



# **STUDENT HANDBOOK**

## *"Inspired to Grow"*



### **Dear Parents and students!**

Welcome to Royal International Bilingual School (ROYAL SCHOOL).

As a member of HUTECH Education, ROYAL SCHOOL provides a multi-level education model from Kindergarten to Primary, Secondary and High School with the harmonious combination of the National Education Program and the Cambridge International Education Program, to foster a solid foundation for future success.

In addition to equipping students with knowledge, ROYAL SCHOOL also creates a dynamic learning environment where students are nurtured core values and needed skills to become responsible and community-minded global citizens. To achieve this goal, it needs effective coordination from many sides. It is the constant companionship of parents that plays an important role in the development of our students. The school always respects and highly appreciates your support and companionship.

ROYAL SCHOOL understands that integrating into a new environment is not easy for students. Thus, we have been building a team of leaders, teachers and staff who are not only dedicated but also highly qualified to help students quickly adapt to the new environment. We have remained steadfast in our goal of educating generations of ROYAL SCHOOL students - the future of the country. We believe that students will have a happy and successful learning journey at school.

Sincerely thank you for trusting and choosing ROYAL SCHOOL.

GENERAL PRINCIPAL  
Ed.D. MAI DUC THANG





## VISION

ROYAL SCHOOL delivers a world-class bilingual education in both the English and Vietnamese languages to foster high achievers who not only have a solid foundation of knowledge and excel in independent thinking, but they also nurture and pursue their passion and promote their creativity in many fields of study in a happy and modern educational environment. Possessing advanced education programs and teaching approaches, and a team of highly qualified and experienced leaders, teachers and staff, the school aims towards training high quality human resources and fostering truly confident and talented global citizens.



## MISSION

ROYAL SCHOOL's mission is to inspire students with happy lessons, thereby helping them learn more about the national cultural values, and quickly grasp new concepts in the ever-evolving digital era. By combining harmoniously between the MOET Education Program and the Cambridge International Education Program, students are always given the best conditions to study and develop comprehensively in terms of knowledge, skills and qualities.

## CORE VALUES



## LIFE SKILLS

- Survival skills
- Cognitive, social and emotional skills
- 21<sup>st</sup> century skills: critical thinking, creativity, collaboration and communication

## EDUCATIONAL PHILOSOPHY AND APPROACH

ROYAL SCHOOL pursues an educational philosophy of "Inspired to Grow" to help promote individual potentials while fostering good qualities for students to become "global citizens".

ROYAL SCHOOL provides students with an ideal learning environment to develop abilities, skills, and new ways of thinking. Students will be able to equip themselves with a solid foundation of knowledge, develop creative and critical thinking, nurture positive emotions while developing essential life skills.

ROYAL SCHOOL has pioneered comprehensive educational approaches that help students unlock their full potentials and nurture good qualities to become truly "global citizens" who will possess these core values: Passion; Creativity; Confidence - Responsibility; Cooperation - Teamwork.



## EDUCATIONAL ORIENTATION



- Vision - Mission - Core values

- Positive habits
- Living values
- Social awareness & 21<sup>st</sup> Century skills

- Harmonious combination between the MOET Education Program and the Cambridge International Education Program

- Primary Checkpoint
- Secondary Checkpoint
- Cambridge IGCSE
- Cambridge AS/A Level

- Cambridge English
- A2 Flyers/A2 Key for Schools
- B1 Preliminary for Schools
- IELTS

- Project-based learning & problem-based learning
- Clubs
- Experiential learning/ Extracurricular activities

## UNIFORMS

Wearing uniforms is a way to express the identity, pride and collective spirit of students about the school they are attending. Wearing uniforms is compulsory for all students when going to school. Students are required to wear the following uniforms:

### Daily uniforms

- Male students: Red T-shirt + Pants / ROYAL SCHOOL Shorts
- Female students: Red T-shirt + ROYAL SCHOOL cream skirt

Students are not allowed to modify the uniform, for example: cut the skirt shorter, make an inappropriate uniform combination, etc. In case of violation, the student must get it fixed or buy a new one.

### P.E. uniforms:

Students wear P.E. uniforms and bring proper uniforms for each subject (if any).

- Martial Arts: martial arts uniform.
- Swimming: swimwear, goggles, and towel.

**Footwear:** Students are required to wear sport shoes, sandals to school.

**Student ID Card:** Students are required to wear the student ID card when going to school and during school time.

**Uniforms for extracurricular activities:** depending on the requirements of each activity.



ROYAL SCHOOL UNIFORMS

## MANNERS

- Be courteous, respectful and professional.
- Keep your hair neat, clean and undyed. For male students: no beard.
- Jewelry: Students are allowed to wear some less valuable jewelry if they have logical reasons. The School Management Board will decide whether the jewelry students wear is in accordance with the school's regulations or not. Do not wear earrings (for male students), plain rings, chains, necklaces. No tattoos/stickers/paints on the body.
- No makeup and nail polish.

## COMMUNICATION AND BEHAVIOUR

### To yourself

- Walk quietly, speak softly, use appropriate words, and wait in line for your turn in public places.
- Be independent, self-controlled and disciplined.
- Do not sit/put your feet on the desk and run/climb in the hallway. Do not enter the prohibited areas.
- Eat and drink in designated places (dining room, canteen). Use your own water bottles. Do not bring food and drinks (except mineral water) into the classrooms and the auditorium.
- Do not use, possess and circulate any kinds of banned substances, stimulants, addictive substances (tobacco, cigarettes, etc.), alcohol, toxic cultural products (books, newspapers, tapes/discs, films, photos, clips, videos, etc.), weapons, dangerous objects and toys that can cause injury, or bring pets to school.
- Do not gamble in any way.
- Do not order and deliver goods at school, steal or vandalize other people's property. Be responsible for compensation when damaging the property of the school and others.
- Do personal hygiene, maintain orderliness, and enhance mental and physical health.
- Follow and promote the school's core values.

### To other students

- Be courteous, friendly, honest, respectful, and do not discriminate against others.
- Do not say bad words (profanity/swearing), have provocative attitude, or send false information (slander, spread unverified rumors), violate privacy and exhibit offensive behaviour in face-to-face and cyberspace communication.
- When detecting signs of bullying/insecurity, immediately notify your teachers/parents and take preventive measures.
- No intimate gestures (other than friendship which may cause misunderstanding) with friends of the opposite gender.
- Protect reputation of you, your friends and others. Do not bully, cause trouble, and fight inside and outside the school unilaterally or in collusion with others.



**To teachers, parents and school visitors**

- Greet adults politely and be able to give clear answers with confidence and courtesy when being asked.
- Know how to say thank you, apologize and correct your mistakes.
- Be respectful, honest and obedient.
- Know how to care, share and help when needed.
- Do not use disrespectful words or insult the dignity and honour of the school's staff, employees and teachers.

**ATTENDANCE**

- Attend school and participate in the school’s extracurricular activities and events fully and punctually.
- Comply with rules and procedures daily to practice positive habits and develop your abilities and essential skills.
- Actively complete the assignments in a timely manner and ensure their quality as required by the teacher and the group.
- Implement the attendance process fully (being late for school, absent from class, leaving early, absent from school).

PRIMARY		SECONDARY & HIGH SCHOOL	
TIME	CONTENT	TIME	CONTENT
07:15 - 07:40	Welcome students	07:15 - 07:30	Welcome students
07:40 - 08:10	Breakfast <i>(Breakfast will not be served for primary students after 8:10)</i>	07:30 - 07:45	Breakfast <i>(Breakfast will not be served for secondary and high school students after 7:45)</i>
08:10 - 16:30	Learning activities as scheduled	07:45 - 16:45	Learning activities as scheduled
16:30 - 17:00	End of school day	16:45 - 17:00	End of school day

**Absence from school**

Parents are required to notify the school of their child’s absence as the following process:

- Planned absence (with Leave of Absence): The request for planned absence must be sent to the school at least 1 day in advance by one of the following methods:
  - In writing or via email to the Student Affairs and Services Management Centre
  - Via the School Online (SO) application
- Unscheduled absence (with Leave of Absence): Parents need to inform the homeroom teacher or the Student Affairs and Services Management Centre of their child’s unscheduled absence and submit a request for leave of absence on the School Online (SO) application within 1 - 3 days after the student’s absence.
- Unexcused absence: If the student is absent for no reason on any school day, the school will directly contact their parents during the day and in this case it is considered as an unexcused absence.
- Meal fee (for the period of absence) will be only reserved on a full week basis counted from the week after the student applies for meal fee reservation on Friday before the week the student applies for leave (Please email to the Student Affairs and Services Management Centre for further support).
- Absence from school for more than 3 days must be approved by the School Management Board.
- Students are not allowed to take more than 45 days of leave in a school year (there are 2 sessions/day).

**Being late for school**

- Secondary and High School students arriving at school after 7:45 AM will be recorded as being late; Primary students arriving at school after 8:00 AM will be recorded as being late.
- Parents need to notify the homeroom teacher or the Student Affairs and Services Management Centre of their child’s lateness.

- Students (who have registered to use the school's breakfast service) are required to eat breakfast as the designated time. Breakfast will not be served after the designated time.
- Students who are late for school must sign the lateness record (the number of lateness will be recorded) and receive the class entry pass from the student supervisor.

### **Leaving school early**

- Primary students who leave school before 4:30 PM will be recorded as leaving early, and Secondary and High School students who leave school before 4:45 PM will be recorded as leaving early.
- Parents need to notify the homeroom teacher or send a request for leaving school early for their child to the Student Affairs and Services Management Centre. Upon receiving their Parents' consent, the student will be issued an Early Leave Pass by the student supervisor and will present it to the gate security guard.

Parents are advised not to arrange for their child to be absent from school, late for school, or leave early if it is not due to health reasons or other force majeure reasons. Students need to attend class fully, which will help them make a lot of progress.

## **LEARNING**

- Prepare needed items for learning and complete all assignments before going to class and participating in activities.
- Set personal objectives for the subjects and practical activities, apply learning methods effectively in each subject, and make great efforts to achieve your goals.
- Pay attention and stay focused during the lesson to achieve learning objectives by the end of class.
- Respect and listen to others, promote critical thinking and creativity in group activities inside and outside the classroom (including project-based, experiential and career orientation activities).
- Unleash your full potential by joining clubs.
- Prepare well for exams and be honest during the exam. Strictly follow the rules and procedures of the exams.
- Students are only allowed to use iPads, laptops and other electronic devices with the permission of the teacher in charge, student supervisor and the School Management Board when taking part in the projects and experiential activities as planned.
- Participate fully in the skills training activities held by the school.
- Comply with rules and procedures when using functional rooms and multi-sport court to ensure safety and efficiency.
- Participate fully in the online lessons and activities in order to achieve the learning objectives set by the school.

## **ONLINE LEARNING**

In the event that temporary closure of the school is requested by the authorities or the school's operations are affected by unusual circumstances (such as natural disasters, epidemics and other force majeure conditions), the school can implement online teaching and learning activities in replacement of face-to-face ones to ensure the safety of all involved parties.

- Keep your personal account (provided by the school) safe and secure.
- Prepare learning tools (books, notebooks, pens, etc.), computers with stable internet connection, and complete all assignments before attending class.
- Study in a quiet, well-lit room with a proper background. Be punctual. Dress up nicely. Follow the teacher's instructions. Inform your teacher immediately when having technical problems.
- Distance learning (online learning) has the same validity and complies with the regulations on attendance, assessment, etc., as face-to-face learning.

## **GIFTED SUBJECTS**

- Students are required to know how to swim (pass the swimming test) before they can choose another sport.
- Do not change your chosen gifted subject until the end of the school year.



## IGCSE/A LEVEL PROGRAM

**Students are advised to choose the right subjects for IGCSE/A level program in 3 following ways**

- Choose the subjects according to your major at higher education (A level or University)
- Choose the subjects according to your future career orientation and goals
- Choose the subjects according to your ability/apptitude and passion

### **How to study IGCSE and AS/A level programs well**

- Learn English well (especially specialized terms/terminology)
- Choose the right subjects (according to your future career orientation and major at university)
- Actively apply theoretical knowledge into practice; do your own research from different sources.
- Make a study plan

## SCHOOL SAFETY

### **Food hygiene and safety**

- Eat well cooked foods and drink boiled water. Give priority to freshly cooked foods. Do not use canned products that are expired, bulged, flattened, deformed, rusty, not intact, or have unusual taste and color change.
- Clean the desks, chairs, floor, etc., daily. Regularly wash your hands with soap and running water (especially when going to the toilet and before eating).
- Do not bring outside food and drinks to school. Only bring birthday cakes (with a prestigious brand, purchase invoice which will be submitted to the school, and the sample will be kept) when your registration for birthday celebration is approved by the School Management Board. Only use products and food ingredients of clear origin.
- Food and drinks served for the activities must be well cooked to ensure food hygiene and safety.
- Students need to be approved by the School Management Board to bring their own food and drinks to school, and parents are fully responsible for the safety of their child's food and drinks.

### **Communicable diseases**

Students with communicable diseases must rest at home and submit a doctor's note when returning to school.

## SCHOOL BUS SERVICE

The school bus service will only serve students in the designated areas. To ensure student safety and maintain order on the bus, there will be one staff in charge on each bus. All seats in the bus are equipped with seat belts, and the staff and students are required to wear seat belts. The bus will only depart when all students' seatbelts are fastened and checked. Each bus will have an operator who always brings a mobile phone for easy communication in case of emergency.

Students need to be ready to wait for the bus at the designated pick-up point, the bus will go to another pick-up point if the student is still not present after the waiting time to ensure the time to pick up other students at the next pick-up points. Parents need to pick up their child on time. The school will no longer be responsible for managing the students after they are dropped off at the drop-off point.

Depending on the actual traffic situation, if there is a change in the pick-up/drop-off time, parents will be informed by the staff in charge of the school bus.

For more information about the school bus service, please contact the Student Affairs and Services Management Centre. Service availability is on a first come, first served basis.

## STUDENT PICK-UP AND DROP-OFF PROCEDURES AT ROYAL SCHOOL

Pick-up and drop-off person: Parent or guardian who has registered with the school

### How students go to school and go home

#### Way 1: students go to school and go home on their own.

Secondary and high school students swipe their student ID card at the gate and go home. Parents need to register with the homeroom teacher and the Student Affairs and Services Management Centre. After being approved by the School Management Board, the student will be allowed to go home on their own under the supervision of the student supervisor. The school is not responsible for the student after leaving school.

#### Way 2: students are picked up and dropped off by their parents or guardian.

Only parent(s) or legal guardian (according to the information provided in the admission record) or a person authorized in writing by the student's parent and registered with the school (collectively known as Parent) has the right to pick up the student. Parents are required to present a valid pick-up and drop-off card at the school's entrance and exit gates to get in and out according to the regulations.

When necessary, the school security staff is allowed to ask the person carrying the pick-up and drop-off card to present their identification:

- In case it does not match the registered information, the school has the right to refuse to let them enter the school or pick up the student.
- In case of forgetting the card: The security or school staff will only swipe the card for the parent(s) if they are able to present all legal identification documents proving the personal relationship with the student. Parents are required to pick up and drop off students at the designated place and time. Parents are advised not to travel in other areas of the school campus so as not to affect students' learning activities.

#### Way 3: students use the school bus service (registered according to the regulations).

Parents register the school bus service for their child according to the regulations. Parents need to know their child's bus route and the nanny's phone number to pick up and drop off their child on time. The school bus only picks up and drops off students at the registered locations. In case there is a change to the pick-up point, parents need to notify the school at least 01 week in advance. The school will consider parents' request if there is a suitable bus route for the student.

In the event that the student does not use the school bus service on any day, parents need to notify the school bus staff or the Student Affairs and Services Management Centre so as not to affect the overall safety of other students in the entire route.

### Student pick-up and drop-off time

**Morning:** Parents take their child to the school gate at the specified time. Students will enter school and go to classroom on their own.

**Afternoon:** Parents pick up their child from 4:30 PM to 5:30 PM. Students are not allowed to stay at school after 5:30 PM.

- Primary students are picked up at the classroom.
- Secondary and high school students are picked up at the school gates (not at the classrooms):
  - Parents send a message or call the homeroom teacher to inform the student to go home.
  - Parents send a message or call their child prior to pick-up.
  - After 5:00 PM: All the students will be gathered and supervised by the student supervisor at the waiting area until 5:30 PM.
  - After 5:30 PM, the school is not responsible for the student's arising problems.



## **Regulations on leaving school early and at lunchtime**

Students are only allowed to go home early or at lunchtime with parental request that is approved by the School Management Board, in the following cases:

- The family has an emergency or parents have requested for early leave in advance.
- Students participate in learning activities, exchange activities, competitions with notice/invitation letters, and other activities. This must be approved by the School Management Board.
- Students are sick and must be taken to the medical facility for health check-up or emergencies, or must go home for some rest as recommended by the school's medical department.
- Students who leave school early without permission or without a logical reason or with a parental request that has not been approved by the School Management Board will be considered absent from school and will be subject to disciplinary action according to the school's regulations.

## **Regulations on after-school babysitting**

In case parents are unable to pick up their child on time at the end of school day (before 5:00 PM), please register with the Student Affairs and Services Management Centre for arrangement. The after-school babysitting will be subject to the existing fee schedule.

## **Regulations on parking vehicles when picking up and dropping off students**

- Follow the security guard's instructions to ensure the best security at the school gate.
- Do not stop or park the vehicle at the entrance or exit, which may obstruct the circulation of other vehicles.
- Do not stop or park the vehicle for too long, which may cause traffic congestion.
- Do not turn the vehicle around at school gates, which may cause traffic congestion.
- Turn off the engine and lock the vehicle carefully while waiting to pick up and drop off your child.

## **SCHOOL HEALTH SERVICES**

Medical staff at each campus are always available to assist students in the event of illness or injury at school. In case the student only has mild fever symptoms and can continue to stay at school, the medical staff can give them fever reducer. If the student has an injury or serious medical condition that makes them unable to stay at school, the medical staff will contact their parents to pick them up.

To ensure student safety, parents need to notify the school if the student has any serious health problems such as anaphylaxis and asthma so that the school can coordinate and support parents well when needed.

Students should be given medication at home before going to school. In accordance with Royal School's policy, in the event that the student must take medication at school during the day as prescribed by the doctor, parents are required to meet the school's medical staff to confirm their agreement (and sign) in writing prior to administering medication to the student.

Medical staff, teachers or school staff will not administer medication to the student without the required documentation as stated above. Any medication brought to school that is not pre-registered, or that is not in its packaging, will be kept temporarily by the medical staff and will be returned to parents.

Student healthcare and safety at school is one of our top priorities, but in reality unexpected incidents may happen.

- In case of being scratched in the school playground, the student will be given first aid on the spot.
- In case of a serious incident requiring professional treatment, the school will simultaneously call an ambulance and contact parents to take the student to the nearest appropriate medical facility. However, in the event that the school cannot contact parents at that time, parents agree to authorize the school to choose the treatment methods for the student according to the advice of the doctor at the medical facility.
- The school is exempt from responsibility for the issues that occur beyond the ability and/or scope and control of the school.

## PROTECTION OF PERSONAL AND SCHOOL PROPERTY

### Valuable items

Students are not encouraged to bring valuables to school.

Cell phones will be handed over to the homeroom teacher at the beginning of the school day and will not be used during school time.

In case of doing the projects as planned, students are allowed to use iPad/laptop/other electronic devices under the instructions of the teacher in charge (with the approved request for equipment use) according to the registered time and specific requirement of each activity.

Other electronic devices (speakers/bluetooth headsets, camcorders, audio recorders, multi-functional watches, etc.) are not permitted in school.

When being detected using the electronic device without permission, the student's device will be confiscated temporarily according to the following procedure:

- 1<sup>st</sup> violation: the student will be reminded, monitored and checked by the homeroom teacher, and will have 3 shields deducted.
- 2<sup>nd</sup> violation: the student's device will be kept for 3 days and the homeroom teacher has a plan to monitor and check. The student will have 6 shields deducted.
- 3<sup>rd</sup> violation: the student's device will be kept for 7 days (1 week). The student has to make a report of violation and their parents will be informed by the homeroom teacher. The student will have 12 shields deducted.
- 4<sup>th</sup> violation: the student's device will be kept for 01 month. The student will have 24 shields deducted. The homeroom teacher will make a violation record and coordinate with parents to educate the student.

Royal School will not be responsible for any loss or misplacement of valuables at school.

### School property

**Lockers:** used to store school supplies necessary for the school day and pillows and blankets for nap time; always keep your personal locker clean, neat and closed at all times; do not keep food, drinks, dangerous/prohibited and flammable items in the locker. Do not arbitrarily draw graffiti and offensive images on the locker. Respect other's privacy. Do not open or search another student's locker without the owner's permission. However, the school can suddenly inspect personal lockers in the presence of the School Management Board, student supervisor and Student Representative Committee when needed. Personal locker must be kept clean and handed over when the student leaves school or when the school year ends.

**Electrical equipment:** students need to know about electrical safety and know how to use the electrical equipment; do not arbitrarily use (sockets, computers, microphones, projectors and air conditioners) without permission of the teacher/staff. Turn off all electrical equipment when not in use or when you leave the room. The air conditioner is adjusted according to the following parameters: cool mode; standard temperature at 26°C.

### Other properties

- Paper, water and hand soap in the toilet need to be used properly and reasonably (turn off the water after use, put the used paper in the designated place). Do not put your feet on the toilet bowl. Flush the toilet after using it.
- Open and close the doors/personal lockers/drawers/curtains slightly.
- Tables and chairs must be always kept clean and neat, do not drag tables and chairs or sit on the table; do not scratch, smear, draw (pictures)/stick (posters) on the surfaces (chairs, tables, felt boards, walls, door frames).
- Protect the environment by picking up and putting garbage according to its classification in the designated place; put trays, chopsticks and spoons in the designated place after eating.
- Protect and preserve the green space in the school campus.
- Books borrowed from the library must be always kept clean and neat. Do not write and draw on the borrowed books. In case the book is damaged or lost, the student must be responsible for compensation with a new book of the same value.
- Borrowed items must be kept intact and returned on time.



- Do not arbitrarily use or tamper with fire-fighting equipment (activation switches and fire alarms, smoke sensors, emergency exits, fire extinguishers, hoses, nozzles, loudspeakers).
- Immediately notify the teacher when detecting any signs of imminent damage to the school properties, and do not try to fix it by yourself to ensure safety.
- Comply with the regulations of functional rooms (ICT lab, library, STEM lab, laboratory, etc.); auditorium; canteen and playgrounds (swimming pool, multi-sport court, schoolyard) to protect the safety of you and others.
- In case of damaging the school property, the student must be responsible for compensating as the current value of the property.

## **PARTICIPATING IN SCHOOL ACTIVITIES AND EVENTS**

- Prepare well before the event takes place (know your responsibilities clearly and have all necessary supplies).
- Follow the approved plan, be on time and at the right place according to the prescribed scheme, do the right work.
- Go to the designated location in an orderly manner.
- Respect and follow the instructions of the operator and do not make noise or disorder (move on stage in an orderly manner).
- Do not arbitrarily leave your position without permission and follow the procedures of getting out of class.
- Do not use electronic devices (phones, camcorders, computers, etc.) without permission.
- Do not bring food and drinks (except water).
- Wait for the instructor's signal to return to class when the event is over.
- Make sure to clean and return borrowed items before leaving.

## **THINGS STUDENTS CANNOT DO AT ROYAL SCHOOL**

- Respect for dignity and honor: Students are not allowed to be disrespectful or insult the dignity and honor of school officials, employees, and teachers.
- Be civilized and gentle: Students must not insult the honor and dignity of their friends; Do not fight or disrupt order in the school or in society. When encountering a conflict, students need to immediately notify an adult instead of arbitrarily resolving it with violence. Absolutely do not collude with outside entities to cause conflicts and animosity with students in the school.
- Strictly prohibit the use of banned substances: Absolutely do not use, store, or circulate banned substances, stimulants, narcotics, alcohol, and cultural products that are toxic, depraved, and unhealthy. strong, or illegal (including books, newspapers, tapes/discs, films, photos, clips, videos, etc.).
- Respect a healthy lifestyle: Any behavior related to gambling in any form is strictly prohibited. Preserving common property: Students are not allowed to steal other people's property; Do not vandalize or damage school property.
- Management of supplies and equipment: Do not bring unauthorized equipment into school; The device does not serve educational purposes; Toys and games that are dangerous, unsafe, unhealthy, and not appropriate for student age.
- Honesty in learning: All forms of cheating in tests and exams are strictly prohibited.
- Preserving school culture: Students are not allowed to have overly intimate emotional relationships that cause offense or cause frustration in the parent and student community.

## 6-Step Disciplinary Process

1. 1<sup>st</sup> and 2<sup>nd</sup> violation: reminder (The homeroom teacher will have a plan to observe and monitor the student).
2. 3<sup>rd</sup> violation: make a report of violation (stating mistakes, causes and solutions) [The homeroom teacher will have a plan to monitor the student and inform Parents of the student's violation].
3. 4<sup>th</sup> violation: make a record + suspend a favorite activity of the student at home and at school (The homeroom teacher will coordinate with parents). The suspension of the student's favorite activity at school requires confirmation of the subject teacher (if any) and approval of the School Management Board.
4. 5<sup>th</sup> violation: make a record and the homeroom teacher will have the 1<sup>st</sup> meeting with parents.
5. 6<sup>th</sup> violation: make a record and the homeroom teacher will have the 2<sup>nd</sup> meeting with parents about consideration of educating the student through the School Board of Education.
6. 7<sup>th</sup> violation: make a record and the homeroom teacher will take the student to the School Board of Education.

The number of deducted shields, form of disciplinary action and the results of the student's assessment will be decided by the School Board of Education.

## ASSESSMENT OF STUDENT LEARNING OUTCOMES

### Cambridge International Program

Cambridge levels for Bilingual and Integrated Programs

GRADE LEVEL AT ROYAL SCHOOL	BILINGUAL PROGRAM (Cambridge Stage)	INTEGRATED PROGRAM (Cambridge English)
Kindergarten	1	Pre - A1
1	2	Pre - A1 Starters
2	3	Pre - A1 Starters
3	4	A1 Movers
4	5	A2 Movers
5	6 (Primary Checkpoint)	A2 Flyers
6	7	A2 Key For School
7	8	A2 Key For School
8	9 (Lower Secondary Checkpoint)	B1 Preliminary For Schools
9	IGCSE	IELTS (4.5 - 5.0)
10	IGCSE	IELTS (5.0 - 5.5)
11	A/AS Levels	IELTS (5.5 - 6.5)
12	A/AS Levels	IELTS (6.5 - 7.5)

- Each education program has its own admission criteria.
- Admissions are made at the end of the school year for class placements for the following school year.
- Integrated Program: students in grade 1 to grade 8 attending the Integrated Program will study 3 subjects including ESL, Math, and Science so that they can switch to the Bilingual Program if appropriate, while students in grade 9 to grade 12 only focus on ESL subjects to take the IELTS test.

The Cambridge Checkpoint Exam is designed to assess students when completing the Cambridge Primary Program in grade 5 and Cambridge Secondary Program in grade 8. Students will receive helpful comments on their strengths and weaknesses so that they can prepare well for the next educational stage and for the IGCSE Program in grade 9.

## Cambridge Checkpoint Exam

CAMBRIDGE PRIMARY CHECKPOINT	CAMBRIDGE SECONDARY CHECKPOINT
<b>ESL (0057)</b> <ul style="list-style-type: none"> <li>ESL - Test 1: Reading (40 minutes)</li> <li>ESL - Test 2: Writing (40 minutes)</li> <li>ESL - Test 3: Listening (25 minutes)</li> </ul>	<b>ESL (0876)</b> <ul style="list-style-type: none"> <li>ESL - Test 1: Reading (50 minutes)</li> <li>ESL - Test 2: Writing (50 minutes)</li> <li>ESL - Test 3: Listening (45 minutes)</li> </ul>
<b>Math (0096)</b> <ul style="list-style-type: none"> <li>Math 0097 - Test 1: (45 minutes)</li> <li>Math 0096 - Test 2: (45 minutes)</li> </ul>	<b>Math (0862)</b> <ul style="list-style-type: none"> <li>Math 0862 - Test 1: (60 minutes)</li> <li>Math 0862 - Test 2: (60 minutes)</li> </ul>
<b>Science (0097)</b> <ul style="list-style-type: none"> <li>Science 0097 - Test 1: (45 minutes)</li> <li>Science 0097 - Test 2: (45 minutes)</li> </ul>	<b>Science (0893)</b> <ul style="list-style-type: none"> <li>Science 0893 - Test 1: (45 minutes)</li> <li>Science 1113 - Test 2: (45 minutes)</li> </ul>
<ul style="list-style-type: none"> <li>Students can choose subjects for taking the tests</li> <li>Examination fees will be announced by the Examination Board from time to time</li> </ul>	

### For the English test, students are required to:

- Use correct phrasal verbs, nouns, adjectives, and adverbs in sentences.
- Have a large vocabulary of different topics: family, sports, friends and leisure.
- Listen, infer and understand the implications of talks on familiar topics.
- Listen and understand detailed information.
- Infer and understand opinions, attitudes and implications from talks.
- Recognize details or information through different ways of expressions.
- Write/reply to personal messages in a short, simple way to thank, apologize, inquire, inform, accept or refuse invitations.
- Write a short story (no more than 100 words) based on the suggested topic.

### Cambridge IGCSE Program (grades 9 and 10)

The Cambridge IGCSE Program includes core subjects such as English, Mathematics, Science, ICT and Global Perspectives. The program is highly academic and challenging, helping students develop and hone important 21<sup>st</sup> century skills such as research skills, teamwork and communication skills, method of expressing opinions and using the English language appropriately to higher-level academic and life contexts.

The assesement of the student's learning progress during the school year will be based on:

- Diagnostic and process assessments such as attendance, completion of assignments, performance in class, unit tests and projects.
- Mid-term/final tests (not accounting for a large proportion of the total score): 4 tests per school year to help students better prepare for the IGCSE exam.

Overall score (100%) = Average score of progress tests (75%) + Mid-term/final tests (25%)

### MOET Education Program

Students taking the Cambridge Bilingual Program or Cambridge Integrated Program have to study the MOET Education Program simultaneously.

#### Primary

- Assessment based on the results of regular and periodic tests.
- School report: assessment results at the end of the school year.

Secondary and High School

- The semester grade point average for each subject is calculated as follows:

$$\text{ĐTBmhk} = \frac{\text{TĐĐGtx} + 2 \times \text{ĐĐGgk} + 3 \times \text{ĐĐGck}}{\text{ĐĐGtx} + 5}$$

ĐTB mhk: Semester grade point average  
TĐĐGtx: Total regular assessment point  
ĐĐGgk: Mid-term assessment point  
ĐĐGck: Final assessment point  
ĐĐGtx: Regular assessment point

- Whole year grade point average is calculated as follows:

$$\text{ĐTBmcn} = \frac{\text{ĐTBmhkI} + 2 \times \text{ĐTBmhkII}}{3}$$

ĐTB mcen: Whole year grade point average  
ĐTBmhkI: Semester 1 grade point average  
ĐTBmhkII: Semester 2 grade point average

Conversion of English scores from Cambridge Program to MOET Program

Primary

- Grades 1 and 2: scores and level achieved are not inputted on the educational database C1.
- Grades 3,4 and 5
- Scores are converted and inputted on the educational database C1

English score of the Cambridge Program is converted equivalent to the 10-point scale of the MOET Program.

SCORE		LEVEL ACHIEVED	COMMENTS
Cambridge score = MOET score	7, 8, 9, 10	T (good)	
	5, 6	H (complete)	
	Less than 5	C (incomplete)	
Inputted on the educational database C1	x	Inputted on the educational database C1 for mid-term	
		Inputted on the educational database C1 for final term	

- Progress test: [attendance + class assignment + homework + project] + unit test
- Mid-term/final test: 4 skills
- How to calculate mid-term and final scores of the Cambridge Program

$$\text{Overall score (100\%)} = \text{Average score of progress tests (75\%)} + \text{Mid-term/final tests (25\%)}$$

Secondary and High School

English

English score is converted from Cambridge Program to MOET Program as follows:



- Semester 1 or semester 2 grade point average:

$$\text{DTB mhk} = \frac{(\text{DDGtx1} + \text{DDGtx2} + \text{DDGtx3} + \text{DDGtx4}) + (\text{DDGgk} \times 2) + (\text{DDGck} \times 3)}{9}$$

DTB mhk: Semester grade point average

DDGck: Final assessment point

TDDGtx: Total regular assessment point

DDGtx: Regular assessment point

DDGgk: Mid-term assessment point

- Whole year grade point average:

$$\text{DTB mcn} = \frac{\text{DTBmhkl} + \text{DTBmhkII} \times 2}{3}$$

DTB mcn: Whole year grade point average

DTBmhkl: Semester 1 grade point average

DTBmhkII: Semester 2 grade point average

English score of Cambridge Program (100-point scale)	[attendance + homework + class assignment] + quizzes/unit tests	Mid-term tests (4 skills)	Final tests (4 skills)
	for example, the student gets <b>86</b>	<b>83</b>	<b>78</b>
English score of MOET Program (100-point scale)	DDGtx	DDGgk	DDGck
	converted to MOET Program <b>9</b>	<b>8.3</b>	<b>7.8</b>

DDGtx: Regular assessment point

DDGgk: Mid-term assessment point

DDGck: Final assessment point

## REGULATIONS AND PROCEDURES FOR EDUCATIONAL COORDINATION BETWEEN PARENTS AND THE SCHOOL

### Communication between parents and the school

- Parents are responsible for notifying the school of any change to the address or phone number.
- Parents use School Online application to monitor their child's learning activities at school.

### The process of educational coordination between parents and the school

- The homeroom teacher is the main contact person between the school and parents.
- When there is a need for support or coordination between the homeroom teacher and parents, a meeting will be arranged by either the homeroom teacher or parents to discuss and find a solution. Parents are not advised to meet the subject teacher in person.
- In case of issues beyond their competence, the homeroom teacher will arrange a meeting between parents and the School Management Board.

## LIFE SKILLS

### Survival skills

swimming; escaping from the fire; giving first aid; searching for clean water, food and making a tent when getting lost in the forest; self-defence; defense in cyberspace.

## Cognitive, social and emotional skills

Self-awareness	Identifying and managing emotions; being self-aware; being aware of your strengths, needs and values; believing in your own abilities; having the ability to link thoughts, feelings, and behaviors.
Social awareness	Determining your point of view; having the ability to empathize and share; being able to recognize and accept differences and diversity; respecting others.
Self-control	Being able to manage conflicts and stress; being self-motivated and disciplined; having skills of setting goals and organizing.
Relationship management skills	Being able to build and manage social relationships; being cooperative; having the ability to negotiate, refuse and manage conflicts; being able to seek and provide help.
Responsible decision-making	Identifying the problem and analyzing the situation; problem solving; assessment and reflection; responsibility, behavior and personal ethics.

## 21<sup>st</sup> century skills

To make a positive contribution to the community, students need to possess:

### Critical thinking skills

- Critical thinking is often associated with problem solving. Students engage in higher levels of thinking process such as processing and evaluating information and drawing conclusions. This involves the student's ability to analyze, interpret, infer, and synthesize information.
- Critical thinking enables students to not only come up with better solutions, but also compare possible solutions to choose the most suitable one for the problem and current situation.
- Students are enabled to practice critical thinking skills through situations related to the knowledge they have learned in different fields, or they can also come up with situations by themselves based on their experience and observations. Then, they will seek and evaluate possible solutions.

### Creativity skills

- Creativity is the ability to innovate, invent and think out of the box to create new products (including new ideas) and design new (unique) processes or to solve/improve problems. Students have innate creativity. Therefore, they should be given the opportunity to experience and unleash their creativity.

### Communication skills

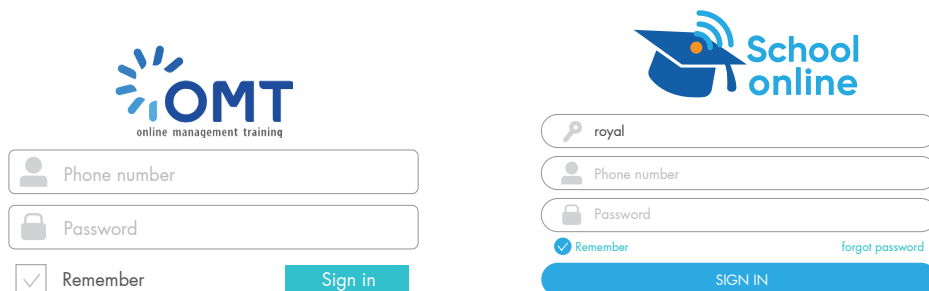
Effective communication:

- When students are able to express their ideas clearly and succinctly. This requires them to be able to make judgments based on the relevance and validity of their information sources.
- When students know how to evaluate the reactions of others while they are presenting their ideas so that they can adjust their presentation accordingly.
- When students know how to listen actively while others are communicating with them to express what they want to share accurately.
- When students know how to present their ideas orally, in writing, or by using other media such as charts, diagrams, pictures, etc.
- When students know how to choose the best means of communication (written, verbal, visual, etc.) to express themselves.

## SOFTWARE INSTALLATION GUIDE

### How to download the software and log into the system

- Log in by computer on web browser: open Chrome/Firefox/IE or Safari browser and type the address: <http://royal.so.edu.vn>, the screen will appear as below



- Log in with the app on your mobile phone: go to CH Play (Android devices) or App Store (IOS devices), search, download and install the School Online app.

#### Login information for Parent's account

- ID: Parent's phone number
- Password: Parent's phone number
- Code: royal (used when logging in to the software on the phone)

#### Login information for student's account

- ID: Student ID
- Password: Student ID
- Code: royal (used when logging in to the software on the phone)

ID and Password are phone numbers that parents registered in student records. Parents and students are advised to change your Password after logging in.

For more detailed information or installation instructions, please contact the Student Affairs and Services Management Centre at two campuses:

- **Phu My Hung Campus:** (028) 7102 3233 – 0931 448 288
- **Phu Lam Campus:** (028) 7108 7766
- **Email:** [academic@royal.edu.vn](mailto:academic@royal.edu.vn) - [academic.primary@royal.edu.vn](mailto:academic.primary@royal.edu.vn)

## BASIC FEATURES

- At homepage: Parents can view the student rules in the rules tab or click on view all tab to see all notices for students and parents.
- Please click on each function tab to see details and interact, specifically:
  - Homework: view the assignments given to students by the teachers.
  - Timetable: view detailed information of the Weekly Timetable.
  - Weekly activities: view attendance information (lateness, absence); newly updated points, comments and advice from teachers.
  - Application for leave: absence from school, school bus service, school meal
  - Support: give suggestions to the school.
  - Gradebook & Report: view weekly grades, mid-term and final reports of the student.
  - Menu: view the school's daily menu.
  - Medical record: view the student's medical record, as well as the student's medical information (if any).
  - Tuition fees: view tuition fee information.
  - Learning content: view the curriculum by subject and by week.
  - Electronic school report: view and respond to comments from teachers.
  - Bell (Notifications): view announcements, attendance, comments, assignments, etc., sent by teachers and staff of the school.
  - Chat: talk/exchange information with teachers.



**INSPIRED TO GROW**

Phu My Hung Campus: 08 Dang Dai Do, Tan Phong Ward, District 7  
Phu Lam Campus: 02, 2D Street, An Lac Ward, Binh Tan District  
Phone: (028) 7100 7878 - (028) 7101 6669





# STUDENT HANDBOOK

*"Inspired to Grow"*



**INSPIRED TO GROW**

Phu My Hung Campus: 08 Dang Dai Do, Tan Phong Ward, District 7  
Phu Lam Campus: 02, 2D Street, An Lac Ward, Binh Tan District  
Phone: (028) 7100 7878 - (028) 7101 6669





#### Dear Parents and students!

Welcome to Royal International Bilingual School (ROYAL SCHOOL).

As a member of HUTECH Education, ROYAL SCHOOL provides a multi-level education model from Kindergarten to Primary, Secondary and High School with the harmonious combination of the National Education Program and the Cambridge International Education Program, to foster a solid foundation for future success.

In addition to equipping students with knowledge, ROYAL SCHOOL also creates a dynamic learning environment where students are nurtured core values and needed skills to become responsible and community-minded global citizens. To achieve this goal, it needs effective coordination from many sides. It is the constant companionship of parents that plays an important role in the development of our students. The school always respects and highly appreciates your support and companionship.

ROYAL SCHOOL understands that integrating into a new environment is not easy for students. Thus, we have been building a team of leaders, teachers and staff who are not only dedicated but also highly qualified to help students quickly adapt to the new environment. We have remained steadfast in our goal of educating generations of ROYAL SCHOOL students - the future of the country. We believe that students will have a happy and successful learning journey at school.

Sincerely thank you for trusting and choosing ROYAL SCHOOL.

GENERAL PRINCIPAL  
Ed.D. MAI DUC THANG





## VISION

ROYAL SCHOOL delivers a world-class bilingual education in both the English and Vietnamese languages to foster high achievers who not only have a solid foundation of knowledge and excel in independent thinking, but they also nurture and pursue their passion and promote their creativity in many fields of study in a happy and modern educational environment. Possessing advanced education programs and teaching approaches, and a team of highly qualified and experienced leaders, teachers and staff, the school aims towards training high quality human resources and fostering truly confident and talented global citizens.



## MISSION

ROYAL SCHOOL's mission is to inspire students with happy lessons, thereby helping them learn more about the national cultural values, and quickly grasp new concepts in the ever-evolving digital era. By combining harmoniously between the MOET Education Program and the Cambridge International Education Program, students are always given the best conditions to study and develop comprehensively in terms of knowledge, skills and qualities.

## CORE VALUES



## LIFE SKILLS

- Survival skills
- Cognitive, social and emotional skills
- 21<sup>st</sup> century skills: critical thinking, creativity, collaboration and communication

## EDUCATIONAL PHILOSOPHY AND APPROACH

ROYAL SCHOOL pursues an educational philosophy of "Inspired to Grow" to help promote individual potentials while fostering good qualities for students to become "global citizens".

ROYAL SCHOOL provides students with an ideal learning environment to develop abilities, skills, and new ways of thinking. Students will be able to equip themselves with a solid foundation of knowledge, develop creative and critical thinking, nurture positive emotions while developing essential life skills.

ROYAL SCHOOL has pioneered comprehensive educational approaches that help students unlock their full potentials and nurture good qualities to become truly "global citizens" who will possess these core values: Passion; Creativity; Confidence - Responsibility; Cooperation - Teamwork.

## EDUCATIONAL ORIENTATION



- Vision - Mission - Core values

- Positive habits
- Living values
- Social awareness & 21<sup>st</sup> Century skills

- Harmonious combination between the MOET Education Program and the Cambridge International Education Program

- |                        |                                |
|------------------------|--------------------------------|
| - Primary Checkpoint   | - Cambridge English            |
| - Secondary Checkpoint | - A2 Flyers/A2 Key for Schools |
| - Cambridge IGCSE      | - B1 Preliminary for Schools   |
| - Cambridge AS/A Level | - IELTS                        |

- Project-based learning & problem-based learning
- Clubs
- Experiential learning/ Extracurricular activities

## UNIFORMS

Wearing uniforms is a way to express the identity, pride and collective spirit of students about the school they are attending. Wearing uniforms is compulsory for all students when going to school. Students are required to wear the following uniforms:

### Daily uniforms

- Male students: Red T-shirt + Pants / ROYAL SCHOOL Shorts
- Female students: Red T-shirt + ROYAL SCHOOL cream skirt

Students are not allowed to modify the uniform, for example: cut the skirt shorter, make an inappropriate uniform combination, etc. In case of violation, the student must get it fixed or buy a new one.

### P.E. uniforms:

Students wear P.E. uniforms and bring proper uniforms for each subject (if any).

- Martial Arts: martial arts uniform.
- Swimming: swimwear, goggles, and towel.

**Footwear:** Students are required to wear sport shoes, sandals to school.

**Student ID Card:** Students are required to wear the student ID card when going to school and during school time.

**Uniforms for extracurricular activities:** depending on the requirements of each activity.



ROYAL SCHOOL UNIFORMS

### MANNERS

- Be courteous, respectful and professional.
- Keep your hair neat, clean and undyed. For male students: no beard.
- Jewelry: Students are allowed to wear some less valuable jewelry if they have logical reasons. The School Management Board will decide whether the jewelry students wear is in accordance with the school's regulations or not. Do not wear earrings (for male students), plain rings, chains, necklaces. No tattoos/stickers/paints on the body.
- No makeup and nail polish.

### COMMUNICATION AND BEHAVIOUR

#### To yourself

- Walk quietly, speak softly, use appropriate words, and wait in line for your turn in public places.
- Be independent, self-controlled and disciplined.
- Do not sit/put your feet on the desk and run/climb in the hallway. Do not enter the prohibited areas.
- Eat and drink in designated places (dining room, canteen). Use your own water bottles. Do not bring food and drinks (except mineral water) into the classrooms and the auditorium.
- Do not use, possess and circulate any kinds of banned substances, stimulants, addictive substances (tobacco, cigarettes, etc.), alcohol, toxic cultural products (books, newspapers, tapes/discs, films, photos, clips, videos, etc.), weapons, dangerous objects and toys that can cause injury, or bring pets to school.
- Do not gamble in any way.
- Do not order and deliver goods at school, steal or vandalize other people's property. Be responsible for compensation when damaging the property of the school and others.
- Do personal hygiene, maintain orderliness, and enhance mental and physical health.
- Follow and promote the school's core values.

#### To other students

- Be courteous, friendly, honest, respectful, and do not discriminate against others.
- Do not say bad words (profanity/swearing), have provocative attitude, or send false information (slander, spread unverified rumors), violate privacy and exhibit offensive behaviour in face-to-face and cyberspace communication.
- When detecting signs of bullying/insecurity, immediately notify your teachers/parents and take preventive measures.
- No intimate gestures (other than friendship which may cause misunderstanding) with friends of the opposite gender.
- Protect reputation of you, your friends and others. Do not bully, cause trouble, and fight inside and outside the school unilaterally or in collusion with others.

### To teachers, parents and school visitors

- Greet adults politely and be able to give clear answers with confidence and courtesy when being asked.
- Know how to say thank you, apologize and correct your mistakes.
- Be respectful, honest and obedient.
- Know how to care, share and help when needed.
- Do not use disrespectful words or insult the dignity and honour of the school's staff, employees and teachers.

### ATTENDANCE

- Attend school and participate in the school's extracurricular activities and events fully and punctually.
- Comply with rules and procedures daily to practice positive habits and develop your abilities and essential skills.
- Actively complete the assignments in a timely manner and ensure their quality as required by the teacher and the group.
- Implement the attendance process fully (being late for school, absent from class, leaving early, absent from school).

PRIMARY		SECONDARY & HIGH SCHOOL	
TIME	CONTENT	TIME	CONTENT
07:15 - 07:40	Welcome students	07:15 - 07:30	Welcome students
07:40 - 08:10	Breakfast (Breakfast will not be served for primary students after 8:10)	07:30 - 07:45	Breakfast (Breakfast will not be served for secondary and high school students after 7:45)
08:10 - 16:30	Learning activities as scheduled	07:45 - 16:45	Learning activities as scheduled
16:30 - 17:00	End of school day	16:45 - 17:00	End of school day

### Absence from school

Parents are required to notify the school of their child's absence as the following process:

- Planned absence (with Leave of Absence): The request for planned absence must be sent to the school at least 1 day in advance by one of the following methods:
  - In writing or via email to the Student Affairs and Services Management Centre
  - Via the School Online (SO) application
- Unscheduled absence (with Leave of Absence): Parents need to inform the homeroom teacher or the Student Affairs and Services Management Centre of their child's unscheduled absence and submit a request for leave of absence on the School Online (SO) application within 1 - 3 days after the student's absence.
- Unexcused absence: If the student is absent for no reason on any school day, the school will directly contact their parents during the day and in this case it is considered as an unexcused absence.
- Meal fee (for the period of absence) will be only reserved on a full week basis counted from the week after the student applies for meal fee reservation on Friday before the week the student applies for leave (Please email to the Student Affairs and Services Management Centre for further support).
- Absence from school for more than 3 days must be approved by the School Management Board.
- Students are not allowed to take more than 45 days of leave in a school year (there are 2 sessions/day).

### Being late for school

- Secondary and High School students arriving at school after 7:45 AM will be recorded as being late; Primary students arriving at school after 8:00 AM will be recorded as being late.
- Parents need to notify the homeroom teacher or the Student Affairs and Services Management Centre of their child's lateness.



- Students (who have registered to use the school's breakfast service) are required to eat breakfast at the designated time. Breakfast will not be served after the designated time.
- Students who are late for school must sign the lateness record (the number of lateness will be recorded) and receive the class entry pass from the student supervisor.

#### **Leaving school early**

- Primary students who leave school before 4:30 PM will be recorded as leaving early, and Secondary and High School students who leave school before 4:45 PM will be recorded as leaving early.
- Parents need to notify the homeroom teacher or send a request for leaving school early for their child to the Student Affairs and Services Management Centre. Upon receiving their Parents' consent, the student will be issued an Early Leave Pass by the student supervisor and will present it to the gate security guard.

Parents are advised not to arrange for their child to be absent from school, late for school, or leave early if it is not due to health reasons or other force majeure reasons. Students need to attend class fully, which will help them make a lot of progress.

#### **LEARNING**

- Prepare needed items for learning and complete all assignments before going to class and participating in activities.
- Set personal objectives for the subjects and practical activities, apply learning methods effectively in each subject, and make great efforts to achieve your goals.
- Pay attention and stay focused during the lesson to achieve learning objectives by the end of class.
- Respect and listen to others, promote critical thinking and creativity in group activities inside and outside the classroom (including project-based, experiential and career orientation activities).
- Unleash your full potential by joining clubs.
- Prepare well for exams and be honest during the exam. Strictly follow the rules and procedures of the exams.
- Students are only allowed to use iPads, laptops and other electronic devices with the permission of the teacher in charge, student supervisor and the School Management Board when taking part in the projects and experiential activities as planned.
- Participate fully in the skills training activities held by the school.
- Comply with rules and procedures when using functional rooms and multi-sport court to ensure safety and efficiency.
- Participate fully in the online lessons and activities in order to achieve the learning objectives set by the school.

#### **ONLINE LEARNING**

In the event that temporary closure of the school is requested by the authorities or the school's operations are affected by unusual circumstances (such as natural disasters, epidemics and other force majeure conditions), the school can implement online teaching and learning activities in replacement of face-to-face ones to ensure the safety of all involved parties.

- Keep your personal account (provided by the school) safe and secure.
- Prepare learning tools (books, notebooks, pens, etc.), computers with stable internet connection, and complete all assignments before attending class.
- Study in a quiet, well-lit room with a proper background. Be punctual. Dress up nicely. Follow the teacher's instructions. Inform your teacher immediately when having technical problems.
- Distance learning (online learning) has the same validity and complies with the regulations on attendance, assessment, etc., as face-to-face learning.

#### **GIFTED SUBJECTS**

- Students are required to know how to swim (pass the swimming test) before they can choose another sport.
- Do not change your chosen gifted subject until the end of the school year.

#### **IGCSE/A LEVEL PROGRAM**

**Students are advised to choose the right subjects for IGCSE/A level program in 3 following ways**

- Choose the subjects according to your major at higher education (A level or University)
- Choose the subjects according to your future career orientation and goals
- Choose the subjects according to your ability/aptitude and passion

#### **How to study IGCSE and AS/A level programs well**

- Learn English well (especially specialized terms/terminology)
- Choose the right subjects (according to your future career orientation and major at university)
- Actively apply theoretical knowledge into practice; do your own research from different sources.
- Make a study plan

#### **SCHOOL SAFETY**

##### **Food hygiene and safety**

- Eat well cooked foods and drink boiled water. Give priority to freshly cooked foods. Do not use canned products that are expired, bulged, flattened, deformed, rusty, not intact, or have unusual taste and color change.
- Clean the desks, chairs, floor, etc., daily. Regularly wash your hands with soap and running water (especially when going to the toilet and before eating).
- Do not bring outside food and drinks to school. Only bring birthday cakes (with a prestigious brand, purchase invoice which will be submitted to the school, and the sample will be kept) when your registration for birthday celebration is approved by the School Management Board. Only use products and food ingredients of clear origin.
- Food and drinks served for the activities must be well cooked to ensure food hygiene and safety.
- Students need to be approved by the School Management Board to bring their own food and drinks to school, and parents are fully responsible for the safety of their child's food and drinks.

##### **Communicable diseases**

Students with communicable diseases must rest at home and submit a doctor's note when returning to school.

#### **SCHOOL BUS SERVICE**

The school bus service will only serve students in the designated areas. To ensure student safety and maintain order on the bus, there will be one staff in charge on each bus. All seats in the bus are equipped with seat belts, and the staff and students are required to wear seat belts. The bus will only depart when all students' seatbelts are fastened and checked. Each bus will have an operator who always brings a mobile phone for easy communication in case of emergency.

Students need to be ready to wait for the bus at the designated pick-up point, the bus will go to another pick-up point if the student is still not present after the waiting time to ensure the time to pick up other students at the next pick-up points. Parents need to pick up their child on time. The school will no longer be responsible for managing the students after they are dropped off at the drop-off point.

Depending on the actual traffic situation, if there is a change in the pick-up/drop-off time, parents will be informed by the staff in charge of the school bus.

For more information about the school bus service, please contact the Student Affairs and Services Management Centre. Service availability is on a first come, first served basis.

## STUDENT PICK-UP AND DROP-OFF PROCEDURES AT ROYAL SCHOOL

Pick-up and drop-off person: Parent or guardian who has registered with the school

### How students go to school and go home

#### Way 1: students go to school and go home on their own.

Secondary and high school students swipe their student ID card at the gate and go home. Parents need to register with the homeroom teacher and the Student Affairs and Services Management Centre. After being approved by the School Management Board, the student will be allowed to go home on their own under the supervision of the student supervisor. The school is not responsible for the student after leaving school.

#### Way 2: students are picked up and dropped off by their parents or guardian.

Only parent(s) or legal guardian (according to the information provided in the admission record) or a person authorized in writing by the student's parent and registered with the school (collectively known as Parent) has the right to pick up the student. Parents are required to present a valid pick-up and drop-off card at the school's entrance and exit gates to get in and out according to the regulations.

When necessary, the school security staff is allowed to ask the person carrying the pick-up and drop-off card to present their identification:

- In case it does not match the registered information, the school has the right to refuse to let them enter the school or pick up the student.
- In case of forgetting the card: The security or school staff will only swipe the card for the parent(s) if they are able to present all legal identification documents proving the personal relationship with the student. Parents are required to pick up and drop off students at the designated place and time. Parents are advised not to travel in other areas of the school campus so as not to affect students' learning activities.

#### Way 3: students use the school bus service (registered according to the regulations).

Parents register the school bus service for their child according to the regulations. Parents need to know their child's bus route and the nanny's phone number to pick up and drop off their child on time. The school bus only picks up and drops off students at the registered locations. In case there is a change to the pick-up point, parents need to notify the school at least 01 week in advance. The school will consider parents' request if there is a suitable bus route for the student.

In the event that the student does not use the school bus service on any day, parents need to notify the school bus staff or the Student Affairs and Services Management Centre so as not to affect the overall safety of other students in the entire route.

### Student pick-up and drop-off time

**Morning:** Parents take their child to the school gate at the specified time. Students will enter school and go to classroom on their own.

**Afternoon:** Parents pick up their child from 4:30 PM to 5:30 PM. Students are not allowed to stay at school after 5:30 PM.

- Primary students are picked up at the classroom.
- Secondary and high school students are picked up at the school gates (not at the classrooms):
  - Parents send a message or call the homeroom teacher to inform the student to go home.
  - Parents send a message or call their child prior to pick-up.
  - After 5:00 PM: All the students will be gathered and supervised by the student supervisor at the waiting area until 5:30 PM.
  - After 5:30 PM, the school is not responsible for the student's arising problems.

### Regulations on leaving school early and at lunchtime

Students are only allowed to go home early or at lunchtime with parental request that is approved by the School Management Board, in the following cases:

- The family has an emergency or parents have requested for early leave in advance.
- Students participate in learning activities, exchange activities, competitions with notice/invitation letters, and other activities. This must be approved by the School Management Board.
- Students are sick and must be taken to the medical facility for health check-up or emergencies, or must go home for some rest as recommended by the school's medical department.
- Students who leave school early without permission or without a logical reason or with a parental request that has not been approved by the School Management Board will be considered absent from school and will be subject to disciplinary action according to the school's regulations.

### Regulations on after-school babysitting

In case parents are unable to pick up their child on time at the end of school day (before 5:00 PM), please register with the Student Affairs and Services Management Centre for arrangement. The after-school babysitting will be subject to the existing fee schedule.

### Regulations on parking vehicles when picking up and dropping off students

- Follow the security guard's instructions to ensure the best security at the school gate.
- Do not stop or park the vehicle at the entrance or exit, which may obstruct the circulation of other vehicles.
- Do not stop or park the vehicle for too long, which may cause traffic congestion.
- Do not turn the vehicle around at school gates, which may cause traffic congestion.
- Turn off the engine and lock the vehicle carefully while waiting to pick up and drop off your child.

## SCHOOL HEALTH SERVICES

Medical staff at each campus are always available to assist students in the event of illness or injury at school. In case the student only has mild fever symptoms and can continue to stay at school, the medical staff can give them fever reducer. If the student has an injury or serious medical condition that makes them unable to stay at school, the medical staff will contact their parents to pick them up.

To ensure student safety, parents need to notify the school if the student has any serious health problems such as anaphylaxis and asthma so that the school can coordinate and support parents well when needed.

Students should be given medication at home before going to school. In accordance with Royal School's policy, in the event that the student must take medication at school during the day as prescribed by the doctor, parents are required to meet the school's medical staff to confirm their agreement (and sign) in writing prior to administering medication to the student.

Medical staff, teachers or school staff will not administer medication to the student without the required documentation as stated above. Any medication brought to school that is not pre-registered, or that is not in its packaging, will be kept temporarily by the medical staff and will be returned to parents.

Student healthcare and safety at school is one of our top priorities, but in reality unexpected incidents may happen.

- In case of being scratched in the school playground, the student will be given first aid on the spot.
- In case of a serious incident requiring professional treatment, the school will simultaneously call an ambulance and contact parents to take the student to the nearest appropriate medical facility. However, in the event that the school cannot contact parents at that time, parents agree to authorize the school to choose the treatment methods for the student according to the advice of the doctor at the medical facility.
- The school is exempt from responsibility for the issues that occur beyond the ability and/or scope and control of the school.

## PROTECTION OF PERSONAL AND SCHOOL PROPERTY

### Valuable items

Students are not encouraged to bring valuables to school.

Cell phones will be handed over to the homeroom teacher at the beginning of the school day and will not be used during school time.

In case of doing the projects as planned, students are allowed to use iPad/laptop/other electronic devices under the instructions of the teacher in charge (with the approved request for equipment use) according to the registered time and specific requirement of each activity.

Other electronic devices (speakers/bluetooth headsets, camcorders, audio recorders, multi-functional watches, etc.) are not permitted in school.

When being detected using the electronic device without permission, the student's device will be confiscated temporarily according to the following procedure:

- 1<sup>st</sup> violation: the student will be reminded, monitored and checked by the homeroom teacher, and will have 3 shields deducted.
- 2<sup>nd</sup> violation: the student's device will be kept for 3 days and the homeroom teacher has a plan to monitor and check. The student will have 6 shields deducted.
- 3<sup>rd</sup> violation: the student's device will be kept for 7 days (1 week). The student has to make a report of violation and their parents will be informed by the homeroom teacher. The student will have 12 shields deducted.
- 4<sup>th</sup> violation: the student's device will be kept for 01 month. The student will have 24 shields deducted. The homeroom teacher will make a violation record and coordinate with parents to educate the student.

Royal School will not be responsible for any loss or misplacement of valuables at school.

### School property

**Lockers:** used to store school supplies necessary for the school day and pillows and blankets for nap time; always keep your personal locker clean, neat and closed at all times; do not keep food, drinks, dangerous/prohibited and flammable items in the locker. Do not arbitrarily draw graffiti and offensive images on the locker. Respect other's privacy. Do not open or search another student's locker without the owner's permission. However, the school can suddenly inspect personal lockers in the presence of the School Management Board, student supervisor and Student Representative Committee when needed. Personal locker must be kept clean and handed over when the student leaves school or when the school year ends.

**Electrical equipment:** students need to know about electrical safety and know how to use the electrical equipment; do not arbitrarily use (sockets, computers, microphones, projectors and air conditioners) without permission of the teacher/staff. Turn off all electrical equipment when not in use or when you leave the room. The air conditioner is adjusted according to the following parameters: cool mode; standard temperature at 26°C.

### Other properties

- Paper, water and hand soap in the toilet need to be used properly and reasonably (turn off the water after use, put the used paper in the designated place). Do not put your feet on the toilet bowl. Flush the toilet after using it.
- Open and close the doors/personal lockers/drawers/curtains slightly.
- Tables and chairs must be always kept clean and neat, do not drag tables and chairs or sit on the table; do not scratch, smear, draw (pictures)/stick (posters) on the surfaces (chairs, tables, felt boards, walls, door frames).
- Protect the environment by picking up and putting garbage according to its classification in the designated place; put trays, chopsticks and spoons in the designated place after eating.
- Protect and preserve the green space in the school campus.
- Books borrowed from the library must be always kept clean and neat. Do not write and draw on the borrowed books. In case the book is damaged or lost, the student must be responsible for compensation with a new book of the same value.
- Borrowed items must be kept intact and returned on time.

- Do not arbitrarily use or tamper with fire-fighting equipment (activation switches and fire alarms, smoke sensors, emergency exits, fire extinguishers, hoses, nozzles, loudspeakers).
- Immediately notify the teacher when detecting any signs of imminent damage to the school properties, and do not try to fix it by yourself to ensure safety.
- Comply with the regulations of functional rooms (ICT lab, library, STEM lab, laboratory, etc.); auditorium; canteen and playgrounds (swimming pool, multi-sport court, schoolyard) to protect the safety of you and others.
- In case of damaging the school property, the student must be responsible for compensating as the current value of the property.

## PARTICIPATING IN SCHOOL ACTIVITIES AND EVENTS

- Prepare well before the event takes place (know your responsibilities clearly and have all necessary supplies).
- Follow the approved plan, be on time and at the right place according to the prescribed scheme, do the right work.
- Go to the designated location in an orderly manner.
- Respect and follow the instructions of the operator and do not make noise or disorder (move on stage in an orderly manner).
- Do not arbitrarily leave your position without permission and follow the procedures of getting out of class.
- Do not use electronic devices (phones, camcorders, computers, etc.) without permission.
- Do not bring food and drinks (except water).
- Wait for the instructor's signal to return to class when the event is over.
- Make sure to clean and return borrowed items before leaving.

## THINGS STUDENTS CANNOT DO AT ROYAL SCHOOL

- Respect for dignity and honor: Students are not allowed to be disrespectful or insult the dignity and honor of school officials, employees, and teachers.
- Be civilized and gentle: Students must not insult the honor and dignity of their friends; Do not fight or disrupt order in the school or in society. When encountering a conflict, students need to immediately notify an adult instead of arbitrarily resolving it with violence. Absolutely do not collude with outside entities to cause conflicts and animosity with students in the school.
- Strictly prohibit the use of banned substances: Absolutely do not use, store, or circulate banned substances, stimulants, narcotics, alcohol, and cultural products that are toxic, depraved, and unhealthy. strong, or illegal (including books, newspapers, tapes/discs, films, photos, clips, videos, etc.).
- Respect a healthy lifestyle: Any behavior related to gambling in any form is strictly prohibited. Preserving common property: Students are not allowed to steal other people's property; Do not vandalize or damage school property.
- Management of supplies and equipment: Do not bring unauthorized equipment into school; The device does not serve educational purposes; Toys and games that are dangerous, unsafe, unhealthy, and not appropriate for student age.
- Honesty in learning: All forms of cheating in tests and exams are strictly prohibited.
- Preserving school culture: Students are not allowed to have overly intimate emotional relationships that cause offense or cause frustration in the parent and student community.



6-Step Disciplinary Process

- 1. 1<sup>st</sup> and 2<sup>nd</sup> violation: reminder (The homeroom teacher will have a plan to observe and monitor the student).
  - 2. 3<sup>rd</sup> violation: make a report of violation (stating mistakes, causes and solutions) [The homeroom teacher will have a plan to monitor the student and inform Parents of the student's violation].
  - 3. 4<sup>th</sup> violation: make a record + suspend a favorite activity of the student at home and at school (The homeroom teacher will coordinate with parents). The suspension of the student's favorite activity at school requires confirmation of the subject teacher (if any) and approval of the School Management Board.
  - 4. 5<sup>th</sup> violation: make a record and the homeroom teacher will have the 1<sup>st</sup> meeting with parents.
  - 5. 6<sup>th</sup> violation: make a record and the homeroom teacher will have the 2<sup>nd</sup> meeting with parents about consideration of educating the student through the School Board of Education.
  - 6. 7<sup>th</sup> violation: make a record and the homeroom teacher will take the student to the School Board of Education.
- The number of deducted shields, form of disciplinary action and the results of the student's assessment will be decided by the School Board of Education.

ASSESSMENT OF STUDENT LEARNING OUTCOMES

Cambridge International Program

Cambridge levels for Bilingual and Integrated Programs

GRADE LEVEL AT ROYAL SCHOOL	BILINGUAL PROGRAM (Cambridge Stage)	INTEGRATED PROGRAM (Cambridge English)
Kindergarten	1	Pre - A1
1	2	Pre - A1 Starters
2	3	Pre - A1 Starters
3	4	A1 Movers
4	5	A2 Movers
5	6 (Primary Checkpoint)	A2 Flyers
6	7	A2 Key For School
7	8	A2 Key For School
8	9 (Lower Secondary Checkpoint)	B1 Preliminary For Schools
9	IGCSE	IELTS (4.5 - 5.0)
10	IGCSE	IELTS (5.0 - 5.5)
11	A/AS Levels	IELTS (5.5 - 6.5)
12	A/AS Levels	IELTS (6.5 - 7.5)
<ul style="list-style-type: none"><li>Each education program has its own admission criteria.</li><li>Admissions are made at the end of the school year for class placements for the following school year.</li><li>Integrated Program: students in grade 1 to grade 8 attending the Integrated Program will study 3 subjects including ESL, Math, and Science so that they can switch to the Bilingual Program if appropriate, while students in grade 9 to grade 12 only focus on ESL subjects to take the IELTS test.</li></ul>		

The Cambridge Checkpoint Exam is designed to assess students when completing the Cambridge Primary Program in grade 5 and Cambridge Secondary Program in grade 8. Students will receive helpful comments on their strengths and weaknesses so that they can prepare well for the next educational stage and for the IGCSE Program in grade 9.

Cambridge Checkpoint Exam

CAMBRIDGE PRIMARY CHECKPOINT	CAMBRIDGE SECONDARY CHECKPOINT
<b>ESL (0057)</b> <ul style="list-style-type: none"><li>ESL - Test 1: Reading (40 minutes)</li><li>ESL - Test 2: Writing (40 minutes)</li><li>ESL - Test 3: Listening (25 minutes)</li></ul>	<b>ESL (0876)</b> <ul style="list-style-type: none"><li>ESL - Test 1: Reading (50 minutes)</li><li>ESL - Test 2: Writing (50 minutes)</li><li>ESL - Test 3: Listening (45 minutes)</li></ul>
<b>Math (0096)</b> <ul style="list-style-type: none"><li>Math 0097 - Test 1: (45 minutes)</li><li>Math 0096 - Test 2: (45 minutes)</li></ul>	<b>Math (0862)</b> <ul style="list-style-type: none"><li>Math 0862 - Test 1: (60 minutes)</li><li>Math 0862 - Test 2: (60 minutes)</li></ul>
<b>Science (0097)</b> <ul style="list-style-type: none"><li>Science 0097 - Test 1: (45 minutes)</li><li>Science 0097 - Test 2: (45 minutes)</li></ul>	<b>Science (0893)</b> <ul style="list-style-type: none"><li>Science 0893 - Test 1: (45 minutes)</li><li>Science 1113 - Test 2: (45 minutes)</li></ul>
<ul style="list-style-type: none"><li>Students can choose subjects for taking the tests</li><li>Examination fees will be announced by the Examination Board from time to time</li></ul>	

For the English test, students are required to:

- Use correct phrasal verbs, nouns, adjectives, and adverbs in sentences.
- Have a large vocabulary of different topics: family, sports, friends and leisure.
- Listen, infer and understand the implications of talks on familiar topics.
- Listen and understand detailed information.
- Infer and understand opinions, attitudes and implications from talks.
- Recognize details or information through different ways of expressions.
- Write/reply to personal messages in a short, simple way to thank, apologize, inquire, inform, accept or refuse invitations.
- Write a short story (no more than 100 words) based on the suggested topic.

Cambridge IGCSE Program (grades 9 and 10)

The Cambridge IGCSE Program includes core subjects such as English, Mathematics, Science, ICT and Global Perspectives. The program is highly academic and challenging, helping students develop and hone important 21<sup>st</sup> century skills such as research skills, teamwork and communication skills, method of expressing opinions and using the English language appropriately to higher-level academic and life contexts.

The assesement of the student's learning progress during the school year will be based on:

- Diagnostic and process assessments such as attendance, completion of assignments, performance in class, unit tests and projects.
- Mid-term/final tests (not accounting for a large proportion of the total score): 4 tests per school year to help students better prepare for the IGCSE exam.

Overall score (100%) = Average score of progress tests (75%) + Mid-term/final tests (25%)

MOET Education Program

Students taking the Cambridge Bilingual Program or Cambridge Integrated Program have to study the MOET Education Program simultaneously.

Primary

- Assessment based on the results of regular and periodic tests.
- School report: assessment results at the end of the school year.



### Secondary and High School

- The semester grade point average for each subject is calculated as follows:

$$\text{ĐTBmhk} = \frac{\text{TĐĐGtx} + 2 \times \text{ĐĐGgk} + 3 \times \text{ĐĐGck}}{\text{ĐĐGtx} + 5}$$

ĐTBmhk: Semester grade point average

TĐĐGtx: Total regular assessment point

ĐĐGgk: Mid-term assessment point

ĐĐGck: Final assessment point

ĐĐGtx: Regular assessment point

- Whole year grade point average is calculated as follows:

$$\text{ĐTBmcn} = \frac{\text{ĐTBmhkl} + 2 \times \text{ĐTBmhklI}}{3}$$

ĐTBmcn: Whole year grade point average

ĐTBmhkl: Semester 1 grade point average

ĐTBmhklI: Semester 2 grade point average

### Conversion of English scores from Cambridge Program to MOET Program

#### Primary

- Grades 1 and 2: scores and level achieved are not inputted on the educational database C1.
- Grades 3,4 and 5
- Scores are converted and inputted on the educational database C1

English score of the Cambridge Program is converted equivalent to the 10-point scale of the MOET Program.

SCORE	LEVEL ACHIEVED	COMMENTS
Cambridge score = MOET score	<b>7, 8, 9, 10</b>	<b>T</b> (good)
	<b>5, 6</b>	<b>H</b> (complete)
	<b>Less than 5</b>	<b>C</b> (incomplete)
Inputted on the educational database C1	<b>x</b>	Inputted on the educational database C1 for mid-term
		Inputted on the educational database C1 for final term

- Progress test: [attendance + class assignment + homework + project] + unit test
- Mid-term/final test: 4 skills
- How to calculate mid-term and final scores of the Cambridge Program

$$\text{Overall score (100\%)} = \text{Average score of progress tests (75\%)} + \text{Mid-term/final tests (25\%)}$$

### Secondary and High School

English

English score is converted from Cambridge Program to MOET Program as follows:

- Semester 1 or semester 2 grade point average:

$$\text{ĐTBmhk} = \frac{(\text{ĐĐGtx1} + \text{ĐĐGtx2} + \text{ĐĐGtx3} + \text{ĐĐGtx4}) + (\text{ĐĐGgk} \times 2) + (\text{ĐĐGck} \times 3)}{9}$$

ĐTBmhk: Semester grade point average

TĐĐGtx: Total regular assessment point

ĐĐGgk: Mid-term assessment point

ĐĐGck: Final assessment point

ĐĐGtx: Regular assessment point

- Whole year grade point average:

$$\text{ĐTBmcn} = \frac{\text{ĐTBmhkl} + \text{ĐTBmhklI} \times 2}{3}$$

ĐTBmcn: Whole year grade point average

ĐTBmhkl: Semester 1 grade point average

ĐTBmhklI: Semester 2 grade point average

English score of Cambridge Program (100-point scale)	[attendance + homework + class assignment] + quizzes/unit tests	Mid-term tests (4 skills)	Final tests (4 skills)
	for example, the student gets <b>86</b>	<b>83</b>	<b>78</b>
English score of MOET Program (100-point scale)	ĐĐGtx	ĐĐGgk	ĐĐGck
	converted to MOET Program <b>9</b>	<b>8.3</b>	<b>7.8</b>

ĐĐGtx: Regular assessment point

ĐĐGgk: Mid-term assessment point

ĐĐGck: Final assessment point

### REGULATIONS AND PROCEDURES FOR EDUCATIONAL COORDINATION BETWEEN PARENTS AND THE SCHOOL

#### Communication between parents and the school

- Parents are responsible for notifying the school of any change to the address or phone number.
- Parents use School Online application to monitor their child's learning activities at school.

#### The process of educational coordination between parents and the school

- The homeroom teacher is the main contact person between the school and parents.
- When there is a need for support or coordination between the homeroom teacher and parents, a meeting will be arranged by either the homeroom teacher or parents to discuss and find a solution. Parents are not advised to meet the subject teacher in person.
- In case of issues beyond their competence, the homeroom teacher will arrange a meeting between parents and the School Management Board.

### LIFE SKILLS

#### Survival skills

swimming; escaping from the fire; giving first aid; searching for clean water, food and making a tent when getting lost in the forest; self-defence; defense in cyberspace.

## Cognitive, social and emotional skills

Self-awareness	Identifying and managing emotions; being self-aware; being aware of your strengths, needs and values; believing in your own abilities; having the ability to link thoughts, feelings, and behaviors.
Social awareness	Determining your point of view; having the ability to empathize and share; being able to recognize and accept differences and diversity; respecting others.
Self-control	Being able to manage conflicts and stress; being self-motivated and disciplined; having skills of setting goals and organizing.
Relationship management skills	Being able to build and manage social relationships; being cooperative; having the ability to negotiate, refuse and manage conflicts; being able to seek and provide help.
Responsible decision-making	Identifying the problem and analyzing the situation; problem solving; assessment and reflection; responsibility, behavior and personal ethics.

## 21<sup>st</sup> century skills

To make a positive contribution to the community, students need to possess:

### Critical thinking skills

- Critical thinking is often associated with problem solving. Students engage in higher levels of thinking process such as processing and evaluating information and drawing conclusions. This involves the student's ability to analyze, interpret, infer, and synthesize information.
- Critical thinking enables students to not only come up with better solutions, but also compare possible solutions to choose the most suitable one for the problem and current situation.
- Students are enabled to practice critical thinking skills through situations related to the knowledge they have learned in different fields, or they can also come up with situations by themselves based on their experience and observations. Then, they will seek and evaluate possible solutions.

### Creativity skills

- Creativity is the ability to innovate, invent and think out of the box to create new products (including new ideas) and design new (unique) processes or to solve/improve problems. Students have innate creativity. Therefore, they should be given the opportunity to experience and unleash their creativity.

### Communication skills

- Effective communication:
- When students are able to express their ideas clearly and succinctly. This requires them to be able to make judgments based on the relevance and validity of their information sources.
  - When students know how to evaluate the reactions of others while they are presenting their ideas so that they can adjust their presentation accordingly.
  - When students know how to listen actively while others are communicating with them to express what they want to share accurately.
  - When students know how to present their ideas orally, in writing, or by using other media such as charts, diagrams, pictures, etc.
  - When students know how to choose the best means of communication (written, verbal, visual, etc.) to express themselves.

## GUIDANCE ON INSTALLING AND USING BASIC FEATURES OF SCHOOL ONLINE APPLICATION

### SOFTWARE INSTALLATION GUIDE

#### How to download the software and log into the system

- Log in by computer on web browser: open Chrome/Firefox/IE or Safari browser and type the address: <http://royal.so.edu.vn>, the screen will appear as below

- Log in with the app on your mobile phone: go to CH Play (Android devices) or App Store (IOS devices), search, download and install the School Online app.

#### Login information for Parent's account

- ID: Parent's phone number
- Password: Parent's phone number
- Code: royal (used when logging in to the software on the phone)

#### Login information for student's account

- ID: Student ID
- Password: Student ID
- Code: royal (used when logging in to the software on the phone)

ID and Password are phone numbers that parents registered in student records. Parents and students are advised to change your Password after logging in.

For more detailed information or installation instructions, please contact the Student Affairs and Services Management Centre at two campuses:

- **Phu My Hung Campus:** (028) 7102 3233 – 0931 448 288
- **Phu Lam Campus:** (028) 7108 7766
- **Email:** [academic@royal.edu.vn](mailto:academic@royal.edu.vn) - [academic.primary@royal.edu.vn](mailto:academic.primary@royal.edu.vn)

### BASIC FEATURES

- At homepage: Parents can view the student rules in the rules tab or click on view all tab to see all notices for students and parents.
- Please click on each function tab to see details and interact, specifically:
  - Homework: view the assignments given to students by the teachers.
  - Timetable: view detailed information of the Weekly Timetable.
  - Weekly activities: view attendance information (lateness, absence); newly updated points, comments and advice from teachers.
  - Application for leave: absence from school, school bus service, school meal
  - Support: give suggestions to the school.
  - Gradebook & Report: view weekly grades, mid-term and final reports of the student.
  - Menu: view the school's daily menu.
  - Medical record: view the student's medical record, as well as the student's medical information (if any).
  - Tuition fees: view tuition fee information.
  - Learning content: view the curriculum by subject and by week.
  - Electronic school report: view and respond to comments from teachers.
  - Bell (Notifications): view announcements, attendance, comments, assignments, etc., sent by teachers and staff of the school.
  - Chat: talk/exchange information with teachers.