



REIGATE GRAMMAR SCHOOL VIETNAM



Cambridge Assessment
International Education

SECONDARY SCHOOL POLICY AND GENERAL INFORMATION

YEAR 7 to YEAR 13 – 2022-2023

CONTENTS (click on Hyperlink)	PAGE
2022-2023 Calendar	4
Welcome to RGSV's Secondary School	5-6
RGSV & the IB's Mission Statement	8-9
Skills for Life: IB Learner Profile & Approaches to Learning	10
Meet the teachers	11-14
Pastoral Care	15-16
Academic Phrases in Secondary	17-18
Lower Secondary Academic Structure	19-20
IGCSE / Pre-IB Diploma Academic Structure	20-21
Diploma Programme Structure	21-24
Library	25
EAL Support Department	25
About IGCSE & IB Diploma examinations	26
Examination Procedures	27-29
Reports & Student & Parents/Teacher Conferences	30
Physical & Health Education	31
Extra Curricular Activities	32-33

Aim Higher Programme	34
Duke of Edinburgh International Award Scheme	35
Extended Curriculum Opportunities (School Trips)	36
Secondary School Guidelines for students on Extended Curriculum Experiences	37-38
WHOLE SCHOOL Entry & Exit Procedures and Transport Arrangements	39-40
SECONDARY Absence, Lateness & Early Exit	41-42
Stationery List 2021-2022	43-48
Basic requirements for Laptops	49-50
Requirements for Calculator	51
MANAGEBAC learning platform - parent login instructions	52-54
Procedures in Secondary due to Covid-19	55-58
Expectations and Support for students, parents and teachers on Online Learning/Teaching due to Covid-19	59-61
Advice for students and parents on Wellbeing during Online Learning/Teaching due to Covid-19	62-63
SECONDARY EAL overview for parents	
SECONDARY Major Assessment Deadline Policy	
SECONDARY Predicted Grade Policy	
SECONDARY Academic Honesty Policy	
SECONDARY University Counselling Policies	
SECONDARY Wellbeing Policy	
WHOLE SCHOOL Social Media Policy	
WHOLE SCHOOL Student parent handbook	

<u>WHOLE-SCHOOL Admissions Policy</u>	
<u>WHOLE-SCHOOL Assessment Policy</u>	
<u>WHOLE-SCHOOL Inclusive education Policy</u>	
<u>WHOLE-SCHOOL Language Policy</u>	
<u>WHOLE-SCHOOL Technological Devices & Digital Citizenship Policy & Guidelines</u>	
<u>WHOLE-SCHOOL Uniform & Personal Appearance Policy & Guidelines</u>	



VIETNAM



Cambridge Assessment
International Education

Calendar 2022-2023 - Parents
(Subject to change by Government directive)

- Prep./SEC Parent workshops
- Assembly
- Event
- All days of Note
- Holiday/ No School Day

Month	1	2	3	4	5	6	7	Notes
August 2022	8	9	10	11	12	13	14	*12 SEC welcome parents/student meeting *15 Start of School
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
September 2022				1	2	3	4	*01-02 Independence day & holiday *08 Mid-Autumn Festival *26-28 School Photos *09 New parent's Prep. & SEC workshop *19 Prep. welcome parent meeting *30 Prep. PTC *21-23 Y12 & Y13 School camps (No school day for Prep. students) *29-30 SEC PTC (No school day for SEC students)
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
October 2022					1	2		*06-07 Sport Day *17-21 Autumn Break *24 Return to school *28 Prep. & SEC Parent Workshop *31 Halloween Day
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
November 2022		1	2	3	4	5	6	*04 International Day *19 Aquathlon at school *08-09 Staff PD (No school day for all students) *18 Prep. Parent Workshop *21-25 DP Mock Exams *23-25 Y6-11 School camps
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					
December 2022				1	2	3	4	*09 SEC parent workshop *05-09 SEC exam week *10 Winter Bazaar *16 End of term *19-31 Winter break
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
January 2023							1	*01-06 Winter break *23-27 Tet Break *09 Return to School *30 Semester 2 starts - Students return *13 Kitchen God Day *14 Lunar Festival *18 Cross country day *20 Semester 1 report to parents *20 Lunar New Year Celebration Day
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
February 2023								
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28						
March 2023				1	2	3	4	*23-24 SEC PTC (No school day for SEC students) *24 End of Term 2 *24 Y13 Art Exhibition *27-31 Spring Break
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
April 2023						1	2	*17 School Re-enrolments *26-28 IGCSE/A-Level external exams *17 Swimming Gala for SEC *28 Apr-19 May DP external exams *18 Swimming Gala for Prep. *29 King Hung Day *17-21 Book week *30 Vietnamese Victory Day
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
May 2023	1	2	3	4	5	6	7	*01 International Labour day *01-31 IGCSE/A-Level external exams *01-19 DP external exams *02-03 Celebration of King Hung Day & Victory Day *22-26 SEC exam week *20 Year 13 Leaving Ceremony
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
June 2023				1	2	3	4	*01-09 IGCSE/A-Level external exams *05-09 Whole school Art Exhibition *14 Report released *16 Last day of school (Half day)
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			



WELCOME TO RGSV's SECONDARY SCHOOL

Thank you for choosing RGSV's Secondary School for your child. We have another very exciting year ahead being an accredited International Baccalaureate World School delivering the IB Diploma Programme as well as being an accredited Cambridge Assessment International Education Centre delivering the International GCSE. This year, we are working on the Council of British International School's Patron accreditation. The Secondary School has grown remarkably over the past few years with many enthusiastic new subject specialist teachers, able to teach IGCSE and DP, joining our growing team to consolidate the effective delivery of the curriculum and to provide essential pastoral support in their role as form tutors.

RGSV is proud to offer a unique learning environment within the Reigate Grammar School. Our numbers may be increasing, but we are happy to claim that our students benefit from smaller class sizes through each year in Secondary, allowing more individual attention and support from their teacher: an invaluable factor in the learning process. Whichever option they may elect to pursue for their future education, our goal is to develop essential skills to equip each student for success, and to instil each individual with high expectations for individual achievement in a supportive, nurturing, connecting and empowering learning environment. Our Lower Secondary, IGCSE and IBDP results are a clear reflection of this philosophy.

As a school, RGSV identifies strongly with the IBO's standards and practices as well as the skills, attitudes and attributes promoted in the IB Learner Profile and Approaches to Learning, and as such the development of these character traits form the core of our educational programme as we strive to prepare students to become responsible world citizens. In doing so, the school actively promotes mutual respect and dignity, care and concern, and the acceptance and celebration of diversity within our community.

We have three school rules:

- Everyone at RGSV has the right to be safe
- Everyone at RGSV has the right to learn
- Everyone at RGSV has the right to be treated with fairness and respect

An RGSV student will:

- reach their full potential.
- be able to enter the best universities in the world.
- be internationally-minded global citizens.
- work together: with their teachers and with their peers, for an altogether better experience.
- develop a passion for discovery, an enthusiasm for investigating, and a thirst for learning.
- surprise themselves with the quality of their ideas and work.



In addition to academic studies, pastoral care is an essential component for personal development. Your child will begin each morning with their form tutor, who will work closely with the group, preparing them for learning, nurturing a sense of teamwork, organising an assembly, discussing topical issues during tutor time, possibly arranging extra-curricular activities for the class. The form tutor is available to discuss any questions or concerns that a student may have, and to provide general guidance throughout the year. With so many students from around the world, RGSV's EAL team offers invaluable targeted support for students with limited English to access the syllabus delivered in the classroom. Our school nurse is on hand to provide medical assistance when needed; naturally, she requires all medical information about each child, so do ensure to inform her (health.care@reigategrammar.edu.vn).

The following pages are designed to provide information and anticipate questions regarding your child's experience at RGSV. Each week, the Secondary School assembly will take place on Friday as part of our PSHE [Personal, Social, Health Education] programme to enhance our students' pastoral experience and general well-being. The School's social media accounts provide the latest news and announcements for RGSV families, including important dates for your calendar, so please watch for this each week. There are several scheduled opportunities for parents to meet teachers during the school year, but individual appointments can be made at any time to discuss your child's welfare and progress with their subject teacher, form tutor, Pastoral Leader, Programme Coordinator or the Head of Secondary School. We also have more informal events throughout the year, such as invitations to performances, the Winter Bazaar, Lunar New Year market, as well as the IGCSE & IB Diploma information evenings.

We are all looking forward to the year ahead; it promises to be very exciting. Once again, thank you for electing to be a part of the RGSV family, and welcome (back) to RGSV's Secondary School.

Colin BRADSHAW BASTIDA
Deputy Head of School cum Head of Secondary



REIGATE GRAMMAR SCHOOL VIETNAM AND THE INTERNATIONAL BACCALAUREATE ORGANISATION'S MISSION STATEMENTS

RGSV Mission

Reigate Grammar School Vietnam empowers and inspires students to become active, lifelong learners by providing a challenging, globally relevant curriculum that meets the needs of individual learners.

Our holistic and balanced approach nurtures each student's potential and their inquiring minds. We foster international-mindedness by connecting students to their local and global communities to foster awareness and sustainable action.

RGSV Vision

Reigate Grammar School Vietnam aspires to nurture, empower and connect students with their local and global communities, to become international citizens who are active, compassionate and life-long learners.

- Nurture
- Empower
- Connect

IBO Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

SKILLS FOR LIFE: IB LEARNER PROFILE

The International Baccalaureate identifies that IB learners develop a series of attributes. We feel that these skills are invaluable that students develop over the course of their education. There are:

- Inquirers* They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
- Knowledgeable* They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
- Thinkers* They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.
- Communicators* They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
- Principled* They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
- Open-minded* They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
- Caring* They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
- Risk-takers* They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.



- Balanced* They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
- Reflective* They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

SKILLS FOR LIFE: IB APPROACHES TO LEARNING

The IB's Approaches to learning (ATL) are skills designed to enable students to “learn how to learn.” They are intended to apply across curriculum requirements and provide a common language for teachers and students to use when reflecting and building on the process of learning. The broader implementation sees ATLs implicitly and explicitly embedded into day-to-day learning experiences, so that students have opportunities to practice and incrementally develop a range of ATL skills.

THINKING SKILLS	Critical Thinking Creative Thinking Transfer	<i>Acquisition of knowledge Comprehension Application Analysis</i>	<i>Evaluation Dialectical thought Metacognition</i>
SOCIAL SKILLS	Collaboration	<i>Accepting responsibility Group decision-making Adopting a variety of group roles</i>	<i>Respecting others Cooperating Resolving conflict</i>
COMMUNICATION SKILLS	Communication	<i>Listening Speaking Reading Writing</i>	<i>Viewing Presenting Non-verbal communication</i>
TIME-MANAGEMENT SKILLS	Organisation Affective skills Reflection	<i>Gross motor skills Fine motor skills Spatial awareness Organisation Time management</i>	<i>Safety Healthy Lifestyle Essential Agreements / Codes of Behaviour Informed choices</i>
RESEARCH SKILLS	Information Literacy Media Literacy	<i>Formulating questions Observing Planning Collecting data Recording data</i>	<i>Organising data Interpreting data Presenting research findings</i>

MEET THE TEACHERS

The following people comprise the team that will teach in Secondary. See Managebac to see who teaches your child(ren).

Colin BRADSHAW BASTIDA colin.bastida@reigategrammar.edu.vn	Deputy Head of School Head of Secondary School Designated Safeguarding Lead Yr. 7-8 Pastoral Leader	<i>Language Acquisition Theory of Knowledge</i>
Gita GEMUTE gita.gemute@reigategrammar.edu.vn	Diploma Coordinator Assistant Designated Safeguarding Lead Yr. 12-13 Pastoral Leader	<i>Individuals & Societies / Humanities Theory of Knowledge</i>
Anita WIJAYA anita.wijaya@reigategrammar.edu.vn	Director of Studies Examinations Officer	<i>Mathematics</i>
Gemma SCOTT gemma.scott@reigategrammar.edu.vn	Deputy Designated Safeguarding Lead Yr.9-11 Pastoral Leader	<i>Physical & Health Education</i>
Aaron MAYO aaron.mayo@reigategrammar.edu.vn	University Counsellor	<i>University Guidance</i>
Hayden SCHULZE hayden.schulze@reigategrammar.edu.vn	Co-Curricular Coordinator Assistant Designated Safeguarding Lead Head of Physical Education House Captains	<i>Physical & Health Education Theory of Knowledge</i>
Geoff DICKINSON geoffrey.dickinson@reigategrammar.edu.vn	Librarian EE Coordinator	<i>Skills Development</i>
Sarah ADAMS sarah.adams@reigategrammar.edu.vn	Year 7 Pastoral Team	<i>Visual Arts Art & Design</i>
IntroART Hai MAI haixuan.mai@reigategrammar.edu.vn		<i>Music</i>
Jason CORDRAY jason.cordray@reigategrammar.edu.vn	Year 10 Pastoral Team	<i>English</i>



VIETNAM



David CROFT david.croft@reigategrammar.edu.vn	Year 7 Pastoral Team	<i>History Humanities</i>
Richard CROOK richard.crook@reigategrammar.edu.vn	Year 11 Pastoral Team	<i>Sciences / Chemistry</i>
Ludwine DE JONGH ludwine.dejongh@reigategrammar.edu.vn	Year 11 Pastoral Team	<i>English Skills Development EAL Support</i>
Lisa DE RENZY-MARTIN lisa.renymartin@reigategrammar.edu.vn	Year 11 Pastoral Team	<i>English</i>
Sonali DIXIT sonali.dixit@reigategrammar.edu.vn	Head of Sciences Year 11 Pastoral Team	<i>Sciences / Physics</i>
Preston DUKES preston.dukes@reigategrammar.edu.vn	Year 8 Pastoral Team	<i>English Skills Development EAL Support</i>
Simon EARDLEY simon.eardley@reigategrammar.edu.vn	Head of EAL Year 7 Pastoral Team	<i>English Skills Development EAL Support</i>
Edward FORWARD edward.forward@reigategrammar.edu.vn	TOK Coordinator Year 9 Pastoral Team	<i>Theory of Knowledge History Humanities</i>
Sandra GERRITS sandra.gerrits@reigategrammar.edu.vn	Head of Individuals & Societies / Humanities Yr.12-13 Pastoral Team	<i>Business Management/Studies Humanities Skills Development</i>
Patrick GLENNON patrick.gleannon@reigategrammar.edu.vn	Head of Mathematics Prefects	<i>Mathematics</i>
Will HARASTA will.harasta@reigategrammar.edu.vn	Year 8 Pastoral Team	<i>Business Management/Studies Humanities</i>
Daniel HEWITT daniel.hewitt@reigategrammar.edu.vn	Head of Music Year 12 Pastoral Team	<i>Music</i>
James HOPKINSON james.hopkinson@reigategrammar.edu.vn	Year 13 Pastoral Team	<i>Geography Humanities</i>

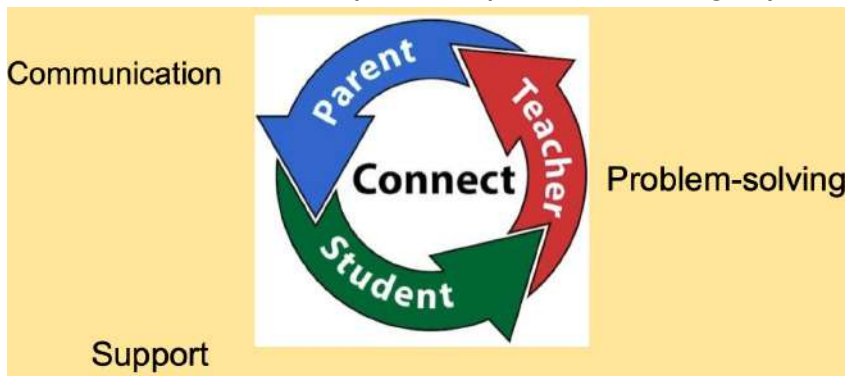
Thierry JESTIN thierry.jestin@reigategrammar.edu.vn	CAS Coordinator Head of Language Acquisition	<i>French Spanish</i>
Binh LINH binh.linh@reigategrammar.edu.vn	Year 12 Pastoral Team	<i>Vietnamese</i>
Joseph MARQUEZ joseph.marquez@reigategrammar.edu.vn	Year 10 Pastoral Team	<i>Mathematics</i>
Rob MOORS robert.moors@reigategrammar.edu.vn	Year 7 Pastoral Team	<i>Digital Society / Information Technology in a Global Society Information & Communications Technology Computing</i>
Hien NGUYEN hien.nguyen@reigategrammar.edu.vn	Year 11 Pastoral Team	<i>Vietnamese</i>
Huiyen ONG huiyen.ong@reigategrammar.edu.vn	Year 7 Pastoral Team	<i>Sciences / Biology</i>
Hien PHAN hien.phan@reigategrammar.edu.vn	Head of Vietnamese Year 12 Pastoral Team	<i>Vietnamese</i>
Redhemer PAYAD redhemer.payad@reigategrammar.edu.vn	Year 10 Pastoral Team	<i>Computer Science</i>
Ludovic PIROLLEY ludovic.pirolley@reigategrammar.edu.vn	Year 11 Pastoral Team	<i>French</i>
Kendall QUISENBERRY kendall.quisenberry@reigategrammar.edu.vn	Year 8 Pastoral Team	<i>English</i>
Madonna RAMIREZ madonna.ramirez@reigategrammar.edu.vn		<i>Physical & Health Education</i>
Jazmyn RIMINGTON jazmyn.rimington@reigategrammar.edu.vn	Head of English & Korean Student Council	<i>English</i>

Liz SCHULZE liz.schulze@reigategrammar.edu.vn	Head of Visual Arts Year 12 Pastoral Team	<i>Visual Arts Art & Design</i>
Sanghoon (Ralph) SEO sanghoon.seo@reigategrammar.edu.vn	Korean Pastoral Liaison	<i>Korean</i>
Dr. Andrew SILVANUS andrew.silvanus@reigategrammar.edu.vn	Year 12 Pastoral Team	<i>Sciences / Chemistry</i>
Ian STUCKEY ian.stuckey@reigategrammar.edu.vn	Year 9 Pastoral Team	<i>Computing</i>
Sander TERMEULEN sander.termeulen@reigategrammar.edu.vn	Year 11 Pastoral Team	<i>Sciences / Biology</i>
Manrik THIARA manrik.thiara@reigategrammar.edu.vn	Year 10 Pastoral Team	<i>Mathematics</i>
Manuel ZAZUETA HERNANDEZ	Year 9 Pastoral Team	<i>Music</i>

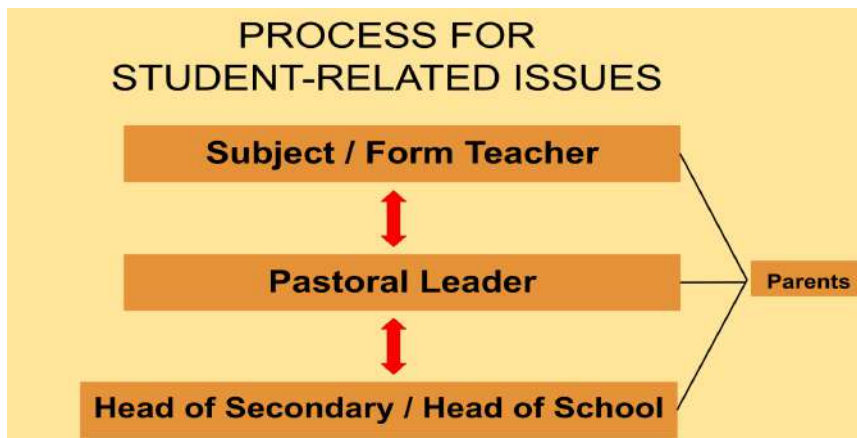
PASTORAL CARE

RGSV is synonymous with its family atmosphere: an essential factor that helps to make our school experience unique. Our goal is to maintain this tradition through the Secondary School, with a nurturing, supportive, connecting and empowering environment for all of our students. Our Homeroom groups, of upto 24 students, aim to reflect a balance in terms of all social and emotional groupings.

We think of Home-School partnerships in the following way:



With the structure for student-related issues as follows:



At 08.20 each morning, the school day begins promptly with registration with the Form Tutor. This is valuable time for preparation for learning and administration: the register is taken, daily announcements are made, letters may be distributed, reply slips may be collected. Equally important, this is a unique opportunity for each student to organise their bags and books and to prepare for morning classes: they can wake their minds up, sort through their textbooks, find the necessary notebooks, and locate their homework, so that they arrive in their lessons well-prepared.



Time with the Form Tutor is also a forum for developing a sense of camaraderie within the tutor group. The group will have informal conversations, but there will also be discussions led by the Form Tutor about topics relevant to the school or the wider world. The group will need to elect representatives to speak on their behalf on the Student Council, where the students have a voice in devising school initiatives; they will collaborate to produce an assembly for their Secondary School peers; they may be planning a field trip together; there are musical and dramatic performances to rehearse; they may be creating a particular project for PSHE [Personal, Social and Health Education); they could be coordinating decorations for the classroom, gathering books for the *Book Week*, or decorating themselves for International Day.

Pastoral Teams, including the Form Tutor, are also available to listen to individual questions, suggestions or concerns. Students are encouraged to chat with their Form Tutor, and keep them up to date with their news, views and any other events taking place in their lives no matter how big or small. This helps to create a close relationship between the Form Tutor and each member of the tutor group.

In order to promote and recognise positive effort, part of the Pastoral Team's role in Lower Secondary is to prepare special certificates of merit, awarded to students who demonstrate commendable general behaviour and a conscientious approach to their studies in every subject. The Form Tutors may also flag any causes for concern expressed by subject teachers or Pastoral Leaders & Programme Coordinators; this can often be remedied by a quiet conversation with the student; sometimes it prompts a private chat with parents at the end of the school day; in some cases, an appointment may be made for parents to call into school to discuss the situation and possible solutions. (Please see [Wellbeing Policy](#)).

Each week, students have PSHE before the Secondary School assembly. The assembly may be led by a teacher, a class, the Pastoral Lead, Head of Secondary School, or the Head of School. Themes will vary, but this event gathers together the sections of the Secondary School. Important announcements are often made, it is also an opportunity to share a performance, to participate in a topical presentation, to enjoy a project prepared by their peers, and to reflect on the events of the past week.

ACADEMIC PHASES IN SECONDARY

LOWER SECONDARY

This is a three-year programme finishing in June of Year 9

- Year 7 [11-12 years old]
- Year 8 [12-13 years old]
- Year 9 [13-14 years old]

<i>English A Language & Literature</i>	<i>Computing</i>	<i>English Skills Development</i>
<i>Mathematics</i>	<i>Music</i>	<i>Personal, Social & Health Education</i>
<i>Science</i>	<i>Art & Design</i>	<i>Vietnamese A Language & Literature /</i>
<i>Humanities</i>	<i>Physical Education</i>	<i>Korean A Language & Literature /</i> <i>French B</i>

IGCSE / PRE-SIXTH FORM

This is a two-year programme finishing in June of Grade 10

- Year 10 [14-15 years old]
- Year 11 [15-16 years old]

International General Certificate in Secondary Education (external, internationally-recognised qualification)

<i>English A Language</i>	<i>Vietnamese A Language & Literature</i>	<i>Information & Communication Technology</i>
<i>Mathematics</i>	<i>Korean A Language</i>	<i>English A Literature</i>
<i>Science</i>	<i>Art & Design</i>	<i>Business Studies</i>
<i>Physical Education</i>	<i>Music</i>	<i>Computer Science</i>
<i>History</i>	<i>French B</i>	<i>Geography</i>

IB DIPLOMA

This is a two-year programme finishing in May of Year 13

- Year 12 [16-17 years old]
- Year 13 [17-18 years old]

International Baccalaureate Diploma Programme (external, internationally-recognised pre-university qualification)

The IB Diploma curriculum has six areas of knowledge surrounding the core elements.

IB Diploma Programme students are required to study:

- 6 subjects (one from each group)
- 3 subjects (and no more than 4) at Higher Level. (Taught for 240 hrs over the two years)
- 3 subjects (maximum) at Standard Level. (Taught for 150 hrs over the two years)

The Core (All Required)		
<i>Theory of Knowledge</i>	<i>Extended Essay</i>	<i>Creativity, Activity, Service</i>
Language and Literature		
<i>English A Language & Literature</i>	<i>Vietnamese A Language & Literature</i>	<i>Korean A Language & Literature</i>
Language Acquisition		
<i>French B</i>	<i>Spanish ab initio</i>	
Individuals and Societies		
<i>Geography</i>	<i>History</i>	<i>Digital Society / Information Technology in a Global Society</i>
<i>Business Management</i>		
Sciences		
<i>Biology</i>	<i>Chemistry</i>	<i>Physics</i> <i>Computer Science</i>
Mathematics		
<i>Maths: Application & Interpretations</i>	<i>Maths: Approaches & Analysis</i>	
The Arts		
<i>Music</i>	<i>Visual Arts</i>	<i>Other subjects from Individuals and Societies or Sciences</i>



LOWER SECONDARY ACADEMIC STRUCTURE

Transition to Secondary School: The teaching structure at RGSV Secondary School follows the preparation for the external IGCSE and DP courses. It will slowly bring in an inquiry-based approach with inspiration from the IB's Middle Years Programme framework. Having progressed through Preparatory School, Years 7 to 9 are working in Lower Secondary. This constitutes the transition from preparatory to secondary school, with higher expectations and greater responsibility for the individual student. The programme is devised to provide students with opportunities that allow and encourage progression through each year, by building on existing knowledge, acquiring new skills, and developing wider understanding, following specific requirements for each subject. By the conclusion of Year 9, our students should be ready to tackle the challenges of our Pre-Sixth Form and IGCSE (International General Certificate of Secondary Education) courses in Years 10 and 11. An overview of all subjects is available from the subject's Head of Department.

Resources for Lower Secondary will vary according to the class. Some subjects will rely mainly on the core textbook; another subject may require use of devices; there may be practical components in a subject; reading and listening are invaluable ways to improve language skills. Most subjects will probably include a combination of resources, which will help to stimulate the learning process. Many will use Google classroom. We expect each student to have all times on the Yr.7-9 [Stationery List](#) such as: pens, pencils, ruler, eraser for every class, a scientific calculator, mathematical equipment (compasses, protractor, etc.) for use at home and school. Other resources will be provided by the school; it is important that students learn responsibility: bringing the correct materials to each class, taking care of books, and returning resources at the proper time.

Homework: Homework can provide a valuable opportunity to reinforce classroom teaching, to gather information and formulate ideas, or to produce extended pieces of writing: a project, for example. In some subjects, homework may be given after each lesson to enable students to apply and practise skills introduced in class; in other subjects, the majority of work will be completed under the teacher's supervision; most subjects will require the completion of a project from time to time. Hence, the homework timetable is far more flexible than in the Preparatory school; students are provided with a specialised homework planner and are expected to manage their time in order to complete all homework by the deadlines assigned, whether they have been asked to study for a test, or prepare a research project. Homework tasks are posted on the ManageBac learning platform and should follow the Homework schedule.

Learning to organise time effectively is an important skill. On average, a Lower Secondary student will have approximately 60-90 minutes of homework per night. Additional reading and study is

encouraged and expected. Catch-up work for students who are absent can be requested for an absence of 3 days or more, and will be given at the teacher's discretion.

Assessment: Following our established curriculum enables the teacher to make continual assessments of progress through the year. A piece of timed writing, a presentation to the class, a technology project, a test: these may all be used as the basis for assessment, along with observations from classroom activities, and semester examinations. These continual assessments will inform the teacher's comments to parents in the reports that are prepared at the end of each semester, in addition to providing a point of reference for Parent/Teacher conferences in the Autumn and Spring terms. Our objective is to provide every student with the skills, knowledge and motivation to achieve their personal best in each subject as they progress through these Lower Secondary years. Summative assessment grades should appear in the subject's gradebook on the ManageBac learning platform. We expect students to make adequate progress; and letters of excelling and underachieving are sent by the Programme Coordinator Head of Secondary after each reporting session. Underachievement may result in the withdrawal of a scholarship.

IGCSE / PRE-SIXTH FORM ACADEMIC STRUCTURE

Progression in Secondary School: Over the two year course, students prepare for the International General Certificate of School Education (IGCSE) in most subjects. This externally-set and assessed qualification is an essential requirement for all students in such a school system; the quality of grades achieved will determine the individual's options for subsequent study, and may inform students about their own potential, strengths and preferences. Our Year 10 and 11 programmes are specifically designed to prepare students for our IB Diploma Programme & Cambridge A-Level pathways in Year 12.

Attendance: Attendance must be a priority for Years 10 & 11 students throughout the two years of their Pre-Sixth Form and IGCSE courses. They are constantly involved in preparing for and completing internal controlled assessments. They are also involved in essential practical work in some subjects which cannot be recuperated if a lesson is missed, during both on Campus and online instruction.

Studying within a small class is an invaluable advantage for any student; we have also been able to offer certain options for each IGCSE group, and the number of subjects available will naturally increase as the Secondary School expands. Some of our Year 10 and 11 students may also enjoy an hour of supervised Independent Study Time, when they have an opportunity to study quietly.

Curriculum: RGSV IGCSE and Pre-Sixth Form programmes are specifically designed to prepare students for our IB Diploma Programme & Cambridge A-Level pathways in Years 12 and 13. The



majority of our students will be studying for IGCSE awards, including a double award for Science. Specific details of each course vary for each subject: as new initiatives are introduced, changes arise which impact the structure of a particular syllabus. An [IGCSE subject guide](#) incorporating each subject has been provided along with this handbook, showing the combined weighting of internal controlled assessments and external examinations, along with any other relevant details regarding assessment.

Resources for IGCSE/Pre-Sixth Form: Most subjects follow a core course textbook, published by the examination board. Many will use Google classroom. In addition, students will study texts, including novels and play scripts; they will complete research assignments using the Internet; they may also be required to complete practical projects as part of their course, such as 3-dimensional models, or keeping a sketchbook for Art. We expect each student to have all items on the Yrs. 10 & 11 [Stationery List](#) such as: pens, pencils, ruler, eraser for every class, a scientific calculator, mathematical equipment (compasses, protractor, etc.) for use at home and school.

Homework: At this level, students are expected to demonstrate a mature and responsible attitude to homework. Many tasks may require several days' preparation, whether it is a research assignment or an essay, or preparation for assessed coursework (see below). Deadlines are given and must be observed. Homework tasks are posted on the ManageBac learning platform and should follow the Homework schedule. Catch-up work for students who are absent can be requested for an absence of 3 days or more, and will be given at the teacher's discretion. Although some absences are unavoidable, we strongly discourage unnecessary absenteeism, since students soon discover that participation in the lesson is an essential part of effective learning.

Assessment: Assessment is generally based on a combination of grades received for assessed coursework, in some subjects, and terminal external examination, in all subjects. Assessed coursework Assessment is the replacement for traditional coursework; the main difference is that students may produce their work in school, under direct supervision, within a specified amount of time. The examination board provides specific guidelines for setting the task, how it should be completed, resources available, and the marking criteria. Details for each subject vary, and can be found in the specific subject leaflets. Summative assessment grades should appear in the subject's gradebook on the ManageBac learning platform. Students are expected to make adequate progress; and letters of excelling and underachieving are sent by the Programme Coordinator or Head of Secondary after each reporting session. Underachievement may result in the withdrawal of a scholarship.

IB DIPLOMA PROGRAMME ACADEMIC STRUCTURE



Progression in Secondary School: Widely regarded as the leading school leaving qualification and recognised by the best universities across the world, the IB Diploma Programme is offered at RGSV. The IB Diploma Programme is designed as an academically challenging and balanced programme of education with final examinations that prepares our students for success at university and beyond. Based on the pattern of no single country, it is a deliberate compromise between specialisation required in some national systems and the breadth preferred by others. IB programmes are recognised around the world and ensure an increased adaptability and mobility for IB students but above all, they promote national understanding through a shared academic experience. The curriculum and pedagogy of the IB Diploma Programme courses on the global perspectives of learning and teaching, while insisting that students fully explore their home cultures and language.

Attendance: Attendance must be a priority for Years 12 & 13 students throughout the two years of their IB Diploma Programme. They are involved in preparing for and completing internal assessments. They are also involved in essential practical work in some subjects which cannot be recuperated if a lesson is missed.

Studying within a small class is an invaluable advantage for any student; we have also been able to offer certain options for each IB diploma subject group, and the number of subjects available will naturally increase as the Diploma Programme expands. Some of our DP students may also enjoy an hour of Independent Study Time, when they have an opportunity to study quietly in the Sixth Form Study Room or School Library.

Curriculum: RGSV's IB Diploma programme is specifically designed to prepare students for Higher Education anywhere in the world. IB Diploma Programme students must choose one subject from each of five subject groups (see table in IB Diploma section above), ensuring breadth of knowledge and understanding in their best language, additional language(s), the social sciences, the experimental sciences and mathematics. Students may choose either an arts subject from group 6, or a second subject from the other subject groups. The [DP subject guide](#) details this.



They must also complete the three core elements:

The **Extended Essay** asks students to engage in independent research through an in-depth study of a question relating to one of the DP subjects they are studying. The World Studies Extended Essay option allows students to focus on a topic of global significance which they examine through the lens of at least two DP subjects.

Theory of Knowledge develops a coherent approach to learning that unifies the academic disciplines. In this course on critical thinking, students inquire into the nature of knowing and deepen their understanding of knowledge as a human construction.

Creativity, Activity, Service (CAS) involves students in a range of activities alongside their academic studies throughout the Diploma Programme. Creativity encourages students to engage in the arts and creative thinking. Activity seeks to develop a healthy lifestyle through physical activity. Service with the community offers a vehicle for new learning with academic value. The three strands of CAS enhance students' personal and interpersonal development through experiential learning and enable journeys of self-discovery.

Specific details of each course vary for each subject. An outline for each subject has been provided along with this handbook, showing the official IB combined weighting of internal assessment and external examinations.

Resources for DP: Most subjects follow a core course textbook. In addition, students will study articles and texts; they will complete research assignments using the Internet; they may also be required to complete practical projects as part of their course. We expect each student to have all items on the Yrs. 12& 13 [Stationery List](#) such as: pens, pencils, ruler, eraser for every class, a graphing calculator, mathematical equipment (compasses, protractor, etc.) for use at home and school.



Homework: At this level, students are expected to demonstrate a mature and responsible attitude to homework. Many tasks may require several days' preparation, whether it is a research assignment or an essay, or preparation for Internal Assessment (see below). Deadlines are given and must be observed. Catch-up work for students who are absent can be requested for an absence of 3 days or more, and will be given at the teacher's discretion. Although some absences are unavoidable, we strongly discourage unnecessary absenteeism, since students soon discover that participation in the lesson is an essential part of effective learning.

Assessment: Students take written examinations at the end of the programme, which are marked by external IB examiners. Students also complete internal assessment tasks in the school, which are either initially marked by teachers and then moderated by external moderators or sent directly to external examiners.

The marks awarded for each course range from 1 (lowest) to 7 (highest). Students can also be awarded up to three additional points for their combined results on Theory of Knowledge and the Extended Essay. The Diploma is awarded to students who gain at least 24 points, subject to certain minimum levels of performance across the whole programme, pass Theory of Knowledge and Extended Essay and to satisfactory participation in the Creativity, Action, Service requirement. The highest total that a Diploma Programme student can be awarded is 45 points.

Assessment is criterion-related, which means student performance is measured against pre-specified assessment criteria based on the aims and objectives of each subject curriculum, rather than the performance of other students taking the same examinations. The range of scores that students have attained remains statistically stable, and universities value the rigour and consistency of Diploma Programme assessment practice.

We expect students to make adequate progress; and letters of excelling and underachieving are sent by the Programme Coordinator or Head of Secondary after each reporting session. Underachievement may result in the withdrawal of a scholarship.



LIBRARY

<https://sites.google.com/reigategrammar.edu.vn/rgsv-library/>

Each student at RGSV has automatic membership of the Secondary School library, which contains a wide range of fiction, non-fiction books, magazines as well as access to online databases such as Gale Learning, JSTOR, etc. Library resources are organised and part of our online library catalogue. To ensure that they are up to date and relevant all teachers are involved in the purchasing of the library resources.

Students are encouraged to use the library as their information source and for their study time. The school librarian is a full-time specialist supporting students and teachers in their teaching-learning process.

At the beginning of each school year students are issued textbooks in the library which they keep until the end of the current school year.

EAL SUPPORT DEPARTMENT (Secondary School)

Please also see the '[RGSV SECONDARY EAL overview for parents](#)' document

The EAL Support Department in RGSV's Secondary School provides supplementary and complementary support & teaching for students who need additional help to reach their full potential. Support may be on an individual or group basis and may take place inside or outside the classroom. Parents are always welcome to make appointments to talk to the support staff about their child's progress, and are expected to fully participate in their child's semester review. Students who received support (EAL) in the previous year may continue depending upon their EAL team's assessment. Following CAIE & IBO requirements, students in the IGCSE or Diploma Programme might also be assessed for access arrangements for EAL that would apply to the years of learning in the programme and in completing the final examinations.

EAL TEAM

When a student's difficulties are primarily due to English being an additional language, support may be provided by the EAL (English as an Additional Language) team. With EAL support, these students will have extra opportunities to practise reading, writing, listening and speaking in English. They will be helped to improve their vocabulary, grammar and sentence structure and strategies. The EAL teachers are:

- Mr. Simon EARDLEY simon.eardley@reigategrammar.edu.vn (Head of Secondary EAL Support)
- Mr. Preston DUKES preston.dukes@reigategrammar.edu.vn (EAL Support teacher in Secondary)
- Ms. Ludwine DE JONGH ludwine.dejongh@reigategrammar.edu (EAL Support teacher in Secondary)



ABOUT IGCSE & IB DIPLOMA EXAMINATIONS

IGCSE is a well-established qualification that is recognised and accepted anywhere in the world. Students can choose from a wide range of subjects and there is no limit to how many an individual can take. In the UK, students will typically sit IGCSE examinations in at least English, Maths, Science, a Humanity and another Language. The course structure varies considerably from one subject to the next; IGCSE exams are typically taken in May/June. End of course examination results are released in mid-August, and certificates are issued a few weeks later.

Candidates are graded on a scale of A* (highest grade awarded) to G (lowest grade awarded) in each subject. Although there is no “fail” grade in GCSE, a “good passing grade” is deemed to be from A* to C. Whatever the subject choices, it is desirable to have English Language, Mathematics, a Humanity, another Language and a Science among the subjects passed for higher educational studies.

The IB Diploma Programme is an international post-16 qualification which is “an academically challenging and balanced programme of education with final examinations that prepares students for success at university”. It is taken by students worldwide and accepted in universities around the world. The IB Diploma Programme is a broad base two year course, requiring study in six subject areas, including a study of Literature in a (near)native language, a modern foreign language, Mathematics, a Humanity and at least one of the Sciences. In addition, students participate in a Creativity, Activity, Service programme, write a 4000-word extended essay, researching a topic of their choice and follow a core critical thinking programme 'Theory of Knowledge'. Students work towards gaining the highest number of points in order to enter the University of their choosing, both in Italy and abroad

Students at RGSV will sit IGCSE examinations set by Cambridge Assessment International Education examination board and all papers will be marked externally, in the UK. Our IB Diploma students have paper externally-set and marked by the International Baccalaureate Organisation. Stipulations regarding examination conditions are extremely specific and stringent; dates and times are also scheduled by the examination boards, and any student absent on the day of an examination will not have the opportunity to take that paper. The school provides a schedule of relevant dates once they are confirmed, and similarly strict guidelines apply to the internal assessments/assessed coursework.

EXAMINATION PROCEDURES (on Campus)

1. IGCSE & IBDP EXAMINATIONS MUST FOLLOW STRINGENT PROCEDURES: STARTING TIME MUST COINCIDE WITH THE PUBLISHED EXAMINATION TIMES, AND NO STUDENT MAY BE EXCUSED BEFORE THE NOMINATED FINISH TIME.
2. Students must be on time for all examinations. No time missed can be made up. Allowances will be made for students using school transport: in the event of a delay, these students may enter the examination room up to 30 minutes after the examination has started.
3. A student who is absent for any reason will be unable to re-sit the external or semester internal examination in that session. This will be stated on the Report.
4. Students must deposit all personal belongings in their lockers before coming to the examination room, including mobile (cellular) phones, smartwatches, electronic devices, and any equipment not required for the examination. IF ANY FORBIDDEN OBJECTS ARE FOUND DURING THE EXAMINATION, IT WILL BE CONSIDERED A DELIBERATE INFRINGEMENT OF THE RULES, AND WILL LEAD TO DISQUALIFICATION.
5. Students must provide themselves with the necessary equipment for each examination, and carry it into the examination room in a clear plastic bag or clear pencil case if there are more than three items.
6. Students may not leave the room after the examination has started, except in an emergency and with expressed permission by the invigilator, and must be accompanied by the invigilator
7. Students may not communicate to each other in any way while in the examination room for the full duration of the examination. ANY VIOLATION OF THIS WILL BE CONSIDERED A DELIBERATE INFRINGEMENT OF THE RULES AND MAY LEAD TO DISQUALIFICATION.
8. If any student feels that they are being disturbed by another student, they should immediately communicate with the invigilator.
9. Students may only communicate with the invigilator by raising their hand for attention and waiting for the invigilator to come to their desk.

10. Students may not leave their desk once seated without the express permission of an invigilator.
11. Invigilators on duty reserve the right to allocate and relocate students to another seat, when deemed necessary, following IGCSE/IBDP regulations.
12. Students must wait until all papers have been collected, and until they have been formally dismissed from the room before talking or moving about. The examination is not considered to be over until all the students have left the room.

EXAMINATION PROCEDURES (online internal)

1. IGCSE & IBDP EXAMINATIONS MUST FOLLOW STRINGENT PROCEDURES: STARTING TIME MUST COINCIDE WITH THE PUBLISHED EXAMINATION TIMES, AND NO STUDENT MAY BE EXCUSED BEFORE THE NOMINATED FINISH TIME.
2. Students must be on time for all examinations. No time missed can be made up.
3. A student who is absent for any reason will be unable to re-sit the semester internal examination. This will be stated on the Report.
4. The student should have an appropriate workspace at a desk or table where a fully charged computer and second device (such as a smartphone or ipad) can be set up to be used throughout the exam. The area should be cleared of any additional materials (books, papers, additional electronic devices, etc.). All walls should be clear of any materials that could be considered support material for the examination. The work space will be checked by the invigilating teacher/s together with the student before the start of the exam and will require that students login early enough so that all students can complete this task so that the examination can begin on time. If the student plans to hand write the examination, all paper to be used must be checked prior to beginning the exam. IF ANY FORBIDDEN OBJECTS ARE FOUND/SEEN DURING THE EXAMINATION, IT WILL BE CONSIDERED A DELIBERATE INFRINGEMENT OF THE RULES, AND MAY LEAD TO DISQUALIFICATION.
5. Students must provide themselves with the necessary equipment for each examination.
6. Students may not leave the virtual room after the examination has started, except in an emergency and with expressed permission by the invigilator.



7. Students may not communicate to each other in any way while in the examination room for the full duration of the examination. ANY VIOLATION OF THIS WILL BE CONSIDERED A DELIBERATE INFRINGEMENT OF THE RULES AND MAY LEAD TO DISQUALIFICATION.
8. If there are any interruptions in the area where the student is completing the examination, they should immediately communicate with the invigilator.
9. Students may only communicate with the invigilator using the 'teacher chat' feature in *exam.net*, and should refrain from speaking during the examination using their second device.
10. Students must wait until all papers have been submitted, and until they have been formally dismissed from the *exam.net* session before logging out. The examination is not considered to be over until all the students have left the *exam.net* session.



REPORTS TO PARENTS, STUDENTS & PARENT/TEACHER CONFERENCES

Effective communication between teachers and parents is vital; we want you to feel supremely confident that you have chosen the best environment for your child with regard to both academic progress and pastoral care, which enhances each student's personal development.

Twice a year, subject teachers prepare a formal report to parents regarding the progress of each student. This will appear on the ManageBac learning platform. As an official document, the phrasing of the report is likely to be affected by external programmer's curriculum descriptors: to demonstrate that there has been an opportunity to practise a particular skill, to tackle a specified theme, to work as part of a group, or to study a particular topic. At the same time, teachers wish to communicate clearly with parents: to comment on behaviour, quality of work, timeliness of homework, participation in class and general progress in a particular subject. End of year reports may include examination results for internal testing; for IGCSE and the IB Diploma, teachers may also include internal assessment/assessed coursework, and predicted grades, if applicable.

For **Students & Parent/Teacher Conferences** there are particular times set aside on the school calendar when parents, accompanied by their child, are invited to make a 10-minute appointment to discuss their child with all of the subject teachers. The PTC days run from 8.30am-3.30pm both online and in person. These dates have been scheduled for the Autumn and Spring terms: initial feedback about settling into the semester, and an opportunity to discuss comments from the reports:

<u>Semester 1</u>	<u>Semester 2</u>
Thursday 29th & Friday 30th September 2022	Thursday 23rd & Friday 24th March 2023

PHYSICAL & HEALTH EDUCATION

Twice a week, all Year 7 to 11 students take part in the Physical & Health Education programme. PHE activities are a compulsory part of our curriculum, and all children are expected to participate, irrespective of their sports activities after school. On the designated day, PHE students should bring their RGSV PHE kit appropriate for the activity in question. We recommend that students have deodorant. Showers are available for students if they wish. **Please ensure that all items are clearly labelled with a name** to avoid any confusion over ownership; we will have a full kit check during the first few weeks. All PHE uniforms are on sale at the uniform shop. If you have any questions regarding suitable footwear, uniform or equipment, please contact our Head of PHE (hayden.schulze@reigategrammar.edu.vn).

Various sporting activities are scheduled throughout the year, and students should bring with them the appropriate necessary equipment (see below). One of our most important goals is to ensure that all students are safe, confident swimmers. Lower Secondary students have lessons with a qualified swimming instructor.

Students who cannot participate in a particular PHE lesson must bring a note and give it to the teacher responsible for their group at the start of the lesson. PLEASE DO NOT LEAVE MESSAGES WITH THE OFFICE. Letters of non-participation for longer than one lesson should be accompanied by a doctor's certificate. Students who cannot participate, sit and watch their group as there is no provision for them elsewhere in school.

SWIMMING

Girls: One-piece swim costume, goggles, swimming hat, towel

Boys: swim costume, goggles, swimming hat, towel

ALL ACTIVITIES

Trainers or specific-footwear for activity, RGSV PHE Uniform

Hair drying facilities are only available for students taking part in swimming.



EXTRA CURRICULAR ACTIVITIES (Reception – Year 13)

ECAs (TUESDAY & THURSDAY TILL 4PM)

Extra Curricular Activities (ECAs) in Secondary run on a Tuesday and Thursday. There are three rounds of ECAs, starting in early September, late January, and late March, giving students opportunities to change their chosen activities. These activities are wide-ranging and generally fall into one of five categories: Visual and Performing Arts, Academic Pursuits, Technology, Sports, and Social/Cultural. The list of ECA options, with a brief English explanation, are given to students and parents at the beginning of each ECA signup. Students have the opportunity to select their ECA choices for each day. Years 11 to 13 will have the option of supervised self-study.

SPORTING TEAM TRAINING (MONDAY WEDNESDAY & FRIDAYS TILL 5PM)

Basketball, Volleyball and soccer teams have four main divisions in the school: Youth (Yr. 4-6), Middle school (Yr. 7- 9), Junior Varsity (Yr. 10-11) Varsity (Yr.12-13), students from Middle school and Junior Varsity groups have the opportunity to be selected for the upper divisions. Members of these teams have the opportunity to participate in the Hanoi Activities Conference (HAC). This is an international schools organisation and includes UNIS, BIS, HIS, BVIS, Concordia, etc. Team members are trained multiple times a week to improve skills and endurance during ECA time and outside school hours.

Our teams compete in games and tournaments hosted by other schools in Hanoi

The swimming team is open to Yr. 3-13 students, who compete in various swimming galas hosted by HAC schools. They are trained multiple times per week to improve water competences and techniques during ECA time and outside school hours.

SATURDAY SOCCER (SATURDAY MORNINGS) - to be confirmed

Saturday Soccer is open for registration for students from Yr. 1 to Yr. 13. Attendance to the squad is on a selection basis and participation confirmation will be sent only to selected students. There will be three groups with three timetables. Group A starting from 10.00 to 11.00am is for Prep students. Group B starting from 11.00am to 12.00pm is for Years 6 and 7 students. Group C from 12.00 to 1.00pm is for Years 8 to 13 students.

RGSV SYMPHONY (SATURDAY MORNINGS)

The RGSV Symphony Orchestra is open for experienced students from Years 4-13. Membership of the group is via audition as we expect the participants to be able to read Music and play to a minimum standard. This is not for beginners. Rehearsals take place on Saturday mornings from 9:30 until 11am. We are mainly open to students in the three main orchestral groups (Strings, Woodwind and Brass) with limited availability for Percussion. Our musical repertoire will draw



from Classical, Film Music, Jazz and Musicals, and is arranged to students' current abilities with a view to becoming more challenging. We had our premier performance in June 2022 and are looking to perform more over 2022-2023.

AIM HIGHER PROGRAMME

The Aim Higher Programme is designed to empower RGSV students as they develop and prepare for life outside RGSV. We do this via our wider curriculum:

Extra Curricular Activities

PSHE

CAS

University Counselling (University application support & guidance, Higher education talks and visits)

Our Aim Higher Programme instils the following in our students:

Self-confidence

Knowledge

Ability to articulate and negotiate

Life chances





DUKE OF EDINBURGH INTERNATIONAL AWARD SCHEME



More information coming soon

EXTENDED CURRICULUM OPPORTUNITIES **(SCHOOL EDUCATIONAL OFFSITE VISITS/TRIPS)**

Many of our teachers enjoy organising extended curriculum opportunities that take the students out of school, sometimes for a day, sometimes as part of a residential trip. It is not only the historical, geographical or scientific benefits that motivate and inspire the teachers. Despite the technicalities of planning transport arrangements, leaving work for other classes, completing all the necessary health and safety paperwork, and finding other teachers who are prepared to act as chaperones, these outings provide a real sense of achievement for those involved, since these are extraordinary opportunities to witness the students outside the usual school environment, interacting with their peers, making new friends, demonstrating their own unique strengths of character. With greater freedom comes greater responsibility, and participation in school trips often brings out the best in our students.

A school visit/trip is not simply a holiday. Each location is selected for a particular reason: perhaps, to demonstrate landscape features studied in Geography, perhaps to learn more about a significant historical event, maybe to personally experience the work of great masters, to see Shakespeare in performance, or to be completely immersed in a particular culture and language. There are innumerable considerations when planning a school educational visit, and the benefits are generally beyond our expectations.

For the past few years, our students participated in school camps designed specifically for each year group, under the direct supervision of teacher chaperones, and most were accompanied by their form group teachers. These year group trips proved so successful and so popular that we plan to provide similar opportunities to our students this year; further details will be provided during the Autumn term.

The year ahead promises similar opportunities for students to learn and grow outside the regular confines of the classroom, storing up those unique memories for the future. The school camps are scheduled to take place for Yr. 12 & 13 from 21st to 23rd September 2022 and Yr. 7 to Yr. 11 from 23rd to 25th November 2022.

Details of each available day trip will be sent to parents at the earliest possible opportunity.

Also see the school's *School Offsite Visits/Trips* policy.

SECONDARY SCHOOL EXTENDED CURRICULUM EXPERIENCES **GUIDELINES FOR STUDENTS (DAY TRIP, OFF-SITE ACTIVITIES,** **SCHOOL CAMPS & RESIDENTIALS)**

Extended curriculum experiences of offsite visits/trips complement our Secondary School curriculum, and as such, we expect students to adhere to the same social and academic rules, behaviour and standards which are required in school: appropriate and respectful behaviour towards everyone at all times.

In particular we would like to highlight to students, and their parents/guardians/carers, the following essential rules and regulations which are by no means exhaustive:

- It is completely forbidden to smoke, drink any form of alcohol, possess and/or use illegal drugs, as well as undertake any action prohibited under the local law of the visiting place.
- It is completely forbidden to cause damage to people, animals, things, environments and structures at all points on the visits.
- Students must have a correct and respectful behaviour towards each other, teachers and any other person with whom they come into contact.
- Students must strictly observe any meeting times set and be punctual to the meeting point as determined by the teachers. We insist that students never go off alone or leave the main group on their own for any reason whatsoever.
- On overnight visits, bed times will be decided by the teachers and must be adhered to. Lights out is the signal that all students are expected to settle down quietly in their rooms, without disturbing those around them, and remain in their own rooms until morning call.
- Mobile (cellular) phones and other electronic devices (e.g. iPods, electronic games, etc.) are only allowed at certain times during the day, but must be switched off and may be collected at bed time. They will be returned to students at morning call. Naturally, the misuse of these items may result in them being confiscated. Students are personally responsible for any items that they choose to bring.
- Students will be able to call home at appropriate and convenient times during the day. To avoid calling at an inopportune moment, we recommend the following times for parents who wish to telephone: between 7.30-8.am (local time). and 7-8pm (local time).
- Students are to travel in school uniform/PE kits, or appropriate clothes (usually for overnight visits) as determined by the trip leader. Comfortable clothes and sensible shoes are required, and we insist on no inappropriate logos on clothing, high heels, short skirts or bare midriffs during the visit.

Teachers, who are acting *in loco parentis*, will use their professionalism, knowledge and discretion to organise activities, groups and allocate rooms (on overnight visits).



When appropriate, a list of essential items will be provided which will be attached to individual trip letters.

Any misbehaviour will be dealt with immediately, with school sanctions applied. This may result in parents being asked to collect their child from the visit. Any additional expenses incurred here are at the responsibility of the parent/guardian/carer.

Also see the school's *School Offsite Visits/Trips* policy.

WHOLE SCHOOL ENTRY & EXIT PROCEDURES AND TRANSPORT ARRANGEMENTS

Please also see the Whole-School Pupil-Parent handbook

We all share the same objectives with reference to the safety and security of the children and students in our care. In view of this, we have drawn up some helpful guidelines which we are confident you will find useful regarding the morning entry and afternoon exit procedures; these measures will assist in helping us to help you and vice versa.

We ask the children to behave on the school buses for their own safety, any discipline problems will be dealt with severely. Good communication between parents and the Secondary office / Registrar is especially vital for the smooth running of this important handover and we hope that the "Frequently Asked Questions" will respond to your queries.

FREQUENTLY ASKED QUESTIONS

1) Can I drop my child off before school starts?

Yes. From 8am, when we have supervision of students outside. Students are to then wait in the playground or tutor room until the bell rings for 8.20am.

2) My child usually takes the bus but today he/she is not coming to school or I will be bringing him/her... what should I do?

If it is a scheduled absence, please kindly email the Registrar Office (registrar.office@reigategrammar.edu.vn) & Secondary Office (secondary.office@reigategrammar.edu.vn) as soon as possible, ideally on the day before with the absence reason. If the absence is on the day and it is urgent, please telephone and speak to the bus monitor, then inform the Secondary Office later via an email.

3) My child will arrive at school after 08.30 ... what should I do?

Regarding student attendance issues, please kindly email the Secondary Office (secondary.office@reigategrammar.edu.vn) with as much advance notice as possible; the Secondary secretaries will inform the Class/Homeroom Teacher. When you do arrive at school with your child, please ensure he/she passes by the Registrar or Secondary Office to register and collect the pink Late slip to show his/her first teacher. This is important for transport, lunch issues and more importantly for health and safety.

4) Can I collect my child during the school day (e.g. dental appointment)?

Yes, however, we ask that this be done only when it is absolutely necessary. Please inform the Secondary Office (secondary.office@reigategrammar.edu.vn) the day beforehand and the Class

Teacher / Form Tutor will be notified. If you find out on the day itself that you need to collect your child, please let the Secondary secretaries know with as much advance notice as possible. The secretaries will inform the Teacher who will ensure your child is ready for you to collect at the scheduled time and provide them with a blue Exit slip. Kindly refrain from notifying the school at last minute or with e.g. 15 minutes notice as this creates disruption in the classroom and logistical difficulties. Please be reminded students are not to use mobile phones during the school day and parents should not try to phone their child.

5) I collected my child during the school day but he/she can now return... what should I do?

As previously mentioned, as this belongs to student attendance issues, please kindly email the Secondary Office (secondary.office@reigategrammar.edu.vn) with as much advance notice as possible; the Secondary secretaries will inform the Secondary teachers.

If, for example, you collected your child due to a dental appointment and he/she is fit enough to return to school, please inform the Secondary Office. When you do effectively arrive at school with your child please ensure he/she passes by the Secondary Office to register so the Secondary secretaries are able to update the teachers accordingly. Again, this is important for transport, lunch issues and more importantly for health and safety.

6) I know I should be punctual and collect my child at 15:15 (Mon. & Fri.) / 16:00 (Tues. - Thurs.), but today I have a real emergency and may be late... what should I do?

We appreciate and understand that on rare occasions emergencies arise. The school day ends at 15.15 or 16.00 on designated days and this is the time when students must be collected. However, if you are running late please inform the Registrar Office at the email address registrar.office@reigategrammar.edu.vn or speak to the Registrar officer (0435 409 183) who will remind your child to stay in school in the Registrar's Office until you arrive to pick your child up.

7) My child usually takes the bus home, but today he/she will be collected from school... what should I do?

Please kindly ensure that the Registrar Office & Secondary Office are well informed of this information before 12:00 on the day.

SECONDARY ABSENCE / LATENESS /EARLY EXIT

Please also see the Whole-School Pupil-Parent handbook & the School Attendance Procedures

Absences: Please notify the Secondary office in advance, via phone or email, and copy in the Form Tutor if your son or daughter will be arriving late, or will be collected early, for any reason. When an absence of a full day or more is necessary, please advise us in writing as early as possible to seek permission from the Head of Secondary.

Please do not send your child to school if he or she is unwell, both for the sake of their own comfort, and to prevent infecting others. You should let the school know the reason for any unscheduled absence by telephoning, preferably on the first day of absence. When your child returns after an absence, please send a note stating the reason. After an absence for illness of more than SEVEN DAYS (weekend included), we may request a DOCTOR'S CERTIFICATE. Please send this on the first day of your child's return to school.

Lateness: A LATE ARRIVAL slip (PINK slip) must be collected before going to class at either:

- 1st station: Registrar Office
- 2nd station: Secondary Office on 4th floor (near Mr. Colin's Office)
- 3rd station: Secondary Office on 4th floor (near University Counselling Office)

Please be reminded that students coming to school late MUST have that PINK slip in order to get in the classrooms. Otherwise, please send them to the closest station among the 3 above.

Early exit: For LEAVING EARLY slip (BLUE slip), only Secondary Office on 4th floor can issue that slip as such absence requires approval/authorisation from the Head of Secondary. Accordingly, the Registrar & the Gate security team should not allow students to walk out of the school campus without that slip. Otherwise they must be sent back to the Secondary Office to get that slip. This slip should be applied with even cases of students leaving with parents.

Does not apply to leaving early for sports days.

Sickness and accidents in school: It is essential that we have up to date telephone numbers where you, or a substitute, may be contacted in the event of an emergency. Please inform the Secondary office if you change your address or telephone contact numbers.

Insurance: In the event of an accident on the school premises with the incident report confirmed both by the duty teacher (witness) and the injured student, students are covered by the school's insurance policy for serious injuries. Parents must provide all relevant VAT (red/pink) invoices and



original documents issued by the Hospital/Health provider and contact the school office for further assistance.

STUDENT STATIONERY LIST – AUGUST 2022

Years 7-9

Quantity	Items Required
1 piece	A4 Expanding wallet- with pockets inside (To carry homework to and from school)
10 pieces	Blue ballpen
1 piece	Pencil Case
2 boxes	Lead pencils (No. 2)
1 piece	30 cm ruler
2 packets	Colored Pencils (Assorted Colours)
2 boxes	Crayons (Assorted Colours)
1 pack/box	Assorted colour paints
6 pieces	3 thin & 3 thick paint brushes
2 boxes	Markers (Assorted Colours- 1 box thin, 1 box thick)
2 pieces	Highlighters (Blue, Green, Orange, Yellow or Pink)
10 pieces	Erasers
2 pieces	Pencil Sharpeners
3 pieces	Whiteboard Markers (Red, Blue & Black)
1 piece	Watercolour set
10 pieces	Glue Sticks
Optional: 1 piece	Left handed scissors (if your child is left handed)
1 piece	Set Squares (including squares, ruler, protractor, compass)
1 piece	A water-proof library bag/pocket
1 piece	Casio Scientific Calculator FX590 - 01 / Casio ClassWiz fx-991 EX
1 device	BYOD – IT device to match the school standards (tablets are not acceptable)
1 Pair	Sport shoe for P.E. Minimum requirement: Cross trainer or Running shoe. Optional: Basketball shoes for indoor, Football Turf shoes



I	Reusable water bottle
---	-----------------------

STUDENT STATIONERY LIST – AUGUST 2022

Years 10 & 11

Quantity	Items Required
1 piece	A4 Expanding wallet- with pockets inside (To carry homework to and from school)
10 pieces	Blue ballpen
1 piece	Pencil Case
2 boxes	Lead pencils (No. 2)
1 piece	30 cm ruler
2 boxes	Markers (Assorted Colours- 1 box thin, 1 box thick)
2 pieces	Highlighters (Blue, Green, Orange, Yellow or Pink)
10 pieces	Erasers
2 pieces	Pencil Sharpeners
3 pieces	Whiteboard Markers (Red, Blue & Black)
10 pieces	Glue Sticks
Optional: 1 piece	Left handed scissors (if your child is left handed)
1 piece	Set Squares (including squares, ruler, protractor, compass)
1 piece	A water-proof library bag/pocket
1 piece	Casio Scientific Calculator FX590 - 01 / Casio ClassWiz fx-991 EX
1 Pair	Sport shoe for P.E. Minimum requirement: Cross trainer or Running shoe. Optional: Basketball shoes for indoor, Football Turf shoes
1 piece	Reusable water bottle
1 device	BYOD – IT device to match the school standards (tablets are not acceptable)
1 packet	Water Coloured Pencils (Assorted Colours) FOR ART ONLY
1 set	Watercolour set FOR ART ONLY
1 pack/box	Acrylic colour paints FOR ART ONLY
6 pieces	3 thin & 3 thick paint brushes FOR ART ONLY

1 piece	A2 Art folder/ carry case FOR ART ONLY
1 set	Drawing Pencils- 6B, 4B, 2B, B, HB, 2H, 4H, 6H FOR ART ONLY
1 piece	Midi Controller Keyboard (for Digital Audio Music and Sibelius Note input) 49 keys . Doesn't have to be this brand - but 3 octaves + is better. Need USB (usually A to B) cable for connecting to Laptop. FOR MUSIC ONLY - possibly can sell to the next generation of students if in good condition after the course.

STUDENT STATIONERY LIST – AUGUST 2022

Years 12 & 13

Quantity	Items Required
1 piece	A4 Expanding wallet- with pockets inside (To carry homework to and from school)
10 pieces	Blue ballpen
1 piece	Pencil Case
2 boxes	Lead pencils (No. 2)
2 boxes	Markers (Assorted Colours- 1 box thin, 1 box thick)
2 pieces	Highlighters (Blue, Green, Orange, Yellow or Pink)
10 pieces	Erasers
1 piece	30 cm ruler
2 pieces	Pencil Sharpeners
3 pieces	Whiteboard Markers (Red, Blue & Black)
10 pieces	Glue Sticks
Optional: 1 piece	Left handed scissors (if your child is left handed)
1 piece	Set Squares (including squares, ruler, protractor, compass)
1 piece	A water-proof library bag/pocket
1 piece	Casio Scientific Calculator FX590 - 01 / Casio ClassWiz fx-991 EX
1 piece	Texas Instruments Graphing Calculator TI-84 Plus (any model) OR Casio fx-9860 (any model) FOR DP MATHS ONLY
1 piece	Reusable water bottle
1 device	BYOD – IT device to match the school standards (tablets are not acceptable)
2 packets	Colored Pencils (Assorted Colours) FOR DP ART ONLY
1 set	Watercolour paints FOR DP ART ONLY
1 pack/box	Acrylic paints FOR DP ART ONLY
6 pieces	3 thin & 3 thick paint brushes FOR DP ART ONLY

I piece	A2 Art folder/ carry case FOR DP ART ONLY
I set	Drawing Pencils- 6B, 4B, 2B, B, HB, 2H, 4H, 6H FOR ART ONLY
Music (DAW) Software	Digital audio workstation software - Logic Pro X (latest) for Mac or Ableton Live Standard for PC- Contact me for more details- installed in laptop. FOR DP MUSIC ONLY
I piece	Midi Controller Keyboard (for DAW and Sibelius input) 49 keys Doesn't have to be this brand - but 3 octaves + is better. Need USB (usually A to B) cable for connecting to Laptop. FOR DP MUSIC ONLY - possibly can sell to the next generation of students if in good condition after DP?
I pair	Pair of good quality Headphones for Mixing FOR DP MUSIC ONLY - you may have this already.

BASIC REQUIREMENTS FOR LAPTOPS **(BRING YOUR OWN DEVICE - Secondary)**

Feature	Minimum Recommended	Preferred	Rationale for Recommendation
Processor	Intel Core i5 Series 10 (Windows/Mac)	The latest series. Intel Core i5/i7/i9/Apple M1 (Windows/Mac) AMD Ryzen 5, 7, 9 series	The latest Windows/Mac operating systems and applications written for it will require advanced processors to be used effectively.
Memory	8GB	8GB	Memory demands for Windows will require at least 4 gigabytes (GB) of memory.
Hard disk	SSD 256G	SSD 256G	This allows for storing of files from classes on the computer. Students also have Google drive for cloud storage
Wireless Networking	Intel 6205 wireless cards, or equivalent with 802.11n (2.4 or 5 GHz capability)	Support 802.11 AC	
Bluetooth	Not required	Yes	
Video RAM	Not required	1-4 GB	Windows will require a more powerful graphics card.

Operating system	Windows 10 or Mac OS 10.14 or higher	Windows 10 or Mac OS 10.14 or Higher	Allows for 6 years future proofing - purchased in Year 7 should be still be adequate by the time of Year 13
Operating system Language	English	English	This allows teachers to help students directly to use their laptops and software
Battery	4 Cell Battery	6-9 Cell Battery	9 cell batteries provide optimum life for the laptop when students are in classes for long periods of time
Software	Microsoft Office, Anti-Virus Software	Microsoft Office, Anti-Virus Software	Every laptop should have anti-virus software for protection in addition to all the latest security patches
Warranty	1 Year Limited Warranty	1 Year Warranty with Complete Care	The warranty will cover the hardware in the laptop for 4 years in the case of any problems. Complete care covers accidental damage as well as defective parts.



REQUIREMENTS FOR CALCULATORS

- All Secondary students from Yr.7 to Yr.13 are required to bring their own calculators to Maths class. Please find some details below:
 - Casio (or other brand) "Scientific Calculator," capable of trigonometric, exponential and logarithmic calculations.
(Graphing calculators are NOT allowed for the Cambridge exams.)
- All DP students must have a Graphing calculator. We recommend Texas Instruments TI-84PLUS which is available in our school shop.

MANAGEBAC LEARNING PLATFORM - PARENT LOGIN **INSTRUCTIONS**

ManageBac is an online, cloud-based platform that enables efficient curriculum planning, assessment and reporting, while eliminating paperwork and enhancing communication to parents and students.

Please find a video tutorial introduction for parents via the link below:

<https://reigategrammar.edu.vn/managebac.htm>

Parents should have received a welcome email from ManageBac upon joining RGSV to access the Parent Account linked to their son/daughter. Parents need to click on **CLICK TO SET UP PASSWORD** to set up your account password. Please find a link here to videos about RGSV's Managebac: <https://reigategrammar.edu.vn/managebac.htm>

Once logged in, parents can change the interface language from English to Spanish, Arabic, French, Chinese or Japanese, from /the profile page:

- Under **UI Language** select **the language of choice**.
- Click **Save Changes**.
- Refresh the page and the main menu and page content will display in the language of choice.

As a parent / guardian, he/she will be able to complete the following tasks on ManageBac:

- Update E-mail, Password, & Contact Information
- View child's Calendar
- View child's Portfolio
- View child's Academic Progress
- Access Academic Handbooks
- View child's Reports
- View child's Weekly Timetables
- View child's Attendance Records in real-time (please note only homeroom attendance will appear on school reports; also changes are updated as soon as possible)
- Submit an Attendance Excusal

ManageBac integrates with the following platforms we subscribe to:

- TurnItIn (plagiarism checking website)
- Google Drive
- Pamoja (online IBDP courses)

Instructions

- Signing In
 - Access ManageBac with this link www.managebac.com
 - Log in with your e-mail address and the password you've set.
- Navigating ManageBac
 1. Select your child's name from the top of the Menu.

This allows you to select which child you wish to view if you have more than one child registered on ManageBac. Once you have selected a child, you will see an overview of recent and upcoming activities.
 2. Calendar

The Calendar tab lets you see your child's academic and activity dates in calendar form.
 3. Attendance

The Attendance tab shows the attendance information for your child and details how many absences he or she has.
 4. Messages

The Messages tab shows the messages written by teachers and students in each of your child's classes. Parents can view messages and file attachments but do note that you are unable to add comments or post messages here.
 5. Progress

The Progress tab details your child's summative academic progress in each class, and lets you view past report cards and future academic plans. Click on a class to view which units are being taught and view task/assignment grades left by the teacher.
 6. Timetables

Click the Timetables tab to view your child's class attendance records. Click Download PDF to get a PDF export of your child's class timetable. You can also click to Submit Excusals for absent excusals directly on this page.
 7. Portfolio

Click on the Portfolio tab to view the summative or scholarship talent work that your child has uploaded to their classes. Note, we expect our talent scholarship students to use the Portfolio to demonstrate their talent progress and interaction throughout the year.
 8. Reports

Click the Reports tab to see all your child's report cards in PDF form.
 9. IB Parent's Association [COMING IN 2022]

The IB Parents Association tab keeps you connected with teachers and other parents. It allows you to send messages and be notified of upcoming parent events.
- III. Updating Your E-mail, Password & Contact Information
 - Once you have logged in successfully, you can update your personal details by clicking on your name. Click **Change Password** to update your ManageBac login password. The password will not save until you see a green box, we recommend using a password that contains a combination of four simple but random words.



This also covers all basic student & parent navigation of ManageBac:

PARENTS: <https://www.managebac.com/docs/getting-started-with-managebac-for-parents>

STUDENTS: <https://www.managebac.com/docs/getting-started-with-managebac-for-students>

For any other issues, you may contact the Secondary Office.

PROCEDURES IN SECONDARY DUE TO COVID-19 (CORONAVIRUS)

(note we are following all advice from SOS & the national directives as well as collaborating with all other HAC schools)

<http://hanoi.edu.vn/Default.aspx> & <https://soyte.hanoi.gov.vn/>

(click here for further information about coronavirus:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html> &

<https://pandemic.internationalsos.com/2019-ncov>)

RGSV CARES

NURTURE - EMPOWER - CONNECT

- The school, for permitted year groups (grade levels), and all scheduled activities (including PE lessons), in accordance with the current government regulations and 5K guidelines, are running to their current schedule; except ECAs [3.15pm-4pm]. Students and staff must attend a Covid-19 briefing as a first activity before starting scheduled lessons.
- School has been cleaned, windows should be opened (closed only with an API of 200+), doors if no windows and A/C switched off (put on only if unable to open windows) to minimise viral spread, and to promote the natural flow of air, so please do not adjust. Persons should wear layers to keep warm. All tables, including teachers' desks, and surfaces must be clear at the end of each day for cleaning purposes. Any equipment must be cleaned after an individual's use.
- Before entering Campus for the first time, all persons must complete:
 - RGSV Health Declaration (which will also give us the student/staff family Covid-19 situation and the person's vaccination history):
 - For RGSV students: <https://forms.gle/MUhcjPKajbD3NjfR6>
 - PC-Covid government Health Declaration
 - If requested by school, situation of Covid-19 in student's / staff's residence and locality (emailed to Secondary office)
- School will not open until 20 minutes before lessons' start for students. Entry to Campus will be managed with students entering from entry point AI (next to the café) and come into school via gym to ensure social distancing. Upon entry, Operations & Administration staff will ensure all persons have made a daily complete medical declaration on the **PC-Covid** application and scan the QR code, or bring in a paper copy of scan or complete paper declaration. Also, temperature checks will be conducted for everyone entering the campus. Students are to go directly to their homeroom classrooms.

- Anyone who has any of the following symptoms may not enter Campus: temperature of 37.2°C or more, cough, shortness of breath, pneumonia, sore throat, fatigue, loss of taste. Staff will be denied access and must phone the Head of Secondary immediately, and students will be held at the Registrar's office to be checked by the Nurse.
- Anyone who has been in contact with any of the following may not enter Campus: confirmed/suspected COVID-19 case(s), people from countries/areas with COVID-19, people with symptoms of fever, cough, shortness of breath, or pneumonia.
- As we may have some students absent due to government-ordered quarantine or self-isolation, then affected class & homework will be shared by the class teacher on MB with the entire class, and any worksheets uploaded to ensure they can keep up with the programme.
- Students absent due to government-ordered quarantine or self-isolation should be marked as EXCUSED (this will not affect the 20 day absence rule for promotion to the next grade level). **Note that self-chosen non-return will not be excused without approval from the Head of Secondary.**
- Students are to keep at least 2 metre distance as they move around the school and walk always on the right-hand side (single file if a two-way zone), waiting for the buses or lining up for classes. In the classroom and canteen, students should not sit directly facing each other and tables should all be forward facing where possible and 2m apart. For contact tracing purposes, students may be asked to sit in designated seats in the classroom.
- Teachers, especially Homeroom teachers in Morning Registration, are to email the Secondary Office immediately if they see any health issues related to students. The office will inform the school nurse and parents.
- As always, all are encouraged to wash hands with soap and warm water, especially after visiting the bathroom as well as before and after eating. Note there will be tissues and hand sanitiser points in every classroom which all students and teachers are encouraged to use as they move from location to location - *inform the Secondary Office immediately if soap, paper towels or hand sanitiser liquid run out in a particular bathroom.*
- Students are not to share food & drinks, cups & bottles, plates nor cutlery, at any time. They should temporarily remove their facemask to eat.
- When required, students must bring in their own cold food, water, and small hand towel; again these must not be shared. Any waste material must be put in the rubbish bin immediately by the user. Students will eat in designated areas or classrooms. There will be no access to the canteen nor food heating facilities. Students will not be allowed to order food to be delivered to the site either.

- If a student presents a sudden deterioration in health such as a high temperature or a violent cough, the teacher is to send the student (possible F0*) to the nearest isolation room and phone the designated member of the Secondary Office to be isolated in Room C403, B302, C202, C103 & B101 (for PYP) until they are assessed and may be collected by parents. It is expected that 1 or 2 isolated persons may occupy the room at any one time. Once in the isolation room, the door should be closed, window open and A/C should not be used. The room is equipped with a box of essential items for isolation purposes. All students and teachers in the affected classroom (possible F1*) are to remain there until instructed to leave the room.
- If a staff member presents a sudden deterioration in health such as a high temperature or a violent cough (possible F0*), phone the Head of Secondary immediately so we can support you and have you assessed and also be isolated in Room C403, B302, C202, C103 & B101 (for PYP) and E102 (for Admin. staff). All students and teachers (possible F1*) in the affected classroom are to remain there until instructed to leave the room.
- As directed by Vietnamese law, all persons must adhere to the 5K rules on wearing face-masks. All persons must bring a supply of face masks for their personal use and replacement. For RGSV Secondary, this means the wearing of a facemask at all times even in lessons where students must sit with a reasonable distance between them as well as wearing them for PE (not swimming) and breaktime . As a result, students are reminded to not share face masks to protect their health and ensure their safety. In the event of having a face mask lost or broken, each student is allowed to pick up to two (02) masks weekly provided by the School from any of the face mask points highlighted on the School map. If a student violates the above regulation, he/she will be warned by their HRT for the 1st time and face a sanction from the Pastoral Leader / Head of Secondary for the 2nd time, and parents will be notified. This may result in a student being told to stay away from Campus as an educational suspension sanction.
- Encourage coughing/sneezing into a disposable tissue (which should then be directly binned) or coughing into the crook of the elbow or the sleeve, as to minimise the spread of germs.
- Encourage students to avoid touching eyes, nose and mouth to avoid infection spreading.
- All persons are strictly forbidden to spit indiscriminately.
- All, both in school and at home, should comply with the Vietnamese Health Ministry's 5K message: Facemask – Disinfection - Distance - No unnecessary gathering - Health declaration to prevent and control the pandemic.
- At home, students should

- Gargle with salt water or mouthwash regularly.
- Keep your body warm, exercise, eat well, drink well and ensure a nutritious diet.
- Limit contact with pets and wild animals.
- All smartphone users should download, and register, on the **PC-Covid** app.

*Definition from Vietnamese Ministry of Health

- F0 (infected patient)
 - Confirmed by RAT or PCR
- F1 (close contact of F0)
 - Direct physical contact with F0 such as shaking hands, hugging, and direct skin to skin contact
 - RGSV meaning:
 - prohibited activities so this should be no one
 - Having contact or communicating within 2 metres or in a narrow or closed space with F0 for at least 15 minutes, both wearing a mask:
 - RGSV meaning:
 - NO teacher as they should not be longer than 15 mins. in close contact in classroom. Also, for meetings all members should be 2 metres apart.
 - SEC SCHOOL meaning:
 - the person sitting next to the F0 student at the same double desk for the whole lesson OR people participating in a group practical task with the F0 student for at least 15 minutes in the lesson.
 - Having contact or communicating within 2 metres or in a narrow or closed space with F0 for at least 15 minutes, not wearing a mask:
 - RGSV meaning:
 - NO one as all should be wearing masks.
 - Swimming groups may be, so PE Dept. must provide lists.
 - Person providing health care directly to F0 without full PPE
 - + RGSV meaning: the Nurse
- F2 (close contact of F1)

Learning via RGS Virtual Secondary School

The following document details the expectations and support for students, parents and teachers during any period of learning via online whilst the RGSV campus is closed.

Expectations of students

- Students are to follow their regular timetable, including morning registration, and complete tasks and submit work on time to the teachers as indicated on the Managebac tasks for each class.
- Students are to plan accordingly to manage their workload over the week.
- Students are to plan wellbeing breaks throughout the day. This includes moving from their seat every hour and taking screen breaks.
- For live lessons, students are to adhere to the following rules:
 - Be on time: *wake up early, log on a few minutes before class*
 - Be in a quiet place: *find a quiet place, check surroundings*
 - Be prepared: *computer is charged, camera is on, microphone is working, use headphones if you have them*
 - Be presentable: *wear appropriate clothing, sit up straight, be in camera view*
 - Mute yourself: *mute yourself when the teacher or another student is talking*
 - Participate: *be focused, be attentive, be an active participant*
 - Chat responsibility: *raise your hand to speak, type your question in the chat box*
 - Communicate: *speak clearly, look up when speaking, stay on topic*
 - Be respectful: *be kind, be considerate*
- Students share their issues (work as well as technical) problems and challenges with transparency to teachers as via email at the start of the school day or earlier via email. In an emergency, at the first possible moment. They need to CC their Form Teacher and Secondary Office into the email. If there is no Internet, then please telephone the Secondary Office.
- Students respond promptly and appropriately to emails from teachers, within 24 hours. Check spam folder.
- Students are to follow the school's Use of Technological Devices policy and as well as remember to adhere to the following guidelines in being a good digital citizen:
 - Respect yourself and others
 - Balance time online and work to your weekly timetable.

- Protect yours and other people's private information
- Communicate responsibly and be kind to others
- Stay safe & positive
- Stand up to cyberbullying
- Give proper credit to others' work
- Respect copyright and intellectual rights

Expectations of parents

- Ensure students have woken up and are ready for learning and follow their weekly timetable
- Parents check Managebac and help students to prioritise their learning
- Parents are to support the teachers and follow up on any requests from teachers. If they require translation of any information, then the parent should contact the Secondary office.
- Ensure students have the correct equipment (including a working laptop, camera, microphone, speaker, charger)
- When, required, sign a completed student planner at each end of the week

Expectations of teachers

- Secondary staff will be available in their scheduled lesson time for students.
- Teachers will be sticking to the school timetable and the Homework IN/OUT days for their subject
- Teachers will set the lesson tasks on Managebac and where they can the time a task takes so students and parents can better organise the time.
- Teachers will host virtual lessons at their scheduled lesson times with all tasks, including homework listed at the start of the lesson as a Managebac TASK on the class page. This includes the link if the work is on another platform. Not every lesson has to be a 'live' lesson though once a week some sort of 'live check-in' lesson (i.e. Google Meet, Zoom, etc.). Live lessons (lasting no more than 45 minutes) must be posted on ManageBac via a ManageBac TASK or the Online Lesson button with the necessary information.
- All Tasks, Live lessons, must be posted on Managebac as a Task or Online Lesson so it shows on the student calendar (with the box ticked to inform students and parents of the task) by **8am**.
- Teachers will ensure the task is set with the correct due date and time.



- Subject teachers will chase up students who do not complete work and copy in parents, Form Teachers & HoDs to any emails about such matters.
- Teachers will reflect the students' engagement with online learning in their semester reports

Support for students & parents

- Teachers & students are following with the Secondary timetable [this includes the established HW timetable, in Yrs.7-11 there will be no Saturday or Sunday deadlines]
- Teachers are setting tasks to cover their weekly allotted lesson and homework time via Managebac tasks
- Teachers are conducting at least one live lesson per week, and often being available for individual and small group consultations inside their scheduled lesson slots.
- Form teachers are supporting their tutees too, with a weekly Tutortime session, daily Form Group touchbase, and supporting subject teachers and struggling students.

ADVICE FOR STUDENTS AND PARENTS ON WELLBEING DURING ONLINE LEARNING/TEACHING DUE TO COVID-19

We are proud of the efforts students and teachers make to successfully cover the RGSV Secondary curriculum via learning online. We appreciate this brings its own challenges and we want to share some tips and further information.

Tips

- Every 45 minutes, stand up from the computer, stretch, close your eyes for 30 seconds, and drink some water (you can set an alarm to help!).
- Create a checklist for the day - cross tasks off as you go so that you can see your achievements.
- Sit an arm's length away from your computer to prevent eye strain. If your monitor is 20 inches or larger, you will have to sit further back.
- Articles with good tips:
 - <https://au.reachout.com/articles/10-ways-to-take-care-of-yourself-during-coronavirus>
(Note, we do not monitor the forums in point 4)
 - Supporting your teen's wellbeing during coronavirus' (article for parents)
<https://www.mind.org.uk/information-support/for-children-and-young-people/coronavirus/supporting-your-teens-wellbeing-during-coronavirus/>
- Apps and technology:
 - Smiling Mind (free mindfulness app):
<https://www.smilingmind.com.au/smiling-mind-app>

Things to contemplate

- The impact of sleep on learning:
 - 8 hours a night, less WILL impact on your ability to learn.
 - going to bed and waking up at the same time every day is incredibly important for good sleep hygiene.
 - no screens in the final hour before sleep helps a better sleep.
 - sleep improves your mood, boosts your immune system and aids weight loss amongst many other learning benefits.

- [Matthew Walker's 11 Tips for Improving Sleep Quality - 2021](#) (this is great for students and adults - some points are more for adults!).
- Students may not be in an English-speaking environment at home and may find working in English a little more challenging than normal. Do reach out to subject teachers if there are any issues regarding access to lessons/resources in English.
- Lack of social contact and being able to ‘talk to others’. Some students don’t interact in any form with anyone else outside of their family outside of the online classes, so do try to engage with family members or call some friends.
- Family stressors outside of learning will impact on student response. Do speak to Form teachers and subject teachers. We have a list of external services available in Hanoi.
- We can appreciate students' own anxieties to “having people in their space” i.e videos on/off, so do speak to Form teachers and subject teachers if you ever feel uncomfortable .

Websites

- Anxiety and Depression in Children:
<https://www.cdc.gov/childrensmentalhealth/features/anxiety-depression-children.html>
- Bach Mai Hospital Mental Health Department: <http://nimh.gov.vn/> (website in Vietnamese only)