

2024

HANDBOOK FOR PARENTS



**OLYMPIA PRIMARY, MIDDLE
AND HIGH SCHOOL**

SAKURA – OLYMPIA SCHOOL SYSTEM

8/1/2024

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Dear Parents,

Welcome to Sakura Olympia School. We are delighted to join you in the journey of educating and holistically developing our students. Sakura Olympia School is committed to providing a safe, creative, and dynamic learning environment that helps students reach their full potential.

PURPOSE OF THE PARENT HANDBOOK

The Parent Handbook is designed to provide necessary information and support parents in monitoring and assisting their children at school. The main objectives of the handbook include:

1. **Updates:** Provides parents with the latest information on the curriculum, schedules, events, and regulations of Sakura Olympia School.
2. **Parent Support:** Guides and provides necessary materials to help parents effectively accompany and support their children's learning and development.
3. **Enhancing Cooperation:** Promotes collaboration between the school and parents, creating a strong and unified educational community.
4. **Education and Guidance:** Provides information on educational methods, life skills, and extracurricular activities, helping parents guide and support the comprehensive development of students.
5. **Communication and Connection:** Establishes a communication channel between parents and the school, helping to resolve queries, contribute suggestions, and provide notifications on student-related issues.

We hope this handbook will be a useful tool that provides parents with comprehensive and timely information, helping them feel more confident in supporting their children throughout their time at Sakura Olympia School.

Sincerely,

The Administration Board of Sakura Olympia School System

MISSION, VISION, AND CORE VALUES

1. Mission

Our mission is to holistically develop each student with strong moral values, social responsibility, good mental and physical health, and extensive knowledge. We aim to cultivate independence, independent thinking, creative thinking, effective communication, and collaboration skills to help them become influential global citizens in the future. Our guiding principle in all educational activities is "Shaping character, conquering heights, achieving happiness."

2. Vision

Our vision is to build an educational community that supports and promotes comprehensive development in ethics, health, and intellect. We aim to foster independent thinking, creative thinking, communication, and collaboration, helping each individual effectively adapt to the challenges of the 21st century and contribute positively to a globally connected society.

3. Core Values

Ethics: Independence and Community

Emphasizing personal autonomy and independent thinking, along with a sense of living for the community. Education focuses on understanding, patriotism, compassion, and nurturing a spirit of cooperation and leadership within the community.

Health: Mental and Physical

Comprehensive development of physical and mental health through education in sports, arts, ethics, and creative experiences. Every individual possesses a sound mind in a strong body.

Knowledge: Lifelong Learning and Career Development

Preparing students to master practical knowledge, enhance the quality of life, and choose suitable careers. Emphasizing the development of language skills, problem-solving, communication, and collaboration to best adapt to the challenges of the 21st century.

SCHOOL CURRICULUM POLICY

The school plans to integrate the Cambridge program into the primary school curriculum starting from the 2024-2025 school year and will expand this integration to higher levels in subsequent years. This policy outlines the implementation and management of the curriculum at the school, aiming to ensure the highest quality of education for students.

1. Curriculum

1.1. Program

1.1.1. Primary School level

Weekly Distribution of Study Time for Subjects

Ngôn ngữ/ Language	Môn học/ Subject	Lớp 1/ Grade 1	Lớp 2/ Grade 2	Lớp 3/ Grade 3	Lớp 4/ Grade 4	Lớp 5/ Grade 5
		Bilingual	Bilingual	Bilingual	Bilingual	Bilingual
Tiếng Anh và Chương trình Tích hợp Cambridge/ English and Cambridge Integrated Program	1.1 Cambridge English / Tiếng Anh Cambridge	5	5	5	5	5
	1.2 Cambridge Math/ Cambridge Toán	4	4	4	4	4
	1.3 Cambridge Science / Cambridge Khoa học	3	3	3	3	3
Chương trình Giáo dục phổ thông Nam/ Vietnamese National	2.1 Vietnamese Language/ Tiếng Việt	12	10	7	7	7
	2.2 English/Tiếng Anh	1	1	2	1	1

General Education Program	2.3 Vietnamese Math/ Toán VN	2	4	4	4	4
	2.4 History and Geography / Lịch sử & Địa lý				2	2
	2.5 Social Natural, Science/Tự nhiên xã hội, Khoa học	1	1	1	1	1
	2.6 Technology/Công nghệ			1	1	1
	2.7 Computer Basic/ Tin học			1	1	1
	2.8 PE/ Giáo dục thể chất	2	2	2	2	2
	2.9 Music /Âm nhạc	1	1	1	1	1
	2.10 Art /Mỹ thuật	1	1	1	1	1
	2.11 Ethics/ Đạo đức (Include Reading book and Life skill/ Tích hợp Đọc sách và Kỹ năng sống)	1	1	1	1	1

	2.12 Experiential activities/ Hoạt động trải nghiệm (Tích hợp các buổi Dã ngoại và Workshop)	1	1	2	1	1
Chương trình Nhà trường/ School Program	3.1 STEM Robotic club/ CLB STEM Robotic	2	2	1	1	1
	3.2 Art club/ CLB Mỹ thuật	1	1	1	1	1
	3.3 Music club/ CLB Âm nhạc	1	1	1	1	1
	3.4 Dancesport club	2	2	2	2	2

- * Math, Science, and English subjects are taught under an integrated program. The Vietnamese program serves as the standard for order. The Cambridge program is integrated based on principles of equivalence in content and age. Teaching is based on the principle of meeting the required outcomes of both programs without repetition.
- * Other subjects: Taught according to the Vietnamese National General Education Program.

1.1.2. Middle School Level

Weekly Distribution of Study Time for Subjects

Chương trình/ Program	Môn học, Hoạt động/ Subject, Activity	G6	G7	G8	G9
Tiếng Anh và	1.1 Cambridge English / Tiếng Anh Cambridge	4	4	4	4

Chương trình tăng Cambridge/ English and Enhanced Cambridge Program	1.2 Cambridge Math/ Cambridge Toán	2	2	2	2
	1.3 Cambridge Science / Cambridge Khoa học	4	4	4	4
	1.4. STEAM	2	2	2	2
Chương trình Giáo dục phổ thông Việt Nam/ Vietnamese National General Education Program	2.1 English/Tiếng Anh	3	3	3	3
	2.2 Literature/ Ngữ Văn	4	4	4	4
	2.3 Vietnamese Math/ Toán VN	4	4	4	4
	2.4 History and Geography / Lịch sử & Địa lý	3	3	3	3
	2.5 Civic Education/ Giáo dục công dân	1	1	1	1
	2.6 Giáo dục địa phương (Tổ chức dưới hình thức Dã ngoại, Workshop)	0	0	0	0
	2.7 Technology/Công nghệ	1	1	1	1
	2.8 Computer Basics/ Tin học	1	1	1	1
	2.9 Natural Science/ Khoa học tự nhiên	4	4	4	4
	2.10 Music/ Âm nhạc	1	1	1	1
	2.11 Art/ Mỹ thuật	1	1	1	1
	2.12 PE/ Giáo dục thể chất	2	2	2	2
	2.13 Experiential activities/ Hoạt động trải nghiệm	1	1	1	1

Chương trình Nhà trường/ School Program	3.1 Reading book/ Đọc sách	1	1	1	1
	3.2 Dancesport club	1	1	1	1

- * Core subjects: Taught entirely according to the Vietnamese program.
- * Enhanced subjects: English, Mathematics, and Science are taught with an integrated approach.
- * Preparation for official integration of the Cambridge program from the 2025-2026 school year.

1.1.3. High School Level

Weekly Distribution of Study Time for Subjects

TT / No	Nhóm các bộ môn/ Group of Subjects	Nội dung GD/Education al Content	TỔ HỢP 1 - KHTN (tiết/tuần)/ Combination 1 - Natural Sciences (periods/week)				TỔ HỢP 2 - KHXH (tiết/tuần)/ Combination 2 - Social Sciences (periods/week)			
			K. 10	K.1 1	K.1 2	Diễn giải/ Explanation	K.1 0	K.1 1	K.1 2	Diễn giải/ Explanation
1	Compulsory Subjects	Ngữ văn/ Literature	3	3	5	Tăng cường 2 tiết/tuần ở khối 12 Increased by 2 periods/week in grade 12	6	6	5	Tăng cường 3 tiết/tuần ở khối 10, 11 Tăng cường 2 tiết/tuần ở khối 12
		Toán/ Mathematics	6	6	5	Tăng cường 3 tiết/tuần ở khối 10, 11 Tăng cường 2 tiết/tuần ở khối 12 Increased by	3	3	5	Tăng cường 2 tiết/tuần ở khối 12

					3 periods/week in grades 10 and 11 Increased by 2 periods/week in grade 12				
					03 tiết theo CT 2018 04 tiết học cùng GV nước ngoài 03 periods according to the Vietnamese Program 04 periods with foreign teachers	7	7	7	03 tiết theo CT 2018 04 tiết GV nước ngoài 03 periods according to the Vietnamese Program 04 periods with foreign teachers
					Lịch sử / History	1.5	1.5	1.5	
					Giáo dục thể chất / Physical Education	4	4	3	HS chọn: bóng bàn, karatedo Students choose: table tennis, karate
					Giáo dục Quốc phòng/ National Defense	0	0	0	Tổ chức dạy tập trung vào đầu mỗi HK Organized in intensive sessions at the beginning of each

					semester				
2	Nhóm môn lựa chọn (chọn 4 môn học)/ Elective Subject	Vật lí / Geogrephy	2	2	2				
		Hoá học / Chemistry	2	2	2				
		Sinh học/ Biology	2	2	2		2	2	2
		Tin học/ Informatics	2	2	2		2	2	2
		Địa lí/ Geography					2	2	2
		Giáo dục kinh tế và pháp luật/ Economics and Law					2	2	2
		Chuyên đề học tập lựa chọn/ Elective Study	Chuyên đề Toán / Math Specific Topics	1	1	1		1	1
	Chuyên đề Văn / Literature Specific Topics	1	1	1		1	1	1	

		Chuyên đề Tin / Informatics Specific Topics	1	1	1		1	1	1	
4	Hoạt động bắt buộc/ Compulsory Ac	HĐ trải nghiệm - Sinh hoạt lớp / Experiential Activities	1	1	1	Phần HĐ trải nghiệm, hướng nghiệp sẽ triển khai dưới hình thức dã ngoại Experiential and career guidance activities will be conducted as field trips.	1	1	1	Phần HĐ trải nghiệm, hướng nghiệp sẽ triển khai dưới hình thức dã ngoại Experiential and career guidance activities will be conducted as field trips.
5	Nội dung giáo dục địa phương/ Local Education Content		0	0	0	Môn GD Địa phương sẽ triển khai dưới hình thức dã ngoại Local Education will be conducted as field trips.	0	0	0	Môn GD Địa phương sẽ triển khai dưới hình thức dã ngoại Local Education will be conducted as field trips.
6	CLB. Clubs	Chương trình đọc sách/ Reading Program	1	1	1	Thực hiện theo Chương trình đọc sách của Nhà trường, đạt các NLĐR SP theo kế hoạch Implemented according to the school's reading	1	1	1	Thực hiện theo Chương trình đọc sách của Nhà trường, đạt các NLĐR SP theo kế hoạch

					program, achieving the planned learning outcomes.					
		Âm nhạc/ Music	1.5	1.5	1.5	Tổ chức dạy theo năng lực của HS, tạo các nhóm nhạc để rèn luyện cho HS Organized according to students' abilities, forming music groups for training students.	1.5	1.5	1.5	Tổ chức dạy theo năng lực của HS, tạo các nhóm nhạc để rèn luyện cho HS Organized according to students' abilities, forming music groups for training students.
7	Tự học/ Self-Study		3	3	3	- HS tự học với sự hướng dẫn của GV Students self-study with teacher guidance	3	3	3	- HS tự học với sự hướng dẫn của GV Students self-study with teacher guidance
8	Chào cờ / Flag Ceremony		1	1	1		1	1	1	
TỔNG SỐ TIẾT			40	40	40		40	40	40	

* Taught entirely according to the Vietnamese program.

* Enhance English to prepare for a dual-degree pathway (students graduating from grade 12 receive both the Vietnamese diploma and an international diploma, such as A-level or AP).

1.2. Teaching methods

- **Bilingual Teaching:** Integrated subjects (Mathematics, Science) are taught in both Vietnamese and English. The English subject is taught entirely in English. Some subjects, such as arts and sports, are also supplemented with English instruction to enhance language skills and cultural understanding. Other subjects are taught in Vietnamese.
 - **Learning Methods:** The foundation of teaching is constructivism, with student-centered instruction. Therefore, the primary teaching methods and techniques are active learning methods and techniques.
- Use of Technology: Integrating technology into teaching to support learning and make lessons more interesting and engaging.

1.3. Assessment

- **Formative Assessment:** Using short quizzes, continuous observation, and feedback to support students.
- **Periodic Assessment:** Using Cambridge end-of-term exams and tests according to the regulations of the Ministry of Education and Training of Vietnam.

2. Evaluation and improvement of the curriculum

2.1. Curriculum Evaluation

- Conduct periodic evaluations to identify the strengths and areas for improvement in the curriculum, using student assessment results, feedback from teachers, parents, and students.
- Analyze data from academic results and tests to assess the effectiveness of the curriculum.

2.2. Curriculum improvement

- Update teaching materials, train teachers, and adjust teaching methods based on evaluation results.
- Enhance facilities and technology to support teaching and learning.
- Organize training and professional development courses for teachers to improve teaching skills and stay updated with advanced educational methods.
- Implement improvement measures to enhance the quality of teaching and learning, ensuring that the curriculum remains relevant and meets students' needs.

REGULATIONS AND RULES

1. Purpose

- * Ensure a safe, civilized, and effective learning environment.
- * Provide conditions for students to develop comprehensively in ethics, health, and intellect.
- * Encourage students to cultivate and form good habits.

2. General regulation

1.1. Regarding punctuality and discipline

- * **Regular and On-Time Attendance:** Students must adhere to the official class schedule. In case of absence for 3 days or more, approval from the School Management Board (SMB) is required.
- * **Compliance with Lunch and Nap Time:** Students must follow the school's regulations regarding the use of lunch and nap time services

1.2. Dress-code and Conduct

* **Uniform Policy:**

Students are required to wear the school uniform as specified by the school.

* **Elementary School:**

- Monday: Checkered uniform
- Tuesday to Friday: Blue shirt with orange trousers/skirt.

* **Middle School:**

- Monday: Shirt uniform
- Tuesday to Friday: Polo shirt with trousers/skirt.
- Physical education uniform: Worn on days with physical education classes.

* **High School:**

- Monday: Shirt uniform for male students and traditional áo dài for female students
- Tuesday to Friday: Polo shirt with trousers/skirt.
- Physical education uniform: Worn on days with physical education classes.

1.3. Academic Expectations

- * **Learning Attitude:** Students should maintain a positive learning attitude, prepare books and complete assignments fully. They should actively participate and contribute to class activities, read and complete assignments before coming to class.
- * **Respect and support friends and teachers during the learning process.** Be ready to engage and interact to develop personal skills.
- * **Honesty in Exams:** Students must be honest in examinations and comply with exam regulations

1.4. Attitude and Behavior

- * **Respect and Politeness:** Students should respect and be polite to teachers, school staff, and visitors.
- * **Pure Friendship:** Build sincere, positive friendships and support each other in learning.

1.5. Saving and Protecting Property

- * Students must be conscious of saving electricity and water and protecting school property when not in use. If they damage school property, students must take responsibility as per regulations.
- * Close all windows and doors to ensure security and save energy before leaving the classroom.

1.6. Safety and Hygiene

- * **Food and Drink:** Students are not allowed to bring food or drinks from outside into the school and must comply with safety and hygiene regulations.
- * **Prohibited Items:** Students must not bring dangerous items to school.
- * **Cleanliness:** Maintain personal hygiene and keep the learning environment clean.
- * **Fire Safety and Evacuation:** Follow fire safety regulations and evacuation procedures in case of an emergency.

3. Rewards and Discipline

- * **Rewards:** Exemplary students will be rewarded and recognized.
- * **Discipline:** Students who violate the rules will be dealt with according to the nature and severity of the violation. The school will inform parents about the violations and the disciplinary measures taken.

4. Communication

- * **Through Teachers:** Students must communicate through their homeroom teacher or subject teachers.
- * **Rule Compliance:** Students are not allowed to use mobile phones or personal computers during class and school activities.

5. Behavior at Events

- * **Seriousness and Politeness:** Students must ensure seriousness and politeness while participating in school events.
- * **Helping and Supporting:** Students are expected to help with preparations before and cleanup after events with appropriate tasks.

6. Other Regulations

- * **Extracurricular Participation:** Students must fully participate in all extracurricular classes, field trips, and school events.

- * **Moral and Life Skills Training:** Students must comply with regulations and cultivate morality according to the school's "10 Good Habits."
- * **Clubs and Activities:** Students are encouraged to join clubs and participate in artistic and sports activities.
- * **Relationships with Teachers and Friends:** Students should build good relationships, listen, share, and respect others' opinions.
- * **Use of Devices:** Students are not allowed to use mobile phones or personal electronic devices during class unless permitted by the teacher.

COMMUNICATION AND INFORMATION POLICY BETWEEN PARENTS AND THE SCHOOL

1. Purpose

This policy aims to facilitate the exchange of information between parents and the school, ensuring effective collaboration in supporting the students' academic progress and overall development.

2. General Principles

- Respect and Courtesy: All communications between parents and the school should be conducted in a respectful and courteous manner.
- Transparency and Clarity: Information exchanged should be conveyed clearly, honestly, and comprehensively.
- Confidentiality: The personal information of students and parents is confidential and will only be used for educational and administrative purposes by the school.

3. Communication Channels

- MS Teams: This is the official communication channel between parents and homeroom teachers. On MS Teams, the school provides information about academic progress, extracurricular activities, and important announcements. Parents can use this platform to communicate directly with homeroom teachers regarding their child's academic performance and related issues. The school will pilot the use of MS Teams starting August 5, 2024, and officially implement it on August 25, 2024.
- Email: Used for scheduling appointments, sending necessary information, and addressing general inquiries. The admissions office and other school departments also use email to communicate with parents about admissions and administrative matters.
- Phone: For emergencies or urgent information. The school's contact number and relevant department numbers will be provided to parents at the beginning of the school year.
- Parent-Teacher Meetings: The school will organize regular meetings to update parents on students' academic progress and activities.

4. Response Time

- The school commits to responding to emails and messages from parents within 48 working hours.
- For urgent matters, parents should contact the school by phone for prompt assistance.

5. Guidelines for In-Person Meetings

- Parents should schedule an appointment before meeting with teachers or school staff to ensure proper reception.
- All meetings should take place in an appropriate space within the school premises during working hours.

6. Feedback and Complaints

- If parents have feedback or complaints, they can contact the homeroom teacher directly or send an email to the admissions office at tuyensinh@sakuraolympia.edu.vn or the school's hotline at 0905565758, or they may approach the school administration directly.
- The school will review and respond to feedback or complaints as soon as possible, ensuring a fair and transparent resolution.

7. Partners in Development

- The school and parents are partners in the development of students, working together to support their comprehensive growth. This policy aims to foster mutual understanding and enhance cooperation between both parties.

We look forward to the cooperation and support of parents in creating the best learning and development environment for our students.

HOMWORK POLICY

1. Purpose:

Homework is designed to reinforce and expand the knowledge students have learned in class, develop self-study skills, independent thinking, and time management.

2. General Principles:

- * Homework will be assigned reasonably, ensuring it is not overwhelming for students and is appropriate for their age and grade level.
- * The school encourages parents to support and supervise their children's homework process but not to complete the homework for them.

3. Homework Amount:

- * **Primary School:** Maximum of 30 minutes per day.
- * **Middle School:** Maximum of 1 hour per day.

- * **High School:** Maximum of 2 hours per day.
- * Final-year students (grades 9 and 12) may have more homework to prepare for important exams.

4. Types of Homework:

- * Homework includes reinforcement exercises, creative tasks, projects, and reading assignments.
- * Teachers may assign long-term projects to give students the opportunity to develop planning and time management skills.

5. Assessment and Feedback

- * Teachers will check and evaluate homework fairly and accurately. Feedback will be provided to help students understand areas needing improvement.
- * Students are encouraged to evaluate their own work and seek ways to improve based on teacher feedback.

6. Student Support

- * Students who have difficulty with homework can seek help from teachers during class hours or through online communication channels provided by the school.
- * The school may organize extra classes or study clubs to support students.

7. Parental Responsibility

- * Encourage children to complete their homework independently.
- * Provide a conducive study environment and set a fixed time for homework completion.
- * Contact teachers if there are any questions or concerns about their child's homework.

8. Handling Incomplete Homework

- * If a student does not complete homework without a valid reason, teachers may require it to be completed at another time or take appropriate reminders.
- * The school will contact parents if incomplete homework is a recurring issue to find ways to support the student.

This policy aims to ensure that homework is a useful and meaningful part of the student's learning process, fostering cooperation between the school, students, and parents to achieve comprehensive educational goals.

AFTER-SCHOOL CLUB POLICY

1. Purpose:

After-school clubs are organized to provide students with opportunities to develop soft skills, explore personal interests, and build social relationships. These clubs also help in the overall development of students, complementing the main curriculum.

2. Registration and Participation:

- * Students can register for after-school clubs each semester. Information about the clubs will be announced before the registration period and updated on the school website or bulletin board.
- * Students must submit their club registration forms to the supervising teacher or the club management office before the deadline.
- * Some clubs have a limited number of participants. If a club is full, students will be placed on a waiting list.

3. Content and Activities:

- * Clubs cover various areas such as sports, arts, science, languages, technology, and life skills. The content and activities of each club are designed to be age-appropriate and suitable for the students' skill levels.
- * Experienced teachers or experts will guide and supervise the club activities.
- * Club activities may include practice sessions, discussions, competitions, exhibitions, and extracurricular events.

4. Responsibilities and Regulations

- * Students participating in clubs must adhere to school rules and the specific regulations of each club. This includes punctuality, respecting teachers and peers, taking care of equipment, and actively participating in activities.
- * Students must notify in advance if they cannot attend a club session for a valid reason. Parents may contact the supervising teacher if necessary.
- * The school reserves the right to suspend or remove students from clubs if they violate rules or fail to comply with the established regulations.

5. Participation Fees

- * Clubs may require students to pay participation fees to cover the costs of materials, equipment, special activities, and partial compensation for teachers. Information about participation fees will be clearly communicated before students register.

- * Parents are responsible for paying these fees on time to ensure their children can fully participate in club activities.

6. Contact and Support

- * Parents and students can contact the supervising teacher or the club management office for support and to address any questions.
- * The school is committed to providing the best conditions for club activities and always welcomes feedback from parents and students to improve the program's quality.

This policy aims to ensure that after-school club activities at Sakura Olympia School are organized effectively, safely, and meet the comprehensive development needs of students.

TUITION FEE AND PAYMENT POLICY

1. Payment Methods:

Tuition fees and other charges can be paid in cash at the school office.

Alternatively, payments can be made via bank transfer using the following information:

Account Name	Account Number	Bank name - Branch	Content
Công ty CP Đầu tư Giáo dục Việt Nam	1903.603.2323.230	NH Techcombank – CN Đà Nẵng	Nộp học phí cho HS....lớp....
	2007.201.003.606	NH NN&PTNT Việt Nam - CN Ông Ích Khiêm Đà Nẵng	

2. Payment Deadlines:

Parents or guardians are required to pay the fees within the specified deadlines, as follows:

Payment Options:	Payment Deadlines	Note
Monthly Payments:	Payments should be made from the 1st to the 10th of each month.	If the 10th of the month falls on a Saturday or Sunday, the payment deadline will be extended to the 12th of the month.
Semester Payments:	Payments should be made from the 1st to the 10th of the first month of each semester	

Annual Payments:	Payments should be made from the 1st to the 10th of the first month of the year	
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If payment is delayed beyond the specified deadlines, starting from the expiration date, parents or guardians must:

- a) Pay an additional late fee of 0.1% per day for the number of days and the amount of delayed payment;
- b) If a delay in payment occurs, parents or guardians must notify the school and obtain acceptance. If the payment is delayed for 15 days or more, the school will consider temporarily suspending the student’s program. Parents or guardians understand their responsibility to complete the payment and adhere to the deadlines. Failure to receive a reminder notice from the school for any reason does not excuse the responsibility of parents or guardians to pay the fees on time as per the regulations.

For the first payment period: parents or guardians must make the payment within 3 days before the official start of school.

3. Tuition Fee Discount Policies

- * Tuition Fee Discount Commitment: Parents are guaranteed a tuition fee discount according to the promotion program at the time of enrollment. The discounted tuition fee is maintained throughout the entire level of study.
- * The discount rate for students moving up to a higher grade within the same school system will be announced each academic year.
- * The maximum period for reserving the tuition fee discount for students who have registered but not yet started school is one year.
- * Parents who have paid the reservation fee cannot transfer the discount to another student if their child does not enroll.
- * If a student withdraws from school before the policy period ends (per semester or per year), all previously applied discounts will be fully revoked.
- * In cases where a student is eligible for multiple discount policies, subsequent discounts will be calculated on the remaining tuition fee after applying previous discounts.
- * The discounted tuition fee already accounts for days when teachers are attending training, public holidays, and Tet holidays, so there will be no refund for those days if the student does not attend school.

4. Tuition Fee Regulations

- * Tuition fees are calculated from the official full-day enrollment date.

- * If a student starts school any day within the month, tuition is calculated from that day based on a 26-day month.
- * Registration and entrance exam fees are paid once and are non-refundable.
- * Tuition fees for days a student is absent will only be refunded if a leave of absence request (with a hospital discharge paper) is submitted to the school administration. If parents do not notify and confirm the student's absence, tuition will still be charged as usual.
- * In the event that a student withdraws from the school, the school will only provide the student's transcript, records, and certificates once all tuition fees and other charges have been paid in full.

5. Meal and Daycare Service Fee Regulations

- * Meal and daycare service fees are collected monthly.;
- * Meal fees for days the student is absent will be refunded if a leave request is submitted to the school administration at least 24 hours in advance. This does not apply to daycare service fees
- * Daycare Service Fee: If a student is absent with the administration's approval and the total number of school days in the month is 10 days or less, only half of the daycare fee will be charged. Otherwise, the full monthly daycare fee will be charged.
- * Meal fees may change during the school year due to significant market fluctuations in food prices. The school will provide notice of any adjustments before they take effect.

6. School Bus Service Fee Regulations

- * Payment Timing: Fees should be paid at the beginning of the term or at least 5 days before registering for the bus service.
- * Fees are collected per term or year and settled based on the monthly usage.
- * If a student is absent with the administration's approval and the total number of school days in the month is 10 days or less, only half of the bus service fee will be charged. Otherwise, the full monthly bus service fee will be charged. If a student registers for the bus service but does not use it without an approved notice from the administration, the school will still charge the fee as per the regulations.
- * The fee is determined for each academic year.

7. Regulations on Other Fees

- * School Supplies and Daycare Fees, which are paid together with the enrollment fee at the beginning of the school year or when students move up a grade.
- * Uniform Fees are paid together with the enrollment fee. Parents can purchase additional uniforms if needed.
- * English and Textbook Fees charged according to the publisher's listed prices and are paid together with the enrollment fee or at the beginning of the school year for students moving up a grade.

8. Refund Policy for Tuition and Other Fees

- * Reservation and entrance exam fees are non-refundable if the student does not enroll.
- * Reservation fees will be fully refunded if the student participates in the entrance test but does not qualify for enrollment due to psychological, physical, or health issues.
- * Meal fees will be refunded based on the actual number of days the student does not eat at school if the parent notifies the homeroom teacher/Admissions Office before 7:00 AM. Notifications after 7:00 AM will not qualify for a refund.
- * If a student withdraws (with administrative approval) before the 15th of the month, half of the remaining month's tuition will be refunded. If the withdrawal date is after the 15th, no tuition for that month will be refunded (as the student's activities are planned for the entire month).
- * Tuition refunds are granted if the student withdraws due to parental inability to support schooling caused by accident or illness, if the student is unable to continue due to accident or illness, or if parents relocate for work and must transfer the child. Documentation is required for proof.
- * Fees for supplies, learning materials, practice tools, textbooks, uniforms, and daycare services will not be refunded if the student withdraws (removes records).
- * In cases of force majeure such as natural disasters, epidemics, fires, etc., the refund policy will depend on the actual situation and the school's regulations at the time. The school aims to provide maximum support, uphold a spirit of mutual assistance, and avoid commercializing in such circumstances.

9. Tuition Fee Reservation Policy

- * Reserved tuition is the amount paid, including any applicable discounts.
- * Eligibility for Tuition Reservation:
 - a) Students can reserve tuition if they have a long-term medical certificate from a hospital or licensed medical facility according to Vietnamese insurance law.

- b) Students on long-term leave with a commitment to return after going abroad.
- c) Students on long-term leave with a commitment to return after participating in another course abroad.
- d) Students on long-term leave with a commitment to return due to financial or family difficulties.
- * Reservation Duration: Minimum of 1 month and a maximum of 6 continuous months per year.

10. Tuition and Fee Settlement Policy

- * For Current Students: Settlement period from the end of the academic year until September.
- * For Withdrawing Students: Settlement occurs immediately after receiving the withdrawal notification.
- * Detailed Settlement Costs: will be sent directly to parents/guardians by the Accounting Office during the settlement period.
- * Outstanding Settlement Costs: Parents/guardians must pay any outstanding costs at the Accounting Office immediately upon receiving the notice.
- * Excess Settlement Costs: Any excess costs will be carried over to the next tuition payment period if the student continues studying at the school.
- * These regulations are effective from January 1, 2024.

SAFETY AND HEALTH POLICY

1. Purpose

- * Maintain safe and healthy working and learning conditions for all staff, teachers, employees, students, and visitors to the school.
- * Prevent health safety incidents.
- * Minimize health safety risks.

2. Safety and Health Risk Categories

2.1. Fire Safety

The school complies with the Fire Prevention and Fighting Law. It is equipped with fire cabinets, fire extinguishers, and instruction boards. The automatic fire alarm system and emergency alarm system are designed according to fire prevention standards for schools.

All emergency exits and corridors must always be clear, well-marked, and free of obstructions.

Fire cabinets are installed at the ends of buildings, each containing three types of fire extinguishers: powder, foam, and fire hose. Fire hydrants are placed in fire cabinets, and hydrant columns are located at both ends of buildings. Portable fire extinguishers are located in the kitchen and laboratory.

Automatic fire alarm systems are installed in offices and classrooms. Fire alarm bells are located in the hallways of each floor of the buildings. Fire prevention instruction boards are installed near fire cabinets and in easily visible locations.

Fire safety equipment is regularly inspected, maintained, and serviced to ensure it is always in ready condition.

Fire drills are conducted once a year and documented in the Fire Drill Logbook.

In case of a fire, all staff, teachers, employees, and students evacuate and gather at the football field. The Principal/Commander must ensure that all personnel and students have left the buildings. The Principal is responsible for calling the fire department.

2.2. Accident and Injury Policy

The school is equipped with initial first aid kits located in the following areas: Office - Medical Room, Classroom Area, Laboratory, Kitchen, and Sleeping Area.

Accidents and injuries within the school are monitored and recorded in the Injury and Accident Logbook and reported to higher authorities as per regulations.

Designated medical staff and support teams must be certified in first aid. Annually, the school organizes first aid training sessions for all staff members.

For urgent situations requiring immediate medical attention, the responsible medical staff will call an ambulance. For non-urgent cases, the school car or a taxi may be used, ensuring safe transportation. Medical staff will contact the parents to accompany the student. At least two school staff members, including one medical staff and one support staff, must accompany the student.

In case of student injuries, the school will send a notification letter to the parents following the standard template and record the incident in the Injury and Accident Logbook.

2.3. Electrical Safety

The electrical system in the school is designed and installed according to electrical safety standards.

The maintenance department and contractors must annually assess the risk of electrical equipment and certify that the equipment is safe and operational. The school ensures that the electrical system is always maintained in a safe operating condition.

Users should visually inspect electrical equipment before use. If any safety risk or damage is detected, a "Do Not Use" warning sign should be placed, and the maintenance department should be notified for repairs.

Personal electrical devices are strictly prohibited from being brought to school or connected to the school's electrical system without the Principal's permission.

2.4. Hazardous Materials Policy

All chemicals used in experiments and teaching must be labeled, marked with warnings, and stored properly according to laboratory regulations.

Hazardous substances are not allowed to be brought into or stored in classrooms.

Teachers must follow safety principles and adhere to the chemical usage guidelines provided.

Laboratory staff and users must comply with laboratory safety regulations. Laboratory managers receive regular training on laboratory safety.

If any hazardous substances or toxic gasses not on the approved list are found on school premises, it must be reported to the Principal immediately.

2.5. Equipment Policy

All staff, teachers, and employees are responsible for ensuring that all equipment is functioning properly and stored safely.

All equipment must be labeled and accompanied by usage instructions.

Assignments for usage and maintenance of equipment, including the handover of usage instructions, usage logs, periodic inspections, replacements, and repairs, must follow the regulations.

Any equipment found to be damaged or non-functional must be marked with a "Damaged" sign and reported to the maintenance department for inspection and repair.

2.6. Traffic Safety Around School Gates

Parents must follow the security staff's instructions regarding parking to avoid causing disorder, disrupting the landscape, or creating traffic congestion.

Parents should behave in a cultured, civilized, and polite manner while picking up and dropping off children outside the school gates, prioritizing the safety of the children.

2.7. Emergency Evacuation Procedures (Fire, Natural Disasters, etc.)

In an emergency, an alarm will sound. The entire school will evacuate quickly but orderly. No one is allowed to stop to collect personal belongings.

Once out of the danger area, students and staff will assemble in pre-designated areas. Attendance will be taken to ensure everyone has evacuated safely.

The school will conduct at least five teaching and practice evacuation drills annually for students and staff to handle emergency situations effectively.

2.8. Safety, School Violence, and Security

The school continually raises awareness and educates students on skills to prevent abuse and school violence.

The school organizes skill training and practice sessions for students to learn how to protect themselves.

Security personnel must monitor and control access to the school. All visitors must leave identification information at the security office. Visitors will be given a guest badge and guided by the admissions department or a representative of the school administration.

All staff and students are encouraged to be aware of strangers on the school premises.

Any suspicion that a student or staff member is in danger or injured must be reported to the Principal, who will take appropriate action to alert and provide support.

2.9. Field Trips

The school organizes annual field trips for students.

All field trip locations are pre-checked by the school for safety and suitability for children.

Field trip schedules may be adjusted due to weather conditions or force majeure events such as natural disasters or pandemics.

The purpose of field trips is developed by the homeroom teacher and foreign teachers, ensuring students participate while gaining knowledge and skills appropriate to their age groups.

All field trips involve participation from the school administration, parent representatives, all teachers, medical staff, and security personnel.

Field trip costs, including meals and transportation, are included in the tuition fees. Any additional fees are communicated to and agreed upon by parents.

Prior to each field trip event, the homeroom teacher will send information to parents. Parents must confirm their consent for their child's participation.

2.10. Animals in School

Animals are not allowed on school premises unless they are used for educational purposes or school events. Animals brought to school must be kept in a safe area. Stuffed animals or preserved specimens must be stored in cabinets or glass boxes.

3. Health and Hygiene Policy

3.1. Infections and Infectious Diseases

The risk of infections and infectious diseases spreading in the school is very high.

The school organizes awareness campaigns to prevent infections and infectious diseases.

The designated medical staff must report in detail and document the progression and resolution of infections and infectious diseases within the school.

3.2. Medicine

The school has a policy against administering medication to students.

In necessary cases, the school's medical staff will discuss with the parents before administering any medication to a student.

Any medication given to students will be recorded in the Student Health Log.

For students requiring medical support, the school adheres to its Medical Care Policy.

3.3. Smoke

The school enforces a strict no-smoking policy on its premises.

3.4. Hygiene

All areas of the school must be kept clean and sanitary.

Designated staff are responsible for maintaining hygiene standards and adhering to inspection and control regulations.

All school staff are responsible for maintaining general cleanliness and encouraging good hygiene habits among students, with a special emphasis on proper handwashing.

4. Responsibilities of Departments

4.1. Medical Department

Monitor, supervise, and provide initial healthcare and first aid for staff, teachers, students, and visitors during working hours.

4.2. Principal

The Principal is generally responsible for issuing and implementing safety and health policies in the school in accordance with legal regulations.

The Principal organizes the implementation of health and safety policies within the school. In the Principal's absence, the Vice Principal will be authorized to take over these responsibilities.

4.3. Functional Departments

The Medical Department, Supervisory Department, Sanitation Department, Maintenance Department, and Security Department are responsible for planning and conducting regular and long-term safety and health inspections throughout the school, adhering to the plan.

The results of these inspections must be recorded in the Health and Safety Monitoring Log and discussed in regular staff meetings.

4.4. Staff, Teachers, and Employees

All staff, teachers, and employees are responsible for collaborating to ensure a safe and healthy working environment and for taking proper care of themselves and others.

Whenever there is a report of a health or safety issue within the school, the Principal or medical staff must immediately address it. The medical staff must record the incident in the School Incident Log.

5. Actions

5.1. Health and Safety Risk Alerts:

All staff, teachers, and employees are responsible for reporting health, safety, and environmental risks to the medical staff and the Principal. The medical staff is responsible for monitoring corrective actions and reporting the results to upper management and the Principal.

The school encourages staff to participate in safety and health training courses.

5.2. Management Practices

- Maintain records of vandalism and theft.
- Quickly repair any damages.
- Appropriately report accidents and incidents to the police and higher authorities.
- Allocate a budget for security equipment as needed.
- All staff are required to stay vigilant for suspicious activities.

5.3. Evacuation Plan

- Conduct regular fire drills.
- Regularly check fire equipment and alarm systems.
- Clearly mark escape routes.
- Post evacuation instructions in every room.
- Staff and teachers are instructed to check restrooms during an evacuation.
- The Principal is responsible for calling the fire department (dial 114).

5.4. General Security

- Clearly define the boundaries of the school.
- Install a security camera system.
- The security department keeps a spare set of keys for the entire school.
- Limit access to the school during business hours.
- Visitors must use the front entrance.
- Staff are encouraged to question strangers and request identification.

5.5. After-Hours Security

- Parents are encouraged to report suspicious activities to the police.
- The school has an external lighting system around the gates.
- Contractors working with the school must be mindful of security issues.

5.6. Equipment/Money

- Computers are placed in classrooms, marked for security, and recorded by serial number.
- Cash is kept to a minimum.
- Lock doors when counting cash, always under supervision.
- Vary the times for bank visits, and always send two people to minimize the risk of robbery.

5.7. Staff and the Safety and Health Policy

All staff, teachers, and employees are emailed a scanned copy of this policy. New staff members are required to acknowledge that they have read the entire policy. All school staff should keep a copy of this policy for reference as needed.

REGULATIONS ON HALF-BOARDING AND QUALITY CONTROL

1. Regulations for Controlling Student Food Entry and Exit at the School

To ensure student health care and absolute food safety, the school has established regulations for controlling the entry and exit of student food, including the following specific details:

1.1. When Bringing Food into the School

- Daily from 5:30 AM to 5:45 AM, An Phú company staff will deliver food for the students.
- Upon arrival at the school, the security staff will check the employee's badge and allow them to transport the food via the lift to the canteen.
- The food will be received in the canteen by the Principals of both educational levels, the head of the canteen department, the head of facilities, the accountant, and the head chef, along with the delivery staff from An Phú. They will cross-check the order and weigh and inspect each food item according to the order. If any food items do not meet the requirements or quality standards, a record will be made, and the items will be returned to the supplier, requesting that the supplier provide the correct food items as per the school's requirements.
- After receipt, both parties will sign the record book to confirm the quantity and quality of each food item.

1.2. Control Measures for Kitchen Staff

- Kitchen staff must arrive at the school by 5:15 AM.
- They must store all bags and personal belongings in personal lockers next to the swimming pool area.
- They should use the stairs in the C block to reach the kitchen area.
- The staff will start receiving food from the head chef and begin pre-processing and cooking according to the tasks assigned to each individual. They must ensure food hygiene and safety throughout all processing stages, from raw to cooked.
- Food must be portioned according to the prescribed standards for each age group.

1.3. Handling Leftover Food

All leftover food (waste) from the kitchen should be placed in plastic bags and taken down to the gate to be disposed of in the trash bins. Security personnel will inspect each trash bag brought out by the kitchen staff.

When disposing of the bags, they must be placed in the trash bin and the bin lid closed. Only then are the kitchen staff allowed to return to the school to collect their bags and personal belongings before leaving.

2. Regulations for Receiving Food

To ensure effective canteen management and food safety, the school has established regulations for receiving food with the following specific details:

- * The Head of the Canteen Department, in coordination with the Head Chef, prepares the menu one week in advance and sends it to the food supplier An Phú (via email and phone).
- * The menu for both educational levels must be sent by the Head of the Canteen Department to the two Principals (Kindergarten and Primary) for signature and stamp confirmation.
- * The food delivery times are as follows: breakfast food at 5:30 AM, daily food at 6:45 AM, and afternoon snack food at 11:30 AM on the same day.
- * When receiving food, the presence of the school management, healthcare staff, kitchen staff, and, if necessary, a randomly selected parent for weekly food inspection is required.
- * Upon arrival, the security staff receives the food at the school gate, loads it onto carts, and brings it to the lift. The food is then delivered to the kitchen, where everyone receives it.
- * All parties involved inspect the quality before weighing, noting each item in the record book as per the food receipt and inspection form. For items like shrimp, fish, meat, etc., the packaging should be opened and placed on a large white tray to assess color and freshness.
- * During inspection, the Head Chef checks the quality of the products. If the products are of poor quality or not in the correct quantity, the school will make a record and return the entire batch, demanding compensation from the supplier according to the order to replenish the school.
- * Upon receipt, the delivery note (type and quantity of goods) must be checked, with any discrepancies noted in the record book and confirmed by signatures from both parties.
- * When weighing the food, the kitchen staff must weigh dry goods first, followed by fruits, vegetables, and spices, and then wear gloves to weigh items like meat, bones, ribs, and fish. A sanitary wrap must be placed on the scale for each weighing to ensure food safety.
- * After weighing and inspecting the food, the kitchen staff must clean the food reception area and the scale to ensure food safety.

- * All members involved in receiving the food must sign the delivery and inspection record after checking. If the record is missing signatures, the accounting department will not process payment for that day's meals.

3. Regulations for inspecting kitchen staff

To effectively manage the canteen and ensure food safety, the school has established regulations for inspecting kitchen staff, including the following specific details:

- * Before pre-processing, wash vegetables and fruits directly under running water to remove soil and sand. Then, soak them in water for 30-60 minutes and rinse 3 more times. Meat, fish, shrimp, etc., should be soaked in diluted saltwater for about 10 minutes and then rinsed 3 to 4 times before cooking.
- * Absolutely no pre-processing (such as picking vegetables, peeling fruits) should be done on the floor.
- * Ensure sufficient clean water is available daily, and water containers must be regularly cleaned to maintain cleanliness and safety. The water source must be tested for microbiology and chemicals every 6 months.
- * Store food in a cool, well-ventilated place with elevated shelves. Food stored in the refrigerator must be wrapped or placed in covered containers, with raw and cooked foods stored separately. Do not use frozen or expired food.
- * Cooked food must be carefully stored and hygienically portioned (do not portion food by hand). Food samples must be retained daily according to health regulations.
- * Have separate utensils for processing raw and cooked foods, all clearly labeled. Use cutting boards and knives of the correct color as required by the Ministry of Health. Food processing utensils must be stored in a dry, clean place and sterilized regularly after each use.
- * The kitchen must follow a one-way principle in food processing, with daily menus displayed in both raw and cooked food areas.
- * The kitchen area must be cleaned regularly, with floors kept dry and tidy. Trash bins must have lids, and waste water must not leak out; trash must be disposed of daily. The area around the kitchen must be kept clean, with the names of those responsible for daily cleaning clearly posted.
- * Kitchen staff must wear uniforms as prescribed for cleanliness (pants, shirt, hat, apron, mask). They should maintain personal hygiene, with hair neatly tied, nails cut short, and no jewelry worn. Absolutely no skin diseases or diarrhea are allowed.
- * Hands must be washed frequently (following the Ministry of Health's 6-step guide) before preparing food, before portioning food, after using the toilet, and when hands are dirty.

- * Unauthorized persons are not allowed in the kitchen. Visitors may only enter the kitchen with the principal's approval and must be accompanied by kitchen staff.

4. Regulations for Inspection and Storage of Pasteurized Milk for Students

To ensure effective healthcare for students and absolute food safety, the school has established regulations for the inspection and storage of pasteurized milk for students, including the following specific details:

- * **Dalatmilk Pasteurized Fresh Milk** is made from 100% fresh cow's milk from the Lam Dong highlands, an area with soil and climate conditions ideal for producing high-quality, nutritious, and pure milk.

The special low-temperature pasteurization technology (75°C – 99°C) preserves the delicious flavor and nutritional value of fresh milk.

Dalatmilk aims for everyone to enjoy the highest quality products by committing to providing delicious and nutritious fresh milk products for the health, intelligence, physical well-being, and food safety of students.

- * **Storage:** Always keep refrigerated at 2°C – 4°C.
- * **Shelf life:** 12 days from the date of production

When the weather is cold, the kitchen staff should warm the milk following these steps:

1. Remove the milk from the refrigerator and let it sit for about 10 minutes to reduce the chill.
2. Place the milk in the microwave for about 15 seconds or submerge the bottle in warm water for 3 to 5 minutes.
3. Serve the milk to the children immediately after warming.

When the weather is hot, the kitchen staff must clean the exterior of the milk bottles under running water and store them in the refrigerator, only taking them out at the designated times for the children to drink.

When delivering milk to the classrooms, all milk cartons must be wrapped in sanitary wrap to prevent dust or bacteria from contaminating the carton openings.

The times for giving milk to children are 7:25 AM in the morning and 2:40 PM in the afternoon.

5. Regarding the use of refrigerators and freezers in the kitchen area

To ensure effective healthcare for students and absolute food hygiene and safety, the school has established regulations for the use of refrigerators and freezers in the kitchen area, including the following specific provisions:

- * The refrigerators and freezers in the kitchen area must always be kept clean, with all food items stored in these units wrapped in sanitary wrap. The refrigerators should be

cleaned daily, and the handles used to open and close the doors must be disinfected after each use.

- * Staff and faculty food must not be mixed with student food in the refrigerators and freezers.
- * Leftover food from both students and staff must not be stored in the refrigerators and freezers.
- * Student milk stored in the refrigerator must be kept in unopened boxes; opened milk boxes must not be stored.
- * Food items should be arranged in the designated compartments (e.g., the top compartment with a lid for yogurt and pasteurized milk, and the lower compartment for vegetables, etc.).
- * In hot weather, all pre-prepared food awaiting cooking should be stored in the freezer.
- * All food must be carefully wrapped in sanitary wrap before being placed in the refrigerators and freezers.
- * If security personnel discover any kitchen staff violating these regulations, a report will be made and sent to the school management for handling according to school policies.

PARENTS AND COMMUNITY

1. Information about the Parent-Teacher Organization

Sakura Olympia School always values the role of parents in the education and development of students. The Parent-Teacher Organization (PTO) is established to serve as a bridge between the school and parents, enhancing cooperation and mutual support. The main activities of the organization include:

- * **Supporting the School:** Parents collaborate with the school in organizing events, extracurricular activities, and supplementary educational programs.
- * **Feedback and Suggestions:** The organization serves as the primary channel for parents to contribute their opinions, suggestions, and feedback on school policies, academic programs, and activities.
- * **Parent Communication and Support:** The PTO provides information and support to new parents, helping them easily access and integrate into their children's learning environment.

2. Opportunities for Parent Involvement and Contribution

The school encourages parents to participate in school activities and programs to contribute to the comprehensive development of students. Opportunities for involvement include:

- * **Participation in Events and Activities:** Parents can join cultural events, sports, and extracurricular activities, helping to create a diverse and enriching learning environment for students.
- * **Volunteering:** The school welcomes parents to volunteer in activities such as supporting teachers, organizing events, and community projects.
- * **Providing Feedback:** Parents are encouraged to share their opinions and suggestions for improving the curriculum and school activities through meetings, workshops, and surveys.

3. Community connection events

The school organizes numerous events and activities to foster community connections, strengthen the bonds between the school, parents, and students. Notable events include:

- * **Family Day:** An annual festival where parents, students, and teachers participate in fun, sports, and cultural activities, providing opportunities for interaction and connection.
- * **Parent-Teacher Conferences:** Regular meetings to discuss academic progress, educational plans, and issues related to the students' development.
- * **Charity and Community Programs:** The school, along with parents and students, organizes charitable programs and community activities to instill a sense of compassion and social responsibility in students.

The Parent and Community Policy at Sakura Olympia School emphasizes collaboration and partnership with parents in the education and holistic development of students. We believe that this cooperation will help create a strong and united learning community.