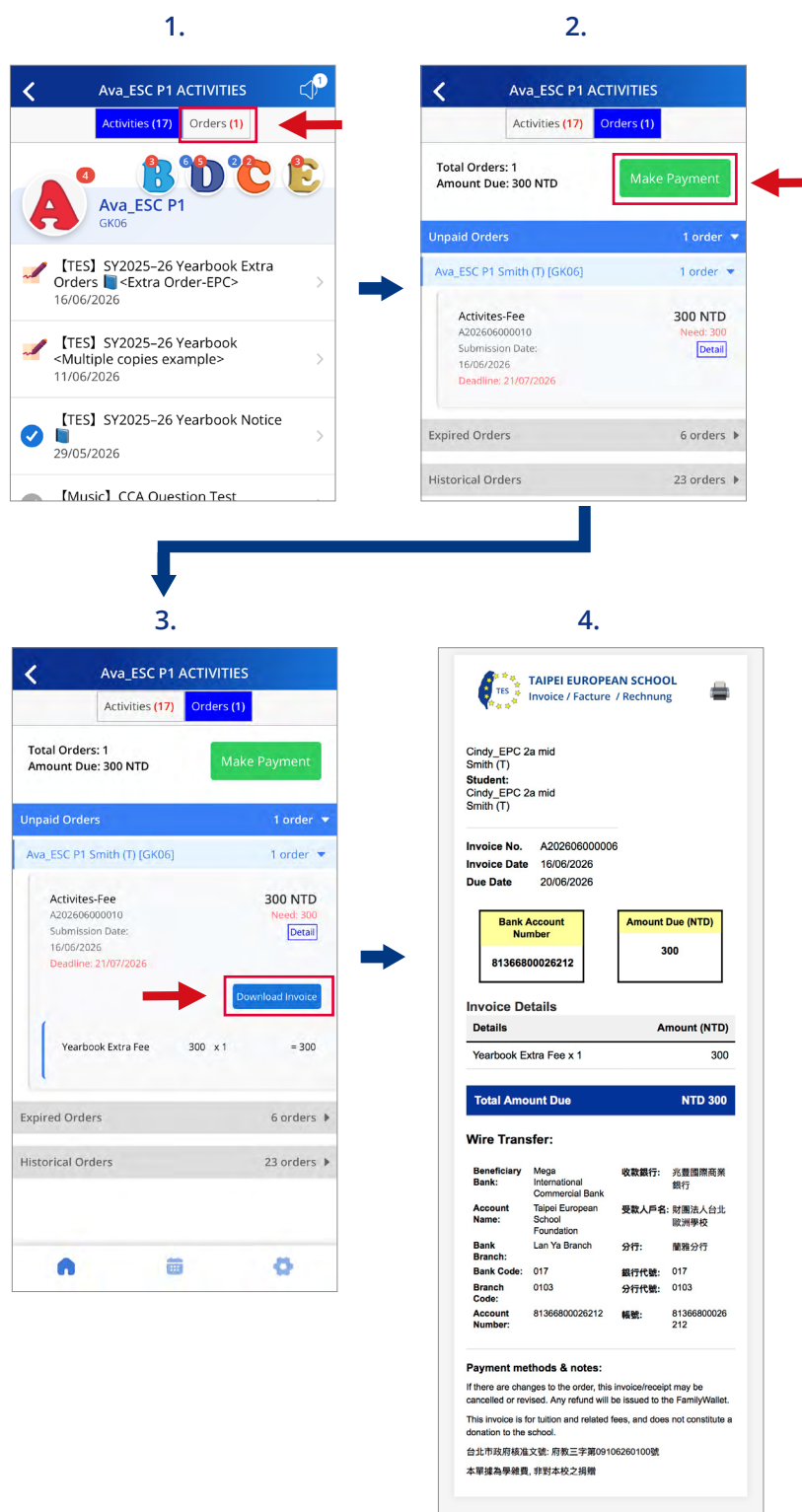
Answer Questionnaire:

Fill out required fields as instructed

Once the questionnaire is closed, the staff-in-charge will review and convert the questionnaire into an order. Please allow a few days for the staff to process it into a payment order. Then you'll revive an activity order created message. At that point, go to the 'Orders' page to make the payment before the due date.

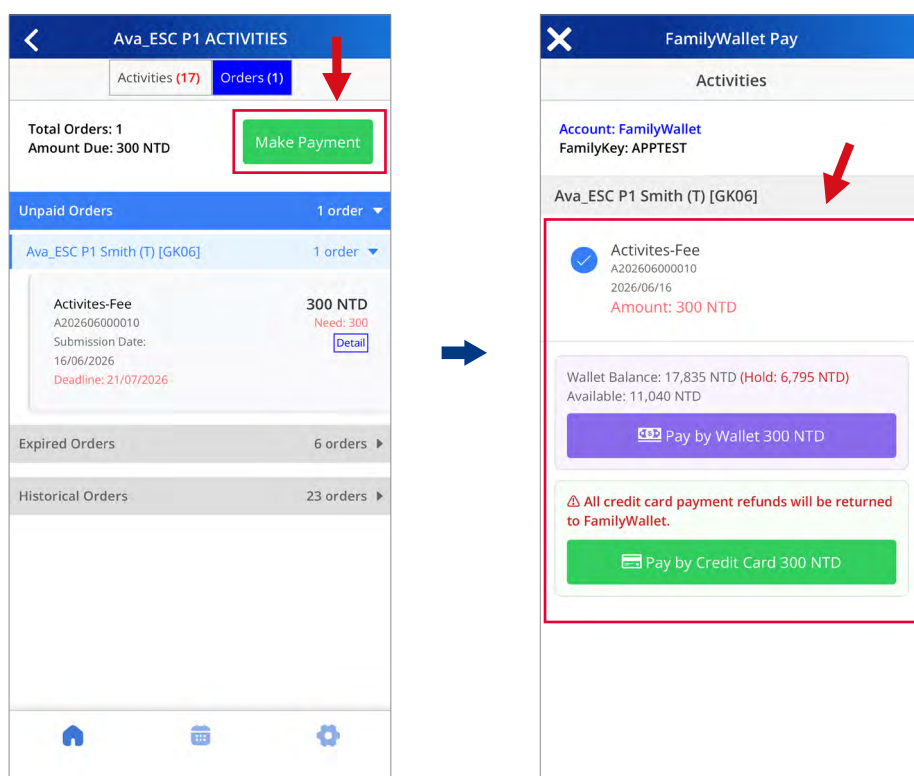
Click the 'Orders' page:

The number next to the Orders shows how many unpaid activity orders are waiting for your action. These unpaid orders are grouped by child. To view your charges, click the 'Detail' button and you may also download the invoice.



For payment, select 'Make Payment', choose the orders you'd like to pay for by ticking the circles. Then scroll down and select to pay by Wallet or pay by Credit Card. Make sure your Family Wallet balance is efficient before proceeding. If it isn't, you can either pay by credit card or go back to the Family Wallet to top up.

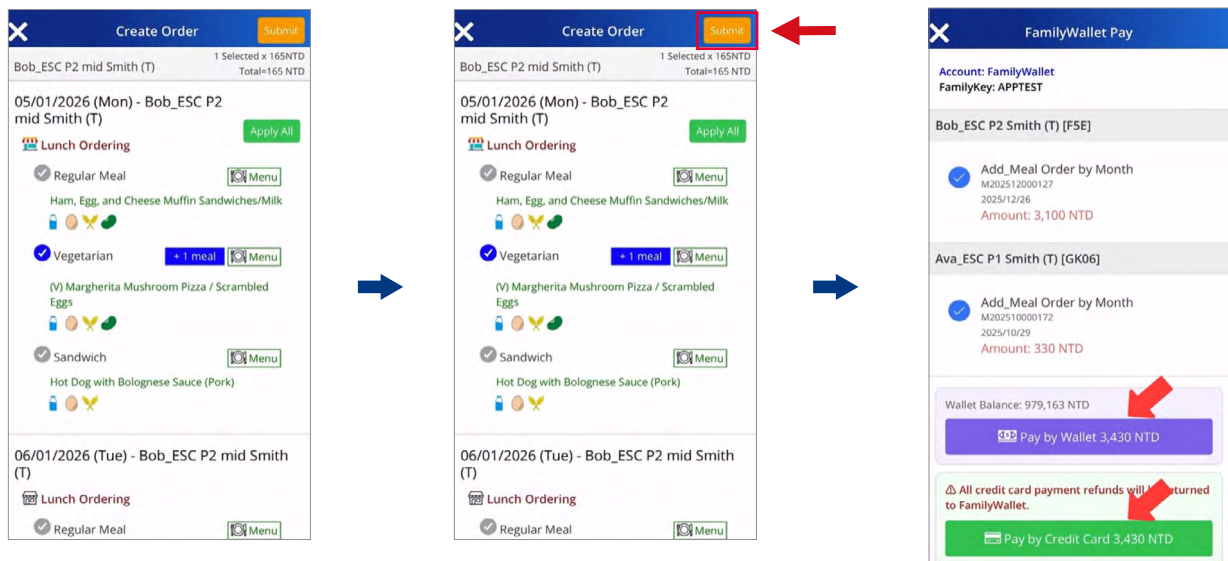
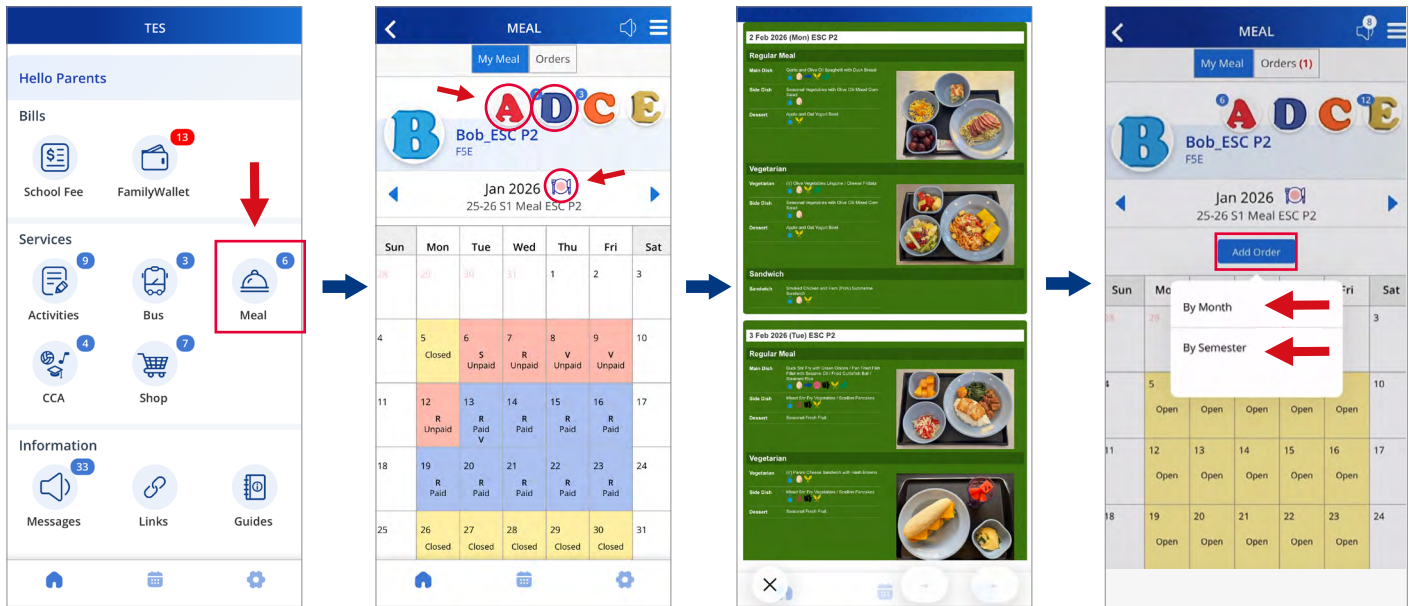
All orders are grouped into unpaid, expired and history for easier access. You may go there to retrieve invoices or receipts for the historical orders. To many different types of orders, such as meals or bus, go to Family Wallet and select orders to handle them all in one place. A few important reminders. Keep in mind that not all activity orders include a questionnaire or form. For example, charges for a lost book or a lost library card will appear directly as an order. Simply go to the order to proceed with the payment. Once a credit card payment has been made, refunds cannot be processed through the credit card company. Any refund, if applicable, will be returned to your family wallet. If you need to cancel a payment, please contact the staff-in-charge directly.



Meal

For ordering school lunch, you can start from the home screen, click the 'Meal' icon under the Services Section. Once you are in the Meal Section, select the child for whom you're ordering meals. To help you choose the meal, click the 'Menu' icon next to the month to view current menu information and photos. When you're ready, click the blue 'Add Order' button. You can order for a month or for an entire semester. For a monthly order, select a meal option from the Regular Meal, Vegetarian or Sandwich choices. You can also click the Menu button to view any picture of the meal and review

the allergy information listed under each choice. If you want the same meal type everyday, click 'Apply All' to copy your selection to all remaining days of the month. After confirming the meal cost, click the 'Submit' button at the top of the screen. Complete the process, choose the payment method. Either pay by wallet or pay by credit card. Please notice that all credit card payment refunds will go to your Family Wallet.



To cancel lunch for specific days during the ordering period, click the 'Cancel Order' button. Select the date you wish to cancel and click 'Submit'. This cost will be automatically refunded to your Family Wallet. Please note that because the daily and monthly rates differ, the system will prevent cancellation if it results in a higher total fee.



If you would like to adjust your meal option instead, click 'Modify Meal', select the date, choose the new meal type and click 'Submit'.



If you prefer a Semester Order, please ensure your child will eat the school meal everyday; if you are unsure, it is better to submit orders on a monthly basis. Select your starting day within the current month and pick your primary meal option, which can still be adjusted later during the monthly order period. Finally, click the 'Create Order' to proceed with payment.

 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/>