

Parent Handbook 2016-2017

Our Vision

Everything we do at Sha Tin Junior School guides our children in developing a life-long love for learning.

Our mantra is

Learning for Life

Our Mission

SJS is an inspiring learning community. We provide an inclusive environment where effort is valued, learning is engaging and creativity is fostered. Our curriculum is underpinned by the elements of the International Baccalaureate Primary Years Programme and provides a robust international education. All stakeholders are encouraged to play an active part to enhance learning. We celebrate our cultural diversity, appreciate our place in Hong Kong, and believe in the importance of Chinese language and culture.

Our Values

At SJS we:

- Are passionate about a holistic approach to learning and teaching
- Are caring, respectful and inclusive in our relationships
- Look to the future and dare to dream
- Have the confidence to learn from our mistakes and rise to challenges
- Recognize and appreciate our achievements and celebrate our successes
- Display perseverance, commitment and enthusiasm
- Take responsibility for the well-being of ourselves and others, and the health of our environment
- Continually strive to find ways to improve
- Create memories
- Promote curiosity, critical thinking and independence
- Blend reason and logic with creativity and imagination
- Are committed to responsible action to serve others and make a difference
- Have fun through learning

Assessment

In order to plan effective learning for the children, teachers need to know what their students can do and how well they can do it. This is the purpose which underpins our assessment programme at SJS.

It is an on-going process and student self-assessment is given equal weighting with those processes carried out by the teacher. Teacher-led processes fall into 3 main categories, each with a slightly different purpose:

Formative Assessment

This is by far the most widely used type of assessment at SJS. Teachers continually assess the progress of all children. Children's understanding is assessed by what they say, what they write, what they do, how they interact. As the name suggests, formative assessment is used by teachers to inform their planning and teaching. It is used to plan the next steps in the learning programme.

Summative Assessment

A summative assessment task is built into programmes of work by teachers and is used to gauge how well children have understood the concepts and skills taught.

In the case of each Unit of Inquiry, the summative assessment task is planned at the beginning of the programme and is used as the evidence base of the Unit Report which is sent home to parents.

Standardised Assessment

We use a number of assessment tools which focus largely on student achievement in English and Maths and which give information about the progress and achievement of individual children compared against a wide standardised sample. Teachers use the data to;

- Confirm the progress made by individual students against that predicted by their own assessments.
- Check on trends across the school and adjust the teaching programme as necessary.

Year 1 and 2	Year 3	Years 4, 5, 6	Year 6
Performance Indicators in Primary Schools (PIPS)	Interactive Computerised Assessment Tasks (InCAS)	International Schools Assessment (ISA)	Interactive Computerised Assessment (InCAS)
September each year			May each year

All results, with the exception of Year 1 and 2 PIPS are reported to parents.

Reporting Procedures

A number of reporting events are scheduled which give the opportunity for teachers to report on the progress of their students.

Conferences

There are two scheduled opportunities for you to meet with your child's class teacher to discuss the progress your child is making.

Parent/Teacher Conferences	Three-Way Conferences (Parents/Teachers/Students)
28 September, 4 & 6 October 2016	10 February 2017

Learning Journeys

These are opportunities for children to take their parents on a 'journey of their learning'. The children will demonstrate some of their learning activities and talk about their learning styles and preferences.

Year 1 Learning Journeys	25 November 2016
Year 2 Learning Journeys	20 January 2017
Year 3 Learning Journeys	13 March 2017
Year 4 Learning Journeys	23 June 2017
Year 5 Learning Journeys	10 March 2017
Year 6 Learning Journeys	4 May 2017

Written Reports

Class teachers will prepare 6 written reports over the course of the year. Specialists will contribute their assessment of your child's progress in the End of Year Report.

Unit Of Inquiry Reports

These reports outline your child's progress in the first five Units of Inquiry. Assessments of progress in the relevant areas of English and Maths will also feature. The reports will be available on Gateway on the dates below:

UoI	Year 1	Years 2 - 6
1	11 November 2016	28 October 2016
2	13 January 2017	9 December 2016
3	17 March 2017	17 February 2017
4	19 May 2017	31 March 2017
5	23 June 2017	26 May 2017

End of Year Reports

The End of Year Report is a collation of student progress over the year. In addition to the UoI reports, teachers will comment on the learning characteristics of each student and Mandarin and specialist teachers will add their assessments of student progress.

The reports will be ready on: 23 June 2017
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Student Portfolios

These are important documents which contain samples of work showing your child's progress. Teachers use these and other samples of children's learning to assess the progress made. Portfolios are sent home on the days the UoI reports go live.

At present most of our student portfolio evidence is retained in paper files. We are gradually increasing the use of on-line portfolios (E-portfolios) and we will keep you up-to-date with developments.

Communication Procedures

There are three computer based platforms which we encourage parents to use to access to information about the school:

 <p>School Website www.sjs.edu.hk</p>	<p>This is an open access site and contains general information about the school.</p>
 <p>Gateway https://sjs.tg.esf.edu.hk/</p>	<p>This is a secure site which can only be accessed by individual parent login and password. Contained within Gateway is information about student and family demographics and medical details. Student assessment results, and all written reports are available and there are functions which enable access to the school calendar and policy and procedure documents.</p>
 <p>VELoCity https://velocity.sjs.edu.hk/</p>	<p>This is a secure site which can only be accessed by individual student login and password. (Parents must use their child's login details) This is our learning platform which allows access to regularly updated information about school programme, including; home learning, Year Level courses, resources, timetables, student achievements, photographs and much more.</p>

Formal communication channels include:

<p>SJS Newsletter</p>	<p>This is a general school newsletter and is uploaded every two to three weeks. Notification is sent to all parents via email.</p>
<p>Teacher Newsletter</p>	<p>These newsletters are more specific to your child's class. They are sent out every second Friday.</p>
<p>Parents as Partners Programme</p>	<p>A programme of workshops and information sessions covering aspects of learning and educational information. The programme is published in the SJS Newsletter and interested parents are asked to sign up for workshops.</p>
<p>Learning Journeys</p>	<p>See previous page.</p>
<p>Notices</p>	<p>Separate notices may be sent home with your child or by email – they are usually timely reminders about specific events or urgent notifications.</p>

These are the steps you can take when you need to communicate with someone about your child;

Class Teacher	<ul style="list-style-type: none"> • Home/School diary • Email • Telephone • Face to face appointment
Lead Teacher Year Group	<ul style="list-style-type: none"> • Year 1 – Mel Brown • Year 2 – Caroline Driscoll • Year 3 – Emily Nocita • Year 4 – Dylan Thomas • Year 5 – Kathryn Welham • Year 6 – Hugh Beames
Vice Principal	<ul style="list-style-type: none"> • Years 1-3 Chris Briggs • Years 4-6 Bryan Turner
Principal	<ul style="list-style-type: none"> • Perry Tunesi
Lead Teacher Curriculum	<ul style="list-style-type: none"> • Years 1-3 Skye Jeynes • Years 4-6 Karen Hubbard
Lead Teacher Learning Access	<ul style="list-style-type: none"> • Elise Draeger

School Email: info@sjs.esf.edu.hk **attention** _____

PTA Email: pta@sjs.esf.edu.hk

Social Media

We are aware that many parents find the use of social media (particularly Whatsapp groups) a useful source of information and support. These platforms usually set up by groups of interested parents and are not official school based sites.

Please remember to use these forms of communication sensibly by:

- Maintaining the conventions of polite conversation
- Not posting photographs of children
- Avoiding the promotion of hearsay and innuendo
- Always being mindful of the privacy and sensibility of others.

We have an Internet Responsible Use Agreement for the children and it is hugely reinforcing when children see their parents adhering to the same protocols.

Medical Procedures

Procedures for ensuring the medical well-being of the students are overseen by the School Nurse. She will deal with the First Aid needs at school and will contact parents in cases of more serious injury and illness.

If your child is required to take medication during the school day, this must be delivered to the School Nurse together with a clear note of the dosage instructions. It is not appropriate for children to self-medicate.

Please do not send your child to school if they have a high temperature or a confirmed virus or communicable disease. In these cases, please seek and follow advice from a qualified medical practitioner. Children should not return to school until it is safe for them to do so.

If your child is absent from school, please notify us, stating the reason for absence, by sending a message to: absent@sjs.esf.edu.hk

Wet Weather Procedures

- Please watch the media reports / visit the ESF and EMB websites before school.
- If the “all schools closed today” message is posted on EMB / ESF website do not send your child to school.
- If the weather deteriorates during the day please refer to the school website, VElLoCity and check your email regularly.

There is a separate set of wet weather procedures for school buses. These have been sent home to all families who are PTA bus users.

Extra-Curricular Activities

An important part of Learning for Life involves students experiencing a wide range of activities and opportunities. At Sha Tin Junior School, we have always found that extra-curricular activities help to foster a feeling of community and improves the well-being and confidence of all children. We are fortunate to have a large number of Teacher Led Clubs and to complement these activities with outside providers. Extra-curricular activities cater to almost all interests and age groups. Examples of previous clubs include:

Sport	Football, Netball, Rounders, Cricket, Basketball, Rugby, Triathlon, Gymnastics, Hocky
Arts	Orchestra, Choir, Dance, Drama, Drawing
Others	Tournament of Minds, Battle of Books, Construction, Chess, Photography

Information regarding registration for Teacher Led Clubs will be sent out in late September. We strongly encourage all students to become involved in at least one activity per term to help promote a healthy lifestyle. A full description of the Extra-Curricular Programme is published early in Term 1 each year and is available on the school website.

SJS School Council

The School Council is the governing body of the school. Our council members come from many different backgrounds representing our diverse group of stakeholders. Our Council has a commitment to ensuring the best possible provision for the children at SJS.

Currently our Council comprises:

BJ Gran	Council Chair
Annie Ho	Community Representative
Kit Chan	
Chris Riggs	
Warren Linger	Parent Representative
Frankie Mok	
Valerie Pritchard	
Reah Bruce	Teacher Representative
Emily Nocita	
To Be Decided	
To Be Decided	Support Staff Representative
Perry Tunesi	Principal

Parent Teacher Association

The function of the PTA is to promote cooperation between the parents and the teaching staff of SJS. The PTA at SJS is very active in the pursuit of this ideal and provides a number of services to support the school. These include:

- School Bus Service
- Uniform Shop
- School Lunches

As well as organizing a number of social functions and educational events.

The PTA Annual General Meeting takes place in September each year and at the meeting, a new committee is elected into post.