

CONTACTING THE SCHOOL

If you have questions or concerns, we encourage you to contact us and seek information or clarity. We are always happy to meet with parents, by appointment, at times that are convenient to our staff.

Contact the front office (in English or Khmer).

Email: office@ewiscambodia.org

Phone: +855 23 998 244

If the office staff are unable to answer your questions, they will put you in touch with the relevant staff member at the school by making an appointment that is convenient to the staff member (i.e. outside of teaching times).

If you wish to contact your child's teacher directly to discuss his/her school progress, you can email him/her at the address provided on the school's website under the name of each staff member; or send a letter to the teacher requesting an appointment. Letters and emails can be written in English or Khmer – we will have someone translate for you if necessary.

PARENTS ASSOCIATION

Parents are invited to join the Parents' Association meetings, which will be held on the last Saturday of every second month. This is an opportunity for you to receive updates on the school and to make comments or share your opinion. The Parents' Association is a group of parents who want to support the school, through communication, networking, advising and involvement in school activities.

Invites to meetings will be sent two weeks in advance.



EAST WEST INTERNATIONAL SCHOOL

IMPORTANT INFORMATION FOR PARENTS

www.ewiscambodia.org



Accredited to Grade 10



Cambodian Ministry of
Education, Youth and Sport.

SCHOOL HOURS

Nursery, Preschool 1 and Preschool 2:	7:30am – 11 am
Kindergarten to Grade 5:	7:30am – 2:30pm
Grade 6 – Grade 10 Khmer students:	7:10am – 3.05pm
Grade 6 – 10 English only students:	8.00am – 3:05pm
Grades 11 and 12 Khmer students:	7:10am – 3.50pm
Grades 11 and 12 English only students:	8.00am – 3:50pm

Parents will be fined for leaving children at school long past school closing times, or long after the end of the after-school programme and sports practices.

No teachers will be at school after 3:30pm to supervise students who are not involved in the after-school programme.

THE SCHOOL YEAR: At least 180 school days

August to June

Semester 1: August to December (split into 2 terms)

Semester 2: January to June (split into 2 terms)

Winter break: December / January – 2 weeks

Summer break: June / July – 8 weeks

We close the school for all official Cambodian National Holidays

LOST PROPERTY

- Students are responsible for their own belongings.
- Please make sure your child's belongings (including uniforms, swimwear, PE clothes, lunch boxes and water bottles) are clearly labelled with a permanent marker.
- Lost property will be placed in a large basket outside the office.
- Lost property will be disposed of at the end of each term.

SUPPORTING YOUR CHILD

You can support your child's success at school by what you do at home and how you encourage your child.

- Ensure your child has at least 8 hours of sleep every night
- Ensure your child eats breakfast before coming to school
- Limit screen time (TV, Ipad, Phone). Rather encourage your child to socialize with friends, play sports, get involved in healthy activities, or read books. The man who created Apple – Steve Jobs – would not allow his children to have an iPad because he understood how these can stunt the development of a child's intelligence and social skills.
- Take time to understand how much homework or study time your child needs each day. Provide a quiet space in which he/she can work. **Do NOT arrange extra lessons unless these are absolutely necessary. Please do not overload your child.**
- At EWIS, we teach your child that making mistakes is part of how we learn. We teach your child to accept mistakes and learn from their mistakes. Please encourage your child by treating 'failure' as a learning process. Failure is not shameful. We do not want children to be so scared of failing that they will not begin to try something new. Each child is unique and learns and progresses in unique ways.
- Your child needs to eat healthy food and to exercise regularly to achieve the best at school. Healthy food and exercise will mean your child will have better energy and therefore be able to concentrate better. Healthy foods include plenty of fruit and vegetables, small portions of meat, whole grains (e.g. brown rice). Sugary and fatty fried foods are not healthy for children.

SWIMMING LESSONS

- All students from Kindergarten to Grade 8 must take part in swimming lessons. This is considered one of our essential classes. We believe that all students need to learn to swim, for their own safety and well-being. Our swimming teachers are qualified and trained to ensure safety, handle emergencies and provide CPR.
- If a student is too ill to swim, a note from parents must be brought to the swimming teacher. If your child is too ill to swim, please consider whether your child should be at school at all.
- All students must BRING (not wear) proper swimwear (NO BIKINIS or UNDERWEAR), a towel, a swim cap, and goggles. Wearing a SWIM CAP helps keep our pool clean. Goggles protect your child's eyes.
- Please make sure ALL your child's belongings are clearly labelled with his/her full name.

DEVICES: PHONES, TABLETS, COMPUTERS

- *Nursery to Grade 5 students* are discouraged from bringing devices to school. Research shows that too much screen time affects the development of social and thinking skills. If you need to get a message to your child, this can be done through the school office.
- *Grade 6 – 12 students* are encouraged to bring devices to school **to support learning**. Students are given access to the school's wifi system, which is monitored and censored, to enable research and communication that enhances their learning. If a device distracts from learning, this will be taken from a student and returned at the end of the school day.

Students are not allowed to accept phone calls or messages during lessons. This will be enforced strictly.

Any devices brought to school are at the risk of the student.

The school will not take responsibility for any loss or damage.

CURRICULUM

Nursery to Preschool 2 (2 – 5 years)

- Introduction to English sounds, using “Zoophonics” from the USA.
- Development of ability to communicate in English through themes and structured play.
- Basic Mathematical concepts.
- Physical Education.
- Introduction to the library.
- Music and Art.

Kindergarten to Grade 5 (5 – 11 years)

- English: “Zoophonics”, “Reading A-Z” and “Writing A-Z” from the USA, combined with teacher-led book studies.
- Mathematics: “Go Maths” programme from Australia + Khmer National Curriculum Mathematics (integrated teaching).
- International Primary Curriculum (IPC) using a thematic approach to learning Art, Geography, History, ICT & Computing, Music, Physical Education, Science, Technology and International.
- Cambodian National Curriculum for Khmer subjects / Khmer language lessons for non-Khmer students.
- Physical Education, including swimming lessons.

Grade 6 – Grade 8 (11 – 14 years)

- Mathematics, English, Science, Social Studies, Art, Music, Physical Education (including swimming lessons), Computer Applications, Life Skills – largely based on British Key Stage 3 curriculum.
- Cambodian National Curriculum for Khmer subjects / Khmer language lessons for non-Khmer students.

CURRICULUM (continued)

Grades 9 and 10 (14 – 16 years)

- Mathematics, English, History, Physics, Biology, Chemistry, Geography – Cambridge International Exams IGCSE Level.
Cambridge IGCSE exams are taken at the end of Grade 10.
- Art/Music, Physical Education, Computer Applications, Life Skills – enrichment classes (non-exam).
- Cambodian National Curriculum for Khmer subjects.

Grade 11 and 12 (17 – 18 years)

- Cambridge Advanced International Certificate of Education (AICE), completed over two years. Students choose from the following subjects (choices are determined by the rules of the AICE diploma):
 - English Language,
 - English Literature,
 - Mathematics,
 - Biology,
 - Physics,
 - Chemistry,
 - Information and Communication Technology,
 - History,
 - Global Perspective and Research,
 - Geography,
 - Business Studies,
 - Music,
 - Art and Design.
- **Cambridge AS and/or A Level Exams are taken at the end of Grades 11 and 12.**
- Cambodian National Curriculum for Khmer subjects.

- Children with hair lice **will be sent home** and only accepted back at school once the hair is completely free of lice.
- If your child needs to take any medication during the school day, please ensure the school is made aware of this.
For elementary students, please deliver the medicine to the office, with clear written instructions stating what medicine is to be given at what time. Please **DO NOT** pack medicine with your child's snack or lunch.
We need to know if there are any possible side effects or dangers associated with the medication, and we need to ensure your child does not overdose.
- If a child is injured at school, basic first aid will be provided. Parents will be informed immediately and it will then be decided if the injury is serious enough to warrant the child having to go for further treatment.

UNIFORMS

- All students must be sent to school in the prescribed school uniform.
- Students are expected to dress modestly and neatly. Immodest clothing will not be tolerated and any student who dresses inappropriately will be sent home to change (or wait in the office while parents bring appropriate clothing).
- Students are encouraged to wear comfortable shoes in which they can walk and run easily.
- Students should not wear excessive jewelry or make-up
- Appropriate clothing must be sent with the student to school for Physical Education lessons. This includes: shorts/leggings, T-shirt and running shoes. Students need to change into their PE clothes at school and change back into school uniform after PE.
- Please make sure your child's belongings (including clothes) are clearly labelled with his/her name.

LUNCHES

1. The school uses *Hagar Catering Company* to provide lunches in our purpose-built, international standard school canteen. If you choose to use this service, lunches must be paid for monthly, before the start of the coming month.
2. Students may choose to bring their own lunch to school:
 - This must be brought to school, IN THE MORNING, with the student. No deliveries during the school day will be accepted. If a parent has genuinely forgotten to provide lunch they must deliver lunch to the school office and wait for their child to collect the lunch from the office.
 - Lunch must be packed in reusable containers which are taken home to be washed and used again.
 - It is recommended that lunches be packed in a cooler bag, clearly labelled with your child's full name and grade.

ABSENCES and LEAVING SCHOOL EARLY

- If your child has to miss school, please contact the school office to inform us *before 10am*.
- If a child must be out of school for an extended period of time, we need to receive notice of this *at least two weeks in advance*.
- If your child must leave school early, you will need to *send a letter to school or phone the office* to inform us. Please indicate clearly who will be collecting your child, at what time, and what transport will be used, so that we can inform our security guards.

SICKNESS AND MEDICATIONS

- Do not send your child to school if he/she has vomited in the last 24 hours, has diarrhea, has a fever (high temperature), has an undiagnosed skin or eye infection, or an untreated wound.
- We do not have medical facilities at the school. If your child becomes ill while at school we will contact you to collect your child and keep your child at home until they are well.

ASSESSMENT AND REPORTING

Students are assessed regularly, using many different forms of assessment. Records of assessment results are kept by teachers and examples of student work are kept in student portfolios. Quality of teaching and learning is monitored regularly, as part of the WASC accreditation requirements.

We do not rely ONLY on exams or tests to tell us how our students are progressing.

Formal Exams Taken By Our Students:

- Cambodian National Exams in Grades 6, 9 and 12 in August (Khmer students only).
- Grade 9 'practice' exams, in May
- Grade 10 / 11 / 12 'practice' exams, in January
- Cambridge IGCSE Exams for Grade 10, in May
- Cambridge AS / A level exams for Grades 11 and 12, in May

Note: Cambridge exams are set by the assessment service of Cambridge University. They are sent to us from the UK. Once written, on dates set by Cambridge, under strict exam conditions, student scripts are sent to the UK for marking. Results are published by Cambridge about two months later.

Reporting Results

We want to know how each child is developing as an individual. Therefore:

- We will not rank students against other students in a group.
- We will not publish students' assessment results. These will be shared privately with students and parents/guardians only.

We report to parents four (4) times a year.

- Parent / Teacher conferences: October and March
- School Reports (Nursery to Gr 9): December and June
- School Reports (Gr 10 – 12) January and April

Note: If teachers identify that a student is struggling and needs extra assistance, parents will be contacted, met with, and reported to more regularly than the above. If parents are concerned for any reason, they are encouraged to request a meeting with teachers, outside of the formal conference dates, to discuss their child's progress.

EXTRA-CURRICULAR ACTIVITIES

After school programme

An additional fee is charged, from \$10 - \$50 per term

Typical activities offered include:

- art and craft classes
- drama club
- dodge ball
- wall climbing
- homework club

After school ESL programme

An additional fee is charged, \$80 per term

This program operates 4 days per week, and is specifically for primary children who are substantially below grade level in English. The goal of this program is to help children develop the levels of English literacy necessary for them to learn well in their main classroom environment. Participation may be a requirement of enrollment for some students.

Sports programme

No set fee – parents will need to cover some costs, such as team uniforms.

EWIS is established as a strong competitor against other international schools in Phnom Penh in the following sports:

- Volleyball
- Football (soccer)
- Basketball
- Touch Rugby

Field Trips (Cost range from \$10 - \$350)

- Grades 5 – 12 travel to another part of Cambodia, or to a neighbouring country, the week before the winter break, for 3 – 5 days
- Nursery to Grade 4 students may go on day trips within Phnom Penh and surrounds

School concerts

All students participate at least once in a school concert that incorporates Music and other types of Performance. Parents are invited to the end of year concerts, and may be invited to attend other concerts during the year.

Student Council

The Secondary School student council organizes various events throughout the year for Secondary students to participate in. Examples are: talent contests, sleepovers, ‘Master chef’ competition, gaming tournaments, and sports tournaments.

SCHOOL PROCEDURES

Caring for the Environment

At EWIS we believe that our students need to become guardians of the environment.

- *SAFE drinking water is provided at the school.*
- *ALL students must bring a CLEARLY NAMED, REFILLABLE water bottle to school.*
- *No disposable water bottles will be allowed at school.*
- *Cups will NOT be placed at water bottle refilling stations.*
- *No disposable (plastic or polystyrene) containers are allowed to be brought to school.*
- *This is how we will play our part in reducing the trash that hurts our planet*

SNACKS

Please send a healthy snack to school with your child for first recess. Snacks can also be purchased from our school canteen (Grade 3 upwards). Please do not send sugary drinks or food high in sugar and fat content. Healthy snacks include:

Fresh fruit	Carrot sticks	Dried fruit	Raisins
Cheese	Yoghurt	Sandwiches	Cheese crackers
Dried fruit	Rice & veggies	Hardboiled egg	Rice crackers