

Information for New Families 2016-2017

Welcome to the UNIS Hanoi Community! Here is some practical information to help your family smoothly transition into your new school.

Starting School

On **Orientation Day** your family will be provided with a Welcome Folder containing:

- Personalized welcome letter
- Your child/ren's homeroom teacher
- House Animal placement
- Family identity cards
- School Information Systems login details
- Calendar
- Newsletter

On Orientation Day, your family will have the opportunity to visit school information tables, meet key faculty and staff members as well as current students and families. Your family will also have time to complete practical tasks such as purchase PE/House shirts and lunch vouchers.

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](#) transportation section.

Elementary School Programme

The [ES Handbook and Grade Level Guides](#) include detailed information about the Elementary School Programmes including: important contact information, school procedures and curriculum guides.

Items to bring to school

- Sun-hat – students required to wear a hat during recess and PE.
- Water bottle – drinking fountains are available throughout the school.
- School bag – large enough to carry an A4 folder (stationeries supplied by school).
- Daily healthy snack
- Change of clothes – for younger children.
- PE uniform – UNIS Hanoi-related shirt and shorts.
- Swimming gear – for swim unit in PE (one piece suit for girls, towel, cap and goggles)

**Note: Please write your child's name on belongings*

ECC Transition Schedule

Students entering Discovery, Kindergarten 1 and Kindergarten 2 will have a half-day transition schedule during the first week of the school in August. Any concerns that parents may have about your child's transition should be discussed directly with your homeroom teacher by arranging a meeting after school hours.

Note: The ECC Transition Schedule arranged for first week of school in August only.

Middle and High School Programmes

Please familiarize yourselves with the following resources to learn about school procedures, contact details and IB curriculum information. Students are required to follow the dress code outlined in the MS and HS Handbooks.

[Middle School Resources](#)

Middle School Handbook

Middle Years Programme Curriculum Handbook

High School Resources

High School Handbook
IB Diploma Programme Curriculum Handbook
High School Course Guide

Items to bring to school

- Stationeries such as pencils, pens, highlighters and a calculator should be provided from home.
- Grades 6-8 students require a Casio scientific calculator.
- Grades 9-12 students require a TI-Nspire CX (non CAS) calculator. (Calculators are available for purchase at the UNIS Hanoi Business Office)
- Swimming gear – for swim unit in PE (one piece suit for girls, towel, cap and goggles)

**Note: MSHS students will be given a school tablet during student orientation*

School Snack and Lunch Options

Canteen

J&J Food Service operate the canteen at UNIS Hanoi. General information about J&J, including weekly menus and pricelists, is available on the [website](#).

Elementary School students

Snacks – Parents are required to provide a daily healthy snack for morning break time.

Lunch – Parents may choose to prepare food from home or order canteen lunches.

- ECC lunches provided by the canteen are on a “set menu” basis and are delivered to the ECC children to eat in their classrooms.
- Discovery and Kindergarten 1 students – lunch is included in school tuition.
- Kindergarten 2 students that register for canteen lunch will be charged a lunch fee.
- To register for ECC lunch contact the canteen at canteen@unishanoi.org.
- Grades 1 – 5 lunch takes place in the canteen where students can heat their meals from home or choose between Asian, Western or Vegetarian set menus.
- Parents are encouraged to purchase canteen lunch vouchers for students during Orientation.
- Elementary students are not allowed to purchase food from the deli.

Middle and High School students

Snacks – Students have access to the canteen deli during break periods or can bring snack from home.

Lunch – Students can prepare food from home or purchase meals from the canteen deli, BBQ, salad bar or set menus.

Nut and Allergy Aware Campus

UNIS Hanoi is a Nut and Allergy aware school. Students may bring nuts onto campus; however, we ask parents to be aware of harmful allergens that may trigger an allergic reaction in a student at school. We ask parents when preparing food that will be shared in a class party or other UNIS events, that the food being provided, is clearly labelled with all known ingredients.

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

We consider [Co-Curricular Activities](#) to be essential for every student’s development. We have a dynamic and ever-evolving programme designed to offer a wide range of opportunities for the children and young adults of our school community.

- A wide range of co-curricular programmes are available to all students enrolled in Kindergarten 1 and above. Detailed information will be communicated to all families prior to the opening of registration.
- The [Community Programme](#) and [Saturday Soccer](#) offer opportunities for both children and parents to participate in programmes that involve participants from the greater Hanoi community.
- All UNIS Hanoi families can access the fitness centre and swimming pool by joining the Energize members club. Please see the [Energize](#) page for information along with the [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

UNIS Hanoi uses a wide range of technology to support student learning. [TechConnect](#) has many resources for both ES and MSHS parents to help you and your child successfully use technology at school. Please take a look at our [Tech Handbook](#) for information about the Technology Programme.

We have created UNIS Guest access to allow personal devices to be linked to our WIFI (Username: **wifi** Password: **1234**). Guest bandwidth is limited and shared among all guests using the network as we reserve most of the bandwidth for teaching and learning.

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 on Veracross (used for student reports and conference registration), CHQ (for after school activity signup) and the UNIS Hanoi Parent Hub used to access the parent directory.

There will be Tech Training Sessions for parents on Orientation Day to assist with introductory training on using these key applications within the school and we highly recommend all parents to attend a session.

Our Community

“Our learning community will be an inspirational role model for a better world”. This is the guiding Vision driving UNIS Hanoi. The connectivity between the school and families within our community is an essential partnership that leads to powerful learning. There will be many opportunities for you to get involved in school and community life at UNIS Hanoi throughout the academic year and we expect parents to actively participate in the school you have chosen for your child.

We also have a very active parents and teacher group, the School Community Organisation (SCO), they will welcome you on Orientation Day, help with your transitional questions and arrange useful events for new families to get to know the community.

Parents can also share their knowledge and talents with the UNIS Hanoi Board of Directors. There are many committees and task forces which can use your expertise in the areas of Finance, Campus Development, Advancement, etc. Contact the [Board Assistant](#) for further or see the Board pages of the [website](#).

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) at clo@unishanoi.org.