



# MYP PARENT'S HANDBOOK

School Year 2025 - 2026

*Dream Strive Succeed*

+84(0) 865 777 900 [info@westlink.edu.vn](mailto:info@westlink.edu.vn)

Gia Vinh Road, Xuan Dinh Ward, Hanoi





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## 1. WELCOME TO THE SCHOOL

Dear School Families,

Welcome to Westlink International School, Hanoi!

We are delighted to welcome you to our vibrant and diverse community for the 2025/2026 academic year. As we begin our fourth year, we are filled with excitement and optimism for the growth, learning, and memorable moments that lie ahead. Our guiding motto, "Dream, Strive, Succeed," continues to inspire all that we do.

At Westlink International School, we believe that strong partnerships between home and school are the foundation of student success. While we bring educational expertise, you bring a deep understanding of your child. Together, we can create a nurturing and enriching environment that supports every student in reaching their full potential.


This handbook has been carefully developed to provide you with essential information about our school, our programs, and our community. Inside, you will find details about our curriculum, extracurricular opportunities, support services, and the values that shape our holistic approach to learning.

Thank you for choosing Westlink and for entrusting us with your child's education. We are honoured to be part of their journey and look forward to supporting and celebrating their growth in the year ahead.

Warm regards,  
**Hillary Hinchliff**  
Executive Principal

## 2. CONTACT DETAILS

 Gia Vinh Road, Xuan Tao, Bac Tu Liem, Hanoi (Đường Gia Vinh, phường Xuân Tảo, quận Bắc Từ Liêm, Hà Nội)

 (+84)24 7301 0108

 info@westlink.edu.vn

 westlink.edu.vn

### Social media

Facebook



[WestlinkHanoi](#)

Instagram



[westlink.international.school](#)

Linkin



[Westlink International School](#)

## 3. VISIONS AND VALUES

Our vision is to empower, inspire and educate our students so they can achieve their goals and shape the future by becoming critical thinkers and successful, responsible, internationally minded citizens.

And our Mission is to be a learning community where every student can not only **dream** about a bright future, but by **striving** hard, **succeed** in achieving it.

*Dream Strive Succeed*



#### 4. STAFF LIST

##### Academic Executive Leadership Team



**Ms. Hillary Hinchliff**  
Executive Principal



**Mr. Dariush Saheli**  
Principal



**Mr. Martin Berridge**  
Primary Principal

##### Academic Senior Leadership Team



**Ms. Marianella Rivara**  
MYP Coordinator &  
Head of Lower School



**Bosco Simethy**  
Head of Middle School



**Marika Farrell**  
DP Coordinator  
& Career Counsellor



**Dr. Nga Ngo**  
MOET Deputy Principal  
& Career Counsellor



**Ms. Laurretta Philip**  
Head of Inclusion



**Ms. Sarah Somerfield**  
Head of EAL  
& Multilingualism



**Ms. Ana Abella**  
Head of Sports  
& Enrichment

##### Homeroom Teachers

	Class	Name
1	Grade 6A - IB	Ms. Tanya Simethy
2	Grade 6B - MRC	Ms. Nguyen Thi Thuy Dung
3	Grade 6C - IB	Ms. Kim Hyung Soo
4	Grade 7A - IB	Ms. Kaye MacIver
5	Grade 7B - MRC	Ms. Vu Minh Ngoc
6	Grade 7C - IB	Ms. Amanda Jane Clifford
7	Grade 8A - IB	Mr. Gerrit Peter Goosen
8	Grade 8B - MRC	Ms. Ngo Thi Hang Nga
9	Grade 8C - IB	Mr. Mike Gonzales
10	Grade 9A - IB	Ms. Anna Belitskaya
11	Grade 9B - IB	Mr. Ronaldo Calangi

### Specialist Teachers

No	Subjects	Name
1	English	Kaye MacIver
2	English	Amanda Clifford
3	English	Anna Belitskaya
4	Science	Rahan Afzal
5	Science	Ronaldo Calangi
6	Science	Kailash Tahiliani
7	Math	Bosco Simethy
8	Math	Mike Gonzales
9	Math	Tanya Simethy
10	Individuals and Societies	Gerrit Goosen
11	Individuals and Societies	Marianella Rivera
12	Physical and Health Education	Ana Gracia Cruz Abella
13	Physical and Health Education	Marika Farell
14	Visual Arts and Design	Shane Clifford
15	Music	Joel Lane
16	Swimming	Duc The Tran
17	Future Pathway	Nga Ngo
18	Vietnamese	Ngan Nguyen (Jenny)
19	EAL	Ngoc Vu
20	Korean	Soo Kim
21	Vietnamese Language and Literature - MRC	Thuy Dung Nguyen
22	Math - MRC	Huong Ngo
23	History and Geography - MRC	Viet Dung Nguyen

## 5. SCHOOL DATES

### TERM DATE 2024 - 2025

<b>Term 1</b>	Monday, August 18th, 2025 – Friday, December 12th, 2025
<b>Term 2</b>	Monday, January 5th, 2026 – Friday, April 17th, 2026
<b>Term 3</b>	Monday, May 4th, 2026 – Wednesday, June 24th, 2026



AUGUST 2025							SEPTEMBER 2025							OCTOBER 2025							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			
10 school days							20 school days							18 school days							
NOVEMBER 2025							DECEMBER 2025							JANUARY 2026							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
					1	2	1	2	3	4	5	6	7					1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		
20 school days							10 school days							20 school days							
FEBRUARY 2026							MARCH 2026							APRIL 2026							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
						1							1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				
16 school days							22 school days							13 school days							
MAY 2026							JUNE 2026							JULY 2026							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			
20 school days							17 school days														

#### Term 1

4 – 8 August: New Teachers Introduction  
11 – 15 August: PD Week  
18 August: School Commencement  
1 – 2 September: Independence Day  
20 – 24 October: Mid-term Break  
12 December: Term 1 ends  
15 December – 2 January: Christmas Holidays

**Number of school days: 78 days**

#### Term 2

5 January: Term 2 starts  
16 – 20 February: Tet Holidays  
17 April: Term 2 ends  
20 – 29 April: Term 2 holidays  
27 April: Hung Kings Day  
30 April: Reunification Day  
1 May: Labour Day

**Number of school days: 70 days**

#### Term 3

4 May: Term 3 starts  
1 June: PD Day  
24 June: Term 3 ends  
25 – 26 June: PD days

**Number of school days: 37 days**

**Total number of school day: 185 days**

- Term starts
- Term ends
- School Holidays
- Public Holidays
- Induction/ PD

## 6. KEY CONTACTS

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email [secondary@westlink.edu.vn](mailto:secondary@westlink.edu.vn)
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- We'll forward your email to the relevant staff member(s)

Also, parents can join the Zalo group which is created ONLY for WESTLINK parents to provide you with school notifications and reminders. Please kindly click on the links below and scan the QR code to join the group:

**Westlink Community  
Secondary School:**  
<https://zalo.me/g/fwsinr692>



We try to respond to all emails within 24 hours unless it is an emergency in which case, please call **0868 508 799**.

Your concern	Who to contact
Class activities/lessons/homework	Your child's class teacher via Toddle
Payments	Finance Department <a href="mailto:service.finance@westlink.edu.vn">service.finance@westlink.edu.vn</a>
Attendance and absence requests	Fill in <a href="#">Absence Request Form</a> before 7 a.m. if possible for all absence/ lateness request. The letter will be transferred to related department.
Behaviour concerns	<ol style="list-style-type: none"> <li>Homeroom or Subject teacher</li> <li>Secondary - IB: <ul style="list-style-type: none"> <li>Ms. Marianella Rivera (Grade 6-7) <a href="mailto:mrivera@westlink.edu.vn">mrivera@westlink.edu.vn</a></li> <li>Mr. Bosco Simethy (Grade 8-9) <a href="mailto:bsimethy@westlink.edu.vn">bsimethy@westlink.edu.vn</a></li> <li>Ms. Nga Ngo (Secondary MRC) <a href="mailto:nngo@westlink.edu.vn">nngo@westlink.edu.vn</a></li> </ul> </li> <li>Principal: Mr. Dariush Saheli <a href="mailto:dsaheli@westlink.edu.vn">dsaheli@westlink.edu.vn</a> (if still not resolved)</li> <li>Executive Principal Office <a href="mailto:principal@westlink.edu.vn">principal@westlink.edu.vn</a> (if still not resolved)</li> </ol>
General inquiries, School Events and Activities	School office - <a href="mailto:secondary@westlink.edu.vn">secondary@westlink.edu.vn</a>
Transport, Catering, General Operations	School services - <a href="mailto:schoolservices@westlink.edu.vn">schoolservices@westlink.edu.vn</a>
Academics, School Policies, and any other concerns	<ol style="list-style-type: none"> <li>Secondary - IB: <ul style="list-style-type: none"> <li>Ms. Marianella Rivera (Grades 6-7) <a href="mailto:mrivera@westlink.edu.vn">mrivera@westlink.edu.vn</a></li> <li>Mr. Bosco Simethy (Grades 8-9) <a href="mailto:bsimethy@westlink.edu.vn">bsimethy@westlink.edu.vn</a></li> <li>Ms. Marika Farrell (DP and Careers) <a href="mailto:mfarrell@westlink.edu.vn">mfarrell@westlink.edu.vn</a></li> <li>Ms. Nga Ngo (Secondary – MRC) <a href="mailto:nngo@westlink.edu.vn">nngo@westlink.edu.vn</a></li> </ul> </li> <li>Principal: Mr. Dariush Saheli <a href="mailto:dsaheli@westlink.edu.vn">dsaheli@westlink.edu.vn</a> (if still not resolved)</li> <li>Executive Principal Office <a href="mailto:principal@westlink.edu.vn">principal@westlink.edu.vn</a> (if still not resolved)</li> </ol>
Extra-curricular activities, community clubs, trips	<a href="mailto:ECAs@westlink.edu.vn">ECAs@westlink.edu.vn</a>





## 7. TIMING OF THE SCHOOL DAY

Activities	Time on Monday, Tuesday, Wednesday and Thursday	Time on Friday and special day with prior notification
Arrival	7:45	7:45
Registration	8:00 - 8:15	8:00 - 8:15
Lesson 1	8:15 - 9:00	8:15 - 9:00
Lesson 2	9:00 - 9:45	9:00 - 9:45
Snack Time + Play Time	9:45 - 10:15	9:45 - 10:15
Lesson 3	10:15 - 11:00	10:15 - 11:00
Lesson 4	11:00 - 11:45	11:00 - 11:45
Lunch + Play time	11:45 - 12:35	11:45 - 12:35
Lesson 5	12:35 - 13:20	12:35 - 13:20
Lesson 6	13:20 - 14:05	13:20 - 14:05
Lesson 7	14:05 - 14:50	14:05 - 14:50
Snack Time	14:50 - 15:10	14:50 - 15:00
ECA / EAL/other classes	15:10 - 15:55	NA
Finish	16:00	15:05

- Please note that school ends at 15:05 every Friday.

### Outdoor playtime

Usually, students play outdoors during recess after a snack or lunch. However, the playground will be closed and children will engage in indoor or class-based activities under the following conditions:

- **High Air Quality Index – 200AQI (Please refer to the AQI Policy)**
- **Excessively high temperatures (especially during summer alerts)**
- **Lightning**

### Arrival and Exit

#### Arrival

1. Students are not permitted in school before 7:30 a.m., as no adult supervision is provided during this time. A member of the leadership team will be on-duty from 7:30 a.m. and a member from the teaching staff will begin morning duty at 7:45 a.m.
2. Under normal circumstances, Westlink International School is a closed campus. Visitors entering the campus from Monday to Friday, 8:00 a.m. – 4:30 p.m., must report to the security guard with valid identification. In order to save your time in registration, please access to the link for WESTLINK VISIT PASS here <https://forms.office.com/r/VDikjAuxua> or scan the code below
3. Parents and students are not allowed to enter or stay in the campus outside normal school hours unless there is a scheduled activity.





**Pick-up time**

All students must be collected within 15 minutes after they are released from classes.

- Dismissal time from Monday to Thursday: **4:00pm**
- Dismissal time on Friday: **3:00pm**

The school is not in charge of students' safety after the dismissal time so please kindly arrange pick-up for your child accordingly.

Should a student be picked up **later than 4:15 p.m. on Mondays to Thursdays** (dependent on the ECAs timetable) and **3:15 p.m. on Fridays**, Late-pick-up fee of **VND120,000 per block of 30 minutes** will be applicable.

In the event that you incur Late pick-up fee, Payment Advice will be issued during the first week of the following month. Kindly ensure payment is made within 5 days of receiving the payment advice.

**Drop off and Pick-Up****1. Bus-children**

Students will be handover to staff/ bus monitors following the School Bus Policy.

For further detail, please contact our School Office. To register the service, please fill **Service Registration Form**

**2. Non-bus children**

During dismissal, vehicles may park in the designated "Parking Area" inside the campus. Students can be picked up at the main lobby.

**3. Self-leaving children**

Starting from Grade 6, students are permitted to go home by themselves. If you agree with this option for your child, please complete the form in the appendix and submit it to the School Office.

If there are any changes to the pick-up method, we kindly request an official confirmation from parents to ensure the safety and well-being of all students.

**Parking**

If visiting the school, cars must be parked in the designated "Visitor" parking spaces. Westlink will not be responsible for damage or theft.

Taxis or service cars are not permitted to enter the school campuses except for the bad weather conditions.

**Only vehicles displaying Westlink Stickers or family cars with parents' cards are allowed to entry.**

**To receive Westlink Stickers, please contact the School Office.**

**Playground**

For the health and safety of our students and to ensure proper supervision, the playground is not open outside school hours.

**Extra-curricular Activities (ECAs)**

An after-school activity program will occur on Monday, Tuesday, Wednesday and Thursday between 15:10 and 15:55. Children will have the opportunity to select activities on a termly basis. Parents will be advised of the exact information at the start of each semester. Any inquiries should be directed to the School Office.



## 8. SCHOOL MEALS INFORMATION

### WIS TERM 1.2024 - LUNCH MENU 2

	ASIAN	WESTERN	SALAD BAR	SOUP
MONDAY	Braised Pork with Quail Egg <b>G</b> Steamed Rice Green Beans & Carrots <b>V</b>	Buffalo Chicken Wings <b>G</b> Steamed Rice Green Beans & Carrots <b>V</b>	Tuna	Corn <b>V</b>
TUESDAY	Stir Fried Beef in Oyster Sauce <b>G</b> Steamed Rice Sauteed Broccoli & Pumpkin <b>V</b>	Roast Pork with Mushroom Sauce <b>D G</b> Steamed Rice Sauteed Broccoli & Pumpkin <b>V</b>	Ham	Winter Melon <b>V</b>
WEDNESDAY	Fried Fish with Sweet Chili Dip <b>G</b> Steamed Rice Stir Fried Vegetables <b>V</b>	Spaghetti with Garlic Roasted Squash & Mushrooms <b>V</b> Bread Roll Stir Fried Vegetables <b>V</b>	Chicken Mayo	Potato <b>V</b>
THURSDAY	Honey Grilled Chicken Steamed Rice Cauliflower & Beetroot <b>V</b>	Beef Stew <b>G</b> Mashed Potato <b>D G</b> Carrot & Beetroot <b>V</b>	Cheese <b>V</b>	Spinach <b>V</b>
FRIDAY China Day	Bun Cha <b>G</b> Salad Leaves Spring Rolls <b>V</b>	KFC Style Chicken <b>G</b> Steamed Rice Cheesy Cauliflower <b>V</b>	Egg <b>V</b>	Onion <b>V</b>

**V= VEGETARIAN**

**G= GLUTEN**

**D= DAIRY**

### WIS TERM 1.2024 - SNACK MENU 2

	MORNING SNACK	AFTERNOON SNACK
MONDAY	Pork Dumpling Fresh Milk	Yoghurt with Fruit Fruit Juice
TUESDAY	Beef Pho Fresh Milk	Oatmeal Cookie Seasonal Fruit
WEDNESDAY	Mixed Cereal Fresh Milk	Banh Mi with Egg Fruit Juice
THURSDAY	Pork with Sticky Rice Fresh Milk	Banana Muffin Seasonal Fruit
FRIDAY China Day	Raisin Cake Fresh Milk	Sushi Fruit Juice

- Parents who wish their child to have meals in the canteen must subscribe to the Catering Service. See the sample menu above.
- Students may bring food from home if they do not wish to use the catering services. Please note, **we do not have facilities to heat food**, and refrigeration is not available for food brought from home. Food should be packed appropriately in a sealed and reusable lunchbox to ensure its safety (minimizing the use of single-use packaging).
- Students are not permitted to order food from outside providers for delivery to the school.
- Secondary students are allowed to purchase snacks/ drinks at the school cafe. Parents can top-up the credit into students' card by transferring to Caterer's bank account. (No cash payment)
- For further detail, please contact our School Office. To register the service, please fill **Service Registration Form**

YES	NO
Seeds, Vegetables, Fruit, Water, Plain Milk (No added sugar), Yogurt, Plain popcorn, Sushi	Crisps/Chips, Chocolate bars, Sweets, Chewing gum, Fizzy drinks, Fruit Juice, Fast food, NUTs

## 9. BIRTHDAY PARTY

At Westlink International School, we enjoy celebrating children's birthdays during our Friday assemblies. However, we understand the impact that frequent birthday celebrations with food can have on students, including the disruption to learning, dietary concerns, and the potential risks for students with serious food allergies. Ensuring their safety is our top priority. For these reasons, we do not permit birthday food at school.

Our dedicated homeroom teachers will continue to celebrate each child's special day in meaningful and appropriate ways, ensuring every birthday is recognized with the warmth and joy it deserves.

If you would like to send invitations for a birthday party outside of school, your child's teacher can distribute them, provided that all students in the class are invited. If you are only inviting a select few, we kindly ask that you send invitations privately by mail or phone to avoid hurt feelings among classmates.

## 10. UNIFORM LIST

The purpose of the uniform at Westlink International School is to foster a sense of belonging, identity, and pride among students, while encouraging them to maintain a tidy and appropriate appearance. Taking care in personal presentation reflects a sense of self-respect and consideration for others and contributes to a positive learning environment.

### 1. Daily Uniform:



### 2. Sport Uniform:



- Students are required to wear **black shoes**. Attracting shoes with features such as flashing lights, squeaking noises, or roller ball facility are not permitted.
- Westlink International School expects students to attend School in full school uniform, including



shoes and asks that parents work with the School in supporting and enforcing the uniform. If you are in doubt, please consult the staff.

- House Team T-shirts are compulsory for some house events during school year. Please order the house t-shirt as a uniform item according to the new purchasing policy. We also stock the adult sizes!



- If you are unsure which house your child/ren belong to, please contact the School Office for assistance.
- Please limit socks to **white, navy or black colours**.
- Parents can have 2 options of purchasing uniform as below:  
**Option 1:** Fill the online order -> Receive our payment advice -> Payment -> Receive at School Shop every Friday (except for Summer Break). Please visit: <https://westlinkisp.mysapo.net/>  
**Option 2:** Buy and pay directly at our School Shop every Fridays (except for Summer Break or National Holidays).
- To help us and your child, kindly ensure that all items are clearly labelled with their full name and class. We also ask that valuables, such as jewelry, expensive watches, toys, and electronic devices, are not brought to school.

## 11. FIELD TRIP

At Westlink, students participate in several educational field trips throughout the school year. These trips are designed to explore local culture and extend classroom learning. For each trip, we require your permission to ensure your child/ren can participate with your full awareness. Without your consent, your child/ren will not be allowed to join the trip.

## 12. MOBILE PHONES AND ELECTRONIC DEVICES

### Mobile Phones and Smartwatches:

- The use of mobile phones and smartwatches is not allowed during school hours.
- Secondary students may bring their mobile phones and smartwatches to school, but these devices must be handed in to the school office at the beginning of the school day and can be collected at dismissal time.
- Should you need to contact your child/ren, please contact the school office.

### Laptops/ iPads/ Calculator

- Students in Grade 6-7-8 are required to have their own iPad with keyboard or laptop for school use.
- Students in Grade 9 need their own laptop and Casio Calculator for school use. Please refer to the Device Policy for more requirements.

## 13. STUDENT CARD AND PARENTS CARD

### Student Card:

- Secondary students are required to have their student card when on campus. In any case of loss or damage, replacement cards can be obtained at a cost of **200,000VND**.

### Parent Card:

- Once a student is enrolled, families also will receive a free card per parent and/or guardian (Parent Cards).
- Parents will be able to collect the cards at the Administration Office.
- Additional or replacement cards can be obtained at a cost of **200,000 VND per Card**.
- To request for your Parent cards, please fill in the form and one passport-sized photograph of each adult referenced to the School Office. Card processing time is 05 working days.

## 14. ILLNESS AND ABSENCE

### Absence from the School

All student absences, regardless of the reason, must be reported to the school. This is a matter of student safety, and it is essential that we are aware of each child's whereabouts every day.

If your child is unable to attend school, please fill in **Absence Request Form** before 7 a.m. if possible for all absence/ lateness request. The letter will be transferred to Homeroom teachers, Head of Primary (3-5 consecutive days of absence) and Executive Principal (more than 5 consecutive days of absence).

If a student is absent by **8:30 a.m.** and no prior notice has been received, the school will make a courtesy call to the parents.

- Absences of **3-5 consecutive days** require approval from the **Principal**.
- Absences of **more than 5 consecutive days** require approval from the **Executive Principal**.

To support academic success and overall development, we expect students to maintain a **minimum attendance rate of 95%**, unless there are unavoidable or exceptional circumstances. We will contact you if attendance drops below 95%.

### Medical Appointments during the School day

To avoid disruption to the day's routine, parents are advised to make appointments (dental, medical, etc.) out of School hours, or in the vacation periods. If this is not possible, e.g. specialist appointments which are often made in advance, please send an email by 7:00 a.m. to [secondary@westlink.edu.vn](mailto:secondary@westlink.edu.vn) with a **Cc copy to the Homeroom Teacher**.

### Late Arrivals and Early Departures

Any student arriving at school after the designated start time will be marked late on ISAMs. If a student needs to leave school before the regular dismissal time, they should be collected from Secondary School Office. Parents are reminded to send an email in advance to [secondary@westlink.edu.vn](mailto:secondary@westlink.edu.vn).

To collect a student early, parents/guardians must first obtain an Early Leave Form, which must be signed by the School Office. This form needs to be submitted to the Security Guards before leaving the premises. No student will be allowed to leave the school without prior written permission from parents.

### Special Leave Procedure

As every school day is important and regular holiday periods are provided, families are strongly discouraged from taking children out of school during term time or leaving early on the final day of term. If, under exceptional circumstances, an absence from school is necessary, parents should submit a written request to the Executive Principal as early as possible.

## 15. HOME LEARNING

At Westlink, we are committed to fostering a positive and engaging learning environment for all students. Based on years of research by educational experts, we recognize that traditional homework, particularly in primary education, may not be the best way to effectively support student learning. Therefore, our home learning policy prioritizes quality over quantity, focusing on purposeful activities that enhance classroom learning and spark curiosity. We aim to minimize stress and promote family engagement by ensuring home learning allows for valuable time together and creative play. Our approach is flexible, catering to diverse learning styles and interests, to cultivate a love for learning in our students.

## 16. PARENT FORUM

Each class will have a parent representative who will represent the views of all parents in their child's grade and be an ambassador for the school. This position will either be through volunteering or election if more than one parent wishes to be the representative. This forum will meet with the Leadership Team monthly.

## 17. BEHAVIOUR

### Behavioural Expectations

As members of the Westlink International School community, students have the following rights:

1. The right to be treated with respect, courtesy, and fairness, in line with the school's values and principles of natural justice.
2. The right to learn and play in a supportive, clean, and safe environment that promotes quality education.
3. The right to open communication and positive relationships with peers and staff.
4. The right to participate fully in the educational program.



## Anti Bullying

Westlink International School defines bullying as:

***"The deliberate, persistent physical, verbal or mental intimidation or harassment of a person by another person or group with the intent of causing hurt or discomfort."***

The Westlink School Position Statement is:

- Westlink International School is firmly opposed to all forms of bullying, including cyber, physical, psychological, and verbal (both written and spoken).
- The school believes that prevention, through the involvement and awareness of the entire School community, is the most effective way to combat bullying.
- Our aim is to foster an environment of understanding and cooperation where victims of bullying feel empowered to seek help.

Please refer to the Behaviour Policy for information.

## 18. HEALTH AND SAFETY INFORMATION

All medication will be administered by the school nurse.

Parents must authorise the taking of medication by filling the **Medication Consent Form**. This should be handed in to the School Office at the same time as the medication.

### Food Allergies

Please note that it is the parent's responsibility to notify all members of staff (classroom teacher, teaching assistant, nurse, and principal) of any food or other serious allergies. If there is a food allergy in your child's class, we ask that students not share food for the safety of all students' health; in severe cases, certain foods will not be allowed.

### Medical Consent

1. **Medication Consent Form** is required to be submitted to the school before students take any form of medication (digestive enzymes, cough syrup...) with the support of school nurse.

2. In case, students take antibiotics or functional food treatment, please submit the form along with **doctor's prescription**.

3. School can deny providing medicine to students if medication consent form is not provided by parents.

*Please see the link for Health Policy in the appendix.*

## 19. SPECIAL EDUCATIONAL NEEDS (SEN) AND ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

We are an inclusive school and do accept students who may require learning or language support. This will be discussed with parents on an individual basis.

## 20. SOCIAL MEDIA POLICY AND INTERNET ACCEPTABLE USER AGREEMENT

Our Social Media Policy and acceptable user agreement is currently being updated.

## 21. WITHDRAWAL

Parents are required to fill out the Withdrawal Form **7 school weeks prior to the student's last day** and ensure that the School has acknowledged the withdrawal to obtain a proper refund, if any.

Parents are required to continue the payment of Tuition Fee event if the child is absent from School during the required notice period.

All other obligations to the School - including the return of any school property (e.g., library books, uniforms, etc.) - must be fulfilled **before** any refundable amount, student records, or transcripts can be released.

Upon withdrawal, the School will provide **one copy of transcripts and school records with official school notarization** free of charge. Additional copies can be requested at a cost of **100,000 VND per set**.

(More information can be found in the Application Form.)

Appendix 1  
**MEDICATION CONSENT FORM**

Appendix 2  
**EARLY LEAVE FORM**

Appendix 3  
**SCHOOL BUS SERVICE REGISTRATION**

Appendix 4  
**LETTER OF WITHDRAWAL**

To access forms and documents for parents, please visit  
**[westlink.edu.vn/downloads](https://westlink.edu.vn/downloads)**  
or scan the QR code below

