



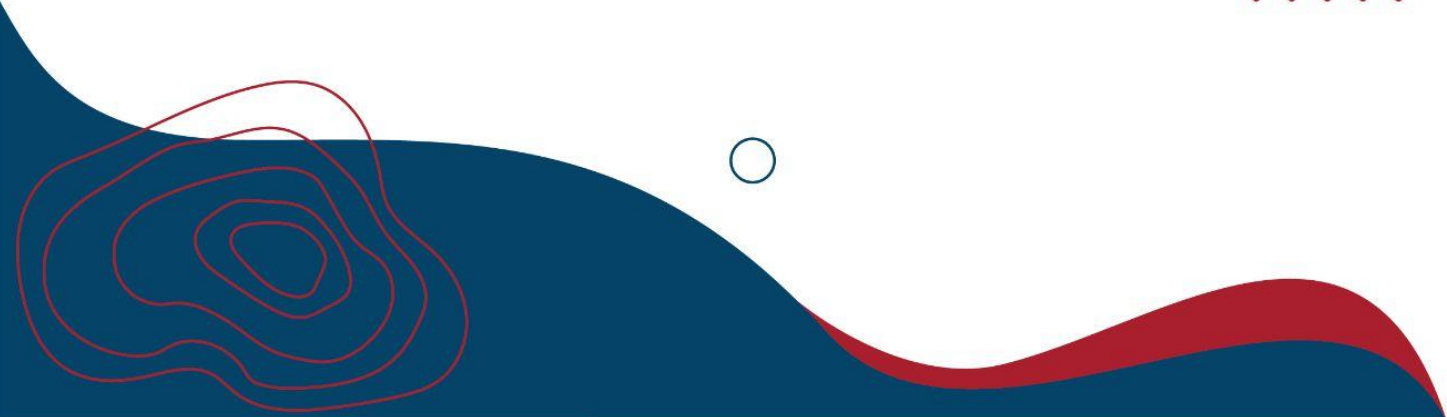
+

ELEMENTARY

HANDBOOK



**International School
SAIGON PEARL**
Elementary & Early Years



○

+



CONTENT

WELCOME TO ISSP!	3
OUR GUIDING STATEMENT	5
OUR LEADERSHIP TEAM	7
WHY ISSP FOR ELEMENTARY	9
HEAR FROM OUR PARENTS AND STUDENTS	13
TIMETABLE	14
THE PYP CURRICULUM FRAMEWORK	16
ISSP ELEMENTARY CURRICULUM	17
HOMEWORK	19
OUTDOOR EDUCATION	20
EXTRA - CURRICULAR ACTIVITIES	21
SUPPORTING SERVICES	22
ASSESSMENTS	23
REPORT CARDS AND PARENTS-TEACHER/STUDENT LED CONFERENCES	24
SCHOOL LIFE	25
Bus	26
Uniform	26
PARENTS ENGAGEMENT	30



WELCOME TO ISSP!



Dear Parents and Caregivers,

On behalf of all ISSP staff, I am writing to extend a warm welcome to you into our upcoming academic year. We are excited and honored to be entrusted with your children's learning and development. Our ISSP community is very much like a family where each member contributes different qualities to the development of our children. We are bound by a common unity which is a commitment to shaping the hearts and minds of our children and young people within a culture of care and in saying that, we would like to welcome you to our ISSP community.

There is a Nigerian Proverb that states

"It takes a whole village to raise a child."

At ISSP, we also believe that the raising of children is not left only to the school, or the family in isolation, but is the collective responsibility of the community to educate and develop all aspects of a child's life.

The world we live in is rapidly changing and the future children will graduate into is one that is relatively unknown.

Therefore our Cognita Schools' purpose is:

To create an inspiring world of education: Building self-belief and empowering individuals to succeed.

A Cognita Education has 3 main objectives:

- We deliver academic excellence
- We develop character
- We nurture a global perspective

At ISSP, we are committed to developing the hearts and minds of children to be able to thrive in their future.

The International School Saigon Pearl is a Candidate School for the Primary Years Program and is pursuing authorization as an IB World School. We are joining schools that share a common philosophy, a commitment to high-quality, challenging, international education that the International School Saigon Pearl believes is important for our students.



As an International Baccalaureate candidate school the heart of learning at ISSP is the development of the IB learner profile attributes, where children are taught to be:

Inquirers	Knowledgeable	Thinkers	Communicators	Principled
Reflective	Open-minded	Caring	Risk-takers	Balance

These educational principles go beyond intellectual development and academic success.

They imply a commitment to help all members of the school community learn to respect themselves, others, and the world around them.

ISSP recognizes that development and learning are interrelated. Children will develop knowledge, skills, concepts, and attitudes which are relevant, engaging, and challenging across subject areas. It is also an expectation that action will be a result of the learning process.

At ISSP, we follow the IB framework. The framework consists of six units of inquiry that include key concepts, related concepts, lines of inquiry, and transdisciplinary themes. We map or link our American and Vietnamese standards to these units as well as other content areas such as literacy and numeracy.

We are proud to be accredited by two of the world’s most recognized Educational Organizations: CIS ‘Council of International Schools’ and NEASC ‘New England Association of Schools and Colleges’.

For us, this validates that we are meeting robust international standards as a truly international school, as well as provides us with feedback and frameworks for continual improvement.

What distinguishes us is our community culture, personalized learning, professional approaches, providing a rich and balanced international standard education that incorporates the International Baccalaureate (IB) Standards and Practices and American Standards that are integrated with our National Curriculum to provide authentic and powerful learning opportunities.

Our Teachers are fully qualified and are involved in regular Professional Development which includes up-to-date powerful approaches to teaching and learning as well as Safeguarding and Health and Safety training.

I hope that what you see in this school prospectus is enough to encourage you to pay us a visit. I look forward to welcoming you at the school soon and introducing you to our caring and friendly community.

Lester Stephens,

Head of School



OUR GUIDING STATEMENT

Mission

ISSP is a caring IB (candidate) World School where young children gain foundational knowledge and skills; building self-belief and empowering individuals to succeed.

Vision

ISSP achieves its Vision through personalized, authentic learning opportunities that cultivate a lifelong love for learning.

IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

As an International Baccalaureate (IB) Primary Years Program (PYP) Candidate school alongside our ISSP Values we are guided by the IB Learner Profile.

The IB learner profile represents a broad range of human capacities and responsibilities that encompass intellectual, personal, emotional and social growth. ISSP, as a PYP candidate school, understands that developing and demonstrating the attributes of the learner profile will provide our community with an important foundation for international-mindedness.





ISSP VALUES		IB Learner Profile
Honesty	ISSP learners are expected to be honest and develop integrity throughout their time at the school. Through a safe and nurturing environment, learners can know that they will be supported throughout their tenure in a restorative approach.	Principled Reflective Communicators
Caring	To show genuine care and compassion is a fundamental aspect of our ISSP school expectations. Learners are expected to demonstrate care and compassion through all interactions with peers, community and property.	Caring Open-Minded Principled
Respect	Respect: Learners develop in the area of respect through cultivating their integrity and responsibility, acceptance and appreciation of differences. Learners grow in their respect for self and each other, the community and the environment.	Caring Reflective
Responsibility	Responsibility: Learners develop in the area of responsibility through the pursuit of individual interests and passions, a commitment to learning, personal excellence, perseverance and resilience. At ISSP we strive to encourage a passion for learning and a spirit of inquiry and celebrate success and achievement across all endeavors where learners, through their time at school develop the skills to take increasing responsibility for their learning and behaviour.	Balanced Caring Communicators Reflective
Wisdom	Wisdom: At ISSP we value confidence, creativity and innovation, leadership and initiative, and a balanced and well-rounded education. Opportunities are provided for all members of the community to exercise initiative and leadership and in the process develop greater wisdom. We aim to motivate our learners in all endeavors and encourage the progression in their learning as it moves from knowledge, to understanding, and then into wisdom.	Knowledgeable Inquirers Reflective Balanced Risk -Takers Thinkers



OUR LEADERSHIP TEAM

Lester Stephens - Head of School



- Bachelor in Education - Massey University, New Zealand
- Diploma of Teaching - Massey University College of Education, New Zealand
- National Aspiring Principals Program - Ministry of Education New Zealand
- Recognition of Attendance of Middle Management Course - Waikato University, New Zealand
- PTC International Principal Certification - Principals Training Center, Miami Florida, US
- HoS Making the PYP Happen Cat 1 Certificate - International Baccalaureate

Tiffany Proctor - Deputy Head of School



- Bachelor of Science in Early Childhood Education, North Georgia College and State University
- Georgia Educator Certificate
- PTC International Principal's Certification
- Program in Pedagogical Leadership Certificate
- Children's Literacy Endorsement
- PYP Leading the Learning Certification

Vicky Hinson - Lower Elementary Coordinator



- BSc in Human Development, Family Studies and Early Childhood Education, University of North Texas
- Certified Teacher, Early Childhood through Grade 4, Texas Education Agency
- English as a Second Language Supplemental Certification
- Making the PYP Happen Cat 1 Certification, International Baccalaureate Organization



Nathan Bennetts - Upper Elementary Coordinator



- BSc in Physical Geography Major with Human Geography Minor, University of Gloucestershire
- Qualified Teacher Status: Early Years and Primary Education, Cheltenham CHE
- Making the PYP Happen Cat 1 Certification, International Baccalaureate Organization

Elizabeth Hinson - Specialist Coordinator



- Master's Degree in Elementary Education
- Bachelor's Degree in Recreation and Leisure Studies - Programming and Management, University of North Texas
- CELTA Certificate
- Texas State Educator Certificate
- New Jersey State Teacher Certificate
- English as a Second Language Teaching Certification
- Making the PYP Happen Cat 1 Certification, International Baccalaureate Organization

Jason Barton - IB Primary Years Program Coordinator



- Bachelor of Education (Primary), Ballarat University
- Prior to joining ISSP, he has led and supported the PYP curriculum in schools in Austria, Italy, Switzerland, Turkey, Norway, Australia and UAE.

Tran Ha - Teaching Assistant Coordinator



- Bachelor of English Education, HCMC Pedagogical University
- Diploma of Teaching, Global Tesol College
- Leading Teacher Teams, Cognita Center for Leading and Learning
- Making the PYP Happen Cat 1 Certification, International Baccalaureate Organization



WHY ISSP FOR ELEMENTARY

Our Culture of Care

We are committed to our duty to safeguard and promote the welfare and wellbeing of children and young people in our care and those who work in the school.

We embrace the whole child

We offer a balanced curriculum and develop children's character, skills, and a love for life-long learning.

MAP Test (Math) above Average

Over 80% of our students achieved above worldwide grade-level standards in Mathematics in their MAP® tests

IB PYP

Our elementary curriculum is based on the IB PYP Framework that is mapped to American Standards.

Seamless Transition into Secondary Schools

Our graduates have opportunities to study at ISHCMC, ISHCMC-AA (Cognita group), or any other middle/secondary school all over the world.





Convenient Location and Modern Facility

Conveniently located 5 minutes from the city center, our purpose-built campus provides young students with the highest quality of education.

Our modern facility includes:

Responsive classroom environments

Our classrooms do not belong to the teacher, they belong to the students. Through this approach to classroom design, students are often more motivated and engaged.



ISSP Main library

With over 18,000 English books: Our state-of-the-art main library offers students the opportunity to pursue their literary interests beyond the classroom environment.

Technology Innovation Hub

That exposes students to new ideas. Letting students work with high-tech machinery, tools, and technology professionals.



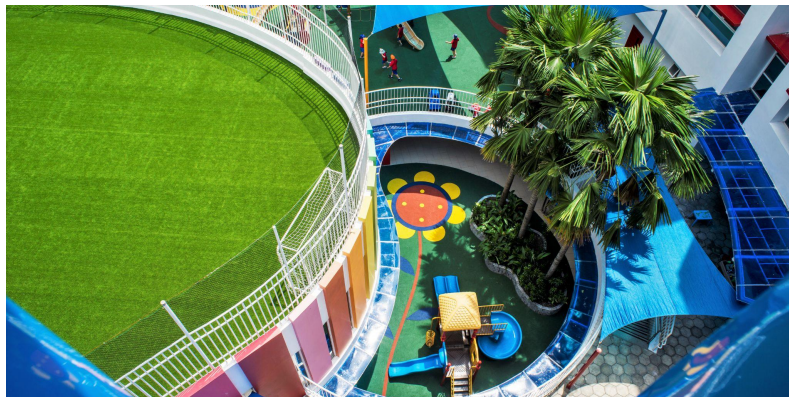
Outdoor Playground

With the safe play structure especially built for the physical needs and enjoyment of the youngsters



Multi-purpose room

Having a space that can be used for such a diverse range of activities was at the heart of the design. We wanted an area that would stand the test of time and be able to be enjoyed by all.



Outdoor sports field

The size of the field takes the teaching emphasis away from running long distances and focuses instruction on specific skills such as timing, passing and receiving, shooting, and tricks.

Visual arts classroom

Our art teachers can help students become more well-rounded and capable individuals by teaching them to develop original ideas through creative projects and practices.

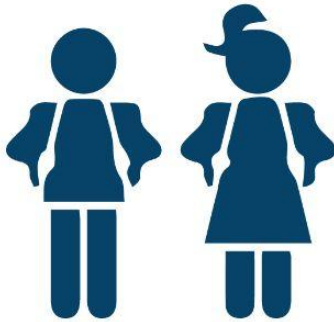


Music Classroom


Open classrooms allow students to move around freely and safely so that they may explore their own interests and discover many different environments.



OUR DIVERSITY



A COMMUNITY
WITH


30+
NATIONALITIES

OUR TEACHER



30% of teachers
hold master's degrees
in their field



100%
FULLY QUALIFIED,
EXPERIENCED AND
PASSIONATE TEACHERS

FULLY ACCREDITED BY

WE ARE A

INTERNATIONALLY
ACCREDITED
SCHOOL


Accredited



HEAR FROM OUR PARENTS AND STUDENTS

“For me, the most important thing is the happiness of my children. They love ISSP and always want to go back to school even when they are on holiday. They are getting great academic achievements thanks to the support from the teachers and the ISSP community.”

Mrs. Tatiana A.

Mother of Daria A. (KG) and Marya A. (Grade 3)



“My son, Joel, progresses in many aspects thanks to ISSP. Besides academic growth such as reading and math skills, he grows as a person. Joel is more mature and starting to take ownership of his behaviors and choices. Like any other parent, I want the best place for my son and I think ISSP is the right choice. I am so proud of my son.”

Mr. Adam W.

Father of Joel W. (Grade 5)

"How wonderful to see the Principal welcome the children every morning! The best thing about ISSP is the good collaboration between the school, qualified teachers, students, and parents to deliver quality education. I especially appreciate the teacher's effort in personalized learning to help my sons improve their needs in learning."

Mrs. Anh Truong

Mom of Kha N. (Grade 5) and Khang N. (ISSP alumni)



“I love my friends at ISSP and we did tons of activities together. I like ISSP teachers because they are nice and supportive. ISSP prepares for my future, ISSP is special.”

Ji H.

ISSP alumni



TIMETABLE

A Weekly Kindergarten Timetable Example						
Rotation Day	Day A	Day B	Day C	Day D	Day E	Day F
Period 1 8:00-8:40	Math					
Period 2 8:40-9:20	Literacy/Phonics					
Period 3 9:20-10:00	Storytime	Storytime	Recess	Inquiry	Inquiry	Recess
10:00-10:15	Snack					
Period 4 10:20-11:00	Library	Art	Writers Workshop	Music	Art	Music
Period 5 11:05-11:45	Vietnamese /Mandarin	Recess	Vietnamese / Mandarin	Recess	Vietnamese / Mandarin	Counseling /ICT
11:45-12:15	Rest/Continued Learning Block/Free Choice					
12:15-12:45	Lunch					
Period 6 12:50-13:30	Recess	Writers Workshop	Physical Education	Writers Workshop	Physical Education	Physical Education
Period 7 13:35-14:15	Writers Workshop	Inquiry	Inquiry	Library	Writers Workshop	Writers Workshop
Period 8 14:20-15:00	Inquiry	Recess	Wellness	Recess	Multi-Purpose Room	Inquiry
15:15 - 16:15	After School Activities	After School Activities	After School Activities	After School Activities	After School Activities	After School Activities



A Weekly Elementary Timetable Example

Rotation Day	Day A	Day B	Day C	Day D	Day E	Day F
Period 1 8-8:20	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
Period 2 8:25 - 9:15	Math: Whole Group Lesson	Math: Whole Group Lesson	Math: Whole Group Lesson	Math: Whole Group Lesson	Math: Whole Group Lesson	Math: Whole Group Lesson
Period 3 9:20 - 10:00	Math: Independent Practice	Math: Independent Practice	Music	Art	Math: Independent Practice	Math: Independent Practice
10:00 - 10:20	Recess					
Period 4 10:20 - 11:00	Guided Reading / Literature Circles	Guided Reading / Literature Circles	Guided Reading / Literature Circles	Guided Reading / Literature Circles	Guided Reading / Literature Circles	Guided Reading / Literature Circles
Period 5 11:05 - 11:45	Vocabulary Writing Read Aloud	Vocabulary Writing Read Aloud	Vocabulary Writing Read Aloud	Vocabulary Writing Read Aloud	Vocabulary Writing Read Aloud	Vocabulary Writing Read Aloud
12:05 - 12:25	Lunch					
12:25 - 12:45	Recess					
Period 6 12:50 - 13:30	Inquiry: Science/Social Studies	Inquiry: Science/Social Studies	Inquiry: Science/Social Studies	Inquiry: Science/Social Studies	Music	Counseling / ICT
Period 7 13:35 - 14:15	Physical Education	Library	Physical Education	Inquiry: Science/Social Studies	Art	Inquiry: Science/Social Studies
Period 8 14:20 - 15:00	Host Country Studies / Vietnamese	Vietnamese / Mandarin	Host Country Studies / Vietnamese	Vietnamese / Mandarin	Host Country Studies / Vietnamese	Vietnamese / Mandarin
15:15 - 16:15	After School Activities	After School Activities	After School Activities	After School Activities	After School Activities	After School Activities

THE PYP CURRICULUM FRAMEWORK

In the IB PYP curriculum framework, the transdisciplinary aspect extends across all three pillars of school life including the learner, learning and teaching, and the learning community.

- **The learner:** This pillar describes the outcomes of individual students and what they seek for themselves. Particularly, IB PYP allows students to engage in the process of knowledge gathering with an **inquiry-based approach**. Students are kept at the center of the process and encouraged to be active participants. Teachers play a role as observers, collaborators, and facilitators in the learning process of primary students.
- **Learning and teaching:** This pillar describes the features of learning and teaching in PYP as a transdisciplinary approach. With this approach, students are encouraged to find answers to important questions such as, “Who am I? Where do I belong? What is the importance of the environment which is around me?”. This process creates a phase that moves from one subject to another to teach the students the importance of each topic and relevant concepts in a study field. Moreover, it allows primary students to investigate and explore their inquiries and interests in a specific subject.
- **The learning community:** IB PYP is designed to focus on teamwork and collaboration. Due to this, in class, students are given projects and assignments to work in teams, collaborate, and share information with others. This helps students learn the value of teamwork and collaboration.

Transdisciplinarity in the PYP Framework - A Transformative Program

The transformative nature of the PYP lies in its commitment to student learning in a transdisciplinary context, embedded in the curriculum framework and connected across key elements of the program. It is a fundamental PYP belief that for early and primary years learners, continuous integration and connection of prior and new knowledge and experiences is the most meaningful way to broaden their understanding of the world.

Transdisciplinary learning in the PYP refers to learning that is not confined within the boundaries of traditional subjects but is supported and enriched by them.

Strengthened by the 6 subject guides from the International Baccalaureate for:



Language



Mathematics



Science



Social Studies



Personal, Social
and Physical
Education
(PSPE)



The Arts



ISSP ELEMENTARY CURRICULUM

Our international curriculum (that follows IB PYP) for children 6 to 11 years old is designed to provide students with a seamless transition into our secondary schools, ISHCMC or ISHCMC – American Academy, which has a 100% acceptance rate for students who apply to overseas universities.

Our education program is aligned with American Standards and is designed to strike an effective balance between academic excellence and guiding students in their creative, physical, emotional, and social goals. This curriculum ensures our elementary students' transdisciplinary learning across mathematics, science, music, language arts, and social studies is benchmarked against American Standards.

English Excellence

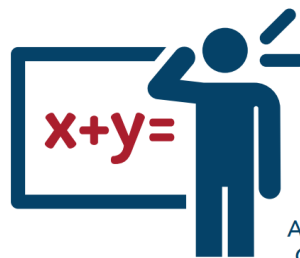
Building English language proficiency in every child is one of our key goals at ISSP. **Over 60% of our students achieved above worldwide grade-level standards in English in their MAP® tests.**

English grammar lessons and writing workshops timetabled reading sessions in our Library that contains over 16,000 English books and an extensive Summer Reading Program develops every child's literacy and communication skills. Free English language support for non-native speakers is available through our extensive English as Additional Language (EAL) program. Designed to meet the academic needs of students at various levels of the acquisition process, our EAL program improves students' abilities in reading, writing, listening, and speaking until they are ready to excel in our mainstream programs.

Academic Excellence

All elementary students take the Measurement of Academic Progress® (MAP®) standardized testing to measure growth and progress within the academic year and as students progress through the grades.

These assessments enable us to understand each child's strengths and needs so that we can deliver individualized learning plans and ensure every student reaches their full potential while at ISSP.



80%
STUDENTS

ACHIEVE ABOVE GRADE LEVEL MATHS,
COMPARED TO WORLDWIDE RESULTS

Global Languages program

To prepare students for success in our increasingly interconnected world, all elementary students learn either Mandarin or Vietnamese. Mandarin, the world's most widely spoken language globally, gives our students a competitive edge in preparation for future success in the international business market. Our students are passionate about learning a foreign language, and many choose to extend their Mandarin language education in our after-school Mandarin Club. Vietnamese as a second language helps our students develop a deeper connection to the country we live in.



Sporting Excellence



We recognize the importance of sports participation and regular physical activity, not only in improving strength and fitness, but also for its positive effects on increasing self-esteem, mood, and concentration. All

ISSP elementary students participate in our extensive swimming program, where specialist instructors teach children to refine stroke proficiency and build their strength and core stamina to swim with ease and efficiency over greater distances.

From Grade 3, students who show a passion for sports and a desire to extend their athletic abilities can compete in our swimming, soccer, and basketball teams against elementary sports teams from other international schools across the city, teaching children about teamwork, risk-taking, leadership, integrity and perseverance, important qualities that will carry them through their lives during and after ISSP.

ICT Learning

With Information & Communications Technology (ICT) an integral part of daily life, we believe that children should become confident in its constructive and responsible use from an early age. In our dedicated ICT lab, students develop fundamental digital literacy skills and learn to use technology as a tool to promote and access communication, information, and creativity. Our ICT program also includes an exciting, interactive iPad program where children further develop their creative thinking skills in solving problems using technology.



HOMework

At ISSP we ask that our students read every night. All other homework is up to the discretion of the homeroom teacher. We do not encourage teachers to send home practice sheets, worksheets, or work that is not differentiated for individual student needs.





OUTDOOR EDUCATION

Why Outdoor Education?

At ISSP, we provide outdoor education to help children:

- To increase time in nature, and challenging environments
- To provide opportunities to develop resilience, agency, and wellbeing
- To promote alternatives to screen time
- To increase opportunities to connect to nature

Our Approach

The Outdoor Education Curriculum is focused on character development and split into 3 areas:

- Metacognition: The ability to learn from past experiences and adapt them into future actions
- Resilience - The ability to cope adaptively and bounce back after changes, challenges
- Agency - The ability to conceive issues and to get the right help

What are We Doing?

Partnering with Ta Lai Adventures, who have had an ongoing relationship with us for a number of years, to strengthen the outdoor education we provide at ISSP.

A Place in Cat Tien Community

As part of our partnership we have an exciting chance to be part of and support the local community. Together with Ta Lai Adventures we have designed community projects, which will see our students working alongside the Tay and Ma people. Our first project is rice cultivation; learning from the local farmers, we will plant and tend our own rice paddy and use the rice growth at school.



EXTRA - CURRICULAR ACTIVITIES

We are committed to the development of the whole child, addressing students' social, physical, emotional, and cultural needs with equal importance to their academic needs. The common bonds and friendships created in extra-curricular activities form the basis of ISSP's close-knit community and rich school culture.



1. Over 65 enrichment opportunities: We offer over 65 After-school-activity (ASA) clubs at ISSP, including swimming, cooking, karate, student leadership, choir, basketball, and dance, etc. ASAs take place from 3:15 to 4:15 PM, Monday to Friday. Some ASAs are taught by specialists in their fields with fees. Some are led by our teachers and are generally free of charge.
2. Engaging sports competitions: We organize an annual sports competition among ISSP students, namely Color Wars. The competition is a great chance for our children across grade levels and classes to team up and collaborate to succeed. Besides, ISSP is a member of the 15 school SISAC (Saigon International Schools Athletic Conference) organization which offers the opportunity for interschool competition for 2 age groups (U9 and U11) in the following sports:



Football



Basketball



Swimming



Badminton



Track & Field



T-Ball



Cross
Country

3. Meaningful school visits: Our Grade 5 students have an opportunity to visit secondary school members of the Cognita group (ISHCMC and ISHCMC-AA) to prepare for their transition to secondary schools.
4. Focused and engaging field trips: Trips and Events (Field Trips) are considered an integral part of the curriculum. We occasionally organize field trips for our students to local venues to reinforce their learning and understanding.



SUPPORTING SERVICES

Our Student Support Services aim to ensure all children develop their full potential through appropriate support, collaboration, commitment, and communication among teachers, other related professionals, and parents. We promote the successful inclusion of all children whilst meeting their individual needs through a personalized approach to learning.

It is ISSP’s belief that all children have the right to receive a quality education by capitalizing on individual strengths. We recognize and respect individual differences and uniqueness, and take responsibility for providing skilled and sensitive teaching and support so that children with different learning styles, abilities, and skills can find individual paths to success and fulfillment.

Together, the Student Support Services department along with teachers and parents employ a variety of strategies relevant to their area;

Push-in/pull-out	Immersive and inclusion	Social Skills Training
Remedial or After-school Support	Accommodations	Individualized Education Plan (IEP)

English as an Additional Language (EAL)

In an international environment, EAL plays an important role in welcoming and supporting children from a wide variety of linguistic and cultural backgrounds to our school. Our EAL department supports language learners in the most inclusive way possible, so that all may access the curriculum and take an active part in all aspects of our school life. Our approach guarantees consistency and the progress of each language learner is continuously monitored.

Our EAL program uses the WIDA Model assessment and Six Stages of Second-Language Acquisition to determine the level of support, if any, a child will receive.

School Counselor

The Early Years and Elementary years are fundamental to a child’s welfare and well-being. Our counseling services advocate the social and emotional development of students by promoting a positive environment and outlook. The counselor works with key personnel in ensuring resources are available to students so their personal and academic potential is achieved.

Special Educational Needs (SEN)

Our SEN program is designed to help children with special needs learn effectively in class. The departments, together with the teacher and upon approval of parents, will create an Individualized Education Plan (IEP) to set goals in line with curriculum standards. Children may be referred to the SEN program at any stage of their learning, whether it be during the Admissions process or whilst enrolled if there is an identified need.

ASSESSMENTS

Assessment is **central to the Primary Years Program (PYP)** goal of thoughtfully and effectively supporting students through the acquisition of subject-specific knowledge and skills, the understanding of concepts, and the development of approaches to learning.

We believe that **students become effective, self-regulated learners** when they are actively engaged in assessment and act on constructive feedback. This helps them reflect on their progress, set goals for their learning, and engages them in making decisions about what they need to do to achieve these goals. **Teachers at ISSP become more effective when they continually learn about what students know and can do.** They reflect on their practice, adjust their teaching based on data, and offer timely, specific, and well-considered feedback to better support learning.

We use two forms of assessment - formative and summative assessments. **Formative assessments** inform teachers of the next steps in teaching and learning for the children. This happens regularly, often on a daily basis, through observations, discussions with the child, and work the child has completed. **Summative assessment** measures progress over time. These assessments are collated and analyzed, allowing for a school-wide overview and to measure academic growth over the year, and from year to year.

Diagnostic/Summative Assessments

- Fountas and Pinnell
- Pre and Post assessments
- MAP Testing
- WIDA
- Writing samples and moderation



Formative Assessments

- Observations
- Work samples
- Rubrics
- Interviews and conversations
- Reading A-Z (RAZ Kidz)





REPORT CARDS AND PARENTS-TEACHER / STUDENT-LED CONFERENCES

Student Reports

Report Cards are an important process in reporting students' learning and progress to parents. The reports provide a description of the student's progress and are based on information obtained from a variety of ongoing authentic assessments. The school's Values are also reported for each child.

Parent-Teacher Conferences (PTCs)

At ISSP we believe that parents and legal guardians become more informed when they understand the learning goals their child is working towards, and the progress their child is making. To support this we conduct Parent Teacher Conferences during the first semester of the school year.

Additional conferences can be scheduled at the request of parents or teachers at any time during the school year.

Student-Led Conferences

A student-led conference is a preplanned meeting in which students demonstrate responsibility for their academic performance by providing a review of their work for parents and teachers.





SCHOOL LIFE

House System

ISSP has a House system that consists of four Houses; Bohol (Green), Apo (Yellow), Javan (Red), and Luzon (Blue). The ISSP mascot is a Sunbird, whose name is “Champ”. Each House has been named after a sunbird species that lives in Southeast Asia to connect the House names to the school identity. Each student is assigned to a House upon entrance to ISSP and they remain in that House throughout their time at ISSP. Siblings are assigned to the same House. All faculty and staff are also assigned to a House. Each student and staff member receives a House shirt in the color of their assigned House. Shirts are worn throughout the year to promote House activities and increase school spirit.

The acronym SOAR has been created to tie the House system to the school’s values. SOAR stands for:

S - Show RESPONSIBILITY

O - Obtain WISDOM

A - Always be HONEST and CARING

R - RESPECT others

“SOAR” is used as a catch-all title for our House system. Within each House, there are several sub-groupings called SOAR Teams. Each SOAR Team consists of 2 adults (generally, 1 faculty member and 1 teaching assistant/staff member), and a small group of students from Kindergarten to Grade 5. These teams meet regularly throughout the year to receive lessons about and participate in activities that support the ISSP Values. In addition, these groupings between year levels offer leadership opportunities for older students and build relationships between students and faculty/staff.

The purpose of the House System is to provide students with a sense of belonging to the ISSP community while also enjoying friendly competition amongst peers. Students can earn points for their House by earning SOAR tickets for following ISSP Expected Behaviors and Values and participating in activities throughout the year. At the end of each Term, an assembly is held and a House champion is identified for each school Term and for the entire school year. Visual displays help to promote the House system and encourage positive student behaviors.





Bus



Bus service is provided by ISSP, subject to the availability of space and routes. Bus service is offered for students aged 4 years old and above only. Bus fees are not included in the tuition fee and will be paid quarterly.

Uniform

The uniform shop is open from 7.30am to 4.00pm. Uniform fees are not included in tuition fees and can be paid by cash or credit card.





Meal - Canteen Menu

Our food service is provided by Global Cafe. Asian and Western meal choices are available. Students may bring their own lunch pack or pre-order at the school canteen.

A Weekly Menu Example					
	Monday	Tuesday	Wednesday	Thursday	Friday
ASIAN OPTION	Glazed Tofu with Spring Onions, Steamed Rice and Vegetables [sb]	Roasted and Sliced Xa Xiu Pork Served with	Coconut Ginger Braised Chicken Leg served with Rice and Vegetables [g]	Grilled Beef Strips with Soy Sauce served with Rice and Vegetables [g]	Baked Fish Marinated with Lemongrass and Curry Powder with Rice and Vegetables [f]
WESTERN OPTION	Spaghetti with Chickpeas and Tomato Sauce with Steamed Vegetables [g]	Breaded Fish Culter served with Mashed Potatoes and Vegetables [m,g,e]	Sliced Beef Tenderloin Topped with Chimichurri Sauce served with Roasted Potatoes and Vegetables	Honey Garlic Roasted Pork Ribs served with Baked Potatoes and Vegetables	Baked Penne Pasta with Creamy Chicken and Cheese served with Vegetables [e,g,m]
VEGETARIAN OPTION	Omelet with vegetables and steamed rice (e)	Crispy Seitan with Chili and Lemongrass served with Steamed Rice and Vegetables [sb,g]	Stir Fried Tofu with Asian Tomato Sauce served with Rice and Vegetables [sb]	Rice Noodles Salad with Vegetarian Spring Rolls, Vegetables Dressed with Asian Dressing [sb,g]	Egg Noodle and Vegetable Stir Fry with Golden Tofu Cubes [sb,e]
DELI OPTIONS	NON	Grilled Chicken Caesar Wrap with Lettuce, Tomatoes and Bacon Bits [g,e]	Tuna Salad Baguette with Dijon Mayonnaise, Spring Onions, Diced Cucumber, Lettuce and Tomatoes [f,g,e]	Pepperoni or Cheese Pizza Slices [g,m]	Toasted Ham and Cheddar Cheese Sandwich with Sliced Tomatoes [e,g,m]
SALAD BAR	NON	Asian Salad with BBQ Pork Chops and Daily Salad Bar Selection	Mediterranean with Grilled Chicken and Daily Salad Bar Selection	Middle Eastern with Creamy Hummus and Daily Salad Bar Selection	Tex Mex with Spiced Ground Beef and Daily Salad Bar Selection
DAILY SOUP	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day
FRESH JUICE	Watermelon	Orange	Pineapple	Tropical Punch	Lime Juice



Safety and Safeguarding

We are committed to our duty to safeguard and promote the welfare and wellbeing of children and young people in our care and those who work in the school. Through our work, we aim to ensure a safe learning and working environment for students, staff, parents, and visitors alike. We take our responsibilities in relation to safeguarding and child protection very seriously. Where there are safeguarding concerns, staff communicate this to the school's Designated Safeguarding Lead (DSL). It is our aim to ensure that each student feels that they have a trusted adult to whom they can communicate their concerns or worries too.

Staff receive regular training and updates on their professional responsibilities in relation to safeguarding and child protection. Our recruitment procedures follow 'Safer Recruitment guidelines. Our recruitment ensures that we have the best team of professionals working at ISSP. All staff must undertake Vietnamese police checks and First Advantage police checks for all countries in which they have resided. This is supported by detailed resumes, reference checks, and a robust interview process.

Well-being

Our Student Well-Being policy encompasses the personal, social/emotional, and academic well-being of learners at our school. As an inclusive school, our approach to Student Well-Being is embedded in the curriculum, mission, vision, and values of the school. Through a focus on attitudes and life skills, we work towards our goal of fostering human beings who reflect the school's values and uphold the mission and vision of the school.

The well-being of all members of our school community is of fundamental importance. Our aim is to provide a safe, secure and supportive environment that enhances belonging and connectedness, thus promoting an environment where our learners can thrive. We hope to empower our learners to take control of their own learning and develop essential social and self-management skills.

To support our student well-being approach, the expected behavior is identified, taught explicitly, modeled, acknowledged, and celebrated, whilst inappropriate behavior is managed in a positive and consistent manner.

ISSP is part of the Cognita Schools Group and Cognita follows a "Be Well Charter". Consistent messages are shared with students and families about the 6 areas of well-being and parent sessions are also incorporated. In addition, we do a monthly ISSP Parent Academy and many of the topics shared at those academies are focused on different aspects of well-being.





Medical

The ISSP nursing room is established to ensure that medical facilities and support are sufficient for students and staff during school time. The nursing room also provides equipment used in emergency situations such as Automated External Defibrillator (AED), evacuation chair, Epipens, and Inhalers. Located on the ground floor in a separate area, the nursing room has two wash basins, two beds, and one isolation room for special cases. Students can always go to the nursing room when they need medical assistance.

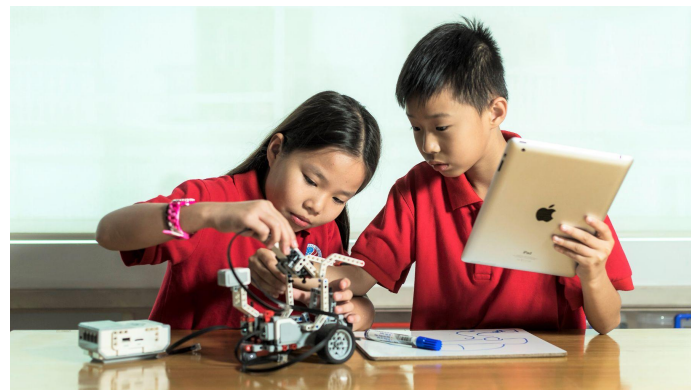
First aid kits are installed on every floor inside the school campus. First Aid kits provide relevant medical items for sport-related events and training at ISSP. It also can be prepared to bring on school field trips or any type of trips outside of the school campus.

Communications between School and Parents

The school and our teachers communicate with parents mainly through email and the **Toddle application**. We encourage parents to visit Toddle regularly for school news, whole school events, and other important notices. We believe that a strong partnership between home and school is essential to the development of ISSP students and to the success of our school community as a whole. Parents are asked to support our students by checking Toddle nightly to make sure their children are keeping up with the class schedule and completing the required work.

Parents of Early Years and Kindergarten students can view the class schedule, photos, and video clips of their day at school. Students from Grades 1 – 5 will use Seesaw to record information and homework.

Parents are encouraged to communicate with teachers directly via email, or by sending a message via Toddle. Parents can also request a scheduled appointment with their child's teacher as the needs arise.





PARENTS ENGAGEMENT

Student Performance

Art and Music are a part of life and activities in the school. Assemblies, special presentations, and school-wide music concerts provide an opportunity for the students to sing, play a musical instrument, act, and dance. Where possible parents are encouraged to join these activities in support of their children and our community cohesion



School Events

ISSP organizes a wide range of internal events throughout the school year to tighten the relationship between teachers, staff, parents, and students. Our highlighted events include Moon Festival, Teacher’s Day, Christmas Celebration, Tet Festival, Student Showcase, International Week, Charity Nights, etc., where all the members of our community are encouraged to participate.

COGNITA

An inspiring world of education



International School SAIGON PEARL Elementary & Early Years

92 Nguyen Huu Canh Street, Ward 22,
Binh Thanh District, Ho Chi Minh City, Vietnam

+84 (028) 2222 7788
admissions@issp.edu.vn
www.issp.edu.vn