We would like to take this opportunity to extend a warm welcome to your family and to offer some practical information to help your child/ren in their transition to UNIS.

Click on the link to go direct to the information you need:

- **ECC students entering Discovery, Kindergarten 1 and Kindergarten 2 programmes**
- **ECC and Elementary School students – Items to bring to school**
- **Middle/High School students – Items to bring to school**
- **Lunch and Snack break for Elementary and Middle/High School**
- **Co-curricular information for new families**
- **Parent access to Information Technology at School information**
- **Our Community**

### New Students Starting School
Your family will be provided with a Welcome Folder on **Orientation Day – Tuesday August 12**. The folder will contain a personal welcome letter detailing your child’s Homeroom and class teacher as well as their School House placement. It will also contain family identity cards and other important information.

On Orientation Day your family will have the opportunity to meet key faculty and staff members as well as students and returning families, and complete practical tasks such as purchase PE shirts and lunch coupons.

Class schedules will be provided on the first day of school.

School hours can be accessed [by clicking here](#).

Bus information is on a separate document – please see the [Starting School Resources Centre](#) transport section.

### ECC students entering Discovery, Kindergarten 1 and Kindergarten 2 programmes
For students entering Discovery, K1 and K2 please refer to the transition programme information on the [Starting School Resource Centre](#). Any concerns that parents may have about their child’s transition should be discussed directly with the classroom teacher by arranging a meeting after school hours.

Please refer to the [ES Handbook](#) and [Grade Level Guides](#) for detailed information about the ECC programmes.

You are required to provide a healthy snack for morning break time; however, you may choose to prepare food from home or purchase canteen lunches. The lunches provided by the canteen are on a “set menu” basis and are delivered to the ECC children to eat in their classrooms.

The general information is [here](#) on our website. Full details, inclusive of prices and current menu are available to all families in the weekly school newsletter the Tin Tuc. In order to register your child with J&J Food Service, please contact them directly at jjuniscanteen@gmail.com.

### ECC and Elementary School students – Items to bring to school
Please ensure that your child comes to school with a sun-hat and sunscreen as necessary. Students are required to wear a hat at recess and during PE. UNIS requires children to bring a water bottle. Safe drinking water fountains are available throughout the school. Students will require swimming gear (one piece suit for girls) and a towel. School bags large enough to carry an A4 communication folder and a change of clothes for younger children are recommended. The school provides all necessary stationery supplies for children. UNIS does not have a school uniform but younger children are encouraged to wear comfortable clothing without difficult fastenings. Details of your family’s student house will be provided in the welcome folder and you are encouraged to purchase a house t-shirt for PE.
Middle/High School students – Items to bring to school
The school issues each student with a tablet computer however, stationery such as pencils, pens, highlighters and a calculator should be provided from home. HS students are required to have a graphing calculator (For Grade 9 and 10, we ask them to have TI nspire NON CAS and this year’s grade 11 and 12 will be using TI-84 Plus, Silver edition). Students will require swimming gear (one piece suit for girls) and a towel. MS/HS School students are required to follow the standards of the dress code as outlined in the MS Handbook and HS Handbook.

Lunch and Snack break for Elementary and Middle/High School
ES and MS/HS students must purchase lunch vouchers from the canteen or bring a packed lunch from home. The general information is here on our website. Full details, inclusive of prices and current menu are available to all families in the weekly school newsletter the Tin Tuc. You are encouraged to purchase lunch tickets directly from the canteen in advance of your child’s first day. For ES students, you are required to provide a healthy snack (no nuts) for morning break time, however, you may choose to prepare food from home or purchase canteen lunches. MS/HS student have access to the Deli canteen during break periods. ES students are not allowed to purchase from the Deli canteen.

Nut and Allergy Aware Campus
We encourage parents to provide food that is free from nuts in their child's lunch and snacks as well as class parties. We encourage parents to be allergy aware of harmful allergens that may trigger an allergic reaction in a student at school. We encourage parents to consider the need of minimal risk of exposure to all students with nut and other allergies. The school cafeteria prepares food without known nut products; however, some foods may contain traces of nuts. Parents of students with known allergies are required to complete an Allergy Action Plan and or a Asthma Action Plan. Please visit the School Health Centre to discuss your child's allergies, allergy action plan and medications.

Co-curricular information for new families
- After School Activities (ASA) are available to all students enrolled in Discovery and above. Detailed information will be distributed to all families prior to the opening of registration for first session.
- For information regarding the Community Education programme (ComEd), please visit our school website here or for Saturday Soccer here.
- All UNIS families can access the school sports facilities by joining the Energize members club. Please see the Starting School Resource Centre for information and application form.
- The UNIS Music Academy (UMA) offers students opportunities to have specialist lessons either after school or on Saturday mornings. Students may rent instruments through the programme. For more information about music lessons, please contact the Music Academy directly at umaofficer@unishanoi.org.

Parent access to Information Technology at School information
We cannot at this time enable personal devices to be linked to our WIFI access as we reserve the full bandwidth for teaching and learning. Apologies for any inconvenience and we are hoping to open up our network in the near future. Families are welcome to utilize the library catalogue and resources to borrow books or access the school information network. Parents will be provided with usernames and passwords which will enable direct access to information in both the ISIS Family (used for ASA registration and student conference registration) and the UNIS Portal (used for logging into the school calendar / nurses information / student portfolios / grade level curriculum / blogs).
There will be Tech Training Sessions for parents on Orientation Day and also in the early weeks of school to assist with introductory training on using these two key applications within the school and we highly recommend all parents attend one of these sessions.

Our Community
There will be many opportunities for you to get involved in school and community life at UNIS Hanoi throughout the academic year and we actively encourage you to participate in the school you have chosen for your child. You will receive plenty of information once the school year starts, but if you have any questions please don’t hesitate to contact Nathalie Grun, the Community Liaison Officer in the Advancement Office (Building 7).

We also have a very active parent and teacher community group - The School Community Organisation (SCO) – who will be ready to link you up with homeroom parents and buddies from Orientation Day and also organize fun events for the community.

Parents can also share their knowledge and talents with the UNIS Board of Directors. There are many committees and task forces which can use your expertise in the areas of finance, buildings, governance, etc. Contact the Board Assistant, Jennifer Sawyer, for further details at boardassistant@unishanoi.org or see the Board pages of the website.